

RESIDENTIAL DRIVEWAY 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.

The City of Lakeway has adopted the following codes:

- International Building Code – 2015 Edition
- International Residential Code for One- and Two-Family Dwellings – 2015 Edition
- International Energy Conservation Code – 2015 Edition
- International Mechanical Code – 2015 Edition
- International Fire Code – 2015 Edition as amended by Travis County Emergency Service District No. 6
- International Gas Code – 2015 Edition
- National Electrical Code – 2014 Edition
- Uniform Plumbing Code – 2015 Edition or as adopted by the service provider
- International Existing Building Code – 2015 Edition
- International Property Maintenance Code – 2015 Edition

CHECKLIST:

This list has been prepared as a tool for submitting driveway permit application package. In no way does this list represent all submittal documents that may be required to demonstrate compliance with local codes and ordinances. Delays in the permit issuance process will occur as a result of incomplete or inadequate submittal information.

- Project Information Sheet
- Residential Driveway Submittal Documents
- Survey/Site Plan Requirements
- Exhibits (click on links below)
 - ❖ [Example of Survey/site plan](#)
 - ❖ [Bonding & Insurance](#)
- Applications



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

PROJECT INFORMATION SHEET

General Contractor:		Phone:	
Address:		Fax:	
City:	State:	Zip:	
E-mail:			

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

QUESTIONNAIRE:

What is the estimated project valuation? \$ _____.

Is there an active Architectural Control Board (ACB) over the subject property? Yes or No ? If yes, provide evidence of plan submission to the ACB.

Check applicable box below:

New Driveway

Driveway Replacement

Driveway Repair

RESIDENTIAL DRIVEWAY SUBMITTAL DOCUMENTS

SUBMITTAL DOCUMENTS:

Submittal documents consisting of construction documents and any other pertinent data shall be submitted in two (2) or more sets with each permit application.

Construction documents shall be dimensioned and drawn upon suitable material and shall include, at a minimum, the following:

- Dimensions (length and width)
- Indicate materials; provide additional information as necessary based on material used:

Concrete Driveways:

- Provide Concrete thickness
- Base materials (clean graded sand, gravel, crushed stone)
- Base thickness
- Reinforcement type and detail (rebar, wire mesh; size and on center spacing)

Brick, Stone or Paver Driveways:

- Base materials (concrete, gravel, sand)
- If applicable, indicate that the elevated driveway will be faced with masonry to match the masonry on the exterior of the home
- Indicate that a minimum 5' radius will be provided on each side of the driveway apron where it joins the edge of pavement at the street
- Ensure that the new driveway will not encroach upon the ROW in front of an adjoining property
- Provide the driveway width; the minimum requirement is 12'.
- Provide the grade of driveway; from the right-of-way to property line (measured from the edge of the shoulder) and from the property line to the garage
- Provide a distance separation of 10' from driveway curb radius to storm sewer inlet; if applicable
- The driveway needs to be drawn so that it shows a connection to the street.
- A culvert must be provided under the driveway; the minimum pipe diameter allowed is 18".

Demonstrate compliance with the following:

- A concrete and/or masonry headwall needs to be provided at the ends of all culverts; indicate and provide the height of the culvert (*not be less than 4" or more than 8" above the top of the driveway*).
- Provide the distance between the street and the end of the culvert headwall or curb (*must be at least four (4) feet from the edge of the street pavement*).

Exception: If the streets in the subdivision have been designed with curbs and gutters, culverts will not be required.

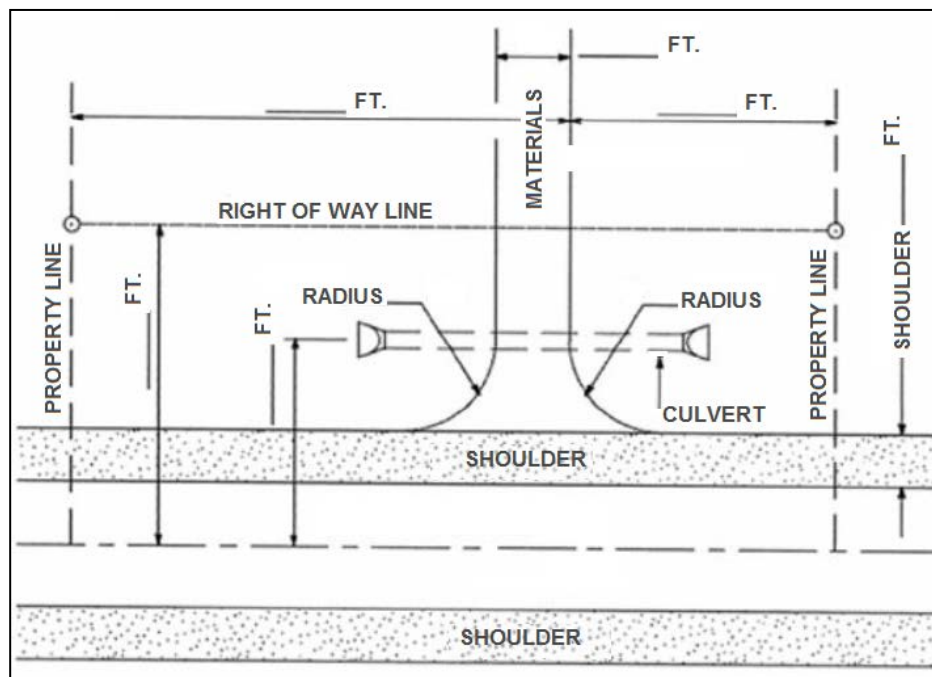
RESIDENTIAL SURVEY/SITE PLAN

SURVEY/SITE PLAN

Surveys and site plans shall be dimensioned and drawn upon suitable material and shall include general property information and improvements.

- **General Property Information**
 - Show all property lines and easements, including bearings, distances and dimensions; identify building setbacks
 - Indicate direction of surface water flow by use of directional arrows.
- **Improvements**
 - Illustrate existing and proposed structures and building envelopes
 - Show the location of the proposed driveway.
 - Demonstrate compliance with the requirements listed under “construction documents”
 - 5’ radius on each side of the driveway apron
 - Label driveway materials
 - Indicate driveway width
 - Indicate driveway grades
 - Demonstrate a minimum distance separation of 10’ from curb radius to inlet; if applicable
 - Driveway connection to the street
 - Location of 18” culvert (if applicable)
 - Direction of surface water flow through use of directional arrows
 - Distances from driveway to property lines
 - Distance from right-of-way line to street

Example of Specific Driveway Information needed on the Survey/Site Plan





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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: _____ | | | |

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

(FOR CITY USE ONLY)

<p>SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:</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>	<p>PERMIT NUMBER:</p> <hr/> <p>AMOUNT RECEIVED:</p> <hr/> <div style="text-align: center; border: 1px dashed black; border-radius: 50%; width: 150px; height: 150px; margin: 0 auto;"></div>
<p>OWNER'S SIGNATURE DATE</p>	
<p>PRINTED NAME OF OWNER</p>	
<p>PRINTED NAME OF GENERAL CONTRACTOR, SUBCONTRACTOR, OR OTHER AUTHORIZED AGENTS OF OWNER</p>	



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(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

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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.



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REEXAMINATION REQUEST

PROJECT ADDRESS: _____

PRE-ISSUANCE

POST-ISSUANCE

APPLICANT:	TELEPHONE:	E-MAIL	
MAILING ADDRESS:	CITY:	STATE	ZIP CODE

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

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:	
<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;">APPLICANT SIGNATURE</p>	
<p>_____</p> <p>PRINTED NAME</p>	<p>_____</p> <p>DATE</p>

(FOR CITY USE ONLY)

PERMIT NUMBER:
NOTES: