



City of Woodcreek One & Two Family Plan Submittal Requirements

No application will be considered complete without all required information and fee payment.

Work begun without a permit(s) shall be double the normal permit fee amount.

Date: _____

Name of Owner: _____ Telephone: _____ Email: _____
Owner's Address: _____
Site Address: _____ Site Location: Section: _____ Lot: _____

Name of Builder: _____ Telephone: _____ Email: _____
Address: _____

Initial each item as verification that all items are complete:

Zoning and Building Ordinance Requirements:

- _____ I have inspected the street and report the following damage: _____
(Any additional damage will be the owner's responsibility to repair.)
 - _____ I will schedule all building Inspections with the city by email at **Inspections@woodcreektx.gov**
 - _____ Provide city with a form survey prior to foundation pour.
 - _____ Hard-surface driveway with minimum of 3-20x10 parking spaces (§156.059)
 - _____ 2-car enclosed garage (minimum 400 sq. ft. of parking area – 20x 20) (§156.062(B)(1)(c)).
 - _____ Square footage of living area: _____ square feet.
 - _____ Total Lot square feet _____.
 - _____ Total Impervious Cover square feet _____.
 - _____ Percentage of impervious cover: _____% (Max. 30 %)
 - _____ Building height: _____ feet
 - _____ Include fence description/location (Must conform with §§156.030, 156.057)
 - _____ Outside light fixtures will conform with §156.041.
 - _____ Checked for proximity to floodplain / FEMA Flood Zone: _____ Base Flood Elevations: _____
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- _____ One (1) PDF copy and one (1) paper copy of the survey, building plans and permit application.
 - _____ Application fee of \$1,000.00.
 - _____ Current plan review and inspection fees must be paid. **NOTE:** This does not include reinspection fees.
 - _____ Permits are required for any tree trimming or tree removal.
 - _____ Utility company letter of commitment to supply water and sewage services §151.07(A)(8)
 - _____ If applicable, Hays County permit number for septic system §151.07(A)(7) _____
 - _____ Construction trash bin is needed. Minimum size is 4 feet by 4 feet by 4 feet.
 - _____ All construction must be in accordance with IRC 2015.

Review your plans and be sure the following details have been included:

Building Plan: (Plans shall be dimensioned with scale provided)

- ____ Elevation Plan – include Front, Rear, and Side Elevations
- ____ Roof coverings, pitch and overhang shown.
- ____ Layout of each floor with rooms labeled.
- ____ Location of all plumbing fixtures, including future fixtures and water heater.
- ____ HVAC Equipment Sizing and Selection (Manual J/S/D Reports)
- ____ Garage location.
- ____ Door sizes and swing indicated
- ____ Window sizes indicated.
- ____ Hearth, fireplace and chimney height: _____
- ____ Attic access location

Structural Plans

- ____ Foundation plan design by state licensed engineer. Engineer must inspect prior to foundation pour.
- ____ Wall brace plan.
- ____ Structural framing plan for roof, ceiling and floor.
- ____ Roof and Floor truss plans must be available at time of inspection.
- ____ Foundation Height: _____ feet

Energy Compliance Details:

- ____ Submit ResCheck report for compliance with the International Residential Code 2015 and Texas law regarding energy testing
- ____ Energy Code Testing is required by an approved Third-party Inspection Company. Duct system testing and Building Envelope Air Leakage test is required.

Electrical Floor Plans:

- ____ All lights, switches and receptacles shown
- ____ GFCI shown (garage, kitchen counters, lavatories and within 6 feet of water sources)
- ____ Weather-proof/GFCI receptacles shown on exterior
- ____ Smoke detectors (hard-wired in series w/battery backup) in all sleeping areas and all stories.
- ____ Carbon Monoxide detectors required for fuel-fired appliances.

All construction, landscaping, and construction-related activities are limited to Monday through Saturday from 7:00 a.m. to 6:00 p.m. Construction work on Sundays and City holidays is not allowed without prior approval from the City. Upon written application, submitted, at least seventy-two (72) hours prior to the start of the proposed exempted construction, landscaping, or construction-related activities, the City Administrator may issue a temporary waiver of these regulations for a period of up to seventy-two (72) hours to allow for time-sensitive construction, landscaping, or construction-related activities. (§151.10)

____ **Inspections to be conducted by ATS Engineers, Inspectors & Surveyors of Austin, Texas. All inspections must be passed, any reinspection fees paid, and a Final Survey must be provided to the city before the Certificate of Occupancy will be issued.**

Any changes in these plans after approval must be resubmitted for approval. The City's Code of Ordinances, §92 Streets and Sidewalks, holds the permit holder responsible for restoring public rights of way, street shoulders and drainage ditches in as good or better condition than as before the work. Street cuts are not allowed.

My signature below verifies that all items above have been included and meet City and Code requirements and I agree to these building requirements and will arrange required building inspections.

Applicant: _____

Print

Applicant: _____

Signature

Date: _____

General Contractor: _____

Mailing Address: _____

Phone: _____ **Fax:** _____ **Cell:** _____

Email: _____

Subcontractors:

Electrical: _____ **License:** _____ **Phone:** _____

Plumbing: _____ **License:** _____ **Phone:** _____

Mechanical: _____ **License:** _____ **Phone:** _____

Septic: _____ **License:** _____ **Phone:** _____