



City of Bastrop, Texas

Residential Remodel 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. **This application is for Remodel projects only. Any increase in square footage area is a Residential Addition permit, not a Remodel Permit.**
2. Pre-Application Meeting (if needed or recommended 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.
3. Complete Application and upload required documentation at <https://web.mygov.us>
4. 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, reviews and 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.
5. Staff Approval or Denial of plan
6. Applicant pays any/all utility fees and ensures a Certificate of Liability Insurance is on file with the Planning Department
7. 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. No inspections will be performed until all Plumbing, Electrical, and Mechanical permits have been issued.
- 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: <input type="checkbox"/>
	3.	Detailed Building Plans uploaded into MyGov. See Requirements below.
	4.	Project Description letter (short description of project) All the material specifics and construction details need to be include in the plans
	5.	Existing Conditions Images (pictures of the project as is).
	6.	Permit Fee (invoice will be sent after application is accepted for review).
	7.	No plot plan required. Include a letter stating – no increase to the structure’s footprint or the existing impervious cover on the lot.
	8.	Proof of Ownership or Agent Authorization Letter signed by Property Owner and Application Agent.

Building Plan Requirements

Applicant	The following items are required for a review to be completed. Please note that additional details may be required.	
	1.	Changes to load bearing elements will require Engineered Plans & Details. If not applicable, check this box: <input type="checkbox"/>
	2.	*For changes to the front of the building, compliance with the Chapter 6 - Private Realm Development Standards of the Bastrop Building Block (B ³) Code. is required. If not applicable, check this box: <input type="checkbox"/>
	3.	*Location of all existing buildings, structures, fences, flatwork (patios, driveways, sidewalks, etc.), and other improvements on site. Include the distances between each site feature. If not applicable, check this box: <input type="checkbox"/>
	4.	Clearly identify all modifications to any buildings, structures, fences, flatwork, and/or other improvements on site
	5.	*Profile view with elevations of all buildings, structures, walls, and other improvements. If not applicable, check this box: <input type="checkbox"/>
	6.	*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"/>
	7.	Must show all street frontages.
	8.	Must include any/all new plumbing, electrical, and mechanical details. If not applicable, check this box: <input type="checkbox"/>
	9.	Must show wall details if applicable (framing, insulation, etc.). If not applicable, check this box: <input type="checkbox"/>
	10.	Product specifications of modified areas where applicable (type of siding, insulation, etc.). If not applicable, check this box: <input type="checkbox"/>
	11.	*Foundation plan designed, stamped, and dated by a registered professional engineer (If remodel includes foundation work). If not applicable, check this box: <input type="checkbox"/>

Digital Plan Requirements

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

***Not required if all work is interior, and NO exterior work is included in the scope of the project.**