



**CITY OF HORSESHOE BAY**

1 Community Drive  
P.O. Box 7765  
Horseshoe Bay, Tx 78657  
830-598-9959

**DEVELOPMENT SERVICES DEPARTMENT**  
DEVELOPMENT PROJECTS/PERMITS/INSPECTIONS  
PLATTING/PLANNING & ZONING/BOARD OF ADJUSTMENT  
CODE ENFORCEMENT

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**Permit Application**

Location Address: \_\_\_\_\_ Application Date: \_\_\_\_\_

Purpose of the Permit: \_\_\_\_\_

Lot#: \_\_\_\_\_ CAD Property ID: \_\_\_\_\_ Livable Sq. Ft \_\_\_\_\_

If Commercial - Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Permit Applicant? Y or N

Mailing Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Permit Applicant? Y or N

Mailing Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Permit Applicant (if different than Owner or Contractor) Permit Applicant Name, Address, Phone, Email:

\_\_\_\_\_  
\_\_\_\_\_

**Permit Acknowledgements**

*Permit Fees are based on the project type. Contact Development Services for more information or see Appendix A Fee Schedule in the Code of Ordinances online at [www.horseshoe-bay-tx.gov](http://www.horseshoe-bay-tx.gov).*

**CONSTRUCTION COMPLIANCE DEPOSIT:** I have received and read Item B and all pages of the permit application, concerning the construction conduct, deposit, and other requirements associated with the issuance of a Building Permit by the City of Horseshoe Bay. *Ch. 3, Art. 3.03, Sec. 3.03.014*

**DRAINAGE NOTE:** The undersigned [Owner, Contractor, Developer] acknowledges local Declarations, CC&Rs and state requirements prohibiting discharge or diversion of drainage onto adjacent property in volume or rate in excess of existing conditions and agrees to provide any necessary site drainage design and, if necessary, site detention to meet those requirements. I certify that I will be responsible for any drainage issues resulting from development of the new residence on the property in accordance with these plans. *Ch. 3, Art. 3.03, Sec. 3.03.010*

**NEW RESIDENTIAL CONSTRUCTION:** If your project involves new residential construction you must initial one.  
Being subject to the laws governing official documents, I affirm that I am building a \_\_\_\_\_ **Speculative Home** to go on the market on behalf of myself or a financial partner or, \_\_\_\_\_ a **Custom Home** for personal use of the listed owner, with the Certificate of Occupancy and utilities to be issued to the owner listed. No contractor or firm can have more than two active permits at one time for speculative homes. *Ch. 3, Art. 3.03, Sec. 3.03.010*

**Subdivision Restrictions Apply:** By signing this application you are acknowledging that you have been informed that the property named in the application is included in a subdivision that has covenants, conditions and restrictions (CC&R's) that require Architectural Control Committee (ACC) approval of building plans. \_\_\_\_\_ Initials

**The Items that follow provide important information and responsibilities of holding a permit, inspection requirements, and City ordinances. Please review carefully.**

Signature of Contractor \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Item A - Subcontractor Information Required

It is the responsibility of the Permit Holder or General Contractor to report any changes of subcontractor information to Development Services in writing. You may email those changes to Development Services.

**PLUMBING CONTRACTOR** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Ph# \_\_\_\_\_

License # \_\_\_\_\_ Email: \_\_\_\_\_

**ELECTRICAL CONTRACTOR** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Ph# \_\_\_\_\_

License # \_\_\_\_\_ Email: \_\_\_\_\_

**MECHANICAL/HVAC CONTRACTOR** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Ph# \_\_\_\_\_

License # \_\_\_\_\_ Email: \_\_\_\_\_

## Item B - Deposit & Contractor Conduct During Construction

### Ch. 3, Art. 3.03, Sec. 3.03.014 Construction conduct and deposit

(a) **Deposit required.** In addition to the building permit fees and utility hook-up charges set out above, a deposit in the same amount as the permit fee shall be paid to the city. The deposit is refundable to the applicant who made the deposit after a certificate of occupancy or compliance inspection is issued and the building inspector has authorized the refund. The applicant shall be provided a copy of this section when the deposit is delivered, providing notice of the possibility that deductions will be made for certain acts as set out herein. Additionally, the applicant shall agree, in writing, that deductions may be made from the deposit for the acts described in subsection (b) and section 3.03.015(c)(1).

### (b) **Deposit deductions, forfeiture, and penalties.**

(1) **Forfeiture on new construction projects.** If the structure is occupied before the city issues a certificate of occupancy, the deposit is forfeited in its entirety.

(2) **Forfeiture on change of occupancy projects.** If the building or unit is occupied before the city issues a compliance inspection certificate, the deposit is forfeited in its entirety.

(3) **Forfeiture of deposit for failure to call for any accessory structure permit required inspection and any remodel required inspection.** The deposit is forfeited in its entirety for failure to call for any accessory structure required inspection and any remodel required inspection when one or more inspections are missed, or when the permit expires.

(4) **Deductions and penalties.** A deduction from the refund, or civil or criminal penalty, will occur if the following situations arise:

(A) **Organic material (tree limbs, brush, etc.), which is cut and not removed from the site within fourteen (14) days of being cut shall also constitute a violation of this article,** and if not removed within fourteen (14) days, as required, the city shall issue a "stop work order" at the site, and will not allow construction to proceed until the material is removed. In addition, violations found by the city's building inspector or code inspector can result in a citation and fine to the contractor for up to \$500.00 per day that the material is not removed, and each day the material is not removed shall constitute a separate offense. The city's building inspector and code inspector are hereby given the authority to issue such citations.

(B) **The permit holder shall preserve,** and totally restore to generally equivalent condition if damaged, city or subdivision-owned property including roads, drainage ditches or signs. Any unrepaired damage shall be

repaired by a contractor hired by the city or subdivision where the site is located and the actual cost incurred by the city or subdivision for repair or restoration will be deducted from the deposit and, when applicable, paid to the subdivision by the city for actual costs incurred by the subdivision.

**(C) No construction material, debris, removed brush or equipment may be located on properties adjacent to the site without express written permission of its owner or agent.** Unauthorized dumping on adjacent property, on roads or rights-of-way, or in violation of any city ordinance or regulation including but not limited to an antidumping ordinance will be removed by a contractor hired by the city and the actual cost incurred by the city for the removal will be deducted from the deposit.

**(D) Construction shall only occur during weekdays and Saturdays, and hours of work shall be no earlier than 7:00 a.m. and no later than 7:00 p.m.,** unless specifically approved by the city only for early foundation pours during year-round. To be able to start earlier for foundation pours only, the contractor must first notify all residents within a two hundred (200) foot radius of the property and provide such notification information to the development services department at least forty-eight (48) hours prior to the date such early work start time is proposed. The development services director shall determine that all residents within 200 feet were duly notified and approve such early work start time based on the evidence provided and shall notify the contractor and the police department of the decision. Approval of early foundation pours only allows the contractor to mobilize for the foundation pour no earlier than 5:00 a.m. and begin the foundation pour no earlier than 6:00 a.m., except when mobilization at 4:00 a.m. and beginning of the foundation pour at 5:00 a.m. can occur only if approved by the development services director and only in those cases where there are very few residents on the street where the pour site is located and that only a minimal number of residents will be affected by truck noise on the route the truck will be using. Any violation of this provision shall result in a deduction from the deposit of \$500.00 each day there is a violation.

**(E) Vehicles parked on subdivision streets adjacent to the site or adjoining properties must not create an impairment of traffic or a nuisance** for those living in the site's vicinity. Any complaints issued by the city and not corrected will result in a charge of \$100.00 each day the problem persists which will be deducted from the deposit.

**(F) Should the building permit deposit balance become negative,** a new deposit of \$1,000.00 will be required. If this should occur, the site will be red tagged and all construction must stop until the additional deposit is submitted.

**(G) A copy of the building permit shall be posted at the site at all times during construction,** at a location accessible and easily seen from the site's boundaries. Any violation of this provision shall result in a charge of \$15.00 for each day there is a violation which will be deducted from the deposit.

**(H) Dumpsters.**

(i) Dumpsters are required for all major remodel work and new residential and commercial construction. The construction site and surrounding areas shall be kept free from construction debris and litter with no significant accumulation outside of a dumpster for more than twenty-four (24) hours. If the permit holder does not provide an orderly site and the accumulation of debris threatens the surrounding areas, the city will advise the permit holder of their concern and require an immediate clean up. If the debris is not removed and a clean site established within forty-eight (48) hours from the date of the initial notification, the city shall issue a "stop work order" at the site, and will not allow construction to proceed until the site is cleaned up. In addition, violations found by the city's building inspector or code inspector can result in a citation and fine to the contractor for up to \$500.00 per day that the debris is not cleaned up, and each day the debris is not cleaned up shall constitute a separate offense. The city's building inspector and code inspector are hereby given the authority to issue such citations.

(ii) All dumpsters are to be located as far onto the site as practicable, and unless there are special circumstances on the property, are not allowed to be located adjacent to the street, and for sites with permits, must remain on the site through completion of the construction period.

(iii) Dumpsters used on sites for which a building permit is not required require a dumpster permit and are for a maximum period of sixty (60) days. There is no fee for a dumpster permit or a deposit. In the event that a

dumpster is needed beyond sixty (60) days, a \$200.00 fee will be charged for each thirty (3) day extension. Dumpsters on properties without building permits must also abide by the clean site requirements of subsections (i) and (ii) above, or a citation to municipal court will be issued in accordance with section 3.03.007(b), with a maximum fine of \$500.00, and each day the violation continues constitutes a separate offense.

(iv) Any dumpster located on a construction site that has a stop work order or has an expired building permit must be removed within 48 hours. If the dumpster is not removed within five (5) days, a citation to municipal court will be issued in accordance with section 3.03.007(b), with a maximum fine of \$500.00, and each day the violation continues constitutes a separate offense.

**(I) Portable toilets.**

(i) Portable toilets are required for all new residential and commercial construction, for any new accessory structure construction where access to on-site facilities is not available and for any remodel work that will take longer than ninety (90) days and where the existing restroom facilities are being remodeled.

(ii) All portable toilets may be located close to, but shall not be adjacent to, the street. A violation of this section shall result in a deduction from the deposit of \$15.00 each day there is a violation

(iii) Absence of restroom facilities for the construction workers at any time work on the project is ongoing is a violation of this section and shall result in a deduction from the deposit of \$15.00 each day there is a violation.

(iv) All portable toilets when installed must be concealed entirely on the three sides facing the street consisting of: (1) chain link material in an earth tone color, eight feet (8') high, attached to the ground and having a 95% privacy rating, as shown in exhibit A [to Ordinance 15-10-20C]; or (2) the cover can be made of the same materials – stucco and/or stone for the wall(s), and tile or standing seam metal for the roof – as those of the house under construction or currently existing. However, in any case where the cover is required to be more restrictive than items (1) or (2) above as approved by the architectural control committee for the subdivision in which the property is located, it shall be as shown on their approved plan. The cover must be properly maintained and in good appearance at all times. A violation of this section shall result in a deduction from the deposit of \$15.00 each day there is a violation.

(v) Any portable toilet located on a construction site that has a stop work order or has an expired building permit must be removed within 48 hours. If the portable toilet is not removed within five (5) days, a citation to municipal court will be issued in accordance with section 3.03.007(b), with a maximum fine of \$500.00, and each day the violation continues constitutes a separate offense.

**(J) Clean-up of construction dirt on streets.** Contractors and subcontractors are responsible for the daily clean-up of dirt and other debris that is tracked onto streets from their construction sites. If the dirt is not removed and a clean street established within forty-eight (48) hours from the date and time of the notice of violation, a deduction of \$500.00 from the deposit will be made for each violation of this section, and the deposit must be replenished after any such deduction is made. In order to reduce the amount of construction dirt that can be tracked onto the street, construction entrances, such as future driveways, must be graveled or covered with crushed rock, or a material that is found suitable by the development services director. The development services director may require written documentation showing a schematic of the temporary construction entrance/exit for the property, including location and material to be used prior to issuance of the building permit. The general contractor is responsible for seeing that all trades, delivery and supply companies only use the approved entrance, and the general contractor and/or property owner is responsible for complying with the requirements of the subsection. When a violation of this subsection is found on the day of a street construction project, or up to five (5) days after a street improvement project has been completed, the deduction amount will be doubled for each day there is a violation.

(Ordinance 06-04-18D, ex. A, sec. VI(b), adopted 4/18/06; Ordinance 08-06-17E, secs. IV(b), (c), adopted 6/17/08; Ordinance 08-08-19D, sec. II(b)&(d), adopted 8/19/08; Ordinance 08-09-16B, sec. II, adopted 9/16/08; Ordinance 15-06-16B, sec. II(a), adopted 6/16/15; Ordinance 15-07-14C, sec. II(a)&(b), adopted 7/14/15; Ordinance 15-10-20C adopted 10/20/15; Ordinance 2019-10 adopted 1/15/19; Ordinance 2019-25 adopted 4/16/19; Ordinance 2019-29 adopted 5/21/19; Ordinance 2019-39 adopted 8/27/19; Ordinance 2020-01, sec. V, adopted 10/15/19; Ordinance 2020-05 adopted 12/10/19)

## **Item C – Additional Information Regarding Permit Issuance**

- 1. Contractor Registration Required for Building Construction.** All contractors must have approved registrations on file with the city in order to do any construction work on any building in the city. *Ch. 3, Art. 3.03, Sec. 3.03.010 (9)(B)*
- 1. On-Site Sewage Facility (OSSF) Permit Required When No Sanitary Sewer System is Available.** A separate Septic System Permit issued by the County and a copy given to the City of Horseshoe Bay will be necessary if the site is not serviced by the city's utility sewer system and the property is more than 300 feet from available services. *Ch. 13, Article 13.07 OSSF*
- 2. Flood Plain Permit Required for Construction in the Flood Plain.** A Development Permit from LCRA and permits from any other applicable agency governing building in the flood plain must be obtained prior to commencing construction. If the project is in the flood plain, two elevation certificates will be required. The first certificate is required prior to construction in a floodplain. The second certificate is required prior to the final inspection and certificate of occupancy being issued. *2015 IRC R106.1.4 & Ch. 3, Art. 3.05, Sec. 3.05.008*
- 3. Silt Fencing Required.** Appropriate silt fencing must be in place immediately after the clearing of the construction site. *LCRA Highland Lakes Watershed Ordinance*
- 4. Property Line Setbacks Must be Met.** It is the permit holder's responsibility to ascertain that construction conforms to property line setback restrictions. A copy of the form survey shall be given to the Development Services Department prior to the first scheduled inspection. *Ch. 14 Zoning, Art. 14.02, Div. 3*
- 5. Time Limits for New Residential, Commercial, and Remodel Permits.** Construction shall be completed within 12 months for 2000 sq. ft. or less, 18 months for 2001-5000 sq. ft., and 24 months for more than 5000 sq. ft., for both residential and commercial new construction. If construction is not commenced within (180) days of obtaining any permit, the permit becomes void and all applicable fees will be forfeited. *Ch. 3, Art. 3.03, Sec. 3.03.008*
- 6. 9 Month Time Limit for Manufactured Home Permits.** Manufactured homes shall be placed on site and be ready for occupancy within (9) nine months from the date of the building permit. *Ch. 3, Art. 3.03, Sec. 3.03.008*
- 7. 6 Month Time Limit for Accessory Structures.** Construction shall be completed within (6) six months from the date of the building permit for accessory structures, such as decks, swimming pools, fences and retaining walls. Exception – accessory structures included in a residential or commercial building permit can be completed within the above stated permit period. *Ch. 3, Art. 3.03, Sec. 3.03.008*
- 8. Requests for Extensions of Time Limits.** If the time required to complete the construction project will exceed the time allowed by the permit, a request for a re-permit may be granted by the City. Re-permits are granted for the first 60 days at a cost of \$1000. A second re-permit for another 60 days can be granted at a cost of \$2500. A third re-permit will only be granted by City Council approval at a cost of no less than \$5,000 with terms and conditions set forth by City Council. *Ch. 3, Art. 3.03, Sec. 3.03.012*
- 9. Penalty for Starting Work Without a Permit.** Initiating construction prior to the issuance of a Building Permit will result in the permit fee being doubled and could be subject to other fines. *Ch. 3, Art. 3.03, Sec. 3.03.08*
- 10. Any Work Stoppage for 180 Days Voids Permit.** Any cessation of work by the contractor on a project for a period of 180 days will result in the permit being voided. A stop work order will be issued on the site. All permit and deposit fees will be forfeited. A new permit will need to be obtained to continue construction on the site. *2015 IRC, R105.5*

**11. Certificate of Occupancy Required Prior to Occupation of Structure.** A Certificate of Occupancy is required prior to permanent utilities being turned on. A new residential or commercial structure shall not be occupied prior to a Certificate of Occupancy being issued by the Development Services Department of the City of Horseshoe Bay. *2015 IRC, R110.1*

**12. Yard Address Light Required.** It is the owner's responsibility to construct and install the appropriate subdivision streetlight. A certificate of occupancy will not be issued until the appropriate light is installed with the address numbers. *Ch. 3, Art. 3.03, Sec. 3.03.004*

**13. Driveways Should be Tied into Street at Street Level.** It is the owner's/developer's responsibility to tie driveways into the street at the level of the street; and any damage to the curb or ribbon curb and or street needs to be repaired by the owner/developer. The tie-in should be concrete, asphalt, or paver bricks. No loose aggregate is permitted. Contractors should reference the relevant POA's requirement. Culverts should be sized to carry the flow, not cause or divert storm water flows onto another property. The culverts must be ½ the depth of the culvert unless otherwise clearly shown on the plans as designed by a professional engineer in such detail that it can be inspected. The culvert is the owner's responsibility to keep serviceable. The care, maintenance and repair of any access across any easement are the responsibility of the driveway owner. Should the City do work in the easement causing damage to a driveway, access and/or culvert, the City may, on a case by case basis, contribute to the repair of any such damage. In no instance will the City repair a driveway, access or culvert damaged by the City to better than its existing condition at the time of the damage. *Ch. 3, Art. 3.03, Sec. 3.03.014 (b)(4)(B)*

**14. Construction Signs Must Follow Policy.** *Ch. 3, Article 3.06, Sec 3.06.015.*

(c) Construction identification signs. Construction identification signs are allowed for new home construction and must meet the following criteria:

(1) No permit will be issued for construction identification signs and no fee will be charged, but the building contractor must submit the written approval by the architectural control committee (ACC) for the subdivision in which the sign is to be located to the development services department prior to placement of the construction identification sign on a property. No construction identification sign will be allowed to be posted on a property which has not first been signed off as approved by the ACC.

(2) A construction identification sign shall only be allowed to be placed on a building site during the construction period plus ten (10) days, beginning with the date the building permit is approved and ending ten (10) days after the final inspection.

(3) Illumination of a construction identification sign is prohibited.

(4) Construction identification signs are restricted to the street side of the project. This sign is not allowed on the golf course frontage or to be visible from the golf course and is not allowed on the waterfront side or the view side of properties.

(5) The bottom of such sign shall not exceed more than two (2) feet above grade.

(Ordinance 10-02-16A adopted 2/16/10)

**15. TDLR Approval Required for Accessibility Standards.** 469.102(d) A public official of a political subdivision who is legally authorized to issue building construction permits may not accept an application for a building construction permit for a building or facility subject to Section 469.101 unless the official verifies that the building or facility has been registered with the department as provided by rule. All plans and specifications for the construction of or for the substantial renovation or modification of a building or facility must be submitted to the department for review and approval if: (1) the building or facility is subject to this chapter; and (2) the estimated construction cost is at least \$50,000. Documentation must be shown that the plans have been submitted to the Texas Department of Licensing and Regulation for review and inspection regarding accessibility. For information contact: Texas Department of Licensing and Regulation

**16. LCRA Approval Required.** The Highland Lakes Watershed Ordinance (HLWO) protects water quality throughout the Highland Lakes region. LCRA actively manages stormwater runoff around the Highland Lakes and the lower Colorado River to contain the contaminants found in stormwater runoff. Erosion and sedimentation controls must be used for any soil disturbance activities. Dredge and fill activities (including retaining walls) must comply with LCRA dredge and fill standards. Boat docks must comply with the LCRA Residential Dock standards and Marinas require an LCRA permit. Contact LCRA offices for forms for other project types by calling 512-578-2324 or emailing HLWO@lcra.org

**17. Inspections are Required.** For a complete list of required inspections, refer to the Plan Review Report that is provided with your approved plans. Some specialized third-party inspections may be required. *Ch. 3, Art. 3.03, Sec 3.03.015*

**19. Accessory Structures.** Accessory structures built in a Utility Easement are subject to removal without replacement when officials require access. *Ch. 13 Utilities, Art. 13.09 Rights of Way Management*

**20. Construction Water Riser Information.** The riser assembly should be built of schedule 40, schedule 80 PVC or metal pipe. The assembly must have a 90° elbow at the top of the hose bib, vacuum breaker on the hose bib. The lowest part of the hose bib vacuum breaker discharge opening must be at least 12" above grade. The riser assembly must be staked-up with the stake extending at least 2/3 the length of the riser pipe. The vacuum breaker must be new with the set screw still in place for the inspector to tighten and break off during the inspection process. The assembly with vacuum breaker must be visible from the street. Assembly must be within 5' of the meter. Diagram can be provided upon request. Other methods can be discussed with City Officials on case by case basis. *City Policy to ensure the Protection of Potable Water Supply, IPC 2015 and meet TCEQ Minimum State Standards*

## **Item D - Other City Ordinances for Construction Sites**

### **Parking Ordinance**

#### **Sec. 12.03.004 Parking at Commercial or Residential Construction Sites**

Any person who receives a building permit for a construction purpose for a structure, facility, or accessory structure in the city shall be furnished with a copy of this article at the time such permit is issued or within a reasonable time thereafter, and such person shall be responsible for the following:

**(1) Commercial construction site.**

(A) All vehicles of any kind including vehicles required for construction and construction catering vehicles shall be parked off the street; either within the boundaries of a commercial construction site or at a location arranged for, either by lease, agreement, permission, or other lawful means.

(B) Parking or standing of material delivery vehicles on the street is prohibited without a special use permit from the city.

**(2) Residential construction site.**

(A) If a vehicle, equipment, or trailer used by someone at the site for construction purposes, including a vehicle required for construction and construction catering vehicles, is parked on the street, all vehicles shall be parked only within the direct frontage of the actual construction site if adjacent lot(s) are developed and occupied, on the same side of the street as the construction site, and in the direction of the flow of traffic. Construction trailers must be removed from the roadway during hours of darkness.

(B) Parking or standing for materials delivery vehicles on the street is limited to two (2) hours and is not allowed during hours of darkness.

(C) Catering and other vendor vehicles must comply with subsection (2)(A) above, and no catering or vendor vehicle may park on the street at the site for more than one (1) hour during any four-hour period during any twenty-four-hour day.

(3) Informing all employees, contractors, subcontractors, consultants, inspectors, or other persons who work at or visit the commercial construction site where vehicles may be parked during construction.

- (4) Arranging, when necessary, by lease, agreement, permission, or other lawful means, for off-street parking of vehicles of persons who work at or visit the commercial or residential construction site and, if necessary, the shuttling of such persons to and from the site.
- (5) Identifying, by temporary sign or other reasonable means, where parking is and is not allowed.
- (6) Ensuring that no vehicle or pedestrians of any kind or description blocks, impedes, or obstructs the normal flow of traffic at, near, and adjacent to the commercial or residential construction site.
- (7) Payment to the city of any fines or penalties imposed for violation of this section of this article.
- (8) Variances to these requirements may be requested in writing to the city at the time of application for a building permit.

*(Ordinance 07-05-15A, sec. IV, adopted 5/15/07)*

## **Protection of Trees that will Remain on Site**

### **Sec. 3.09.003 Measures during construction**

The following measures should be taken to care for protected trees during all construction activities within the city limits:

- (1) Protective barricades shall be installed around all protected trees and grand trees before any construction activities commence on a site.
- (2) Barricades shall be installed at no less than ten (10') feet from a protected tree or at the designated protective root zone.
- (3) Protective barricades shall be comprised of wood, fencing, or other solid materials.
- (4) Protective barricades shall be a minimum of three (3') feet in height with horizontal and vertical structural members designed to prevent damage to existing landscaping.
- (5) The parking or storage of vehicles, equipment or other materials is prohibited within the protective root zone.
- (6) Barricades shall only be removed after construction activities have been completed and the site is ready for final landscape activities.

## **Oak Wilt Prevention**

### **Sec. 8.09.004 Tree Trimming Ordinance**

- (a) All species and varieties of oak wilt infected oak trees that are dead or substantially dead, and all red oak wood and firewood, which may serve as a breeding place for any carrier of said disease, are hereby declared to be public nuisances.
- (b) Pruning or cutting of oak trees shall be prohibited in the spring months of February through June when fungal spore formation and beetle activity are highest unless such activities are completely unavoidable in order to protect the safety of people and property or the health of the tree. Golf courses and resorts are exempt from this prohibition from February 1st through February 14th. Pruning or cutting of oaks is permitted from July through January.
- (c) It shall be unlawful to stack firewood taken from red oaks.
- (d) It shall be unlawful for any person to transport, store or sell firewood within the city that was taken from red oak trees or unknown sources of firewood. Red oaks may not be retained for firewood under any circumstance due to the high risk of fungal mat formation and insect transmission.
- (e) Red oaks that are dead or dying of oak wilt as determined by the city staff or the state forest service shall be cut at ground level, with all firewood and woody debris covered and hauled away or disposed of by burying, burning or chipping within three working days.
- (f) Regardless of the time of year that a tree is cut or otherwise damaged by natural disaster and a wound occurs, neutral color paint must be applied immediately to all wounds of any size on susceptible oaks, including the cut surface of healthy oak stumps, pruning cuts, rubbing of branches together or on a roof or other structure creating open wounds, or branches with construction damage, or any spot where the bark has been removed to expose the wood beneath, in order to discourage potential insect/disease contamination. Failure to seal any wound immediately after the wound is discovered or occurs is an unlawful violation of this article.
- (g) It shall be unlawful for any person, firm or corporation to knowingly violate the provisions of this article. Any person knowingly violating any of the provisions of this article shall be deemed guilty of a misdemeanor, and each and every day or portion thereof during which any violation of any provision of this article is committed, continued, or permitted, shall be considered a separate offense and upon the conviction of any such violation, such offense shall be punishable by a fine of not more than one thousand dollars (\$1,000.00) per day.
- (h) The city's code officer is charged with the enforcement of the provisions of this article.

*(Ordinance 2019-16, sec. III, adopted 2/19/19)*



## 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:

\_\_\_\_\_ **Tree Survey (Beginning March 15, 2022)**

\_\_\_\_\_ 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.