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Building and Development- Processes and Procedures

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Development Questions

When working to answer development questions, always start by getting the property address. Half of the calls received are for properties outside of Rollingwood's jurisdiction. Always start by getting the property address from them and checking the address against the City Zoning Map. If they are within Rollingwood, here are some helpful places to start:

Residential: Refer them first to the City of Rollingwood Website: www.rollingwoodtx.gov> go to Meet your Government > Planning and Development > FAQs. This covers most basic development questions and has links to the residential zoning code. Residential subdivision regulations are primarily in Chapter 107 Division 2 of the Code of Ordinances. They should also be referred to the Drainage Criteria Manual if they are adding impervious cover.

<https://www.rollingwoodtx.gov/building/page/rollingwood-drainage-criteria-manual>

Commercial: If they are calling about commercial development, refer them to Chapter 107 Article II Division 3. Most commercial questions will either be wanting to do a tenant finish out (interior office remodel), or will be *very* high level, such as what a particular property is zoned, what the height or occupancy requirements are, or if they can expand. Pre-development meetings may need to be set up in this case so that any relevant documents, such as the PUD agreement and any amendments, which may differ from the overall commercial zoning requirements, can be located.

If they have specific code related questions that are not easily determined in a phone call, the individual should articulate the question in writing, and send that question to KFA or Denton Navarro to perform broader analysis. Typically, the city does not engage the subcontractors until an application is filed, but discretion should be used. If they are actively working to file an application and need a question answered prior to submittal, that may be an instance where veering from that policy will save review time and expense in the long term.

Drainage: There is no impervious cover limitation in the residential district. Every project must comply with drainage ordinances and TCEQ regulations. Callers should be referred to the drainage code which starts in section 103-199 of the City's Code of Ordinances. If they have *specific* questions, they should be submitted in writing and forwarded to the engineer. Never provide the engineer's name/contact information.

Applying for Permits – Application and Processing

All permits require an application, fee payment, and supporting documents except tree trimming, which has no fee associated with it. When someone is ready to submit, ensure that they have submitted all supporting documents that are required on the permit application. Once deemed complete, the applicant should be invoiced for the fees. They can pay by check or via credit card. Send an electronic invoice regardless of whether they have expressed intent to pay by check or credit card so there is an itemized record. That is less important for demolition, tree removal, and trade permits, as those have fixed fees associated with them. New residential construction, remodels, additions, and commercial applications are variable based on the area multiplier fees, and drainage scope.

The permit requestor may miscalculate fees, so application fee information should be checked carefully. Issue the applicant an itemized invoice, or at minimum (if they are standing in front of you with a check) write it all out on the application and then scan the application in and save it. It is much simpler to go back and cross-reference what fees have been paid if it is done this way, rather than going through the finance department because finance does not code based on addresses or permit numbers.

Once the document intake is done, and fees assessed, the documents may be distributed to the reviewers. Which reviewers get what documents when, is broken down by application type.

Reviewers

- **ATS Engineers** – reviews plans against the International Building Code requirements. Rollingwood currently operates under the 2015 International Building Code for Residential Building, Mechanical, Plumbing, Fire, Pool, and Commercial, and the 2014 National Electrical Code. ATS reviews all new construction, structural additions including pools, remodel, and commercial applications. They also review generator applications, and solar applications when there is power storage. If there is no storage, or breaker-box work, then it can be a simple permit turnaround in house.
- **KFA** - reviews plans for zoning and drainage. Drainage reviews include any additions of impervious cover 250 square-feet or greater.
- **Westlake Fire Department**- Reviews all new residential construction, residential remodels and additions which constitutes 50% of the structure or greater, and all commercial remodels.

Once comments are generated, those comments get returned to the applicant for response. Typically, comments generated by the engineer do not require that all plans be sent back to ATS, *however*, in the event of a redesign (generally occurs when plans do not comply with setbacks), the revisions will need to be re-reviewed based on the International Building Code requirements by ATS.

When all comments have been addressed, any inspections fees should be invoiced. Typically, those fees are assessed to the builder, however, sometimes the permit coordinator or property owner wants to pay the inspection fees. Find out who wants to be assessed the fees and invoice them accordingly and collect any responsible party forms. Once those forms have been returned and the inspections paid, the permit document can be generated. Once the document is generated, send it to whomever the coordinator(s) is/are, along with all of their approvals (i.e. drainage, zoning, ATS plan review, and fire). Have them post all permits on site, within 5' of the curb, and keep all plans and approvals onsite and easily available for the inspectors and staff. For minor permits, the permit document gets posted to the front door or front window.

Applying for Permits – Applications and Processing

Demolition

When an applicant wants to apply for a demolition permit, the following is required:

- **Demolition application**
- **Fees**
- **Storm Water Protection Plan**
- **Tree Protection**
 - **May need Tree removal / replacement plan**

Once everything is submitted, permit can be issued. Building plans are not required to issue a demolition permit. Any property owner may demolish their structure if they have applied, paid, and created a Storm Water Protection Plan (SWPPP). The silt fence/SWPPP must remain in place until soil is stabilized.

Often, a developer will want to perform their tree removal in conjunction with demolition because it is less costly and more efficient. In those cases, I keep the demolition permit in “active” status, even if the permit expires prior to the completion of construction. That is a prompt, so that when construction is nearing completion and close out, I go back and check the original tree removal application against any requested landscaping changes, to make sure that whatever mitigation is required gets installed as required. The replacement requirement is within 1 year, but abated during construction. This is the best way that I have found to make sure that compliance is met prior to the issuance of a certificate of occupancy for a building.

Once the permit is issued, the City performs a pre-demolition meeting, and then a post-demolition inspection to make sure that the site is clean and silt fence is intact. If there is no tree removal, or imminent development, the permit may be closed after the post-demolition inspection.

Residential New Construction

Intaking residential new construction Applications require the following documents to be submitted-

- **Application**
- **Architectural Plans and Structural plans**
- **Application Fees**
- **Tax Certificate showing all property taxes paid**
- **Res-Check (energy compliance certification for doors and windows)**
- **Manual J, S, & D (Load calculations for the HVAC System)**
- **Drainage (Civil Engineered) Plans or RSDP**
- **Plat**
- **Storm water protection plan and tree protection plan**
- **Survey including trees**

May also require

- **Tree removal application and replacement plan**
- **Demolition Application**

Before releasing the permit

- **Responsible party and contact information**
- **MS4 Compliance Form**
- **Insurance Bonding**

- **Pre-paid required building inspection fees**

The city may set up pre-development meetings to discuss the required documents and discuss the drainage requirements and options including RSDP when applicable, tree removal requirements and replacement plan.

City Ordinance requires 15-day notice be provided to neighbors. The city requires **the applicant generate the list** to the neighbors within 250 feet of the property. It typically is a list of 12-18 properties. These notices can be mailed based to the addresses listed in TCAD, or hand-delivered. Once the applicant has done this, they return a stock form, signed and dated, stating that this has been done. The city allows applicants to send notice as soon as the day after submittal so that **if** there are questions from neighbors, the City has those questions before the review is completed, and can pay special attention to any lot peculiarities. Then, if it has been longer than 15 days for review (which it typically is) once the review is completed, the permit can be issued.

When an intake is complete and fees have been assessed and paid, the plans are distributed to the reviewers. Once all comments are cleared, inspection fees should be assessed, and approvals and permits distributed.

On the permit document itself, the required inspections are listed in the general order that the inspections are requested. The process for calling the inspections is included on the permit for easy reference for the builders. The ATS plan reviews will state what inspections are required. There are a couple of inspections that the City requires that get added to the permit (shown below in **green**). ATS will perform them for the City, they just aren't included in the IBC, and are not life-safety germane, so they aren't listed on the plan review itself.

Here the list of required inspections for new residential construction:

1. **Pre-construction meeting**
2. Temporary power
3. Plumbing Rough / Foundation Layout¹
4. Underslab Water Distribution Piping
5. Water/Sewer Yard Lines
6. Frame/Sheathing
7. Mechanical Rough
8. Electrical Rough
9. Plumbing Rough
10. Re-Frame/Insulation
11. Wallboard (Sheetrock)
12. Gas Test/Electric Meter Inspection
13. Mechanical Final
14. Electrical Final
15. **CSI (Customer Service Inspection)²**
16. Plumbing Final
17. Building Final

A drainage final by the City's engineer, and a fire final by Westlake Fire Department will also need to be scheduled before a permit is closed and occupancy issued. The cost of the drainage final inspection is included in the initial application fees. Any

¹ Foundation Layouts or foundation pre-pours require what is called a "form survey" to make sure that they are within the setback. If this inspection is called, request that they send the form survey first. Then, send the form survey to Lauren Winek-Morin with K.F. to make sure that they are within the setbacks, and meeting height requirements. Driveways and pools also require form surveys because of zoning location requirements.

² Customer Service Inspections (CSI) require backflow tests. Those tests may be completed on the Austin Water Backflow Inspection Report Forms, or the TCEQ Backflow Inspection Report Forms. **Backflow inspection reports and CSI inspection reports should be additionally be saved in their respective folders within the public works file folder on the shared drive in the event the City is audited by TCEQ. All copies of all CSI inspections may be obtained upon request from ATS, but it is important to keep a copy of those records in house. It is difficult to go back and located backflow inspections from builders or homeowners.**

fees related to fire, are dealt with directly between Westlake Fire Department and the builder/developer. Both will send copies of their final reports to the City. Those reports **must** be obtained before releasing Certificates of Occupancy. You will receive requests for temporary occupancy in many cases, when the homeowner wants to move in before landscaping and drainage work have reached completion. That is fine, so long as they can complete their drainage work within 180 days, and the fire department, and building inspector has signed off on temporary occupancy. That said, temporary occupancy is available at the City's discretion.

Residential Additions

Addition applications cover the following types of construction:

- **Any structural addition which adds impervious cover;**
- **An upstairs addition which adds onto an existing structure but does not increase impervious cover;**
- **Accessory Building up to (not to exceed) 500 sf;**
- **Pools;**
- **Fences over 6 feet;**
- **Any addition which adds impervious cover but is not a typical enclosed structure, i.e. sport court, driveway, hardscaping including decks**

For additions, you need to consider what their project is to determine which of the building permit attachments to use (from the new construction email I sent). For example, if they're adding any impervious cover, pool, or changing roofline, they need all the drainage information, and someone will need to explain the drainage requirements before they hire a civil engineer.

Familiarize yourself with the notification ordinance to make sure the required applicants notify their neighbors.

For building permits who are adding or remodeling 50% of the home, you'll need to send those plans to Michael Lacey at Westlake Fire Dept for their fire sprinkler plan review.

For pools, you must also make sure that they include the pump mechanical specs, and the pool barrier/fence information.

For projects adding less than 250sf of impervious cover, they do not need civil engineered drainage plans. For projects adding 250sf of IC or greater, they will need civil plans.

Driveways get reviewed for zoning and drainage, but not by ATS. There is no building code for driveways, but there are zoning and drainage requirements.

Properties may have a primary structure, and a single additional structure which may include a detached garage, pool house, etc. A structure is generally considered attached if it shares a roof and foundation/floor.

Applications for residential additions over 250sf mirror new construction unless that impervious cover is just a driveway or sport court. Then the applicant just needs their drainage plans, survey, plat, and site development plan.

Residential Remodel

Remodel permits are required when the work is greater than a Level 1. Level 1 alterations are cosmetic (paint, tile, cabinets, carpet). If the applicant is relocating plumbing, electrical, mechanical lines, they will need a permit. If load bearing walls are being demolished, they will need a demolition plan. If they are doing greater than a 50% remodel of an existing structure, they will be required to add a fire suppression system.

- **Application**

- **Remodel Construction Plans**
- **Demolition Plans if loadbearing structures are being altered.**
- **Application Fees**
- **Res-check if windows are being changed out**
- **Manual J if HVAC is being altered/added**
- **Plat**

Remodels that are not combined with an addition, get sent to ATS for review. If the remodel is greater than 50%, then they will be required to add a fire suppression system. In those instances, plans should be sent to Westlake Fire. There is not a hard rule for what constitutes 50%. When in doubt, consult with ATS or K. Friese.

[Commercial Building Permit Application](#)

This is used for new construction and tenant finish outs. You will mostly get tenant finish outs.

If it's new construction on commercial they will also require a commercial site plan and notification is required. These get reviewed by the City Engineer.

All commercial projects go to Michael Lacey, fire department, for review before a building permit can be released.

- **Application**
- **Plans – if it is a tenant finish out, you will need the suite plans and perhaps structural depending on the work. If it is a new building (rare!), you will have to have a site development plan, traffic impact analysis, TXDOT approval**
- **Asbestos report**
- **TDLR**
- **Bonding/Insurance**
- **Trade Licenses**
- **Plat**
- **Survey**

Review ordinances for requirements. Always check “use” with zoning district to make sure that the occupancy matches the allowed use. Also check any PUD agreements if there are any questions about the terms, conditions, or occupancy.

If a new construction project in the commercial district is requested, or a redevelopment of an existing site, a site development application and letter shall be required. When those occur, they are sent to P&Z for review then Council for final approval. This has been rare over the last three years, but with the implementation of code changes related to the Comprehensive Plan, this could become more prevalent.

[Trade and Minor Permits](#)

Trade permits are issued for HVAC repairs, water heater replacements, solar panel installation, plumbing/sewer repairs, and fixture relocations. Trade permits are \$75.00 for the permit, and \$75.00 for each inspection. Typically there is just a single inspection. Once that has passed, the permit gets closed out. Sometimes, plumbing repairs or generators will require additional inspections such as an inspection for line bedding, and then a final. Or an

electrical inspection and a gas line inspection for generators. Contact Dondi Atwell with ATS if you have a question. He is always willing to help you understand what inspections you should require for the project.

Generator permits require a plan review, as they are typically a multi-fuel source and may require multiple inspections. Solar panel permit requests are also sent to ATS when they are involving the breaker box, or battery storage, however, there is typically little that they need to review. If a customer or a particular project requires the disconnection of the electric meter, they will also need to pull a permit from the City of Austin, because Austin coordinates all of the disconnections/reconnections for Austin Energy. This should be reworked with some sort of agreement created between Rollingwood and Austin Energy, but for the time being, this is what is required.

Fence

Fences 6' or less- just a simple application and fees. Fences over 6' require structural engineering, and use the "residential addition" applications. This gets reviewed and permit issued in-house. Front yard fences are allowed if they are not more than 3' in height, with 80% visibility, at least 15' from the curb. Full height fences are allowed behind the front corner of the foundation, and may extend to the bounds of the property line, unless they are on a corner lot, in which case, the side yard fence must be at least 15 feet from the curb. These inspections are typically performed in-house. Fences greater than 6' require additional inspections. This requirements should be re-examined and limited to a layout and final. There is nothing else to inspect.

Irrigation

Irrigation permits are required for systems. They need to submit a plan which shows the layout. Check that the system is installed with a valve and a backflow preventer behind the meter. Once permit is issued, applicant must submit a blackflow inspection report. Once that report is submitted, schedule an inspection for an irrigation/CSI inspection. File the backflow report and the CSI report in the public works file in case of TCEQ audit.

Variance Requests- Applications and Processing

- **Application**
- **Fee**
- **Letter to the Board**
- **Supporting Documents (listed in application and ordinance)**

An application for building permit is not required by ordinance to request a variance. Some requests will come as a result of plan denial, and some will be requested prior to applying for a permit. There is not a requirement for how quickly a hearing must be held to consider the variance, but once a hearing *is* held, the Board must reach a decision within 45 days, unless the applicant withdraws their application.

The City notices all property owners within 250' at least 30 days prior to the hearing. 15 days prior, signs must be placed in the yard of the property. If the property is on a corner, place a sign on each street side.

Plats, Replats, and Amending Plats – Application and Processing

Most plats that the City intakes now qualify as a replat or amending plat, as the City is landlocked, and all known lots have been platted previously. Replats and amending plats *may* be administratively approved depending on the changes being sought. It is impossible to determine whether or not administrative approval can be granted without having all of the documents and examining those conditions. Staff should collect the following items from

the applicant and send it for review by a planner either with K. Friese (currently Brandon Melland) or Denton Navarro (Bryce Cox). The date for submittal is the 8th day of the month. Any plats that come in prior to that date may be held, but once that date is reached, or the plat is sent for review, there are 10 days to deem it administratively complete and either review and notice for hearing or review for administrative approval, or if it is not administratively complete, send the applicant a letter noticing them that they have not submitted a complete application, and advising them of the deficiencies. I do not assess fees until I know it is otherwise administratively complete.

Invoicing

Each application lists the fees associated with the application submittal. Those fees can also be found in the City's fee schedule in the Code of Ordinances. When an application is submitted, that project is assigned a permit number in the Master Permit List. (Only tree trimming and removal are assigned a permit number that differs from the master list.) If tree removal is done in conjunction with a demolition/new construction permit, it is assigned the same permit number as the demolition/building permit number for the purpose of ensuring replacement requirements are met. Once the permit number is assigned you may generate the application invoice.

Here are the steps for generating an invoice:

1. Assign Permit Number (or not, if you are invoicing for something other than a permit)
2. Go to Authorize.net and log in
3. Go to "Tools" at the top of the home page

4. Go to "Invoicing"

5. Select "Create Invoice"

6. Create a new invoice

Add the applicant's name and company information in the "bill to" line.

Add the applicant's email address—that is where the invoice will be sent. They will be able to open the email and pay or forward the invoice.

Under the description, add the project address, what the invoice is for, like "demolition" or "required inspections", and the permit number.

Under the Item Name, create each item, and then fill in the price and quantity.

Then hit "send." If you need to edit the invoice later, to change the sender's information, it can be done from the Invoice page. You can also resend any unpaid invoices.

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Inspections

1. Ask caller/emailer to provide the address of the property (Verify that it is a Rollingwood Address)
2. Ask what inspection they are wanting to call
 - i. Demolition
 1. Pre-demolition
 2. Post-demolition
 - ii. Building Inspections (New / Addition / Remodel)
 1. Pre-construction meeting
 2. Temporary power
 3. Plumbing Rough / Foundation Layout³
 4. Underslab Water Distribution Piping
 5. Water/Sewer Yard Lines
 6. Frame/Sheathing
 7. Mechanical Rough
 8. Electrical Rough
 9. Plumbing Rough
 10. Re-Frame/Insulation
 11. Wallboard (Sheetrock)
 12. Gas Test/Electric Meter Inspection
 13. Mechanical Final
 14. Electrical Final
 15. Plumbing Final
 16. CSI (Customer Service Inspection)
 17. Building Final

Additional Miscellaneous

 - a. Driveway approach or curb cut
 - b. Foundation pour-back (remodel/addition)
 - c. Fence Layout or Final
 - d. Window Replacement
 - iii. Trade Inspections
 1. Plumbing Line / Bedding Inspection
 2. Plumbing Final
 3. Gas Pressure Test
 4. Gas Line Bedding Inspection
 5. Electrical Final
 6. Mechanical Final
 7. Solar Final
 8. Irrigation final and CSI (irrigation finals *require* CSI included)
 - iv. Pool Inspections
 1. Layout⁴⁵
 2. Plumbing
 3. Electrical Bonding
 4. Deck Bonding

³ Foundation Layouts or foundation pre-pours require what is called a “form survey” to make sure that they are within the setback. If this inspection is called, request that they send the form survey first. Then, send the form survey to Lauren Winek-Morin with K.F. to make sure that they are within the setbacks.

⁴ CSI inspections for irrigation systems and pools require a “backflow inspection report.” This must be onsite for the inspector and must be submitted to the City. They may use either the Austin Water backflow report document, or the TCEQ backflow report document. It doesn’t matter.

⁵ Pool Layouts also require form surveys.

5. Pump Mechanical Equipment Inspection
 6. Pool Final (includes fence barrier/alarms)
3. Email Emily at ATS Engineers- scheduler@ats-engineers.com
 4. Fire inspections get scheduled by the builder directly through the Westlake Fire Department.
 5. Drainage inspections are performed by K. Friese. Email Lauren Winek-Morin.
 6. ATS will send a list the next morning of what they have on the schedule. If someone requests to speak with the inspector, send them the inspector's contact information when you receive it the next morning. Our inspectors are **generally** here between 10:00 a.m. and 2:00 p.m. Contractors may request a particular time, and they do their best to accommodate that time, but it is not always possible.

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