

INSTRUCTIONS

KEEP FOR YOUR RECORDS

The following must occur prior to beginning any on-site work:

- 1) A Building Permit must be posted in a visible location on-site
- 2) A Dirt Permit must be issued by Lake Tanglewood, Inc. (LSIOT).
- 3) A Chemical Toilet must be on-site (when applicable)

The contractor listed, and/ or the owner and all subcontractors involved are required to follow the Uniform Building Codes of the Village of Lake Tanglewood. The contractor is required to make arrangements at the guard gate to ensure that the contractor and all sub-contractors have access to the worksite. Special arrangements must be made to allow worker access to the building site on weekends and/ or holidays.

Table of Contents	
I.	Process
II.	Required Documents as Applicable
III.	Building Inspector
IV.	Inspections
V.	Fee Schedule

Building Permits in Lake Tanglewood are issued to the homeowner, not the contractor. The homeowner’s signature must be on the application for the application to be complete.

I. Process

1. Building Permit Application

- Complete “Building Permit Application” as applicable
- Sign “New Construction Phase Inspection Agreement”

2. Submit Building Permit Application and Required Documents

- Building Permit Applications and Required Documents must be submitted no later than Friday at noon (the week prior to the meeting) to be placed on the agenda for the next Building Committee meeting.
- The Building Committee meets at 5:30 pm on Wednesdays at Village Hall when a meeting is called. The Building Committee Agenda is posted outside of the Village Hall by 5pm on Friday in compliance of the Open Meeting Act.
- Failure to meet the noon requirement could delay the review of your application for up to 14 days.
- Building Permit Applications and Required documents may be submitted to the City Secretary/ Village Hall in person, by fax or by email. It may also be dropped off in person at the Corporation Office.

3. Building Permit Applications are reviewed by the Building Committee at the regularly scheduled meeting

- Approved Permits
 - Permits may be released once payment is received.
 - Fees are determined by the Building Committee at the meeting.
 - Building Permits must be posted at the front of the building site
 - Building Permits are valid for one year. If a permit expires before the work is complete, the permit holder is responsible for the fee to reissue the permit.
- Unapproved Permit Requests
 - Permit requests may be resubmitted with necessary revisions
 - If a Variance Request is needed, a Variance Request Form and a \$50.00 fee should be submitted to the City Secretary 7 days prior to the next regularly scheduled Council Meeting. Variance Requests will be reviewed at the regularly scheduled Village Council Meeting which is held at 6:00 pm on the second Monday of the month at Village Hall

4. Closing a Building Permit

- A Final Inspection is on file
- Outstanding Balance is paid in full
- The Building Committee approves the closure of permit and authorizes the refund of Pre-Paid Inspection Fees (if necessary) and/ or Project Completion Deposit.

INSTRUCTIONS

KEEP FOR YOUR RECORDS

II. Required Documents as Applicable

- ✓ **Current Plat or Survey - Required**
 - i. Two copies of the current plat or survey showing the location of **current structures** and the **proposed structure** and **setbacks** from property line to include retaining walls. Indicate location of septic system on plat/survey.
- ✓ **Scaled Drawings and Designs - Required**
 - Two complete sets of scaled drawings are required: one set of drawings will be kept on file and one will be returned to the property owner.
 - Note: Drawings for all structures (except new residences) may be sketched by hand. Drawings must be linear, clear and legible and must address the detailed plans noted below:
 - i. **Floor Plan Detail:** Indicate size/shape of building/addition, layout of rooms to include use, dimensions, hallways, porches, and patios. Indicate size/locations of doors and windows. Identify all braced wall lines.
 - ii. **Framing Detail:** Indicate wall and roof framing member sizes and spacing, at minimum one interior wall section and one exterior wall section. Include descriptions of all exterior finishing materials.
 - iii. **Elevation Detail:** Scaled drawings shall show front, back and side views including heights, grade, vertical dimensions, and locations of doors and windows.
 - iv. **Foundation Detail:** Indicate dimensions of footings, piers, slabs, rebar, and concrete specifications. Indicate location and type of hold down device for braced wall / posts if embedded in concrete.
 - v. **Drainage Detail:** Excavation and foundation fill may create cuts and slopes causing runoff and erosion issues. Describe measures to control these issues (retaining walls, drains, vegetation, textiles, etc.).
- ✓ **Dirt Permit – Required** (for any excavation)
 - i. A copy of the Dirt Permit received from the Corporation's Maintenance Department (no cost).

Additional Information for New Home, Addition or Accessory Structure

- ✓ Building Materials: Regulations require accessory buildings, unattached garages, and new additions to match the exterior construction materials of the existing residence. The roof must have an overhang that is consistent with the residence.
- ✓ The size and location of the septic system must be identified on the plat diagram. Septic Systems are approved by the Bi-City/ County Health Board.
- ✓ Drainage Control: The homeowner is responsible for containing runoff onto a neighbor's property or corporation property and for the control of erosion caused by excavation or runoff. A retaining wall(s) or other measures may be required to control these issues.

Additional Information for Boathouse/ Dock

- ✓ Two complete sets of scaled drawings and designs with sizes of structural materials and anchoring method are required.
- ✓ Two copies of survey with boat dock and walkway location and distance from center of cove (if applicable).
 - Boat docks in coves must be located a minimum of 15' from the center of the cove.
 - No walkway to any structure shall extend more than 30 feet out into the lake.
 - Boat docks must be situated in front of your property, not corporation-owned property.
- ✓ All floatation shall be comprised of encapsulated foam, in compliance with Village Ordinances. Barrels are not acceptable.
- ✓ **Single Deck Boathouses:** May not be taller than 10' at eve of roof and 15' at ridge measured from dock deck, sides not taller than 10'. The dimensions may be as follows: 30' x 30' with an attached swim dock or 30' x 32' with a swim dock. The overhang of eaves is limited to 24". You may not have a separate swim dock and boathouse.
- ✓ **Double Deck Boathouse:** Maximum height from the top of the bottom deck to the top of the top deck shall not exceed 15'. The highest structure above the upper deck to the handrails shall be no higher than 42" and not be made of solid materials that would obstruct the view of others. An attached swim dock can be no larger than 10' x 30'.

Roofing / Re-Roofing

- ✓ New construction. The roof covering will be included in the permit issued for the new construction. A separate permit is not required.
- ✓ Roof Replacement. Submit the **Village of Lake Tanglewood “Roofing Permit Application”** in lieu of this permit. A roofing permit is required for removing an existing roof covering, repairing any damaged substrate of 100 square feet or more and installing a new roof covering.
- ✓ Roof Recover. A roof recover is allowable only for certain metal roofs. A permit is required.

Additional Information for Fences

- ✓ Any fence over four (4) foot or 48 inches from grade requires a building permit. A final inspection is required.
- ✓ Must be made from wrought iron, decorative steel, decorative aluminum, wood, brick, vinyl, or decorative concrete block.
- ✓ Maximum allowable height is 6 feet above grade or 6 feet above the top of a 6 inch high concrete footing.
- ✓ All fences shall be within property boundaries and maintain a 10-foot setback from the edge of the road.
- ✓ Plat or survey shall show the location of the fence.
- ✓ Drawings shall show grade, fence height, front and side views of the proposed fence, and description of building materials.
- ✓ **Note: For a lakeside lot:** Any fence over 48 inches high above grade and located between the residence and the lake shore line must be constructed in wrought iron no larger than 1 inch thick and spaced no less than 3.5 inches apart. (Ref. Lake Tanglewood Club Rules and Regulations, para. II C).

Additional Information for Retaining Walls and Seawalls

- ✓ Any retaining wall over four (4) foot or 48 inches requires a building permit.
- ✓ An inspection(s) will be required for the footing and wall prior to pouring concrete.
- ✓ An engineer’s stamp of approval is required for retaining walls over four (4) feet tall.
- ✓ Plat or survey shall show the location of the retaining wall.
- ✓ Drawings shall show grade, fence height, front and side views of the proposed fence, and description of building materials. .
- ✓ All retaining walls shall be within property boundaries and maintain a 10-foot setback from the edge of the road.
- ✓ A copy of your Dirt Permit is required

Additional Information for Swimming Pools

- ✓ A building permit is required for all swimming pools.
- ✓ A copy of your Dirt Permit is required for all new swimming pools.
- ✓ A plat or survey shall show the location of the swimming pool.
- ✓ Scaled drawings shall show dimensions, depths, plumbing, electrical, rebar, grounding, material composition (gunite, fiberglass, etc.) and adjacent walkways.
- ✓ **Important Note:** An electrical bonding (grounding) inspection **must** be conducted **prior to pouring** any concrete, gunite or other material. This inspection applies to the pool and any adjacent walkways (which must be grounded).

PLEASE NOTE: Additional information may be requested by the Building Committee.

INSTRUCTIONS

KEEP FOR YOUR RECORDS

III. Building Inspector**AAA Inspections • Michael Gamble • 806-336-4917**

The Village of Lake Tanglewood has contracted AAA Inspection Service to perform new construction phase inspections in an effort to ensure safe and proper building practices, to encourage contractors/ subcontractors to adhere to the International Residential Code and to inspect completed work for deficiencies in workmanship.

Michael Gamble; DBA- AAA Inspection Service (TREC Lic. #10231) is a Professional inspector licensed through the Texas Real Estate Commission and adheres to the TREC standards of practice for inspectors; the standards are available on the TREC website at www.trec.state.tx.us . TREC Professional Inspector education SOP requirements are the most stringent in the nation, inspectors are trained with a general knowledge of the International Residential Code encompassing all aspects and components of the building process, however (NOTE) the inspector is not a master in any construction field; therefore he should not be considered a plumbing or code compliance inspector! The inspector does not review or predict performance of; site surveys, elevations, grading/drainage, orientation, dimensions, design features or system sizing requirements of the inspected building. The inspector is not a code enforcement official he only inspects and reports any identified deviations from the IRC or defective workmanship to the Village of Lake Tanglewood and the building contractor or foreman responsible for the job. Code compliance Inspections are \$125.00 each. Should a contractor call for more inspections than estimated, the homeowner will be responsible for ensuring that payment to the Village is made within 30 days of the inspection date.

The responsibility of the Architect/Engineer who designs the project and/or the licensed subcontracts who perform the work on each individual component of the building, therefore; liability/ responsibility for any problems arising from design flaws, improper workmanship, errors and or omissions lies with them as well.

No guarantee of code compliance, warranty of fitness or merchantability is implied or intended with the issuance of any inspection report. Due to the limited amount of time spent onsite by the inspector completion of all phase inspections.

IV. Inspections

The Building Inspector is:

**Michael Gamble
106 Haddock Lane
(806) 336-4917**

The homeowner (permit holder) is responsible for seeing that the builder gets completed inspections on time. If inspections are not completed in the correct sequence and inspector requires a "tear-up" to complete an inspection, the project may be subject to having a "Stop Work Order" placed until the inspection is complete.

During construction, you must notify the building inspector at least 24 hours in advance to conduct the following inspections

- Prior to pouring footings
- Prior to pouring any slabs
- Prior to sheetrock installation
- Prior to tying lawn sprinkler systems to Corporation water system
- Final inspection prior to occupation or utilization

INSTRUCTIONS

KEEP FOR YOUR RECORDS

V. Fee Schedule**Permit Fee**

- Permits are \$50.00
- An additional \$.10 per square foot

Inspections

- Inspections are \$125.00 each. The Building Committee will determine the number of estimated inspections during the application review.
- Prepaid Inspection funds are held until the Village is charged for the inspection by the inspector. A refund will be issued upon closure of the permit if the amount of prepaid inspections exceeds the actual inspection charges.
- Should a permit require more inspections than the estimated, the homeowner will be responsible for ensuring that payment to the Village is within 30 days of the inspection date.

New Homes, Additions and Accessory Structures:

There will be a minimum of five (5) required inspections (\$625.00) to pre-pay when you pay for your permit (more may be required depending on the size of your project):

- Pre-Pour Footing
- Rough-In Plumbing
- Pre-Pour Slab
- Pre-Cover prior to the installation of insulation and drywall
- Final inspection and issuance of the Certificate of Occupancy

Project Completion Deposit

The Village charges a Project Completion Deposit for the purposes of ensuring that work is completed in a timely manner and the worksite is kept clean and free of debris. All Project Completion Deposits are fully refundable upon successful completion of the project and clean-up of the worksite, as determined by the Building Committee. Project Completion Deposits may be used to pay any outstanding balances incurred for inspections that exceed the amount originally pre-paid.

- New Home Construction: \$1,000.00 Project Completion Deposit
- Additions, Accessory Structures and Garages: \$500.00 Project Completion Deposit

REQUIRED FOR APPLICATION REVIEW

Section I. General Information

Owner:	Phone:
Property Address:	Mobile:
Mailing Address:	Fax:
City/State/Zip:	E-mail:

Check box to use the above information for billing purposes

Section II. Contractor Information Check box to use the below information for billing purposes

Building Contractor:	Phone:
Contact Name:	Mobile:
Address:	Fax:
City/State/Zip:	E-mail:

Liability Insurance Carrier:	License/Permit/Surety Bond Amount	General Liability Insurance Amount
Phone:	Cert. of Insurance Number:	

Section III. Construction Information **(Carefully read the instructions for your project on pages 1, 2 and 3)**

Site Street Number:	Construction type: New Home <input type="checkbox"/> Addition <input type="checkbox"/> Accessory/Unattached <input type="checkbox"/> Boathouse/Dock <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Fence <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Repair <input type="checkbox"/> Other <input type="checkbox"/>
Square footage of construction (Include all covered porches and garage):	
Description of Construction:	

Section IV. Acknowledgement

I have received a copy of the "Building Permit Application Instructions" and "New Construction Phase Inspection Agreement". I have read and understand the attached documents, all constraints contained therein and the Building Code of the Village of Lake Tanglewood. (Note: carefully read the instructions for your project on pages 1, 2 and 3 and **include all *required* information**).

Signature of Homeowner

Date

Building Committee Review of Application

Building Committee use only

Permit Number:
Date Approved:

Approved by:
Approved by:

The discarding of any waste material of concrete on the worksite in the Village of Lake Tanglewood is prohibited. The wash-out of any concrete must be cleared with the Corporation's Maintenance Department.

Trash Container Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---------------------------	------------------------------	-----------------------------

Chemical Toilet Required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---------------------------	------------------------------	-----------------------------

Description of Charges

Total Square Feet	
Estimated number of Inspections:	
Project Completion Deposit Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No

X .10=	+\$50.00 Permit Fee:	\$
X \$125=	Prepaid Inspections:	\$
	Project Completion Deposit:	\$
	Total Amount Due	\$

Notes

REQUIRED FOR APPLICATION REVIEW

VILLAGE OF LAKE TANGLEWOOD

NEW CONSTRUCTION PHASE INSPECTION AGREEMENT

The Village of Lake Tanglewood has contracted AAA Inspection Service to perform new construction phase inspections in an effort to ensure safe and proper building practices, to encourage contractors/subcontractors to adhere to the International Residential Code and to inspect completed work for deficiencies in workmanship.

Michael Gamble; DBA- AAA Inspection Service (TREC Lic. #10231) is a Professional Inspector licensed through the Texas Real Estate Commission and adheres to the TREC standards of practice for inspectors; the standards are available on the TREC website (www.trec.state.tx.us). TREC Professional Inspector education and SOP requirements are the most stringent in the nation, inspectors are trained with a general knowledge of the International Residential Code encompassing all aspects and components of the building process, however; NOTE: The inspector is not a master in any construction field; therefore he should not be considered a plumbing or code compliance inspector!

The inspector does not review or predict performance of: site surveys, elevations, grading/drainage, orientation, dimensions, design features or system sizing requirements of the inspected building. The inspector is not a code enforcement official, he only inspects and reports any identified deviations from the IRC or defective workmanship to the Village of Lake Tanglewood and the building contractor or foreman responsible for the job.

Code compliance is the responsibility of the Architect/Engineer who designs the project and/or the licensed subcontractors who perform the work on each individual component of the building. Therefore, liability/responsibility for any problems arising from design flaws, improper workmanship, errors and/or omissions lies with them as well.

No guarantee of code compliance, warranty of fitness or merchantability is implied or intended with the issuance of any inspection report due to the limited amount of time spent onsite by the inspector completion of all phase inspections does not guarantee code compliance or identification of every workmanship deficiency. Phase construction inspections will ultimately reduce some of the risk in new construction activities but they will not eliminate risk all together.

I have read and understand the inspection agreement above.

Inspection Address: _____

Homeowner Name: _____ **Signature:** _____ **Date:** _____

Contractor Name: _____ **Signature:** _____ **Date:** _____

LSIOT COMPLIANCE FORM

This form will be submitted to LSIOT General Manger for review and must be approved.

Type of Structure: _____

Please describe all aesthetics of your new structure. For new detached garages, accessory buildings, or additions, please describe how the exterior will match or differ from the existing residence. This may include but is not limited to:

PAINT COLOR

BUILDING DESIGN

ROOF COLOR AND MATERIAL

BUILDING MATERIAL

FENCE DESIGN AND MATERIAL

SQUARE FOOTAGE

TO BE FILLED OUT ONLY BY LSIOT

APPROVED/DENIED

Reviewed by: _____

Date: _____

Signature: _____

REASON (IF DENIED): _____

Contactoer Gate Form

Keep for your records

The following rules apply to entry to Lake Tanglewood by construction personnel:

a. For construction personnel who work at a Member's Lot for seven days or fewer, the Member must provide the gate guard with the name(s) of the construction company or personnel, including subcontractors and workers, the start date, and the expected end date for the work being done.

b. For construction personnel working at a Member's Lot for more than seven days, the Member must provide the gate guard with the name(s) of the construction company or personnel, including subcontractors and workers, the start date, and the expected end date for the work being done.

The list must be updated every 30 days. If the work takes longer than 30 days, the Member must provide the gate guard with an updated list on before the 30th day after the date the Member provided the previous list. The Member may update the list an unlimited number of times. Each time the Member provides an updated list, the Member must remove any and all subcontractors or workers who have completed their part of the work on the Member's Lot.

c. All general contractors working on projects in Lake Tanglewood must furnish to the gate guard a weekly list of subcontractors and workers.

d. Construction personnel must be on a current list provided by a Member in order to be admitted through the gate. Construction personnel must sign in at the gate each time they enter Lake Tanglewood even if they previously signed in on the same day.

Construction personnel will only be admitted on weekdays during regular working hours of 7:45 a.m.-6:00 p.m.. They will not be allowed to enter on weekends unless authorized by the Member for whom the work is being done.

Contractor Gate Form

Submit to the Gate

7 or 30 Day Contractor List

MEMBER(S) NAME: _____ MEMBER ID#: _____ DATE(S): _____

ADDRESS: _____ Phone#: _____

GENERAL CONTRACTOR IN CHARGE

NAME: _____

PHONE#: _____

NAME OF SUBCONTRACTORS/SUPPLY/MATERIAL COMPANIES/WORKERS (FIRST AND LAST NAME)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____
- 19 _____
- 20 _____

THIS LIST CAN BE GIVEN DIRECTLY TO GATE GUARD, EMAILED TO TANGLEWOODASSIST@SUDDENLINK.COM OR FAXED TO 806-622-0658

Village of Lake Tanglewood

Building Permit Application

21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____

THIS LIST IS TO BE UPDATED BY THE 30TH OF THE MONTH BY THE MEMBER LIST CAN BE GIVEN DIRECTLY TO GATE GUARD, EMAILED TO TANGLEWOODASSIST@SUDDENLINKMAIL.COM, FAXED TO 806-622-0658

Contractor Gate Form

Submit to the Gate

Weekly Updated Contractor's List

MEMBER(S) NAME: _____

DATE(S): _____

ADDRESS: _____

Phone#: _____

GENERAL CONTRACTOR IN CHARGE

NAME: _____

PHONE#: _____

NAME OF SUBCONTRACTORS/SUPPLY/MATERIAL COMPANIES/WORKERS (FIRST AND LAST NAME)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- 11 _____
- 12 _____
- 13 _____
- 14 _____
- 15 _____
- 16 _____
- 17 _____
- 18 _____
- 19 _____
- 20 _____
- 21 _____

THIS LIST CAN BE GIVEN DIRECTLY TO GATE GUARD, EMAILED TO TANGLEWOODASSIST@SUDDENLINK.COM OR FAXED TO 806-622-0658

Village of Lake Tanglewood

Building Permit Application

22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____
29 _____
30 _____

THIS LIST IS TO BE UPDATED WEEKLY BY GENERAL CONTRACTOR ONLY LIST CAN BE GIVEN DIRECTLY TO GATE GUARD, EMAILED TO TANGLEWOODASSIST@SUDDENLINKMAIL.COM, FAXED TO 806-622-0658