



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

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

# General Permit Request

Contractor and Trade Permits website:  
<http://www.austintexas.gov/page/contractor-and-trade-permits>

**Fax for Permit Request Only:**  
**(512) 974-1226 (allow 24 hours to process)**

*For questions please call Service Center number at left*

**If a building permit has not been issued on this project, a trade permit will not be issued. Contact your General Contractor.**

City of Austin Land Development Code Chapter 25-12, Article 13: A permit expires on the 181st day if the project has not scheduled nor received an inspection. A "Cancelled" and/or "Failed/No Work Performed" inspection result does not extend the expiration date.

**Complete All Information to Avoid Delay; Please Print Clearly or Type**

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

General Contractor Name: \_\_\_\_\_

General Contractor Email: \_\_\_\_\_

Authorized Agent Name: \_\_\_\_\_

Office #: ( \_\_\_ ) \_\_\_\_\_ Fax #: ( \_\_\_ ) \_\_\_\_\_ Mobile #: ( \_\_\_ ) \_\_\_\_\_

Use (select one) – Residential Usage is single-family or duplex structures; Commercial Usage is triplex and above:

Commercial  Residential City of Austin:  Inside  Outside

Description of Use (e.g.: office, bank, daycare, apt, etc): \_\_\_\_\_

Project Address (include Suite and/or Suffix #): \_\_\_\_\_

Building Permit #(s): \_\_\_\_\_

Description of Work in detail: \_\_\_\_\_

New/Addition Total Square Footage of proposed new construction: \_\_\_\_\_ sq. ft.

Remodel/Finish-Out Total Valuation of proposed remodel/finish-out: \$ \_\_\_\_\_

Payment After Hours?  Re-Inspection  Investigation

Permit Number: \_\_\_\_\_ Address: \_\_\_\_\_

Be specific if you are paying for all or only one (1) type (i.e.: building, electric, etc.). *You may pay using website if you have registered on line.*

Additional Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Acknowledgment:** I attest that the above information submitted is correct. I understand it is my responsibility as the permit holder to keep my permits active as noted in the information at top. If I allow the permit to expire I will be required to purchase a new permit and pay new fees.

Agent Signature: \_\_\_\_\_