



## MEMORANDUM

**TO:** Mayor and City Council Members

**FROM:** J. Rodney Gonzales, Director  
Development Services Department

**DATE:** April 5, 2018

**SUBJECT:** Response to Family Homestead Initiative Resolution No. 20171109-048

At the November 9, 2017 Council meeting, Council adopted Resolution No. 20171109-048 which directed the establishment of a Family Homestead Initiative. As part of the Family Homestead Initiative, Council directed the creation of a proposal to do the following:

- Streamline or scale systems for smaller residential projects, including a potential separate track or team focusing on Family Homestead Initiatives;
- Create written guidance for the requirements and fees related to expanding or remodeling a single-family structure or constructing a secondary dwelling unit;
- Explore options to address the permitting determinations that are made in error related to expanding or remodeling single-family structures or constructing secondary dwelling units; and
- Explore options where the written guidance controls in the event of a conflict in the permitting process.

Attached is the Development Services Department response to the Council resolution which includes proposals for the Family Homestead Initiative. A future work session presentation will be scheduled to present the proposals to Council as requested by the Council resolution. If you have further questions or need additional information, please contact me at (512) 974-2313.

**cc:** Spencer Cronk, City Manager  
Joe Pantaloni, Interim Assistant City Manager

# Report on the Family Homestead Initiative

Development Services Department  
Response to Council Resolution  
No. 20171109-048

April 5, 2018

[This page left blank intentionally.]

# Table of Contents

|  |    |
|--|----|
| Executive Summary  | 1  |
| Section 1.0 Family Homestead Initiative - Data Request                       | 3  |
| 1.1 Land Development Code (LDC) and Criteria Manual Requirements             | 3  |
| 1.2 Fees Associated with Expanding or Remodeling a Residential Structure     | 8  |
| 1.3 Permit and Fee Collection Data   | 8  |
| Section 2.0 Family Homestead Initiative - Previous Actions and New Proposals | 13 |
| 2.1 Current and Proposed Actions to Streamline/Scale Systems                 | 13 |
| 2.2 Written Guidance for Permitting Requirements and Fees                    | 28 |
| 2.3 Code Provisions Relating to Permitting Determinations Made in Error      | 30 |
| 2.4 Written Guidance in the Event of a Conflict in the Permitting Process    | 32 |
| Section 3.0 Next Steps   | 33 |
| 3.1 New Proposals to be Presented to City Council                            | 33 |
| Section 4.0 Regulations  |    |
| Section 5.0 Fees   |    |

---

[This page left blank intentionally.]

## Executive Summary

On November 9, 2017, the Austin City Council adopted Resolution No. 20171109-048 directing the establishment of a Family Home Initiative. Specifically, the resolution directed the following:

1. City Manager to establish a Family Homestead Initiative which will identify the following:
  - 1.1 All Land Development Code and Criteria Manual requirements that are related to expanding or remodeling a residential structure with three or fewer dwelling units or constructing a secondary dwelling unit; and
  - 1.2 All fees associated with expanding or remodeling a residential structure with three or fewer dwelling units or constructing a secondary dwelling unit.
  - 1.3 This should include:
    - a. A list of the most common permits applied for by homeowners; and
    - b. How many of each permit is received annually by the City; and
    - c. Fees associated with those permit requests.
2. The Family Homestead Initiative is to include the creation of a proposal to:
  - 2.1 Streamline or scale systems for smaller residential projects, including a potential separate track or team focusing on Family Homestead Initiatives;
  - 2.2 Create written guidance for the requirements and fees related to expanding or remodeling a single-family structure or constructing a secondary dwelling unit; and
  - 2.3 Explore options to address permitting determinations that are made in error related to expanding or remodeling single-family structures or constructing secondary dwelling units; and
  - 2.4 Explore options where the written guidance controls in the event of a conflict in the permitting process.
3. Present a preliminary proposal at a Council work session before February 2, 2018, including:
  - 3.1 Next steps and actions that could be included in the CodeNEXT approval process.

This report provides responses to Council direction in Resolution No. 20171109-048.

[This page left blank intentionally.]

## Section 1.0 Family Homestead Initiative – Data Request

### 1.1 LAND DEVELOPMENT CODE (LDC) AND CRITERIA MANUAL REQUIREMENTS

Council requested a listing of all the Land Development Code (LDC) and Criteria Manual requirements that are related to expanding or remodeling a residential structure with three or fewer dwelling units or constructing a secondary dwelling unit.

#### Residential Projects that Contain Three (3) or More Units

For buildings that contain three (3) or more dwelling units, a more extensive site plan is required in addition to the building plan. Mostly all chapters and sections of Title 25 of the LDC apply to residential projects containing three (3) or fewer dwelling units. Title 25 chapters that apply to three (3) or more dwelling units include the following:

- Chapter 25-1 General Requirements and Procedures
- Chapter 25-2 Zoning
- Chapter 25-3 Traditional Neighborhood District
- Chapter 25-4 Subdivision
- Chapter 25-5 Site Plans
- Chapter 25-6 Transportation
- Chapter 25-7 Drainage
- Chapter 25-8 Environment
- Chapter 25-9 Water and Wastewater
- Chapter 25-11 Building, Demolition, and Relocation Permits; Special Requirements for Historic Structures
- Chapter 25-12 Technical Codes

With regard to residential projects that contain three (3) or more units, the following technical criteria manuals apply:

- Drainage Criteria Manual
- Environmental Criteria Manual
- Standards Specifications Manual
- Transportation Criteria Manual
- Utilities Criteria Manual



### Residential Projects that Contain Two (2) or Less Units

For buildings that contain two (2) or fewer dwelling units, a site plan is not required. However, certain chapters/sections of Title 25 of the LDC will apply. These chapters/sections include the following:

#### LDC Chapter 25-1 General Requirements and Procedures

| Section/Description   |
|---|
| <u>25-1-21 Definitions</u><br>- <u>"Standard Lot", 5750 square feet</u>   |
| <u>25-1-22 Measurements</u><br>- <u>Minimum lot area (5750 square feet), flag lots</u>  |
| <u>25-1-23 Impervious Cover Measurement</u><br>- <u>Impervious materials (45% max)</u>  |
| <u>25-1-61 Order of Process</u><br>- <u>Concurrent submittal (subdivision and building permit)</u>  |
| <u>25-1-365 Exemption from Compliance</u><br>- <u>"Amnesty Certificate of Occupancy"; illegal ADUs and duplexes created prior to 1986</u> |

## Executive Summary

On November 9, 2017, the Austin City Council adopted Resolution No. 20171109-048 directing the establishment of a Family Home Initiative. Specifically, the resolution directed the following:

1. City Manager to establish a Family Homestead Initiative which will identify the following:
  - 1.1 All Land Development Code and Criteria Manual requirements that are related to expanding or remodeling a residential structure with three or fewer dwelling units or constructing a secondary dwelling unit; and
  - 1.2 All fees associated with expanding or remodeling a residential structure with three or fewer dwelling units or constructing a secondary dwelling unit.
  - 1.3 This should include:
    - a. A list of the most common permits applied for by homeowners; and
    - b. How many of each permit is received annually by the City; and
    - c. Fees associated with those permit requests.
2. The Family Homestead Initiative is to include the creation of a proposal to:
  - 2.1 Streamline or scale systems for smaller residential projects, including a potential separate track or team focusing on Family Homestead Initiatives;
  - 2.2 Create written guidance for the requirements and fees related to expanding or remodeling a single-family structure or constructing a secondary dwelling unit; and
  - 2.3 Explore options to address permitting determinations that are made in error related to expanding or remodeling single-family structures or constructing secondary dwelling units; and
  - 2.4 Explore options where the written guidance controls in the event of a conflict in the permitting process.
3. Present a preliminary proposal at a Council work session before February 2, 2018, including:
  - 3.1 Next steps and actions that could be included in the CodeNEXT approval process.

This report provides responses to Council direction in Resolution No. 20171109-048.

[This page left blank intentionally.]

## Section 1.0 Family Homestead Initiative – Data Request

### 1.1 LAND DEVELOPMENT CODE (LDC) AND CRITERIA MANUAL REQUIREMENTS

Council requested a listing of all the Land Development Code (LDC) and Criteria Manual requirements that are related to expanding or remodeling a residential structure with three or fewer dwelling units or constructing a secondary dwelling unit.

#### Residential Projects that Contain Three (3) or More Units

For buildings that contain three (3) or more dwelling units, a more extensive site plan is required in addition to the building plan. Mostly all chapters and sections of Title 25 of the LDC apply to residential projects containing three (3) or fewer dwelling units. Title 25 chapters that apply to three (3) or more dwelling units include the following:

- Chapter 25-1 General Requirements and Procedures
- Chapter 25-2 Zoning
- Chapter 25-3 Traditional Neighborhood District
- Chapter 25-4 Subdivision
- Chapter 25-5 Site Plans
- Chapter 25-6 Transportation
- Chapter 25-7 Drainage
- Chapter 25-8 Environment
- Chapter 25-9 Water and Wastewater
- Chapter 25-11 Building, Demolition, and Relocation Permits; Special Requirements for Historic Structures
- Chapter 25-12 Technical Codes

With regard to residential projects that contain three (3) or more units, the following technical criteria manuals apply:

- Drainage Criteria Manual
- Environmental Criteria Manual
- Standards Specifications Manual
- Transportation Criteria Manual
- Utilities Criteria Manual

### Residential Projects that Contain Two (2) or Less Units

For buildings that contain two (2) or fewer dwelling units, a site plan is not required. However, certain chapters/sections of Title 25 of the LDC will apply. These chapters/sections include the following:

#### LDC Chapter 25-1 General Requirements and Procedures

| Section/Description   |
|---|
| <u>25-1-21 Definitions</u><br>- <u>"Standard Lot", 5750 square feet</u>   |
| <u>25-1-22 Measurements</u><br>- <u>Minimum lot area (5750 square feet), flag lots</u>  |
| <u>25-1-23 Impervious Cover Measurement</u><br>- <u>Impervious materials (45% max)</u>  |
| <u>25-1-61 Order of Process</u><br>- <u>Concurrent submittal (subdivision and building permit)</u>  |
| <u>25-1-365 Exemption from Compliance</u><br>- <u>"Amnesty Certificate of Occupancy"; illegal ADUs and duplexes created prior to 1986</u> |

## LDC Chapter 25-2 Zoning

---

### Section/Description

---

#### 25-2-3 Residential Uses Described

- Land Use definitions of single-family residential, duplex residential, and two-family residential (often referred to as an "ADU")

---

#### 25-2 Subchapter A Article 2 Division 2

- Zoning District designations (LA, RR, SF-1, SF-2, SF-3, SF-4A, SF-5, SF-6)

---

#### 25-2-164 Conditional Overlay (CO) Combining District Purpose

- Conditional Overlays (added to zoning ordinances)

---

#### 25-2-173 Neighborhood Conservation Combining District Purpose

- "NCCDs"; Hyde Park, North University, Fairview (Travis Heights), E 11<sup>th</sup>, E 12<sup>th</sup>

---

#### 25-2 Subchapter B Article 2 Division 2

- Zoning ordinances with conditional overlays (CO)

---

#### 25-2 Subchapter B Article 2 Division 4

- Neighborhood Conservation Combining Districts (NCCDs)

---

#### 25-2-491 Permitted, Conditional, and Prohibited Uses

- Permitted Uses Chart

---

#### 25-2-492 Site Development Regulations

- Lot size, width, building coverage, impervious cover, height, etc.

---

#### 25-2-511 Dwelling Unit Occupancy Limit

- Residential use occupancy limitations

---

#### 25-2-515 Rear Yard of Through Lot

- Rear yard setback equal to front yard setback for through lots

---

#### 25-2-516 Development Near a Hazardous Pipeline

- Limitations on construction within a hazardous pipeline area

---

#### 25-2-555 Family Residence (SF-3) District Regulations

- Rear yard setback reduction for non-dwellings; duplex regulations

---

#### 25-2-773 Duplex Residential Use

- Duplex-specific regulations (common wall, number of stories, porches, minimum lot size, etc.)

---

#### 25-2-774 Two-family Residential Use

- ADU specific regulations (gross floor area, number of stories, distance from primary structure, etc.)

---

#### 25-2-778 Front Yard Setback for Certain Residential Uses

- Front yard setback averaging provisions

---

#### 25-2-893 Accessory Uses for a Principal Residential Use

- Guest houses, accessory dwellings for employees

---

#### 25-2-901 Accessory Apartments

- Allowance for a 2<sup>nd</sup> dwelling in any residential district under certain circumstances

---

#### 25-2 Subchapter D Article 4

- "Secondary Apartment Special Use"; largely mimics "two-family residential use" regulations

---

#### 25-2-1603 Impervious Cover and Parking Placement Restrictions

- Front yard impervious cover regulations

---

#### 25-2-1604 Garage Placement

- Regulations related to location and placement of carports and garages

---

#### 25-2 Subchapter F

- "McMansion" ordinance; limitations on FAR, rear yard setbacks, height, etc.
-

## LDC Chapter 25-6 Transportation

---

### Section/Description

---

#### 25-6-353 Sidewalk Installation with Building or Relocation Permit

- "sidewalk ordinance"; public sidewalk installation required for "new building"

---

#### 25-6 Appendix A

- Parking table; quarter-mile provision for reduction in parking
- 

## LDC Chapter 25-7 Drainage

---

### Section/Description

---

#### 25-7-32 Director Authorized to Require Erosion Hazard Zone Analysis

- Erosion Hazard Zone review

---

#### 25-7-92 Encroachment on Floodplain Prohibited

- Floodplain Review

---

#### 25-7-93 General Exceptions

- Exception not applicable to "two-family residential" use
- 

## LDC Chapter 25-8 Environment

---

### Section/Description

---

#### 25-8-63 Impervious Cover Calculations

- Impervious materials

---

#### 25-8-181 Erosion and Sedimentation Control

- Silt fencing required on site

---

#### 25-8-341 Cut Requirements

- 4 foot limitation on cuts on a tract of land

---

#### 25-8-342 Fill Requirements

- 4 foot fill limitation on fill on a tract of land

---

#### 25-8 Subchapter B

- Tree regulations
-

## LDC Chapter 25-11 Building, Demolition, and Relocation Permits; Special Requirements for Historic Districts

| Section/Description   |
|---|
| <u>25-11-2 Historic Landmarks</u>   |
| - <u>Historic Review and Historic Landmark Commission</u>   |
| <u>25-11-37 Demolition Permit Requirement</u>   |
| - <u>Total and Partial Demolition Application paperwork</u>   |
| <u>25-11-213 Building, Demolition, and Relocation Permits and Certificates of Appropriateness to Certain Buildings, Structures or Sites</u> |
| - <u>Historic Review</u>  |

## LDC Chapter 25-12 Technical Codes

| Section/Description  | 2 or Less Units | 3 or More Units |
|--|-----------------|-----------------|
| <u>25-12 Article 1</u>   |                 | ✓               |
| - <u>International Building Code (includes Flood Plain review for structure)</u>   |                 |                 |
| <u>25-12 Article 4</u>   |                 | ✓               |
| - <u>National Electrical Code</u>  |                 |                 |
| <u>25-12 Article 5</u>   |                 | ✓               |
| - <u>Uniform Mechanical Code</u>   |                 |                 |
| <u>25-12 Article 6</u>   | ✓               | ✓               |
| - <u>Uniform Plumbing Code</u>   |                 |                 |
| <u>25-12 Article 7</u>   |                 | ✓               |
| - <u>International Fire Code</u>   |                 |                 |
| <u>25-12 Article 9</u>   | ✓               | ✓               |
| - <u>International Property Maintenance Code</u>   |                 |                 |
| <u>25-12 Article 10</u>  |                 | ✓               |
| - <u>International Existing Building Code</u>  |                 |                 |
| <u>25-12 Article 11</u>  | ✓               |                 |
| - <u>International Residential Code (includes Flood Plain review for structure)</u>  |                 |                 |
| <u>25-12-243 Local Amendments to the International Residential Code (IRC)</u>  |                 |                 |
| - <u>"Visitability Ordinance"; required for all new dwellings</u>  | ✓               |                 |
| - <u>Note: The Visitability Ordinance applies to 3 or more units by virtue of the LDC, this ordinance was added as an amendment to the IRC</u> |                 |                 |
| <u>25-12 Article 12</u>  | ✓               | ✓               |
| - <u>International Energy Conservation Code</u>  |                 |                 |

Section 4 of this report contains more specific citations of the LDC and Criteria Manuals as they apply to site plans and residential building plans. The checklists shown in Section 4 are posted to the Development Services Department (DSD) website to assist customers with understanding the various regulations that apply to building construction and site development.



## **1.2 FEES ASSOCIATED WITH EXPANDING OR REMODELING A RESIDENTIAL STRUCTURE**

Council requested a list of all fees associated with expanding or remodeling a residential structure with three or fewer dwelling units or constructing a secondary dwelling. The fee tables listed in Section 5 indicate the various fees associated with expanding or remodeling a residential structure. As described previously, the degree of requirements varies between two or fewer dwelling unit residential structures (including secondary dwelling units) and three or more dwelling unit residential structures.

## **1.3 PERMIT AND FEE COLLECTION DATA**

Council requested a list of the most common permits applied for by homeowners, how many of each permit is received annually, and the fees associated with those permit requests. Data is not collected by applicant type, such as homeowner, agent, contractor, developer, etc. For this reason, permits applied for by "homeowners" cannot be provided. However, by excluding new home construction, staff is able to provide permit and fee data for projects tied to existing homes. This information can be found in Tables A and B for plan reviews/building permits and trade permits for five (5) full fiscal years and partial data for the current Fiscal Year 2017/18.

The following table represents the number of plan reviews/building permit applications by common permit type for existing homes. This same information is within Table A except that it excludes total amount of fees collected and includes a description of the permit categories and project types.

Counts of Plan Reviews by Common Permit Categories/Type for Existing Homes (FY 2017/18 Partial Year)

| Common Permit Categories/Type   | FY<br>2012/13 | FY<br>2013/14 | FY<br>2014/15 | FY<br>2015/16 | FY<br>2016/17 | FY<br>2017/18 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>R-102 Secondary Apartment (New)</b>  |               |               |               |               |               |               |
| - This category includes accessory dwelling unit projects.  | 45            | 59            | 64            | 112           | 176           | 28            |
| <b>R-329 Residential Structures Other than Building (New)</b>   |               |               |               |               |               |               |
| - Permitted projects within this category can include a swimming pool, spa, pergola, open cabana, free standing patio cover, or deck.   | 396           | 390           | 376           | 406           | 493           | 105           |
| <b>R-330 Accessory Use to Primary (New)</b>   |               |               |               |               |               |               |
| - Permitted projects within this category can include a storage building, shed, guest house, home office, studio, or pool house.  | 84            | 71            | 102           | 56            | 100           | 29            |
| <b>R-434 Addition &amp; Alterations (Addition)</b>  |               |               |               |               |               |               |
| - This category of permits is for the addition of square footage to the building. However, if remodeling of the existing building is part of the project, then the "Addition and Remodel" category applies.   |               |               |               |               |               |               |
| - Permitted projects within this category can include a garage/carport/patio conversion, an attached deck or balcony, an attached patio cover or screened porch, the addition of another floor, and an attached bedroom, kitchen, bathroom, office, sunroom, or closet.                                   | 474           | 408           | 286           | 10            | 59            | 29            |
| <b>R-434 Addition &amp; Alterations (Addition and Remodel)</b>  |               |               |               |               |               |               |
| - This category of permits is for the addition of square footage to the building in addition to remodeling the existing building.   |               |               |               |               |               |               |
| - Permitted projects within this category can include a garage/carport/patio conversion, or an interior remodel.  | 677           | 739           | 1,155         | 1,633         | 1,649         | 335           |
| <b>R-435 Renovations/Remodel (Remodel)</b>  |               |               |               |               |               |               |
| - Permitted projects within this category can include a fence, a change of use for a sales office to a garage (typical project for production builders of new subdivisions), or an amnesty Certificate of Occupancy.  | 1,352         | 914           | 572           | 370           | 156           | 26            |
| <b>R-435 Renovations/Remodel (Repair)</b>   |               |               |               |               |               |               |
| - Permitted projects within this category can include replacing windows and/or exterior doors (same size/location), adding/removing siding or brick, repairing a foundation (not increasing impervious cover), removing/replacing drywall (in excess of 64 square feet), and adding/replacing insulation. | 2,343         | 3,024         | 3,773         | 3,825         | 3,703         | 998           |
| <b>R-438 Residential Garage/Carport Addition (New)</b>  |               |               |               |               |               |               |
| - Permitted projects within this category can include a detached garage or carport.   | 25            | 29            | 34            | 23            | 29            | 4             |

Staff further researched the specific permit applications to provide Council a listing of the most common permit types and a comparison of the fees from FY 2016/17 to FY 2017/18. The table below provides the most common types of permits requested for existing homes and the associated fees.

#### Fees for Common Residential Permits

| Residential Permit Types<br>(Includes Plan Review and Inspection Fees Only)  | FY 2016/17<br>Fee | FY 2017/18<br>Fee | Increase/<br>(Decrease) |
|--|-------------------|-------------------|-------------------------|
| Addition (typically 1,000 square feet)   | \$928             | \$1,524           | \$596                   |
| Swimming Pool (Up to 1,000 square feet)  | \$844             | \$1,426           | \$582                   |
| Express Permit, not Including Trade Permits/Inspections<br>- Trade Permits include specialized work like changes to electrical wiring, plumbing, or heating and cooling. | \$214             | \$118             | (\$96)                  |
| Express Permit, including Trade Permits/Inspections  | \$639             | \$756             | \$117                   |

For FY 2017/18, DSD's proposed fee structure separated out certain residential plan reviews that require less staff time. Previously, all residential plan review fees did not make this distinction and were based on estimated construction costs. For residential plan reviews that take 30 minutes or less staff time, the new fee category of "Small Projects" was created for four permit types. The result is that the plan review fee for these permit types has decreased.

#### Fees for Common Homeowner Projects Now Classified as Small Project Permits

| Small Project Permits<br>(Includes Plan Review and Inspection Fees Only)   | FY 2016/17<br>Fee | FY 2017/18<br>Fee | Increase/<br>(Decrease) |
|--|-------------------|-------------------|-------------------------|
| Fence (8 feet or taller)<br>- Note: The recently adopted modification to the Building Code increased the height of fences that are exempted from requiring a permit. Previously, the exemption was for fences under 7 feet tall. The height was raised to 8 feet tall meaning that the majority of fence construction is now exempt from requiring a permit. | \$564             | \$373             | (\$191)                 |
| Interior Remodel   | \$1,453           | \$1,012           | (\$441)                 |
| Garage/Carport/Porch Conversion (typically less than 1,000 square feet)<br>- Note: This fee increased because of the increase in inspections fees.   | \$886             | \$1,012           | \$126                   |
| Amnesty Certificate of Occupancy<br>- Note: Used in instances where an existing building does not have a certificate of occupancy but the current use existed on or before March 1, 1986 and the zoning district allowed that use at the time.   | \$564             | \$373             | (\$191)                 |

Table A: Plan Reviews & Building Permits for Existing Homes (Note: FY 2017/18 is a partial year)

| Subtype/ Work Description                     | FY 2012/13                      |                  | FY 2013/14                      |                  | FY 2014/15                      |                  | FY 2015/16                      |                   | FY 2016/17                      |                   | FY 2017/18                      |                  |
|---|---------------------------------|------------------|---------------------------------|------------------|---------------------------------|------------------|---------------------------------|-------------------|---------------------------------|-------------------|---------------------------------|------------------|
|   | Plan Reviews & Building Permits | Payments         | Plan Reviews & Building Permits | Payments         | Plan Reviews & Building Permits | Payments         | Plan Reviews & Building Permits | Payments          | Plan Reviews & Building Permits | Payments          | Plan Reviews & Building Permits | Payments         |
| <b>ADUs (R- 102 Secondary Apartment)</b>      |                                 |                  |                                 |                  |                                 |                  |                                 |                   |                                 |                   |                                 |                  |
| New   | 45                              | 89,709           | 59                              | 328,167          | 64                              | 286,185          | 112                             | 645,028           | 176                             | 812,644           | 28                              | 136,257          |
| <b>R- 329 Res Structures Other Than Bldg</b>  |                                 |                  |                                 |                  |                                 |                  |                                 |                   |                                 |                   |                                 |                  |
| Addition                                      | 1                               | -                | -                               | -                | -                               | -                | -                               | -                 | -                               | -                 | -                               | -                |
| New   | 396                             | 213,431          | 390                             | 637,703          | 376                             | 610,447          | 406                             | 911,881           | 493                             | 1,051,668         | 105                             | 324,512          |
| <b>R- 330 Accessory Use to Primary</b>        |                                 |                  |                                 |                  |                                 |                  |                                 |                   |                                 |                   |                                 |                  |
| New   | 84                              | 71,398           | 71                              | 182,402          | 102                             | 252,961          | 56                              | 207,796           | 100                             | 270,107           | 29                              | 91,161           |
| Remodel                                       | -                               | -                | -                               | -                | 1                               | 711              | -                               | -                 | -                               | -                 | -                               | -                |
| <b>R- 434 Addition &amp; Alterations</b>      |                                 |                  |                                 |                  |                                 |                  |                                 |                   |                                 |                   |                                 |                  |
| Addition                                      | 474                             | 334,702          | 408                             | 609,306          | 286                             | 465,157          | 10                              | 28,374            | 59                              | 164,751           | 29                              | 126,997          |
| Addition and Remodel                          | 677                             | 1,649,950        | 739                             | 3,533,197        | 1,155                           | 4,991,353        | 1,633                           | 8,681,658         | 1,649                           | 7,040,906         | 335                             | 1,253,019        |
| Repair  | -                               | -                | 1                               | -                | -                               | -                | -                               | -                 | -                               | -                 | -                               | -                |
| <b>R- 435 Renovations/Remodel</b>             |                                 |                  |                                 |                  |                                 |                  |                                 |                   |                                 |                   |                                 |                  |
| Addition and Remodel                          | 1                               | 2,477            | -                               | -                | -                               | -                | -                               | -                 | -                               | -                 | -                               | -                |
| Remodel                                       | 1,352                           | 925,909          | 914                             | 1,337,269        | 572                             | 1,088,672        | 370                             | 218,939           | 156                             | 141,888           | 26                              | 52,055           |
| Repair  | 2,343                           | 320,582          | 3,024                           | 542,642          | 3,773                           | 810,611          | 3,825                           | 1,523,541         | 3,703                           | 1,926,293         | 998                             | 198,499          |
| <b>R- 438 Residential Garage/Carport Addn</b> |                                 |                  |                                 |                  |                                 |                  |                                 |                   |                                 |                   |                                 |                  |
| Addition                                      | 2                               | 453              | -                               | -                | 2                               | 1,810            | -                               | -                 | 1                               | 1,606             | -                               | -                |
| Addition and Remodel                          | 1                               | 173              | 2                               | 3,869            | -                               | -                | -                               | -                 | -                               | -                 | -                               | -                |
| New   | 25                              | 9,234            | 29                              | 51,103           | 34                              | 38,338           | 23                              | 40,786            | 29                              | 38,994            | 4                               | 3,878            |
| <b>R- 645 Demolition One Family Homes</b>     |                                 |                  |                                 |                  |                                 |                  |                                 |                   |                                 |                   |                                 |                  |
| Demolition                                    | 427                             | 125,527          | 627                             | 213,571          | 700                             | 321,762          | 795                             | 833,858           | 793                             | 1,059,650         | 157                             | 52,464           |
| Life Safety                                   | -                               | -                | -                               | -                | -                               | -                | -                               | -                 | 1                               | -                 | -                               | -                |
| <b>R- 646 Demolition Two Family Bldgs</b>     |                                 |                  |                                 |                  |                                 |                  |                                 |                   |                                 |                   |                                 |                  |
| Demolition                                    | 16                              | 5,624            | 21                              | 8,066            | 16                              | 4,024            | 8                               | 16,981            | 19                              | 28,343            | 5                               | 799              |
| <b>R- 649 Demolition All Other Bldgs Res</b>  |                                 |                  |                                 |                  |                                 |                  |                                 |                   |                                 |                   |                                 |                  |
| Demolition                                    | 129                             | 22,382           | 139                             | 41,327           | 145                             | 38,438           | 90                              | 50,691            | 121                             | 50,092            | 21                              | 3,878            |
| <b>R-2001 Relocation Residential</b>          |                                 |                  |                                 |                  |                                 |                  |                                 |                   |                                 |                   |                                 |                  |
| Relocation                                    | 51                              | 18,200           | 47                              | 19,282           | 45                              | 26,667           | 48                              | 55,087            | 47                              | 46,987            | 10                              | 2,720            |
| <b>Grand Total</b>                            | <b>6,021</b>                    | <b>3,789,751</b> | <b>6,467</b>                    | <b>7,507,904</b> | <b>7,268</b>                    | <b>8,937,135</b> | <b>7,373</b>                    | <b>13,214,620</b> | <b>7,344</b>                    | <b>12,633,929</b> | <b>1,745</b>                    | <b>2,246,237</b> |

Table B: Trade Permits for Existing Homes (Note: FY 2017/18 is a partial year)

| Subtype/ Work Description                     | FY 2012/13    |                | FY 2013/14    |                  | FY 2014/15    |                  | FY 2015/16    |                  | FY 2016/17    |                  | FY 2017/18    |                |
|---|---------------|----------------|---------------|------------------|---------------|------------------|---------------|------------------|---------------|------------------|---------------|----------------|
|   | Trade Permits | Payments       | Trade Permits | Payments         | Trade Permits | Payments         | Trade Permits | Payments         | Trade Permits | Payments         | Trade Permits | Payments       |
| <b>ADUs (R- 102 Secondary Apartment)</b>      |               |                |               |                  |               |                  |               |                  |               |                  |               |                |
| New   | 151           | 30,097         | 198           | 62,581           | 219           | 71,216           | 351           | 142,604          | 442           | 123,334          | 44            | 1,682          |
| <b>R- 329 Res Structures Other Than Bldg</b>  |               |                |               |                  |               |                  |               |                  |               |                  |               |                |
| Addition                                      | -             | -              | -             | -                | -             | -                | -             | -                | -             | -                | -             | -              |
| New   | 724           | 57,987         | 752           | 98,764           | 709           | 104,481          | 740           | 195,823          | 820           | 195,648          | 124           | 28,998         |
| <b>R- 330 Accessory Use to Primary</b>        |               |                |               |                  |               |                  |               |                  |               |                  |               |                |
| New   | 169           | 17,437         | 158           | 32,992           | 230           | 50,084           | 129           | 40,989           | 175           | 35,695           | 29            | 2,526          |
| Remodel                                       | -             | -              | -             | -                | -             | -                | -             | -                | -             | -                | -             | -              |
| <b>R- 434 Addition &amp; Alterations</b>      |               |                |               |                  |               |                  |               |                  |               |                  |               |                |
| Addition                                      | 624           | 68,994         | 479           | 74,320           | 371           | 68,414           | 10            | 3,884            | 95            | 24,280           | 22            | 1,983          |
| Addition and Remodel                          | 1,814         | 365,977        | 2,037         | 597,885          | 2,853         | 1,007,077        | 3,716         | 1,687,195        | 3,469         | 1,030,108        | 515           | 95,551         |
| Repair  | -             | -              | -             | -                | -             | -                | -             | -                | -             | -                | -             | -              |
| <b>R- 435 Renovations/Remodel</b>             |               |                |               |                  |               |                  |               |                  |               |                  |               |                |
| Addition and Remodel                          | 3             | 493            | -             | -                | -             | -                | -             | -                | -             | -                | -             | -              |
| Remodel                                       | 1,527         | 166,030        | 1,197         | 183,324          | 871           | 167,487          | 214           | 58,074           | 85            | 23,424           | 22            | 5,655          |
| Repair  | 503           | 32,296         | 896           | 89,355           | 1,080         | 160,648          | 1,381         | 360,775          | 1,629         | 462,671          | 257           | 56,173         |
| <b>R- 438 Residential Garage/Carport Addn</b> |               |                |               |                  |               |                  |               |                  |               |                  |               |                |
| Addition                                      | 1             | 45             | -             | -                | 1             | -                | -             | -                | 1             | 270              | -             | -              |
| Addition and Remodel                          | -             | -              | 2             | 471              | -             | -                | -             | -                | -             | -                | -             | -              |
| New   | 22            | 3,327          | 35            | 6,504            | 40            | 5,633            | 30            | 8,057            | 23            | 4,004            | 1             | -              |
| <b>R- 645 Demolition One Family Homes</b>     |               |                |               |                  |               |                  |               |                  |               |                  |               |                |
| Demolition                                    | 53            | 2,757          | 423           | 32,211           | 460           | 61,526           | 504           | 99,028           | 543           | 140,290          | 98            | 2,370          |
| Life Safety                                   | -             | -              | -             | -                | -             | -                | -             | -                | -             | -                | -             | -              |
| <b>R- 646 Demolition Two Family Bldgs</b>     |               |                |               |                  |               |                  |               |                  |               |                  |               |                |
| Demolition                                    | 1             | 75             | 21            | 2,449            | 13            | 1,600            | 3             | 499              | 12            | 4,992            | 1             | -              |
| <b>R- 649 Demolition All Other Bldgs Res</b>  |               |                |               |                  |               |                  |               |                  |               |                  |               |                |
| Demolition                                    | -             | -              | 17            | 1,151            | 12            | 1,685            | 10            | 1,830            | 13            | 1,331            | -             | -              |
| <b>R-2001 Relocation Residential</b>          |               |                |               |                  |               |                  |               |                  |               |                  |               |                |
| Relocation                                    | 1             | -              | 15            | 1,435            | 23            | 2,392            | 22            | 3,827            | 26            | 3,048            | 4             | 110            |
| <b>Grand Total</b>                            | <b>5,593</b>  | <b>745,516</b> | <b>6,230</b>  | <b>1,183,443</b> | <b>6,882</b>  | <b>1,702,245</b> | <b>7,110</b>  | <b>2,602,584</b> | <b>7,333</b>  | <b>2,049,097</b> | <b>1,117</b>  | <b>195,049</b> |

## Section 2.0 Family Homestead Initiative – Previous Actions and New Proposals

### 2.1 CURRENT AND PROPOSED ACTIONS TO STREAMLINE/SCALE SYSTEMS

Council requested staff streamline or scale systems for smaller residential projects, including a potential separate track or team focusing on Family Homestead Initiatives. The information below provides actions previously taken and new proposals to assist homeowners.

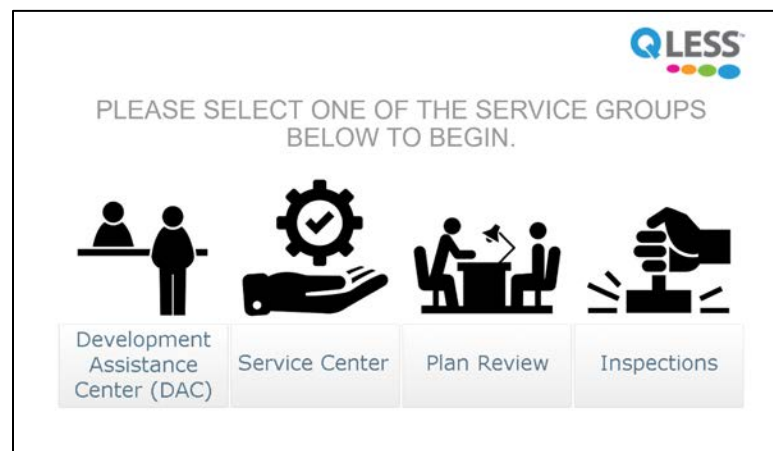
#### Previous Actions to Streamline and Scale Systems

DSD has completed other actions that have decreased wait time, reduced customer cost, improved communication, and improved customer's accessibility to services. The actions are in alignment with the Family Homestead Initiative, and the DSD staff culture is to continuously improve service delivery and lower cost to customers.

#### 1. QLess Queuing System

The QLess system has reduced customer wait time by allowing customers who come in for permits to sign up remotely. Previously, customers needed to be on site in order to put themselves in the queue to be assisted. Not only was this an inconvenience, but customers waited hours before they could be assisted. QLess benefits include the following:

- Customer queues in using the QLess smart phone application or Internet. A customer can still join in person with a receptionist or self-serve kiosk available on the 1<sup>st</sup> and 2<sup>nd</sup> floors of One Texas Center.
- The customer is provided an estimated wait time for their service.
- The customer's name or last four digits of their phone number along with their expected wait time appears on the monitor marking their place in the queue
- If signed in on site, the customer then proceeds to wait in the lobby or elsewhere.
- If signed in remotely, the customer can wait offsite at home, work, or elsewhere then arrive to the lobby when their expected service time nears. The customer will receive updates on their mobile device regarding their status in line. The customer can utilize the QLess options from their mobile device to request more time, leave the line, or rejoin the line.



## 2. Online Permitting and Payments

Electrical, Mechanical, Plumbing, and Tree permits can now be applied for online, and customers can make online payments for these and other types of permits as well. Making permits and payments available online saves customers travel and lobby wait times. The greater number of transactions performed online also creates a staffing efficiency that has reduced the need for additional staffing in the Service Center despite continued increase in total annual permit transactions. As illustrated below, the total number of Trade Permits (electrical, mechanical, and plumbing) increased from 43,341 in FY 2013/14 to 49,827 in FY 2016/17, a 15% increase. However, during this same time period, online permit applications increased from 9.48% of total permits to 55.03%, which is a 5x increase. As DSD has increased the availability of permits online, more and more customers are utilizing this as a means to apply for permits rather than making an application on-site at the Service Center.

Similarly, online payments have increased significantly. For Fiscal Year 2014/15, 17.2% of payments were made online. This percentage has more than doubled since that time. For Fiscal Year 2016/17, 36.8% of payments were made online. For Fiscal Year 2017/18, 42.4% of payments have been made online, which demonstrates that customers are increasing their usage of online payment capabilities rather than making payment on-site at the Service Center.

| Fiscal Year | # of Trade Permits |        |        | Percent to Total (# of Permits) |        |         |
|-------------|--------------------|--------|--------|---------------------------------|--------|---------|
|             | Online             | Staff  | Total  | Online                          | Staff  | Total   |
| 2013/14     | 4,107              | 39,234 | 43,341 | 9.48%                           | 90.52% | 100.00% |
| 2014/15     | 10,009             | 33,779 | 43,788 | 22.86%                          | 77.14% | 100.00% |
| 2015/16     | 17,665             | 29,523 | 47,188 | 37.44%                          | 62.56% | 100.00% |
| 2016/17     | 27,419             | 22,408 | 49,827 | 55.03%                          | 44.97% | 100.00% |

## 3. Electronic Plan Review

DSD has successfully launched electronic plan (ePlan) review for building plan applications and general permit applications. This new technology platform provides a convenient central hub to complete the entire plan review process online, from the initial application stage to final approved plan sets. ePlan Review will save customers time and money by reducing the need to file a plan review application on-site at One Texas Center and reducing the need to print multiple copies of required documents. Process efficiencies will be gained by electronic distribution of plans (versus manual distribution) and by collaboratively reviewing plans through this new platform. In 2017, 50 commercial plan, residential plan, and general permit applications were approved through ePlan Review.

#### 4. Exempting Certain Residential Projects from Providing Structural Drawings

Certain home projects such as low, small decks, modification to existing structures 10 years or older, garage conversions, and non-habitable accessory structures less than 500 square feet go through the standard residential plan review. As part of the standard review, a structural drawing is mandatory, which requires a preparation cost on the part of the applicant.

DSD has exempted low, small decks, modification to existing structures 10 years or older, garage conversions, and non-habitable accessory structures less than 500 square feet from having to submit structural drawings. This exemption saves the homeowner/applicant time and money associated with the change.

#### 5. Expanding Call Answering Times for the DSD Main Customer Line (512-978-4000)

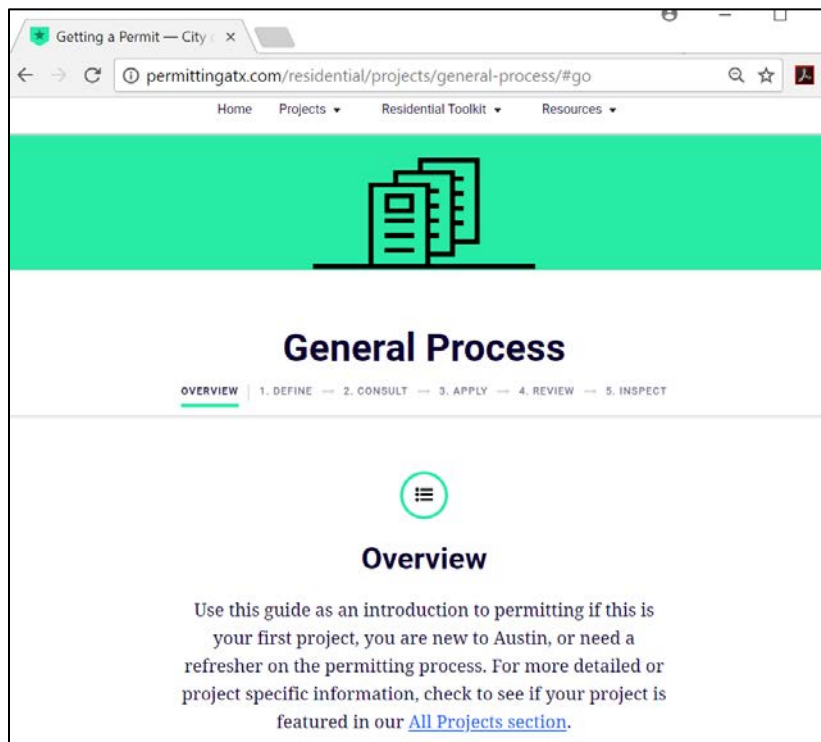
DSD and 3-1-1 are well underway with transitioning the DSD Main Customer Line call answering to 3-1-1 as part of a contract for services initiated this fiscal year. There are approximately 7,000 incoming calls per month to the Main Customer Line. Utilizing 3-1-1 will increase DSD's call answer rate from 75% to 100% with 3-1-1 Ambassadors answering the phone line 24 hours a day, 7 days a week. Currently, the DSD Main Customer Line is answered Monday-Friday from 8am to 5pm.

From a customer perspective, all calls will be answered regardless of time and regardless of day of the week. As an example, a homeowner at Lowe's on Saturday at 2pm wondering what type of permit is needed to replace a water heater can call the Main Customer Line and pose this question. By virtue of scripts developed with DSD staff, 3-1-1 Ambassadors will have answers to most frequently asked questions such as water heater permits required.



## 6. PermittingATX.com

In August 2016, the Development Services Department and the Office of Innovation initiated a partnership to design a navigation tool to help residents with understanding the permitting process for the most frequent types of permits. The partnership, dubbed the Permitting Initiative, culminated in the creation of a residential permitting website ([PermittingATX.com](http://PermittingATX.com)) that was launched in August 2017. The website provides a simplistic, guided walk through of the permitting process. The interactive tool allows a customer to “click through” the General Process steps involved in permitting. Along the way, a customer is provided additional information such as work exempted from permitting, common zoning regulations, information on protected trees, how to sign up for free consultation, how to submit and application and the required documentation, and how to schedule inspections.



Thus far, the analytics (shown below) of the navigation tool have shown the following:

- Usage has increased from the initial launch period by 150%
- Users are staying on the site and not leaving it immediately as indicated by the low bounce rate
- Duration time is down, and this metric will continue to be monitored

| Time Period  | Number of Unique Visitors | Total Number of Sessions | Bounce Rate | Duration              |
|--------------|---------------------------|--------------------------|-------------|-----------------------|
| Oct-Dec 2017 | 1,033                     | 1,467                    | 1.50%       | 3 minutes, 5 seconds  |
| Jan-Mar 2018 | 2,552                     | 3,192                    | 0.22%       | 2 minutes, 32 seconds |

## 7. Reorganized Residential Plan Review Webpage

DSD reorganized the department web pages related to [Residential Plan Review](#). The goal was to provide a consolidated source of data for homeowners that contains all relevant information for residential projects. The website was improved for the following:

- Dynamic links are used to direct customers directly to various City Code and Regulations.
- Handouts were created and provided online which include the most frequently needed building code requirements.
- A plan review checklist was provided which lists items that will be needed to review the project.
- As seen in the graphic below, a link to the PermittingATX.com navigation tool and the QLess sign in system were inserted as a prominent feature on the Residential Plan Review webpage.

Residential Plan Review | x

austintexas.gov/page/residential-building-review

Residential Plan Review

Demolition / Relocation

**NEW CUSTOMER SERVICE PROCESS**

**VIRTUAL CHECK IN**

**CLICK HERE SAVE TIME**

**Residential permitting process**

Learn about common projects that require permits.

**Development Services Department**

**RESIDENTIAL PLAN REVIEW**

The Residential Plan Review Division reviews new construction, additions, interior remodeling and demolition of single-family, duplex or two family houses and/or accessory buildings on one lot. Residential construction projects are reviewed for compliance with Chapter 25-2 of the Land Development Code, the 2015 International Residential Code, and Chapter 25-12, Technical Codes (local amendments).

Depending on the type of construction and location, residential plans may also be reviewed for compliance with the following applicable regulations:

- **Residential Design and Compatibility Standards (McMansion Ordinance)**  
These regulations were adopted to protect the character of Austin's older neighborhoods.
- **Zoning and Overlays**  
Check the zoning to determine if the property is within a zoning district that allows for that use.
- **Tree Ordinance compliance**  
View submittal requirements and application instructions
- **Neighborhood Plan compliance**  
Check if the property is located within a Neighborhood Planning area.
- **Conservation Corridor District compliance**  
Check to see if the property is within an approved district.
- **Subdivision plat / Legal Lot Status**  
If the project is on a tract of land that is not platted in a subdivision filed on record with the City of Austin, the applicant will be directed to the Development Assistance Center to determine if the project qualifies for a platting exception.
- **Floodplain proximity**  
Projects within 100' of the 100-year floodplain will require additional floodplain review.
- **Historic applicability**  
Any structures 40 years old or older will be forwarded for review by the Historic Preservation Office.
- **Hazardous Pipeline Applicability**
- **Drainage Review requirements for South Lamar Area**

**Residential Review Requirements**

- View the submittal requirements for new construction and Visitability Ordinance requirements.
- Visitability Plan Example
- Visitability Exterior Route Waiver Request Example
- Building Technical Review Handout - Provides code requirements for residential structures.
- Residential Technical Review Checklist - for use as a reference tool for frequently overlooked code requirements.
- Demolition and Relocation Requirements

**Before submitting an application:**

- Separate permits are required for plumbing, mechanical (air conditioning and heating), and electrical work.
- All necessary forms and documents must be submitted with each application.
- Relocation and demolition applications are forwarded to the Historic Preservation Office for review of historic applicability if the structure is over 40 years old.
- All expired permits must be resolved. [Click here to view permit history](#) (complete "Search by Property" fields and date range.)
- View Residential Building Review applications and checklists.

**Express Permits - Same Day Service**

Certain projects qualify for an Express permit provided there are no unresolved issues. [View a list of projects that qualify as Express projects.](#)

An Express Permit application may be submitted in person during Walk-In Hours (see below), or via email at [pdrexpresspermits@austintexas.gov](mailto:pdrexpresspermits@austintexas.gov). Please allow 3-5 business days for processing if submitted via e-mail.

**Small Projects - Reduced Plan Review Fee**

The following application types will be billed at the Small Projects Plan Review rate as per the adopted [fee schedule](#):

- Residential Interior Remodel Permit Application
- Residential Fence Permit Application
- Amnesty Certificate of Occupancy Application

## 8. Shifting Volume Builder Applications to a Third-Party Service to Create Staff Efficiencies

DSD Residential Review staff receive applications from a variety of customers, including homeowners, agents, house flippers, and volume builders. It is a common occurrence for volume builders to submit plans for 300+ homes, resulting in substantial staff time being spent in this area. DSD is in the process of shifting the Volume Builder application reviews to a third-party service. The funding and contract for this service were approved by City Council. By shifting this workload to a third-party service, DSD Residential Review staff can focus more attention on infill construction, including homeowner projects. This new model of doing business has the additional benefit of improving the timeliness of Volume Builder applications.

## 9. Residential Express Permits

A Residential Express Permit is issued when the scope of work doesn't change the home's footprint or doesn't require demolition of walls. If the scope of work exceeds that allowed by a Residential Express Permit, a customer will need to submit a Residential New Construction and Addition Application which is processed through the standard residential review process.

The cost of a Residential Express Permit (including building inspection fees) is \$118 for FY 2017/18, which is a \$97 decrease from FY 2016/17. A customer can apply in person for a Residential Express Permit and receive the permit the same day provided the project qualifies. A customer can also email an application and receive a permit in 3-5 business days.

By creating this scaled down list of common homeowner projects, DSD has saved homeowners the time and money associated with going through the standard residential review process. The following list of projects qualify for a Residential Express Permit.

- Replacing windows (size for size)
- Replacing exterior doors (size for size)
- Adding / removing siding
- Adding / removing brick
- Adding / removing insulation
- Repairing a roof to the extent of replacing decking boards
- Repairing foundation without increasing impervious cover
- Bathroom remodel (tub / shower conversions) & kitchen remodel
  - Only tub / shower / sink surround drywall can be removed
  - Walls cannot be relocated or removed
  - Plumbing fixtures cannot be relocated or added
- Interior non-structural exploratory
  - Remove drywall / insulation only for purposes of structural observation or evaluation
  - Smoke detectors and co alarms must be to code
- Drywall repair only
  - Repair in excess of 32 square feet
  - Smoke detectors and Carbon Monoxide alarms must meet code requirements

## 10. Homestead Permit for Certain Electrical, Mechanical, and Plumbing Work

A person who is not licensed to perform electrical, mechanical and plumbing work may perform this specialized type of work within a residence and on property owned by the person provided certain requirements are met. In order to qualify for a Homestead Permit, a resident must provide a homestead exemption filed with Travis Central Appraisal District.

The premise for developing a Homestead Permit is to allow homeowners the ability to save money associated with contracting out this work. Most projects include specialized work like changes to electrical wiring, plumbing, or heating and cooling. Licensed professionals do this work because of the specialized nature and the potential for life safety concerns. The Homeowner assumes all liability for the work performed.

The main eligibility requirements for a Homestead Permit are as follows:

- The homeowner is responsible for the work performed and is required to request inspections through DSD's automated inspection request system.
- The residence is the person's homestead and principal residence.
- The work does not include electrical, mechanical and plumbing work that involves (a) the main electric service; (b) reclaiming and charging a ducted heating and air-conditioning system containing refrigerant; (c) natural gas plumbing systems, liquefied petroleum plumbing systems and auxiliary water system.
- The person has not secured a homestead permit for another residence within the prior 12-month period.
- The person must have owned and occupied the property as of January 1st of the tax year in which the person applies for a homestead permit.
- A person must apply for a homestead permit in person and must file an affidavit stating that the location at which the work is to be done is the person's homestead.
- A person may not transfer a permit to another person.
- A homestead permit will not be issued for electrical, mechanical and plumbing work on a mobile home, modular or manufactured home unless the homeowner owns the land on which the mobile, modular or manufactured home is located. A homestead permit shall not be issued if the mobile, modular or manufacture home is located in a mobile home park, mobile home community or other commercial premises.

By comparison, the City of San Antonio does not allow a homeowner to perform electrical or mechanical work on the person's homestead. Rather, the City of San Antonio only allows a Homestead Permit for plumbing work.

## 11. Small Projects Plan Review Fee Category

DSD has developed a new fee structure category that reduces fees for certain residential projects. Staff identified common residential projects that take one-half an hour or less to review and removed these projects from the standard residential plan review category. The following four (4) project types are within the Small Projects Plan Review Fee Category:

- Fences (Greater than 8 feet tall)
- Interior remodels
- Garage/carport/porch conversions
- Amnesty Certificates of Occupancy

This new fee category for Small Projects was approved by Council as part of the FY 2017/18 DSD Fee Schedule. With the exception of Garage/carport/porch conversion projects, the permit fees associated with these project types decreased from FY 2016/17 as illustrated in above.

## 12. Expanded List of Residential Repair Work that is Exempt from Permits

The International Code Council (ICC) develops codes and standards for safe construction through various committees and member seminars. The International Residential Code (IRC) is one of the codes published by the ICC, and it is revised every three (3) years. DSD is an ICC member, and DSD staff participate in the code development process. When it is time to update the IRC, DSD staff proposes local amendments to the IRC which customizes the IRC for the Austin community. Within this list of amendments, DSD includes a recommendation of residential repairs/minor projects that should be exempt from permitting requirements. The premise for developing the exemption list is that the residential repairs/minor projects are minimal in nature and do not pose a life safety concern. The result is that homeowners save time and money by not being required to obtain a permit. This also creates a staffing efficiency by reducing the number of permit applications reviewed for projects of this type. In April 2017, City Council adopted the 2015 IRC which included DSD's recommendation for expanding the list of residential repairs that are exempt from permits.

The current work exempt from permitting is as follows:

| Building   |
|--|
| <ul style="list-style-type: none"><li>• A one-story detached accessory structure that is no more than 200 square feet (18.58 m<sup>2</sup>) of floor area, no more than 15 feet (4572 mm) in height, does not create a dwelling, contains no plumbing, and is not located within a flood hazard area.</li><li>• Unless located within a flood hazard area, a fence that is not over 8 feet (2438 mm) high. <i>(Previously 6 feet.)</i></li><li>• Unless supporting a surcharge or located within a flood hazard, a retaining wall that is not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall.</li><li>• A water tank that is supported directly upon grade if the tank's capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1, and the tank is not located within a flood hazard area.</li><li>• A sidewalk or driveway that is not located in the public right-of-way. <i>(Previously sidewalks 30" above grade or above a basement required a permit.)</i></li><li>• Painting, papering, tiling, carpeting, cabinets, counter tops, and similar work.</li><li>• A swimming pool that is prefabricated and less than 24 inches (610 mm) deep.</li><li>• Playground equipment, including a swing.</li><li>• A window awning that does not project more than 54 inches (1372 mm) from the exterior wall and the only required support is the exterior wall.</li></ul> |

- A deck that is no more than 200 square feet (18.58 m<sup>2</sup>) in area, is no more than 30 inches (762 mm) above grade at any point, is not attached to a dwelling, does not provide egress from the dwelling, and is not located within a flood hazard area.
- A gypsum board repair that does not exceed 64 square feet, is not part of a fire resistance rated construction assembly, a shear-wall assembly, or a tub and shower surround. *(Previously 32 square feet.)*
- Asphalt shingles that replace existing asphalt shingles.
- A foundation repair that does not exceed 64 square feet. *(New exemption.)*
- A floor decking repair that does not exceed 64 square feet. *(New exemption.)*
- A non-structural exterior deck repair that is limited to the existing deck boards and does not include guardrails or handrails. *(New exemption.)*
- Repairing or replacing exterior trim components including wood fascia, trim, and soffits. *(New exemption.)*
- Siding that does not exceed 64 square feet and is not part of a fire-resistance rated assembly.
- Roof decking that does not exceed 64 square feet. *(New exemption.)*
- Replacing or installing an overhead garage door on a garage. *(New exemption.)*
- Other work as determined by the building official. *(New exemption.)*

#### Mechanical

- A portable heating appliance.
- A portable ventilation appliance.
- A portable cooling unit.
- A steam, hot- or chilled-water pipe within heating or cooling equipment regulated by the Residential Code.
- Replacing a minor part of equipment that does not alter its approval or make it unsafe.
- A portable evaporative cooler.
- A self-contained refrigeration system that contains 10 pounds (4.54 kg) or less of refrigerant or that is actuated by motors of 1 horsepower (746 W) or less.
- A portable-fuel-cell appliance that is not connected to a fixed pipe system and is not interconnected to a power grid.
- Replacing three or fewer supply and return duct runs.
- Replacing an exhaust or dryer duct run measuring less than 15 feet (4572 mm) in length. *(New exemption.)*

#### Plumbing

- Work required to stop a leak in a drain, soil, waste, or vent pipe if it is not necessary to remove and replace a defective concealed trap, drain, pipe, solid, waste, or vent pipe with new device;
- Work required to clear a stoppage, including removing and reinstalling a water closet or to repair a leak in a pipe, valve, or fixture if the repair does not involve or require the valves, pipes, or drains be replaced or rearranged;
- Work required to repair or replace fixtures and to replace exposed traps, continuous waste piping, fixture supply valves, or faucets if the work does not involve other city departments or inspections from other trades.

#### Electrical

A permit is not required:

- to replace an approved cable or cord and plug connected motor or portable appliance;
- to replace components of approved equipment or to a fixed approved appliance of same type and rating, in the same location;
- to install temporary holiday decorative lighting;
- when the maximum voltage is 480 and the maximum ampacity is 30, to replace a snap, single, three-way, or four-way or dimmer switch, receptacle, ceiling paddle fan, or luminaire;

- to reinstall a receptacle with a ground-fault circuit interrupter receptacle, a tamper-resistance receptacle, an arc-fault circuit interrupter receptacle, or weather-resistance receptacle;
- when the service will not be de-energized, to replace an overcurrent protection device or fuse of same voltage and amperage and in the same location;
- to repair or replace an electrode or transformer of the same size and capacity for a sign or gas tube system;
- to replace insulating material to a splice;
- to remove electrical and communication wiring;
- to install temporary wiring for experimental purposes in a suitable experimental laboratory;
- to install wiring for a temporary theater, motion picture, or television stage set;
- to install or repair an electrical device, appliance, apparatus, equipment, or electrical wiring operating at less than 25 volts and not capable of supplying more than 50 watts of energy;
- to install or repair a low-energy power, control and signal circuit of Class II or Class III as defined in the 2017 Electrical Code;
- for the following activities, if performed in connection with the transmission of electrical energy: to install, alter, or repair electrical wiring, apparatus, equipment, or the generation, transmission, distribution, or metering of electrical energy;
- to operate signals or to transmit intelligence by a public or private utility in the exercise of its function as a serving utility; or
- except for activities related to electrical service, for electrical work in a building or structure owned and occupied by the State of Texas or the federal government.



For comparison purposes, below is a screenshot of the City of San Antonio list of projects that are exempt from permitting.

The screenshot shows a web browser window with the address bar displaying [www.sanantonio.gov/DSD/Constructing/Residential/No-Permit](http://www.sanantonio.gov/DSD/Constructing/Residential/No-Permit). The browser's address bar also shows several open tabs: "No Permit Required List", "Apps", "AustinTexas.gov", "COA SharePoint Sites", "DSD Director's Sharei", "SEEN", "HR Portal", and "CitySpace".

The webpage header features the City of San Antonio logo and navigation buttons for **RESIDENTS**, **VISITORS**, **BUSINESS**, **YOUR GOVERNMENT**, and **GET CONNECTED**. Below the header, the page title is **DEVELOPMENT SERVICES**, and the breadcrumb trail reads: [sa.Gov Home](#) > [DSD](#) > [Constructing in San Antonio](#) > [Residential](#) > [No Permit Required List](#).

## NO PERMIT REQUIRED LIST

**DEVELOPMENT SERVICES HOME**

**ABOUT >**

**BOARDS AND COMMISSIONS >**

**BUILDSA**

**BUSINESS OWNERS >**

**CONSTRUCTING IN SAN ANTONIO >**

**CONTRACTOR REGISTRATION & LICENSING**

**CODE ENFORCEMENT >**

**RESOURCES >**

**ONLINE SERVICES >**

**SA.GOV RELATED SITES**

**FIRE MARSHAL**

**OFFICE OF HISTORIC PRESERVATION**

**STORM WATER**

### NO PERMIT REQUIRED

The following list of construction or remodeling projects typically do not require a permit.

- One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 300 sq.ft.
- Cabinets & counter tops
- Carpeting and wood/laminate flooring
- Painting, plastering, repairing of sheet rock, wallpapering and tiling
- Retaining walls less than 4 ft. (See [IB 171](#) for specific requirements)
- Sidewalks and driveways inside your property line
- Swings and playground equipment
- Window repair (replacing of broken glass only)
- Replacing of existing doors on current hinges
- Replacing of new siding over existing siding

While the above list may not require our department's services, if your property is located in a Historic, Neighborhood Conservation or Corridor District, there may be restrictions on the design and materials used. For more information, please call 210.207.1111.



### 13. Quick Turnaround for Interior Remodel Projects of Three-Unit Residential Structures

For interior remodel projects of three-unit residential structures, DSD offers the Quick Turnaround program. The program allows for same day or next day, low cost permits for interior remodels. The plan review fee associated with this program and project type is currently \$68.

### 14. Free Consultation Services for Residents

DSD offers free 20 minute in-person consultations for residents who have general questions about their project. A total of 12 hours per week of consultation is provided by the Residential Review team. The consultation saves time and helps make the permitting process easier. There are two ways residents can sign up for an in-person consultation:

- In-person at the QLess Kiosk, or
- Remotely using the QLess website or mobile device application.

DSD provides a Project Scoping sheet online for customers to complete prior to the consultation. The information on the Project Scoping sheet asks pertinent questions about the property and project that allows the reviewer to assess what type of permits are needed for project. The following are examples of questions in the Project Scoping sheet:

- What is the address of the property you are working on?
- Will you move or demolish any interior or exterior walls?
- Will you need to replace or change your roof?
- Will you add to or remove any square footage from your home or property?
- Will you increase your home's square footage by fifty percent or more?
- Will you demolish or change any existing property features such as a patio, a driveway, or a walkway?
- Will you change or add electrical wiring, plumbing, or a heating and cooling system?
- Will you make any cosmetic changes that would require a Residential Express Permit?
- Do you have any trees larger than 19 inches in diameter on your property?
- Is your home more than 40 years old?

DSD also provides the ability for customers to request a Preliminary Plan Review meeting. The purpose of the meeting is for the customer and staff to discuss applicable codes requirements prior to the customer completing the project design. A preliminary plan review meeting cost \$136 per hour, per discipline (example: building, arborist, zoning).

The actions listed above are pertinent to the Family Homestead Initiative; however, they do not represent all actions to streamline and scale systems. Other actions not listed in this report include the following:

- Revise, standardize, and publicize all plan review applications and create fillable forms
- Consolidate the residential plan and tree plan applications
- Implement an Expedited Building Plan Review Program for residential and commercial projects

## New Proposals to Streamline and Scale Systems

### 15. CodeNEXT Missing Middle Proposal

Very few small, multi-family projects (3 to 6 units) are proposed or submitted for review due to the development cost required to meet full site plan requirements and the time associated with a full site plan process. The development costs reportedly make this type of project economically unfeasible.

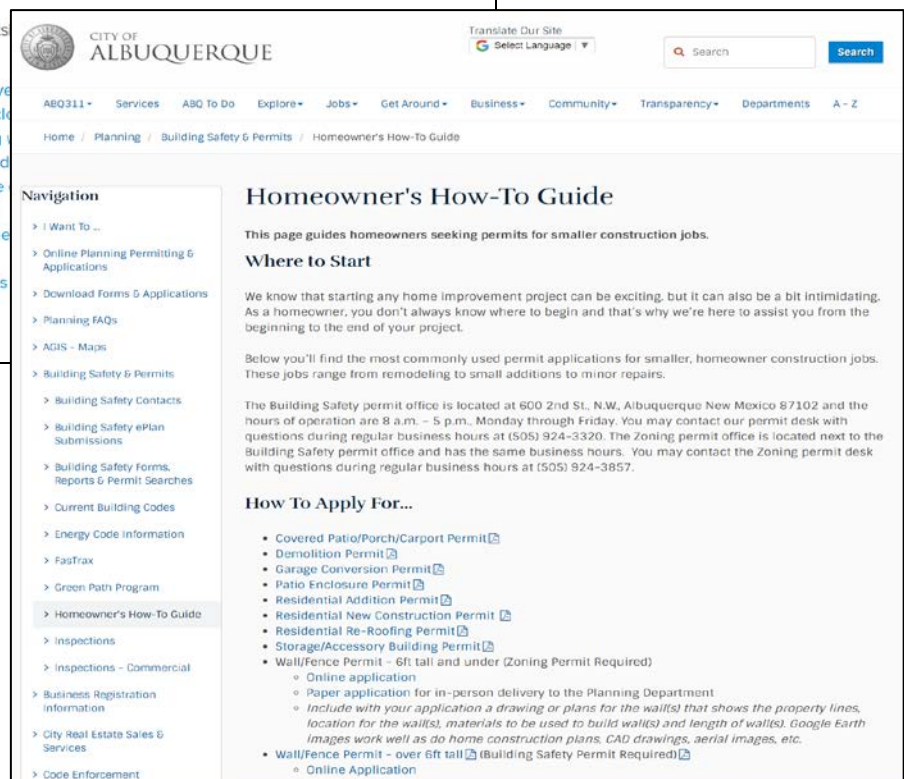
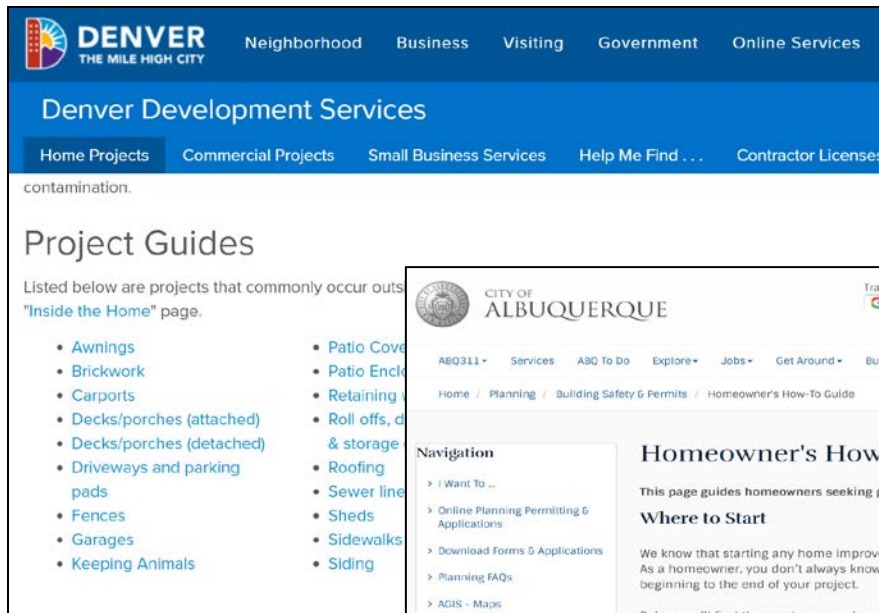
This CodeNEXT proposal will create a new, scaled and streamlined permit process for 3 to 6 unit development on residentially-platted lots. Qualifying projects will not be required to submit a full site plan but must be located outside the Barton Springs Zone, cannot exceed 45% impervious cover, and cannot require a Land Use Commission variance. Engineered plans will be required to demonstrate compliance with Austin Water, Fire, and Transportation related requirements. This proposal can lead to a diversification of housing types while maintaining impervious cover and resulting environmental and drainage impacts at current levels. These types of projects will be reviewed for compliance with the following requirements:

- Zoning impervious cover limits and all other applicable zoning regulations
- Engineer's certification that any drainage changes will not negatively impact adjacent properties, if the construction, remodel, or expansion is larger than 300 square feet and is located on an unplatted tract or within a subdivision approved more than 5 years previously
- 100-year floodplain regulations
- Erosion hazard zone regulations
- Creek buffers based on subdivision date and within 75 feet of the shoreline of Lake Austin.
- Construction on slopes requirements, for properties subdivided on or after May 18, 1986 (except Urban watersheds)
- Cut/fill limits (except Urban watersheds)
- Erosion and sedimentation controls
- Tree protections
- Applicable restrictions from plat note or restrictive covenant
- Scaled tree mitigation rates (when project is SMART Housing certified)
- Scaled Austin Energy requirements

## 16. Helpful How-To Permitting Guides for Common Home Projects

Depending upon the complexity of a home project, the permit requirements and inspection process will vary. As a homeowner not versed in construction, a home improvement project can be daunting by itself. As a homeowner not versed in City codes and regulations, it is also difficult to know where to begin. The How-To Permitting Guides will provide beginning-to-end information for homeowner projects.

At the beginning of a project, helpful guides can lay the foundation for the process, what to expect, how to apply for permits, and how to pass inspections. DSD will be developing How-To Permitting Guides for Common Home Projects; however, the guides will not be developed until after CodeNEXT is adopted. If the guides were developed now, they would reference citations from current code, which will change under CodeNEXT. It is envisioned that the How-To Permitting Guides would be available online, in print, and in multiple languages. Below are examples of online guides from Denver and Albuquerque.



#### 17. Homeowner's Ombudsperson Program

DSD will develop a proposal for a Homeowner's Ombudsperson Program within the Development Assistance Center. Modeled after the Washington, D.C. Homeowner's Assistance Center, the program will be devoted to helping homeowners get building permits for home improvement projects.

Unlike the free 20 minute consultation service described above, this program will provide continuous support and resources to homeowners including providing general information about permit regulations and procedures; explaining application requirements for projects; and serving as an ombudsperson for issues encountered during plan review and inspections.

#### 18. Homeowner's Expansion/Remodeling Permit Payment Assistance Program

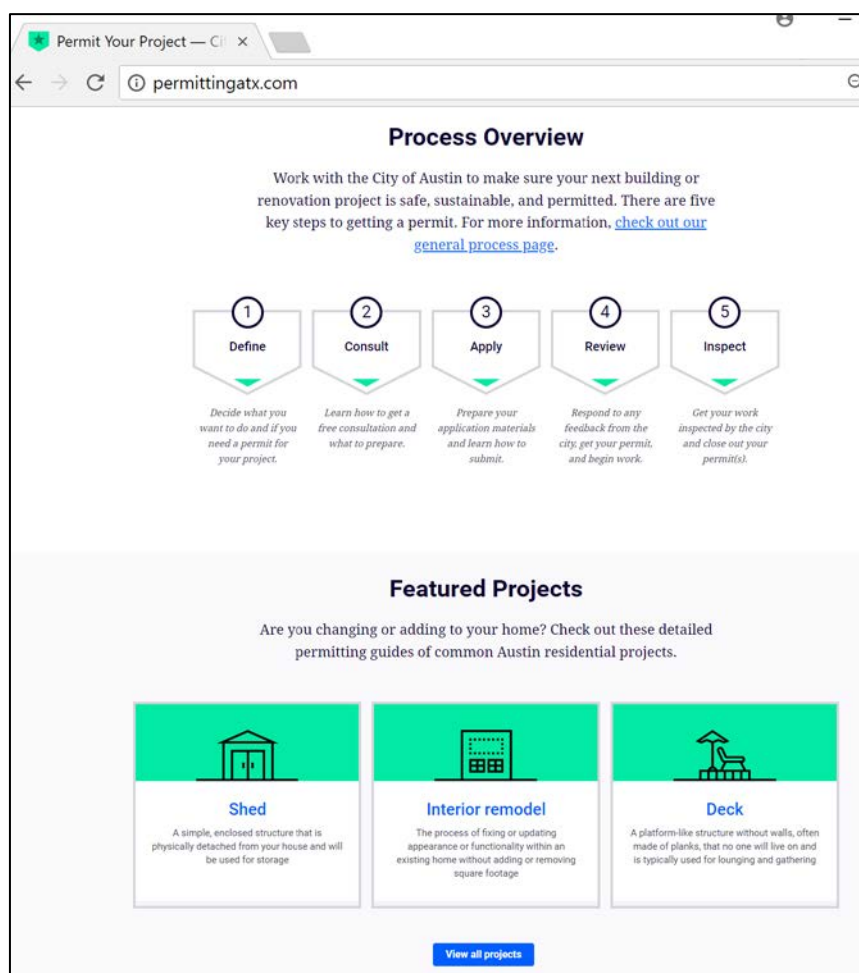
Similar to grant programs that assist homeowner's with the cost of making needed home repairs, this program would assist homeowner's with paying permit fees for expanding/remodeling a homestead. DSD will seek stakeholder input to develop criteria for the program. A funding source has not been identified and would be needed to financially support the program.

## 2.2 WRITTEN GUIDANCE FOR PERMITTING REQUIREMENTS AND FEES

Council requested written guidance for the requirements and fees related to expanding or remodeling a single-family structure or constructing a secondary dwelling unit.

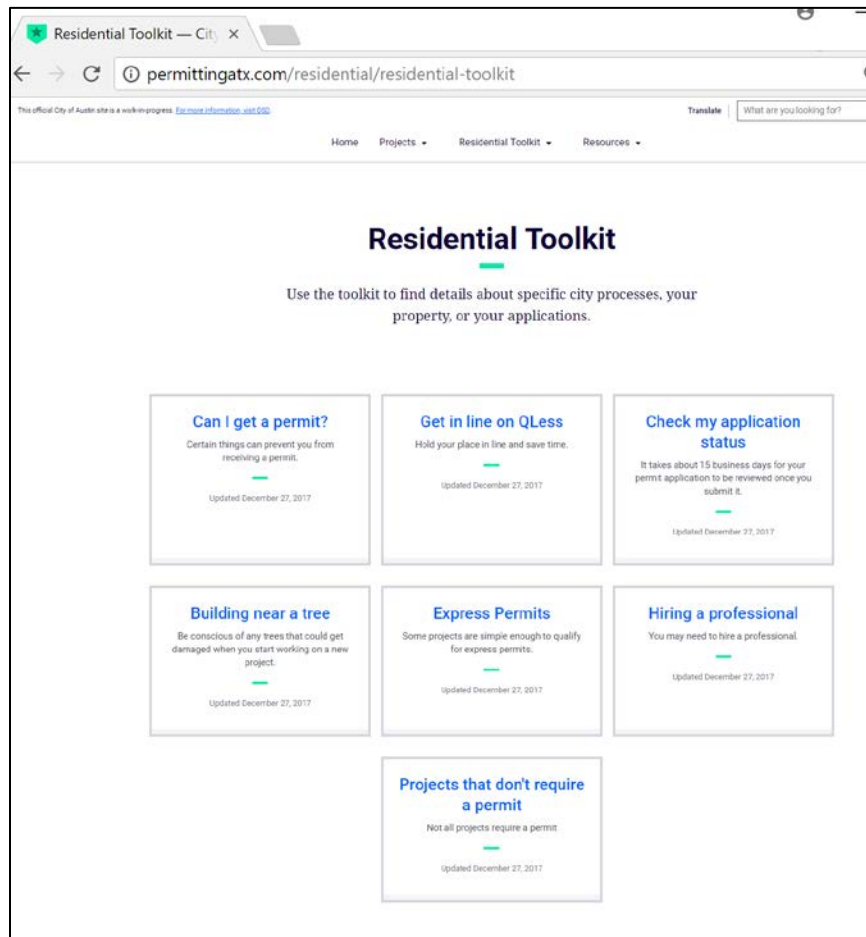
[PermittingATX.com](http://PermittingATX.com)

In August 2016, the Development Services Department and the Office of Innovation initiated a partnership to design a navigation tool to help residents with understanding the permitting process for the most frequent types of permits. The partnership, dubbed the Permitting Initiative, culminated in the creation of a residential permitting website (PermittingATX.com) that was launched in August 2017. The website provides simplistic guidance for homeowners seeking permits for interior remodels, sheds, and decks.



The new tool was developed following many interview sessions with staff, customers, and other users. The outcome is that staff and customers are able to communicate more effectively. The permitting process for the three areas notes above are synthesized into easy to understand terms, and customers are better prepared when entering the permitting process.

The website includes a Residential Tool Kit which provides valuable information such as information on impervious cover, building near a tree, projects that qualify for an Express Permit, and projects that don't require a permit.



DSD plans to expand upon the Featured Projects within PermittingATX.com so that more written guidance can be provided for other frequent residential permit types.

## **2.3 CODE PROVISIONS RELATING TO PERMITTING DETERMINATIONS MADE IN ERROR**

Council requested staff to explore options to address permitting determinations that are made in error related to expanding or remodeling single-family structures or constructing secondary dwelling units.

The charge of staff is to ensure that all projects comply with all City Council adopted codes and ordinances. With regard to zoning regulations, errors must be corrected. Where codes and ordinances are either unclear or conflicting, staff endeavors to ensure that projects meet the intent of the code. The LDC provides the following guidance when errors in permitting are made:

### **§ 25-1-411 - SUSPENSION OF A PERMIT OR LICENSE**

(A) The accountable official may suspend a permit or license if the official determines that:

- (1) The permit or license was issued in error; or
- (2) The permit or license holder has not complied with the requirements of this title.

(B) A suspension is effective until the official determines that the permit holder has complied with the requirements of this title.

### **§ 25-11-66 - ERRORS IN PERMIT SUPPORT DOCUMENTS**

If the building official discovers an error in the plans, specifications, or other data submitted in support of a permit application, the building official may:

- (1) Require an applicant to correct the error; and
- (2) Stop building operations at the site if the error results in a violation of City regulations.

The Technical Codes allow for greater discretionary authority for the Building Official than does the LDC by allowing the Building Official to review and accept Alternate Methods of Compliance and Modifications to the adopted Technical Codes. The alternate methods must achieve the same desired result and meet the intent of the Technical Code. This flexibility is needed as the construction industry is always evolving and new products and methods enter the market before they can be vetted thru the Technical Code development process.

**2015 International Building Code:**

**[A] 105.4 Validity of permit.**

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.

**2015 International Residential Code:**

**R105.4 Validity of permit.**

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data. The building official is authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.

Staff has sufficient flexibility within the LDC and Technical Codes to address errors in permitting and does not recommend any changes to the LDC nor Technical Codes.



## 2.4 WRITTEN GUIDANCE IN THE EVENT OF A CONFLICT IN THE PERMITTING PROCESS

Council requested staff explore options where the written guidance controls in the event of a conflict in the permitting process.

In consultation with the Legal Department, written guidance cannot supersede City Code, specifically the LDC. Section 25-1-3(A) promulgates that the LDC requirements control over other ordinances, rules, or regulations. And because written guidance is not an ordinance, the written guidance could not serve to amend the LDC per Section 2-5-1 below.

### § 25-1-3 - CONFLICTS

(A) Requirements of this title are cumulative of requirements that are imposed by other ordinances, rules, or regulations, or by private easements, covenants, restrictions, or agreements. If a conflict occurs, the requirements of this title control.

### § 2-5-1 - FORM OF COUNCIL ACTION

(C) Except as provided in the Code, the council must adopt an ordinance to amend an action originally adopted by ordinance.

Staff does not propose the use of written guidance to control in the event of conflicts.

## Section 3.0 Next Steps

### **3.1 NEW PROPOSALS TO BE PRESENTED TO CITY COUNCIL**

In accordance with the Council Resolution, staff will develop a presentation for Family Homestead Initiative proposals contained in this report. The following proposals will be presented:

- CodeNEXT Missing Middle Proposal
- How-to Permitting Guides for Common Home Projects
- Homeowner's Ombudsperson Program
- Homeowner Expansion/Remodeling Permit Assistance Program

[This page left blank intentionally.]

## Section 4.0 Regulations

[This page left blank intentionally.]



## CITY OF AUSTIN

### Development Services Department

One Texas Center | Phone: 512.978.4000

505 Barton Springs Road, Austin, Texas 78704

---

## Consolidated Site Plan Overview and Review Procedures Administrative and Land Use Commission (C Plan)

The following information provides General Information and a summary of the Review Procedures to obtain a consolidated site plan permit within the City of Austin jurisdiction (full-purpose and limited-purpose city limits).

### General Information

#### What Is a Site Plan?

Chapter 25-5-1 of the City of Austin Land Development Code (LDC) requires that a site plan be submitted, approved, and released before an applicant can develop or change the use of their property, or a building permit can be issued. A site plan illustrates the proposed development and its intended use within the context of the site. Existing conditions typically included in site plans are topography, watercourses, floodplains, significant vegetation, other environmental features, and any existing improvements on the site. Within this framework, a site plan illustrates the proposed development and provides details on features such as access, utilities, parking, landscaping, buffers, general architectural features, building footprint, and location of new structures.

#### What a Site Plan Is Not

A site plan is not a building permit and does not authorize the construction, demolition, or relocation of buildings. The applicant is responsible for requesting building, demolition, and relocation permits once the site plan is approved.

#### When Is a Project Exempt from the Site Plan Process?

Chapter 25-5-2 of the City Code specifies when a project can be exempt from site plan submittal. Generally, certain types of minor development that do not have a site plan already on file do not require formal site plan review. This includes construction of single-family and most duplex residences, and other types of development that increase impervious cover by 1,000 square feet or less, and have limits of construction of 3,000 square feet or less. This development must meet the requirements of Section 25-5-2, Site Plan Exemptions. A Site Development Determination form (formerly called an Exemption) should be completed and filed with the Development Assistance Center in order to request an exemption.

#### Who Approves Site Plan Permits?

##### Administrative Approval

If review by the Land Use Commission is not required, the Director of Development Services Department may approve the site plan administratively. Administrative site plans within the city limits that include building construction must be **consolidated**. A consolidated site plan consists of two major elements that are submitted and reviewed concurrently:

- The **Land Use Element** includes information on the land use, site design, and layout (such as building height, setbacks, density, and parking) and demonstrates compliance with zoning, site development, and transportation
- The **Construction Element** includes detailed information on the construction aspects of the site design (such as grading, detention, filtration, erosion/sedimentation controls, landscaping, and tree protection) and demonstrates compliance with drainage, water quality, and environmental regulations

#### Land Use Commission Approval

Approval of the land use element of the site plan is required by the Land Use Commission under Section 25-5-142 of the City Code for:

- Conditional Use Permits when required by Chapter 25-2, Subchapter C
- Construction of improvements within a 1000-foot Hill Country Roadway Corridor

Site plans requiring approval by the Land Use Commission can be either **consolidated** (as described above) or **non-consolidated**. A non-consolidated site plan consists of two separate submittals: One for the land use element and one for the construction element. With a non-consolidated submittal, approval of the land use element by the Land Use Commission may be obtained before the detailed engineering work required for the construction element is performed. **For a non-consolidated submittal, the Land Use Commission Site Plan Application and Non-Consolidated Site Plan Application should be used instead of the Consolidated Site Plan Application.** Once the land use element is approved by the Commission, the construction element may be reviewed and approved administratively, however, both the land use element and the construction element must be released concurrently.

## **Consolidated Site Plan Review Procedures**

The procedures for review and approval of site plans are based on Volume III, Chapter 25 of the City of Austin Land Development Code (LDC). The process is summarized below:

### **Step 1: Development Assessment (Optional)**

A person may request an assessment of a proposed development **prior** to formal submittal by contacting the Development Assistance Center (DAC). The assessment is based on the information provided by the applicant at the time that an assessment is requested. An assessment of the project includes applicable code requirements pertaining to the site and identification of major development issues. A Development Assessment Application (see <http://www.austintexas.gov/page/land-use-applications#site>) can be submitted any work day with an appointment to the Intake Office.

#### Contact:

City of Austin  
Development Assistance Center  
505 Barton Springs Road  
Austin, Texas 78704  
Phone: (512) 978-4000

### **Step 2: Completeness Check**

In order to submit a site plan for review, an application for Completeness Check must be submitted to the **Intake** staff. No appointment is necessary. Intake reviews the application and pertinent information to determine if all required administrative items have been submitted. Intake then

forwards it to the completeness check team, which determines whether the technical items needed for review have been submitted.

An application for completeness check must include:

- Site Plan Application
- Site Plan Review - Completeness Check fee (check, cash, money order, or credit card): see <http://www.austintexas.gov/department/fees>
- 2 copies of Site Plan sealed by professional engineer and/or Landscape Architect, as required by state licensing regulations
- All Items listed on the completeness checklist, located in the Intake Office and available online at <http://www.austintexas.gov/page/land-use-applications#site>

The completeness check review takes a maximum of 10 business days from the date of submittal. The applicant will be notified via email or fax whether the application is approved or additional information is required for submittal. When the application is approved, the plans can be formally submitted for a detailed review. **The application must be submitted formally within 45 calendar days of the initial completeness check or it will expire and a new completeness check will be required.**

Contact:

City of Austin  
Land Use Review – Intake Section  
505 Barton Springs Road  
Austin, Texas 78704  
Phone: (512) 978-4000

### Step 3: Formal Submittal Review Process

The next step is to submit the Consolidated Site Plan Application (Administrative and Land Use Commission) to Intake to start the review process. Electronic copies of the application are available online at <http://www.austintexas.gov/page/land-use-applications#site>.

Applications may be submitted to Intake Monday through Friday. **An appointment is necessary.** Please contact Intake at the number listed above to schedule an appointment. For submittal the applicant will need to provide additional copies of plans and engineering reports, along with the remaining balance of the fee (which will be listed on the completeness check response).

**Electronic submittal of CADD files and other documents is also required** for the initial submittal, as described in Exhibit VIII (Consolidated Site Plan Application Instructions). A final version of the plans and reports incorporating all changes made during the review process must be submitted electronically prior to release of the site plan.

A Case Manager with the Land Use Review Division is assigned to coordinate interdisciplinary reviews and provide guidance on code requirements and procedures. A review team is also assigned to the project. The team reviews the plans and prepares a Master Comment Report that contains specific areas of non-compliance. The initial review of the plans by the team can take up to 28 days from the date that the plans were formally submitted. If the site plan complies with the provisions of the code and other applicable state and federal regulations, and Commission approval is not required, the site plan will be approved administratively. The Master Comment Report can be viewed on the City of Austin website at <http://www.austintexas.gov/page/interactive-development-review-permitting-and-inspection>.



#### **Step 4: Update**

If it is determined that the site plan does not comply, the applicant must file an update in order to bring it into compliance. **Contact Intake staff to schedule an appointment and submit the update.** Staff reviews the updates within 14 days of receipt, and the Case Manager will issue additional Master Reports identifying remaining items to be addressed. Updates will be required until the site plan is in compliance or the site plan expires.

Updates to the plan must be filed by the applicant within 180 days after the site plan has been filed. An applicant can request an extension to the 180-day update period if the request is made prior to the 180-day deadline. The request must be made in writing and the reason for the extension should be specified. Extensions may be granted for good cause at the Director's discretion for up to 180 days. All comments must be cleared prior to the expiration date, or the application will expire and a new application must be submitted.

#### **Step 5: Site Plan Approval and Release**

Once all code requirements have been met, the Case Manager will notify the applicant that the site plan can be approved administratively or scheduled for Land Use Commission approval if necessary. If Commission approval is necessary, the Case Manager will inform you of the date and time of the public hearing. Commission-approved site plans may be appealed by the applicant or an interested party to the City Council. An appeal must be filed within 14 days of the Commission's action. If the plan is appealed, you will be notified of the date and time of the public hearing before the City Council.

Prior to release of the site plan, an original mylar copy of the plans must be provided that will be signed by the Case Manager and retained in the City's files. Copies of the mylar will be made for distribution to other City departments, and you may request additional copies to be made for your personal use for an additional fee. An electronic submittal of the final plan is also required, as described in Exhibit VIII (Consolidated Site Plan Application Instructions). A Site Development Permit will also be prepared to authorize site work on the property, except for work that requires a building, demolition, or relocation permit.

Prior to site plan approval all fees must be paid. Additional fees may include but are not limited to: Landscape Inspection, Parkland Dedication, Variance, Notification, Phasing Fee, and Fiscal Surety. The Case Manager will inform you of any required fees prior to preparing the Site Development Permit.

Once all fees have been paid, plans have been copied, and the appeal period has passed, you will be advised that the site plan has been released and will be told when you can pick up the approved plans and permit.

# ∞ COMPLETENESS CHECK REVIEW GUIDELINES ∞

## Consolidated Site Plan

### Site Plan Review

- Correct type of application for proposed project
- Summary letter included
- Commission approval required (CUP, HCR, East Austin Overlay)
- Zoning application needed (check conditional overlay)
- Legal description, and Land Status Report if applicable
- Legal description on plan matches tax certificate (unless tax exempt)
- Signature on application matches owner on tax certificate or warranty deed
- Boundary lines with bearings and dimensions
- All zoning districts on or near the site
- Existing land uses on adjoining tracts (& across street if compatibility)
- Site table indicating:
  - total area of site
  - FAR for each zoning district (except MF-1, MF-2, and MF-6)
  - impervious cover for each zoning district (sq. ft. and %)
  - building coverage for each zoning district (sq. ft. and %)
- Building table indicating:
  - proposed use and sq. ft. for each use
  - number of stories
  - actual height
  - total square footage for building
- Hill Country Roadway (if applicable):
  - slope map
  - table showing floor area & FAR by slope category (exc. SW Pkwy)
- Commercial Design Standards addressed
  - Correct roadway type
  - Building placement
  - Sidewalk layout correctly shown
  - Alternative equivalent compliance noted, if requested
- Compatibility elevations and cross-sections (if applicable)
- Demolitions referred to Historic Preservation Officer
- Airport Hazard Area
- Small project?
- Chapter 245 application included and signed
- Correct tax plats (not required for small projects) - current & to scale

### Water Quality and Drainage Construction Review

- Engineer's seal (w/o qualifiers), signature & date on all unbound sheets & front page of bound documents containing engineering work
- Copy of recorded Final Plat (or concurrent submittal) or legal tract determination
- Engineer's project summary letter (signed, sealed and dated by P.E.)

### **Consolidated Site Plan continued**

- Discussion of compliance with 2-year peak flow control and water quality requirements
- Provision (or copy of formal request to Watershed Engineering Division for RSMP or waiver) for flood control compliance
- Standard details from application packet
- Private and public roadways - layout and geometric data
- Floodplain delineations and drainage easements (or ROW) for fully developed condition flows
- Drainage area map (off-site and on-site) with flow patterns
- Drainage/2-year peak flow control/water quality study with hydrologic & hydraulic data for associated infrastructure
- Detailed drainage/2-year peak flow control/ water quality plan and physical data (existing and proposed) for associated infrastructure
- Access, operation and maintenance easements for flood, 2-year peak flow control and water quality controls
- Drainage layout map with drainage system layout
- Street and drainage plans with station and elevation
- Street and drainage profiles with support data
- Detention pond and standard details
- Applicable ECM R Table for water quality on water quality plan sheet

### **FEMA Floodplain Review**

- Floodplain note on the cover page with correct FEMA FIRM Panel number and revision letter (suffix), as well as correct effective date
- Lowest Finished Floor Elevation (FFE) on all proposed structures in relation to Mean Sea Level (MSL) (regardless of whether or not proposed structure is in the floodplain) (see Building Criteria Manual Ch. 58, Art. 8, C. 1. A.)
- FEMA 100-year floodplain is clearly delineated
- Do the topographic lines indicate a defined channel on or near the site? If so, have they dedicated an easement (with easement document note) for this channel if the drainage area is less than 64 acres? If the drainage study is greater than 64 acres, have they provided a floodplain study?
- If there's parking in the fully developed 100-year floodplain, is the average depth less than eight inches and the greatest depth no more than twelve inches? (see DCM 25-7-95)
- No development in the fully developed 25-year floodplain (see DCM 25-7-92)

### **Environmental Review**

- Chapter 245 determination
- Identify variances - 25-8-41, 42, 43
- Erosion sedimentation control plan – 25-8-181
- Tree protection plan – 25-8-604
- Tree Survey for trees over 8" – 25-8-181
- Slope map (except in urban watersheds) – 25-8-301
- Grading plan – 25-8-181
- Appendix Q1/Q2 – 25-8-62, 63

## **Consolidated Site Plan continued**

- Critical Environmental Features identified – 25-8-281
- All trenching in the Recharge Zone that is greater than (5') five feet deep requires inspection by a geologist, per the Void and Water Flow Mitigation Rule
- Environmental Resource Inventory (if required by code) – 25-8-121

Add the ERI if any of the following conditions exist:

- Over the recharge zone
- Over the contributing zone
- With a gradient of more than 15%
- In a floodplain
- In a CWQZ
- In a WQTZ

*Please provide an ERI that meets the criteria described in LDC 25-8-121 to 125 and ECM 1.3.0*

- Engineer's report - Application
- Landscape plans, Appendix C, notes and details
- Plat notes – ECM Appendix P
- CWQZ/WQTZ and 100 year floodplains delineated – 25-8-92, 93
- Watershed status and standard notes - Application
- Restrictive covenants - Application
- Storm Water Pollution Prevention Plan (if over 1 acre LOC and if infrastructure is proposed) – ECM 1.4.0

## **Transportation Review**

- Driveway spacing:
  - adjacent driveways within 200 ft.
  - offsets from opposing driveways (undivided streets only)
- Parking table:
  - proposed use and sq. ft.
  - # of required and provided parking spaces
- Parking spaces:
  - width, depth, and angle of stalls
  - aisle width
- ADA accessible routes, ramps, and parking spaces
- Existing right-of-way width
- TXDOT station numbers (if access is proposed to State highway)
- Sidewalks, deferral note, or waiver request (except on certain State highways where sidewalks are not required).
- Traffic Impact Analysis (TIA) determination form and a TIA (report and technical addendum), if required. **(See attachment at end of this document)**
- Identify the Principal Street by roadway type, including internal circulation routes

## **Austin Water Utility General Requirements**

- Add a copy of the W/WW Service Extension Request to the cover sheet. A completed and signed SER is not necessary for completeness check. However, an application should have been submitted.
- Pressure Zone and Service Extension Number are required on cover sheet.

## **Consolidated Site Plan continued**

- A general location map (Showing Grid number & Mapsco Page number)
- Standard and updated Austin Water Utility construction notes. (See attachment at end of this document)
- Size, pipe material and location of main with respect to the easements and rights-of way.
- Location, size and material of all existing water and wastewater mains, lines and services.
- Indicate wastewater flow direction on all plan views for both existing and proposed wastewater mains.
- Location, size and description of other utilities where they may conflict with water or wastewater mains or other service lines.
- If new force mains or lift stations are part of the plans, an additional set of the plans and an engineer's report, in accordance to chapter 217 of the TCEQ rules, shall be submitted to 625 E. 10<sup>th</sup> St., Suite 400, Austin, Texas. Review by the Facility Engineering Division will be concurrent to the Pipeline Engineering review.

### **AWU Water System Check List**

All plan view drawings shall include all applicable items listed in the General Requirements above plus the following items.

- Stations of all proposed connections to existing or proposed water mains. Provide water ID numbers and water intersection numbers at all water connection points.
- Calculated design pressure at highest and lowest lot served and provide fire flow demand in gpm per the International Fire Code (Show information on Cover Sheet).
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

All profile views shall be provided for all water mains (identify and public or private); it shall show all applicable items listed in the General Requirements plus the following items:

- The existing ground profile and proposed street finish grade or subgrade.
- Station numbers and elevations of all utility crossings.
- Identify pipe size, percent grade and pipe material to be used including ASTM and/or AWWA designation. If an alternate material is to be allowed, both should be listed (example "D.I. Class 350 or 250 or DR14 C900 PVC").
- Station numbers and elevations for starting points, ending points, point of intersection, grade breaks, valves, fire hydrants, air release valves, pressure/flow regulating valves and at intermediate points every 100 feet.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

### **AWU Wastewater System Check List**

All plan view drawings shall include all applicable items listed in the General Requirements mentioned above plus the following items:

- Station numbers at all proposed connections to existing or proposed wastewater mains.
- Provide manhole ID numbers and profile numbers or City Job numbers at all wastewater connection points.
- The location, alignment and structural features of the wastewater main, including

## **Consolidated Site Plan continued**

- manholes and concrete retards, if applicable.
- Station numbers for beginning points, ending points, manholes, clean-outs and other appurtenances.
- Location of all existing and proposed wastewater services, mains and manholes.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.

A profile view shall be provided for all wastewater mains (identify and public or private) and shall include all applicable items listed in the general requirements above plus the following items:

- The existing ground profile and proposed street finish grade or subgrade or finished grade if not under pavement.
- Station numbers and elevations of all utility crossings.
- Identify the pipe size, percent grade and pipe material to be used including ASTM and/or AWWA designation. If an alternate material is to be allowed, both should be listed (example "DI class 350 or SDR 26 PVC").
- Station numbers and elevations for starting points, ending points, manholes, clean-outs and at intermediate points every 100 feet.
- Elevations shall be indicated on the profile showing the finish floor elevations of all existing structures. If the structure has an active septic tank or other disposal system, the flow line elevation of the plumbing where it exits from the structure is to be indicated.
- If a lot or tract is vacant, side shots may be required from the middle of each lot to ensure gravity service is possible from the lot to the main.
- Design flows, minimum and maximum, and flow velocities at minimum and maximum dry weather flows.
- Retaining walls, including geo-grid, straps, tie-backs and all other components.
- Culverts, bridges and other drainage structures.

## **Austin Energy**

- Show standard Austin Energy notes (See attachment at end of this document)
- Show existing electric facilities

## **Right-of-Way Management**

- Required TCP Details: Appropriate 804s series
- Lane Closures and Flagging
- Sidewalk affected
- Devices
  - Cones
  - Barricades
  - Signs
- Work area protection
  - Temporary Paving (1100s4 series)
  - Steel Plates (or backfill each day)
  - Fencing
  - Material and Equipment Storage
- Covered Walkways for all overhead activities
- Stabilized Const. Entrance

## **Consolidated Site Plan continued**

- Detours
- General Notes

\*If an engineered Traffic Control Plan (T.C.P.) is not provided, work specific details must be called out in the plan view.

- Other Considerations (FYI'S):
  - AULCC clearance for all utility extensions over 300' outside DAPCZ and over 25' in DAPCZ
  - Parking
    - Utilizing public parking (metered spaces)
  - Restoration
    - Asphalt/Pavement (1100s series details)
    - Sidewalk (sidewalk repair details)
    - Driveways ( appropriate 400s series)
    - Curb Repair (appropriate 400s series)
    - Pipe installation and Trench Repair
    - Pavement Marking
- Show standard Austin Energy notes (See attachment at end of this document)

### **Characteristics of Permanent Encroachments**

Cannot be removed within 90 days. Includes examples such as:

- Structural Improvements
- Parking Garages
- Enclosed Balconies
- Tunnels
- Sky Bridges
- Sub-surface facilities

Extension of superstructure. Includes examples such as:

- Cantilevered balcony
- Cantilevered walkway cover
- Cantilevered enclosed space
- Basements

*\* does not include "Juliet Balconies", which are bolted into the side of a building and can be removed. However, removal of these requires subsequent safety remediation.*

Removal of improvement conflicts with code or other regulatory requirement

- Handicap Ramps
- Stairs
- Fire Escapes (if the escape provides the only secondary means of egress)
- Building access features (if the removal of the feature would impair building access, or create a code or safety violation).

## **Consolidated Site Plan continued**

- Any improvement which prohibits future utility placement
- Private force mains
- Private utility conduits (perpendicular placement in ROW)

### **Austin Energy**

- **AUSTIN ENERGY STANDARD NOTES**

- EL. ADD THE FOLLOWING NOTE:
  - Austin Energy has the right to prune and/or remove trees, shrubbery and other obstructions to the extent necessary to keep the easements clear. Austin Energy will perform all tree work in compliance with Chapter 25-8, Subchapter B of the City of Austin Land Development Code.
- EL. ADD THE FOLLOWING NOTE:
  - The owner/developer of this subdivision/lot shall provide Austin Energy with any easement and/or access required, in addition to those indicated, for the installation and ongoing maintenance of overhead and underground electric facilities. These easements and/or access are required to provide electric service to the building and will not be located so as to cause the site to be out of compliance with Chapter 25-8 of the City of Austin Land Development Code.
- EL. ADD THE FOLLOWING NOTE:
  - The owner shall be responsible for installation of temporary erosion control, revegetation and tree protection. In addition, the owner shall be responsible for any initial tree pruning and tree removal that is within ten feet of the center line of the proposed overhead electrical facilities designed to provide electric service to this project. The owner shall include Austin Energy's work within the limits of construction for this project.
- EL. ADD THE FOLLOWING NOTE:
  - The owner of the property is responsible for maintaining clearances required by the National Electric Safety Code, Occupational Safety and Health Administration (OSHA) regulations, City of Austin rules and regulations and Texas state laws pertaining to clearances when working in close proximity to overhead power lines and equipment. Austin Energy will not render electric service unless required clearances are maintained. All costs incurred because of failure to comply with the required clearances will be charged to the owner.



**CITY OF AUSTIN  
TRAFFIC IMPACT ANALYSIS (TIA) DETERMINATION WORKSHEET**

APPLICANT MUST FILL IN WORKSHEET PRIOR TO SUBMITTING FOR TIA DETERMINATION

PROJECT NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

APPLICATION STATUS: DEVELOPMENT ASSESSMENT: \_\_\_\_\_ ZONING: \_\_\_\_\_ SITE PLAN: \_\_\_\_\_

**EXISTING:**

**FOR OFFICE USE ONLY**

| TRACT<br>NUMBER | TRACT<br>ACRES | BLDG SQ.FT. | ZONING | LAND USE | I.T.E CODE | TRIP RATE | TRIPS PER<br>DAY |
|-----------------|----------------|-------------|--------|----------|------------|-----------|------------------|
|                 |                |             |        |          |            |           |                  |
|                 |                |             |        |          |            |           |                  |
|                 |                |             |        |          |            |           |                  |
|                 |                |             |        |          |            |           |                  |

**PROPOSED**

**FOR OFFICE USE ONLY**

| TRACT<br>NUMBER | TRACT<br>ACRES | BLDG SQ.FT. | ZONING | LAND USE | I.T.E CODE | TRIP RATE | TRIPS PER<br>DAY |
|-----------------|----------------|-------------|--------|----------|------------|-----------|------------------|
|                 |                |             |        |          |            |           |                  |
|                 |                |             |        |          |            |           |                  |
|                 |                |             |        |          |            |           |                  |
|                 |                |             |        |          |            |           |                  |

**ABUTTING ROADWAYS**

**FOR OFFICE USE ONLY**

| STREET NAME | PROPOSED ACCESS? | PAVEMENT WIDTH | CLASSIFICATION |
|-------------|------------------|----------------|----------------|
|             |                  |                |                |
|             |                  |                |                |
|             |                  |                |                |
|             |                  |                |                |

**FOR OFFICE USE ONLY**

- A traffic impact analysis is required. The consultant preparing the study must meet with a Transportation planner to discuss the scope and requirements of the study before beginning the study.
- A traffic impact analysis is NOT required. The traffic generated by the proposal does not exceed the thresholds established in the LDC.
- The traffic impact analysis has been waived for the following reason: \_\_\_\_\_
- A neighborhood traffic analysis will be performed by the City for this project. The applicant may have to collect existing traffic counts. See a Transportation planner for information.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DISTRIBUTION: \_\_\_\_\_ FILE \_\_\_\_\_ CAP. METRO \_\_\_\_\_ TXDOT \_\_\_\_\_ TRANS. REV. \_\_\_\_\_ TRAVIS CO. \_\_\_\_\_ ATD \_\_\_\_\_ TOTAL COPIES: \_\_\_\_\_

NOTE: A TIA determination must be made prior to submittal of any zoning or site plan application, therefore, this completed and reviewed form MUST ACCOMPANY any subsequent application for the IDENTICAL project. CHANGES to the proposed project will REQUIRE a new TIA determination to be made.

## **AUSTIN WATER UTILITY GENERAL CONSTRUCTION NOTES**

**August 21, 2013**

- 1. THE CITY STANDARD CONSTRUCTION SPECIFICATIONS CURRENT AT THE TIME OF BIDDING SHALL COVER MATERIAL AND METHODS USED TO DO THIS WORK.**
- 2. CONTRACTOR MUST OBTAIN A STREET CUT PERMIT FROM WATERSHED PROTECTION AND DEVELOPMENT REVIEW DEPARTMENT, RIGHT OF WAY MANAGEMENT DIVISION BEFORE BEGINNING CONSTRUCTION WITHIN THE RIGHT-OF-WAY OF A PUBLIC STREET OR ALLEY.**
- 3. AT LEAST 48 HOURS BEFORE BEGINNING ANY WATER AND WASTEWATER CONSTRUCTION IN PUBLIC R.O.W. OR PUBLIC EASEMENT, THE CONTRACTOR SHALL NOTIFY WATERSHED PROTECTION AND DEVELOPMENT REVIEW INSPECTION OR WATER AND WASTEWATER UTILITY TAPS INSPECTION AT THE NUMBER INDICATED ON THE PLANS BY THE AWU PLAN REVIEWER.**
- 4. THE CONTRACTOR SHALL CONTACT THE AUSTIN AREA "ONE CALL" SYSTEM AT 1-800-344-8377 FOR EXISTING UTILITY LOCATIONS PRIOR TO ANY EXCAVATION IN ADVANCE OF CONSTRUCTION. THE CONTRACTOR SHALL VERIFY THE LOCATIONS OF ALL UTILITIES TO BE EXTENDED, TIED TO, OR ALTERED, OR SUBJECT TO DAMAGE/INCONVENIENCE BY THE CONSTRUCTION OPERATIONS. THE CITY OF AUSTIN WATER AND WASTEWATER MAINTENANCE RESPONSIBILITY ENDS AT R.O.W./EASEMENT LINES.**
- 5. NO OTHER UTILITY SERVICE/APPURTENANCES SHALL BE PLACED NEAR THE PROPERTY LINE, OR OTHER ASSIGNED LOCATION DESIGNATED FOR WATER AND WASTEWATER UTILITY SERVICE THAT WOULD INTERFERE WITH THE WATER AND WASTEWATER SERVICES.**
- 6. THE CITY SPECIFICATION ITEM 509S WILL BE REQUIRED AS A MINIMUM TRENCH SAFETY MEASURE.**
- 7. ALL MATERIALS TESTS, INCLUDING SOIL DENSITY TESTS AND DETAILED SOIL ANALYSES, SHALL BE CONDUCTED BY AN INDEPENDENT LABORATORY AND FUNDED BY THE OWNER IN ACCORDANCE WITH CITY STANDARD SPECIFICATION ITEM 1804S.04.**
- 8. PRESSURE TAPS SHALL BE IN ACCORDANCE WITH CITY STANDARD SPECIFICATION ITEM 510.3(24). THE CONTRACTOR SHALL PERFORM EXCAVATION ETC., AND SHALL FURNISH, INSTALL AND AIR TEST THE SLEEVE AND VALVE. WHEN CONTRACTORS MAKE THE TAP A CITY INSPECTOR MUST BE PRESENT AND 2 WORKING DAYS (MIN.) NOTICE MUST BE GIVEN. "SIZE ON SIZE" TAPS WILL NOT BE PERMITTED, UNLESS, IT HAS BEEN DEMONSTRATED THAT A MORE ACCEPTABLE CONNECTION WOULD INVOLVE CONSIDERABLE HARDSHIP TO THE UTILITY SYSTEM. ALL TAPS SHALL BE MADE BY USE OF AN APPROVED FULL CIRCLE-GASKETED CAST IRON OR DUCTILE IRON TAPPING SLEEVE. CONCRETE BLOCKING SHALL BE PLACED UNDER ALL TAP SLEEVES PRIOR TO MAKING THE PRESSURE TAP AND THE USE OF PRECAST BLOCKS MAY BE USED TO HOLD THE TAP IN ITS CORRECT POSITION PRIOR TO BLOCKING. THE BLOCKING BEHIND AND UNDER THE TAP SHALL HAVE A MINIMUM OF 24 HOURS CURING TIME BEFORE THE VALVE CAN BE RE-OPENED FOR SERVICE FROM THAT TAP.**
- 9. THRUST RESTRAINT SHALL BE IN ACCORDANCE WITH CITY STANDARD SPECIFICATION ITEM 510.3 (22).**

10. ALL BRANCH CONNECTIONS SHALL HAVE THE VALVE BOLTED TO THE MAIN BY METHODS OF FLANGE OR SWIVEL TEES. FOSTER ADAPTORS MAY BE USED IN LIEU OF FLANGE OR SWIVEL TEES WHEN CALLED OUT ON THE PLANS BY THE DESIGN ENGINEER.
11. A). FIRE HYDRANTS SHALL BE SET IN ACCORDANCE WITH CITY STANDARD SPECIFICATION ITEM 511S.4 B). FIRE HYDRANTS SHALL BE PAINTED FLYNT ALUMINUM OR EQUAL.
12. WATER LINE TESTING AND STERILIZATION SHALL BE PERFORMED IN ACCORDANCE WITH CITY STANDARD SPECIFICATION ITEMS 510.3 (27)-(29). FORCE MAIN PRESSURE TESTING SHALL BE CONDUCTED AND FALL UNDER THE SPECIFICATIONS AS WATER LINES (PRESSURE PIPE) OR AT THE PRESSURES SHOWN ON THE APPROVED PLANS.
13. ALL MATERIAL USED ON THIS PROJECT MUST BE LISTED ON THE STANDARD PRODUCTS LISTING. ANY MATERIAL NOT LISTED HAS TO GO THROUGH THE REVIEW OF THE STANDARDS COMMITTEE FOR REVIEW AND APPROVAL PRIOR TO START OF PROJECT. TESTING AND EVALUATION OF PRODUCTS ARE REQUIRED BEFORE APPROVAL WILL BE GIVEN ANY CONSIDERATION.
14. WHEN WATER SERVICES ARE DAMAGED AND THE SERVICE MATERIAL IS PE, THE LINE SHALL BE REPAIRED ONLY BY HEAT FUSION WELD OR REPLACED THE FULL LENGTH WITH TYPE K COPPER MATERIAL. ANY TIME PB IS DAMAGED OR TAMPERED WITH IN ANY WAY, THE SERVICE LINE SHALL BE REPLACED FULL LENGTH WITH TYPE K COPPER MATERIAL. NOTE: FULL LENGTH IS FROM CORPORATION STOP TO METER.
15. WHEN AN EXISTING WATERLINE SHUT OUT IS NECESSARY AND POSSIBLE, THE CONTRACTOR SHALL NOTIFY THE CONSTRUCTION INSPECTOR WHO WILL THEN NOTIFY THE AUSTIN WATER UTILITY DISPATCH AND THE AFFECTED CUSTOMERS A MINIMUM OF SEVENTY-TWO (72) HOURS IN ADVANCE.
16. THE CONTRACTOR SHALL NOTIFY THE CONSTRUCTION INSPECTOR SO THAT HE CAN NOTIFY THE AUSTIN WATER UTILITY AT 972--0000 AT A MINIMUM OF 72 HOURS PRIOR TO RELOCATING ANY DOMESTIC OR FIRE DEMAND WATER METERS. THE CONTRACTOR SHALL CAREFULLY REMOVE ALL METERS AND METERS BOXES THAT ARE INDICATED TO BE RELOCATED OR SALVAGED. THE CONTRACTOR SHALL INSTALL THE REMOVED METER OR CITY PROVIDED METER AT THE NEW LOCATION INDICATED ON THE CONSTRUCTION PLANS.
17. ALL MANHOLES IN UNPAVED AREAS PROVIDING DIRECT ACCESS TO A WASTEWATER LINE SHALL BE WATERTIGHT AND BEAR THE WORDING AND INSIGNIA FOR THE CITY OF AUSTIN.
18. THE CONTRACTOR SHALL VERIFY ALL VERTICAL AND HORIZONTAL LOCATIONS OF EXISTING UTILITIES PRIOR TO STARTING ONSITE UTILITY WORK.
19. ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. APPROVAL OF THESE PLANS BY THE CITY OF AUSTIN DOES NOT REMOVE THESE RESPONSIBILITIES.
20. REVIEW BY THE AUSTIN WATER UTILITY APPLIES ONLY TO FACILITIES WITHIN PUBLIC STREETS OR PUBLIC UTILITY EASEMENTS. ALL OTHER WATER AND WASTEWATER FACILITIES INSIDE PRIVATE PROPERTY ARE UNDER THE JURISDICTION OF BUILDING INSPECTION.
21. ALL WATER AND WASTEWATER MAINS SHALL BE INSTALLED IN ACCORDANCE WITH THE SEPARATION DISTANCES INDICATED IN CHAPTER 290 – *DRINKING WATER STANDARDS*, AND CHAPTER 217 – *DESIGN CRITERIA FOR SEWAERAGE SYSTEMS*, OF TCEQ RULES.
22. CONTRACTOR'S PERSONNEL THAT PERFORM BUTT FUSION AND ELECTROFUSION ON OR TO HDPE PIPE AND FITTINGS MUST HAVE CURRENT QUALIFICATION TRAINING CERTIFICATE ISSUED BY MCELROY OR COMPARABLE TRAINING PROGRAM.
23. SHOP DRAWINGS SHALL BE SUBMITTED FOR AWU APPROVAL FOR LARGE DIAMETER PRE-CAST MANHOLES, JUNCTION BOXES, WET WELLS, AND SIMILAR STRUCTURES. THE SHOP DRAWINGS SHALL INCLUDE FLOWLINE ELEVATIONS OF ALL INCOMING AND OUTGOING PIPES, ELEVATION OF TRANSITION FROM LARGE DIAMETER SECTIONS TO 48" ID SECTION, TOP OF MANHOLE ELEVATION, SURROUNDING GROUND ELEVATION, AS WELL AS SPECIAL CONSTRUCTION CONSIDERATIONS THAT ARE SPECIFIED IN THE CONTRACT DRAWINGS.

24. VALVE STEM EXTENSIONS SHALL CONSIST OF A SINGLE PIECE OF IRON ROD OF THE REQUIRED LENGTH WITH A SOCKET ON ONE END AND NUT ON THE OTHER.
25. ASBESTOS CONCRETE PIPE (AC PIPE) HAS BEEN INSTALLED IN THE PAST AS PART OF AUSTIN WATER UTILITY'S WATER DISTRIBUTION AND WASTEWATER COLLECTION SYSTEMS. AUSTIN WATER UTILITY'S INFRASTRUCTURE INCLUDES AC PIPE THAT IS CURRENTLY IN SERVICE AS WELL AS AC PIPE THAT HAS BEEN ABANDONED AND IS NO LONGER IN SERVICE. RECORD INFORMATION MAY NOT BE COMPLETE IN YOUR PROJECT AREA. CONTRACTORS AND SUBCONTRACTORS MUST BE ALERT TO THE PRESENCE AC PIPE AND BE KNOWLEDGABLE OF HOW TO IDENTIFY IT. DISTURBANCE, REMOVAL OR CUTTING OF ASBESTOS CONTAINING PIPE IS TO BE CONDUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF TEXAS ADMINISTRATIVE CODE 25, SECTION 15, ARTICLE 4477-3A AND 29 CFR 1926.1101. REFERENCE STANDARD SPECIFICATION SECTION 01901. CONTACT THE CITY OF AUSTIN ASBESTOS MANAGER AT 512-974-7154 THIRTY (30) DAYS PRIOR TO THE PLANNED DISTURBANCE OF THE AC PIPE. ONLY LICENSED PERSONNEL ARE PERMITTED TO DISTURB, REMOVE, TRANSPORT AND DISPOSE OF AC PIPE.

DISCLAIMER: Due to the variety of applications and regulations being addressed during the completeness check review process, additional information may be required depending on the specifics of each application.



## Residential Technical Review Handout

This handout serves as a guide for code requirements that are commonly overlooked. Please note, this document does not replace code requirements contained in the [2015 International Residential Code](#), or [Local Amendments](#).

### EGRESS REQUIREMENTS

#### Emergency escape and rescue required

Basements, habitable attics, and every sleeping room shall have at least one operable emergency escape and rescue opening with a window sill height of not more than 44 inches above finished floor (AFF). *Reference* R310.1 and R310.2.2.

#### Minimum opening area

All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 sq. ft. *Reference* R310.2.1 **Exception:** *Grade floor* or below grade openings (sill  $\leq 44"$  above or below finished ground level) shall have a minimum net clear opening of 5 sq. ft.

#### Minimum opening height

The minimum net clear opening height shall be not less than 24 inches. *Reference* R310.2.1

#### Minimum opening width

The minimum net clear opening width shall be not less than 20 inches. *Reference* R310.2.1

#### Door type and size

The required exit door shall be a single-hinged door not less than 32" clear in width and 78" inches clear in height (Typically must be a 3'0" wide x 6'8" high door to meet requirements). *Reference* R311.2

#### Retrofit Windows

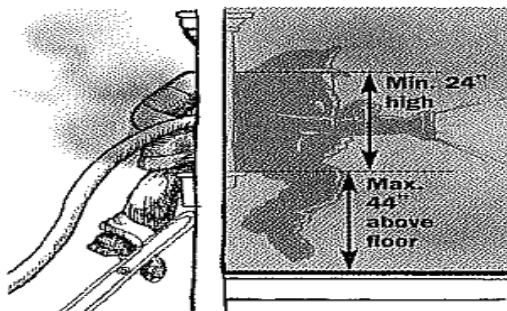
Requirements for Retrofit Windows, *reference* local amendment AJ102.4.3 Emergency Escape and Rescue Openings.

#### Floors and landings at exterior doors

There shall be a landing or floor on each side of each exterior door with a minimum width of the door served. These landings at the required egress door will not be more than 1 ½" inches lower than the top of the threshold. Exterior landings may not be more than 7 ¾" below the top of the threshold provided the door does not swing over the landing. *Reference* R311.3.1

#### Bedroom Window Egress

The second exit required in a bedroom is usually a window. The dimensions of the openings are to ensure the residents an escape route, but equally important, they are designed to allow a firefighter with a backpack to enter. The opening must be at least 24" high and at least 20" wide, with a net area at least 5.7sq.ft., per T15. The window sill must not be higher than 44" from the floor.



## MINIMUM ROOM AREAS/CEILING HEIGHT

### Minimum area

Habitable rooms shall have a floor area of not less than 70 sq. ft. *Reference* R304.1

**Exception:** Kitchens

### Minimum dimensions

Habitable rooms shall not be less than 7 feet in any horizontal dimension. *Reference* R304.2

**Exception:** Kitchens

### Height effect on room area

Portions of a room with a sloping ceiling measuring <5' or furred ceiling measuring <7' above finished floor (AFF) shall not be considered as contributing to the minimum required habitable area for that room. *Reference* R304.3

### Minimum height

Habitable space, hallways, and portions of basements containing these spaces shall have a height of not less than 7 feet AFF. Bathrooms, toilet rooms and laundry rooms shall have a ceiling height of 6'-8". *Reference* R305.1

**Exception:** Items 1-3 listed on page 57 of 2015 IRC & R305.1.1 Basements.

## SMOKE ALARMS REQUIREMENTS

### Listings

Smoke alarms shall be listed in accordance with UL 217. *Reference* R314.1.1

### Location

Smoke alarms shall be installed in the following locations: **Each sleeping room, outside each sleeping area** in the immediate vicinity of the bedrooms, **on each additional story** of the dwelling, and not less than 3 feet from a door to a bathroom with tub or shower except when this requirement would prevent the installation of a smoke alarm in a required location. **Note:** When more than one smoke alarm is required to be installed, the devices shall be hard-wired and interconnected, with battery back-up. Interconnection not required when listed wireless alarms are installed and they all sound upon activation of one. *Reference* R314.3 and R314.4

### Alterations, repairs and additions

When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be equipped with smoke alarms located as required for new dwellings; the smoke alarms shall be interconnected and hard wired.

**Exceptions:** Exterior work such as roofing or siding, replacement or addition of windows and doors, addition of a porch or deck, and mechanical and plumbing work are exempted from providing smoke alarms as required for new construction. Interconnection and hard wiring of existing areas is not required unless there is existing access through attic, basement or crawl space, or access is possible as a result of work being done. *Reference* R314.2.2, R314.4, and R314.6

## CARBON MONOXIDE ALARMS REQUIREMENTS

### Listings

Carbon monoxide alarms shall be listed in accordance with UL 2034. *Reference* R315.1.1

## Where Required

For new construction, carbon monoxide alarms shall be installed in dwelling units within which fuel-fired appliances are installed and in dwelling units that have attached garages with a door that connects the garage with the residence. Carbon monoxide alarms shall be hard wired with battery backup, except for CO alarms in buildings without commercial power which can be battery operated. *Reference* R315.2 and R315.5

## Locations

For new construction, an approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. Required inside bedrooms with fuel burning appliances within the bedroom or attached bathroom. *Reference* R315.3

## Alterations, repairs and additions

Where work requiring a permit occurs in existing dwellings that have attached garages or in existing dwellings within which fuel-fired appliances exist, carbon monoxide alarms shall be installed as stated above.

**Exceptions:** Exterior work such as roofing or siding, replacement or addition of windows and doors, addition of a porch or deck, and mechanical and plumbing work are exempted from the above. Carbon monoxide alarms for alterations, repairs and additions can be battery operated. *Reference* R315.2.2 and R315.5

# SAFETY GLAZING

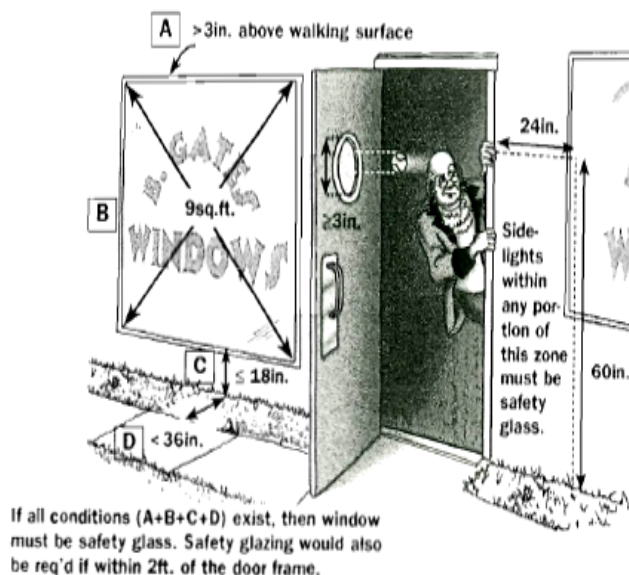
## Hazardous locations requiring safety glazing *Reference* R308.4

The following locations/uses (but not limited to) require tempered safety glass:

- Panels on doors, except for glazed openings through which a 3" dia. sphere cannot pass, or decorative glazing
- Panels adjacent to door that are less than 60" above walking surface provided that panel is in the same plane of the door in a closed position and within 24 inches of either side of the door or where panel is perpendicular and within 24" of the hinge side of an in-swing door.
- Panels in windows where individual panel exceeds 9sf, and bottom of glazing is 18" above floor, and to edge is over 36" above floor, and walking surface is within 36" of glazing measured horizontally and in straight line.
- Guards and railings
- Walls, enclosures or fences containing or facing hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers and swimming pools where bottom of edge of glazing is less than 60" from walking surface. **Exception:** Glazing more than 60" from edge of bathtub, hot tub, spa, whirlpool or pool, shower, sauna, or steam room.
- Panels less than 36" above a stair landing and within 60" from landing measured horizontally
- Skylights and Sloped Glazing

**Note:** The above is a condensed list of the most common safety glazing situations. There are many variables and exceptions not listed above which can be found on pages 55-58 of 2012 IRC.





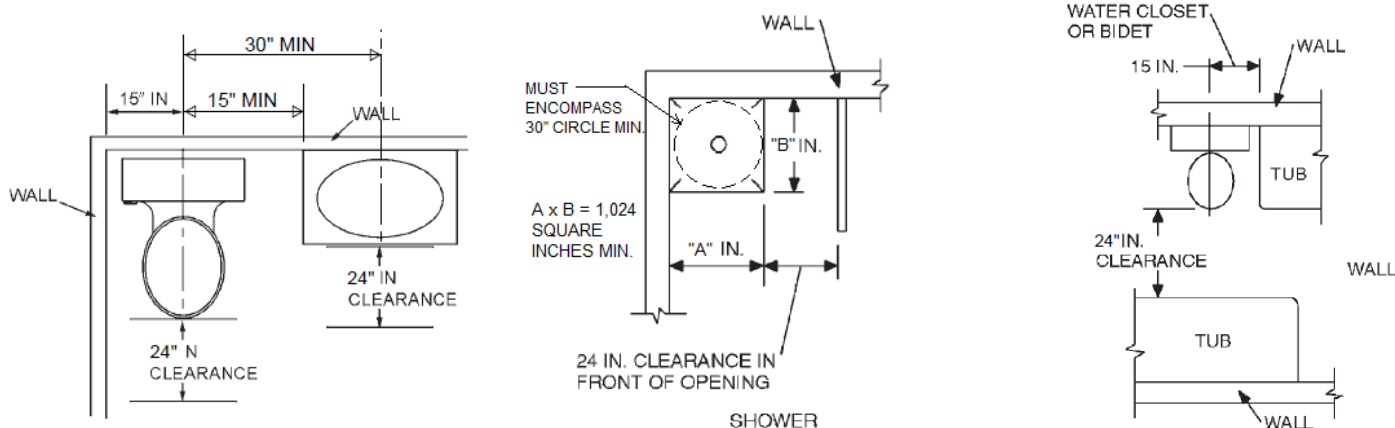
Safety glazing is required when a walk-through hazard exists, defined as meeting **ALL** of the following:

- Exposed area of glazing >9sq. ft. +
- Bottom edge <18in above floor or ground +
- Top edge >36in above floor or ground +
- Within 36in horizontal of walking surface
- **Exception:** Min 1½in high protective guard installed 34–38in above floor

## TOILET, BATH AND SHOWER SPACES

### Space Required

Fixtures shall be spaced as per figure below. *Reference R307 Figure 307.1. and 2012 UPC 402.5*



## HANDRAILS/GUARDRAILS

### Handrails

Provided on at least one side of each continuous run of treads or flight with four or more risers. *Reference 311.7.8*

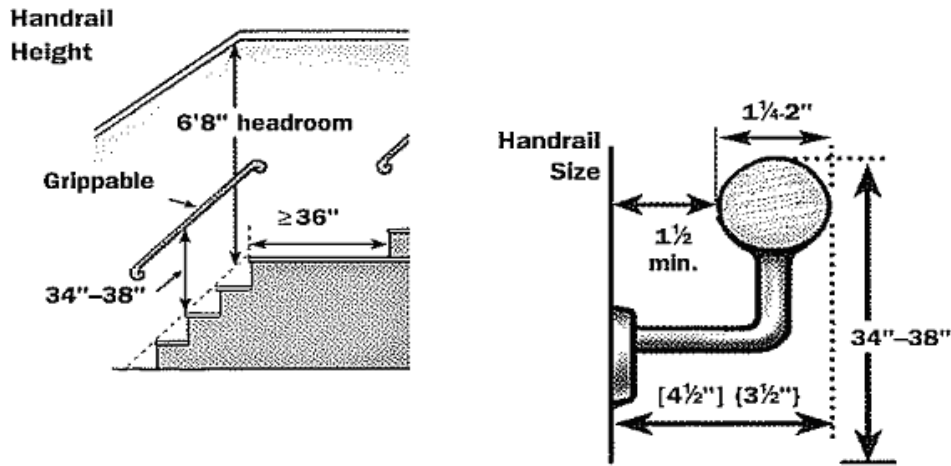
### Height

Measured vertically from the sloped plane of stairs or ramp shall not be less than 34 inches and not more than 38 inches. *Reference 311.7.8.1*

### Continuity

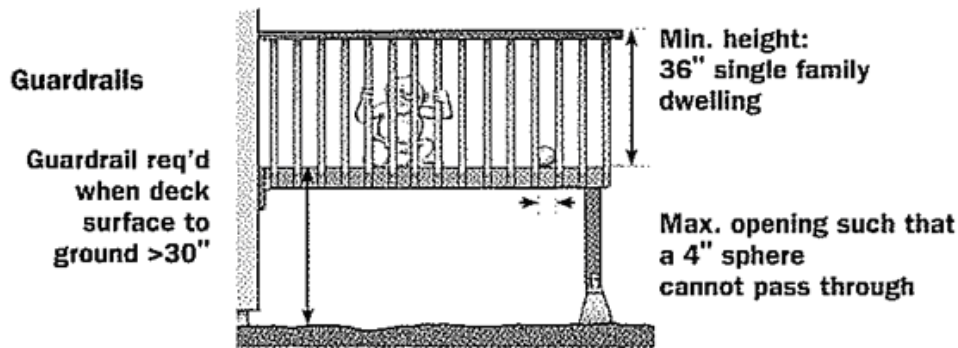
Shall be continuous for the full length of the flight, from directly above the top riser to directly above the lowest riser and shall be returned. *Reference R311.7.8.2*





## Guardrails

Porches, balconies, ramps or raised floor surfaces located more than 30 inches above floor or grade below at any point within 36" horizontally to the edge shall have guards not less than 36 inches in height with a maximum 4 inch opening. *Reference 312.1*



## STAIRWAYS

### Width

Shall be not less than 36 inches in clear width above handrail height and below headroom height. Handrails shall not project more than 4.5 inches on either side and minimum clear width shall not be less than 31.5 inches where handrail is provided on one side and 27 inches where handrails are provided on both sides. *Reference R311.7.1*

### Headroom

Minimum headroom in all parts of the stairway shall not be less than 6 feet 8 inches. *Reference R311.7.2*

### Vertical Rise

A flight of stairs shall not have a vertical rise larger than 12'-3" (147 inches) between floor levels or landings. *Reference R311.7.3*

### Riser height

Maximum riser height shall be 7 ¾ inches. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. *Reference 311.7.5. 1*

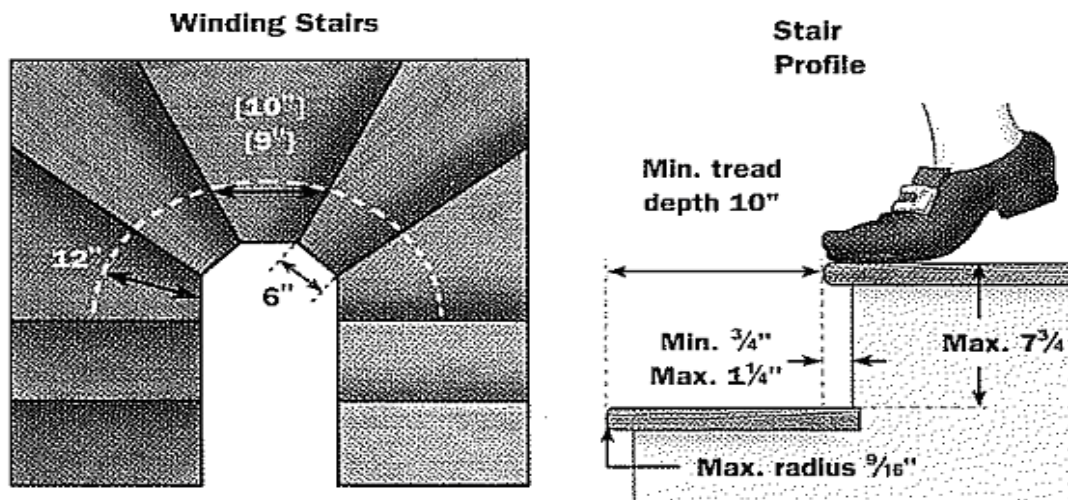
### Tread depth

Minimum tread depth shall be 10 inches. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch. *Reference 311.7.5. 2*

## Landings

There shall be a floor or landing at the top and bottom of each stairway. The width of each landing shall not be less than the width of the stairway served and shall have a minimum dimension of 36 inches in the direction of travel.

**Exception:** A floor or landing is not required at the top of an interior flight of stairs, including the stairs in an enclosed garage, provided that a door does not swing over the stair. *Reference 311.7.6*



## EXTERIOR WALLS

**Exterior wall location** *References* IRC Table R302.1(1) and R302.1 Local Amendments

Construction, projections, openings and penetrations of exterior walls of dwellings and accessory buildings shall comply with table below. These provisions shall not apply to walls, projections, openings or penetrations in walls that are perpendicular to the line used to determine fire separation distance.

**Exceptions:** Detached tool sheds and storage sheds, playhouses and similar structures exempted from permits are not required to provide wall protection based on location on the lot. Projections beyond the exterior wall shall not extend over the lot line. 2. Detached garages accessory to a dwelling located within 2 feet (610 mm) of a lot line are permitted to have roof eave projections not exceeding 4 inches (102 mm). 3. Foundation vents installed in compliance with this code are permitted.

| EXTERIOR WALL ELEMENT |                             | MINIMUM FIRE-RESISTANCE RATING   | MINIMUM FIRE SEPARATION DISTANCE |
|-----------------------|-----------------------------|--|----------------------------------|
| Walls                 | (Fire-resistance rated)     | 1 hour-tested in accordance with ASTM E 119 or UL 263 with exposure <i>from both sides</i> | < 5 feet                         |
|                       | (Not fire-resistance rated) | 0 hours  | ≥ 5 feet                         |
| Projections           | Not allowed                 | N/A  | < 2 feet                         |
|                       | (Fire-resistance rated)     | 1 hour on the underside <sup>a, b</sup>  | ≥ 2 feet to < 5 feet             |
|                       | (Not fire-resistance rated) | 0 hours  | ≥ 5 feet                         |
| Openings in walls     | Not allowed                 | N/A  | < 3 feet                         |
|                       | 25% maximum of wall area    | 0 hours  | 3 feet                           |
|                       | Unlimited                   | 0 hours  | 5 feet                           |
| Penetrations          | All                         | Comply with Section <i>R302.4</i>  | < 3 feet                         |
|                       |                             | None required  | 3 feet                           |

<sup>a</sup> Roof eave fire-resistance shall be permitted to be reduced to 0 hours on the underside of eave if fireblocking is provided from the wall top plate to underside of roof sheathing

<sup>b</sup> Roof eave fire-resistance rating shall be permitted to be reduced to 0 hours on the underside of eave provided gable vent openings are not installed

## VISITABILITY

Visitability applies to new dwellings units subject to the IRC with habitable space in the first floor.

Detailed plans must be prepared by a Texas-Registered Architect or Certified Building Designer holding a National Council of Building Designers Certification seal. Drawings and notes must be provided specific to project.

- Exterior route originating from garage, driveway, public street or public sidewalk to visitable entrance.
- No-step visitable entrance 32" clear (36" door) with beveled threshold 1/2" or less and landing.
- 32" clear accessible route from entrance through living/dining/kitchen to visitable bathroom.
- Water closet/bathroom located on the first floor shall have a net clear opening of at least 30 inches (32" door) and 2x6 blocking @ 34" height from finished floor for grab bars. Door swings shall not impede the 30" x 30" clear floor space within the visitable bathroom.
- Light switches & environmental controls no higher than 48" and outlets no lower than 15" above the floor.

### Waiver of Exterior Visitable Route

A waiver for exterior route can be requested with permit application for:

1. Lots with 10% or greater slope prior to development; or
2. Properties for which compliance cannot be achieved without the use of switchbacks.

\*S.M.A.R.T. Housing waivers must be approved by Neighborhood Housing and Community Development.

[http://www.austintexas.gov/sites/default/files/files/Housing/Application\\_Center/SMART\\_Housing/smart\\_guide\\_0708.pdf](http://www.austintexas.gov/sites/default/files/files/Housing/Application_Center/SMART_Housing/smart_guide_0708.pdf)

Reference R320 local amendment <http://www.austintexas.gov/edims/document.cfm?id=205386>.

**Note:** Refer to **Building Criteria Manual section 4.4.7 Visitability** for additional information:

[https://library.municode.com/tx/austin/codes/building\\_criteria\\_manual?nodeId=S4RECO\\_4.4.0RESURE\\_4.4.7VI](https://library.municode.com/tx/austin/codes/building_criteria_manual?nodeId=S4RECO_4.4.0RESURE_4.4.7VI)

## CRITERIA FOR STRUCTURAL PLANS

### Suspended Foundations:

- Pier/Footing locations/dimensions
- Pier/footing sizes and depth below grade
- Footing details (materials, reinforcing, etc.)
- Joist/beam layout (size and spacing)
- Details for anchorage of structure to foundation
- Foundation requirements at braced wall panels
- Connection to existing foundation where applicable

### Slab-on-grade Foundations:

- Slab layout (beam locations, changes in slab elevation, slab openings)
- Beam sizes (width and depth)
- Concrete compressive strength
- Reinforcing details
- Details for anchorage of structure to foundation
- Foundation requirements at braced wall panels
- Connection to existing foundation where applicable

### Footings (for decks, pergolas, carports, etc.):

- Footing locations/dimensions
- Footing sizes and depth below grade
- Footing details (materials, reinforcing, etc.)
- Connection details for superstructure to foundation

### Wood Framed Walls:

- Stud spacing/ wood grade
- Headers – size/span/material type
- Foundation/floor/ceiling connection details
- Anchor requirements to foundation

### Wood Framed Floors:

- Live loads supported
- Joist sizes
- Joist layout/spacing
- Intermediate girder size and location
- Floor sheathing information (type, thickness)

### Wood Framed Roofs:

- Live load supported
- Ceiling joist size/layout/spacing
- Rafter size/layout/spacing
- Ridge boards
- Roof sheathing information (type, thickness)
- Collar ties
- Rafter ties

### Trusses/I-joists:

- Truss layout and spacing
- Support structure framing (headers, beams, walls, columns)
- Truss package due at field inspections

### Wind Bracing Plans:

- Braced wall lines layout
- Braced wall methods used
- Braced wall panel locations
- Fasteners/nail pattern
- Details for methods used

Structural design must meet the prescriptive requirements of the 2015 International Residential Code; otherwise a Texas-licensed engineer or architect must provide and seal the structural drawings. A Texas-licensed engineer is required for foundations on expansive soil.

## STRUCTURAL VERIFICATIONS

A Structural Verification Report, completed by a Texas Registered Architect or Engineer, can be submitted in lieu of structural drawing requirements for the following conditions:

1. Conversion of a carport with an existing foundation, open on no more than 2 sides, to a single-story habitable space.
2. Projects eligible for a Remodel/Repair permit where no additions to the proposed building are proposed
3. Change of use with remodel work only where no additions to the building are proposed
4. Verification of existing foundations less than 10 years in age
5. Verification of existing framing and wall bracing for structures between 5 to 10 years of age
6. As required by the reviewer to complete a review for technical code compliance

This verification should include at the minimum:

1. Date of the site visit
2. Areas of the property observed
3. Detailed foundation and framing information of existing structure
4. Current condition of existing structure
5. Engineer's/Architect's opinion of the adequacy of the existing structure to support the anticipated loads
6. Engineer's/Architect's repair plan, if required, to bring the structure up to the adequacy required to support the anticipated loads

The Structural Verification Report Form can be found at:

[https://library.municode.com/tx/austin/codes/building\\_criteria\\_manual?nodeId=S4RECO\\_4.4.0RESURE\\_4.4.4STPL\\_4.4.4.7STVERERE](https://library.municode.com/tx/austin/codes/building_criteria_manual?nodeId=S4RECO_4.4.0RESURE_4.4.4STPL_4.4.4.7STVERERE)

*Reference:* Rule of Adoption R161-15.19 Building Criteria Manual, Section 4: Residential Construction <http://www.austintexas.gov/edims/document.cfm?id=245752>

## ETHICS AND FINANCIAL DISCLOSURE INFORMATION

If you or your agent/representative were City of Austin employees or officials within the past 24 months, you may be subject to the City's Ethics and Financial Disclosure requirements (see City Code Chapter 2-7). Copies of Chapter 2-7 are available at the City Clerk's Office.





## Residential Technical Review Checklist

This document is intended for internal use by reviewers, however it is being provided as a reference tool for our customers. The following are some of the basic or frequently overlooked code requirements. This list is not intended to be exhaustive of all possible requirements. The more comprehensive list is contained in the 2015 International Residential Code and City of Austin local amendments. Neither this checklist nor the adopted building codes may be construed to allow deed restriction violation.

### GENERAL

- ☐ Check for professional designer/engineer seal – engineers and architects are required to stamp documents prepared by them for regulatory approval.
- ☐ Check scale
- ☐ Verify if text disclaimer will void arch plans
- ☐ Application completeness (ESPA/AWU/Demo)
- ☐ Expired permits check
- ☐ Verify Job Valuation
- ☐ Owner's Letter of Authorization

### ARCHITECTURAL SETS: SEALED AND UNSEALED

#### MIN. SUBMITTAL REQUIREMENTS:

- ☐ Refer to BCM Sec. 4.4.0
- ☐ Plot Plan
- ☐ Floor Plans & Elevations
- ☐ Structural (see structural checklist)
- ☐ Orientation on all plans matches
- ☐ Options clearly selected

**VISITABILITY ORDINANCE** City code Ch. 25-12 article 11. (100% New construction with habitable space in the first floor only)

- ☐ Architect or Certified Building Designer (RDP)
- ☐ Visitable Exterior Route or Waiver
- ☐ Visitable Entrance clearly indicated
- ☐ Visitable Exterior Route WAIVER when applicable
  - ☐ Prof. Land Surveyor Survey
  - ☐ RDP Substantiation including calculations
  - ☐ A review of the calculations will not be performed.
  - ☐ S.M.A.R.T. – needs waiver from NHCD

#### EXTERIOR WALL/ PROJECTION LOCATION

- (TABLES R302.1 (1) AND (2))
- ☐ Refer to Table R302.1(1) or (2) for fire rating requirements and opening restrictions (unlimited, 25%, not allowed)
  - ☐ No fire resistance rating if  $\geq 5'$ , or  $\geq 3'$  with sprinklers
  - ☐ Unprotected roof overhangs allowed with fireblocking at less than 5ft but not less than 2ft from lot line

- ☐ No overhangs allowed at less than 2ft of lot line
- Exception:** detached garage accessory to a dwelling within 2ft of lot line may have a 4" max. roof eave projection
- ☐ Approved assembly identified (UL, Gypsum Association, or IBC 722 assembly and detail)

#### TOWNHOUSES R302.2

- ☐ Separation Requirements:
  - ☐ 1hr common wall shared by two townhouses
    - ☐ Rated from both sides
    - ☐ (no plumbing, mech. equipment, ducts or vents)
    - ☐ Extending to and tight against exterior walls and underside of roof sheathing
  - ☐ Or 2 fire rated wall assemblies as required by table R302.1(2) for exterior walls
- ☐ Wall section from foundation to roof (roof parapet) showing fire rated wall assembly
- ☐ Approved assembly identified (UL, Gypsum Association, or IBC 722 assembly and detail)
- ☐ Wall section matches UL Assembly
- ☐ UL rated assembly shown is for the right condition
- ☐ Wall section and details reflect correct orientation of trusses in truss layout
- ☐ Continuity R302.2.1: Fire resistant rating extends full length of wall and wall extensions separating attached accessory structures
- ☐ 30" Parapet required or exception R302.2.2
- ☐ fire sprinkler system required

#### TWO-FAMILY DWELLINGS R302.3

- ☐ Separation by a wall and/or floor/ceiling assembly 1-hr rating
  - ☐ 1/2hr rating allowed with sprinklers
  - ☐ Wall assemblies not extending through attic comply with R302.3 Exception 2
- ☐ R302.3.1 Construction supporting a fire rated floor assembly (i.e. bearing walls) has equal or greater fire rating

- ☐ Continuity: Fire rated floor/ceiling assemblies extend to and are tight against exterior wall and wall assemblies extend from foundation to underside of roof deck
- ☐ Fire rated wall and floor/ceiling assembly shown in section and details. Approved assembly identified (UL, Gypsum Association, or IBC 722 assembly)

## ARCHITECTURAL– UNSEALED DRAWINGS:

### **GARAGE SEPARATIONS** R302.5

- ☐ Zero penetrations to sleeping rooms
- ☐ Solid wood door 1-3/8" min. thickness, Solid or honeycomb core steel door 1-3/8" min. thickness, or 20 minutes fire rated door
- ☐ Self-closing device on garage to home door
- ☐ Walls and ceilings with attic space above: 1/2" gyp board.
- ☐ Ceilings with habitable rooms above – 5/8" Type-X gypsum board
- ☐ Garages less than 3' from dwelling unit on same lot: 1/2" gyp bd. on interior side of exterior walls

### **FIRE PROTECTION OF FLOORS** R302.13

- ☐ Floor assemblies not required to be rated have 1/2" gypsum or 5/8" wood structural panel or equivalent on underside of floor framing members

### **LIGHT, VENTILATION** R303

- ☐ Ventilation – Ducted? Window opening 4% floor
- ☐ Illumination – Glazing min 8% floor area
- ☐ Bathroom glazing – min 3 sqft, one half openable

### **MINIMUM ROOM AREAS** R304

- ☐ Habitable rooms  $\geq 70$  sqft
- ☐ Habitable room walls  $\geq 7'$
- ☐ Sloping ceiling  $< 5'$  or furred  $< 7'$  AFF shall not contribute to habitable area

### **CEILING HEIGHT** R305

- ☐ Min height 7'
- ☐ Bathrooms and laundry rooms: min. 6'-8"
- ☐ Sloped ceilings: required floor area has ceiling height  $\geq 5'$ . 50% of req. area has a ceiling height  $\geq 7'$
- ☐ Basements w/o habitable space: min. 6'-8"
- ☐ Ceiling obstructions like beams and ducts in basements: 6'-4"

### **TOILET, BATH AND SHOWER SPACES** R307

- ☐ Refer to 2012 UPC for shower pan size (1,024 sq. in. & fit min 30" circle), water closet spacing (15" clear from center, 21" clear from front, 24" from front per UPC)
- ☐ Refer to 2015 UPC starting September 13, 2017

### **HAZARDOUS GLAZING** R308

- ☐ Glazing in doors

- ☐ Glazing adjacent to doors when  $< 60"$  above floor or walking surface *and*:
  - ☐ Glazing is within 24" of door in the same plane of the door in closed position OR
  - ☐ Glazing perpendicular to door in closed position within 24" of hinge side when door swings towards the glazing and not away from it
- ☐ Glazing in guards and railings
- ☐ Glazing surrounding wet surfaces: within 60" horizontally in all directions under 60" vertically
- ☐ Glazing in windows when *all* below is met:
  - ☐ In excess of 9 sf
  - ☐ bottom less than 18" above floor
  - ☐ top more than 36" above floor
  - ☐ walking surface within 36" horizontally
- ☐ Skylights, roofs, and sloped glazing
- ☐ Adjacent to stairs and ramps and bottom less than 36"
- ☐ Adjacent to bottom of stair landing when lower than 36", and within a 60" horizontal *arc*. (Fig. R308.4.7)

### **EMERGENCY AND RESCUE OPENINGS** R310

- ☐ Basements, habitable attics and every sleeping room
  - ☐ Opens to public way, *yard* (defined in code), or court opening to a public way
  - ☐ Sill max. height: 44" aff.
  - ☐ Min net clear opening 5.7sf (821 sq. in.),
  - ☐ *Grade floor openings* and below-grade openings: min. net clear opening 5sf (720 sq. in.) (\*sill height not more than 44" above or below finished ground level adjacent to opening)
  - ☐ Min opening height 24"
  - ☐ Min opening width 20"
- (typical: 2650 @ *Grade floor openings*; 3050 everywhere else)

### **MEANS OF EGRESS** R311

- ☐ Continuous, and unobstructed vertical and horizontal path from all portions of dwelling
- ☐ Exit door side hinged, min clear width 32" and clear height 78" (3'0" x 6'8") opening to public way, yard or court
- ☐ Min width of hallway 36"
- ☐ Egress door landings:
  - ☐ width = width of door min
  - ☐ depth: 36" min. in direction of travel
  - ☐ Interior side  $\leq 1 \frac{1}{2}"$  drop from threshold
  - ☐ Exterior side  $\leq 7 \frac{3}{4}"$  drop from threshold
  - ☐ 2% max slope
  - ☐ Exterior landing is anchored to structure or self-supported. No nails or toe-nails

### **STAIRWAYS** R311.7

- ☐ Minimum width  $\geq 36"$
- ☐ Handrails do not project more than 4-1/2"
- ☐ Headroom: 6'-8"

- ☐ Minimum landing width = stair width
- ☐ Minimum landing depth = 36"
- ☐ Max rise 7 ¾", variation no more than 3/8"
- ☐ Tread depth ≥ 10"
- ☐ Landings at top and bottom
- ☐ Vertical rise ≤ 147" (12'-3")
- ☐ Open risers over 30" from floor or grade, max. 4" openings
- ☐ Alternating Thread devices and Ship Ladders not used as a means of egress

#### **HANDRAILS** R311.7.8

- ☐ Height not < 34" or > 38"
- ☐ Required for stairs with 4 or more risers
- ☐ Required on one side. Required at both sides in Ship Ladders and Alternating Thread devices
- ☐ Continuous for full length of flight

#### **SPIRAL STAIRS** R311.7.10.1

- ☐ Clear width 26"
- ☐ Walkline radius 24-1/2"
- ☐ Thread depth min. 6-3/4" at walkline
- ☐ Identical threads
- ☐ Risers 9-1/2" max.
- ☐ Headroom 6'-6" min.
- ☐ No opening limitation on risers

#### **ALTERNATING TREAD DEVICES AND SHIP LADDERS**

- ☐ Shall NOT be used as an element of a means of egress
- ☐ Handrails required at both sides
- ☐ Refer to R311.7.11 for Alternating Tread Devices requirements
- ☐ Refer to R311.7.12 for Ships Ladders requirements

#### **GUARDRAILS** R312.1

- ☐ Porches, balconies, ramps, raised floor surfaces 30" above floor or grade
- ☐ Height ≥ 36". On open side of stairs ≥ 34".
- ☐ When serving as handrails height is 34"-38"
- ☐ Height measured from adjacent walking surfaces (adj. fixed seating excluded)
- ☐ Maximum 4" opening

#### **SMOKE ALARMS** R314

- ☐ Hard-wired, interconnected, battery backup (Battery powered allowed at remodels). Wireless alarms allowed when one triggers the others.
- ☐ In each sleeping room
- ☐ Outside each sleeping area in immediate vicinity
- ☐ On each additional story within the dwelling unit including basements, habitable attics
- ☐ Min. distance 3' from full bathroom door unless not possible

- ☐ Ionization smoke alarms not allowed within 20' of cooking appliance or within 10' with silencing switch.
- ☐ Photoelectric alarm not allowed within 6' from cooking appliance
- ☐ Fire alarm system complying with NFPA 72 installed as a permanent fixture plus smoke detectors, in lieu of smoke alarms

#### **CO ALARMS** R315

- ☐ Hard-wired, interconnected, battery backup
- ☐ Battery powered at remodels and buildings without commercial power
- ☐ Dwelling unit with attached garage with an opening communicating to the dwelling
- ☐ Dwelling unit with fuel-fired appliances
- ☐ Locations: immediate vicinity of sleeping areas
- ☐ Inside bedroom where fuel-burning appliance is located in bedroom or attached bath

#### **MEZZANINES** R325

- ☐ Definition: Intermediate level between floor and ceiling of any story. A Loft is a Mezzanine (see local amendments- loft definition)
- ☐ Ceiling Height: ≥ 7 ft.
- ☐ Area limitation: ≤ 1/3 of room
- ☐ Compliance with R311 egress requirements
- ☐ Must open to room. **Exceptions:**
  - ☐ 10% or less can be enclosed;
  - ☐ Openness not required if ≤ 2 stories above *grade plane* with sprinkler system, or if 2 or more means of egress are provided

#### **ATTICS** R807.1

- ☐ Min access 22"x30" rough opening
- ☐ Ventilation - 1/150<sup>th</sup> of total area (1/8" wire mesh)
- ☐ Live loads limit check (Table R301.5)
- ☐ Ceiling joists or floor joists? Determine use
- ☐ Habitable Attic? Egress, stairs, SD, CO

\*\*\*FOR STRUCTURAL REVIEW CHECKLIST SEE NEXT PAGE\*\*\*



## **STRUCTURAL CHECKLIST – SEALED DRAWINGS**

- ☐ Check for engineer seal on foundation plans
- ☐ Check for architect or engineer seal on framing and bracing plans
- ☐ Foundation plan matches orientation and outline of floor plan
- ☐ Foundation details including anchorage to foundation
- ☐ Floor framing plans
- ☐ Roof framing plans
- ☐ Truss layout (direction and spacing)
- ☐ Truss support structure (headers, beams, walls, columns)
- ☐ Typical framing details (wall-to-floor, wall-to-roof)
- ☐ Braced wall plan with braced wall lines (Ref. IRC R106.1.3 and BCM 4.4.4.3)
- ☐ Bracing information (Ref. R106.1.3):
  - ☐ methods used (fasteners/nail pattern, specific bracing method details, portal frame details)
  - ☐ location and length of braced wall panels
  - ☐ foundation requirements of braced wall panels at top and bottom

## **STRUCTURAL CHECKLIST – UNSEALED DRAWINGS: BELOW AND RIGHT**

### **ENGINEER SEAL REQUIRED**

Engineer stamp required for the following (BCM 4.4.4.4):

- ☐ Foundation Plans and Details on expansive soils
- ☐ Unsupported spans greater than 24 feet
- ☐ Pre-engineered systems and components

### **ENGINEER OR ARCHITECT SEAL REQUIRED**

- ☐ Framing plans and details, wall bracing plans and details for buildings that are:
  - ☐ More than one story
  - ☐ Do not meet prescriptive methods
  - ☐ Designed as per IBC
  - ☐ Decks over 4 feet in height measured vertically at any point within 36" horizontally

### **FOOTING PLANS** R403.1.4

- ☐ Footing material depth and dimensions (depth below surface min 12")
- ☐ Footing locations/dimensions
- ☐ Footing details
- ☐ Connection details

\*\*\*slabs on expansive soil shall be designed by a registered engineer\*\*\*

\*\*\*piers and masonry piers shall be designed by a registered engineer per R404.1.9.4\*\*\*

## **WOOD FRAMED WALLS**

- ☐ Stud spacing/wood grade - R602.3
- ☐ Headers – size/span/material - R602.7
- ☐ Typical wall details
- ☐ Foundation/floor/ceiling connection details
- ☐ Foundation anchorage – R403.1.6

## **WOOD FRAMED FLOORS**

- ☐ Live loads supported – Table R301.5
- ☐ Joist size, spacing, wood grade – R502.3
- ☐ Girders – R502.5
- ☐ Floor sheathing – R503.1
- ☐ Framing layout – Figure R502.2

## **WOOD FRAMED ROOFS**

- ☐ Live load supported – Table R301.6
- ☐ Ceiling joist size, spacing and grade – R802.4
- ☐ Rafter size, spacing and grade – R802.5
- ☐ Roof sheathing – R803.1
- ☐ Rafter Ties and Collar Ties – R802.3.1
- ☐ Purlins – R802.5.1

## **WALL BRACING** R602.10

- ☐ Braced wall lines layout – Fig. R602.10.1.1
- ☐ Braced wall methods used – Table R602.10.4
- ☐ Braced wall panel locations – R602.10.2
- ☐ Minimum length of braced wall panels – R602.10.5
- ☐ End requirements for continuous sheathing – R602.10.7
- ☐ Sheathing attachment – Table R602.3(3)
- ☐ Details for portal frames – R602.10.6



## Residential Tree Review Checklist

This checklist is intended to clarify the review process and reduce review time by ensuring compliance with the tree preservation standards. This is only a general list and is not intended to address all circumstances. This checklist includes standard comments made by City Arborist review staff that will help you submit compliant plans and help speed up the review process. These comments address code and rule requirements, while helping better protect the urban forest during development.

Questions? Contact [cityarborist@austintexas.gov](mailto:cityarborist@austintexas.gov) or your assigned reviewer as shown on your Austin Build + Connect account and within the review comment report.

**Please verify the following before submitting your plans – all items must be complete:**

### Permits and Plans

- ☐ Check "Yes" to protected size trees on the PR application
  - This is how City Arborist staff is distributed on the residential plan review submittal.
  - A Tree Ordinance Review is required when Protected Trees (19" diameter or larger on single-family property) are impacted (see the [Environmental Criteria Manual Section 3.5.2](#) for impacts) on the property and/or on adjacent properties that have Critical Root Zones that extend into the subject property.
- ☐ There is a tree review fee required at the time of plan submittal.
  - If the City Arborist staff determines that a review is not required for your project, we will notify you during the review cycle and issue a refund.

### General

- ☐ Provide a plot plan that depicts all Protected or Heritage Trees on site and/or on adjacent properties that have Critical Root Zones that extend onto the subject property.
- ☐ If impacting the Critical Root Zone of three (3) or more Protected or Heritage Trees, provide a separate Tree Preservation Plan sheet in the plan submittal.
- ☐ Show **trees to be preserved** as solid concentric circles.
- ☐ Show **trees to be removed** by either a dashed concentric circle or a call out stating the tree(s) to be removed.
  - Proposed removals will require proper justification and may require mitigation if approved for removal.
- ☐ Accurately identify the diameters and species of all Protected Trees (ex. Live Oak, Post Oak, Cedar Elm, American Elm, etc. - not just Oak or Elm).
  - A Tree Schedule/Legend is recommended for clarity on a site with multiple trees.

### Critical Root Zone (CRZ)

- ☐ Represent to scale and label the ¼, ½, and full Critical Root Zones of all Protected and Heritage Trees on the plot plan.
  - If any Critical Root Zones overlap proposed foundation, represent to scale and label the ¼, ½, and full Critical Root Zones of all Protected and Heritage Trees on the foundation plan.
- ☐ Show or note the proposed access routes, material staging, dumpster and spoils placement, as applicable – these cannot be within the ½ CRZ of any Protected Trees.
- ☐ Show the area designated for portable toilet and concrete washout. Alternatively, identify and dimension the area where these activities cannot occur in the CRZ.
- ☐ Show existing and proposed underground and overhead utility routes and meter locations (water, waste water, gas, electric).
  - Clearly identify utilities to remain. Alternatively, identify and dimension the area where these activities cannot occur.
- ☐ Identify placement of pool equipment. Pool equipment and associated trenching must avoid the ½ CRZs of all Protected Trees, or else air excavation by a Certified Arborist may be required.

- ☐ Show the specific locations of tree protection on the plan per requirements of Environmental Criteria Manual section 3.5.2.
- ☐ Account for forms, bracing, positive drainage, working areas, etc. when setting the foundation proximity to the ½ CRZ.
- ☐ Proposed sidewalks & driveways:
  - Avoid the ½ CRZ of Protected Trees if at all possible. Alternative designs and construction techniques will have to be considered if these items cannot avoid the ½ CRZ of Protected Trees.
    - There is a low impact driveway detail in Environmental Criteria Manual Appendix V Figure 3-13 (or the like) that may be used. Note location of existing/previous sidewalks and driveways, if applicable in the CRZ.
- ☐ Calculations of full Critical Root Zone impacts per Protected Tree may be required (in square feet and percentage).
  - Environmental Criteria Manual section 3.5.2 requires a minimum of 50% of Critical Root Zone be preserved at natural grade with natural ground cover.

## Tree Canopy

- ☐ Recommended: Provide a letter from a privately hired Certified Arborist which states the percentage of canopy they evaluate necessary for removal for the proposed structure, construction methods needed to build the structure, and/or a summary of the health of the tree.
  - **Letter is required during review** if there is proposed construction within the ½ CRZ of a Protected Tree and/or if there are obvious conflicts between the tree(s) and the proposed construction.

## Requested Tree Removal

- ☐ If applying to remove a Protected or Heritage Tree, it is recommended to provide a plot plan depicting any/all trees less than protected size that are planned for preservation.
- ☐ If removal of a Protected Tree is proposed for condition related reasons, submit a letter from a privately hired Certified Arborist that provides their professional analysis on the health of the tree via an ISA Risk Assessment form.
- ☐ If removal of a Protected Tree is proposed for development purposes, the request will require proper justification and may require mitigation if approved for removal. Proposed removal of a healthy Heritage Tree will require an Administrative or Commission Variance process and related fees.



## Residential Inspection Checklist – Building Final

The intended use of this checklist is for the preparation of an inspection. This is only a general list and is not intended to address all circumstances. Please refer to the latest adopted International Residential Code (IRC) and the City of Austin Land Development Code (LDC) for code sections listed below.

- IRC: <https://codes.iccsafe.org/public/collections/I-Codes>
- LDC: [https://library.municode.com/tx/austin/codes/land\\_development\\_code?nodeId=THCOAUTE\\_CH25-12TECO\\_ART11RECO](https://library.municode.com/tx/austin/codes/land_development_code?nodeId=THCOAUTE_CH25-12TECO_ART11RECO)

**Please verify the following before calling for the Building Final Inspection:**

### Permits and Plans

- ☐ Prior to scheduling the final building inspection, the contractor or person doing the work has reviewed the approved plans and can assure that the construction being inspected is consistent and ready for inspection.
- ☐ Job address is posted in a visible location per IRC section R319.1.
- ☐ Permit and approved city stamped plans are on site and accessible to inspector.
- ☐ All other finals are approved required inspections have passed per section R109.4
- ☐ If required by permit, obtain copy of FEMA Elevation Certificate based upon finished construction and provide to floodplain office for review.

### Exterior

- ☐ House numbers are plainly visible & legible from the street or road fronting the property with minimum 4" height and of contrasting color. [R319.1]
- ☐ All exterior windows, penetrations and openings have been caulked.
- ☐ Chimney terminations are 2' above any roof/structure within 10' and not less than 3' above the highest point where the chimney passes through the roof. [R1003.9]
- ☐ Spark arresters installed on top of chimney. [R1003.9.2]
- ☐ There is at least 6" distance from soil to bottom of wood siding/trim. [R317.1, #5]
- ☐ There is at least 6" distance from soil to bottom of masonry. [Figure R606.11(3)]
- ☐ The grade at the foundation falls away from the building a minimum of 6" within the first 10'. Where this is infeasible, drains or swales shall be constructed to ensure drainage away from the structure. [R401.3 & exception]
- ☐ A controlled method of water disposal from roofs that will collect and discharge roof drainage to the ground surface not less than 5' from foundation walls or to an approved drainage system shall be provided for expansive or collapsible soils [R801.3]
- ☐ Exterior doors have landings, minimum 36" in the direction of travel by not less than the door served for width. [R311.3]
- ☐ The floor or landing at the required egress door shall not be more than 1.5" lower than the top of the threshold. [R311.3.1]
- ☐ The landing or floor on the exterior side of the required egress door shall not be more than 7-3/4" below the top of the threshold provided the door does not swing over the stairway. [R311.3.1 exception]
- ☐ The floor or landing at doors other than the egress door may step down 7 3/4" below the top of the threshold.
- ☐ Where a stairway of two or fewer risers is located on the exterior side of a door, other than the required egress door, a landing is not required for the exterior side of the door. [R311.3.2 exception]
- ☐ Steel lintels shall bear not less than 4" and be painted for corrosion resistance. [R703.8.3]
- ☐ Flashing has been installed at exterior window and door openings and other locations per R703.4. [R703.4]
- ☐ For exterior plaster construction, weep screeds have been provided [R703.7.2.1]
- ☐ For masonry construction, flashing has been provided [R703.8.5]
- ☐ For masonry construction, weep holes have been provided [R703.8.6]
- ☐ Drip edge has been provided at eaves and rake edges of shingle roofs [R905.2.8.5]
- ☐ Egress window well ladders have been installed if applicable [R310.2.3.1]
- ☐ The impervious cover has not been exceeded by additional flat work not shown on the approved site plan.

## Decks

- ☐ Verify that deck placement, setback, size and materials are per approved plans.
- ☐ Deck is positively attached and supports both lateral and live loads (40lb/sq.ft. minimum) R301.5, R502.2.
- ☐ All deck material treated or naturally resistant to decay. Cuts, notches, and holes are treated with preservative. (R317.1, R317.1.1, R317.1.5 & R317.2)
- ☐ Fasteners and hardware for pressure preservative and fire-retardant-treated wood shall be of hot-dipped galvanized steel, stainless steel, silicon bronze or copper. (R317.3, R317.3.1 and manufacturer's requirements)
- ☐ Joists can be untreated if approved weatherproof decking membrane is used. Note: soffits allowed when ventilated.
- ☐ Ledger for decks bolted/lagged to structure in accordance with table 507.2.1 or per approved plan. (R507.2)
- ☐ Deck lateral connections require a minimum (2) 1,500 lb. hold-down tension devices, installed in not less than two locations (ends) per deck, installed and connected to interior parallel joists per IRC figure 507.2.3 (exception decks < 30" above grade).
- ☐ Cantilevers blocked at bearing line if >12". (Table R502.3.3(2), note 'e')
- ☐ Bottom of footings are minimum 12" below grade for freeze protection. (Table R301.2.(1) – local jurisdiction, R403.1.4)
- ☐ Where deck is >30" vertical above the grade plane, within 3' horizontal, a guard is installed. (R312.1.1)

## Guardrails and Handrails

- ☐ Guards adjacent to open-sided walking surfaces over 30" from adjacent floor or grade are a minimum 36" height to the top of the guard. [R312.1.1 & R312.1.2]
- ☐ Open sides of stairs with a total rise of 30" above the floor or grade below have guards minimum 34" in height when measured vertically from the stair nosing to the top of the guard. [R312.1.2 exceptions 1 & 2]
- ☐ Guards don't allow passage of 4" sphere. [R312.1.3]
- ☐ Triangle formed by riser, tread and bottom element of guardrail doesn't allow passage of 6" sphere. [R312.1.3 Exception1]
- ☐ Guards installed at the open sides of stairs don't allow the passage of 4 3/8" sphere. [R312.1.3 Exception 2]
- ☐ Handrails and guardrails shall be capable of withstanding a 200 lb. concentrated load. [IBC 1607.8.1.1]
- ☐ Handrail at stairs with 4 or more risers. [R311.7.8]
- ☐ Handrail height shall be a minimum 34" to maximum 38" above nose of tread to top of handrail. [R311.7.8.1]
- ☐ Type I handrail provided with circular cross sections 1 1/4" - 2" diameter. [R311.7.8.3 #1]
- ☐ Type I handrails with noncircular cross sections have a perimeter dimension of 4" – 6 1/4" with a maximum cross section of 2 1/4". (R311.7.8.3 #1)
- ☐ Type II handrails with perimeters greater than 6 1/4" require a graspable finger recess area on both sides of the profile. The minimum & maximum width above the recess is 1 1/4" – 2 3/4". [R311.7.8.3 #2]
- ☐ Handrail returns to wall, maximum 4 1/2" off wall with minimum 1 1/2" clear space from inside of rail to wall. [R311.7.1, R311.7.8.2]

## Interior

- ☐ Doors from conditioned space to unconditioned spaces are weatherstripped and insulated to a level equivalent to the insulation on the surround surfaces. [IECC R402.2.4]
- ☐ 1 3/8" solid door or 20-minute fire-rated door equipped with a self-closing device between house and garage. [R302.5.1]
- ☐ Window opening control device to be installed on operable windows with top of sill less than 24" above the finished floor and greater than 72" above the finished grade or other surface below on the exterior of the building [R312.2.1, R312.2.2]
- ☐ Tempered glass has been installed per the requirements of section R308.4 [R308.4]
- ☐ Pull down stairs have been installed per manufacturer with approved fasteners
- ☐ Smoke alarms are hard-wired, interconnected with battery back-up and installed in each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedrooms, on each additional story and not less than 3' horizontally from the door or opening of a bathroom that contains a bathtub or shower [R314.3, R314.4, R314.6]. Each smoke alarm has been individually tested.
- ☐ Carbon monoxide detectors are hard-wired with battery back-up and installed outside of each separate sleeping area in the immediate vicinity of the bedrooms and where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm is installed within the bedroom. [R315.3, R315.5]. Each carbon monoxide detector has been individually tested.



## Residential Inspection Checklist – Foundation

The intended use of this checklist is for the preparation of an inspection. This is only a general list and is not intended to address all circumstances. Please refer to the latest adopted International Residential Code (IRC) and the City of Austin Land Development Code (LDC) for code sections listed below.

- IRC: <https://codes.iccsafe.org/public/collections/I-Codes>
- LDC: [https://library.municode.com/tx/austin/codes/land\\_development\\_code?nodeId=THCOAUTE\\_CH25-12TECO\\_ART11RECO](https://library.municode.com/tx/austin/codes/land_development_code?nodeId=THCOAUTE_CH25-12TECO_ART11RECO)

**Please verify the following before calling for the Foundation Inspection:**

### Permits and Plans

- ☐ (If applicable) **The plumbing pre-pour and electrical grounding inspections must pass prior to placing concrete.**
- ☐ Prior to scheduling the foundation inspection, the contractor or person doing the work has reviewed the approved plans and can assure that the construction being inspected is consistent and ready for inspection.
- ☐ Job address is posted in a visible location per IRC section R319.1.
- ☐ Permit and approved city stamped plans are on site and accessible to inspector.

### General

- ☐ For Pier and Beam foundations:
  - Grade under girders/beams is 12" minimum. Otherwise, framing is to be pressure-treated. [R317.1]
  - Grade under joisting is 18" minimum. Otherwise, framing is to be pressure-treated. [R317.1]
- ☐ Verify lowest floor elevations for any construction identified as being in flood hazard areas, if applicable.
- ☐ Inspection of the foundation shall be made after poles or piers are set or trenches or basement areas are excavated, any required forms erected, and any required reinforcing steel is in place and supported prior to the placing of concrete. [Local amendment R109.1.1]
- ☐ The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment, and special requirements for wood foundations.
- ☐ The foundation and footing inspection must be performed by a **registered design professional** for all permitted structures. [Local amendment R109.1.1]
  - Exception:
    1. An uncovered deck built independent of another structure not more than 4' from the top of the decking measured vertically to the floor or grade at any point within 36" horizontally, is less than 200 square feet in floor area, and built in accordance to the prescriptive methods of the IRC.
    2. Repairs to a foundation limited to a maximum of 64 square feet and no damage to reinforcement or beams have occurred.
- ☐ Foundation letter from the registered design professional is on site for pick up or has been uploaded through the city's website. If it has been uploaded to the city's website, it must be properly identified as such in the Detail section with communication to the inspector via the comments section of the website.





## Residential Inspection Checklist – Framing

The intended use of this checklist is for the preparation of an inspection. This is only a general list and is not intended to address all circumstances. Please refer to the latest adopted International Residential Code (IRC) and the City of Austin Land Development Code (LDC) for code sections listed below.

- IRC: <https://codes.iccsafe.org/public/collections/I-Codes>
- LDC: [https://library.municode.com/tx/austin/codes/land\\_development\\_code?nodeId=THCOAUTE\\_CH25-12TECO\\_ART11RECO](https://library.municode.com/tx/austin/codes/land_development_code?nodeId=THCOAUTE_CH25-12TECO_ART11RECO)

**Please verify the following before calling for the Framing Inspection – all items must be complete:**

### Permits and Plans

- ☐ Prior to scheduling the framing inspection, the contractor or person doing the work has reviewed the approved plans and can assure that the construction being inspected is consistent and complete.
- ☐ Building is safe and accessible.
- ☐ Job address is posted in a visible location per IRC section R319.1.
- ☐ Permit, Residential Framing Checklist, approved city stamped plans, roof specifications, and engineered floor system information is on site and accessible to inspector.
- ☐ **For all new construction:** the framing, mechanical, plumbing, and fire sprinkler (*if applicable*) rough inspections are to be called in for the same day – this is referred to as a frame group inspection. The electrical rough inspection is required to be inspected prior to.

### General

- ☐ The roof is complete with radiant barrier (if required) and exterior moisture barriers are installed. [R703.1]
- ☐ Window and roof flashings are complete. [R703.4]
- ☐ There is no significant moisture remaining in the wood framing.
- ☐ Plate anchorage is installed to code.
- ☐ Required fire blocking is installed and approved fire blocking materials are in place. The penetrations at top and bottom plates, soffits, ceiling lines, etc. are sealed with fireblocking installed where required. [R302.11]
- ☐ Penetrations through a fire-rated assembly have been fire caulked per the UL Through-penetration detail.
- ☐ The installation of plumbing, mechanical, electrical, or fire sprinkler system rough-in work has not damaged the wall framing, floor joists, or roof framing. [R502.8, R602.6]
- ☐ Plumbing openings to crawl spaces and to living space above are protected by secured metal screens or collars with no openings greater than 1/2". [UPC 312.12]
- ☐ Smoke alarm and carbon monoxide wiring is installed at all required. [R314, R315]
- ☐ Tempered glazing is installed at all the required areas. [R308.4]
- ☐ Provide attic access to areas exceeding 30 square feet and vertical height of 30" or greater. The rough framed opening is a minimum 22" x 30" with a minimum 30" of unobstructed headroom above the access. [R807]
- ☐ Verify insulation dams at garages, porches, and pulldown attic stairs have been installed.
- ☐ Verify air barriers at dropped ceilings and hot walls have been installed.
- ☐ Verify insulation baffles if applicable.
- ☐ Verify recessed light cans are airtight and IC rated.
- ☐ Verify dampers on bath, utility, and kitchen exhaust fans/ducts.
- ☐ Verify fireplace installation when applicable.
- ☐ Visitable route matches approved plans for new construction only.
- ☐ At least one first floor bathroom or half-bath meets the visitability requirements for new construction only.
- ☐ Adequate attic ventilation has been provided.
- ☐ Light switch is at each floor level for an interior stairway [R303.7]
- ☐ Attic access has been provided to attic areas that have a vertical height of 30" or greater over an area of not less than 30 square feet [R807.1]

## Construction Tips – Fireblocking & Draftstopping

- ☐ Fireblocking is required [R3002.11.1]:
  - in stud walls and furred spaces, vertically at the ceiling and floor levels, and horizontally at intervals not exceeding 10'.
  - at interconnections between concealed vertical and horizontal spaces such as soffits and drop ceilings.
  - in openings around vents, pipes, ducts, chases, tub traps, and similar openings at ceiling and floor levels.
  - at the underside of the stairs and stair stringers.
- ☐ Draftstopping is required in floor-ceiling assemblies for every 1,000 square feet. [R302.12]

## Walls

- ☐ Wall studs are sized per plan and per code. [Table R602.3(5)]
- ☐ All framing members have been nailed per IRC nailing schedule. [Table R602.3(1), R602.3(2)]
- ☐ All vertical and horizontal framing members that have been notched or bored meet R602.6; Figure R502.8, Figure R602.6(1), Figure R602.6(2), Figure R602.6.1, Figure R802.7.1.1, Figure R802.7.1.2.
- ☐ Verify wall bracing has been installed to code per plan.
- ☐ All point loads continue to the foundation.
- ☐ Correct number of jack studs has been installed under headers, lintels and beams. [Table R602.7(1), R602.7(2)]
- ☐ All point loads continue to the foundation.
- ☐ Top plate splices less than 24", or plates over-notched or over-bored, are strapped with a minimum 16 gage x 1.5 inch wide metal tie with 8-16d nails per side. [R602.3.2, R602.6.1]
- ☐ The plans have been checked for installation and securing of special blocking – i.e. handrail or guardrail blocking, blocking for visitable future grab bars.
- ☐ The fastener types and sizes are per code.
- ☐ When cripple wall studs exceed 48", the studs are the size required for an additional story. [R602.9]
- ☐ The sheathing panel end joints occur over framing. [R602.10.10]

## Windows

- ☐ Verify all glazing complies with the currently adopted energy.
- ☐ Verify glazing is tempered per R308.4 (as applicable).
- ☐ Verify emergency escape and rescue openings are in place and installed to code. [R310.1]
- ☐ Where a window is provided as the emergency escape and rescue opening, the sill height shall be not more than 44" above the floor [R310]
- ☐ Window fall protection has been provided for operable windows with openings more than 6' above grade or the surface below, where the lowest part of the clear opening is less than 24" above the interior finished floor and has openings through which a 4" sphere can pass. [R312.2]

## Stairs – R311.7 (see code for any allowed exceptions)

- ☐ Verify stair head height, width, rises and runs have been installed to code. [R311.7]
- ☐ Minimum clear width is 36" at all points above handrail and below required headroom. [R311.7.1]
- ☐ Stairway headroom clearance is 6'8" minimum measured vertically from the sloped line adjoining the tread nosing or from the floor surface of the landing or platform on that portion of the stairway. [R311.7.2]
- ☐ Maximum vertical rise is 12'3" between floor levels or landings. [R311.7.3]
- ☐ Maximum riser height is 7-3/4". Greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8". [R311.7.5.1]
- ☐ Minimum tread depth is 10". Greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8". [R311.7.5.2]
- ☐ 3/4" to 1-1/4" stair nosing required at all solid risers except when tread depth is at least 11". Radius of curvature at nosing shall not be greater than 9/16". [R311.7.5.3]
- ☐ Floor or 36" deep landing at top and bottom of each stair run or stairways. Landings of shapes other than square or rectangular are permitted provided the depth at the walk like and total area is not less than that of a quarter circle with a radius equal to the landing width. [R311.7.6]
- ☐ Handrail(s) is provided per R311.7.8.
- ☐ Illumination to be provided per R303.7.



## Hold-downs and Hardware

- ☐ The proper type and size of fasteners are used for each application. [Table R602.3(1)]
- ☐ The mechanical connectors, straps, hold-downs, clips, hangers, are installed per plan and per manufacturer's specifications.
- ☐ Fasteners and hardware for pressure preservative and fire-retardant-treated wood shall be of hot-dipped galvanized steel, stainless steel, silicon bronze, or copper. [R317.3 or manufacturer's requirements]
- ☐ Joisting at decks shall be of preservative treated lumber unless approved weatherproof decking membrane is used. [R317.1.3]
- ☐ Full height studs are installed at all hold-downs, strapping, etc. Nailing into all studs at hold-downs and straps are complete. [See manufacturer's specifications]
- ☐ Anchor bolting is installed per shear wall schedule when specified and at a minimum of 2 per plate, maximum 6' o.c., maximum 12" from plate ends and not less than seven bolt diameters from end of each piece. [R403.1.6]

## Floor

- ☐ Crawl space venting requirements have been met at 1 square foot for each 150' of under-floor space. [R408.1]
- ☐ Floor crawl space access of 18" x 24" has been provided if applicable. [R408.4]
- ☐ Review floor plan for joists, beams, and posts.
- ☐ Dimensional joist bearing to be minimum 3" on concrete or masonry and 1-1/2" on wood. [R502.6]
- ☐ Floor cantilevers are in accordance with Table R502.3.3(1) and/or R502.3.3(2).
- ☐ Joists bearing and beams are supported laterally at ends and at bearing points by solid blocking. [R502.7]
- ☐ Nailing of joists, double joists, rims, etc. are per plan and code. [Table R602.3(1)]
- ☐ If wood I-joists are being used, verify layout and installation guides are onsite. Check that blocking detail, bearing requirements, etc. are per manufacturer's specifications.
- ☐ Check areas where plumbing may cause problems, such as toilet flanges centered on joists, plumbing walls, etc.

## Trusses

- ☐ The truss specifications and drawings, stamped and signed by an engineer registered in the State of Texas, are on site. [R106.1, R802.10.1]
- ☐ The truss configuration meets the design drawings; no trusses or TJIs have been flipped.
- ☐ The roofing material has not changed since the original design.
- ☐ Trusses have bearing as noted on truss specifications. [R802.10.1 #3]
- ☐ The lumber grade marks and sizes match the design specifications. [R802.10.1 #8]
- ☐ The connection plate sizes, gauges, and locations are per specifications. [R802.10.1 #9: 9.1, 9.2, 9.3]
- ☐ The truss bracing has been completed as noted and shown on the truss engineers plans. [R802.10.3]
- ☐ Any cut or damaged truss will require a letter of approval from the truss engineer.

## Boring & Notching

- ☐ Boring and/or notching conform to R502.8, R602.6, R602.6.1, R802.7, or per the manufacture's recommendations.

## Roof

- ☐ The ridges, hips, and valleys have been designed as beams for roof slopes less than 3 units vertical in 12 units horizontal. [R802.3]
- ☐ The rafters are framed opposite each other at the ridges. [R802.3]
- ☐ Notches on the ends of rafters do not exceed 1/4 the nominal joist depth. [R802.7.1.1]
- ☐ Notches in the top or bottom of rafters do not exceed 1/6 of the nominal depth and are not located in the middle 1/3 of the span. [R802.7.1, R502.8.1]  
*NOTE: Notching that is not longer than 1/3 of the nominal depth is permitted in the top of the rafter, if not located in the middle third of the rafter.*
- ☐ Holes are not within 2" of the top or bottom of the rafter and the diameter is not greater than 1/3 the nominal depth. For I-joists, refer to manufacturer's specifications. [R802.7.1, R502.8.1]
- ☐ Rafter ties are completed if required. [R802.3.1]
- ☐ Purlins and struts are installed as required. [R802.5.1]



## Residential Inspection Checklist – Insulation

The intended use of this checklist is for the preparation of an inspection. This is only a general list and is not intended to address all circumstances. Please refer to the latest adopted International Residential Code (IRC), International Energy Conservation Code (IECC) and the City of Austin Land Development Code (LDC) for code sections listed below.

- IRC: <https://codes.iccsafe.org/public/collections/I-Codes>
- LDC: [https://library.municode.com/tx/austin/codes/land\\_development\\_code?nodeId=THCOAUTE\\_CH25-12TECO\\_ART11RECO](https://library.municode.com/tx/austin/codes/land_development_code?nodeId=THCOAUTE_CH25-12TECO_ART11RECO)

***Please verify the following before calling for the Insulation Inspection:***

### Permits and Plans

- ☐ Prior to scheduling the insulation inspection, the contractor or person doing the work has reviewed the approved plans and can assure that the construction being inspected is consistent and ready for inspection.
- ☐ Job address is posted in a visible location per IRC section R319.1.
- ☐ Permit and approved city stamped plans are on site and accessible to inspector.
- ☐ Previous required inspections have passed per section R109.4
- ☐ Spray foam letter, if applicable, is on site

### General

- ☐ The newly constructed area is dried in (roofing is complete and air barriers are installed). [R701.2]
- ☐ Insulation is installed at roof (unless blown-in insulation is being used in the attic), walls, and floors at the thickness indicated per the local amendments to the Energy Code.
- ☐ Any insulation with facings, air barriers, or breathable papers, installed within floor/ceiling or roof/ceiling assemblies, walls, crawl spaces, under-stair voids, or attics, is required to have a minimum flame spread rating of less than 25 and a smoke density not to exceed 450. [R302.10.1]
- ☐ Foam plastic shall have a flame spread index of not more than 75 and shall have a smoke-developed index of not more than 450 [R316.3]
- ☐ Unless otherwise allowed in section R316.5, foam plastic shall be separated from the interior of a building by an approved thermal barrier of not less than 1/2" gypsum wallboard, 23/32" wood structural panel or other code allowed material... [R316.4]
- ☐ For foam plastic, an ignition barrier of 1-1/2" thick mineral wool fiber insulation, 1/4" thick wood structural panel, 3/8" particleboard, 1/4" hardboard, 3/8" gypsum board, corrosion-resistant steel having a base metal thickness of 0.016", 1-1/2" thick cellulose insulation or 1/4" fiber-cement panel unless the foam plastic has been tested in accordance with Section R316.6. [R316.5.3 item 3]
- ☐ All recessed light fixtures are IC (insulation contact) rated or enclosed within a sealed assembly.
- ☐ No vapor retarder is installed on the conditioned side of the wall due to Austin's climate

### Access Hatches and Doors

- ☐ Access doors from conditioned spaces to unconditioned spaces are weather-stripped and insulated to a level equal to the insulation at surrounding surfaces [IECC R402.2.4].
- ☐ Where loose-fill insulation is installed, wood framing or equivalent retainer is installed around the perimeter of the attic access to the height of surrounding insulation to prevent insulation from spilling and to maintain the R-value at the access. [IECC R402.2.4].

## Attic Insulation

- ☐ For air permeable insulations in vented attics, baffles are installed adjacent to soffit and eave vents. [IECC R402.2.3]
- ☐ For blown or sprayed fiberglass or cellulose insulations, thickness markers shall be affixed to the trusses or joists showing the initial installed thickness every 300 square feet with numbers not less than 1" in height and visible from the attic access. [IECC R303.1.1.1]

## Wall and Ceiling Insulation

- ☐ Insulation meets the currently adopted IECC or performance documentation is submitted substantiating the discrepancy.



## Residential Inspection Checklist – Layout

The intended use of this checklist is for the preparation of an inspection. This is only a general list and is not intended to address all circumstances. Please refer to the latest adopted International Residential Code (IRC) and the City of Austin Land Development Code (LDC) for code sections listed below.

- IRC: <https://codes.iccsafe.org/public/collections/I-Codes>
- LDC: [https://library.municode.com/tx/austin/codes/land\\_development\\_code?nodeId=THCOAUTE\\_CH25-12TECO\\_ART11RECO](https://library.municode.com/tx/austin/codes/land_development_code?nodeId=THCOAUTE_CH25-12TECO_ART11RECO)

**Please verify the following before calling for the Layout Inspection:**

### Permits and Plans

- ☐ If this is a legal non-complying structure or is a non-conforming use, a preconstruction inspection must be called first. Please call 512-978-4000 extension 3 to have this inspection added if required.
- ☐ Prior to scheduling the layout inspection, the contractor or person doing the work has reviewed the approved plans and can assure that the construction being inspected is consistent and ready for inspection.
- ☐ Job address is posted in a visible location per IRC section R319.1.
- ☐ Permit and approved city stamped plans are on site and accessible to inspector. After which, plans are to be kept in a protective container or box.
- ☐ Permit description meets the project scope. Review the Conditions section of the permit for other possible requirements.

### General

- ☐ Form survey with lot square footage and finish floor elevations is on site for inspector review and pick up.
- ☐ Elevation certificate, if required due to floodplain, is on site for inspector pick up.
- ☐ Verify that lot size matches approved plans.
- ☐ Verify setbacks, building lines, and zoning requirements are compliant per city approved site plan.
- ☐ Verify required distance from AE power lines if applicable.
- ☐ Identify PUEs on property, if applicable, to ensure no encroachment issues exist such as overhangs.
- ☐ Verify footprint and form elevations match plans for setbacks, height, and tent locations if applicable.
- ☐ Verify building separation and wall location requirements (interior and exterior; zipper configuration) are addressed if applicable.
- ☐ Verify type of fire-rated wall assembly is documented with plans. If it is missing, the layout inspection will be failed.
- ☐ If new construction on an infill lot, the total demo building permit and associated plumbing permit both have been finalized. If not, a hold will be placed on the BP until these items are completed.
- ☐ If new construction on an infill lot, verify that sewer yard line is capped 5' from the property line within the lot.
- ☐ Tree protection is to be in place (upright fence at critical root zone, 10" of mulch where fence constraints exist). If not, the layout inspection will be failed.
- ☐ Verify that silt fencing with safety caps on all posts and erosion controls are in place downstream of work as required. If not, the layout inspection will be failed.
- ☐ Review the total proposed impervious cover. If it is within 5% of the maximum, an impervious cover survey will be required at the final building inspection.
- ☐ Review plans to address possible technical code issues: egress, firewall detail(s), habitable space requirements, tempered glass, habitable attic.
- ☐ Verify number of off-street parking spots and allowable surface. Verify that alley meets parking requirements if applicable (24' minimum required for backing into an alley, measured from front of parking and can include alley width).
- ☐ Verify water meter size requirement.
- ☐ Review for any possible site drainage issues.
- ☐ Verify if a cut and fill permit is required.



## Residential Inspection Checklist – Wallboard

The intended use of this checklist is for the preparation of an inspection. This is only a general list and is not intended to address all circumstances. Please refer to the latest adopted International Residential Code (IRC) and the City of Austin Land Development Code (LDC) for code sections listed below.

- IRC: <https://codes.iccsafe.org/public/collections/I-Codes>
- LDC: [https://library.municode.com/tx/austin/codes/land\\_development\\_code?nodeId=THCOAUTE\\_CH25-12TECO\\_ART11RECO](https://library.municode.com/tx/austin/codes/land_development_code?nodeId=THCOAUTE_CH25-12TECO_ART11RECO)

**Please verify the following before calling for the Wallboard Inspection:**

### Permits and Plans

- ☐ Prior to scheduling the wallboard inspection, the contractor or person doing the work has reviewed the approved plans and can assure that the construction being inspected is consistent and ready for inspection.
- ☐ Job address is posted in a visible location per IRC section R319.1.
- ☐ Permit and approved city stamped plans are on site and accessible to inspector.
- ☐ Previous required inspections have passed per section R109.4

### General Nailing and Screwing

- ☐ All fasteners are approved gypsum board type. [R702.3.5 and Table R702.3.5]
- ☐ All screws are gypsum board type "W" or "S" unless otherwise noted and long enough to penetrate a minimum 5/8" into wood and 3/8" into steel. [R702.3.5.1 and Table R702.3.5]
- ☐ The nailing pattern on walls is 8" on center at the ends and in the field. The nailing pattern on the ceiling is 7" on center at the ends and in the field. [Table R702.3.5]
- ☐ The screw pattern on the walls is 16" for 16" on center framing and 12" for 24" on center framing. [Table R702.3.5]
- ☐ The screw pattern on the ceiling is 12" on center for framing spaced 16" or 24" on center. [Table R702.3.5]
- ☐ Gypsum shear walls are installed per approved plans or the prescriptive wall bracing requirements of Chapter 6.
- ☐ Drywall edges and ends occur on the framing members [R702.3.5]

### Water-resistant Gypsum Backing Board

- ☐ The use of water-resistant gypsum backing board is permitted on ceilings [R702.3.7].
- ☐ Water-resistant gypsum backing board shall not be installed over a Class I or II vapor retarder in a shower or tub compartment [R702.3.7]
- ☐ Cut or exposed edges, including those at wall sections, are to be sealed as recommended by the manufacturer [R702.3.7]
- ☐ Water-resistant gypsum backing board shall not be used where there will be direct exposure to water, or in areas subject to continuous high humidity, such as saunas, steam rooms, indoor pools, etc. [R702.3.7.1]
- ☐ Materials used as backers for wall tile in tub and shower areas and wall panels in shower areas shall be of materials listed in Table R702.4.2 and installed per manufacturers' recommendations. [R702.4.2]

### Garage Separation

- ☐ Garages beneath habitable rooms shall be separated by 5/8" Type X gypsum board or equivalent. [R302.6]
- ☐ The nailing pattern is 6" on center with 1-7/8" 6d coated nails (or equivalent drywall screws. Screws shall comply with R702.3.5.1)
- ☐ Framing supporting garage ceiling separation is protected by 1/2" gypsum board. [Table R302.6]
- ☐ Any ducting penetrating the wall or ceiling between the house and garage, that is not a minimum 26-gauge sheet metal, is enclosed within a protective assembly such as a shaft, chase, or soffit and has no openings into the garage. [R302.5.2]

## Section 5.0 Fees

[This page left blank intentionally.]



## Residential Building Plan Review & Permit Fees (1 of 4)

- A 4% Development Services Surcharge fee will be added to all permit fees.
- The review fee is payable at the time of submittal and is non-refundable unless the fee is collected in error by the City of Austin.
- The permit fee is payable at the time of permit issuance for building and trade permits.

### Residential Building Plan Review Fees

#### One & Two Family Dwellings

|   | DSD Fees        | 4% Surcharge   | Total           |
|---|-----------------|----------------|-----------------|
| <b>Residential Plan Review Application Processing Fee</b> | <b>\$63.00</b>  | <b>\$2.52</b>  | <b>\$65.52</b>  |
| <b>Combined Plan Review Fee</b>                           | <b>\$564.00</b> | <b>\$22.56</b> | <b>\$586.56</b> |
| Small Projects Plan Review                                | \$71.00         | \$2.84         | \$73.84         |
| <b>Residential Plan Review Resubmittal</b>                | <b>\$282.00</b> | <b>\$11.28</b> | <b>\$293.28</b> |
| <b>Residential Plan Revision Fee</b>                      |                 |                |                 |
| Minor Plan Revision                                       | \$45.00         | \$1.80         | \$46.80         |
| Major Plan Revision <i>(per hour)</i>                     | \$179.00        | \$7.16         | \$186.16 /hour  |
| <b>Express Residential Plan Review</b>                    | <b>\$42.00</b>  | <b>\$1.68</b>  | <b>\$43.68</b>  |
| <b>Demolition/Relocation Processing Fee</b>               | <b>\$42.00</b>  | <b>\$1.68</b>  | <b>\$43.68</b>  |
| <b>Driveway Review Fee</b>                                | <b>\$36.00</b>  | <b>\$1.44</b>  | <b>\$37.44</b>  |
| <b>Restamp Fee</b>  | <b>\$35.00</b>  | <b>\$1.40</b>  | <b>\$36.40</b>  |
| <b>Consultation Fee</b> <i>(per hour, 1-hour minimum)</i> | <b>\$182.00</b> | <b>\$7.28</b>  | <b>\$189.28</b> |
| <b>New Construction (Volume Builder Program)</b>          |                 |                |                 |
| Volume Builder Registration Fee - Initial                 | \$639.00        | \$25.56        | \$664.56        |
| Volume Builder Registration Fee - Renewal                 | \$479.00        | \$19.16        | \$498.16        |
| Zoning Review Fee   | \$406.00        | \$16.24        | \$422.24        |
| Prototype Plan Review Fee                                 | \$285.00        | \$11.40        | \$296.40        |
| Volume Builder Plan Review <i>(per unit)</i>              | \$68.00         | \$2.72         | \$70.72 /unit   |



## Residential Building Plan Review & Permit Fees (2 of 4)

### Miscellaneous Fees

|   | DSD Fees        | 4% Surcharge  | Total                |
|---|-----------------|---------------|----------------------|
| <b>Alternate Methods of Compliance</b>  | <b>\$81.00</b>  | <b>\$3.24</b> | <b>\$84.24</b>       |
| <b>Residential Express Permits/Kitchen Remodels - Inspection</b>  | <b>\$71.00</b>  | <b>\$2.84</b> | <b>\$73.84</b>       |
| <b>Residential Change-Out Program Permits</b>   |                 |               |                      |
| HVAC ( <i>first system</i> )  | \$86.00         | \$3.44        | \$89.44              |
| each additional system  | \$27.00         | \$1.08        | \$28.08              |
| Water Heater ( <i>first appliance</i> )   | \$86.00         | \$3.44        | \$89.44              |
| each additional appliance   | \$27.00         | \$1.08        | \$28.08              |
| Retrofit Windows  | \$86.00         | \$3.44        | \$89.44              |
| <b>After Hours Inspection Fee</b>   |                 |               |                      |
| First Hour  | \$150.00        |               | \$150.00             |
| each additional hour  | \$49.00         |               | \$49.00              |
| <b>Reinspection Fee</b><br>The fee will be charged for a scheduled inspection each time: (1) work is not complete; (2) corrections from prior deficiency were not completed; or (3) the site is not accessible. | <b>\$53.00</b>  |               | <b>\$53.00</b>       |
| <b>Inspections for Standalone Projects</b>  | <b>\$53.00</b>  | <b>\$2.12</b> | <b>\$55.12</b>       |
| Per inspection after two inspections  | \$26.00         | \$1.04        | \$27.04              |
| <b>Demolition Permit (<i>each</i>)</b>  | <b>\$46.00</b>  | <b>\$1.84</b> | <b>\$47.84 /each</b> |
| <b>Relocation Permit (<i>each</i>)</b>  | <b>\$50.00</b>  | <b>\$2.00</b> | <b>\$52.00 /each</b> |
| <b>Boat Dock New Construction Permit</b>  | <b>\$204.00</b> | <b>\$8.16</b> | <b>\$212.16</b>      |
| <b>Municipal Utility District (MUD)/ETJ Inspections (<i>electric &amp; plumbing</i>)</b>  | <b>\$36.00</b>  | <b>\$1.44</b> | <b>\$37.44</b>       |
| <b>Permits Outside the City Limits</b>  | <b>\$16.00</b>  |               | <b>\$16.00</b>       |
| <b>Electric Service Planning Application Processing/DPGA</b><br><i>Required when there is a new or change in electric service load on the property.</i>   | <b>\$8.00</b>   | <b>\$0.32</b> | <b>\$8.32</b>        |
| <b>Electric Service Inspection Fee in COA</b>   | <b>\$113.00</b> | <b>\$4.52</b> | <b>\$117.52</b>      |
| <b>Electric Service Inspection Fee in PESD</b>  | <b>\$129.00</b> | <b>\$5.16</b> | <b>\$134.16</b>      |
| <b>Electrical Special Inspection Program Fee</b>  |                 |               |                      |
| Initial Application   | \$12.00         | \$0.48        | \$12.48              |
| Annual Renewal  | \$4.00          | \$0.16        | \$4.16               |

## Residential Building Plan Review & Permit Fees (3 of 4)

### Miscellaneous Fees (continued)

|  | DSD Fees        | 4% Surcharge  | Total                          |
|--|-----------------|---------------|--------------------------------|
| <b>Plan Review - Floodplains</b>   |                 |               |                                |
| Floodplain   | \$255.00        | \$10.20       | \$265.20                       |
| Erosion Hazard Zone  | \$170.00        | \$6.80        | \$176.80                       |
| Grading & Drainage   | \$255.00        | \$10.20       | \$265.20                       |
| <b>Duplicate Certificate of Occupancy</b>  | <b>\$18.00</b>  |               | <b>\$18.00</b>                 |
| <b>Temporary Certificate of Occupancy - Building Only</b> ( <i>Expires after 90 days</i> ) | <b>\$71.00</b>  | <b>\$2.84</b> | <b>\$73.84</b>                 |
| <b>Temporary Certificate of Occupancy Renewal - Building Only</b>                          | <b>\$54.00</b>  | <b>\$2.16</b> | <b>\$56.16</b>                 |
| <b>Contractors Expired Permits</b> ( <i>Building, Electrical, Mechanical or Plumbing</i> ) | <b>\$16.00</b>  | <b>\$0.64</b> | <b>\$16.64</b> /per discipline |
| <b>Escrow Accounts - Establishment of Escrow Account</b>                                   | <b>\$24.00</b>  |               | <b>\$24.00</b>                 |
| <b>Registration</b> ( <i>Mechanical, Irrigation</i> )                                      |                 |               |                                |
| New  | \$24.00         |               | \$24.00                        |
| Annual Renewal   | \$8.00          |               | \$8.00                         |
| <b>Overtime Plan Review Fee</b> ( <i>per discipline, per hour, two-hour minimum</i> )      | <b>\$107.00</b> | <b>\$4.28</b> | <b>\$111.28</b>                |
| <b>Service Center Copy Fee per page</b> (+ tax)  | <b>\$0.20</b>   | <b>\$0.01</b> | <b>\$0.21</b> + tax            |

### Residential New Construction, Remodel, Repair & Alterations Permit Fees

|   | Building        | Electrical      | Mechanical      | Plumbing        | Energy         |
|---|-----------------|-----------------|-----------------|-----------------|----------------|
| <b>Single Family, Duplex, Townhouse, and other Residential Structures</b> |                 |                 |                 |                 |                |
| <b>≤ 1,000 sq. ft.</b>  | <b>\$287.76</b> | <b>\$330.12</b> | <b>\$94.81</b>  | <b>\$188.93</b> | <b>\$42.36</b> |
| <b>≤ 2,000 sq. ft.</b>  | <b>\$287.76</b> | <b>\$330.12</b> | <b>\$94.81</b>  | <b>\$188.93</b> | <b>\$42.36</b> |
| per additional 100 over 1,000   | \$6.59          | \$3.06          | \$1.41          | \$3.29          | \$0.47         |
| <b>≤ 3,000 sq. ft.</b>  | <b>\$353.65</b> | <b>\$360.71</b> | <b>\$108.92</b> | <b>\$221.88</b> | <b>\$47.06</b> |
| per additional 100 over 2,000   | \$6.59          | \$8.71          | \$1.41          | \$3.29          | \$0.47         |
| <b>≤ 4,000 sq. ft.</b>  | <b>\$419.54</b> | <b>\$447.78</b> | <b>\$123.04</b> | <b>\$254.82</b> | <b>\$51.77</b> |
| per additional 100 over 3,000   | \$6.59          | \$3.53          | \$1.41          | \$3.29          | \$0.47         |
| <b>≤ 5,000 sq. ft.</b>  | <b>\$485.43</b> | <b>\$483.08</b> | <b>\$137.16</b> | <b>\$287.76</b> | <b>\$56.48</b> |
| per additional 100 over 4,000   | \$6.59          | \$10.12         | \$2.82          | \$6.59          | \$1.41         |
| <b>&gt; 5,000 sq. ft.</b>   | <b>\$551.32</b> | <b>\$584.26</b> | <b>\$165.40</b> | <b>\$353.65</b> | <b>\$70.59</b> |
| per additional 1,000 over 5,000   | \$65.89         | \$87.07         | \$14.12         | \$32.94         | \$4.71         |

## Residential Building Plan Review & Permit Fees (4 of 4)

### Residential Tree Permit Review & Inspection Fees

|   | DSD Fee           | 4% Surcharge    | Total             |
|---|-------------------|-----------------|-------------------|
| <b>Pre-Development Consultation</b>   | <b>\$223.00</b>   | <b>\$8.92</b>   | <b>\$231.92</b>   |
| <b>Plan Review</b>  | <b>\$348.00</b>   | <b>\$13.92</b>  | <b>\$361.92</b>   |
| <b>Update Fee</b>   | <b>\$114.00</b>   | <b>\$4.56</b>   | <b>\$118.56</b>   |
| <b>Inspection</b>   |                   |                 |                   |
| New Construction  | \$482.00          | \$19.28         | \$501.28          |
| All Other Residential Projects  | \$322.00          | \$12.88         | \$334.88          |
| <b>Re-Inspections</b>   | <b>\$289.00</b>   | <b>\$11.56</b>  | <b>\$300.56</b>   |
| <b>Utility Repair/Replacement</b>   |                   |                 |                   |
| Review  | \$109.00          | \$4.36          | \$113.36          |
| Inspection  | \$143.00          | \$5.72          | \$148.72          |
| <b>Non-Development Tree Review</b><br><i>Fees waived for dead, diseased, or imminent hazard trees</i> | <b>\$163.00</b>   | <b>\$6.52</b>   | <b>\$169.52</b>   |
| <b>Heritage Tree Review Variance</b>  |                   |                 |                   |
| Administratively Approved   | \$420.00          | \$16.80         | \$436.80          |
| Commission Approved   | \$3,415.00        | \$136.60        | \$3,551.60        |
| <b>Protected Tree Review Commission Appeal</b>  | <b>\$3,415.00</b> | <b>\$136.60</b> | <b>\$3,551.60</b> |

### Refunds on Permits

- For detailed information regarding refunds, see the Technical Criteria Manual.
- No refund shall be granted if the purchaser has paid the minimum fee established for the specific type of permit.
- No refund shall be granted if any work governed by the permit has been performed.
- No refund shall be granted if an inspection has been performed, scheduled, or requested on the permit.
- Refunds for permits equal 75% of the original permit less the minimum permit fee established for the specific type of permit.
- Refund claims must be submitting in writing with a copy of the permit receipt.
- Only active fees may be refunded.



## Tree Review & Inspection Fees

|   | DSD Fees          | 4% Surcharge    | Total             |
|---|-------------------|-----------------|-------------------|
| <b>Pre-Development Consultation</b>                             |                   |                 |                   |
| Residential   | \$223.00          | \$8.92          | \$231.92          |
| Commercial or Subdivision                                       | \$344.00          | \$13.76         | \$357.76          |
| <b>Tree Plan Review</b>   |                   |                 |                   |
| Residential   | \$348.00          | \$13.92         | \$361.92          |
| <b>Commercial Site Plan Exemption</b>                           | <b>\$424.00</b>   | <b>\$16.96</b>  | <b>\$440.96</b>   |
| <b>Update Fee</b>   |                   |                 |                   |
| Residential   | \$114.00          | \$4.56          | \$118.56          |
| Commercial Site Plan Exemption                                  | \$212.00          | \$8.48          | \$220.48          |
| <b>Utility Repair/Replacement Review</b>                        | <b>\$109.00</b>   | <b>\$4.36</b>   | <b>\$113.36</b>   |
| <b>Heritage Tree Review</b>                                     |                   |                 |                   |
| <= 5 trees  | \$628.00          | \$25.12         | \$653.12          |
| <= 20 trees   | \$942.00          | \$37.68         | \$979.68          |
| <= 50 trees   | \$1,256.00        | \$50.24         | \$1,306.24        |
| > 50 trees  | \$1,256.00        | \$50.24         | \$1,306.24        |
| per additional 5 trees  | \$105.00          | \$4.20          | \$109.20          |
| <b>Tree Inspections</b>   |                   |                 |                   |
| Residential - New Construction                                  | \$482.00          | \$19.28         | \$501.28          |
| Residential - All Other Projects                                | \$322.00          | \$12.88         | \$334.88          |
| Commercial  | \$241.00          | \$9.64          | \$250.64          |
| Tree Re-Inspections   | \$289.00          | \$11.56         | \$300.56          |
| Utility Repair/Replacement Inspection                           | \$143.00          | \$5.72          | \$148.72          |
| <b>Non-Development Tree Review</b>                              | <b>\$163.00</b>   | <b>\$6.52</b>   | <b>\$169.52</b>   |
| <i>Fees waived for dead, diseased, or imminent hazard trees</i> |                   |                 |                   |
| <b>PUD Arborist Review</b>                                      | <b>\$8,698.00</b> | <b>\$347.92</b> | <b>\$9,045.92</b> |
| <b>MUD Arborist Review</b>                                      | <b>\$5,442.00</b> | <b>\$217.68</b> | <b>\$5,659.68</b> |
| <b>Heritage Tree Review Variance</b>                            |                   |                 |                   |
| Administratively Approved Variance                              | \$420.00          | \$16.80         | \$436.80          |
| Commission Approved Variance                                    | \$3,415.00        | \$136.60        | \$3,551.60        |
| <b>Protected Tree Review Commission Appeal</b>                  | <b>\$3,415.00</b> | <b>\$136.60</b> | <b>\$3,551.60</b> |

# SITE PLAN REVIEW FEES

Effective: October 1, 2017 Updated: March 21, 2018

A completeness check is required on all site plan and subdivision applications. If applicable, the Chapter 245 Review fee will be collected at the time of the completeness check.

Once your completeness check is approved, call the Intake staff at the following number to schedule an appointment to submit your application:

**512-974-1770**

Intake Staff is available to assist you in calculating your fees and advise you on any requirements. They are located on the **4th floor** of One Texas Center, 505 Barton Springs, Road.

A 4% surcharge has been added to all applicable fees.

## Mailing Address:

City of Austin  
Development Intake  
One Texas Center - 4th Floor  
PO Box 1088  
Austin, TX 78767-1088

Contractors must contact the City Of Austin - Site and Subdivision Inspection Division to submit required documentation, pay construction inspection fees, and schedule the required Subdivision pre-construction meeting. This meeting must be held prior to any construction activities in the R.O.W. or public easements. Please visit <http://austintexas.gov/page/commercial-site-and-subdivision-inspections> for a list of submittal requirements, information concerning fees, and contact information.

## Key to Symbols

- < Less than
- ≤ Less than or equal to
- > Greater than
- ≥ Greater than or equal to

| Desired Development Zone Fees                    | Total      | Revisions         |
|--|------------|-------------------|
| <b>Land Use Only - "A" Site Plan<sup>B</sup></b> |            |                   |
| Land Use Site Plan - Permitted Use               | \$6,530.42 | \$3,655.96        |
| Land Use Site Plan - Conditional Use             |            |                   |
| < 2 acres  | \$4,618.90 | \$2,700.20        |
| < 5 acres  | \$4,964.18 | \$2,872.84        |
| ≤ 10 acres                                       | \$5,310.50 | \$3,046.00        |
| > 10 acres                                       | \$5,310.50 | \$3,046.00        |
| + Per acre over 10 acres                         | +          | \$82.16 + \$41.08 |

|  |            |                    |
|--|------------|--------------------|
| <b>Construction Element Only - "B" Site Plan<sup>B,C</sup></b> |            |                    |
| <b>Site Plan - Construction Element</b>                        |            |                    |
| < 2 acres  | \$7,359.30 | \$5,096.88         |
| < 5 acres  | \$7,532.98 | \$5,209.31         |
| ≤ 10 acres   | \$7,759.70 | \$5,365.41         |
| > 10 acres   | \$7,759.70 | \$5,365.41         |
| + Per acre over 10 acres                                       | +          | \$110.24 + \$63.54 |

|   |             |                    |
|---|-------------|--------------------|
| <b>Consolidated - "C" Site Plan<sup>B,C</sup></b> |             |                    |
| <b>Site Plan - Consolidated</b>                   |             |                    |
| < 2 acres   | \$9,184.50  | \$6,009.48         |
| < 5 acres   | \$9,616.10  | \$6,250.87         |
| ≤ 10 acres  | \$10,103.86 | \$6,537.49         |
| > 10 acres  | \$10,103.86 | \$6,537.49         |
| + Per acre over 10 acres                          | +           | \$170.56 + \$93.70 |

|  |                   |                       |
|--|-------------------|-----------------------|
| <b>"D" Site Plan</b>   |                   |                       |
| <b>Building, Parking &amp; Other Site Work<sup>B,C</sup></b> | <b>\$6,244.42</b> | <b>\$4,522.28</b>     |
| + Per acre over 10 acres                                     | +                 | \$110.24 + \$63.54    |
| <b>Drainage and Channel Improvements<sup>B</sup></b>         |                   |                       |
| < 1,000 linear feet  | \$3,006.90        | \$2,300.74            |
| < 5,000 linear feet  | \$3,345.94        | \$2,571.97            |
| ≤ 10,000 linear feet   | \$3,684.98        | \$2,843.20            |
| > 10,000 linear feet   | \$3,684.98        | \$2,843.20            |
| + Per 5,000 linear feet over 10,000                          | +                 | \$1,050.40 + \$840.32 |

|   |            |                       |
|---|------------|-----------------------|
| <b>Street &amp; Drainage Water Quality, Drainage &amp; Transportation<sup>B,C</sup></b> |            |                       |
| < 1,000 linear feet   | \$3,684.98 | \$2,843.20            |
| < 5,000 linear feet   | \$4,024.02 | \$3,114.44            |
| ≤ 10,000 linear feet  | \$4,363.06 | \$3,385.67            |
| > 10,000 linear feet  | \$4,363.06 | \$3,385.67            |
| + Per 5,000 linear feet over 10,000   | +          | \$1,218.88 + \$975.10 |

<sup>A</sup> Austin Water Utility UDS Engineering Plan Review Fee covers updates 1 - 3. Fee increases on 4th and subsequent updates to \$536.25 each.

<sup>B</sup> Additional Watershed Protection fee might also apply.

<sup>C</sup> Additional Drainage Construction Engineering fee might also apply.

| Drinking Water Protection Zone Fees              | Total      | Revisions         |
|--|------------|-------------------|
| <b>Land Use Only - "A" Site Plan<sup>B</sup></b> |            |                   |
| Land Use Site Plan - Permitted Use               | \$6,970.34 | \$4,007.90        |
| Land Use Site Plan - Conditional Use             |            |                   |
| < 2 acres  | \$5,058.82 | \$3,052.14        |
| < 5 acres  | \$5,404.10 | \$3,224.78        |
| ≤ 10 acres                                       | \$5,750.42 | \$3,397.94        |
| > 10 acres                                       | \$5,750.42 | \$3,397.94        |
| + Per acre over 10 acres                         | +          | \$82.16 + \$41.08 |

|  |            |                   |
|--|------------|-------------------|
| <b>Construction Element Only - "B" Site Plan<sup>B,C</sup></b> |            |                   |
| <b>Site Plan - Construction Element</b>                        |            |                   |
| < 2 acres  | \$8,450.26 | \$5,969.65        |
| < 5 acres  | \$8,672.82 | \$6,121.18        |
| ≤ 10 acres   | \$8,979.62 | \$6,341.35        |
| > 10 acres   | \$8,979.62 | \$6,341.35        |
| + Per acre over 10 acres                                       | +          | \$82.16 + \$41.08 |

|   |             |                     |
|---|-------------|---------------------|
| <b>Consolidated - "C" Site Plan<sup>B,C</sup></b> |             |                     |
| <b>Site Plan - Consolidated</b>                   |             |                     |
| < 2 acres   | \$10,275.46 | \$6,882.25          |
| < 5 acres   | \$10,755.94 | \$7,162.74          |
| ≤ 10 acres  | \$11,323.78 | \$7,513.43          |
| > 10 acres  | \$11,323.78 | \$7,513.43          |
| + Per acre over 10 acres                          | +           | \$187.20 + \$107.02 |

|  |                   |                         |
|--|-------------------|-------------------------|
| <b>"D" Site Plan</b>   |                   |                         |
| <b>Building, Parking &amp; Other Site Work<sup>B,C</sup></b> | <b>\$7,303.14</b> | <b>\$5,369.26</b>       |
| + Per acre over 10 acres                                     | +                 | \$118.56 + \$70.20      |
| <b>Drainage and Channel Improvements<sup>B</sup></b>         |                   |                         |
| < 1,000 linear feet  | \$3,447.86        | \$2,653.51              |
| < 5,000 linear feet  | \$3,786.90        | \$2,924.74              |
| ≤ 10,000 linear feet   | \$4,125.94        | \$3,195.97              |
| > 10,000 linear feet   | \$4,125.94        | \$3,195.97              |
| + Per 5,000 linear feet over 10,000                          | +                 | \$1,490.32 + \$1,192.26 |

|   |            |                         |
|---|------------|-------------------------|
| <b>Street &amp; Drainage Water Quality, Drainage &amp; Transportation<sup>B,C</sup></b> |            |                         |
| < 1,000 linear feet   | \$4,802.98 | \$3,737.60              |
| < 5,000 linear feet   | \$5,142.02 | \$4,008.84              |
| ≤ 10,000 linear feet  | \$5,481.06 | \$4,280.07              |
| > 10,000 linear feet  | \$5,481.06 | \$4,280.07              |
| + Per 5,000 linear feet over 10,000   | +          | \$1,829.36 + \$1,463.49 |



**Development**  
SERVICES DEPARTMENT

Building a Better and Safer Austin Together

505 Barton Springs Road | Austin, TX 78704 | Phone: 512-978-4000 Website: DevelopmentATX.com

## Site Plan Review Fees (Page 2 of 2)

| Other Site Plan Fees                  |   | Total      |
|---------------------------------------|---|------------|
| Utility and Storm Sewers <sup>B</sup> |   | \$2,569.06 |
| + Per acre over 10 acres              | + | \$88.40    |
| Transportation Site Plan              |   |            |
| As part of other site plan            |   | \$1,592.24 |
| Stand alone                           |   | \$3,185.52 |

| Small Project Fees  | Total      | Revisions  |
|---|------------|------------|
| Construction Element Only - "BS" Site Plan <sup>B,C</sup> | \$1,900.08 | \$1,098.76 |
| Consolidated - "CS" Site Plan <sup>B,C</sup>              | \$2,591.68 | \$1,444.56 |
| Telecommunication Tower (Full Purpose) <sup>B,C</sup>     | \$2,850.64 | \$1,444.56 |
| "DS" Site Plan <sup>B,C</sup>                             | \$1,727.44 | \$1,012.44 |
| Telecommunication Tower (ETJ) <sup>B,C</sup>              | \$1,986.40 | \$1,012.44 |
| Boat Dock   |            |            |
| Small Project <sup>B</sup>                                | \$4,962.88 | \$2,519.30 |
| Non-Small Project <sup>B</sup>                            | \$6,021.60 | \$2,519.30 |

| Miscellaneous Fees                         | Total      |
|--|------------|
| Site Plan Extension                        |            |
| First Extension                            | \$3,221.92 |
| Commission Approved Extension              | \$5,833.36 |
| Drainage Construction Engineering          |            |
| < 1,000 linear feet                        | \$1,653.60 |
| < 5,000 linear feet                        | \$2,251.60 |
| ≤ 10,000 linear feet                       | \$2,590.64 |
| > 10,000 linear feet                       | \$2,590.64 |
| + Per 5,000 linear feet over 10,000        | + \$169.52 |
| Phasing Fee ( <i>first phase is free</i> ) | \$126.88   |
| Variance/Waiver                            |            |
| Administratively Approved                  |            |
| Transportation Planning                    | \$205.92   |
| Transportation Engineering                 | \$416.00   |
| Environmental                              | \$71.76    |
| Drainage                                   | \$881.92   |
| ERI  | \$152.88   |
| Commission Approved                        |            |
| Transportation Planning                    | \$3,425.76 |
| Transportation Engineering                 | \$3,336.32 |
| Zoning - Other                             | \$3,101.28 |
| Compatibility                              | \$3,189.68 |
| Environmental                              | \$6,019.52 |
| Council Approved Code Amendment            |            |
| Environmental                              | \$7,459.92 |

| Miscellaneous Fees (continued)                    | Total   |
|---|---|
| Withdraw and Resubmit                             | \$556.40 + 50% of current fees                              |
| Appeal of Site Plan Commission Decision           | \$4,498.00  |
| Site Plan Public Hearing Preparation              | \$2,420.08  |
| Fast Track Certification Fee                      |   |
| Initial application                               | \$220.48  |
| Annual renewal                                    | \$88.40   |
| Fast Track Review fee                             | \$941.20 + cost of Consolidated Environmental Site Plan Fee |
| Completeness Check                                | \$297.44  |
| Chapter 245 Review                                |   |
| Chapter 245 Verification                          | \$175.76  |
| Determination                                     | \$1,386.32  |
| Managed Growth Agreement                          | \$11,327.68   |
| Project Consent Agreement                         | \$12,760.80   |
| Fair Notice Fee                                   | \$527.28  |
| Commercial Site Plan Exemption                    | \$190.32  |
| Site Plan Correction                              | \$180.96  |
| Landscape Inspection                              |   |
| ≤ 1 acre  | \$130.00 per phase  |
| > 1 acre  | \$260.00 per phase  |
| Landscape Re-inspection                           |   |
| ≤ 1 acre per phase                                | \$97.76   |
| > 1 acre per phase                                | \$194.48  |
| License Agreement Landscape Review                | \$130.00  |
| Watershed Protection Fees                         |   |
| Completeness Check                                | \$23.92   |
| Floodplain Modification                           | \$958.88  |
| Site Plan Correction Fee                          | \$80.08   |
| Site Plan Consultation fee (per hour, 2-hour max) | \$319.28  |
| Site Plan Revision                                | \$160.16  |
| Administratively Approved Variance                | \$264.16  |
| Commission Approved Variance                      | \$4,674.80  |
| ERI Waiver  | \$152.88  |
| Preliminary Clearing without full development     | \$2,315.04  |
| Rough Cut without full development                | \$2,315.04  |

<sup>A</sup> Austin Water Utility UDS Engineering Plan Review Fee covers updates 1 - 3. Fee increases on 4th and subsequent updates to \$536.25 each.

<sup>B</sup> Additional Watershed Protection fee might also apply.

<sup>C</sup> Additional Drainage Construction Engineering fee might also apply.

# Subdivision Plan Review Fees

Effective: October 1, 2017

Updated: January 23, 2018

A completeness check is required on all site plan and subdivision applications. Once your completeness check is approved, call the intake staff to schedule an appointment to submit your application at one of the following number:

**512-974-1770**

Intake staff is available to assist you in calculating your fees and advising you on any requirements. They are located on the **4th floor** of One Texas Center at 505 Barton Springs Road.

## Mailing Address:

City of Austin  
Development Intake  
One Texas Center - 4th Floor  
PO Box 1088  
Austin, TX 78767-8810

Constructors must contact the City Of Austin - Site and Subdivision Inspection Division to submit required documentation, pay construction inspection fees, and schedule the required Subdivision pre-construction meeting. This meeting must be held prior to any construction activities in the R.O.W. or public easements. Please visit <http://austintexas.gov/page/commercial-site-and-subdivision-inspections> for a list of submittal requirements, information concerning fees, and contact information.

| Desired Development Zone  |            |   |         |       |
|---|------------|---|---------|-------|
| Additional Watershed and/or Drainage Construction Engineering fees may apply. | Total      |   |         |       |
| Preliminary <sup>C</sup>  | \$8,721.70 | + | \$45.76 | /acre |
| Final with Preliminary <sup>C,E</sup>   | \$5,689.06 | + | \$45.76 | /acre |
| Final without Preliminary <sup>C,E</sup>                                      | \$7,519.46 | + | \$45.76 | /acre |
| Construction Plans  |            |   |         |       |
| Concurrent  | \$6,522.10 | + | \$69.68 | /acre |
| Non-concurrent  | \$6,192.42 | + | \$55.12 | /acre |
| Plat Vacation   |            |   |         |       |
| Administratively Approved   | \$4,369.04 | + | \$14.56 | /acre |
| Commission Approved <sup>D</sup>  | \$4,546.88 | + | \$14.56 | /acre |

| Desired Development Zone - Revisions   | Total      |   |                                 |
|--|------------|---|---------------------------------|
| Administrative Revision to Preliminary Plan  |            |   |                                 |
| Minor Revision   | \$3,035.76 | + | 80% of current Env/Drainage fee |
| Minor Deviation  | \$536.64   | + | 80% of current Env/Drainage fee |
| Extension of Approved Preliminary Plan<br><i>(Travis County Chapter 30 - 2 year request)</i> | \$1,299.22 |   |                                 |
| Administrative Revision to a Construction Plan   | \$0.00     | + | 80% of current Env/Drainage fee |
| Amendment <i>(Amended Plat)</i> <sup>C</sup>   |            |   |                                 |
| Basic<br><i>Scrivener's Error/Name Change for Approved Subdivision</i>                       | \$3,694.08 |   |                                 |
| Advanced<br><i>Non-Scrivener's Error</i>   | \$5,150.34 |   |                                 |

| Drinking Water Protection Zone  |            |       |         |       |  |
|---|------------|-------|---------|-------|--|
| Additional Watershed and/or Drainage Construction Engineering fees may apply. |            | Total |         |       |  |
| Preliminary <sup>C</sup>  | \$9,441.38 | +     | \$54.08 | /acre |  |
| Final with Preliminary <sup>C,E</sup>   | \$5,689.06 | +     | \$54.08 | /acre |  |
| Final without Preliminary <sup>C,E</sup>                                      | \$8,239.14 | +     | \$54.08 | /acre |  |
| Construction Plans  |            |       |         |       |  |
| Concurrent  | \$7,580.82 | +     | \$78.00 | /acre |  |
| Non-concurrent  | \$7,251.14 | +     | \$63.44 | /acre |  |
| Plat Vacation   |            |       |         |       |  |
| Administratively Approved   | \$4,728.88 | +     | \$17.68 | /acre |  |
| Commission Approved <sup>D</sup>  | \$4,906.72 | +     | \$17.68 | /acre |  |

<sup>A</sup> Includes LUR, Environmental and WPD Completeness Check fees

<sup>B</sup> Austin Water Utility UDS Engineering Plan Review Fee covers updates 1 - 3. Fee increases on 4th and subsequent updates to \$536.25 each.

<sup>C</sup> Subdivision Public Hearing Preparation fee might also apply.

<sup>D</sup> Subdivision Public Hearing Preparation Fee will always apply.

<sup>E</sup> If Resubdivision, Subdivision Public Hearing Preparation fee, Basic Notification fee, and Newspaper Notification fee also apply.

<sup>F</sup> May be subject to Basic Notification fee.



**CITY OF AUSTIN**  
**Development**  
SERVICES DEPARTMENT

*Building a Better and Safer Austin Together*

505 Barton Springs Road | Austin, TX 78704 | Phone: 512-978-4000 Website: DevelopmentATX.com

## Subdivision Plan Review Fees (Page 2 of 2)

| Watershed Protection Fees                      | Total      |
|--|------------|
| <b>Preliminary</b>                             |            |
| Environmental Review                           | \$1,598.48 |
| Environmental Review - Floodplain Modification | \$1,598.48 |
| Environmental Review - Recharge Zone           | \$2,645.76 |
| <b>Final with Preliminary</b>                  |            |
| Environmental Review                           | \$799.76   |
| Environmental Review - Floodplain Modification | \$799.76   |
| Environmental Review - Recharge Zone           | \$1,322.88 |
| <b>Final without Preliminary</b>               |            |
| Environmental Review                           | \$1,598.48 |
| Environmental Review - Floodplain Modification | \$1,598.48 |
| Environmental Review - Recharge Zone           | \$2,645.76 |
| <b>Construction Plans</b>                      |            |
| Environmental Review                           | \$1,279.20 |
| Environmental Review - Floodplain Modification | \$1,598.48 |
| Environmental Review - Recharge Zone           | \$1,984.32 |
| <b>Miscellaneous Fees</b>                      |            |
| Completeness Check                             | \$35.36    |
| Administratively Approved Variance             | \$264.16   |
| Commission Approved Variance                   | \$4,674.80 |

| Miscellaneous Fees                             | Total      |   |  |               |
|--|------------|---|--|---------------|
| Drainage Construction Engineering              | \$508.56   | + | \$16.64                                  | \$16.64 /acre |
| Subdivision Public Hearing Preparation         | \$886.08   |   |  |               |
| <b>Variance/Waiver</b>                         |            |   |  |               |
| <b>Administratively Approved</b>               |            |   |  |               |
| Subdivision                                    | \$354.64   |   |  |               |
| Transportation Planning                        | \$188.24   |   |  |               |
| Transportation Engineering                     | \$377.52   |   |  |               |
| Environmental                                  | \$143.52   |   |  |               |
| Drainage                                       | \$881.92   |   |  |               |
| Tree   | \$436.80   |   |  |               |
| <b>Commission Approved</b>                     |            |   |  |               |
| Subdivision                                    | \$1,854.32 |   |  |               |
| Transportation Planning                        | \$1,773.20 |   |  |               |
| Transportation Engineering                     | \$1,725.36 |   |  |               |
| Environmental                                  | \$6,019.52 |   |  |               |
| Tree   | \$3,810.56 |   |  |               |
| <b>Council Approved</b>                        |            |   |  |               |
| Environmental                                  | \$7,200.96 |   |  |               |
| <b>Protected Tree Review Commission Appeal</b> | \$3,810.56 |   |  |               |
| <b>Withdraw and Resubmit</b>                   | \$0.00     | + | 50% of current DSD and Env/Drainage fees |               |
| <b>Completeness Check</b>                      | \$310.96   |   |  |               |
| <b>County Recordation Courier Fee</b>          | \$886.08   |   |  |               |
| <b>Tree Fees</b>                               |            |   |  |               |
| Predevelopment Consultation                    | \$357.76   |   |  |               |
| Utility Repair/Replacement Review              | \$113.36   |   |  |               |
| Utility Repair/Replacement Inspection          | \$148.72   |   |  |               |
| <b>Legal Description</b>                       | \$275.00   |   |  |               |





## ZONING AND SPECIAL DISTRICT PLAN REVIEW FEES

Effective: October 1, 2017

Updated: January 23, 2018

Our Development intake staff is available to assist you with calculating your fees and advise you on intake requirements. Please call for an appointment to submit your application:

512-974-1770

Development intake is located on the **4th floor** of One Texas Center at 505 Barton Springs Road.

### Mailing Address:

City of Austin  
Development Intake  
One Texas Center - 4th Floor  
PO Box 1088  
Austin, TX 78767-1088

### Key to Symbols

- < Less than
- ≤ Less than or equal to
- > Greater than
- ≥ Greater than or equal to

| Zoning Plan Review Fees  | Total                                     |
|--|---|
| <b>Regular Rezoning</b>  |   |
| < .25 acres  | \$4,333.68                                |
| < .5 acres   | \$4,906.72                                |
| < 1 acre   | \$5,479.76                                |
| < 10 acres   | \$5,479.76 + \$95.68 /acre over 1 acre    |
| ≤ 15 acres   | \$6,338.80 + \$286.00 /acre over 10 acres |
| > 15 acres   | \$7,770.88 + \$107.12 /acre over 15 acres |
| <b>Historic Zoning Application</b>                                       | <b>\$1,953.12</b>                         |
| <b>Local Historic Zoning Application</b>                                 | <b>\$1,029.60</b>                         |
| <b>Land Use Determination</b>  | <b>\$962.00</b>                           |
| <b>Restrictive Covenant Amendment/Termination</b>                        | <b>\$4,706.00</b>                         |
| <b>Signs</b><br><i>(flat fee, max 3 signs) per street frontage</i>       | <b>\$255.84</b>                           |
| <b>Zoning Site Plan Deletion</b><br><i>(Complete Deletion)</i>           | <b>\$1,804.40</b>                         |
| <b>Zoning Site Plan Revision</b>   | <b>\$2,077.92</b>                         |
| <b>Capital View Corridor Building Height Determination</b>               |   |
| General  | \$1,701.40                                |
| Specific   | \$3,589.40                                |
| <b>Neighborhood Plan Amendment Application Fee - Individual Property</b> | <b>\$3,255.20</b>                         |
| <b>Neighborhood Plan Amendment Application Fee - Areawide Amendment</b>  | <b>\$2,737.28</b>                         |
| <b>Research/Data Request</b>   | <b>\$167.44</b> per hour up to 8 hrs      |
| <b>Legal Description</b>   | <b>\$275.00</b>                           |
| <b>Traffic Engineering Fees</b>  |   |
| Traffic Impact Analysis (TIA) Review                                     | \$9,417.20                                |
| TIA Scoping Fee  | \$2,087.28                                |
| TIA Waiver Fee   | \$2,762.24                                |
| TIA Public Hearing Preparation   | \$6,469.84                                |
| Neighborhood Traffic Analysis  | \$2,993.12                                |

<sup>A</sup> Additional newspaper notification fee applies to Land Plan amendments

<sup>B</sup> Additional WPD fee may apply

<sup>C</sup> Additional Tree fee may apply

| Special Distric Plan Review Fees   | Total   |
|--|---|
| <b>Formal Development Assessments</b>  | <b>\$4,697.68 + \$335.92 /acre over 5 acres</b>       |
| <b>Formal Development Assessments for PUDs</b>   | <b>\$12,247.04 + \$371.28 /acre over 5 acres</b>      |
| <b>Development Assessment Conceptual Site Plan (Option Fair Notice) <sup>A,B</sup></b> |   |
| < 2 acres  | \$4,792.38  |
| < 5 acres  | \$5,215.66  |
| ≤ 10 acres   | \$5,639.98  |
| > 10 acres   | \$5,639.98 + \$30.16 /acre over 10 acres              |
| <b>Municipal Utility District</b>  |   |
| Creation   | \$235,703.52  |
| Administratively Approved Amendment <sup>A</sup>                                       | \$4,831.84  |
| Council Approved Amendment <sup>A</sup>  | \$12,130.56   |
| Out-of-district Service Request <sup>B</sup>   | \$11,019.84   |
| Annexation <sup>B</sup>  | \$10,264.80 + \$338.00 if not in approved subdivision |
| <b>Planned Development Area Creation</b>   |   |
| < 10 acres   | \$56,291.04   |
| < 50 acres   | \$60,568.56   |
| ≤ 250 acres  | \$63,737.44   |
| > 250 acres  | \$63,737.44 + \$131.04 /acre over 250 acres           |
| Administratively Approved Amendment <sup>B</sup>                                       | \$1,146.08  |
| Commission Approved Amendment <sup>B,C</sup>   | \$9,155.12  |
| <b>Planned Unit Development Creation</b>   |   |
| < 10 acres   | \$93,477.28   |
| < 50 acres   | \$102,051.04  |
| ≤ 250 acres  | \$110,662.24  |
| > 250 acres  | \$110,662.24 + \$239.20 /acre over 250 acres          |
| Administratively Approved Amendment  | \$1,919.84  |
| Commission Approved Amendment  | \$9,474.40  |
| <b>Public Improvement District <sup>B</sup></b>  | <b>\$85,700.16</b>                                    |
| <b>Roadway Utility District <sup>B</sup></b>   | <b>\$8,803.60</b>                                     |

## Development Assistance Center Fees

Effective: October 1, 2017      Updated: December 29, 2017

Intake staff is available to assist you with calculating your fees and advise you on any requirements. Please call 512-974-6370 for information.

The Development Assistance Center is located on the **1st floor** of One Texas Center at 505 Barton Springs Road.

### Mailing Address:

City of Austin  
Development Assistance Center  
One Texas Center - 1st Floor  
PO Box 1088  
Austin, TX 78767-1088

| Fees  | Total             |
|---|-------------------|
| <b>Alcoholic Beverage Waiver</b>                                    | <b>\$3,117.92</b> |
| <b>Board of Adjustments</b>   |                   |
| Zoning Variance   | \$1,782.56        |
| Special Exceptions  | \$1,994.72        |
| Sign variance - Commercial  | \$1,782.56        |
| <b>City Outdoor Advertising (sign) License</b>                      |                   |
| New/Annual Renewal  | \$29.00           |
| <b>Commercial Site Plan Exemption</b>                               | <b>\$55.12</b>    |
| <b>Document Sales - <i>Not eligible for refunds</i></b>             |                   |
| Copies of Site Plans/Maps   |                   |
| Letter (8.5"x11") + tax   | \$0.84            |
| Small (11"x17") + tax   | \$1.12            |
| Medium (18"x24") + tax  | \$2.25            |
| Large (24"x36") + tax   | \$3.37            |
| Imagine Austin Book + tax   | \$13.80           |
| Zoning Verification Letter  | \$17.68           |
| Zoning Compliance Letter  | \$71.76           |
| Address Verification Letter ( <i>each</i> )                         | \$17.00 /each     |
| <b>Sign Review Fees</b>   |                   |
| Free Standing, Roof Sign, Projecting Sign                           | \$121.68          |
| Wall Signs and Awnings  | \$30.16           |
| Historic District   | \$30.16           |
| Billboard Relocation  | \$189.28          |
| <b>Temporary Use Permit</b>   | <b>\$192.40</b>   |
| <b>Mobile Retail Permit</b>   | <b>\$42.64</b>    |
| <b>Site Plan Correction Fee</b>                                     | <b>\$152.88</b>   |
| <b>Land Status Determination (<i>Legal Tract Determination</i>)</b> | <b>\$142.48</b>   |
| <b>Sound Amplification Permits</b>                                  |                   |
| After Hours Concrete Pouring in Central Business District           | \$94.64           |
| Outdoor Music Venue <sup>A, B</sup>                                 | \$448.24          |
| Multi-Day Sound Amplification <sup>A, B</sup>                       | \$511.68          |
| Single-Day Sound Amplification <sup>A</sup>                         | \$94.64           |
| All Other Sound Amplification Permits <sup>A</sup>                  | \$63.44           |

<sup>A</sup> Additional fees from the Economic Development Department may apply.

<sup>B</sup> Basic Notification fee of \$258.96 can be waived if applicant prepares notifications.



**Development**  
CITY OF AUSTIN  
SERVICES DEPARTMENT

*Building a Better and Safer Austin Together*

505 Barton Springs Road | Austin, TX 78704 | **Phone:** 512-978-4000 **Website:** DevelopmentATX.com



## Expedited Plan Review Fees

|   | DSD Fees          | 4% Surcharge   | Total             |
|---|-------------------|----------------|-------------------|
| <b>Completeness Check</b>   | <b>\$255.00</b>   | <b>\$10.20</b> | <b>\$265.20</b>   |
| <b>Residential Plan Review</b> <i>per hour, minimums apply</i>                      | <b>\$822.00</b>   | <b>\$32.88</b> | <b>\$854.88</b>   |
| <b>Commercial Plan Review</b> <i>per hour, minimums apply</i>                       | <b>\$1,462.00</b> | <b>\$58.48</b> | <b>\$1,520.48</b> |
| <b>Follow Up Review / Preliminary Plan Review</b> <i>per hour, one-hour minimum</i> |                   |                |                   |
| Building  | \$131.00          | \$5.24         | \$136.24          |
| Mechanical  | \$131.00          | \$5.24         | \$136.24          |
| Electrical  | \$131.00          | \$5.24         | \$136.24          |
| Plumbing  | \$131.00          | \$5.24         | \$136.24          |
| Zoning  | \$131.00          | \$5.24         | \$136.24          |
| Arborist  | \$131.00          | \$5.24         | \$136.24          |
| Structure   | \$146.00          | \$5.84         | \$151.84          |
| Energy  | \$131.00          | \$5.24         | \$136.24          |
| Fire  | \$154.00          | \$6.16         | \$160.16          |
| Health  | \$117.00          | \$4.68         | \$121.68          |
| Industrial Wastewater   | \$131.00          | \$5.24         | \$136.24          |
| <b>Quick Turnaround Fee</b> <i>per discipline</i>                                   | <b>\$65.00</b>    | <b>\$2.60</b>  | <b>\$67.60</b>    |



## Planning and Zoning Department

One Texas Center  
505 Barton Springs Road, 5th Floor  
Austin, TX 78704  
Phone: 512.974.2727

### Historic Preservation Fees

|  | PAZ             | DSD             | Subtotal          | 4% Surcharge   | Total             |
|--|-----------------|-----------------|-------------------|----------------|-------------------|
| <b>Commercial Review Fee for Demolition/Relocation</b>                                 |                 |                 |                   |                |                   |
| Commercial located within a historic district or 40 years or older <sup>1</sup>        | \$59.00         |                 | \$59.00           | \$2.36         | \$61.36           |
| <b>Residential Review Fee for Demolition/Relocation Permit</b>                         |                 |                 |                   |                |                   |
| Partial demolition or relocation review (principal building) <sup>1</sup>              | \$209.00        |                 | \$209.00          | \$8.36         | \$217.36          |
| Total or partial demolition or relocation review (accessory building) <sup>1</sup>     | \$50.00         |                 | \$50.00           | \$2.00         | \$52.00           |
| Public hearing preparation fee (if case will be heard by Historic Landmark Commission) | \$780.00        |                 | \$780.00          | \$31.20        | \$811.20          |
| <b>Historic Landmark Commission Processing Fees</b>                                    |                 |                 |                   |                |                   |
| Certificate of Appropriateness <sup>1</sup>  | \$291.00        |                 | \$291.00          | \$11.64        | \$302.64          |
| Building permit application within a National Register historic district <sup>1</sup>  | \$214.00        |                 | \$214.00          | \$8.56         | \$222.56          |
| <b>Historic District Sign Review</b>   | <b>\$168.00</b> | <b>\$29.00</b>  | <b>\$197.00</b>   | <b>\$7.88</b>  | <b>\$204.88</b>   |
| <b>Local Historic District Zoning Application<sup>2</sup></b>                          | <b>\$945.00</b> | <b>\$540.00</b> | <b>\$1,485.00</b> | <b>\$59.40</b> | <b>\$1,544.40</b> |
| <b>Historic Zoning Application<sup>2</sup></b>   | <b>\$945.00</b> | <b>\$540.00</b> | <b>\$1,485.00</b> | <b>\$59.40</b> | <b>\$1,544.40</b> |
| <b>Landmark Plaque</b>   | <b>\$123.00</b> |                 | <b>\$123.00</b>   | <b>\$4.92</b>  | <b>\$127.92</b>   |

<sup>1</sup> Additional basic notification fee (\$249) and sign fee (\$246) required if the case will be heard by the Historic Landmark Commission.

<sup>2</sup> Includes a sign fee (\$246) in PAZ fees and a basic notification fee (\$249) in DSD fees.

#### **Mailing Address:**

City of Austin  
Planning and Zoning Department  
Historic Preservation  
PO Box 1088  
Austin, TX 78767-1088

[This page left blank intentionally.]

## Austin Water Fee Information

Austin Water does not require a service line upgrade, second meter, or wastewater line upgrade for a secondary dwelling except in certain cases. Policy memoranda are attached as are the fees for new water meters. Specifically, the protocols provide the following exceptions.

- **Exception Policy for Service Line Upgrade (Single-Family Residential Homes):** Existing 3/4-inch or larger water service lines will not need to be upgraded to 2-inch copper if the increased bath count remains 4.5 or less, a total Water Supply Fixture Unit is equal to 48 or less, and the proposed water meter is equal to or less than 3/4-inch. This also applies to proposed redeveloped properties.
- **Exception Policy for Accessory Dwelling Units (ADU):** If the primary house remains and the total bath count with the ADU is 4.5 or less and a total Water Supply Fixture Unit is equal to 48 or less, a single 3/4-inch meter may service both structures. The customer will also be allowed to retain existing water service lines if they are 3/4-inch or larger.
- **Exception Policy for Wastewater Service Line Upgrade (Single-Family Homes, Duplexes, ADU's):** A 4-inch wastewater service line does not need to be upgraded to a 6-inch line for two or less existing or proposed structures on a lot unless there are known deficits in the line, conflicts with other structures or trees, or the line legally crosses a lot line.

## Austin Energy Fee Information

Austin Energy does not require an ESPA (Electrical Service Planning Application) for all secondary dwellings. It is only required when there is a new or change in electric service load on the property.

## Single-Family Home Residential Water Meter and Service Line Upgrade Exception Protocol

### Purpose:

The purpose of this document is to establish Austin Water's internal policy for processing water meter upgrades for existing or proposed single-family residential homes currently served by water service lines that are  $\frac{3}{4}$ " in diameter or larger.

### Background:

A water service line must be upgraded by the property owner from the main to the property line when a property owner is upgrading, remodeling, or rebuilding a single-family home (to be in alignment with the Utility Criteria Manual after October 1, 2014 when Austin Water transferred the upgrading responsibility to the property owners). This requirement has resulted in cost and schedule impacts which has raised many concerns.

A typical example would be an existing single-family home that is currently served by a  $\frac{3}{4}$ " water service line with a  $\frac{5}{8}$ " water meter. This existing home is being remodeled to increase the bathroom count from 2 to 3.5. Generally, this remodel would require both meter and service line size upgrades.

In consideration of the City of Austin City Council and Staff's desire to minimize cost and schedule impacts to the customer for more affordable redevelopment of single-family homes, effective immediately, Austin Water's policy will NOT require a property owner who has an existing meter on a water service line that is  $\frac{3}{4}$ " or larger to upgrade the service line if the remodeled, upgraded, or proposed single-family home has a total bath count of  $4\frac{1}{2}$  or less and total Water Supply Fixture Unit of 48 or less. This policy will still require an increase in meter size to  $\frac{3}{4}$ " (if bathroom count is 3.5 to 4.5) but the owner will be allowed to be served by the existing water service line. In this case, Austin Water will be responsible for maintenance and future upgrade, when necessary, of the service line.

### Austin Water Responsibilities:

Austin Water Tap's Permitting Office will evaluate on a case-by-case basis, the sizing of existing infrastructure versus the proposed demand of the single-family home development to determine if a meter and/or a water service line upgrade will be required. If the proposed development meets the policy described above, the property owner will only be required to apply for the meter upgrade and pay the applicable fees. In the event the proposed development does not meet the policy described above, the property owner shall submit a formal Utility Tap Plan for Austin Water's review and follow the normal tap application process. This policy shall remain effective until replaced by a subsequent policy.

  
Greg Meszaros, Austin Water Director

  
Date

**Criteria for exception from the secondary water meter requirements for a proposed secondary dwelling structure also known as accessory dwelling units (ADU).**

The Austin Water Utility Criterial Manual requires under Section 2.9.2 F.1. "That those properties with two, three, or four living units shall have an individual water meter serving each living unit". The Utility may make an exception regarding the secondary water meter requirement for existing property owners desiring to build an ADU, provided **all of** the following criteria are met:

1. The property is a "legal lot" as deemed by the requirements of the Texas Local Government Code, Chapter 212.
2. Private water and wastewater lines serving the existing and proposed dwelling units do not cross property lines, unless allowed by a recorded easement.
3. The property's zoning and land use is deemed residential and is only requesting to add one ADU as an accessory to the primary dwelling unit.
4. The total combined bathroom count of both the primary dwelling unit and the ADU are less than or equal to 4 ½ baths, and less than or equal to 48 water supply fixture units.
5. The property is connected to the City of Austin wastewater collection system.
6. The property owner has been informed that the City of Austin will bill water and wastewater services for both dwelling units on one utility bill, and that these services will be billed at the residential rate.
7. The property agrees to upgrade an existing 5/8" water meter to a ¾" water meter and pay required fees, if applicable.

  
\_\_\_\_\_  
Greg Meszaros, Austin Water Director

  
\_\_\_\_\_  
Date



## Residential Wastewater Service Line Upgrade Exception Protocol

### Purpose:

The purpose of this document is to establish Austin Water's internal policy for requiring wastewater service line upgrades for sites served by an existing 4-in wastewater service line and with two or less existing (or proposed) dwelling units (i.e., single family homes, duplexes, main homes with no more than one additional dwelling unit).

### Background:

On October 1, 2014 Austin Water transferred the responsibility of upgrading water and wastewater services to the property owner. For customers served by an existing 4-in wastewater service line, this means replacing an existing 4-in with a 6-in wastewater service line. This transfer of responsibility has resulted in cost and scheduling impacts to owners and has raised concerns regarding affordability.

In consideration of the City Council and Staff's desire to minimize cost and scheduling impacts to customers for more affordable housing, effective immediately, Austin Water's policy will NOT require a property owners of sites with two or less dwelling units ( as described above) to upgrade from an existing 4-in wastewater service line to a 6-in wastewater service line unless there are known defects on the existing wastewater service line (as defined by City Code 15-11-4-E), there are known conflicts (such as the wastewater service line is located within  $\frac{1}{2}$  of the critical root zone of a protected tree), or the location of the existing wastewater service line will cause the private sewer yard line to illegally cross lot lines.

### Austin Water Responsibilities:

Austin Water Tap's Office will evaluate via the review of the completed Water Wastewater Service Plan Verification Form, on a case-by-case basis, the location of existing infrastructure to determine if there are conflicts with the existing wastewater service. If there no known conflicts or defects, the property owner will be allowed to retain the existing 4-in wastewater service line. In the event there are known conflicts or defects, the property owner will be required to submit a formal Utility Tap Plan for Austin Water's review, and follow the normal tap application process, Austin Water policies, and the City's Utilities Criteria Manual. This policy shall remain effective until replaced by a subsequent policy.

### Customer Responsibilities:

The property owner will continue to be required to report any known blockages or sanitary sewer overflows result of a defective wastewater service line to Austin Water Tap's office.

  
Greg Meszard, Austin Water Director

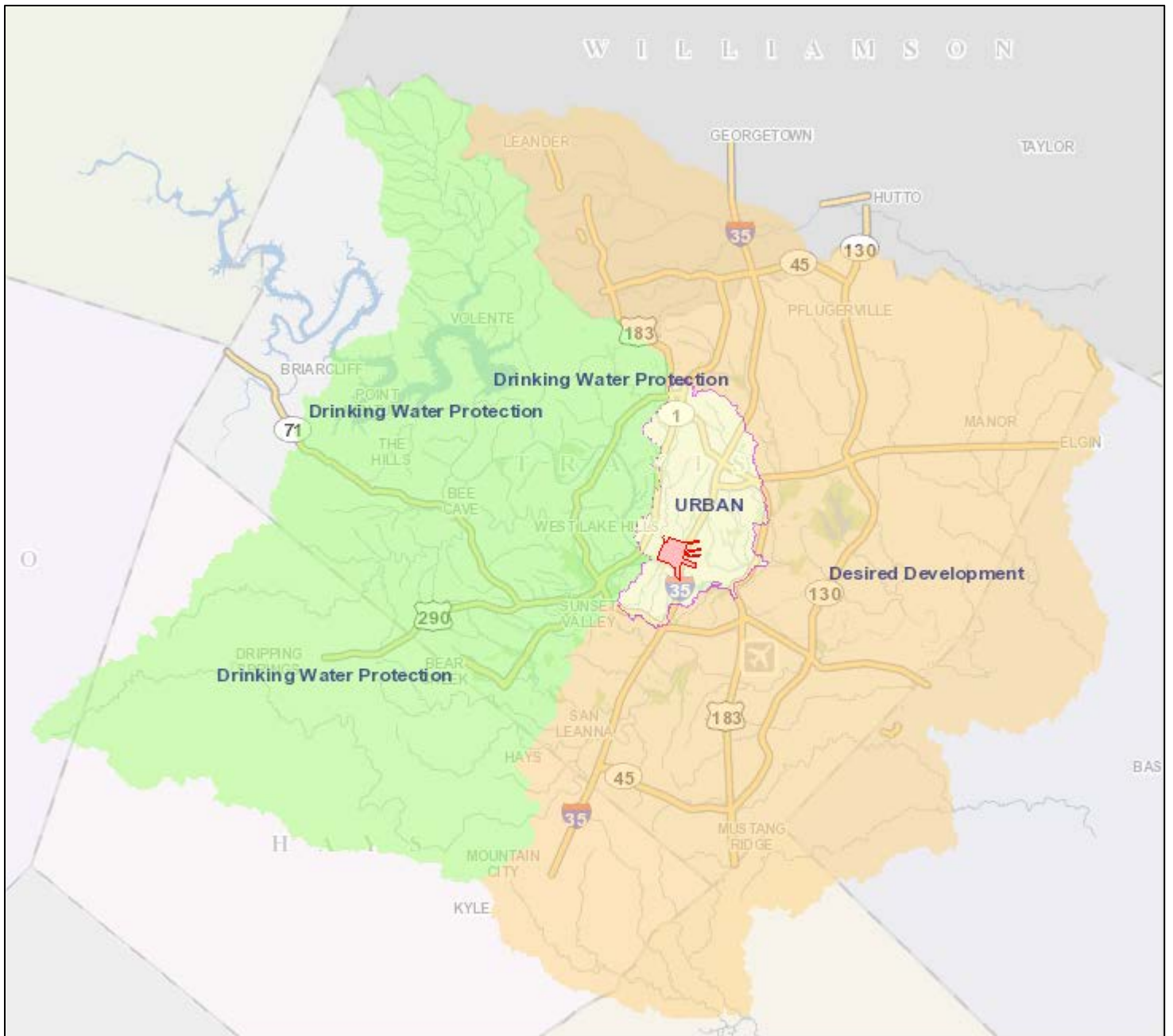
9/4/15  
Date

**Austin Water/Wastewater Fees (typically 5/8" or 3/4" for 1-2 single family residences)**

|                                       |                | Zone               |                    |                                   |                                    |   |  |
|---------------------------------------|----------------|--------------------|--------------------|-----------------------------------|------------------------------------|---|--|
|                                       |                | Core               | Urban              | Desired Development (inside city) | Desired Development (outside city) | Drinking Water Protection (inside city) | Drinking Water Protection (outside city) |
| Platted Before 1/1/2007               | Meter charge   | \$ 52.39           | \$ 52.39           | \$ 52.39                          | \$ 52.39                           | \$ 52.39                                | \$ 52.39                                 |
|                                       | Water CRF      | \$ 500.00          | \$ 600.00          | \$ 700.00                         | \$ 1,300.00                        | \$ 1,500.00                             | \$ 1,700.00                              |
|                                       | Wastewater CRF | \$ 300.00          | \$ 400.00          | \$ 400.00                         | \$ 800.00                          | \$ 1,200.00                             | \$ 1,300.00                              |
|                                       | Drop-in Fee    | \$ 172.00          | \$ 172.00          | \$ 172.00                         | \$ 172.00                          | \$ 172.00                               | \$ 172.00                                |
|                                       | Inspection Fee | \$ 68.50           | \$ 68.50           | \$ 68.50                          | \$ 68.50                           | \$ 68.50                                | \$ 68.50                                 |
|                                       | <b>Total</b>   | <b>\$ 1,092.89</b> | <b>\$ 1,292.89</b> | <b>\$ 1,392.89</b>                | <b>\$ 2,392.89</b>                 | <b>\$ 2,992.89</b>                      | <b>\$ 3,292.89</b>                       |
| Platted Between 1/1/2007 and 1/1/2014 | Meter charge   | \$ 52.39           | \$ 52.39           | \$ 52.39                          | \$ 52.39                           | \$ 52.39                                | \$ 52.39                                 |
|                                       | Water CRF      | \$ 700.00          | \$ 800.00          | \$ 1,000.00                       | \$ 1,800.00                        | \$ 2,200.00                             | \$ 2,500.00                              |
|                                       | Wastewater CRF | \$ 400.00          | \$ 500.00          | \$ 600.00                         | \$ 1,000.00                        | \$ 1,200.00                             | \$ 1,400.00                              |
|                                       | Drop-in Fee    | \$ 172.00          | \$ 172.00          | \$ 172.00                         | \$ 172.00                          | \$ 172.00                               | \$ 172.00                                |
|                                       | Inspection Fee | \$ 68.50           | \$ 68.50           | \$ 68.50                          | \$ 68.50                           | \$ 68.50                                | \$ 68.50                                 |
|                                       | <b>Total</b>   | <b>\$ 1,392.89</b> | <b>\$ 1,592.89</b> | <b>\$ 1,892.89</b>                | <b>\$ 3,092.89</b>                 | <b>\$ 3,692.89</b>                      | <b>\$ 4,192.89</b>                       |
| Platted After 1/1/2014                | Meter charge   | \$ 52.39           |                    |                                   |                                    |   |  |
|                                       | Water CRF      | \$ 5,400.00        |                    |                                   |                                    |   |  |
|                                       | Wastewater CRF | \$ 2,200.00        |                    |                                   |                                    |   |  |
|                                       | Drop-in Fee    | \$ 172.00          |                    |                                   |                                    |   |  |
|                                       | Inspection Fee | \$ 68.50           |                    |                                   |                                    |   |  |
|                                       | <b>Total</b>   | <b>\$ 7,892.89</b> |                    |                                   |                                    |   |  |

|                                       |                | Zone               |                    |                                   |                                    |   |  |
|---------------------------------------|----------------|--------------------|--------------------|-----------------------------------|------------------------------------|---|--|
|                                       |                | Core               | Urban              | Desired Development (inside city) | Desired Development (outside city) | Drinking Water Protection (inside city) | Drinking Water Protection (outside city) |
| Platted Before 1/1/2007               | Meter charge   | \$ 73.47           | \$ 73.47           | \$ 73.47                          | \$ 73.47                           | \$ 73.47                                | \$ 73.47                                 |
|                                       | Water CRF      | \$ 750.00          | \$ 900.00          | \$ 1,050.00                       | \$ 1,950.00                        | \$ 2,250.00                             | \$ 2,550.00                              |
|                                       | Wastewater CRF | \$ 450.00          | \$ 600.00          | \$ 600.00                         | \$ 1,200.00                        | \$ 1,800.00                             | \$ 1,950.00                              |
|                                       | Drop-in Fee    | \$ 172.00          | \$ 172.00          | \$ 172.00                         | \$ 172.00                          | \$ 172.00                               | \$ 172.00                                |
|                                       | Inspection Fee | \$ 68.50           | \$ 68.50           | \$ 68.50                          | \$ 68.50                           | \$ 68.50                                | \$ 68.50                                 |
|                                       | <b>Total</b>   | <b>\$ 1,513.97</b> | <b>\$ 1,813.97</b> | <b>\$ 1,963.97</b>                | <b>\$ 3,463.97</b>                 | <b>\$ 4,363.97</b>                      | <b>\$ 4,813.97</b>                       |
| Platted Between 1/1/2007 and 1/1/2014 | Meter charge   | \$ 73.47           | \$ 73.47           | \$ 73.47                          | \$ 73.47                           | \$ 73.47                                | \$ 73.47                                 |
|                                       | Water CRF      | \$ 1,050.00        | \$ 1,200.00        | \$ 1,500.00                       | \$ 2,700.00                        | \$ 3,300.00                             | \$ 3,750.00                              |
|                                       | Wastewater CRF | \$ 600.00          | \$ 750.00          | \$ 900.00                         | \$ 1,500.00                        | \$ 1,800.00                             | \$ 2,100.00                              |
|                                       | Drop-in Fee    | \$ 172.00          | \$ 172.00          | \$ 172.00                         | \$ 172.00                          | \$ 172.00                               | \$ 172.00                                |
|                                       | Inspection Fee | \$ 68.50           | \$ 68.50           | \$ 68.50                          | \$ 68.50                           | \$ 68.50                                | \$ 68.50                                 |
|                                       | <b>Total</b>   | <b>\$ 1,963.97</b> | <b>\$ 2,263.97</b> | <b>\$ 2,713.97</b>                | <b>\$ 4,513.97</b>                 | <b>\$ 5,413.97</b>                      | <b>\$ 6,163.97</b>                       |
| Platted After 1/1/2014                | Meter charge   | \$ 73.47           |                    |                                   |                                    |   |  |
|                                       | Water CRF      | \$ 5,400.00        |                    |                                   |                                    |   |  |
|                                       | Wastewater CRF | \$ 2,200.00        |                    |                                   |                                    |   |  |
|                                       | Drop-in Fee    | \$ 172.00          |                    |                                   |                                    |   |  |
|                                       | Inspection Fee | \$ 68.50           |                    |                                   |                                    |   |  |
|                                       | <b>Total</b>   | <b>\$ 7,913.97</b> |                    |                                   |                                    |   |  |

## Map of Zones Related to Austin Water/Wastewater Meter Fees





## **Single Family Home Residential & Solar Electric Meter and Service Requirements**

### **Purpose:**

The purpose of this document is to establish Austin Energy's internal policy for establishing new or upgraded electric service requirements for residential use.

### **New or upgraded service installation:**

Austin Energy requires an Electric Service Planning Application (ESPA) containing electrical load information to be filled out and submitted by the Master Electrician. This application is required when submitting for an electric permit for service work being performed on new or upgraded customer-owned equipment. This document may be submitted electronically to [www.aebspaespa.com](http://www.aebspaespa.com) or submitted in person at the Development Assistance Center and will be reviewed by AE staff in the DAC within 24 hours.

### **Solar installation:**

Austin Energy requires a Distributed Generation Planning Application (DGPA) containing electrical load information pertaining to solar ampacity to be filled out and submitted by the solar contractor. This application is required when submitting for a solar permit on new customer-owned solar equipment. Please see Austin Energy's interconnection guide contained within AE's Design Criteria Manual.

Austin Energy's Design Criteria Manual contains more specific information with regards to metering requirements, sizing, solar requirements etc. Check out Austin Energy's website [www.austinenergy.com](http://www.austinenergy.com) and search for design guidelines and specifications.

## AE Customer In Aid to Construction Recovery Fee Per Metered Service

| Load size  | Meter size | Meter cost | Voltage | Class | Wire size | Distance | Cost of Wire Type  | Total cost |
|--|------------|------------|---------|-------|-----------|----------|--------------------|------------|
| 150/200amp 2-S meter                                   |            | \$199      | 120/240 |       | 200 1/0   | 0-75'    | \$201.00 Res.OH    | \$400.00   |
| 320 SLR  | 2-S meter  | \$192      | 120/240 |       | 320 4/0   | 0-55'    | \$208.00 Res.OH    | \$400.00   |
| 150 amp  | 2-S meter  | \$199      | 120/240 |       | 200 1/0   | 0-150'   | \$601.00 Res. UG   | \$800.00   |
| 200 amp  | 2-S meter  | \$199      | 120/240 |       | 200 3/0   | 0-150'   | \$601.00 Res. UG   | \$800.00   |
| 320 SLR  | 2-S meter  | \$192      | 120/240 |       | 320 4/0   | 0-150'   | \$1,408.00 Res. UG | \$1,600.00 |
|  |            |            |         |       |           |          |                    |            |
| Electric Service Planning Application Review Fee       |            |            |         |       |           |          |                    | \$100.00   |
| Distributed Generation Planning Application Review Fee |            |            |         |       |           |          |                    | \$100.00   |
| Austin Energy Hot Tie Fee                              |            |            |         |       |           |          |                    | \$600.00   |
| Austin Energy Reinspection Fee                         |            |            |         |       |           |          |                    | \$75.00    |
| Austin Energy Meter Tampering Fee                      |            |            |         |       |           |          |                    | \$850.00   |
| Austin Energ Trip Fee                                  |            |            |         |       |           |          |                    | \$250.00   |
|  |            |            |         |       |           |          |                    |            |