CITY OF AUSTIN
Development
SERVICES DEPARTMENT
Building a Better and Safer Austin Together

Project Intake Procedures and Submittal Requirements
Site & Subdivision Inspections

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

The following information provides a summary of the Project Intake Procedures and Submittal requirements to obtain Site, Subdivision, and Tap Inspections within the City of Austin jurisdiction.

Project Submittal Checklist

To receive a fee invoice, send an email to SiteSubIntake@AustinTexas.gov with the following items:

1. Executed (signed) Contract/Subcontract/Proposal
2. Cost and quantity breakout for public infrastructure
3. Information concerning the responsible fee payment
   - This must include Name or Entity, address, contact person, phone number, and email.
   - The invoice will need to show the name that will appear on the check or credit card.
4. Use the form below to provide the Name or Entity and contact information for the Owner, Engineer, Contractor, and Subcontractor(s). **Any missing information will be considered an "incomplete submittal".**

Items 1-4 are required prior to providing a Fee Invoice. The submission will be considered incomplete without this information.

The following items are not required for all submittals:

5. Geo-Technical Report, which includes design recommendations for projects with new street infrastructure
6. Legal documents regarding the private maintenance of public Water Quality and/or Drainage infrastructure
7. Quality Control/Quality Assurance (QA/QC) Plan for City pond or conveys public flows which includes a liner

Project Information

Project Name: _____

Project Address: _____

Development File Number (for DA, SP, and C8): _____

Owner

Company: _____ Phone: _____

Address: _____

Contact Person: _____ Phone: _____ Email: _____

Engineer
Company: _____ Phone: _____
Address: _____
Contact Person: _____ Phone: _____ Email: _____

General Contractor
Company: _____ Phone: _____
Address: _____
Contact Person: _____ Phone: _____ Email: _____

Utility Subcontractor

Company: _____ Phone: _____
Address: _____
Contact Person: _____ Phone: _____ Email: _____

Street Subcontractor
Company: _____ Phone: _____
Address: _____
Contact Person: _____ Phone: _____ Email: _____

Fee Provider
You are encouraged to make payment online through the Austin Build + Connect portal. For more information and to register for an account, please visit http://austintexas.gov/digitaldevelopment.

Company: _____ Phone: _____
Mailing Address: _____
Contact Person: _____ Phone: _____
AB+C Login Email: _____

Other
Company: _____ Phone: _____
Address: _____
Contact Person: _____ Phone: _____ Email: _____