CITY OF AUSTIN
Development
SERVICES DEPARTMENT

Development Assistance Center
One Texas Center
505 Barton Springs Road, Austin, Texas 78704
Phone: 512.978.4000

Customer Assistance – Records Research Form

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

Date: _____ Sign-In Time: _____ Phone Call Time: _____

Name: _____ Phone: _____

*Email: _____

*Orders for plans to be sent out for copies require email confirmation before they are ordered, so please ensure email address is included.

Request (*select one*): ○ Telephone Request: 2-3 Day Turnaround
○ Drop-Off Request: 2-3 Day Turnaround
○ Assistance Requested

Records (*select one*): ○ Site Plan   ○ Zoning   ○ Subdivision
○ Building Permit Plans   ○ File   ○ Mylars/Plans   ○ Not Sure

File Number: _____

Project Name: _____

Project Address: _____

Additional Information: _____
_____
_____

***NOTE: There will be a fee assessed when ordering files that are not stored on site** and need to be ordered from COA records storage. This fee will be due before the files can be ordered. Due to space restrictions, once these files are received by the research team, the applicant will have **10 business days** to pick them up or the files will be returned to the storage facility with **no refund**.*

For Office Use Only

○ Pending   ☐ Storage Pull (waiting on storage)   Requested on: _____

Remarks: _____

○ Completed   Date: _____

Remarks: _____

○ Material Not Found

Remarks: _____

Associate: _____   Time In: _____ Time Out: _____