

## **Item F – New Building Construction & Remodel Checklist**

**This checklist pertains to New Residential, Additions, and some Remodel Projects.** Multi-family, Subdivision, and Commercial projects require pre-concept design meeting with the Development Review Committee and Development Review Guide acknowledgement.

Plans must contain all, but are not limited to, the following:

- \_\_\_\_\_ One (1) complete set of 24 x 36 plans to scale that conform to the City’s currently adopted Building, Energy, Fuel Gas, Fire & City Codes and Ordinances. Digital plan sets may be requested.
- \_\_\_\_\_ Plans must include at a minimum a site plan, electric plan, roof plan, floor plan, and all 4 exterior elevations, and the following:
  - \_\_\_\_\_ Final Recorded Plat of the property
  - \_\_\_\_\_ Structural plans such as wind brace, framing, trusses, and foundation designed, stamped, and signed by a registered design professional.
  - \_\_\_\_\_ Energy Compliance Certificate showing compliance to the 2015 IECC, signed by preparer.
  - \_\_\_\_\_ Manual J/S/D Compliance Report
  - \_\_\_\_\_ Plans must show any proposed propane tank and its location, distance to lot lines and main structures, gallon size, indicate if buried, and cannot be in or across City Utility Easements
  - \_\_\_\_\_ Plans must show that conduit will be provided for fiber cable between the house & the street
  - \_\_\_\_\_ Flood hazard areas require a pre-construction Elevation Certificate with plans submission
  - \_\_\_\_\_ Where required, OSSF Permits must be provided to the City

Further acknowledgements:

- \_\_\_\_\_ Completed subcontractor information must be on Item A of the permit application with their name, phone numbers, mailing addresses, and license numbers
- \_\_\_\_\_ The General Contractor for new construction must be a Registered Building Contractor with the City of Horseshoe Bay
- \_\_\_\_\_ Landscape Irrigation Systems require a separate permit
- \_\_\_\_\_ Accessory Structures will be subject to additional permits.
- \_\_\_\_\_ When approved, accessory structures built in Utility Easements are subject to removal without replacement when officials require access.
- \_\_\_\_\_ LCRA Erosion and Sediment Control practices and Highland Lakes Watershed Ordinance must be observed
- \_\_\_\_\_ All third-party inspection forms required by your permit must be turned in to the City prior to Temp or Final Certificate of Occupancy. Examples are structural, survey, and energy inspection reports.

**Your plans must be designed to meet the following building codes:**

2015 International Building Code, 2015 International Residence Code, 2015 International Mechanical Code, 2015 International Plumbing Code, 2014 National Electric Code, 2015 International Fire Code, 2015 International Energy Conservation Code, 2015 International Fuel Gas Code, 2015 International Fuel Gas Code, 2015 International Swimming Pool and Spa Code.