



Item A – New Building Construction Permit Application Checklist

Your plans must be designed to meet the following building codes where applicable:

2021 International Building Code, 2021 International Residential Code, 2021 International Mechanical Code, 2021 International Plumbing Code, 2023 National Electric Code, 2021 International Fire Code, 2024 International Energy Conservation Code, 2021 International Fuel Gas Code, 2021 International Fuel Gas Code, 2021 International Swimming Pool and Spa Code.

Documents must be in digital format and contain at minimum all the following:

Structural plans stamped and signed by a registered design professional:

- Wind brace & shear wall details
- Roof & ceiling, framing, truss design & floor framing (if applicable)
- Foundation

Energy Compliance Details

- RES Check or other IECC compliance certificate performed to the 2024 codes for climate zone 3 or 3A
- Manual J/S/D with ACCA approved software

Building plans:

- Roof layout & pitch
- Insulation shown for roof, walls & floors as applicable (must match RES Check)
- Electrical plan with legend
- Layout of each floor w/rooms labeled, plumbing fixtures shown with hot & cold water, DWV, and gas distribution pipe locations and sizes
- Square foot table w/dwelling & impervious coverage amounts
- Window schedule
- All 4 elevations with finished floor shown
- Basic grading details (site plan):
 - Contour lines & finished floor labeled
 - Drainage arrows
 - Retaining walls (if applicable)
- LCRA ESC site plan
- Site plan (details):
 - UE & DE, other flood hazard areas or buffer zones
 - Right of Way
 - Setbacks
 - Dimensions locating principle and any accessory structures
 - Driveway
 - Finished floor elevation
 - Condensing unit (s) & screen walls
 - Location of fiber conduit
 - Propane tank location and size

Accessory Documents:

- Official 911 addressing document
- Recorded plat
- Tree Survey (by a certified surveyor with tree table denoting tree species, size and if tree will be removed)
- Plumbing fixture count worksheet
- OSSF (septic system) Complete permit package as approved by Llano or Burnet County
- Pre-elevation certificate (if applicable)
- Post-elevation certificate required prior to CO (if applicable)
- Form Survey

Acknowledgements:

- _____ Irrigation Systems require a separate permit. Irrigators must be registered with the City of Horseshoe Bay.
- _____ Accessory structures will be subject to additional permits.
- _____ Accessory structures built (when approved) in Utility or Drainage Easements are subject to removal without replacement when officials require access.
- _____ Certificate of Occupancy must be issued by the City prior to placement of any personal items in the residence, or any human habitation or use of the residence/property.
- _____ A copy of a form survey must be received and approved by Development Services prior to Plumbing Rough inspection.