



City of Bastrop, Texas

Secondary/Accessory Dwelling Unit Residential Construction 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. Pre-Application Meeting as need 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
 - 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 Items Required with corrections/changes based on review comments.
4. Staff Approval or Denial of online application
5. Applicant pays all utility fees and ensures a Certificate of Liability Insurance is on file with the Planning Department
6. Permit issued through the MyGov portal
 - a. Inspections are scheduled by 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.
7. Once construction is complete, final inspections have passed, and all required materials are on file with the Building Department (see below for a comprehensive list of required materials) a Certificate of Occupancy can be requested

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, 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 (where applicable), Pattern Book, Construction Standards, 2018 ICC 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.	
<input type="checkbox"/>	1.	Completed Permit Application, including Completed Checklist and required documentation https://web.mygov.us
<input type="checkbox"/>	2.	Detailed Building Plans uploaded into MyGov. See Requirements below.
<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.	Manual J
<input type="checkbox"/>	5.	REScheck per the 2018 IECC – see Dept. of Energy resource page here .
<input type="checkbox"/>	6.	BP&L Electrical Needs Checklist. If not served by BP&L, check this box: <input type="checkbox"/>
<input type="checkbox"/>	7.	City of Bastrop Tap and Impact Fee Sheet. If not served by City of Bastrop, check this box: <input type="checkbox"/>
<input type="checkbox"/>	8.	Project Description letter (description of the scope of work being performed). All the material specifics and construction details need to be include in the plans
<input type="checkbox"/>	10.	Existing Conditions Images
<input type="checkbox"/>	11.	Proof of Ownership or Agent Authorization.

<input type="checkbox"/>	12.	Impervious Cover/Letter Drainage
<input type="checkbox"/>	13.	Ensure compliance with the Chapter 6 - Private Realm Development Standards of the Bastrop Building Block (B ³) Code.
<input type="checkbox"/>	14.	Valuation of Project
<input type="checkbox"/>	15.	Square Footage
<input type="checkbox"/>	16.	Engineered and stamped foundation plans.
<input type="checkbox"/>	17.	Permit Fee (invoice will be sent after application is accepted for review).
<input type="checkbox"/>	18.	Floodplain Elevation Certificate. If not located in a designated floodplain, check this box: <input type="checkbox"/>
<input type="checkbox"/>	19.	Copy of Approved Certificate of Appropriateness. If not a Historic Landmark or in the Iredell Historic District, check this box: <input type="checkbox"/>

Building 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.	Profile view with elevations of all proposed buildings, structures, walls, and other improvements
<input type="checkbox"/>	2.	Existing or proposed easements or rights-of-way, within or abutting the lot where development is being proposed.
<input type="checkbox"/>	3.	Must show all street frontages.
<input type="checkbox"/>	4.	Must include all plumbing, electrical, and mechanical details.
<input type="checkbox"/>	5.	Must show wall details (framing, insulation, etc.)
<input type="checkbox"/>	6.	Product specifications where applicable (type of siding, insulation, etc.)
<input type="checkbox"/>	7.	Framing Plan & Details must be designed by a licensed Architect or Engineer
<input type="checkbox"/>	8.	Brace Wall Plan must be designed by a licensed Architect or Engineer
<input type="checkbox"/>	9.	Foundation Plan must be designed by a licensed Architect or Engineer

Typical New Residential Construction Inspections Process

1.	Building Layout
2.	Electrical T-Pole
3.	Plumbing Rough
4.	Underground Sewer
5.	Underground Water
6.	Building Foundation/UFER
7.	Copper/PEX
8.	Underground Electrical
9.	Exterior Wind Brace and Sheathing
10.	Mechanical Rough
11.	Electrical Rough
12.	Plumbing Top Out
13.	Building Framing
14.	Building Insulation
15.	Building Wallboard
16.	Plumbing Gas Meter Release
17.	Electrical Meter Release
18.	Flatwork Pre-Pour
19.	Subterranean Treatment Letter submitted for acceptance
20.	Engineer Concurrence Letter for Final Foundation submitted for acceptance
21.	HVAC Test Report
22.	CSI Inspection Report
23.	Plumbing Final
24.	Electrical Final
25.	Mechanical Final
26.	Building Final

Digital Copy Requirements and Certificate of Occupation Requirements

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

