

# ACC Handbook: Permitting Process

## **GENERAL INFORMATION**

1. All new construction including but not limited to additions, new houses, exterior improvements, structural repairs and demolition require permitting prior to start of the project.
2. The owner shall review the Restrictive Covenants, By-Laws, and the Architectural Control Handbook with the Contractor and/or Subcontractors prior to submitting for a permit. Copies of the Restrictive Covenants, By-Laws, Rules and Architectural Control Handbook are available at the Association office and online at [www.lakekiowatx.com](http://www.lakekiowatx.com)
3. An official survey or plot plan of the lot is required. Set back from property lines: Reference Restrictive Covenants Section 3.03 and "Set Back and Fences" illustrations located in the Architectural Control Handbook. All docks, seawalls, culverts and fences require a permit.
4. All domestic water and lawn irrigation systems require a permit.
5. All septic systems require a permit.
6. All Liquid Propane Gas installations require a permit and must abide by Texas Railroad Commission codes and restrictions and acquire a permit from the Texas Railroad Commission prior to application.
7. All Lake Kiowa fees, assessments and past due bills, including those of the Lake Kiowa Special Utility District and the lodge and tavern must be paid prior to the application for issuance of a Building Permit.
8. Each owner shall be jointly and severally, liable for all work, including but not limited to construction, electrical, and plumbing and fully understands that the LKPOA fully disclaims any responsibility for any work undertaken on their property.

## **PERMIT PROCEDURE**

1. Permit Applications shall be submitted at least three (3) working days prior to the regular scheduled meetings of the Architectural Control Committee; which are the first and third Mondays of each month.
2. Permit Applications, Check Lists and Construction Specification Sheets are available at the LKPOA office.
3. Only fully completed Permit Applications will be considered. Names of all subcontractors shall be submitted with the permit application.
4. Contractors or Subcontractors performing work which requires a State License shall have a copy of such license on file at the LKPOA office.
5. Failure to obtain a permit prior to start of the project is subject to a penalty, plus the cost of the permit. The owner will be responsible for all costs incurred in removing any construction, in whole or in part, which violates these rules and procedures or the sited authorities. Reference Citation and Fine schedule.
6. Posting of Permits in a visible place is required.

## **PERMIT COMPLIANCE**

1. All work shall comply with the permit requirements. Additions to or changes from the permit will require application for a new permit prior to start of the work on the additions or changes.
2. Work determined to be in violation of the permit expiration date will require that work on the project cease and a new permit is issued.
3. Certificate of Compliance: Per Section 6.02 of ACC Handbook. No project for which a permit has been issued will be considered complete until an Architectural Control Committee representative has made a "Final Review" of the project for compliance with the provisions of the permit, including the LKPOA governing documents. A "Certificate of Compliance" will be issued if all is in order. If the project is determined to not be in compliance, the Owner shall have thirty (30) days to bring the project into compliance and schedule an additional review. No time extensions to the permit will be granted.