CITY OF AUSTIN Development SERVICES DEPARTMENT

Building a Better and Safer Austin Together

Residential Express Permit Application

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

Download application before entering information.

Property Information

Project Address:	Fees from Escrow? ☐ Y ☐ N Escrow Account Row ID:
Legal Description:	Historic Landmark, Historic District (Local), or National Register Historic District (if yes, historic review is required prior) ☐ Y ☐ N

Contact Information

Owner		Applicant or Agent		General Contractor	
Mailing Address		Mailing Address		Mailing Address	
Phone		Phone		Phone	
Email		Email		Email	

Description of Work

Property Use: ☐ single-family residential ☐ duplex residential ☐ two-family residential
☐ Other: _____

Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary)

_____

_____

_____

Trades Permits required: ☐ electric ☐ plumbing ☐ mechanical (HVAC)

Total Remodeled Square footage: _____ sq ft	Is Total Remodeled Floor Area > 5,000 Sq Ft? ☐ Y ☐ N (If yes, construction material recycling is required per LDC 25-11-39)

Job Valuation – For Properties in a Floodplain Only

Total Job Valuation: $ 0 Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar.	Building: $ _____ Electrical: $ _____ Plumbing: $ _____ Mechanical: $ _____

If this property is within 100 feet of the **100-year floodplain,** a **Floodplain review** is required, but will not incur a fee.

Authorization

☐ **I agree that this application is good for twelve (12) months after the date it is filed, and will expire if not approved for compliance within that time frame. If the application expires, a new submittal will be required and compliance with current code may be required.**

☐ I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.

☐ I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.

☐ I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.

☐ I am the record owner of this property and authorize the agent/applicant listed above to apply for and acquire a permit on my behalf.

Owner's signature: _____ Date: _____

Applicant's signature: _____ Date: _____

Additional Information

The Express Permit is limited to the following types of projects:

- Replacing windows and/or exterior doors of the same size and same location
- Adding/Removing brick
- Adding/Replacing insulation
- Repairing a roof to the extent of replacing decking boards/fascia
- Interior non-structural exploratory work for structural observation or evaluation only
- Adding/Removing siding in excess of 64 sq. ft.
- Remove/Repair drywall in excess of 64 sq. ft.
- Repairing floor decking in excess of 64 sq. ft.
- Repairing foundation in excess of 64 sq. ft. without increasing impervious cover
- Tub/Shower Conversions **Note: Only tub/shower/sink-surround drywall can be removed. Walls cannot be relocated or removed. Plumbing fixtures cannot be added or relocated.

The removal, repair, modification or alteration of any structural members is not allowed under the building permit resulting by an approved express permit application. This work requires the submittal of a Residential Interior Remodel Permit Application for review. If the scope of work is more than what is listed above, if it increases or decreases the square footage of a structure, the submission of a Residential New Construction and Addition Permit Application is required for review.

****Email submittal option: scan and email completed application to dsdexpresspermits@austintexas.gov**

Express applications submitted by **email** typically take **3-5 business days** to process. In person visits during customer consultation hours, allows you to get a permit the **same day** if there are no issues needing to be resolved. During consultation hours you may experience a wait time. Choose the option that best fits your needs.

Additional Reviews

What triggers the Historic Review and what action is required of you?
Changing the exterior of a building that is a historic landmark (H zoning), in a historic district (HD zoning), and/or in a National Register historic district requires historic review and approval *before* submitting to Residential Review. Check the property's status here, and contact the Historic Preservation Office if the property is historic: www.bit.ly/historicaustin.

What triggers the Flood Plain Review and what action is required of you?
Any work requiring a permit on property located within 100 feet of the 100-year flood plain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88.

To check the property for proximity to a flood plain visit www.ATXFloodPro.com or the City's Floodplain Development Information website.

Note: If the property is located within an Airport Overlay Zone, Aviation Department approval may be required.

Expired Permits

Check for expired permits: www.austintexas.gov/devreview/a_queryfolder_permits.jsp
If there are expired permits associated with this property, they must be resolved. This can be done in the following ways:
Submit an Acknowledgement of Expired Permits form with this application OR if the work qualifies for an express permit, include it in the description of work on this application.
If the Acknowledgement of Expired Permits form is used for this project, information about what will be required to resolve the expired permit(s) can be obtained during Residential Review General Information Walk-in hours.

For additional information see our website: www.austintexas.gov/department/residential-building-review