



# City of Bastrop, Texas

## Residential Demolition Checklist

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. Complete and upload required documents at <https://web.mygov.us>
2. Application review, with comments issued as needed
  - a. 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 working days. This process can take longer depending on the complexity of the project and staff workload.
  - c. Applicant resubmit Items Required with corrections/changes based on review comments.
3. Staff Approval or Denial of plan
4. Applicant pays any/all utility fees and ensures a Certificate of Liability Insurance is on file with the Planning Department
5. Permit issued through MyGov portal
  - a. Inspections requested by contractors using the MyGov portal by 3pm for the next business day. If inspection fails, a reinspect fee must be paid prior to the next requested inspection.
6. Applicant properly disposes of debris and obtains a receipt.
7. Applicant caps water and wastewater in accordance with Water/Wastewater Standards.
8. Applicant requests inspection once demo is complete and debris has been removed.
  - 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 <a href="https://web.mygov.us">https://web.mygov.us</a>
<input type="checkbox"/>	2.	Project Description Letter (description of the scope of work being performed). All the material specifics and construction details need to be included in the plans
<input type="checkbox"/>	3.	Existing Conditions Images – Picture of the existing structure
<input type="checkbox"/>	4.	Site layout and building floorplan, including specifics - structures, areas, or walls to be demolished, the size and location of debris removal container, and planned location of final debris disposal
<input type="checkbox"/>	5.	Contractor Authorization Form if someone other than the property owner is submitting the Application. <b>If not applicable, check this box:</b> <input type="checkbox"/>
<input type="checkbox"/>	6.	Copy of Approved Certificate of Appropriateness. <b>If not a Historic Landmark or in the Iredell Historic District, check this box:</b> <input type="checkbox"/>
<input type="checkbox"/>	7.	Square Footage of the Structure
<input type="checkbox"/>	8.	Valuation of the Project
<input type="checkbox"/>	9.	Permit Fee (invoice will be sent after application is accepted for review).

## Digital Submittal Requirements

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