

## **RESIDENTIAL MINOR ELECTRICAL 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.

Permits shall not be required for the following. Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

### Electrical:

1. Listed cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefore.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

### **DEFINITIONS:**

**BRANCH CIRCUIT:** The circuit conductors between the final overcurrent device protecting the circuit and the outlet(s).

**DEVICE:** A unit of an electrical system that carries or controls electrical energy as its principal function.

**PANELBOARD:** A single panel or group of panel units designed for assembly in the form of a single panel, including buses and automatic overcurrent devices, and equipped with or without switches for the control of light, heat or power circuits, designed to be placed in a cabinet or cutout box placed in or against a wall, partition or other support and accessible only from the front.

**SERVICE:** The conductors and equipment for delivering energy from the serving utility to the wiring system of the premises served.

### **ATTACHMENTS:**

- Project Information Sheet
- Exhibits (click on links below)
  - ❖ [Contractor Acknowledgement Form](#)
  - ❖ [Bonding & Insurance](#)
- Application for Residential Building Permit



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

## **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.



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

## APPLICATION FOR RESIDENTIAL BUILDING PERMIT

(CHECK ONE & INCLUDE NECESSARY SUPPORTING MATERIAL)

- |                                       |                                      |                                   |  |
|---------------------------------------|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> NEW HOUSE    | <input type="checkbox"/> ADDITION    | <input type="checkbox"/> POOL/SPA | <input type="checkbox"/> DECK/PATIO      |
| <input type="checkbox"/> FENCE        | <input type="checkbox"/> LANDSCAPING | <input type="checkbox"/> RE-ROOF  | <input type="checkbox"/> HVAC CHANGE OUT |
| <input type="checkbox"/> OTHER: _____ |                                      |                                   |  |

<b>ADDRESS OF PROPERTY:</b>		<b>VALUE OF PROPOSED WORK:</b>	
<b>PROPERTY OWNER NAME:</b>		<b>TELEPHONE:</b>	<b>E-MAIL</b>
<b>MAILING ADDRESS:</b>		<b>CITY:</b>	<b>STATE</b> <b>ZIP CODE</b>
<b>CONTRACTOR:</b>	<b>CONTACT NAME:</b>	<b>TELEPHONE:</b>	<b>E-MAIL</b>
<b>MAILING ADDRESS:</b>		<b>CITY:</b>	<b>STATE</b> <b>ZIP CODE</b>
<b>BRIEF DESCRIPTION OF PROPOSED WORK:</b>			

(FOR CITY USE ONLY)

<p><b>SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:</b></p> <p>I, as owner of the property hereinafter referenced, do hereby execute this document, and acknowledge the above statements to be true and accurate to the best of knowledge. 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.</p> <p>I understand that my contractor or subcontractor(s) identified below will schedule inspections on my behalf permitting city inspectors to enter my property to conduct the necessary inspections as scheduled.</p> <p>I authorize my duly authorized agent to coordinate with the City and its representatives to enter the property at reasonable times for the purposes of inspecting and monitoring the project according to the adopted codes of the City. This authorized agent is hereby given authority from me to consent to City inspections on my behalf.</p> <hr/> <p><b>OWNER'S SIGNATURE</b> <span style="float: right;"><b>DATE</b></span></p> <hr/> <p><b>PRINTED NAME OF OWNER</b></p> <hr/> <p><b>PRINTED NAME OF GENERAL CONTRACTOR, SUBCONTRACTOR, OR OTHER AUTHORIZED AGENTS OF OWNER</b></p>	<p><b>PERMIT NUMBER:</b></p> <hr/> <p><b>AMOUNT RECEIVED:</b></p> <div style="text-align: center; border: 1px dashed black; border-radius: 50%; width: 150px; height: 150px; margin: 0 auto;"></div>
---	--



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

(ADDITIONAL SPACE AS NEEDED FOR AUTHORIZED AGENTS OF THE OWNER)

**ADDRESS OF PROPERTY:**

**PRINTED NAME OF GENERAL CONTRACTOR, SUBCONTRACTOR, OR OTHER AUTHORIZED AGENTS OF OWNER**

**PRINTED NAME OF GENERAL CONTRACTOR, SUBCONTRACTOR, OR OTHER AUTHORIZED AGENTS OF OWNER**

**PRINTED NAME OF GENERAL CONTRACTOR, SUBCONTRACTOR, OR OTHER AUTHORIZED AGENTS OF OWNER**

**PRINTED NAME OF GENERAL CONTRACTOR, SUBCONTRACTOR, OR OTHER AUTHORIZED AGENTS OF OWNER**

**PRINTED NAME OF GENERAL CONTRACTOR, SUBCONTRACTOR, OR OTHER AUTHORIZED AGENTS OF OWNER**

**PRINTED NAME OF GENERAL CONTRACTOR, SUBCONTRACTOR, OR OTHER AUTHORIZED AGENTS OF OWNER**



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

## MINOR ELECTRICAL PROJECT INFORMATION SHEET

<b>Electrical Contractor:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>Fax:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>E-mail:</b>			

<b>Master Electrician:</b>	<b>TDLR License No.:</b>
<b>License Type:</b>	<b>Expiration Date:</b>

★ This information sheet must be submitted with the application for the minor electrical permit.

Identify *and describe* the work to be covered by the permit for which application is made:

- Electrical Service Upgrade     
  New Service Panel     
  Additional Service Panel     
  Repairs  
 New Device or Branch Circuit     
  Additional Device or Branch Circuit     
  Temporary Power Installations  
 Other equipment: \_\_\_\_\_

*(description)*

---



---



---



---



---



---



---



---

What is the estimated project valuation? \$ \_\_\_\_\_.

Electric Provider:  Austin Energy       Pedernales Electric



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



## CONTRACTOR ACKNOWLEDGEMENT FORM

**ACKNOWLEDGEMENT:**

*I do hereby acknowledge that 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 the most current adopted version of the building codes adopted by the City of Lakeway, Travis County, Texas, or to cause any such work to be done, shall first make application to the building official and obtain the required permit and that issuance of a permit shall not be held to permit or to be an approval of the violation of any provision of any state or local law.*

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

**PROJECT/PERMIT NO.:** \_\_\_\_\_

<b>Electrical Contractor:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>Fax:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>E-mail:</b>			

<b>Master Electrician:</b>	<b>TDLR License No.:</b>
<b>License Type:</b>	<b>Expiration Date:</b>

**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:** \_\_\_\_\_



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

## REEXAMINATION REQUEST

**PROJECT ADDRESS:** \_\_\_\_\_

PRE-ISSUANCE

POST-ISSUANCE

<b>APPLICANT:</b>	<b>TELEPHONE:</b>	<b>E-MAIL</b>	
<b>MAILING ADDRESS:</b>	<b>CITY:</b>	<b>STATE</b>	<b>ZIP CODE</b>

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

---



---



---



---



---



---

<p><b>SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:</b></p> <p>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.</p> <p>_____</p> <p style="text-align: center;"><b>APPLICANT SIGNATURE</b></p> <p>_____</p> <p style="display: flex; justify-content: space-between;"><b>PRINTED NAME</b> <b>DATE</b></p>
---

**(FOR CITY USE ONLY)**

<b>PERMIT NUMBER:</b>
<b>NOTES:</b>