



The following are the minimum submittal requirements on a “Change of Use” occupancy where NO REMODEL work is proposed. For a “Change of Use” where remodel work is being done, please refer to our Remodel Submittal Requirements. Plan reviews expire after one year from date of application.

## 1. Commercial Building Application

The Application must be completely filled out. Incomplete applications are not accepted.

### Address

- State the actual address of the project including suite number and building number if applicable
- If an address has not been established, you must first contact Address Management Services:  
Phone: (512) 974-2797  
Email: [addressing@austintexas.gov](mailto:addressing@austintexas.gov)  
Web: <http://www.austintexas.gov/department/911-addressing>

### Approved Site Plan

- Site Plan Case number and expiration date  
—OR— Exemption number, if submitting an Approved Site Plan Determination/Exemption form
- Current Use (as per last legal Certificate of Occupancy) and Proposed Use as per definitions of the City of Austin’s Land Development Code must be filled in

### Description of Work

- “Change of use from (current use) to (proposed use)”
- Clearly describe the scope of work

### Mailing Address

- Owner’s name and phone number
- The permittee or authorized agent for the project – please note that only this person will be contacted for Review Comments and miscellaneous. This should include name, number and email address

### Commercial Building Application Checklist

- Verify that the required items are included for the project
- If incomplete, additional fees may apply

## 2. Building Plans

### Floor Plan

- Scaled or dimensional plans are required for submittal.
- Complete floor layout showing restrooms and exits. Showing space in context of building. (**key floor plan**)
- Complete floor layout drawn to scale
- Identify the use of each room
- Show all doors and windows

- Show the complete exiting system
- State the occupancy classification of the adjoining suites
- Show accessible route information from parking to the front door

### Site Plan

- Please reference the approved Site Plan/Site Plan Correction number on the Commercial Building Application.
- If a Site Development Determination/Exemption form was approved by the Development Assistance Center, then the following must be provided:
  - Approved Site Development Determination/Exemption form
  - Site plat or survey plan showing:
    - Size and shape of the lot
    - Identify the property lines with dimensions
    - Show all buildings and structures
    - Provide the distances between the buildings/structures and to the property lines
    - Show the streets and alleys
    - Indicate the North direction
    - Show the parking spaces (standard and accessible)
    - Show all utilities
    - Provide accessible routes including ramps and parking as required by TAS

### **3. Fees**

Please see Site Plan Review fees at [www.austintexas.gov/dsdfees](http://www.austintexas.gov/dsdfees).

- A minimum Plan Review Fee is required with submittal of plans
- Any required item not included in the submittal will be charged an additional Update Fee

Hours of Operation: Please see Service Center (formerly Permit Center) at [www.austintexas.gov/page/development-services-hours-operation](http://www.austintexas.gov/page/development-services-hours-operation).