BUILDING PERMIT APPLICATION CHECKLIST

Please review the information below and provide all necessary documents when submitting a permit application. Incomplete applications will not be approved. For questions, contact Planning & Development via phone at **512-767-6675**, or email **planning@beecavetexas.gov**.

Allow 7-10 business days for application review.

Note: Many Bee Cave subdivisions require Homeowners Association (HOA) approval of any contracted work. Please contact the HOA, if applicable, for verification.

MY GOVERNMENT ONLINE (MGO)

The City of Bee Cave uses **MyGovernmentOnline.org** as its permitting site. This website is used by several other area cities. To apply for a permit, follow these steps:

1. Create an account if you do not already have one.

2. Navigate to the following sections:
   Permits and Licensing tab: Building or MEP permits
   Planning and Zoning tab: Site Development, Zoning, or Temporary Special Event permits

3. Follow prompts to enter the requested information. There is a section to **upload construction drawings and site plans** near the end of the application.

4. You will receive an **application number** once your application has been submitted.

APPLICATION FEES

All application fees shall be paid in full according to the adopted **Fee Schedule** available in the Planning & Development section of the City of Bee Cave website, **www.BeeCaveTexas.gov.**

Fees are paid through MGO. City of Bee Cave does not process payments directly, and does not accept cash or check payments in person at City Hall. For technical assistance with fee payments, please contact MGO support via phone at 866-957-3764.

CONTINUED ON PAGE 2: REQUIRED APPLICATION MATERIALS

BUILDING PERMIT APPLICATION CHECKLIST

REQUIRED APPLICATION MATERIALS

- 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**
      512-266-2533
      15304 Pheasant Lane, Suite #100, Lakeway 78734

    - **West Travis County Public Utility Agency**
      512-263-0100
      Bee Cave Pkwy, Building B, Ste #110, Bee Cave 78738

    - **Water Control and Improvement District No. 17**
      **if outside WTCPUA service area*
      512-266-1111
      3812 Eck Lane, Austin 78734

    - **Austin Energy**
      512-978-4504
      6310 Wilhelmina Delco Drive, Austin 78752
      For building applications and inquiries, please send the email/plans to ***aebspaespa@austinenergy.com***

    - **Food Service Establishments must submit the following to**
      City of Austin Health Department
      512-978-0300
      1520 Rutherford Lane, Building One, Austin 78754
        1. 2 copies of plan(s)
        2. Application for plan(s)
        3. Applicable fees

CONTINUED ON PAGE 3: REQUIRED APPLICATION MATERIALS

BEE CAVE
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BUILDING PERMIT APPLICATION CHECKLIST

REQUIRED APPLICATION MATERIALS, CONTINUED

- Technical specifications

- Signed/stamped **2015 Energy Code Compliance Certifications**
  City of Bee Cave cannot assist with Certificates. Please see the Getting Started PDF Guide on the REScheck website, ***www.energycodes.gov/rescheck***

- Please provide a signed copy of the **Memorandum of Project Requirements and Procedures**

- Copy of Final Plat: see **Copies of Records** page of Travis County Clerk website, **countyclerk.traviscountytx.gov**

- List of required construction documents with cover sheet that includes:
  - Project name and 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
  - Registered designer's stamp

CONTINUED ON PAGE 4: REQUIRED CONSTRUCTION DOCUMENTS

BEE CAVE
TEXAS

BUILDING PERMIT APPLICATION CHECKLIST

REQUIRED CONSTRUCTION DOCUMENTS

1. Building Codes for Construction: 2015 Family of International Building Codes (2015 IBC), 2015 International Fire Code **with Amendments**, 2017 National Electric Code, ADA, TAS

2. 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.

3. Architectural elevations of all sides of buildings (show material, colors, dimensions, and key to detail drawings)

4. General and specific construction notes that apply to the structure being built.

5. Floor plan(s) of interior space at each floor, showing key to types of walls/partitions and sections for drawings of major detailed features.

6. Structural drawings. (For foundation, steel/concrete, framing for walls and roof, elevators, floors, stairs, details, statement of special inspections, etc.).

7. Identify wall elevation sections where needed.

8. 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).

9. Exterior wall & opening protection required (Sec. 507, 704 and tables 601, 602, 2015 IBC).

10. Interior finish classification as they relate to vertical exits, exit passageways and exit access corridors (Sec. 804.2, 2015 IBC).

11. Length of any “dead end” hallways or balconies.

12. Key symbol for item identification of a detail, door/window mark, specific elevation, or a listing on a chart.

13. Dimensions & elevations of rooms, hallways, door widths, bathrooms, closets, required ADA/TAS compliant areas or features, etc.

CONTINUED ON PAGE 5: REQUIRED CONSTRUCTION DOCUMENTS

BEE CAVE
TEXAS

BUILDING PERMIT APPLICATION CHECKLIST

REQUIRED CONSTRUCTION DOCUMENTS, CONTINUED

14. A schedule & key of windows, doors, lighting, electrical equipment, kitchen equipment, or other items needing detailed information outlined.

15. Door swings, bathroom fixture location and clearances, exits from spaces to designated protected areas, public way, or common paths of egress.

16. Required general means of egress for exit access, exits, and exit discharge (Chapter 10, 2015 IBC).

17. 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).

18. Electrical plan (fixture legend, single line, panel schedule, equipment load information, lighting plan & schedule, etc.).

19. Plumbing plan (single line, pipe sizes, isometrics, grease trap, condensate drain details, floor drain trap primers, water heating, penetration details, etc.).

20. 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.).

21. Fire sprinkler plan if required (Sec. 903, 2015 IBC) for FD/COBC review.

22. Manufacturer's design specifications on grease traps, sand filters, or other items that may be installed.

23. Details for ADA/TAS requirements.

24. Details for mounting equipment (mechanical, HVAC, water heating, kitchen equipment, dining area, overhead doors, smoke curtains, or other items needing specific guidelines, etc).

25. On-site sewage facility (OSSF) plans in accordance with current TCEQ design/planning requirements as applicable.

26. Please provide a landscape plan in accordance with the regulations outlined in UDC Section 5.1.1C.3 (Residental Projects).