

The following must occur prior to beginning any on-site work:

- 1) A Building Permit must be posted in a visible location on-site
- 2) A Dirt Permit must be issued by Lake Tanglewood, Inc. (LSIOT).
- 3) A Chemical Toilet must be on-site (when applicable)

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The contractor listed, and/ or the owner and all subcontractors involved are required to follow the Uniform Building Codes of the Village of Lake Tanglewood. The contractor is required to make arrangements at the guard gate to ensure that the contractor and all sub-contractors have access to the worksite. Special arrangements must be made to allow worker access to the building site on weekends and/ or holidays.

Building Permits in Lake Tanglewood are issued to the homeowner, not the contractor. The homeowner's signature must be on the application for the application to be complete.

I. Process

1. **Building Permit Application**
 - Complete "Building Permit Application" as applicable
 - Sign "New Construction Phase Inspection Agreement"
2. **Submit Building Permit Application and Required Documents**
 - Building Permit Applications and Required Documents must be submitted no later than Friday at noon (the week prior to the meeting) to be placed on the agenda for the next Building Committee meeting.
 - The Building Committee meets at 5:30 pm on Wednesdays at Village Hall when a meeting is called. The Building Committee Agenda is posted outside of the Village Hall by 5pm on Friday in compliance of the Open Meeting Act.
 - Failure to meet the noon requirement could delay the review of your application for up to 14 days.
 - Building Permit Applications and Required documents may be submitted to the City Secretary/ Village Hall in person, by fax or by email. It may also be dropped off in person at the Corporation Office.
3. **Building Permit Applications are reviewed by the Building Committee at the regularly scheduled meeting**
 - Approved Permits
 - Permits may be released once payment is received.
 - Fees are determined by the Building Committee at the meeting.
 - Building Permits must be posted at the front of the building site
 - Building Permits are valid for one year. If a permit expires before the work is complete, the permit holder is responsible for the fee to reissue the permit.
 - Unapproved Permit Requests
 - Permit requests may be resubmitted with necessary revisions
 - If a Variance Request is needed, a Variance Request Form and a \$50.00 fee should be submitted to the City Secretary 7 days prior to the next regularly scheduled Council Meeting. Variance Requests will be reviewed at the regularly scheduled Village Council Meeting which is held at 6:00 pm on the second Monday of the month at Village Hall
4. **Closing a Building Permit**
 - A Final Inspection is on file
 - Outstanding Balance is paid in full
 - The Building Committee approves the closure of permit and authorizes the refund of Pre-Paid Inspection Fees (if necessary) and/ or Project Completion Deposit.

II. Required Documents as Applicable

- ✓ **Current Plat or Survey - Required**
 - i. Two copies of the current plat or survey showing the location of **current structures** and the **proposed structure** and **setbacks** from property line to include retaining walls. Indicate location of septic system on plat/survey.
- ✓ **Scaled Drawings and Designs - Required**
 - Two complete sets of scaled drawings are required: one set of drawings will be kept on file and one will be returned to the property owner.
 - Note: Drawings for all structures (except new residences) may be sketched by hand. Drawings must be linear, clear and legible and must address the detailed plans noted below:
 - i. **Floor Plan Detail:** Indicate size/shape of building/addition, layout of rooms to include use, dimensions, hallways, porches, and patios. Indicate size/locations of doors and windows. Identify all braced wall lines.
 - ii. **Framing Detail:** Indicate wall and roof framing member sizes and spacing, at minimum one interior wall section and one exterior wall section. Include descriptions of all exterior finishing materials.
 - iii. **Elevation Detail:** Scaled drawings shall show front, back and side views including heights, grade, vertical dimensions, and locations of doors and windows.
 - iv. **Foundation Detail:** Indicate dimensions of footings, piers, slabs, rebar, and concrete specifications. Indicate location and type of hold down device for braced wall / posts if embedded in concrete.
 - v. **Drainage Detail:** Excavation and foundation fill may create cuts and slopes causing runoff and erosion issues. Describe measures to control these issues (retaining walls, drains, vegetation, textiles, etc.).
- ✓ **Material List**
- ✓ **Dirt Permit – Required** (for any excavation)
 - i. A copy of the Dirt Permit received from the Corporation's Maintenance Department (no cost).

Additional Information for New Home, Addition or Accessory Structure

- ✓ Building Materials: Regulations require accessory buildings, unattached garages, and new additions to match the exterior construction materials of the existing residence. The roof must have an overhang that is consistent with the residence.
- ✓ The size and location of the septic system must be identified on the plat diagram. Septic Systems are approved by the Bi-City/ County Health Board.
- ✓ Drainage Control: The homeowner is responsible for containing runoff onto a neighbor's property or corporation property and for the control of erosion caused by excavation or runoff. A retaining wall(s) or other measures may be required to control these issues.

Additional Information for Boathouse/ Dock

- ✓ Two complete sets of scaled drawings and designs with sizes of structural materials and anchoring method are required.
- ✓ Two copies of survey with boat dock and walkway location and distance from center of cove (if applicable).
 - Boat docks in coves must be located a minimum of 15' from the center of the cove.
 - No walkway to any structure shall extend more than 30 feet out into the lake.
 - Boat docks must be situated in front of your property, not corporation-owned property.
- ✓ All floatation shall be comprised of encapsulated foam, in compliance with Village Ordinances. Barrels are not acceptable.
- ✓ **Single Deck Boathouses:** May not be taller than 10' at eave of roof and 15' at ridge measured from dock deck, sides not taller than 10'. The dimensions may be as follows: 30' x 30' with an attached swim dock or 30' x 32' with a swim dock. The overhang of eaves is limited to 24". You may not have a separate swim dock and boathouse.
- ✓ **Double Deck Boathouse:** Maximum height from the top of the bottom deck to the top of the top deck shall not exceed 15'. The highest structure above the upper deck to the handrails shall be no higher than 42" and not be made of solid materials that would obstruct the view of others. An attached swim dock can be no larger than 10' x 30'.

Additional Information for Fences

- ✓ Any fence over four (4) foot or 48 inches from grade requires a building permit. A final inspection is required.
- ✓ Must be made from wrought iron, decorative steel, decorative aluminum, wood, brick, vinyl, or decorative concrete block.
- ✓ Maximum allowable height is 6 feet above grade or 6 feet above the top of a 6 inch high concrete footing.
- ✓ All fences shall be within property boundaries and maintain a 10-foot setback from the edge of the road.
- ✓ Plat or survey shall show the location of the fence.
- ✓ Drawings shall show grade, fence height, front and side views of the proposed fence, and description of building materials.
- ✓ **Note: For a lakeside lot:** Any fence over 48 inches high above grade and located between the residence and the lake shore line must be constructed in wrought iron no larger than 1 inch thick and spaced no less than 3.5 inches apart. (Ref. Lake Tanglewood Club Rules and Regulations, para. II C).

Additional Information for Retaining Walls

- ✓ Any retaining wall over four (4) foot or 48 inches requires a building permit.
- ✓ An inspection(s) will be required for the footing and wall prior to pouring concrete.
- ✓ An engineer's stamp of approval is required for retaining walls over four (4) feet tall.
- ✓ Plat or survey shall show the location of the retaining wall.
- ✓ Drawings shall show grade, fence height, front and side views of the proposed fence, and description of building materials. .
- ✓ All retaining walls shall be within property boundaries and maintain a 10-foot setback from the edge of the road.
- ✓ A copy of your Dirt Permit is required

Additional Information for Seawalls

- ✓ All planned seawalls must obtain a building permit.
- ✓ An engineer's stamp of approval is required for all seawalls.
- ✓ A minimum of 4 inspections will be required.
- ✓ Must submit a signed Shore Line and Sea Wall Construction Requirements Agreement (contact Village Maintenance).

Additional Information for Swimming Pools

- ✓ A building permit is required for all swimming pools.
- ✓ A copy of your Dirt Permit is required for all new swimming pools.
- ✓ A plat or survey shall show the location of the swimming pool.
- ✓ Scaled drawings shall show dimensions, depths, plumbing, electrical, rebar, grounding, material composition (gunite, fiberglass, etc.) and adjacent walkways.
- ✓ **Important Note:** An electrical bonding (grounding) inspection **must** be conducted **prior to pouring** any concrete, gunite or other material. This inspection applies to the pool and any adjacent walkways (which must be grounded).

Roofing / Re-Roofing

- ✓ New construction. The roof covering will be included in the permit issued for the new construction. A separate permit is not required.
- ✓ Roof Replacement. Submit the **Village of Lake Tanglewood "Roofing Permit Application"** in lieu of this permit. A roofing permit is required for removing an existing roof covering, repairing any damaged substrate of 100 square feet or more and installing a new roof covering.
- ✓ Roof Recover. A roof recover is allowable only for certain metal roofs. A permit is required.

PLEASE NOTE: Additional information may be requested by the Building Committee.

III. Building Inspector**RDS Inspections Services Robert Downing 806-290-7166**

The Village of Lake Tanglewood has contracted RDS Inspection Service to perform new construction phase inspections in an effort to ensure safe and proper building practices, to encourage contractors/ subcontractors to adhere to the International Residential Code and to inspect completed work for deficiencies in workmanship.

Robert Downing; DBA RDS Inspection Services is a Professional ICC COMBINATION RESIDENTIAL INSPECTOR WITH A PLUMBING INSPECTORS LICENSE. The inspector does not review or predict performance of; site surveys, elevations, grading/drainage, orientation, dimensions, design features or system sizing requirements of the inspected building. The inspector is not a code enforcement official he only inspects and reports any identified deviations from the IRC or defective workmanship to the Village of Lake Tanglewood and the building contractor or foreman responsible for the job. Code compliance Inspections are \$95.00 each. Should a contractor call for more inspections than estimated, the homeowner will be responsible for ensuring that payment to the Village is made within 30 days of the inspection date.

The responsibility of the Architect/Engineer who designs the project and/or the licensed subcontracts who perform the work on each individual component of the building, therefore; liability/ responsibility for any problems arising from design flaws, improper workmanship, errors and or omissions lies with them as well.

No guarantee of code compliance, warranty of fitness or merchantability is implied or intended with the issuance of any inspection report. Due to the limited amount of time spent onsite by the inspector completion of all phase inspections.

IV. Inspections

The Building Inspector is:

Robert Downing

(806)290-7166

The homeowner (permit holder) is responsible for seeing that the builder gets completed inspections on time. If inspections are not completed in the correct sequence and inspector requires a "tear-up" to complete an inspection, the project may be subject to having a "Stop Work Order" placed until the inspection is complete.

During construction, you must notify the building inspector at least 24 hours in advance to conduct the following inspections

- Prior to pouring footings
- Prior to pouring any slabs
- Prior to sheetrock installation
- Prior to tying lawn sprinkler systems to Corporation water system
- Final inspection prior to occupation or utilization

V. Fee Schedule**Permit Fee**

- Permits are \$95.00+ an additional \$.25 per square foot

Inspections

- Inspections are \$95.00 each. The Building Committee will determine the number of estimated inspections during the application review.
- Prepaid Inspection funds are held until the Village is charged for the inspection by the inspector. A refund will be issued upon closure of the permit if the amount of prepaid inspections exceeds the actual inspection charges.
- Should a permit require more inspections than the estimated, the homeowner will be responsible for ensuring that payment to the Village is within 30 days of the inspection date.

New Homes, Additions and Accessory Structures:

There will be a minimum of five (5) required inspections (\$625.00) to pre-pay when you pay for your permit (more may be required depending on the size of your project):

- Pre-Pour Footing
- Rough-In Plumbing
- Pre-Pour Slab
- Pre-Cover prior to the installation of insulation and drywall
- Final inspection and issuance of the Certificate of Occupancy

Project Completion Deposit

The Village charges a Project Completion Deposit for the purposes of ensuring that work is completed in a timely manner and the worksite is kept clean and free of debris. All Project Completion Deposits are fully refundable upon successful completion of the project and clean-up of the worksite, as determined by the Building Committee. Project Completion Deposits may be used to pay any outstanding balances incurred for inspections that exceed the amount originally pre-paid.

- New Home Construction: \$1,000.00 Project Completion Deposit
- Additions, Accessory Structures and Garages: \$500.00 Project Completion Deposit

REQUIRED FOR APPLICATION REVIEW

Section I. General Information

Owner:
Property Address:
Mailing Address:
City/State/Zip:

Phone:
Mobile:
Fax:
E-mail:

Check box to use the above information for billing purposes

Section II. Contractor Information

Check box to use the below information for billing purposes

Building Contractor:
Contact Name:
Address:
City/State/Zip:

Phone:
Mobile:
Fax:
E-mail:

Liability Insurance Carrier:	License/Permit/Surety Bond Amount	General Liability Insurance Amount
Phone:	Cert. of Insurance Number:	

Section III. Construction Information (Carefully read the instructions for your project on pages 1, 2 and 3)

Site Street Number:	Construction type: New Home <input type="checkbox"/> Addition <input type="checkbox"/> Accessory/Unattached <input type="checkbox"/> Boathouse/Dock <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Fence <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Repair <input type="checkbox"/> Other <input type="checkbox"/>
Square footage of construction (Include all covered porches and garage):	
Description of Construction:	

Section IV. Acknowledgement

I have received a copy of the "Building Permit Application Instructions" and "New Construction Phase Inspection Agreement". I have read and understand the attached documents, all constraints contained therein and the Building Code of the Village of Lake Tanglewood. (Note: carefully read the instructions for your project on pages 1, 2 and 3 and **include all *required* information**).

Signature of Homeowner

Date

Building Committee Review of Application
Building Committee use only

Date: _____
 Check # _____ Amt Paid: _____

Permit Number:	Date Approved:
Member Name:	Member Address:
Project:	Builder/Contractor:
Approved by:	Approved by:

The discarding of any waste material of concrete on the worksite in the Village of Lake Tanglewood is prohibited. The wash-out of any concrete must be cleared with the Corporation's Maintenance Department.

Trash Container Required:	Yes	No	Chemical Toilet Required:	Yes	No
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Description of Charges

Total Square Feet _____ X .25 = _____	+ \$95 Permit Fee	\$
Estimated number of Inspections: _____ X \$95 = _____	PP Inspections	\$
Project Completion Deposit Required?		
Additions, Garages, Etc, Projection Completion Deposit	\$500	\$
New Construction Projection Completion Deposit	\$1,000	\$

Total Amount Due \$ _____

<u>Project</u>	<u># of Inspections</u>	<u>Deposit Amount</u>
Fence	1	\$0
Boat Dock	3	\$500
Pools	4	\$500
Sea Wall	4	\$500
Additions	5	\$500
New Const.	13	\$1,000

Notes:

REQUIRED FOR APPLICATION REVIEW

VILLAGE OF LAKE TANGLEWOOD

NEW CONSTRUCTION PHASE INSPECTION AGREEMENT

The Village of Lake Tanglewood has contracted RDS Inspection Service to perform new construction phase inspections in an effort to ensure safe and proper building practices, to encourage contractors/subcontractors to adhere to the International Residential Code and to inspect completed work for deficiencies in workmanship.

Robert Downing;DBA RDS Inspection Services is a Professional Inspector ICC COMBINATION RESIDENTIAL INSPECTOR WITH A PLUMBING INSPECTORS LICENSE.

The inspector does not ~~review or predict~~ performance of: site surveys, elevations, grading/drainage, orientation, dimensions, design features or system sizing requirements of the inspected building. The inspector is not a code enforcement official, he only inspects and reports any identified deviations from the IRC or defective workmanship to the Village of Lake Tanglewood and the building contractor or foreman responsible for the job.

Code compliance is the responsibility of the Architect/Engineer who designs the project and/or the licensed subcontractors who perform the work on each individual component of the building. Therefore, liability/responsibility for any problems arising from design flaws, improper workmanship, errors and/or omissions lies with them as well.

No guarantee of code compliance, warranty of fitness or merchantability is implied or intended with the issuance of any inspection report due to the limited amount of time spent onsite by the inspector completion of all phase inspections does not guarantee code compliance or identification of every workmanship deficiency. Phase construction inspections will ultimately reduce some of the risk in new construction activities but they will not eliminate risk all together.

I have read and understand the inspection agreement above.

Inspection Address: _____

Homeowner Name: _____ **Signature:** _____ **Date:** _____

Contractor Name: _____ **Signature:** _____ **Date:** _____

LSIOT COMPLIANCE FORM

This form will be submitted to LSIOT General Manger for review and must be approved.

Type of Structure: _____

Please describe all aesthetics of your new structure. For new detached garages, accessory buildings, or additions, please describe how the exterior will match or differ from the existing residence. This may include but is not limited to:

PAINT COLOR

BUILDING DESIGN

ROOF COLOR AND MATERIAL

BUILDING MATERIAL

FENCE DESIGN AND MATERIAL

SQUARE FOOTAGE

TO BE FILLED OUT ONLY BY LSIOT

APPROVED/DENIED

Reviewed by: _____

Date: _____

Signature: _____

REASON (IF DENIED): _____

L.S.I.O.T. BRUSH PILE RULES AND REGULATIONS

The brush pile and the grass clipping areas are meant for tree limbs, brush, cattails, and grass clippings only. The dumping of lumber, cross ties, telephone poles, pallets, construction material, dirt, concrete, and household trash ARE NOT ALLOWED. Contractors are not allowed to bring in tree limbs and/or grass clippings through the gate. Anyone caught dumping unauthorized materials in the brush pile and grass pile areas will be subject to a fine.

CONTRACTORS

- 1ST offense - **\$500** (will not be allowed back into Lake Tanglewood until fine is paid in full)
- 2nd offense - **\$1000** (will not be allowed back into Lake Tanglewood until fine is paid in full)
- 3rd offense - **\$1500** (contractor will be banned from entering Lake Tanglewood. Owner or representative of company has the opportunity to go before the Board of Directors to present a corrective plan of action for the Board of Directors' approval for re-entrance.)

Thank you for your cooperation,
Jeff Baker
L.S.I.O.T., Inc. General Manager

Member signature _____ Date _____

Contractor signature _____ Date _____

LAKE TANGLEWOOD CLUB RULES AND REGULATIONS

(LSIOT, INC. PROPERTY OWNERS ASSOCIATION)

Amended March 22, 2018*

V. GATE

6. The following rules apply to entry to Lake Tanglewood by construction personnel:

c. Construction personnel must be on a current list provided by a Member in order to be admitted through the gate. Construction personnel must CHECK IN at the gate each time they enter Lake Tanglewood. Construction personnel will only be admitted on weekdays during regular working hours of 7:45 a.m.- 5:45 p.m.. They will not be allowed to enter on weekends unless authorized by the Member for whom the work is being done.

