

BLUE LAKE ESTATES
BUILDING PERMIT POLICY & PROCEDURES
Effective February 1, 2024 (revised 9/30/24)

AUTHORITY FOR PERMITTING

NOTE: Blue Lake Estates building and permitting is controlled by two (2) separate entities:

1. Blue Lake Estates Property Owners Association, Inc.
2. Llano County Municipal Utility District #1

1. Blue Lake Estates Property Owners Association, Inc (BLEPOA)

The BLEPOA governs and administers the Building Restrictions & Protective Covenants and conditions, limitations, exceptions, and easements applicable to Blue Lake Estates subdivision, Llano County, Texas. These may be viewed or downloaded at www.bluelaketx.org.

This authority is granted by the Building Restrictions & Protective Covenants of Blue Lake Estates, Llano County, Texas, specifically, but not limited to Section 1 – Building Permits and Architectural Control; Section 2 – Residential Lots; Section 9 – Fences, Walls and Plants.

The business office for the BLEPOA is through our contracted property management company – Preferred Association Management Company, Inc., (PAMco). PAMco is the exclusive point of contact for ALL POA permitting and compliance activities:

Blue Lake Estates Property Owners Association, Inc.
Preferred Association Management Company, Inc. (PAMco)
700 Market Street, Building 3
Cedar Park, TX 78613
512-918-8100 (8:30am to 5pm M-F)
pamco@pamcotx.com

2. Llano County Municipal Utility District #1 (LCMUD)

The LCMUD is a state chartered municipal utility district. It is subject to the rules and regulations of the Texas Commission on Environmental Quality (TCEQ) for water quality, the Texas Local Government Code, Chapters 49 and 54, and Texas Administrative Code Title 30, Chapter 293.

For more information on Llano County MUD #1, or to apply for services provided by the District, visit www.lcmud.com.

Llano County MUD #1

The business office for Llano County MUD #1 is located in Blue Lake at:

2900 Blue Lake Dr.
Horseshoe Bay, TX 78657
830-598-5460 (9am to 5pm M-F)
info@lcmud.com

You must contact the Llano County MUD #1 for Utility Services including, but not limited to:

- Connections between driveways & streets
- Irrigation permits for MUD connected water sources
- Contact LCRA for Lake LBJ water sources
- Soil erosion and sedimentation controls.
- Road cut / Boring permits.
- Utility services including water, sewer, and residential garbage services.

PERMIT APPLICATION PROCESS - BLEPOA ONLY

To apply for a Building Permit in Blue Lake Estates, the following steps are required for POA Permits. See Figure 1.0 for a process overview:

- **Property Owner & Contractor Submits Completed (together):**
 1. **Permit Scope Worksheet Fee Schedule and Payment** (Attachment #1) through PAMco Portal <https://portal.pamcotx.com>. Note the requirement to calculate your permit payment fee(s) using the form provided; sign & date prior to submitting.
 2. **Contractor Rules & Responsibilities** (Attachment #2) through the PAMco Portal <https://portal.pamcotx.com>. Note the requirement for Contractor to SIGN form.
- **Building Permit Review.** Once you have submitted complete construction drawings (above) with payment, an architectural plan examiner on the Blue Lake Architectural Control Committee (ARC) will review your plans and determine if your project is compliant with Blue Lake Estates Building Restrictions & Protective Covenants (BR&PC) and verify correct permit fees were calculated for payment.

NOTE: Administrative Review Times for NEW SUBMITTALS is 10 Business Days to ensure all submittals (see above) and payments are processed. ARC Examiner review times are 14 Business Days after Admin Reviews completed. RE-EXAMS 7 Business Days.

- **Obtain Building Permit.** Once approved, fees paid and plan reviews are completed, property owner will be notified of approvals, approvals with conditions or denials with reasons/remedies. Once approvals have been received from PAMco, a Building Permit will be issued to property owners granting legal permission to begin construction. Permits MUST be posted on job site along with Contractor Rules.
- **On-site Inspections.** Inspections are conducted to ensure the scope of work being completed conforms to the BR&PC, and to approved plans, as submitted. These inspections are MANDATORY. Property owner/contractors must notify PAMco for requested inspections with **48 hours advance notice**. By submitting an Inspection Request Form (Attachment #3). **See the "Inspections" list below for details.**
- **Project Completion.** When project is completed and final inspections are conducted and approved, you will be issued a Certificate of Occupancy (COO). Note that ALL fees MUST be paid in full for release of the COO.

NOTE: One set of **DIGITAL** plans shall be submitted to PAMco for review and approval. Plans shall include:

Site Plan (New Construction and Additions) showing property lines, easements, required setbacks, and the location of buildings and other new and existing features).
Floor Plans (showing dimensions plus areas in square feet); **Plumbing and Electrical Plans** (unless this information is included on the Floor Plans); all four **Exterior Elevations** (showing roofing, masonry, siding and trim as well as materials to be used). Plans shall specify and show in detail that all work will conform to the BLE BR&PC.

BLUE LAKE ESTATES (BLE) ARCHITECTURAL CONTROL COMMITTEE (ARC)

PURPOSE & SCOPE

The BLE ARC is comprised of property owner volunteers who serve to review plans and specifications for proposed improvements, changes, designs and aesthetics to a homeowner's property. They then approve, approve with conditions or deny the requests based on compliance to the guidelines found in the Blue Lake Building Restrictions & Protective Covenants (BR&PC) documents for the community. Collectively, the ARC is the Plan Examiner.

PROCESS

The BLE ARC completes its tasks after receiving notification from our property management company (PAMco) that a permit request has been submitted and permit fees paid in full and the property owner/contractor(s) have satisfactorily submitted ALL required documents, plans, images, etc.

PAMco will submit a formal request to the BLE ARC so that they may commence work evaluating proposed plans, design and improvements against the BLE BR&PC. The ARC will conduct a plan review and verify that the scope of the permit submission is correctly assigned and that the fee schedule was calculated correctly. Any issues get escalated to PAMco. The ARC generally has little to no interaction with the property owner/contractor(s) and performs its compliance evaluation based solely on submitted documents and property site visits. The committee may have questions that need to be answered by the property owner/contractor(s) and will do via the Portal or by other means of contact. Once the committee's evaluation and assessment to the BR&PC is completed, they will notify PAMco via the Portal to 1) Approve, 2) Approve with Conditions, or 3) Deny the application with reason(s). PAMco will in turn, notify the property owner.

Construction and Site Variance Requests REQUIRE POA Board Approval. Requests must be formally submitted to PAMco by the Property owner with appropriate supporting detail.

Blue Lake POA Building & Permit Process

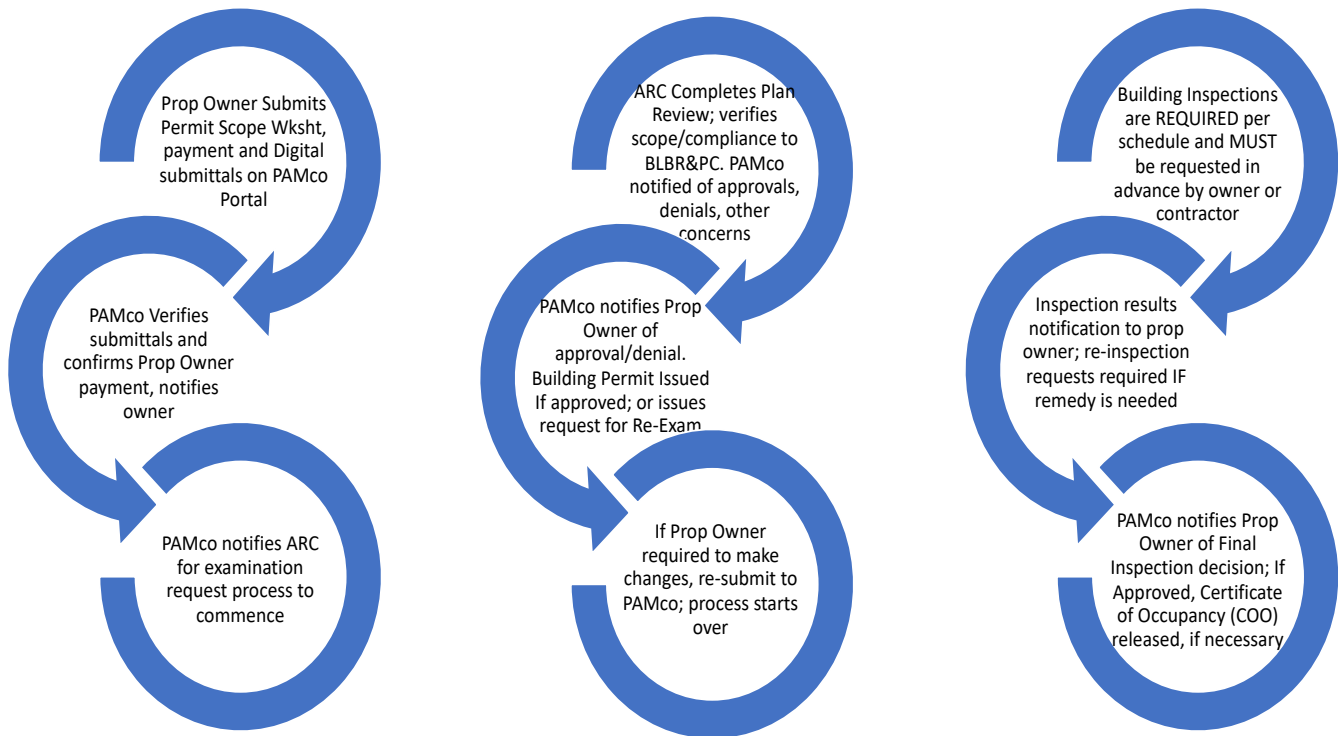


Figure 1.0

Blue Lake POA Building Permit Process

INSPECTIONS

The BLEPOA (PAMco) retains a Building Inspector to assure compliance with the approved Plans and Building Codes.

Inspection fees are built into Permit Fees unless excess inspections are required (failure, scope changes, etc.) shown on **Attachment #1 Permit Scope Worksheet**. PAMco is responsible for payment to the inspector for these inspections. The Building Inspector will **NOT** accept any payments from property owner or contractors.

The Owner and/or Contractor are responsible for scheduling building inspections at the phases of construction listed below. Please complete the **Inspection Request Form (Attachment #3) and submit to PAMco at pamco@pamcotx.com.**

Note Contractors Rules & Responsibilities in Attachment #2.

SETBACKS: This inspection **must** be performed when the string lines and batter boards are set and the property corners are marked.

PLUMBING ROUGH-IN: This inspection **must** be performed before any plumbing lines (including both water and sewer lines) are covered and after the required pressure test has been performed.

SLAB, PIERS AND FOOTINGS: This forms and steel rebar inspection **must** be performed when the slab, or the piers or footings if poured separately from the slab, are ready for concrete.

PLUMBING TOP-OUT: This inspection **must** be performed when the sewer and water lines are completed, but before bathtubs and toilets are set.

FRAMING: This inspection **must** be performed when all framing, electrical rough-in, plumbing top-out, air conditioning ductwork, upper floor decking and roof decking, are completed and **before insulation is applied**.

***NOTE:** Plumbing Top-out and Framing Inspections are usually done together.

INSULATION INPECTION: This **must** be performed when insulation is completed.

FINAL: This inspection **must** be performed when the building and all site work are complete, and after the electric, water meters and grinder pumps have been set, but before occupancy.

POOLS: Two (2) inspections **must** be performed including when plumbing and electrical rough-in are installed (PRE-GUNITE), and FINAL after completion and fencing installation.

SERVICE LEVEL EXPECTATIONS

ADMINISTRATIVE PERMIT SUBMITTALS – ALL TYPES

Confirmation Notice to Property Owner AFTER successful receipt of all required forms, plans and fee payment processed: 10 days.

Required Submittals include:

- 1. Completed/signed Permit Scope Worksheet**
- 2. Payment (using PAMco Portal or mailed check to PAMco)**
- 3. Completed/signed Contractors Rules & Responsibilities Form**
- 4. Digital Plans including site plans, floor plans, plumbing and electrical plans, construction drawings, exterior elevations and legal plat showing lot lines and setbacks. See “Permit Application Process” (Included in this packet) for more details.**

ARCHITECTURAL EXAMINER REVIEWS – NEW SUBMITTALS ONLY

Examiner Reviews commence only after the administrative steps above are completed. Reviews may take up to 14 Days. All property owner notifications are done on the PAMco Portal.

ARCHITECTURAL EXAMINER REVIEWS – RE-EXAMS

Examiner Reviews Completed and Notice to Property Owner: 7 Days from Receipt of Re-submittals by PAMco.

BUILDING INSPECTIONS (REQUIRED – SEE “INSPECTIONS” ABOVE)

Completed Building Inspection Request Form (attachment #3) Form MUST be submitted to PAMco at least 48 Hours prior to date needed.

Attachment #1 PERMIT SCOPE GUIDE - COST WORKSHEET (Effective July 9, 2024)

TYPE	DETAILS	COST / DURATION	EXTENSIONS/COSTS
Home - New	New Home Construction (does NOT include Pool/Spa or Fencing - separate Permit required)	Base Permit fee \$3,500. Includes up to 10 Required Inspections and 3 Plan Reviews. Permit duration 18 months.	3 Months: \$1,000/\$1,500
Addition - New	House Addition - New	Base Permit Fee \$2,500. Includes up to 10 Required Inspections and 1 Plan Review. Permit duration 9 months.	3 Months: \$500/\$750
	New Outbuilding, Structure		
	New Dock, Pier		
	New Storage / Utility Bldg		
	Boathouse with Livable/Social Space / HVAC		
	New Decks / Additions, Porches, Carports		
	New Pool / Spa, Enclosures, Patios		
Remodel / Alterations - Existing	Interior Remodeling - All Scopes	Base Permit Fee \$1,000. Includes up to 6 Required Inspections and 1 Plan Review. Permit duration 6 months.	3 Months: \$250/\$500
	Exterior Remodeling - All Scopes		
	Existing Garage / Carport		
	Boathouse Interior/Exterior Remodel		
	Existing Pool Houses, Bathrooms, etc.		
Expansion of Existing Decks, Porches			
Limited Scope	Fences	Base Permit Fee \$750. Includes up to 3 required Inspections and 1 Plan Review. Permit duration 6 months.	2 Months: \$150/\$300
	Driveways		
	Storage / Utility Bldg / Carport		
	Siding Replacement		
	Day Dock / Pier / PWC Ramps/ Minor Renovations		
	Dock with Boat Lift Sport Court		
NO Permit / NO Fee Required	Painting or Wallpapering; Flooring (Carpet/Tile); Cabinets, Countertops (and similar finish work); Minor Electrical Repairs (that do not involve new service or moving existing service); Minor Plumbing Repairs; Swings & Playground Equip; Minor Deck Maintenance/Replacement of Deck Boards, lift repairs; Roof Repairs/Replacement of "like" Materials/Color; Water Heater Replacement; Garage Door Replacement/Repairs. NOTE: Contractor Rules & Responsibilities form must still be signed and submitted to PAMco.		NA
Pool / Spa	New Pool and/or Spa Construction	Base Permit Fee \$750. Includes Required Inspections and Plan Reviews for Pool / Spa and Perimeter Safety Fence only. One Plan Review. Permit duration 6 months.	2 Months: \$300/\$500
	Pool Fencing/Enclosures		
	Pool Pumphouses, Gazebos, Patios		
Demolition	Demo - Existing Structure(s)	Base Permit \$200. NOTE: A Llano County Demolition Permit is required prior to a BLEPOA permit being issued. Permit duration 1 month.	1 Months: \$200/\$300

ADDITIONAL FINES & FEES

Condition	Fine/Fee
Starting Construction PRIOR to Issuance of Permit(s)	Double Permit Fee
Construction Variance Requests Must Be Formally Submitted to PAMco	
Stop Work Order	\$250
Site Clean-up Violation	\$100 per Day
Clean-up Costs Incurred	Actual Costs + 20%
Nuisance	As per BLE BR&PC
Change in Scope Violation	\$250 per Violation

**** Variance Requests REQUIRE POA Board Approval ****

- NOTES:**
 1. All Permits & Inspections are subject to the Blue Lake Building Restrictions & Protective Covenants; Llano County, Texas
 2. All Fees and Permit costs are subject to change. If your Permit does not fit into these categories, the building inspector/ARC will be contacted for an accurate fee/permit.

PROPERTY OWNER TO COMPLETE WORKSHEET BELOW TO CALCULATE PERMIT COST

TYPE OF CONSTRUCTION (CIRCLE APPLICABLE CHOICE)	PERMIT DURATION (See Above)	PERMIT FEE	TOTAL COST
HOME-NEW	18 MONTHS	\$3,500	\$
ADDITION-NEW	9 MONTHS	\$2,500	\$
REMODEL - EXISTING	6 MONTHS	\$1,000	\$
LIMITED SCOPE	6 MONTHS	\$750	\$
POOL / SPA	6 MONTHS	\$750	\$
DEMOLITION	1 MONTH	\$300	\$

Blue Lake Address:	
Legal Owner:	
Owner Signature:	
Date:	

Attachment #2

CONTRACTOR RULES & RESPONSIBILITIES

The following **BLEPOA** rules apply to all general contractors operating in Blue Lake Estates:

1. It is the responsibility of the general contractors to keep the immediate area in which they are working clean of building refuse, scraps, paper, cartons, etc., which could be blown or dispersed on adjacent property. A dumpster or its equivalent is required to be on the construction site for all refuse, etc.
No burning on-site is permitted. Construction materials **MAY NOT** be placed in the dumpsters located at the 3003 Blue Lake Drive, or any other dumpsters located within Blue Lake Estates, other than the contractor's own purchased dumpster. It is the responsibility of the general contractors to haul all trash and building debris from the premises of Blue Lake Estates. It is also the responsibility of the general contractor to schedule with their appropriate service for the dumpsters to be emptied, delivered, or removed during reasonable times of the day as to not disturb the neighboring residents. All contractor dumpsters are to be located off the right-of-way of Blue Lake Estates streets.
2. No contractor activity or delivery of construction material is to be made before 7:00 a.m. Monday through Friday or before 8:00 a.m. on Saturday. All contractor activity and material deliveries must be completed no later than 7:00 p.m. on any day. **No contractor activity will be allowed on Sundays or Federal Holidays.**
3. Port-A-Johns are required to be on site for all new construction and major remodels where indoor facilities are not available. **Any Port-A-John permitted during construction shall be shielded with appropriate aesthetic siding/fencing and must be positioned on property owner's property at least 15 feet from street.**
4. Construction, Contractor, For Sale or For Rent Signage is generally NOT permitted in Blue Lake Estates. No sign may be displayed on property in Blue Lake Estates unless first approved by the BLEPOA board of directors. **WITHOUT BOARD APPROVAL, SIGNS ARE NOT ALLOWED ANYWHERE ON THE PROPERTY (INCLUDING STREET SIDE OR LAKE SIDE).**
5. **Contractor "Display Boards" e.g., structures erected showing renderings of building materials to be used on the project, must be positioned on property owner's property at least 15 feet from street.**
6. An 8" X 11" Building Permit card MUST be prominently displayed at the building site. Issued by PAMco.
7. Prior approval must be obtained from the BLEPOA for the storage of road and/or driveway materials, construction equipment or building materials. Failure to obtain this approval will result in the forfeiture of any and all deposits. Contact www.pamcotx.com.
8. A fee will be charged, if applicable, for any application or request for a variance from the BLEPOA Building Restrictions and Protective Covenants. This is a non-refundable fee regardless of approval or disapproval of the requested variance. Variances must be approved by the BLEPOA. Variances approved shall be recorded by the BLEPOA at the Llano County Courthouse. (See Attachment #9) When applicable, approval by the Hilltop Property Owner's Association must be presented with any request for a variance.

CONTRACTOR NAME: _____

CONTRACTOR PHONE: _____

CONTRACTOR SIGNATURE: _____

DATE: _____

Attachment #3

INSPECTION REQUEST FORM **48 hours Notice Required**

Date: _____

Permit #: _____ XN - _____

Property Owner Name:

Contractor Contact Name:

Contractor Contact Mobile #: _____

Preferred Inspection Date: _____

INSPECTION TYPE REQUESTED:

- SETBACKS / LAYOUT:** This inspection **must** be performed when the string lines and batter boards are set and the property corners are marked.
- PLUMBING ROUGH-IN:** This inspection **must** be performed before any plumbing lines (including both water and sewer lines) are covered and after the required pressure test has been performed.
- SLAB, PIERS AND FOOTINGS:** This forms and steel rebar inspection **must** be performed when the slab, or the piers or footings if poured separately from the slab, are ready for concrete.
- PLUMBING TOP-OUT:** This inspection **must** be performed when the sewer and water lines are completed, but before bathtubs and toilets are set.
- FRAMING:** This inspection **must** be performed when all framing, electrical rough-in, plumbing top-out, air conditioning ductwork, upper floor decking and roof decking, are completed and **before insulation is applied.**
***NOTE: Plumbing Top-out and Framing Inspections are usually done together.**
- INSULATION INPECTION:** This **must** be performed when insulation is completed.
FINAL: This inspection **must** be performed when the building and all site work are complete, and after the electric, water meters and grinder pumps have been set, but before occupancy.
- POOLS:** Two (2) inspections **must** be performed including when plumbing and electrical rough-in are installed (PRE-GUNITE), and FINAL after completion and fencing installation.
- OTHER (Please Specify):**