Building & Development Services
1102 Lohmans Crossing, Lakeway, TX 78734
Phone: (512) 314-7540 Fax: (512) 314-7541
www.lakeway-tx.gov

HOUSE ADDITION PERMIT APPLICATION

APPLICATION:

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by codes and ordinances adopted by the city, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

Accessory structures (additions) may not be free-standing. The structures must be attached either directly to the main home or attached by means of a covered breezeway which is required to be a minimum of four (4) feet in width. In addition, all accessory structures must be constructed to be architecturally consistent with the main building, using the same exterior materials, including roofing, as the existing home, provided those materials comply with all applicable city requirements.

The City of Lakeway has adopted the following codes:

- International Building Code – 2009 Edition, including all appendices except for appendices A, B, H and J
- International Residential Code for One- and Two-Family Dwellings – 2009 Edition, with the exception of chapters 25 to 32 (plumbing), including all appendices except for appendices E and L
- International Energy Conservation Code – 2009 Edition
- International Mechanical Code – 2009 Edition, including all appendices except for appendix B
- International Fire Code – 2009 Edition as amended by Travis County Emergency Service District No. 6
- International Gas Code – 2009 Edition, including all appendices
- National Electrical Code 2008
- Uniform Plumbing Code – 2009 Edition or as adopted by the service provider

CHECKLIST:

This list has been prepared as a tool for submitting a complete building permit application package. In no way does this list represent all submittal documents that may be required to demonstrate compliance with local codes and ordinances. Delays in the permit issuance process will occur as a result of incomplete or inadequate submittal information.

- House Addition Project Information Sheet
- Residential Construction Documents
- Residential Survey/Site Plan
- Exhibits (click on links below or scroll down)
  - Building Elevations
  - Sample Site Example[1]
  - Sample Site Plan[2]
  - Drainage Plan Guide
  - Contractor Acknowledgement Form(s)
  - Energy Code Compliance
  - Manual S, J and D Reports
  - Bonding & Insurance
- Applications

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HOUSE ADDITION PROJECT INFORMATION SHEET

General Contractor:		**Phone:**
Address:		**Fax:**
City:	**State:**	**Zip:**
E-mail:		

★ This information sheet must be submitted with the permit application for the house addition.

QUESTIONNAIRE:

What is the total square footage of the addition, including unconditioned space? _____ SF

What is the square footage of the existing home, including unconditioned space? _____ SF

What is the estimated project valuation for the addition? $ _____.

Is there an active Architectural Control Board (ACB) over the subject property? ☐ Yes. ☐ No? If yes, provide evidence of plan submission to the ACB.

Is this a golf course property? ☐ Yes. ☐ No?

UTILITIES (PLEASE SELECT ALL THAT APPLY):

Electric: ☐ Public or ☐ Private? If public, who is the provider? _____

_____

Natural gas: ☐ Public, ☐ Private or ☐ Not Available? If public, who is the provider? _____

_____

Propane: ☐ Community, ☐ Individual Tank or ☐ Not Available? If propane is provided by an individual tank, is the tank ☐ above ground or ☐ below ground?

Water: ☐ Public or ☐ Private? If public, who is the provider? _____

_____

Wastewater: ☐ Public or ☐ Private? If public, who is the provider? _____

_____

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RESIDENTIAL CONSTRUCTION DOCUMENTS

SUBMITTAL DOCUMENTS:
Submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data shall be submitted in two (2) or more sets with each permit application. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Construction documents shall be dimensioned and drawn upon suitable material and shall include, at a minimum, the following:

- Foundation plan (signed and sealed by a registered engineer in and of the state of Texas)
- Floor plan, indicating windows, door swings, stairs and ramps, shafts, means of egress, etc., and shall be sufficiently dimensioned to describe all relevant space sizes
- Framing plan (including floor, wall and roof framing)
    - If plans are not signed and sealed by an engineer or architect, the designer will be required to demonstrate that the design complies with building codes and that members are adequately sized to resist the loads imposed on them
    - For roof and/or floor trusses, provide 11” X 17” placement diagrams and 8 ½” X 11” profile pages; profile pages shall be signed and sealed by an engineer or architect
- Electrical plan showing all outlet locations, switches, circuitry and raceways, fixtures and service equipment.
- Mechanical plan showing location of heating, cooling and ventilation equipment, and duct layout showing size, class, duct gage (if metal) and grill (register) locations; provide information on the approval listing of the equipment installed; submit mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, installation methods, etc.; and provide the manufacturer's installation instructions for all appliances and the BTU per hour output
- Elevations including grade, references, survey markers/monuments, scale, building height and materials (including percentages)
- Details, including typical connections, cross sections, particularly sections of exterior walls and various building elements, and any tables (e.g. header, girder or other span) or schedules as required to fully describe the building construction and materials

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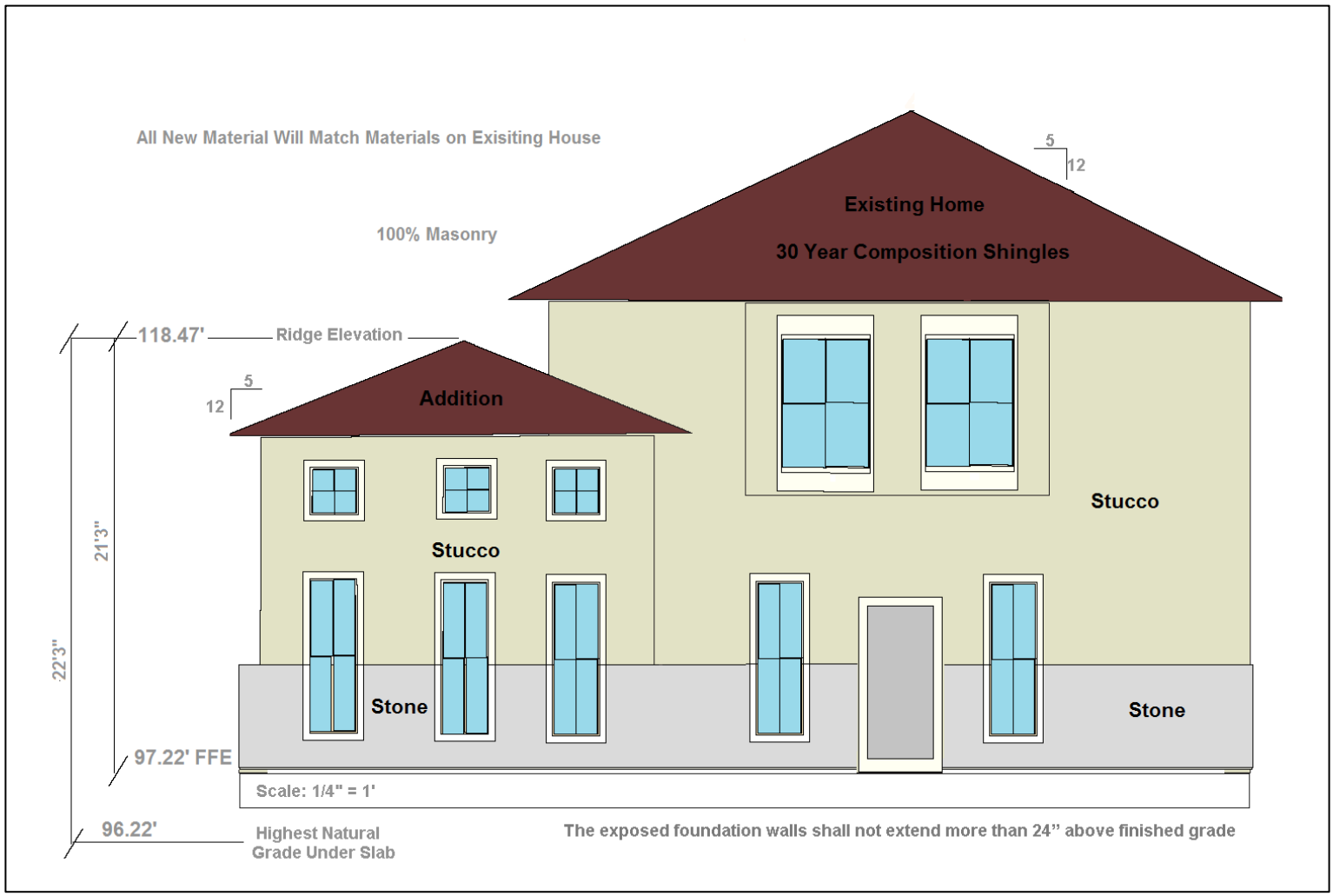
BUILDING ELEVATIONS EXHIBIT

The elevation plans will need to provide:

- Plan scale
- The elevation of the highest natural grade under the slab
- The finished floor elevation of the lowest floor
- The top plate of each finished intermediate floor as well
- The highest roof ridge line
- The vertical distance between the highest natural grade under the slab and the highest portion of the ridge and the distance between the finished floor and the highest portion of the ridge.
- Percentage of masonry coverage
- Wall and roof finish materials
- A note to indicate that the exterior exposed foundation walls shall not extend more than 24" above finished grade

The illustration shown below is an example of how to show those requirements.



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RESIDENTIAL SURVEY/SITE PLAN

SURVEY/SITE PLAN

Surveys and site plans shall be dimensioned and drawn upon suitable material and shall include general property information and improvements.

- **General Property Information**
  - Provide title block, legal description, lot size, scale and north arrow
  - Show all property lines and easements, including bearings, distances and dimensions; identify building setbacks and height limitations
  - Show all existing structures
  - Provide lot coverage calculations and lot size,
  - Identify adjacent rights-of-way; show all existing improvements within the right-of-way including driveways, drainage ditches, curbs and gutters, storm drain/culverts, retaining walls, etc., street orientation and label street(s)
  - Locate and describe benchmarks; show critical environmental features, buffer zones, flood plain elevations, the floodway and any portion of the lot which is subject to inundation by the 100 year flood, existing site topography in 1' contours, storm/surface water drainage systems and surface waters
  - Provide a note to indicate drainage will not adversely impact adjoining lots and that drainage exiting the lot onto an abutting property will be directed to a common property pin;
- **Improvements**
  - Illustrate existing and proposed structures and building envelopes, and identify each by its use (e.g. dwelling, garage, storage, etc.); locate and describe highest natural grade under slab, finished floor elevation(s) (FFE) and ridge height(s) for the addition; indicate the location and clearing from any proposed ancillary structure such as the house addition, decks, docks, porches, patios, equipment pads and respective screening. Provide the location of roof overhangs and provide distances from slab and roof overhangs to all property lines.
  - Provide the location and dimensions of existing and proposed wells and on-site sewage systems including distances to property lines and structures; show all utilities and utility connections including size and location (indicate overhead or underground).
  - Locate and label all hardwood trees 6" and greater; show limits of tree protection; incorporate tree protection notes 1-15, subsection 24.02.405(n), Lakeway Code of Ordinances (LCO); label and outline landscaping areas; provide location and details of all drainage devices; indicate direction of surface water flow; provide retaining wall details and means of fall protection
  - Show location of temporary improvements such as erosion control devices, construction fencing, construction entrance(s), chemical toilet and commercial refuse container

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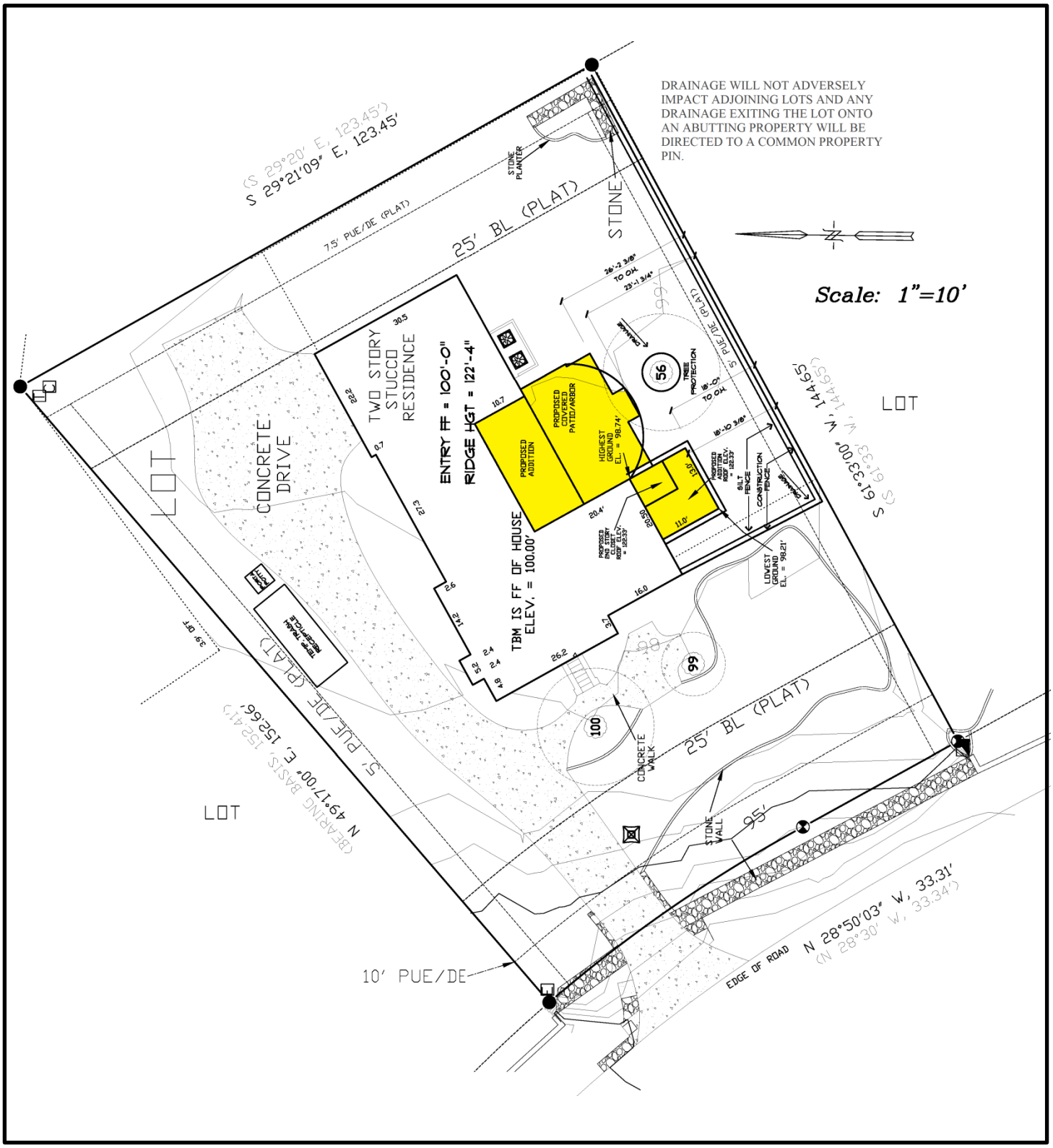
SAMPLE SITE PLAN[1]



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SAMPLE SITE PLAN[2] (LOT SPECIFICS & NOTES)

SQUARE FOOTAGES

Slab:	4,002
Driveway:	1,527
Entry Walk:	64
A/C Pad:	32
Lot:	9,289

IMPERVIOUS COVER

% of Slab:	43.1%
% of Total Concrete:	55.4%

NOTES

1. Drainage will not adversely impact adjoining lots amd any drainage that exits the lot onto an adjoining property will be directed to a common property pin
2. Plans have been drawn in compliance with the following codes:
   a. International Building Code – 2009 Edition, including all appendices except for appendices A, B, H and J
   b. International Residential Code for One- and Two-Family Dwellings – 2009 Edition, with the exception of chapters 25 to 32 (plumbing), including all appendices except for appendices E and L
   c. International Energy Conservation Code – 2009 Edition
   d. International Mechanical Code – 2009 Edition, including all appendices except for appendix B
   e. International Fire Code – 2009 Edition as amended by Travis County Emergency Service District No. 6
   f. International Gas Code – 2009 Edition, including all appendices
   g. National Electrical Code 2008
   h. Uniform Plumbing Code – 2009 Edition or as adopted by the service provider

LEGEND

56	11" Elm
99	6" Oak
100	9" - 11" Elm
—⊗—	Calculated Point
—●—	1/2" Rod Found
----------	Metal Fence
----------	Wood Fence
BL	Building Line
PUE	Public Utility Easement
DE	Drainage Easement
( )	Record Information
	Water Meter
	Cable Riser
	Electric Riser
	Telephone Riser
	Light Pole
	Air Conditioner
OFF	Outside of subject boundary

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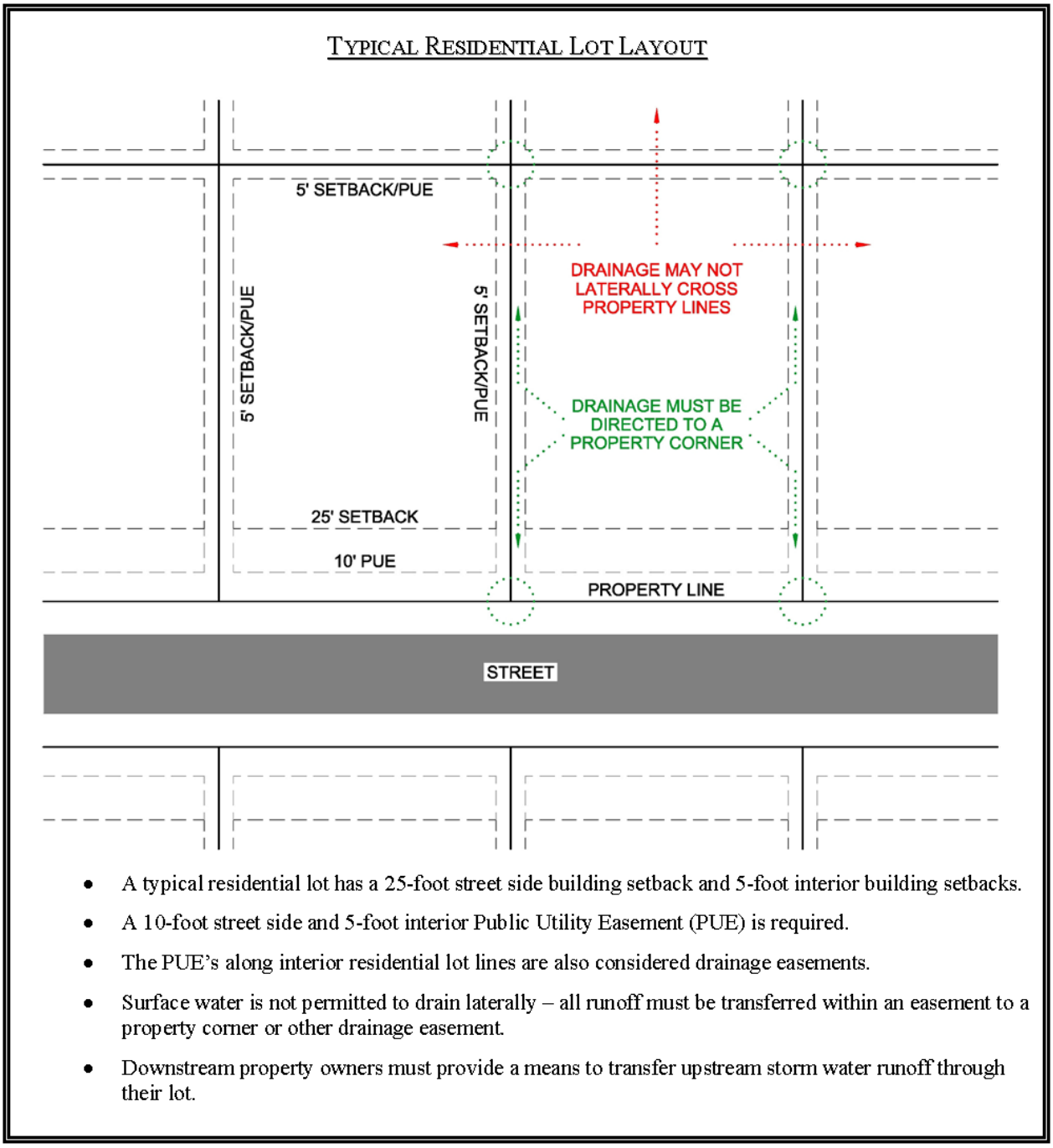
DRAINAGE PLAN GUIDE

Ensure that drainage is directed to a drainage easement and does not have a negative impact on adjacent properties. Earthen berms, swales or small rock walls may be used to divert runoff to where it should go. Surface water is not permitted to drain laterally across property lines; it must be directed to a property corner.



- A typical residential lot has a 25-foot street side building setback and 5-foot interior building setbacks.
- A 10-foot street side and 5-foot interior Public Utility Easement (PUE) is required.
- The PUE's along interior residential lot lines are also considered drainage easements.
- Surface water is not permitted to drain laterally – all runoff must be transferred within an easement to a property corner or other drainage easement.
- Downstream property owners must provide a means to transfer upstream storm water runoff through their lot.

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D^E

CONTRACTOR ACKNOWLEDGEMENT FORM

ACKNOWLEDGEMENT:
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Application is hereby made to obtain a permit to do work and installation as indicated on the approved construction drawings.

PROJECT/PERMIT NO.: _____

Electrical Contractor:		**Phone:**
Address:		**Fax:**
City:	**State:**	**Zip:**
E-mail:		

Master Electrician:	**TDLR License No.:**
License Type:	**Expiration Date:**

AFFIDAVIT:
I certify that all work will be performed under my supervision in accordance with state and local laws and that the information contained in this form is true and correct to the best of my knowledge.

SIGNATURE OF MASTER LICENSE HOLDER: _____

This form must be signed and returned to the Offices of Building & Development Services prior to permit issuance. Forms may be delivered to 1102 Lohmans Crossing Road, Lakeway, TX, 78734, faxed to 512-314-7541 or e-mailed to building@lakeway-tx.gov.

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Application is hereby made to obtain a permit to do work and installation as indicated on the approved construction drawings.

PROJECT/PERMIT NO.: _____

HVAC Contractor:		**Phone:**
Address:		**Fax:**
City:	**State:**	**Zip:**
E-mail:		

Master Technician:	**TDLR License No.:**
License Type:	**Expiration Date:**

AFFIDAVIT:
I certify that all work will be performed under my supervision in accordance with state and local laws and that the information contained in this form is true and correct to the best of my knowledge.

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DP

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Application is hereby made to obtain a permit to do work and installation as indicated on the approved construction drawings.

PROJECT/PERMIT NO.: _____

Plumbing Contractor:		**Phone:**
Address:		**Fax:**
City:	**State:**	**Zip:**
E-mail:		

Master Plumber:	**TSBPE License No.:**
License Type:	**Expiration Date:**

AFFIDAVIT:
I certify that all work will be performed under my supervision in accordance with state and local laws and that the information contained in this form is true and correct to the best of my knowledge.

SIGNATURE OF MASTER LICENSE HOLDER: _____

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Application is hereby made to obtain a permit to do work and installation as indicated on the approved construction drawings.

PROJECT/PERMIT NO.: _____

OSSF Contractor:		**Phone:**
Address:		**Fax:**
City:	**State:**	**Zip:**
E-mail:		

Installer:	**TCEQ License No.:**
License Type:	**Expiration Date:**

AFFIDAVIT:
I certify that all work will be performed under my supervision in accordance with state and local laws and that the information contained in this form is true and correct to the best of my knowledge.

SIGNATURE OF REGISTERED SANITARIAN: _____

This form must be signed and returned to the Offices of Building & Development Services prior to permit issuance. Forms may be delivered to 1102 Lohmans Crossing Road, Lakeway, TX, 78734, faxed to 512-314-7541 or e-mailed to building@lakeway-tx.gov.

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ENERGY CODE COMPLIANCE

ENERGY CODE COMPLIANCE

Both the City of Lakeway and the State of Texas are committed to energy code compliance and verification. Energy code compliance and verification are performed from different perspectives, but share the same end goal. Architects, designers, engineers, contractors, builders, and other construction industry stakeholders have a professional responsibility to design and comply with the energy code on behalf of the building owner/developer. Energy code compliance evaluation is the process of verifying that new or renovated buildings are meeting the intended requirements of adopted energy codes. Compliance with the energy code can be demonstrated through a prescriptive, trade-off, or performance approach. In evaluating building compliance, the prescriptive approach should be assumed unless documentation is obtained from the building department or responsible authority demonstrating compliance with either the trade-off or performance approach.

- Prescriptive Approach – For the building envelope, a prescriptive approach would list the minimum R-value or maximum U-factor requirements for each building component, such as windows, walls, and roofs. For lighting systems, a prescriptive approach would simply list the allowable watts per square foot for various building types. For mechanical systems and equipment, a prescriptive approach would list the minimum required equipment efficiencies. This approach is quick and easy to use, but you may find the approach somewhat restrictive because the requirements typically are based on worst-case assumptions and all requirements must be met exactly as specified.
- Prescriptive Approach – For the building envelope, a prescriptive approach would list the minimum R-value or maximum U-factor requirements for each building component, such as windows, walls, and roofs. For lighting systems, a prescriptive approach would simply list the allowable watts per square foot for various building types. For mechanical systems and equipment, a prescriptive approach would list the minimum required equipment efficiencies. This approach is quick and easy to use, but you may find the approach somewhat restrictive because the requirements typically are based on worst-case assumptions and all requirements must be met exactly as specified.
- Performance Approach – A performance approach (also known as a systems performance approach) allows you to compare your proposed design with a baseline or reference design and demonstrate that the proposed design is at least as energy efficient as the baseline in terms of annual energy use. This approach allows great flexibility but requires considerably more effort. A performance approach is often necessary to obtain credit for special features, such as passive solar, photovoltaic cells, thermal energy storage, fuel cells, and other nontraditional building components. This approach requires an annual energy analysis for the proposed and the reference buildings.

REScheck™ Desktop, REScheck-Web™, COMcheck™ Desktop and COMcheck-Web™ are software applications developed to simplify and clarify energy code compliance with the model energy code (IECC) and a number of state-specific codes for residential building projects. REScheck and COMcheck are used to assist architects, builders, designers, and contractors in demonstrating energy code compliance, and creates compliance reports for code officials based on project inputs. The REScheck and COMcheck software applications are available on the Department of Energy (DOE) web page https://www.energycodes.gov/software-and-web-tools-0.

The City of Lakway requires a detailed REScheck report for residential construction projects, and a detailed COMcheck report for commercial construction projects, prior to permit issuance.

For prescriptive requirements, use Climate Zone 2.

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MANUAL S, J AND D REPORTS

ACCA MANUALS

According to Section M1401.3 of the International Residential Code, 2009 Series, heating and cooling equipment shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.

- Manual S – Residential Equipment Selection shows how to select and size heating and cooling equipment to meet Manual J loads based on local climate and ambient conditions at the building site. Manual S covers sizing strategies for all types of cooling and heating equipment, as well as how to use comprehensive manufacturer's performance data on sensible, latent or heating capacity for various operating conditions.
- Manual J – Residential Load Calculation 8th Edition is the national ANSI-recognized standard for producing HVAC equipment sizing loads for single-family detached homes, small multi-unit structures, condominiums, town houses and manufactured homes. This publication provides quick supplemental details as well as supporting reference tables and appendices. A proper load calculation, performed in accordance with the Manual J 8th Edition procedure, is required by national building codes and most state and local jurisdictions.
- Manual D - Residential Duct Systems provides a single set of ANSI-recognized duct sizing principles and calculations that apply to all duct materials; system operating point (supply cfm and external static pressure), and airway sizing for single-speed and multi-speed (ECM) blowers; a method for determining the impact of duct friction and fitting pressure drop on blower performance and air delivery, and the most comprehensive equivalent length data ever published. You can apply the Manual D procedure to constant volume systems and zoned variable air volume systems, over a full range of duct construction materials.

The City of Lakeway requires a Manual J compliance report/worksheet for residential construction projects prior to permit issuance; ***Manual S and Manual D compliance reports/worksheets are not required at this time***. A list of ACCA approved software applications is available on the ACCA web page http://www.acca.org/standards/software/.

For questions concerning your compliance report/worksheet, contact your licensed heating and air conditioning contractor.

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BONDING & INSURANCE

BONDING

Before a permit for construction of any improvement is issued, the applicant shall submit to the city a permit bond in a form acceptable to the city in the principal sum of ten thousand dollars ($10,000.00). Such bond shall secure and be used for the payment of any and all damages to persons or property (including the city) which damages arise from, or are caused by, any act or conduct taken or authorized by the permit holder or any permit actor. Among the damages secured by the permit bond and for which the bond amount is payable is the cost to the city to cure or abate any condition deemed or found to be a nuisance pursuant to any city ordinance or other applicable law caused by defective, incomplete or noncompliant construction of any improvement to real property.

Governmental agencies shall not be required to submit a permit bond.

INSURANCE

Before a permit is granted under this article, the applicant shall furnish to the city a certificate of insurance showing a waiver of subrogation in favor of the city and the city as the certificate holder, proving that he has procured public liability and property damage insurance in the following amounts:

(A) For damages arising out of bodily injury or death of one person in any one accident: $250,000.00.

(B) For damages arising out of bodily injury or death of two or more persons in any one accident: $500,000.00.

(C) For injury or destruction of property in any one accident: $250,000.00.

Such insurance shall be kept in full force and effect during the period of time for which a permit shall be issued or until the issuance of a certificate of occupancy or certificate of completion.

Governmental agencies shall not be required to submit proof of insurance.

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APPLICATION FOR RESIDENTIAL BUILDING PERMIT

(CHECK ONE & INCLUDE NECESSARY SUPPORTING MATERIAL)

☐ NEW HOUSE ☐ ADDITION ☐ POOL/SPA
☐ DECK/PATIO ☐ FENCE ☐ LANDSCAPING
☐ RE-ROOF ☐ HVAC CHANGE OUT ☐ OTHER: _____

ADDRESS OF PROPERTY:			**GOLF COURSE LOT?** ☐ YES ☐ NO	
LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT NUMBER):			**VALUE OF PROPOSED WORK:**	
PROPERTY OWNER NAME:		**TELEPHONE:**	**E-MAIL**	
MAILING ADDRESS:		**CITY:**	**STATE**	**ZIP CODE**
CONTRACTOR:	**CONTACT NAME:**	**TELEPHONE:**	**E-MAIL**	
MAILING ADDRESS:		**CITY:**	**STATE**	**ZIP CODE**
BRIEF DESCRIPTION OF PROPOSED WORK:				

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:

That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted. I further understand that City Staff review time may take up to twelve (12) business days per review.

_____
APPLICANT SIGNATURE

_____ _____
PRINTED NAME **DATE**

(FOR CITY USE ONLY)

PERMIT NUMBER:
AMOUNT RECEIVED:
BOND ☐ **INSURANCE** ☐

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REEXAMINATION REQUEST

PROJECT ADDRESS: _____ ☐ PRE-ISSUANCE ☐ POST-ISSUANCE

APPLICANT:	TELEPHONE:	E-MAIL		
MAILING ADDRESS:	CITY:		STATE	ZIP CODE

PLEASE USE THE SPACE BELOW TO FURTHER DESCRIBE THE CONTENT OF YOUR REQUEST:

_____

_____

_____

_____

_____

_____

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:

That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted. I further understand that City Staff review time may take up to seven (7) business days per review.

_____
APPLICANT SIGNATURE

_____ _____
PRINTED NAME **DATE**

(FOR CITY USE ONLY)

PERMIT NUMBER:
NOTES: