



BUILDING PERMIT APPLICATION CHECKLIST

This checklist is intended to provide information and data needed to constitute a complete application. A request for a Building Permit requires review by staff and approval by the Building Official. Incomplete applications will not be accepted. **Note: Many Bee Cave subdivisions require Homeowners Association (HOA) approval of alternations, additions, swimming pools, etc. Please contact your HOA for information.**

MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted [Fee Schedule](#) is available on the City Website: <http://www.BeeCaveTexas.gov/>

ITEMS REQUIRED FOR SUBMITTAL OF A COMPLETE APPLICATION

- A complete Zoning Use Determination Questionnaire.
- Letters of transmittal showing complete sets of plans have been submitted to the following agencies (submission shall be concurrent with submission to the City):
 - Lake Travis Fire & Rescue, www.ltrfpermits.org, 512-266-2533.
 - **West Travis County Public Utility Agency**, <https://wtcpua.org/home> 12117 Bee Cave Road, Bee Cave TX 78733, 512-263-0100, Attn: Rueben Ramirez, r Ramirez@wtcpua.org
 - **WCID-17**, 512-266-1111
 - **Austin Energy**, Design Page <https://austinenergy.com/ae/contractors/electric-service-design-and-planning>, For building applications and inquiries, please send the email/plans to aebpaespa@austinenergy.com
 - For Food Serving Establishments: submit 2 sets of plans, their application, and fee to City of Austin Health Department, Attn: Andy Thompson, CPO, RS, 1520 Rutherford Lane, Bldg. 1, Austin, TX, 78702, 512-978-0325, Andrew.thompson@austintexas.gov
- Specifications
- Signed/stamped 2015 Energy Code Compliance certifications (form at <http://www.energycodes.gov>; building envelop, HVAC, water heating, lighting)
- Signed project approval letter from property owner.
- Copy of Final Plat ([Travis County Clerk website](#))
- Construction documents that include the following:
 1. Cover sheet that includes the following: project name, project address, location of project, business owner information, designer information, contractor information, list of building codes for construction, building SF by floor, number of building stories, type of construction, sprinkled area, use and occupancy classification per IBC, occupant load, TDLR ADA registration number, and registered designer's stamp in addition to usual information.
 2. Building Codes for Construction: 2015 Family of International Building Codes, 2015 International Fire Code [with Amendments](#), 2017 National Electric Code, ADA, TAS

3. Site or lot layout depicting approved site plan (if applicable), property boundaries, all proposed and/or existing site improvements, building setbacks, easements, location of utility connections, and any other pertinent information.
4. Architectural elevations of all sides of buildings (show material, colors, dimensions, and key to detail drawings)
5. General and specific construction notes that apply to the structure being built.
6. Floor plan(s) of interior space at each floor, showing key to types of walls/partitions and sections for drawings of major detailed features.
7. Structural drawings. (For foundation, steel/concrete, framing for walls and roof, elevators, floors, stairs, details, statement of special inspections, etc.).
8. Identify wall elevation sections where needed.
9. Identify adequate separation of occupancies, hazards, exit access and barriers where required (Table 302.3.2 & Sec. 402, 503, 705, 706, 708, and 1016 .2015 IBC).
10. Exterior wall & opening protection required (Sec. 507 & 704 and tables 601 and 602 2015 IBC).
11. Interior finish classification as they relate to vertical exits, exit passageways and exit access corridors (Sec. 804.2 2015 IBC).
12. Length of any "dead end" hallways or balconies.
13. Key symbol for item identification of a detail, door/window mark, specific elevation or a listing on a chart.
14. Dimensions & elevations of rooms, hallways, door widths, bathrooms, closets, required ADA/TAS compliant areas or features, etc.
15. A schedule & key of windows, doors, lighting, electrical equipment, kitchen equipment, or other items needing detailed information outlined.
16. Door swings, bathroom fixture location and clearances, exits from spaces to designated protected areas, public way, or common paths of egress.
17. Required general means of egress for exit access, exits, and exit discharge (Chapter 10 2015 IBC).
18. The distance measured from the furthest point of an occupied area along route of travel to the common path of egress travel, a distance to the exit, or exit access (Sec 1013, 1014, & 1015 2015 IBC).
19. Electrical plan (fixture legend, single line, panel schedule, equipment load information, lighting plan & schedule, etc.).
20. Plumbing plan (single line, pipe sizes, isometrics, grease trap, condensate drain details, floor drain trap primers, water heating, penetration details, etc.).
21. Mechanical plan (location of AHU/condenser, main lines, trunks, sizes, insulation requirements, penetration details at walls/roof, show access panels, detectors, dampers, condensate drainage, drip pans, mounting details, etc.).
22. Fire sprinkler plan if required (Sec. 903 2015 IBC) for FD/VOBC review.
23. Manufacturer's design specifications on grease traps, sand filters or other items that may be installed.
24. Details for ADA/TAS requirements.
25. Details for mounting equipment (mechanical, HVAC, water heating, kitchen equipment, dining area, overhead doors, smoke curtains, or other items needing specific guidelines, etc.)
26. On-site sewage facility (OSSF) plans in accordance with current TCEQ design/planning requirements as applicable.