



City of Bastrop, Texas

Accessory Structure Checklist (Residential Only)

Planning Department • 1311 Chestnut Street • 512-322-8840

All applications must be submitted through MyGov (<https://web.mygov.us>). Red fields are required.

PROJECT NAME:

APPLICANT(S):

Process Overview:

1. Pre-Application Meeting (as needed or directed by Staff). Submit request at https://public.mygov.us/bastrop_tx
 - a. Discuss your project with staff prior to submitting an application. Staff can help identify opportunities and constraints on the proposed project, as well as provide more information on the process and procedures.
2. Complete Application and upload required documentation at <https://web.mygov.us>
3. Application review, with comments issued as needed
 - i. Applications are only accepted for review on Mondays by 4pm. Applications may be submitted any time, but review will not begin until the following Monday at 4pm. If there are items required, we cannot accept the application for review until all items have been addressed.
 - b. After application has been accepted, reviews can take approximately 14 days. This process can take longer depending on the complexity of the project and Staff workload.
 - c. Applicant resubmits Items Required with corrections/changes based on review comments.
4. Staff Approval or Denial of plan
5. Permit will be issued through the MyGov portal
 - a. Inspections are scheduled by the applicant via MyGov by 3pm for the next business day. If inspection fails, a reinspect fee must be paid prior to the next requested inspection.

Submittal Package Checklist Items

Applicant	Check all boxes in the Applicant column before submitting project application and documents. All checklist items must be included in the submittal, or it will not be accepted for review. If an item does not apply to your project, mark the item as N/A.	
<input type="checkbox"/>	1.	Completed Permit Application, including Completed Checklist and required documentation https://web.mygov.us
<input type="checkbox"/>	2.	Project Description letter (short description of project) All the material specifics and construction details need to be include in the plans.
<input type="checkbox"/>	3.	Plot plan showing the existing and proposed impervious cover and the total size of the lot. The plot plan must show finished floor elevation (6" above top of curb or 2' above floodplain elevation), utility meter/panel locations, top of curb height, zoning district, drainage flow directions, driveway locations, impervious cover percentage, build-to line/setback, easements, etc. See knowledge item on Sample Plot Plan.
<input type="checkbox"/>	4.	Existing Conditions Images - picture(s) of property prior to improvements, including images of the area where structure, fence, or flatwork will be placed.
<input type="checkbox"/>	5.	Material Specifications
<input type="checkbox"/>	6.	Proof of Ownership or Agent Authorization Letter signed by Property Owner and Application Agent.
<input type="checkbox"/>	7.	Impervious Cover Letter/Drainage - Compliance with Stormwater Manual restrictions (no more than 5,000 sq. ft. of impervious cover is allowed on property without an engineered drainage letter). Cannot exceed Place Type Impervious Coverage Limit per Bastrop Building Block Code B3. If not applicable, check this box:
<input type="checkbox"/>	8.	Floodplain Elevation Certificate. If not located in a designated floodplain, check this box: <input type="checkbox"/>
<input type="checkbox"/>	9.	Proof of platted lot or a Lot of Record Verification Letter.
<input type="checkbox"/>	10.	Detailed Building Plans. See Requirements below.
<input type="checkbox"/>	11.	Permit Fee (invoice will be sent after application is accepted for review).

Plan Requirements

Applicant	The following items are required for a review to be completed. Please note that additional details may be required.	
<input type="checkbox"/>	1.	Location of all existing and proposed buildings, structures, fences, flatwork, and other improvements on site. Clearly identify all improvements and construction areas on site.
<input type="checkbox"/>	2.	Profile view of all proposed buildings, structures, fences, and other improvements, identifying height. If not applicable, check this box: <input type="checkbox"/>
<input type="checkbox"/>	3.	Must meet currently adopted Bastrop Building Block B3 Codes, Building Code, Fire Code, and Construction standards, as well as meet all Code of Ordinances criteria
<input type="checkbox"/>	4.	Setbacks/distances between any existing or proposed buildings, structures, fences, flatwork, driveway, accessory structures, and property line. Setbacks must be clearly communicated with accurate on-the-ground measurements.
<input type="checkbox"/>	5.	Existing or proposed easements or rights-of-way, within or abutting the lot where development is being proposed. If not applicable, check this box: <input type="checkbox"/>
<input type="checkbox"/>	6.	Must include any plumbing, electrical or mechanical details. If none Check here: <input type="checkbox"/>
<input type="checkbox"/>	7.	Product material specifications (shed specs, fence panel information, etc.)

Digital Plan Requirements

- PDF 1 – Building Plans
 - Must be one combined PDF of building plans
 - All other documents must be individual PDF