



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

One Texas Center  
 505 Barton Springs Road, Austin, TX 78704; (512) 978-4000

# Building Relocation Permit Application

Application Type:  Commercial  Residential

Fee Paid: \$ \_\_\_\_\_

Date of Submission: \_\_\_\_\_

### For Office Use Only – Permit Information

BP- \_\_\_\_\_ PR- \_\_\_\_\_ LHD\_NRD\_HDP- \_\_\_\_\_ Ca. \_\_\_\_\_

Referred By: \_\_\_\_\_ NRHD/LHD: \_\_\_\_\_

Release Permit  Do Not Release Permit  HLC Review- \_\_\_\_\_

\_\_\_\_\_  
 Historic Preservation Office

\_\_\_\_\_  
 Date

**To complete this form electronically: Open with Internet Explorer, then [Click Here to Save and continue.](#)**

Current Location	Proposed Location
Address: _____	Address: _____
City: _____ Zip: _____	City: _____ Zip: _____
Current Use: _____	Current Use: _____
Applicant	Owner
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Zip: _____	City: _____ Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Moving Contractor Information	Structural Information
Company: _____	Square Feet: _____
Address: _____	Building Materials: _____
City: _____ Zip: _____	Foundation Type: _____
Phone: _____	Estimated Cost of Move: _____

**IMPORTANT:** Inspections are required for all relocation projects. If you do not call for a final inspection, the permit will expire after twelve (12) months from the time of applying for the permit. In order to close out an expired permit, an applicant will be required to submit a NEW application for the project and all fees will be assessed again.

**DO NOT LET YOUR PERMIT EXPIRE!!!!**

**HISTORIC LANDMARKS AND DISTRICTS:** If this property is a Historic Landmark or is within a Local Historic District or National Register Historic District, additional applications and fees will apply. For more information, contact the City Historic Preservation Office (see <http://www.austintexas.gov/department/historic-preservation>).

## Submittal Requirements

- 1. Owner authorization/signature, **NOTARIZED** at the bottom of this page,  
**OR** a **NOTARIZED** letter of authorization from the owner giving the applicant permission to apply
- 2. Dimensioned floor plan of structure to be moved
- 3. Dimensioned site plan of proposed location showing all required setbacks (not required if leaving City of Austin jurisdiction)
- 4. Certified tax certificate of current location from the Travis County Tax Assessor's Office (5501 Airport Boulevard, 512-854-9473)
- 5. Certified tax certificate for proposed location (not required if structure is leaving the City of Austin jurisdiction)
- 6. Photos of each side of structure; the front photo needs to show the entire facade visible from the street
- 7. Review Fee (see [fee schedule](#) for applicable fees)
- 8. **Additional requirements for COMMERCIAL:** An approved, red-stamped Site Plan OR Site Plan Exemption/Determination

## Consent, Authorizations, and Signatures

I understand and will adhere to the following rules or regulations:

1. **No work may begin prior to issuance of this permit.**
2. Relocating a residential or commercial building to a new location within the City of Austin's jurisdiction requires a building review for the remodeling work and a building permit from the Residential Plan Review Division or the Commercial Plan Review Division of the Development Services Department, located at One Texas Center. A relocation permit will not be issued without the approval of the remodeling application and/or building application. Once this review is complete and approved, the permit may be obtained from the Permit Center and additional fees will be assessed at that time.
3. The moving contractor selected must be bonded and insured in accordance with City rules. Call the City of Austin Service Center at 512-978-4000 to verify.
4. **Erosion and Sedimentation Controls are required per Section 25-8-181 of the City of Austin Land Development Code.** Failure to comply with this requirement may result in a Stop Work Order and/or legal action by the City of Austin including criminal charges and fines of up to \$2,000.00 per day.
  - 4a. **Inspection of erosion, sedimentation controls, and tree protection shall be requested by the owner** before construction begins (25-1-288.A & 25-1-288.F): (512) 974-2278 or [environmental.inspections@austintexas.gov](mailto:environmental.inspections@austintexas.gov).
5. If the structure to be relocated is currently tied into water and/or sewer services provided by the City of Austin, you must contact Austin Water Utility at 512-494-9400 to obtain specific water and sewer service information.
6. **If the proposed work will require the removal of any tree protected by ordinance, impact the critical root zone, or prune more than 25% of tree canopy as defined by the Environmental Criteria Manual (3.5.2.A), a Tree Ordinance Review Application is required prior to any such activity.** Note: root zone protection measures (e.g. fencing, boards attached to the trunk, mulch) are required prior to work commencing. For information please email the City Arborist Program at [cityarborist@austintexas.gov](mailto:cityarborist@austintexas.gov) or visit the website at <http://www.austintexas.gov/department/city-arborist>.
7. If the proposed work will require use of City right-of-way, a Right of Way Application must be approved prior to any such activity. Applications may be obtained from the City of Austin Transportation Department (512-974-7180) or on the website at <https://austintexas.gov/rowman>.
8. **If the proposed relocation route will require removal of vegetation (e.g. shrubs, trees, or branches within the right-of-way or on a city-owned property) a Public Tree Care Permit** (see <http://austintexas.gov/sites/default/files/files/Parks/Forestry/publictreecarepermit.pdf>) is required from the Parks & Recreation Department (Urban Forestry). Contact the Urban Forestry Program at (512) 974-9500.
9. **The Historic Preservation Office will review this application to determine if the structure that is subject of this application is potentially historic as defined by Section 25-11-214 of the City of Austin Land Development Code. Additional review by the Historic Landmark Commission may be required and additional fees may be assessed.**

I, the undersigned, hereby swear or affirm that the information provided in this application is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

- As owner(s) of the property described in this application, I/we hereby authorize the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.**

Signature of Applicant (if different than owner): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature of Public Notary: \_\_\_\_\_ My commission expires: \_\_\_\_\_

*Notary Public in and for the State of Texas*