



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

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

# Demolition Permit Application

Application Type:  Commercial  Residential  
 Fee Paid: \$ \_\_\_\_\_ Submission Date: \_\_\_\_\_

### 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

**IMPORTANT:** Inspections are required for all demolition 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>).

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

### Submittal Requirements

- 1. Owner authorization/signature, **NOTARIZED** at the bottom of the next page, **OR** a **NOTARIZED** letter of authorization from the owner giving the applicant permission to apply
- 2. Dimensioned Site Plan or Survey that shows all existing structures and what is being demolished
- 3. Certified tax certificate(s) from the Travis County Tax Assessor's Office (5501 Airport Boulevard, 512-854-9473)
- 4. Photos of each side of structure; the front photo needs to show the entire front of the structure that is visible from the street
- 5. Review Fee (see [fee schedule](#) for applicable fees)

**Additional requirements for Commercial Demolitions:**

- 6. Approved/Red-stamped Site Plan OR an approved Site Plan Exemption Form
- 7. Completed Texas Department of Health Asbestos Notification Form; must be filled out by a licensed inspector or contractor

### Property Information

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Current Use: \_\_\_\_\_

### Demolition Type

Total  Partial – identify the exterior wall(s), roof, or portion of wall(s) and roof to be demolished:  
 \_\_\_\_\_  
 \_\_\_\_\_

### Demolition Contractor Information

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

### Structural Information

Square Feet: \_\_\_\_\_  
 Building Materials: \_\_\_\_\_  
 Foundation Type: \_\_\_\_\_  
 Estimated Cost of Demolition: \_\_\_\_\_

Applicant	Owner
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Zip: _____	City: _____ Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

### Tenant Notification

How many currently occupied residential units will be demolished? \_\_\_\_\_

If 5 or more, tenant notification may be required and a certified form may be required with your application (LDC 25-1-712).

### 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. It is important to verify with the Development Assistance Center (DAC) that new construction will be permitted on the property at this location PRIOR to filing this application.
3. If the structure to be demolished 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.
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 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>.
6. 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>.
7. **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.**
8. 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.

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*