City of Bastrop, Texas

Residential Addition Checklist
(Single-Family and Two-Family Dwellings)

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)
    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
    a. 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.
        i. If there are items required, we cannot accept the application for review until all items have been addressed
    b. After application has been accepted, review can take approximately 14 working days. This process can take longer depending on the complexity of the project and Staff workload
    c. Applicant resubmits plans with corrections/changes based on review comments.
4. Staff Approval or Denial of plan
5. Applicant pays any/all utility fees and ensures a Certificate of Liability Insurance is on file with the Planning Department
6. Permit issued through 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.

General Information:

- All trade attachment permits are separate permits and will only be issued after the building permit is released.
  - Plumbing, Electric, Mechanical, Irrigation. Trade permits must be accepted and paid prior to the first inspection.
- All residential construction plans must be from a design professional, such as an engineer or architect.
- The contractor performing the work must pull the permit.
  - Exception to above: If the property owner is doing the work themselves and the property is classified as their homestead, the permit may be pulled by the property owner after they apply for a Homestead Credential in MyGov.
- If there is a Planning Application (plat, site plan, public improvement plan, warrant, floodplains, Certificate of Appropriateness, zone change, etc.) under review, the building permit will not be accepted for review until the Planning Application is approved.

All plans must meet all City of Bastrop Codes and Standards, such as the Bastrop Building Block (B³) Code, Pattern Book, Construction Standards, 2018 Building and Fire Codes, etc.

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.**
	1.	Completed Permit Application, including Completed Checklist and required documentation https://web.mygov.us
	2.	Copy of Approved Certificate of Appropriateness. **If not a Historic Landmark or in the Iredell Historic District, check this box:** ☐
	3.	Floodplain Elevation Certificate. **If not located in a designated floodplain, check this box:** ☐
	4.	Existing Conditions Images (pictures of project as is).
	5.	Project Description letter (short description of project) All the material specifics and construction details need to be include in the plans.
	6.	Plot plan showing the existing and proposed impervious cover, including calculations and the total size of the lot. See knowledge item on Sample Plot Plan.
	7.	Copy of Plat or a Lot of Record Verification Letter, *if the footprint of the building increase is more than 50%,* or letter stating the footprint of the building increase is less than 50%.
	8.	For changes to the front of the building, or expansions over 50%, compliance with the Chapter 6 - Private Realm Development Standards of the Bastrop Building Block (B³) Code. is required.
	9.	Proof of Ownership or Agent Authorization Letter signed by Property Owner and Application Agent.

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	10.	Detailed Building Plans uploaded into MyGov. See Requirements below.
	11.	Engineered and stamped foundation plans for any alteration or additions to the foundation.
	12.	Permit Fee (invoice will be sent after application is accepted for review).
	13.	BP&L Electrical Needs Checklist. **If not served by BP&L, check this box:** ☐

Building Plan Requirements		
Applicant	**The following items are required for a review to be completed. Please note that additional details may be required.**	
	1.	Location of all existing buildings, structures, fences, flatwork (patios, driveways, sidewalks, etc.), and other improvements on site. Include the distances between each site feature.
	2.	Location of proposed changes on Site Plan
	3.	Clearly identify all modifications to any buildings, structures, fences, flatwork, and/or other improvements on site (proposed and existing). If the building is in the floodplain indicate the Final Floor Elevation (FFE).
	4.	Clearly identify elevations of all proposed buildings, structures, fences, and other improvements
	5.	Profile view with elevations of all proposed buildings, structures, walls, and other improvements
	6.	Existing or proposed easements or rights-of-way, within or abutting the lot where development is being proposed.
	7.	Must show all street frontages.
	8.	Must include any/all new plumbing, electrical, and mechanical details. **If not applicable, check this box:** ☐
	9.	Must show wall details if applicable (framing, insulation, etc.)
	10.	Product specifications of modified areas where applicable (type of siding, insulation, etc.)
	11.	If loadbearing, Framing Plan & Details must be designed by a licensed Architect or Engineer. **If not applicable, check this box:** ☐

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☐ Building Plans and Individual Documents
- Building Plans must be one combined PDF document
- All other documents must be individual PDF

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