



## Building Permit Application

**Time frame for approval:** The ECC Committee meets monthly and has 30 days to make a decision once a complete application is received. Please plan to submit this form at least 30-45 days ahead of your desired start date.

Section	Lot(s)	Property Address
<p><i>The owner, not the builder, is the applicant. The owner's name and contact information must be indicated below, and the owner must sign the application representing that information is completed and accurately represents the project.</i></p>		
Lot Owner Name(s)		
Owner Phone		Owner Email
Mailing Address		
Contractor Name		
Contractor Phone		Contractor Email
<p><b>Permits for new homes, garage/shops, and addition/remodels are good for twelve months. Permits for other projects are good for six months. Indicate your start date and a completion date within twelve/six months of the start date. If work is not completed within the initial time frame, one time three-month extension may be granted upon request and payment of permit fee.</b></p>		
Proposed start Date contingent on approval (at least 30 days from the date you submit this application)		Will be completed by

<p><b>Type of project: (Check all that apply)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mobile Home</li> <li><input type="checkbox"/> Single Family Home</li> <li><input type="checkbox"/> Barndominium <b>*STONE OR ROCK WAINSCOTING REQUIRED ON METAL BUILDINGS</b></li> <li><input type="checkbox"/> Addition/Remodel</li> <li><input type="checkbox"/> Deck or Patio</li> <li><input type="checkbox"/> Garage or Shop <b>* WAINSCOTING (TO COORDINATE WITH HOME) REQUIRED ON METAL BUILDINGS</b></li> <li><input type="checkbox"/> Fence</li> <li><input type="checkbox"/> Retaining Wall</li> <li><input type="checkbox"/> Driveway</li> <li><input type="checkbox"/> Generator</li> <li><input type="checkbox"/> Propane Tank             <ul style="list-style-type: none"> <li><input type="checkbox"/> Above ground- screening required</li> <li><input type="checkbox"/> Below ground – no screening</li> </ul> </li> <li><input type="checkbox"/> Other (indicate below)</li> </ul>	<p>Total Square Feet/Style:</p> <p>Total Living Space Sq ft:</p> <p>Type of Foundation: Please Circle: Pier &amp; Beam   Concrete Slab</p> <p>Framing materials:</p> <p>Siding materials/colors:</p> <p>Wainscoting material/color:</p> <p>Trim/fascia color:</p> <p>Window style/color:</p> <p>Shutter/accent color:</p> <p>Roof material/color:</p> <p>Patio/deck material/color:</p> <p>Driveway material:</p> <p>Propane tank screening material:</p> <p>Other materials/color:</p>
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**Describe your project and indicate** any important details not indicated above to **give us a full understanding of your plans**; e.g. is this a new build? Will anything be torn down? Will there be significant grading or dirt brought in? etc.

#### **DETAILED DRAWINGS AND PLANS REQUIRED:**

- Registered Survey - required** for all building permits that include new structures or mobile home installations, remodels that change the footprint of the home in any way, driveways, patios, decks, fences, or retaining walls. Must include property lines, easements, setbacks, and US Army Corps of Engineers 179 line if adjacent to lake.
  
- Professional plans and elevation drawings – pdf preferred or 11”x14” maximum hard copy size - that include:**
  - *Plat Plan including the location and identification of special features such as drainage ditches, easements, retaining walls, etc. as well as measurements indicating the relationship between the lot lines/easements/setbacks and the project footprint. Also to be included, drives, parking areas, sidewalks, patios; indicate type of material for these items.*
  - *Floor Plans including measurements for all dimensions*
  - *Elevations (drawings) showing all sides of the home*
  - *Roof Plan – including roof pitch, roof outline, roof color and materials to be used*
  - *Foundation Plan – including beam layout and details if applicable*
  - *Drainage and Grading Plan – This is a separate document from your plot plan and must show the existing contours indicated by solid lines. It is the responsibility of the owner and the owner’s agent to ensure that drainage is in accord with the plans. Because of the undulating nature of the terrain, which in many instances is quite sloped, the general contractor and/or builder must ensure that grading of the property and installation of any and all necessary culverts, swales, French drains will divert the natural flow of excessive precipitation into the proper drainage channels and not onto adjacent properties, the golf course, or roadways. Culverts must meet Jasper County specifications. Depending on elevations, an erosion plan may be required.*

## RAYBURN COUNTRY PARTNER PERMISSIONS

Does your improvement project include any construction below or encroachment below the 179-foot line of the Sam Rayburn Reservoir?  Yes  No  Unsure

**If yes, you must submit written approval from the United States Army Corps of Engineers (USACE).**

**Note that their approval process takes 90-180 days.**

Does your improvement project encroach upon any easement established by the Rayburn Country Municipal Utility District (RCMUD)?  Yes  No  Unsure

**If yes, you must submit written approval from the RCMUD. If unsure, contact the RCMUD office to discuss.**

Does your improvement include hook-up to RCMUD water and/or sewer service?  Yes  No

**If yes, you must submit a letter from the RCMUD indicating which service(s) will be supplied.**

Does your improvement include adding a septic system?  Yes  No

**If yes, you must include a septic plan and an approved permit from the Angelina Neches River Authority.**

*If you checked "unsure" to any of the above items, you may need to engage a professional architect and/or have a new survey done after staking out the footprint of your project.*

## VARIANCES

Does your improvement encroach on **any** building setbacks?  Yes  No  Unsure

**If yes to any question above, complete and submit a Request for Variance form. Provide details (e.g.: how many feet of encroachment) and a rationale for your request.**

**Please check the boxes indicating you have read each statement and sign below.**

- I have read the Rayburn Country Deed Restrictions for the Section in which my project is located, and I have familiarized myself with the contents of each.
- By signing below, I represent that my project 1) fully complies with the deed restrictions AND 2) does not encroach on any easements or setbacks unless I have specifically requested a variance.
- I have thoroughly completed this Building Permit Application. If an item does not apply to my project, I have marked it as not applicable.
- I have answered the questions in the Rayburn Country Partner Permissions section of this application and obtained the permissions required.

- I understand that there are hold points related to the building foundation and/or cement installation:
  1. **Pre-pour:** After forms for concrete are set up or before piers/posts are set, I or my builder will call for a PRE-POUR inspection. **No cement will be poured prior to the inspector providing a written, signed copy of the pre-pour inspection.** The pre-pour inspection will verify that the foundation or hardscape elements represent what was originally approved in the permit package, and that no set-back or utility easement encroachments exist (unless they were specifically authorized in writing).
  2. **Post-pour:** After concrete is poured or posts are set, I or my builder will call for a POST-POUR inspection. **No framing will commence prior to the inspector providing a written, signed copy of the post-pour inspection.** The post-pour inspection will verify that no changes have occurred between the pre-pour inspection and pouring the concrete, and the poured concrete represents what was originally approved.
  3. **Silt Fencing:** Silt fencing/barrier must be used to prevent erosion/runoff, and landscaping must be complete prior to removal of silt fencing/barriers.
- I have included hardcopy plans and elevations sized 11"x14" or smaller OR I have provided electronic copies of my **plans and drawings in pdf format** (NOT .tiff, .gif, .jpeg, etc.)
- I have clearly communicated how my building plan will ensure that drainage flows into proper drainage channels or ditches between the property and roads and not onto adjacent properties, the golf course, etc.
- I understand that my application will not be reviewed until my account is current and the application fee has been received. (Payment may be made online.)
- I understand that the thirty (30) daytime period in which the Rayburn Country Environmental Control Committee (ECC) will review my application to build does not begin until I receive written confirmation from RCA that my application packet is complete and in compliance with this checklist.
- I understand that the worksite is to be kept in an orderly fashion with trash, excess dirt, plant material, other debris, etc. hauled off regularly; I will not burn trash or other debris on my lot(s) or other areas within Rayburn Country.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name Printed \_\_\_\_\_

# Building Permit Process

## Understanding Acknowledgement & Compliance Commitment

Please initial each statement below indicating your understanding and commitment to comply.

\_\_\_\_\_ I understand and agree that I must maintain a current (unexpired), approved building permit posted at the front of the property so as to be visible from the street until construction is completed.

\_\_\_\_\_ I understand and agree that I must secure a “pre-pour” inspection and approval upon completion of form board construction, before piers are drilled for pier & beam foundations and before any concrete is poured.

\_\_\_\_\_ I understand and agree that I must secure a “post-pour” inspection and approval upon completion of pouring concrete slabs and/or piers and before any framing or other construction occurs.

\_\_\_\_\_ I understand and agree that all deviations from the originally approved scope of work, drawings and attachments must be approved prior to beginning the work. A **Building Permit Scope of Work Change Request Form** and related revised drawings detailing the changes shall be submitted to the ECC for review and approval.

\_\_\_\_\_ I understand and agree that projects involving significant construction such as lot clearing, remodels/add-ons, large concrete pours, construction of single-family homes, barndominiums, garages or shops will require the installation of silt fencing as indicated in the permit approval letter. The silt fencing shall be installed and maintained around the entire perimeter of the construction site to prevent sediment runoff from the site.

\_\_\_\_\_ I understand and agree that I must keep a trash receptacle of sufficient size on site to manage the trash and debris generated during the construction phase of my project.

\_\_\_\_\_ I have read, understand and will fully comply with the ECC Guidelines and Deed Restrictions for my section as they relate to the building permit process.

\_\_\_\_\_ I understand that my failure to comply with the ECC Guidelines, Deed Restrictions and these statements shall result in Rayburn Country Association taking the necessary legal action to protect the interest of Rayburn Country property lot owners and the Rayburn Country Association alike.

\_\_\_\_\_ I understand that during the construction phase of permitted work, the Environmental Control Committee has an obligation to perform periodic onsite inspections. All inspections will be performed as outlined by the “Permission to Enter the Property” form provided in building application package.

Upon reading and familiarizing myself with this Environmental Control Committee Guidelines document, I understand the Building Permit process and commit to comply with the requirements described herein.

Lot Owner Association Member Name (Printed) \_\_\_\_\_

Lot Owner Association Member Name (Signed) \_\_\_\_\_

Date \_\_\_\_\_



**Environmental Control Committee  
Building Permit Construction Inspections  
Landowner Permission to Enter Property**

DATE \_\_\_\_\_ PERMIT # \_\_\_\_\_

APPLICANT/LANDOWNER NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ SECTION \_\_\_\_\_ LOT(S) \_\_\_\_\_

APPLICANT/LANDOWNER PHONE NUMBER \_\_\_\_\_

PERMIT DESCRIPTION \_\_\_\_\_

During the construction phase of permitted work, the Environmental Control Committee has an obligation to perform periodic onsite inspections. This inspection process will require committee members, or their agent, to enter the property and perform such inspections.

While on the property, the committee will perform a visual inspection and take measurements to **confirm that the construction work being performed is the construction work that was permitted**. The committee will document their findings and may even take photographs as part of the documentation.

It is therefore necessary for the building permit applicant to grant the Environmental Control Committee, or its agent, permission to enter the property to perform inspections as they deem necessary. The inspections would occur during daylight hours. The permission shall not include entry into a permitted structure that is "dried in." "Dried In" shall be defined as those structures with a roof and having external walls, windows, and doors installed. If an internal inspection becomes necessary, the committee will contact the applicant to schedule a time when the applicant or some other authorized person may be present for the internal inspection.

As the owner of the described property within the HOA of Rayburn Country Association and by my signature below, I hereby grant permission to the Environmental Control Committee, or its agent, to enter the property to perform necessary inspections of the permitted construction as deemed necessary.

\_\_\_\_\_  
**Applicant/Landowner (Legibly Printed)**

\_\_\_\_\_  
**Applicant/Landowner (Signature)**