



# APPLICATION FOR DEVELOPMENT PERMIT & CHECK LIST (NON HABITAL)

(Accessory/Ancillary Structure – Carport/Garage – Deck – Patio – Swimming Pool - Driveways)

The following check list is provided to expedite the processing of your building application. Please check all spaces that apply and mark N/A for those that are not applicable.

Return this check list with your application and 2 copies of all required documentation. (Electronic if Possible)

If you are building in a subdivision that has an active Home Owners Association, it is your responsibility to contact them prior to starting any construction.

Application Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_ Permit Number \_\_\_\_\_

### Legal Description of Property:

Mailing Address: \_\_\_\_\_

Building Address: \_\_\_\_\_

Section: \_\_\_\_\_ Lot(s) \_\_\_\_\_

### Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Construction Cost of the Project \$ \_\_\_\_\_

### Notice

Incomplete applications will not be accepted. Permits are not valid and work cannot start until fees are paid. (You must enter NA for items that do not pertain and initial where required)

**(ALL Contractors MUST be registered with the City)**

# **SPECIAL NOTICE OF CHANGES**

**Notice to ALL Contractors, Builders, Residents or any others that may decide to construct, develop or build any type of dwelling, structure, etc. within the jurisdiction of the City of Cottonwood Shores.**

**The City of Cottonwood Shores has adopted a newer version of the International Building Codes and National Electrical Code.**

**All Construction and development must now follow 2015 International Building Code and 2017 National Electrical Code.**

**NOTE:** Read the attached checklist and make sure you have submitted all documents required marking acknowledgment of each item or N/A for those not required. Failure to comply will cause the applications will be rejected and additional fees may be apply.



City of Cottonwood Shores  
 3808 Cottonwood Drive  
 Cottonwood Shores, Texas 78657  
 (830) 693-3830 (830) 693-6436

## BUILDING CONTRACTOR REGISTRATION FORM

Valid for term of 1 year

(A registration form, Copy of License, Insurance, and Driver License must be submitted annually upon renewal)

The City Requires:  New  Renewal

\$25.00 (Annual Registration Fee Only);  Copy of Insurance;  Copy of Driver License

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

List the names of Subcontractors performing work on jobsite regardless if already registered with city. (Any changes in contractors must be reported to city.) (MANDATORY)

Electric Contractor Name: \_\_\_\_\_

Mechanical Contractor Name: \_\_\_\_\_

Plumber Contractor Name: \_\_\_\_\_

Irrigation Contractor Name: \_\_\_\_\_

Fuel/Gas Contractor Name: \_\_\_\_\_

Fire Contractor Name: \_\_\_\_\_

**A copy of this form must be submitted with each application or each job.**

City of Cottonwood Shores, Ordinance No: 3001, Section III Enforcement

Any Person, Corporation or Association violating any of the provisions of this Ordinance shall be deemed guilty and shall be fined, except as otherwise provided herein, in a sum not to exceed two hundred (\$2000.00) for each offense, and a separate offense shall be deemed committed upon each day during or on which violation occurs or continues.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

**ALL BUILDING AND CONSTRUCTION PLANS OR DOCUMENTS MAY BE SUBMITTED ELECTRONICALLY:  
(Any item that does not apply must be marked NA) (Applications not completed will be rejected)**

**Site Plan(s) Survey, Must Include:**

- \_\_\_\_\_ Plans depicting all proposed and existing structures.
- \_\_\_\_\_ Show all lot lines,
- \_\_\_\_\_ Building lines,
- \_\_\_\_\_ Setbacks Marked and indicated as in Ordinance 14000 City Zoning Setbacks
- \_\_\_\_\_ Public Utility and Drainage easement(s). Locations as per City Ordinance(s) and indicated.
- \_\_\_\_\_ Street Right-of-Ways.
- \_\_\_\_\_ Dimensions locating proposed structures.
- \_\_\_\_\_ Vehicular Street accesses indicated (Driveways)
- \_\_\_\_\_ Lot Numbers and/or Street Numbers MUST be placed on ALL Building Plans

**Engineered Foundation Plans (certified by a registered professional engineer), complete with detail sheet showing the following, must be included if attached to dwelling: (Slab Built Only)  
(INSPECTIONS ARE REQUIRED)**

- \_\_\_\_\_ Reinforcement
- \_\_\_\_\_ Beam width and depth
- \_\_\_\_\_ Show cutaway beam detail view
- \_\_\_\_\_ Port-tension design foundations are required to be engineered
- \_\_\_\_\_ Special foundations, multiple material foundations are required to be engineered.

**PLEASE NOTE:** A FORM SURVEY IS RECOMMENDED AND SHOULD BE SUBMITTED TO THE SITE MANAGER PRIOR TO THE POURING OF ANY CONCRETE. (Setbacks must be obtained)

**Building Plans, must be submitted and include: (Site Built Only)(Inspections may be required)**

**Front Elevations, complete with:**

- \_\_\_\_\_ Exterior finish material type(s) and location
- \_\_\_\_\_ Type of roof cover and pitch
- \_\_\_\_\_ Maximum height of structure

**Rear Elevations, complete with:**

- \_\_\_\_\_ Exterior finish material type(s) and location
- \_\_\_\_\_ Type of roof cover and pitch
- \_\_\_\_\_ Maximum height of structure

**Side Elevations, complete with:**

- \_\_\_\_\_ Exterior finish material type(s) and location
- \_\_\_\_\_ Type of roof cover and pitch
- \_\_\_\_\_ Maximum height of structure

**Floor Plan(s) Scaled, must include:**

- \_\_\_\_\_ Door sizes and swing
- \_\_\_\_\_ Window sizes and type are shown
- \_\_\_\_\_ Electric Layouts (if applicable) (Plans Required)
- \_\_\_\_\_ Location of all HVAC units (if applicable) (Plans Required)

**Electrical Plans, must include (if applicable) (Inspections may be required)**

- \_\_\_\_\_ Electrical service entry section location and type (underground / overhead.
- \_\_\_\_\_ Breaker Panel(s) location indicated
- \_\_\_\_\_ All lights, switches and receptacles shown
- \_\_\_\_\_ GFCIs shown (garage, lavatories, and within 6 feet of water source)
- \_\_\_\_\_ Weather proof/ GFCI receptacles shown at exterior
- \_\_\_\_\_ Weather proof switches show at exterior

**Plumbing Plans, must include (if applicable) Inspections may be required)**

- \_\_\_\_\_ Plumbing Layout (if applicable)(Plans Required)
- \_\_\_\_\_ Plumbing riser info
- \_\_\_\_\_ Hot Water Location and venting if required

**Driveway / Right-of-Way Plans, must include:**

- \_\_\_\_\_ Tie-Ins of driveways to existing street surfaces are at the expense and risk of the property owners. City is not responsible for damage due to City Right of Way Maintenance.

- 
- \_\_\_\_\_ Work Permitted hereby must be initiated within and completed within 180 days from the date of this Permit
  - \_\_\_\_\_ Any work done without the approval of the permit and with application of a permit will be assessed as a double permit fee.

**Acknowledgment of Information Provided**

I the undersigned do hereby accept the responsibility for the information presented within this application and fully understand that any item(s) not in accordance with the International Building Codes or City Ordinances must be corrected, modified or altered such to be in compliance.

I hereby understand that any violation discovered within or during construction shall require corrective measures and construction must stop until in compliance.

I also acknowledge that all said corrections, modifications or alterations will be at the owner(s) or contractor(s) expense. I therefore release the City of Cottonwood Shores of the liability or responsible for any corrections, modifications, or alteration expenses.

I also acknowledge it is the responsibility of the permit applicant to call for inspections, certificate of occupancy and certificates of completion.

I fully understand that failure to comply with completion of permitting will result in no further permits issued and possible violation of city ordinances be filed.

I am familiar with and will comply with all City of Cottonwood Shores ordinances applicable to this project. These are available on the City’s website and are also available by request from City Hall. Nominal charges may apply.

I understand that should any additional charges be accrued during an inspection and/or re-inspection of the property that a certificate of occupancy and/or clearance will not be issued until all monies are current and paid.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Form / Foundation Survey:**

A form/foundation survey indicating the location of the form boards in relation to the property lines, building lines, setbacks and easements is recommended prior to the pouring of any concrete for the foundation of the structure being built.

This inspection should be performed prior to the installation of plumbing or piers.

I the undersigned acknowledge that it is recommended to perform a form/foundation survey before any type of foundation is poured or constructed or violations may revoke my building permit.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Type of Construction:**

New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_ Carport \_\_\_\_\_ Fence \_\_\_\_\_

Deck \_\_\_\_\_ Swimming Pool (Above Ground) \_\_\_\_\_ Swimming Pool (In Ground) \_\_\_\_\_

Garage/Carport: \_\_\_\_\_ Storage Shed: \_\_\_\_\_ Irrigation: \_\_\_\_\_

Retaining Wall – In Lake (Requires LCRA Permit also): \_\_\_\_\_

Retaining Wall – Not in Lake: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Garage Parking Spaces: \_\_\_\_\_ Other: \_\_\_\_\_

Site Built: \_\_\_\_\_ Kit - To Be Assembled: \_\_\_\_\_ Built Offsite: \_\_\_\_\_

**Square Footage:**

Total Building \_\_\_\_\_ Heated and/or Cooled \_\_\_\_\_

(Accessory Structures to be moved in over 128 sq. ft. or 10 ft. high must have a special move in permit)

**Construction Details:**

Structure will include: \_\_\_\_\_ Electric \_\_\_\_\_ Plumbing \_\_\_\_\_ Gas/Propane

(Structures, etc., including Electric, Plumbing, Gas/Propane must provide set of plans)

Heat mode? Electric \_\_\_\_\_ Propane \_\_\_\_\_ If Propane? Tank Size: \_\_\_\_\_

Type of Siding: \_\_\_\_\_ Type of Roofing: \_\_\_\_\_

Type of Skirting: \_\_\_\_\_

Type of Foundation: \_\_\_\_\_ Pier / Beam \_\_\_\_\_ Slab \_\_\_\_\_ Runners/Skids

Driveway Material \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_

**All Building Plans must comply with City Ordinance 10002 – Development & Subdivision and/or International Building Codes.**

**Fences:** (Fence Plan Check may be required)

- a. All fences along a common property boundary shall be less than or equal to six (6) feet in height.
- b. Fences less than or equal to six (6) feet in height shall be allowed in front yards for lots one (1) acre in size, or less, or as otherwise approved by the Commission
- c. No fence or other structure more than thirty percent (30%) solid or more than three (3) feet high shall be located within twenty-five (25) feet of the intersection of any rights-of-way.
- d. All fences shall be constructed to maintain structural integrity against natural forces such as wind, rain and temperature variations.
- e. The finished side of all privacy fences built to comply with these regulations shall face away from the screened object.
- f. See “**Pools**” fence regulations

\_\_\_\_\_ Fence Plan(s) submittal will be included in development application.



## **Pools: (Inspections Required)**

### **Pool Plans must indicate the following:**

Swimming pool, spa and hot tub construction plans and specifications shall include dimensioned plans for all decks, mechanical equipment, fencing, and landscaping along with required screening.

As required by state law, all pools are required to meet minimum standards for fencing. **Fence plan must be submitted with pool plan** for consideration by the Committee. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height constructed out of non-climbable material. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate.

**Self-closing and self-latching gates** shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. *If using an existing fence, please provide fence material type, picket spacing, height and gate width, closing/latching devices, opening direction and location.*

Plans must include location and details of the required pool enclosures. If a pool is constructed after the completion of a home, the site plan must indicate how the site will be accessed and spoils removed.

Pool plans will be drawn on a copy of a previously approved site plan, with specific indications of distances from water, containing basin and surrounding slab and walkways to lot lines and will include a topographic survey. For all pools which are elevated more than one (1) foot above the existing grade, applicant shall provide scaled drawings showing all exterior elevations of the completed pool, and must include all required screening, landscaping, berming, retaining walls, etc. **Pools will not be permitted in the setbacks.** Flatwork surrounding pools may encroach into the setback.

### **Pool Structural plans will indicate: (May be submitted electronically)**

1. The volume, system flow rate in gallons per minute, and turnover in hours
2. The type and size of filtrations
3. The type and size of pool/spa heater
4. The pool/spa layout with all sizes shown and types of materials to be used; location of main outlet, surface skimmers, and inlets.
5. The size and length from source to heater and routing of gas line, if applicable.

\_\_\_\_\_ **Pool Plan(s) submittal will be included in development application.**

## Accessory / Ancillary Structures:

- a. No structure or impervious construction shall be allowed in the front yard area except for fences, driveways, sidewalks, utility distribution lines and appurtenances within dedicated easements and right-of-way, and/or drainage structures; and;
- b. No structure or impervious construction shall be allowed in required side or rear building setback areas except for the following accessory structures on one (1), two (2), or three (3) family residential lots:
  - 1. Swimming pools higher than 24 inches shall be enclosed by at least a 48 inches tall fence and constructed out of non-climbable material.
  - 2. Playscapes not taller than nine (9) feet above mean grade, located at least three (3) feet from the property line and screened by a six (6) foot tall privacy fence;
  - 3. Satellite dishes or telecommunications devices not taller than nine (9) feet above mean grade, located at least three (3) feet from the property line and screened by a six (6) foot tall privacy fence; and/or,

\_\_\_\_\_ **Accessory / Ancillary Structure Plan(s) submittal will be included in development application.**

## Decks:

- a. **Wooden Decks:** Any open area beneath decks of two (2) feet or more shall be screened from view using materials compatible with the exterior of the house. Required screening does not include landscape shrubs.
  - 1. All exterior finishes, decks and screening are to be wood or “hardi-board” type of siding, masonry, approved stucco, or other approved materials.
  - 2. If a deck is a second story deck and the wall below the deck has windows or is 100% finished, then screening is not required. The deck support structures should be designed to be as aesthetically pleasing as possible.
- b. **Guardrails/Handrails:** Required guardrails or handrails shall be constructed in compliance with all applicable codes.

\_\_\_\_\_ **Deck Plan(s) submittal will be included in development application.**

**Flood Plain Permit for the City of Cottonwood Shores, Texas (if applicable)**

State of Texas

County of Burnet

**Application Number:** \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_  
(City) (State) (Zip Code) (Zip Code Extension)

2. Location of Property (Complete as Appropriate)(Legal Description):  
\_\_\_\_\_

3. Nature of Proposed Development (Check and complete all that apply.)

- Residential  Placement of Fill
- Non-Residential  Alteration of Natural Waterway or Drainage Course
- Commercial  Substation Improvement to Existing Structure
- New Construction  Other: \_\_\_\_\_

**Warning: Please read and acknowledge**

The flood hazard boundary maps and other flood data used by the City of Cottonwood Shores Floodplain Official in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of an exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of an exemption certificate shall not create Liability of the part of the City of Cottonwood Shores; the City of Cottonwood Shores Floodplain Administrator or any officer or employee of the City of Cottonwood Shores in the event flooding or flood damage does occur.

Additional federal, state or local permits may be required.

\_\_\_\_\_  
Signature of Acknowledgment \_\_\_\_\_  
Date

4. APPLICANT WILL PROVIDE ONE COPY OF PLANS AND SPECIFICATIONS OF THE PROPOSED CONSTRUCTION, IF IN A FLOOD PLAIN.

**FOR USE BY FLOODPLAIN ADMINISTRATOR**

Is the property located in an identified flood hazard area?  Yes  No  
Is the property located in the flood way?  Yes  No

FIRM Zone Destination is: \_\_\_\_\_ Firm Panel No. \_\_\_\_\_ Dated: \_\_\_\_\_

Base Flood Elevation at the site is \_\_\_\_\_ ft. NGVD (MSL) or is unavailable \_\_\_\_\_

Is Additional Information required (Including letter of Map Change)  Yes  No

Ensure that applicant is receiving the necessary federal, state, or local permits.  Yes  No

Variance Issued  Yes  No

Permit Application Approved  Approved  Denied

Floodplain Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS PERMIT IS VALID FOR ONE YEAR FROM DATE ISSUED AND WILL NEED TO BE RENEWED IF WORK IS NOT COMPLETED AT THAT TIME**