



# Residential Express Permit Application

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

## Property Information

Project Address:	Fees from Escrow?    Y    N Escrow Account Row ID:
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Legal Description:

## Contact Information

Owner		Applicant or Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	

## Description of Work

Property Use:            single-family residential                  duplex residential                  two-family residential  
 Other: \_\_\_\_\_

Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary)

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Trades Permits required:            electric                  plumbing                  mechanical (HVAC)

Total Remodeled Floor Area:	Is Total Remodeled Floor Area > 5,000 Sq Ft?    Y    N (If yes, construction material recycling is required per LDC 25-11-39)
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## Job Valuation

Total Job Valuation: \$ _____ <small>Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.</small>	Bldg: \$ _____    Elec: \$ _____ Plmbg: \$ _____    Mech: \$ _____
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## Authorization

I agree that this application is good for twelve (12) months after the date it is filed, and will expire if not approved for compliance within that time frame. If the application expires, a new submittal will be required and compliance with current code may be required.

I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.

I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.

I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.

I am the record owner of this property and authorize the agent/applicant listed above to apply for and acquire a permit on my behalf.

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Additional Information

### The Express Permit is limited to the following types of projects:

- Replacing windows and/or exterior doors of the same size and same location
- Adding/Removing siding or brick
- Repairing a roof to the extent of replacing decking boards/fascia
- Repairing foundation without increasing impervious cover
- Roof mounted solar panels
- Remove/Repair drywall in excess of 32 sq. ft.
- Adding/Replacing insulation
- Tub/Shower Conversions

**\*\*Note:** Only tub/shower/sink-surround drywall can be removed. Plumbing fixtures cannot be added or relocated.

**The removal, repair, modification or alteration of any structural members is not allowed under the building permit resulting by an approved express permit application. This work requires the submittal of a Residential Interior Remodel Permit Application for review. If the scope of work is more than what is listed above, if it increases or decreases the square footage of a structure, the submission of a Residential New Construction and Addition Permit Application is required for review.**

**\*\*Email submittal option:** scan and email completed application to [pdrexpresspermits@austintexas.gov](mailto:pdrexpresspermits@austintexas.gov).

Express applications submitted by **email** typically take **3-5 business days** to process. In person visits during customer consultation hours, allows you to get a permit the **same day** if there are no issues needing to be resolved. During consultation hours you may experience a wait time. Choose the option that best fits your needs.

### Additional Reviews

#### What triggers the Historic Review and what action is required of you?

Changing any visible exterior portion of a home that is:  
 in a National Registered Historic District (NRHD), OR in a Historic zoned area (H or HD).

Check your property for NRHD status, and HD or H zoning designation:

<http://www.austintexas.gov/GIS/DevelopmentWebMap/Viewer.aspx>

Enter your address into the search bar, then: change “Map Themes” to **zoning map**, and in “Layers” under “Zoning and Zoning Overlays” check the box for **National Register of Historic Districts**

**If the property is in a NRHD area, or HD or H zoned district, you will need to take your case to the Historic Department for their approval before submitting to Residential Review.**

#### What triggers the Flood Plain Review and what action is required of you?

Any work requiring a permit on property located within 150 feet of an identified flood plain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88.

To check your property for proximity to a flood plain visit [www.ATXFloodPro.com](http://www.ATXFloodPro.com) or the City’s [Floodplain Development Information](#) website.

**Note: If the property is located within an Airport Overlay Zone, Aviation Department approval may be required.**

### Expired Permits

Check for expired permits: [https://www.austintexas.gov/devreview/a\\_queryfolder\\_permits.jsp](https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp)

If there are expired permits associated with this property, they must be resolved. This can be done in the following ways:

Submit an Acknowledgement of Expired Permits form with this application. OR

If the work qualifies for an express permit, include it in the description of work on this application.

If the Acknowledgement of Expired Permits form is used for this project, information about what will be required to resolve the expired permit(s) can be obtained during Residential Review General Information Walk-in hours.

For additional information see our website: <http://www.austintexas.gov/department/residential-building-review>