



Quick Turnaround (QT) Permit Process & Checklist

The Quick Turnaround Permit process is limited to:

- Tenant finish-outs and interior remodel projects of 5,000 square feet or less for admn/bus/professional offices and retail sales occupancies where hazardous materials are not stored, used, or dispensed
- Exterior remodels that do not increase the square footage of the building or increase the height by more than six (6) feet (roof repairs, mansards, etc.)

See Checklist on last page of this document for a complete list of eligible projects.

Submittal Requirements

1. A completed *Quick Turnaround Checklist* – see last page of this document
2. A completed *Commercial Building Application* – see <http://www.austintexas.gov/page/building-applications#com>
3. A completed *Site Plan Exemption Request* – see <http://austintexas.gov/page/development-assistance-applications#dac>
—OR— Two (2) sets of the city approved red-stamped Site Plan
 - **Note:** Prior approval from the Development Assistance Center (DAC) may be required; please verify with a Zoning or Building Plan Reviewer.
4. Two (2) sets of plans drawn to scale including Mechanical, Electrical, and/or Plumbing plans sufficient to illustrate the full scope of proposed work
 - **Note: Revisions to permits issued through this process may result in rescinding ALL permits and a full submittal required. Refunds will not be issued. Please verify all proposed work before going through the Quick Turnaround process.**
5. Two (2) key floor plans (lease space in relation to the building)
6. Two (2) plot plans (lease space/building in relation to the site)
7. Two (2) complete Lighting, Envelope, and/or Mechanical energy calculations if required (COMcheck-EZ) – see energycodes.gov
8. Texas Accessibility Standards (TAS) – TDLR Confirmation page
 - Residential projects, multi-family projects, and commercial projects less than \$50,000 are exempted.
9. Texas Department of Health *Demolition/Renovation Notification Form* or Asbestos survey summary page (do not attach the actual survey), or certification from a licensed engineer or architect or statement from a licensed asbestos inspector stating all parts of the building affected by the planned renovation do not contain asbestos
10. **Electric Service Planning Application (ESPA) form signed by an Austin Energy representative, required for ANY and ALL electrical plan review** – Austin Energy requires a completed ESPA form, Electrical Riser Diagram and a photograph picture of the existing gutter and meter numbers (please see the AE Representative in the Development Assistance Center)
11. Plan Review Fee + Quick Turnaround Fee: see Commercial Plan Review Fees at <http://www.austintexas.gov/department/fees> (note that the Plan Review fee now must be paid during the zoning/submittal process)
 - **Note: Finish-Outs in SHELL buildings may require new water meters. A meeting with an Austin Water Representative (Development Assistance Center) is recommended to verify.**

Projects Ineligible for QT

- New construction and additions
- Change of Use
- Businesses that store or sell hazardous materials
- Projects utilizing diesel/propane/natural gas, including generators, radiant heating, fire places, etc.
- Replacement/new installations of walk-in coolers and freezers, refrigeration reach-ins, boilers, chillers, and cooling towers
- Building corridors in non-sprinklered buildings
- Access control and special egress devices
- Medical offices
- Food service establishments
- Food storage
- Food warehousing
- Restaurants
- Pubs
- Clubs
- Lounges
- Office/warehouse
- Nursing homes
- Health care
- Child care facilities
- Beauty/tattoo salons
- Veterinary clinics
- Animal shelter
- Laundry or cleaning facilities
- Swimming pools
- New cell towers

Building Codes with Local Amendments

www.austintexas.gov/page/codes-and-technical-information

2012 International Building Code

2012 International Existing Building Code

2012 Uniform Mechanical Code (IAPMO)

2012 Uniform Plumbing Code (IAPMO)

2014 National Electrical Code

2012 International Energy Conservation Code

2012 International Fire Code



Quick Turnaround (QT) Eligible Projects/Checklist

Please mark the appropriate category that captures the scope of your project. Projects without a completed checklist will not be accepted.

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

Tenant Finish-Outs and Interior Remodels

- Less than 5,000 square feet
- Administrative/Business/Professional Offices (no medical or veterinary offices; no demising walls to create new suites)
- Retail Sales Occupancies
- *Cannot involve work with gas lines*
- *Cannot store, use, or dispense hazardous materials*
- *Cannot modify structural framing members*

Exterior Remodels to Business/Residential/Mercantile Occupancies

- Includes exterior siding/weather coverings, new awnings, re-roof, window/door replacements (must supply manufacturer specs showing compliance with IECC)
- *Cannot modify structural framing members except repairs to balconies and stairs which will be subject to a structural review and may extend review time*
- *Cannot increase square footage*
- *Cannot increase height more than 6 feet*

Unoccupied and Minor Structures

- Carports
- Free-standing pavilions not associated with restaurants
- Dumpster enclosures
- ATMs
- Playground shade structures
- Retaining walls

Multi-Family and Condo Interior Unit Remodels

- Includes kitchen and bathroom remodels
- *Cannot increase square footage of the units*

Portable Classroom Buildings

- Limited to AISD schools and school districts that are part of the interlocal agreement

Amnesty Certificate of Occupancy

- *Does not include remodels*

Cell Towers, Satellite Dishes, and Rooftop Antennae

- Modifications, replacements, and repairs with no new electrical service or generator installation

Photovoltaic Solar Panel Systems

- See QT PV Solar Requirements: <http://www.austintexas.gov/page/building-applications#com>
- Commercial and Multi-Family projects

Foundation Repair

NOTE: If the reviewer determines that the project scope and/or complexity exceeds the limitations of the QT Eligible list, the project will be reclassified as a 5-business-day-review and will be subject to the associated submittal requirements and applicable fees. QT fees will not be refunded.

Signature: _____ Date: _____

Printed Name: _____