



The Building Permit Process

What you need to know

StillWaters Residential
Association

ARC

Why Have Permits?

- The SWRA Covenants provide for an Architectural Committee (referred to as the Architectural Review Committee – ARC) to monitor all residential construction and property improvements within the boundaries of StillWaters. The Covenants including Exhibit “B” contain guidelines designed to provide standards to protect the integrity of the community.
- Home Owner Association (HOA) covenants are put in place to maintain and enhance property values within a community. They establish standards and regulations for property maintenance, architectural design, landscaping, and other aspects that contribute to the overall appearance and desirability of the neighborhood. By enforcing these covenants, the HOA ensures that properties within the community are well-maintained and aesthetically pleasing, which can help preserve or increase property values.
- **Be sure to visit the “Governing Documents” section of our website {stillwatersra.com} to read our Covenants and Exhibit “B” of the 1987 Covenants.**

ARC Authority

Article II, Section 2.2 of the 1987 Covenants read

“2.2 Approval Required: No building, fence or other structure shall be commenced, erected, placed, moved on to or permitted to remain on any Parcel, nor shall any existing upon any Parcel be altered in any way which materially changes the exterior appearance thereof, nor shall any existing structure upon any Parcel be altered in any way which materially changes the exterior appearance thereof, nor shall any new use be commenced on any Parcel, unless plans and specifications (including a description of any proposed new use) thereof shall have been submitted to and approved in writing by the Architectural committee. Such plans and specifications shall be in such form and shall contain such information as may be required by the Architectural Committee,”

The Process

1st From the list of building permits (found later in this presentation and on the website {stillwatersra.com}) and their respective descriptions pick the permit that best fits the scope and cost of your project. **Note:** Any work on the shoreline of Lake Martin or in the lake requires additional approval from Alabama Power Co. Contact Lake Martin Shoreline Management.

2nd Gather the required documents for the permit type that fits your needs. **Note:** Be sure to review the checklist of documents required for each type of permit. Your building permit application will not be accepted if it's missing required documents.

3rd Complete the fillable form on your computer (or other device) and print it. Alternatively you can print the form and fill it out by hand. If possible, We prefer it to be done on the computer for readability.

4th Bring or mail the permit application form and your complete package of required documents to the SWRA office.

In
“Good Standing”

When you turn in your building permit application package, the staff will:

- Make sure that you are in “Good Standing,” meaning that you don’t have any outstanding (unpaid) balance.

If
you are
NOT
in
“Good Standing”

- Your building permit application will not be accepted until the outstanding balance has been paid.

If
you
ARE
in
“Good Standing”

If you are in “Good Standing” here is what you may expect.

- You will be given a receipt showing
 - The date,
 - The name of who received your application,
 - The date the ARC will review your application,
 - The date you will receive notification of approval/disapproval from the ARC, and
 - If your application is approved, you will receive an approval email telling you that your permit is approved, and you must pay the permit fee (if one is required) before your permit will be issued and posted on your property by SWRA staff.
 - **Note:** Work involving Seawalls, piers, or boathouses requires Alabama Power approval and permit. This may add time to the approval process. Contact Alabama Power Shoreline Management.

Basis for Approval or Disapproval of Proposed Plans and Specifications

- The member must be in “Good Standing” (no outstanding balances) otherwise, the building permit application will be rejected.
- All properly submitted plans and specifications shall be reviewed by at least fifty percent of the Committee’s members.
- All required documents for each type of permit MUST be in the submitted building permit application package; incomplete plans and specifications will be rejected.
- Approval of plans and specifications will be shown on the submitted application and contain at least fifty percent of the Committee’s signatures before a permit is issued.
- Any proposed plan or modification that does not conform to any article of declaration of the Protective Covenants or Exhibit “B” will be a basis for disapproval.
- The permit fee must be paid before the permit will be posted, and work can begin.
- If, after approval has been given, new information is received by the ARC, the permit may be canceled, withdrawn, or changed even after construction has begun.
- If unanticipated site conditions require any deviation from the permitted plans after construction has begun, the Committee must be notified in writing as to the modifications for approval or disapproval and the Committee may cancel, withdraw, or modify the existing permit.
- **No work on changes shall begin before Committee approval, fees paid, and permit is posted on the property by SWRA staff.**



Posted Permit Ready to Go!

When SWRA Staff have posted your permit on your property (usually on a tree visible from the street (this doesn't hurt the tree), you may proceed with your project.

Approximately every two (2) weeks, just before the 1st and 3rd Wednesday meeting, a member of the ARC team will come by to check the progress and to ensure that the permit is being followed as approved.

Important

Any deviation from the original approved permit **MUST** be approved, in writing, before performing work on the deviation. This means it being considered at a regular scheduled ARC meeting. This likely will cause a delay in your project.

Very Important

- **DO NOT** begin any work on your proposed project until your application has been approved, you have paid your permit fee, and the permit has been posted on your property by SWRA staff.
- Not following these rules may result in:
 - Fines
 - Your permit being revoked, and you being required to remove any unauthorized work.



Types of Permits

- Emergency
- No-Cost Repair
- Small Project (less than \$25,000)
- Medium Project (over \$25,000)
- Residential/Single Family or Multi-Unit Single Family
- New Multifamily Construction (such as Condos, Villas, Townhouses, and Garages)
- New Commercial Construction (such as Hotel, Restaurant, or Marina)
- Infrastructure



Visit the SWRA website
stillwatersra.com

Building Permits

For the Complete list of:

- Permits,
- Descriptions,
- Requirements,
- Forms, and
- Instructions.



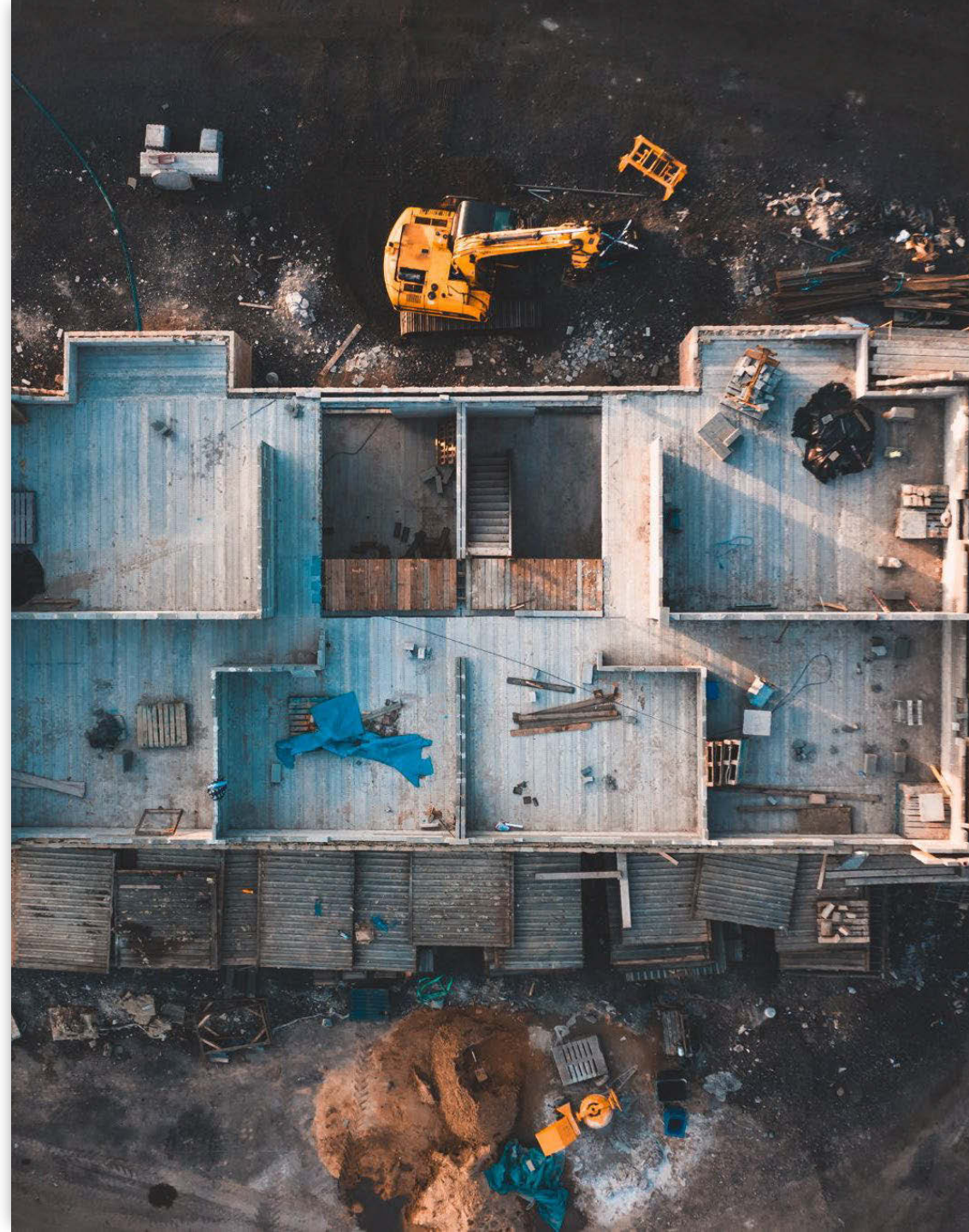
Wrapping Up

Congratulations You Are Finished

When you are finished with your project a member of the ARC will make a final inspection, and

IF

- All construction is done,
- The site has been cleaned up of all construction debris,
- Dumpsters or other trash containers removed, and
- If this project requires a “Certificate of Occupancy” issued by Tallapoosa County and you have delivered a copy of that to the SWRA office.
 - Your permit will be closed
 - Your security deposit (if one was required) returned either in total or the remaining balance if you had fines levied against the project.
 - SWRA staff will remove the permit from your property. **Please do not do this yourself!**





Congratulations!

**And
Thank You!**

The SWRA ARC