

**VILLAGE OF POINT VENTURE  
BUILDING COMMISSION  
19053 Venture Boulevard  
Point Venture, Texas 78645  
512-267-5511 Fax 267-1245**

**REQUIREMENTS FOR REMODELING, ADDITIONS,  
and REVISIONS TO EXISTING HOMES**

The Village of Point Venture (the “Village”) has adopted ordinances governing and/or regulating the construction and remodeling of building structures within its corporate limits. All Village Ordinances relating to construction and building structures are administered and enforced by the Village Building Commission (the “BC”).

All new construction and remodeling projects must comply with the Village Ordinances and all applicable building codes. Ordinances related to construction and buildings, as well as the BC’s Building Guidelines, fee schedule, inspection requirements and other information, can be obtained online at [www.vopv.org](http://www.vopv.org), by clicking on the link “Building Commission”, or at the Village office. You need to review this information to ensure you have included everything required for a plan submittal, and to ensure that you are in compliance.

The BC reviews and assesses requirements for remodeling of, additions to, and revisions of existing homes individually, based on the scope of the project. Inspections, requirements, and related fees are ascertained from the plan that is submitted. You must have approval from the BC *prior to beginning any work*.

For simple revisions of existing homes such as:

- a paint color change;
- roof shingle overlay or replacement;
- ground floor deck replacement or additions;
- patios, walkways, or other small flatwork additions; or
- fence additions or modifications:

the homeowner is usually only required to submit a note describing the project, along with a sample or picture of any *new* material to be used (paint change requires a sample) and possibly a copy of the plot plan showing the location of the proposed improvement on the property in relation to the existing house. Usually there are no inspections or fees required for this type of project.

If any portion of your property lies within the floodplain, and your project will alter the drainage of water already in place, a Floodplain Permit will be required with the submittal (information and forms are available online or at the Village office), and additional inspections may be required.

For major remodeling projects (defined as changes to the existing structure which may, or may not, include changes to plumbing lines or electrical circuits) or additions to existing homes (defined as adding square footage to the living quarters, or adding a new structure to the property), an engineers' plan review by our inspector will be required. The Village retains the inspector/engineer to review the plan for compliance with all applicable building codes and Ordinances. Projects that only involve a simple plumbing change, electrical circuit change, or structural change, may not require an engineers' plan review, but will probably require one or more inspections, depending on the project. All plumbers, electricians and HVAC mechanical contractors working in Point Venture must be licensed, and a copy of their license must be included with your plan.

If a plan review is required for your project, you need to submit three (3) sets of the plan to the BC. Once that plan has been approved by the inspector/engineer, they keep one set and send two sets back to us. It is then reviewed by the BC for approval. Once approved, we keep one set for our records and send an approved set back to you. This approved plan must stay on the jobsite.

Please be informed that this entire process may take up to four (4) weeks (but usually can be accomplished in 1½ - 2½ weeks) and you should plan accordingly; the combination of receiving and documenting the initial plan in our office, the mailing time to the inspection company, the time they require to review the plan, the mailing time back to our office, the next scheduled meeting for review, and the administrative time necessary to process and mail the results to you can sometimes be lengthy. *The BC does everything in their power to process requests as quickly as possible, and it is not our desire to delay property owners, however it is our responsibility to uphold Village Ordinances. We do so on a volunteer basis; spending thousands of hours each year working to uphold your property value as well as ours, and to keep Point Venture as beautiful and desirable as possible. We are not paid to do this job, and we would appreciate your patience and understanding.*

The BC meets almost every Tuesday at 8:30 a.m. in the Club Room. All items that do not require a plan review must be submitted by 5:00 p.m. on the prior Thursday in order to be put on the agenda. Once reviewed, you will receive by mail either an approval letter, a disapproval letter stating the reason for the disapproval, or a request for more information.

If you have further questions, please contact the BC via the above listed contact information.