VILLAGE OF POINT VENTURE

Checklist for Residential Building Plan Submittal

Submitting for: New Construction ____ Renovation or addition ____ Repairs____ All Other ____

Date Submitted: _____

Property Owner Name: _____ Address: _____ _____

Phones: _____ Cell: _____ Email: _____ _____

Property Address: _____ Lot: _____ Sec: _____

Builders Name: _____ Address:_____

CHECK ITEMS THAT ARE INCLUDED: (all items must be submitted for an approved packet and permit)

_____ ACC Submittal Application **to include exterior materials with samples submitted**

_____ Brief summary of the project and scope of work

_____Lot Clearing / Landscaping as specified {see Lot Clearing and Landscape Requirements}

_____Licenses for electricians, plumbers & HVAC mechanical contractors

_____One set of plans and specifications plus one digital set - to include foundation plans with registered engineer or registered architect seal and signature and including rebar details

____ Property in flood plain?

____ Additional permit required

____ Elevation Certificate required

____ Floodplain waiver letter required

____ LCRA NOTIFICATION OF NO PERMIT REQUIRED

SETS TO INCLUDE:

____ Elevation views - front, back, and two sides

____Height of house from floor to roof peak, excluding chimney

____ Elevation of house corners (major)

____Plot plan

____Lot dimensions ____House location ____Roof overhang, decks, porches, fences, etc

____Set back distances-front, back and sides ____Driveway with dimensions, materials to be used

____Profile of any excavation/cut-in; required retaining walls, safety fences or barriers

____Propane tank location and sewer grinder pump location

____Survey by registered surveyor (signed and a topography of drainage of the property)

____ResCheck

____Total square footage Ground floor _____ Upper floor _____

____Completed and signed Building Permit Application

____Verification of electrical and water hook-ups, or stated generators and water tanks on plans

____Exterior Materials - siding, roof, paint color (samples submitted)

Date received by Village Bulding Services: _____

Payment of all building permit fees and general bond payment: _____(date) _____Check(s) #

Checked for completion and approved to submit for ATS plan review: _____

Date sent to ATS: _____ By: _____ (initials)