



Residential Volume Builder Program Building Permit Application

Building Permit Application

DevelopmentATX.com | Phone: 311 (or 512 974 2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

Section 1: Volume Builder Program Eligibility

Provide Master Review Application Case number and Volume Builder ID:

PR# _____

Volume Builder ID: _____

*Applicant must have an **active registration** with the **Volume Builder Program**.*

Subdivision, Section and Phase must be approved by the Volume Builder Program prior to submitting applications for permit through the Volume Builder Program. Do not use this form for permit applications in excluded lots or model homes

Section 2: Property Information

Project Address: _____

Legal Description: _____

Zoning District: _____

Fees from Escrow? Yes No

Escrow Account Row ID: _____

Lot Size (in square feet): _____

Section 3: Required Reviews

Is this project participating in S.M.A.R.T. Housing? Yes No

If yes, attach signed certification letter from NHCD, and signed conditional approval letter from Austin Energy Green Building

Does project have a Green Building requirement? Yes No

If yes, attach signed conditional approval letter from Austin Energy Green Building

Does this site have or will it have an auxiliary water source? Yes No

If yes, submit approved auxiliary and potable plumbing plans. (Auxiliary water supplies are wells, rainwater harvesting, river water, lake water, reclaimed water, etc.)

Are there existing water/wastewater infrastructure, appurtenances or existing water/wastewater easements located on site? Yes No

If yes, contact Austin Water Utility Pipeline Engineering for review and approval

Section 3 Continued: Required Reviews

Does the structure exceed 3,600 sq. ft. total under roof? Yes No

Is this property within 200 feet of a hazardous pipeline? Yes No

If yes, Fire review is required

Is this site within an Airport Overlay Zone? Yes No

If yes, approval through Aviation is required.

Is this site located within an Erosion Hazard Zone? Yes No

If yes, EHZ review is required.

Is this property within 100 feet of the 100 year floodplain? Yes No

Proximity to floodplain may require additional review time.

Is there a protected sized tree on this lot or adjacent lot(s)? Yes No

If yes, application for a tree permit with the [City Arborist](#) is required Note: Include tree location(s) on plot plan

Section 4: Description of Work

Is Total New or Added Building area >5000 Sq. Ft? Yes No

If yes, construction material recycling is required per LDC 25-11-39

Number of Bedrooms: _____

Number of Bathrooms: _____

Project Description: _____

Note: Please provide thorough description of project. Attach additional pages as necessary

Section 5: Building Area

Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.

| Area Description | Building #1 Sq. Ft. | Building #2 Sq. Ft. (if applicable) |
|---|---------------------|--|
| a) 1 st floor-conditioned area | | |
| b) 2 nd floor-conditioned area | | |
| c) 3 rd floor-conditioned area | | |
| d) Basement, Habitable Attic | | |
| e) Covered parking (garage or carport) | | |
| f) Covered patio, deck or porch | | |
| g) Uncovered wood deck, roof deck | | |
| h) Balcony | | |
| i) Other covered or roofed areas | | |
| Total Building Area (add all, a through i) | | |

Section 6: Job Valuation

Total Job Valuation: \$ _____

Note: Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.

Principal Structure: \$ _____

Accessory Structure: \$ _____

Section 7: Site Development Information

Building Coverage Information (LDC 25-1-21)

- Total Building Coverage in Square Feet: _____
- Percentage of Lot Size: _____

Impervious Coverage Information (LDC 25-1-21)

- Total Impervious Cover in Square Feet: _____
- Percentage of Lot Size: _____

Height Information (LDC 25-1-21)

- Building Height in Feet and Inches: _____
- Number of Floors: _____

Parking (LDC 25-6 Appendix A & 25-6-478)

- Number of Parking Spaces Required: _____
- Number of Parking Spaces Provided: _____

Right-of-Way Information

Is a public sidewalk required to be installed for this property? Yes No

- Width of approach (measure at property line): _____ ft
- Distance from intersection (for corner lots only): _____ ft

Are storm sewer inlets located within ten (10) feet of the end of any proposed driveway?

(New driveways within ten (10) feet of an inlet will require additional review) Yes No

Section 8: Contact Information

- General Contractor: _____
- Contractor Address: _____
- Contractor Phone: _____
- Contractor Email Address: _____
- Applicant: _____
- Applicant Address: _____
- Applicant Phone: _____
- Applicant Email Address: _____

Section 9: Authorization

- I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.
- I further understand that no portion of any roof structure may overhang in any public utility or drainage easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction. Water services, meters, and wastewater cleanouts are not permitted within or beneath driveways or sidewalks. Private plumbing appurtenances will not be located in public right-of-way or public easements. Private plumbing lines will not cross lot lines.
- I agree that this application is good for twelve (12) months after the date it is filed, and will expire if not approved for compliance within that time frame. If the application expires, a new submittal will be required and compliance with current code may be required.**
- I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate. I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.
- As owner or authorized agent, my signature authorizes staff to visit and inspect the property for which this application is being submitted. I understand that without consent the review process may be delayed.
- I also understand that if there is a septic system located on the property, I am required to complete an On-site Sewage Facility (a.k.a. an OSSF or septic system) application by contacting Austin Water at (512) 972-0050 or ossf@austintexas.gov. This initiates the septic system permitting requirement needed to proceed with the development review process.
- Erosion and Sedimentation Controls are required per Section 25-8-181 of the LDC. **Failure to comply with this requirement may result in a Stop Work Order and/or legal action by the City of Austin including criminal charges and fines of up to \$2,000.00 per day.**
- I have checked for any property-specific information that may affect the review and/or construction of this project, including but not limited to: any subdivision notes, deed restrictions, restrictive covenants, zoning conditional overlays, and/or other requirements specific to

proposed development on this property (collectively, the “Property Information”), located at:

_____.

- I understand that the review of this project by the City of Austin will not include a review of any private restrictive covenants or deed restrictions that may apply to this property.
- I am responsible for any conflicts between the Property Information and the request submitted to the City of Austin. I further acknowledge that I understand the implications of use and/or development restrictions that are a result of the Property Information. Additionally, I understand that the issuance of a City permit for this project does not affect the enforceability of any private restrictive covenants applicable to the property.
- I understand that if requested I must provide copies of any and all of the Property Information that may apply to this property.
- I am authorized by the record owner to act as the agent/applicant and to apply for and acquire a permit on behalf of the record owner.

Signing this form verifies that the information provided is deemed accurate and complete based on available records. The customer may be held responsible for costs associated to corrections due to invalid information provided.

Applicant’s Signature: _____ Date: _____

Section 10: Application Process

All applications must be submitted through the [Austin Build + Connect website](#). If an account is needed, please see the Online Permit Application & Payment User Manual under the Web Help section at the following website:

<https://abc.austintexas.gov/web/permit/index>

The following information must be uploaded as part of the submittal process:

A. Supporting documents:

1. Complete this Residential Volume Builder Program Building Permit Application
2. [Austin Energy Building Service Planning Application \(BSPA\) form](#)
3. Approved Zoning Review Sheet
4. SMART Housing Letter (if applicable)
5. Austin Energy Green Building Letter (if applicable)

B. Construction drawings:

1. Collated Architectural and Structural drawings with a 2.5”x0.5” blank area near the bottom right hand corner for city approval stamp.
2. File name shall include Plan Number-Plan Name; Elevation A or B or C; Swing L or R-Plan.

C. Note to applicant:

1. Applications received after 12 p.m. will be processed on the next business day.
2. All attached drawings are required to be in vector PDF form and are limited to 20 MB in size. Scanned plan files saved as a PDF are not acceptable. Flipped or mirrored construction plans will not be accepted for review.