

Building Permits:

It is unlawful for any person to erect, construct, enlarge, alter, perform major repairs, move, improve, remove, convert, or demolish any building or structure, or install plumbing, electrical or mechanical systems, or perform mold remediation, or perform major landscaping or drainage work, without first obtaining a city building permit. An owner may make minor improvements and repairs on any structure without a permit provided such improvements and repairs are not regulated by this ordinance. An owner planning such improvements and/or repairs shall first contact the building and development services department (BDS) to determine in each instance whether or not a permit is required. Any City Building Commission (CBC) member, BDS employee, or their agents shall have the right to inspect all such improvements and/or repairs.

What is a Building Permit?

A building permit is a written authorization to proceed with the construction of a building project in accordance with the approved drawings and specifications.

Why are Building Permits Required?

The City of Lakeway ordinances require the issuance of building permits as a method of enforcing minimum codes and standards for all applicable construction and remodeling within the City. Inspections are completed to all permits requiring such to ensure the safety and welfare of the residents of Lakeway

When is a Building Permit Required?

The best way to find out if you need a Permit is to call the Building and Development Services Department (BDS) at 512-314-7540.

Generally, building permits are required for all new construction and additions, remodeling, electrical rewiring, and all other modifications or improvements

Examples of projects that would require a permit are listed below:

- ◆ All new construction (commercial and non-residential).
- ◆ Additions (including but not limited to house additions, screened-in porches, sunrooms, basement finish-outs, carport or garage conversions, deck additions, Swimming pools, boat docks, deck enclosures, patios, gazebos, etc.).
- ◆ Alterations (including but not limited to fences, new siding or siding replacement, driveway replacement, landscaping for CO, door replacement (if change in framing), deck replacement, window replacement (if change in framing), exterior renovations, flatwork, retaining walls, re-roofing (if change in material or structural change), septic systems or repairs, framing modifications, arbor over existing patio, mold remediation, etc.).
- ◆ Electrical work (installation of new electrical service, solar panel installation, service upgrades, or relocations, installation of electric wiring and equipment).
- ◆ Plumbing systems (will also require permit through local water/waste water provider).

- ◆ HVAC (heating, ventilating and air conditioning) **systems**, if replacing an HVAC unit like-for-like or all new duct work.

When are Permits usually not required?

Building Permits are *usually not* required to the following:

- ◆ Painting, papering, flooring, tiling, cabinetry, countertops and similar work in an existing residence or commercial structure.
- ◆ Replacement of exterior trim board.
- ◆ Door replacement (as long as there are no framing changes)
- ◆ Replacement of a water heater (although may be required to obtain permit through water/waste water provider)
- ◆ Minor landscaping projects (does not include flatwork, stairs, retaining walls, French drains, and the like)
- ◆ Replacement of mailboxes (as long as they are constructed in compliance with Section 24.02.448 of the Lakeway Code of Ordinances).
- ◆ Replacement of compressors, air handlers or other mechanical devices (for example: various heating and A/C **parts** like blower motors, capacitors and fuses) which are a part of normal household heating and air conditioning systems.
- ◆ Installation of antennas for satellite television (as long as the antenna does not exceed one meter (39.37”) in diameter or those related to internet connections.

Procedure to obtain a Building Permit:

To obtain a building permit, the applicant must complete an application and submit it to the Building and Development Services Department along with the required permit fees. In addition, the applicant must:

- A. Identify and describe the work to be covered by the permit;
- B. Describe the site on which the proposed work is to be done, by lot, section, tract, and street address, or similar description that will readily identify the location of the proposed work
- C. Indicate the use or occupancy for which the proposed work is intended;
- D. Supply a copy of proof of project submittal to the subdivision’s Architectural Control Board (if applicable);
- E. Provide two (2) complete sets of plans if in paper format, including the septic systems plans as submitted to Lower Colorado River Authority (LCRA), as required by the Lakeway Code of Ordinances or submit one (1) set electronically through permits@lakeway-tx.gov
- F. The application, fee, plans, and specifications submitted for permit will be reviewed by BDS personnel. Plans may also be reviewed by other departments of the City. Non-residential and Multi-family plans will also be reviewed by the Fire Chief and the water/sewer service provider. All permits dealing with food service, beverage sales, or food sales must also be reviewed by the Travis County Health Department (applicant responsible to transmit a set of plans to the Fire Department, Water/Sewer Service Provider and Health Department for review).

- G. Once the BDS staff, or additional parties (if applicable), have completed their reviews and all required corrections have been made to the plans, (some plans may need to be submitted to the CBC for final approval) the permit will be created.

Permit Issuance:

Prior to issuance of the permit, the following may be required (**if applicable**):

1. A Permit Bond;
2. A Certificate of Insurance;
3. A copy of the receipt from the LCRA proving that septic plans have been submitted to LCRA;
4. The licensed master plumbing contractor, the licensed master electrical contractor, the licensed mechanical contractor, and the licensed septic system installer, (if applicable) must provide licenses and sign all permits in person in the Building and Development Services Department.

Permit Posting:

No work requiring a building permit shall be started until the permit holder or his agent has posted a building permit in a conspicuous place on the front of the premises.