

**VILLAGE OF POINT VENTURE - BUILDING COMMISSION  
CHECKLIST FOR PLAN SUBMITTAL**

Submission for  New Construction  Remodel  Repairs  Other \_\_\_\_\_

**PLEASE PRINT CLEARLY**

Date Submitted: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Office No.: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Legal Description: Lot No. \_\_\_\_\_ Section No. \_\_\_\_\_ Travis County, Texas

**CHECK BRACKETS OF ITEMS THAT ARE INCLUDED WITH THIS PLAN SUBMITTAL:**

- Licenses for Electricians, Plumbers & HVAC Mechanical Contractors**  
 Need copies to be kept on file with Village of Point Venture
- Three Sets of Plans and Specifications**
- Builder's Name** \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_  
Texas Residential Construction Commission's Builders Registration No. \_\_\_\_\_
- Property in the Flood Plain?**  
 Additional Permit Required  
 Elevation Certificate Required  
 Floodplain Waiver Letter Required
- Sets To Include:**
- Elevation Views:** Front, Back, and Two Sides.  
 Height of house from floor to roof peak, excluding chimney.  
 Elevation of house corners (major).
- Three Sets of Foundation Plans** with **Registered Engineer or Registered Architect Seal and Signature**, and including rebar details.
- Plot Plan**  
 Lot dimensions.  
 House location (position on lot on copy of survey).  
 Roof overhang, decks, porches, fences, etc.  
 Set-back distances; front, back, and sides.  
 Easements.  
 Driveway with dimensions & materials to be used.  
 Street center line reference points.  
 Driveway/Street/Culvert plans.  
 Profile of any excavation/cut-in & correlating required retaining walls and safety fences/barriers  
 Propane tank location (if applicable) and sewer grinder pump location
- Survey By Registered Surveyor** (signed and a **topography of drainage of the property**).  
 Dimensions.  
 Building lines, set-back.  
 Easements.  
 Elevation of lot corners & midpoints.
- Exterior Materials** (Samples submitted, & to be shown on elevation drawings).  
 Circle Siding: wood, brick, stone, stucco, other .  
 Roof material.  Roof sample.  
 Paint color.  Color chart.  
 Building specifications.
- Square Footage:** Ground Floor \_\_\_\_\_; Upper Floor(s) \_\_\_\_\_; Total \_\_\_\_\_ Sq.Ft.
- Application For Approval Of Plans & Specifications For Construction.**
- Payment of Administration and Inspection Fee** (due when plans are submitted).
- Verification of Electrical and Water hook-ups, or stated generators and water tanks on plans.**

Date Received At Village Office: \_\_\_\_\_ Rec'd By: \_\_\_\_\_