

**1** Determine if your project is a **large improvement** (new house, addition, remodel, garage, shop building) or a **small improvement** (building exterior, roof, patio, deck, fence, shed, etc.) or **in kind/same as** project. (You may wish to contact an ECC member if unsure.)

**2** Download and complete the appropriate permit application package\* (Forms can be found on the RCA website or in the homeowner portal with First Service Residential.) The ECC is available to assist you!

**3** Read the Rayburn Country Association Bylaws\*

**4** Read the deed restrictions for your section\*

**5** Complete all forms and assemble required documents (Contact the ECC if you have any questions!)

**6** Use the Package Submission Checklist\* to make sure you've covered everything

**8** You will be notified of the status of your package. If complete, the 30 day approval process begins. If incomplete, you will be provided with an explanation of what's needed and an ECC member will contact you. **The 30 day approval process does not begin until your package is accepted as complete.**

To schedule a meeting, complete the Environmental Control Committee Meeting Request Form\* and submit at: rayburncountryassociation61@gmail.com

**7** Drop off the completed package, along with fee (if applicable) to:

**Rayburn Country Assoc ECC**  
Rayburn Country Assoc Office  
2376 Wingate Boulevard  
Brookeland, Texas 75931  
Telephone number – 409-698-4201

**Note: It is preferred that permit applications be submitted online in the homeowner portal.**

**9** Relax! Now it's time for the Environmental Control Committee (ECC) to go to work. The ECC will review all documents as well as visit your project site. If the ECC has questions or needs clarification, they will contact you using the contact information provided in your package. **The 30 day approval clock pauses if the ECC reaches out to you for additional information. The only way to get the clock running again is to provide the ECC with the requested information.**

**10** An RCA representative will contact you to let you know when you're approved. At that point, you can pick up your building permit and begin work!



**BUILDING PERMIT in**

**10**

**EASY STEPS**