

Development Review, Permitting and Inspection Software
Application System
Web-Based User's Manual

PUBLIC INFORMATION - NAVIGATION LINKS	3
INFORMATION SEARCH.....	4
Public Searches	4
Navigating an Individual Case Record	6
Attachments	7
Related Folders.....	8
ISSUED PERMITS REPORT.....	10
FEEDBACK- Contact PDR	11
APPENDIX A – Acronyms in Case Type & File Name Suffixes & Prefixes	12
APPENDIX B – Deciphering the “Reference File Name” Structure.....	13
REGISTERED USERS	14
PERMIT SELF-ASSIGNMENT AND PAYMENT.....	15
My Permits/Cases	18
My Licenses	23
Request/Cancel/View Inspections.....	24
My Escrow Accounts	25
Reports.....	30
Logout	32

DEVELOPMENT REVIEW, PERMITTING and INSPECTION Software Application System is commonly referred to as 'AMANDA' (Application Management and Data Automation)

With this software application, the public can research development information, apply for permits, schedule inspections, and track information, all from the internet. The URL for the site is www.austintexas.gov/devreview/a_queryfolder_permits.jsp . Clicking on this link or typing the address into an internet browser will bring up the screen below:

The screenshot displays the AMANDA web application interface. At the top, a navigation bar includes links for AUSTINTEXAS.GOV, AIRPORT, LIBRARY, AUSTIN ENERGY, AUSTIN WATER, CONVENTION CENTER, VISITORS BUREAU, and OPEN GOVERNMENT. The main content area is divided into three search sections:

- SEARCH BY PERMIT NUMBER:** Includes a text input for "Permit Number:" and a "Submit" button. A note specifies the format: "Permit numbers should be in '2004-023481 BP' format. Please enter at least 8 characters like '2004-023' for partial search criterion."
- SEARCH BY CASE NUMBER OR OLD PIER PERMIT NUMBER:** Includes a text input for "Case Number:" and a "Submit" button. A note specifies the format: "Case numbers should be in 'C8-2004-0001' format. (Note: Many old PIER permit numbers can be used in this search. Use the same format as your PIER permit.) Click for [help on search formats](#)."
- SEARCH BY PROPERTY/PROJECT NAME/TYPES/DATE RANGE:** Includes fields for "Number", "Prefix", "Street", "Dir", "Suite#", and "Zip". Below these is a note: "Please enter at least the first 3 letters of the street name above. Other fields above are optional." It also features dropdown menus for "Project Name:", "Permit/Case Type:", "Sub Type:", and "Work Type:", and date pickers for "Start Date:" (set to Sep 6, 2012) and "End Date:" (set to Sep 6, 2013). A red note states: "Note: Dates should be in form 'Nov 17, 2012' format. By default, the database search is limited to the past 365 days. Due to the size of the database, the date range should be no longer than one year unless at least one additional search criterion is set: Street, Zip Code, Project Name, or Permit/Case Type. The date range does not apply to searches by Permit Number or Case Number."

A "Submit" button is located at the bottom of the search section. The left sidebar contains navigation links for PUBLIC INFORMATION, REGISTERED USERS, My Permits/Cases, My Licenses, Request / Cancel / View Inspections, My Escrow Accounts, Reports, Login, HELP, Web Help, Permit Assign and Pay Help, FEEDBACK, and Contact PDR. The footer includes the Austin logo and links for PAY ONLINE, CALENDAR, MEDIA CENTER, FAQ, CONTACT US, SITE MAP, LEGAL NOTICES, PRIVACY POLICY, and the page number 311.

PUBLIC INFORMATION - NAVIGATION LINKS

PUBLIC INFORMATION
Public Search
Issued Permit Report
REGISTERED USERS
New Registration
Update Registration
Permit Assign and Pay
My Permits/Cases
My Licenses
Request / Cancel / View Inspections
My Escrow Accounts
Reports
Login
HELP
Web Help
Permit Assign and Pay Help
FEEDBACK
Contact PDR

The navigation links that display at the left of the search page allow access to various categories of information. The links under **PUBLIC INFORMATION** -- [Public Search](#) and [Issued Permit Report](#) – are both available without registration or password.

Clicking on the [Public Search](#) link displays the Search page, with no criteria in any of the search fields. Use it to “clear” all the search fields to their default (blank) settings.

The **REGISTERED USERS** links are for customers who regularly use this system to apply for permits and pay fees. Once registered, the user needs a password to enter this section of the website: [New Registration](#), [Update Registration](#), [Permit Assign and Pay](#), [My Permits/Cases](#), [My Licenses](#), [Request/Cancel/View Inspections](#), [My Escrow Accounts](#), [Reports](#), and [Login](#).

There are two separate documents under **HELP**: [Web Help](#) is for all users; [Permit Assign and Pay Help](#) is for Registered Users.

Under the **FEEDBACK** category, users can send an email to the Planning and Development Review Department to ask questions about the website and/or to share experiences encountered on the website.

INFORMATION SEARCH

Public Searches

There are three different methods by which you can search for a case or a collection of cases, depending on what information you have, and what information you are seeking:

- Permit Number
- Case Number
- Any combination of Property Address, Project Name, Type of Permit or Case, and Start Date.

AUSTINTEXAS.GOV | AIRPORT | LIBRARY | AUSTIN ENERGY | AUSTIN WATER | CONVENTION CENTER | VISITORS BUREAU | OPEN GOVERNMENT

PUBLIC INFORMATION → **SEARCH BY PERMIT NUMBER**

Permit Number:

Public Search
Issued Permit Report

REGISTERED USERS → **SEARCH BY CASE NUMBER OR OLD PIER PERMIT NUMBER**

Case Number:

New Registration
Update Registration
Permit Assign and Pay

SEARCH BY PROPERTY/PROJECT NAME/TYPES/DATE RANGE

Number Prefix Street Dir Suite# Zip

Please enter at least the first 3 letters of the street name above. Other fields above are optional.

Project Name:
Permit/Case Type:
Sub Type:
Work Type:
Start Date: Sep 6, 2012 End Date: Sep 6, 2013

Note: Dates should be in form 'Nov 17, 2012' format. By default, the database search is limited to the past 365 days. Due to the size of the database, the date range should be no longer than one year unless at least one additional search criterion is set: Street, Zip Code, Project Name, or Permit/Case Type. The date range does not apply to searches by Permit Number or Case Number.

HELP
Web Help
Permit Assign and Pay Help

FEEDBACK
Contact PDR

PAY ONLINE | CALENDAR | MEDIA CENTER | FAQ | CONTACT US | SITE MAP | LEGAL NOTICES | PRIVACY POLICY | 311

NOTE: In March 2007, the formatting of some **Case Numbers** (the second search method above) changed from two digits to four digits to represent the Year an application was submitted. For Site Plans and Subdivisions, that was the only change. For Building Permits, the change was more dramatic. Here are a few examples of different format changes:

Subdivision
Old: C8-06-0123
New: C8-2008-0123

Site Plan
Old: SP-06-0123
New: SP-2008-0123

Building Permit
Old: BP-06-3481
New: 2008-003481 BP

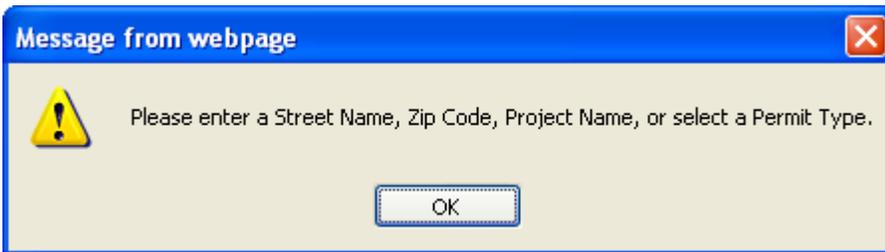
Each search method has its own Submit button for executing the search. For example, the date range at the bottom of the screen only works in tandem with the other fields in that section. The Permit Number and Case Number searches are stand-alone.

The screenshot shows the AustinTexas.gov search page with three main sections:

- SEARCH BY PERMIT NUMBER:** Includes a text input for 'Permit Number:' and a 'Submit' button. A green callout box points to the 'Submit' button with the text 'Click here to search by Permit #.' Below the input is a note: 'Permit numbers should be in '2004-023481 BP' format. Please enter at least 8 characters like '2004-023' for partial search criterion.'
- SEARCH BY CASE NUMBER OR OLD PIER PERMIT NUMBER:** Includes a text input for 'Case Number:' and a 'Submit' button. A green callout box points to the 'Submit' button with the text 'Click here to search by Case #.' Below the input is a note: 'Case numbers should be in 'C8-2004-0001' format. (Note: Many old PIER permit numbers can be used in this search. Use the same format as your PIER permit.) Click for [help on search formats](#).'
- SEARCH BY PROPERTY/PROJECT NAME/TYPES/DATE RANGE:** Includes several input fields: 'Number', 'Prefix', 'Street', 'Dir', 'Suite#', and 'Zip'. A note below these fields says: 'Please enter at least the first 3 letters of the street name above. Other fields above are optional.' Below these are 'Project Name:', 'Permit/Case Type:' (a dropdown menu), 'Sub Type:', and 'Work Type:' (a dropdown menu). A green callout box points to the 'Permit/Case Type:' dropdown with the text 'Click the drop-down arrow to select the type of case you want to search.' At the bottom of this section are 'Start Date:' and 'End Date:' fields, both with calendar icons. A red note below reads: 'Note: Dates should be in form 'Nov 17, 2012' format. By default, the database search is limited to the past 365 days. Due to the size of the database, the date range should be no longer than one year unless at least one additional search criterion is set: Street, Zip Code, Project Name, or Permit/Case Type. The date range does not apply to searches by Permit Number or Case Number.'

A 'Submit' button is located at the bottom left of the search area.

When searching by Permit/Case Type, and/or Zip, and/or Date, the system may need more details, or just may need to be “refreshed”, and this message may pop up:



In this instance, either add additional info, OR you can “refresh” the search page by clicking on the Public Search button at the top of the Navigation Bar, and re-entering the search criteria.

If more than one case meets your search criteria, the available information will be displayed in columns, on a separate row for each case: **Permit/Case, Reference File Name, Description, Sub Type, Work Type, Project Name, Status, and Related Folders.**

PERMITS/CASES								
#.	Permit/Case	Reference File Name	Description	Sub Type	Work Type	Project Name	Status	Related Folders
1	2012-088761 SP	SP-2012-0294C	The applicant is proposing a Fair Notice application for the construction of condominiums with associated improvements.	Site Plan Administrative	Consolidated	Pecan Grove South Condominiums (Fair Notice)	Expired	No
2	2012-088793 SP	SP-2012-0297C	The applicant is proposing to construct religious building with associated improvements.	Site Plan Administrative	Consolidated	Al-Mahdi Center	Approved and Released	Yes
3	2012-088703 SP	SP-2012-0291C	The applicant is proposing to construct a parking garage with associated improvements.	Site Plan Administrative	Consolidated	Town Center Parking Garage	Approved and Released	Yes

If a search results in over 200 records, you will receive only “the first 200”, but you will have no way of knowing which 200 it has found. Click on the “Back” button to return to the search page, and narrow your search by one or more additional parameters, such as reducing the date range, in order to yield fewer than 200 records.

AUSTINTEXAS.GOV
AIRPORT
LIBRARY
AUSTIN ENERGY
AUSTIN WATER
CONVENTION CENTER
VISITORS BUREAU

Back

Your search returned more than 200 rows, displaying the first 200.

PUBLIC INFORMATION

Public Search

PERMITS/CASES

Navigating an Individual Case Record

Click on the **Permit/Case** hyperlink for the record you want to review, and a new page will appear, displaying more details of that case: **Folder Details, Folder Info, Property Details, People Details, Fees, Processes and Notes,** and (if applicable) **Attachments.**

As you can see by the partial list of Case Types in Appendix A, there are dozens of different types of cases, and the review process for each type of case is unique. Therefore, the information that is contained in the different sections of the database will vary.

FOLDER DETAILS

Permit/Case	Reference File Name	Description	Sub Type	Work Type	Project Name	Status	Applicat Date
2012-088761 SP	SP-2012-0294C	The applicant is proposing a Fair Notice application for the construction of	Site Plan Administrative	Consolidated	Pecan Grove South Condominiums	Expired	Aug 31, 2012

FOLDER INFO

Information Description	Value
Application Date	Aug 31, 2012
Application Expiration Date	Feb 27, 2013

Completeness Check Update	Closed	Sep 11, 2012	Sep 13, 2012	Se
Completeness Check Update	Closed	Sep 20, 2012	Sep 21, 2012	Se
Early Notification	Closed	Sep 28, 2012	Oct 10, 2012	Oc

FOLDER ATTACHMENT	
Description	Detail
SPL-SP-2012-0291C_0~017	View Attachment
Update 0 Master Report	View Attachment
Update 1 Master Report	View Attachment

Attachments

The presence of attachments at the bottom of this page will depend on the **Case Type**, and the **Status** of the case. A few examples:

- Residential Building Permits will not have any attachments until after the building plans have been approved. At that time, the approved drawings will be scanned and attached. If there are revisions after approval, the revisions will also be scanned and attached.
- The drawings for Site Plans and Subdivisions will not be attached until after the project is approved. However, each round of the Review Staff's Comments (Master Comment Reports) about those drawings will be posted as they occur, and the attachments will be titled: "Update 0", "Update 1", etc. These comments are identical to the packet that is printed and mailed to Registered Interested Parties for that case.
- Where plan drawings have been attached, the file descriptions may end with a "~001", "~002", etc. to represent the Sheet # of the drawings. Typically, Sheet ~001 has the index of all sheets in the plan, so you can decipher what page contains the various details you may be looking for: tree survey, erosion controls, front elevation, etc.
- Any additional (##) notation following a Sheet number refers to a modification of that sheet, and the highest of any such # will be the latest revision of that page. Previous revisions will also remain online for reference.
- Master Comment Reports contain the comments by each of the reviewers for that particular case, but do not contain the applicant's responses to those comments. Responses are typically submitted as "Revision pages" to the original drawings. Because Comments in each report are based on the applicant's responses to the previous set of Comments, they will make the most sense if you read them in the order in which they were made (starting with "Update 0").

CITY OF AUSTIN – PLANNING AND DEVELOPMENT REVIEW DEPARTMENT
SITE PLAN APPLICATION – MASTER COMMENT REPORT



CASE NUMBER: **SP-2012-0291C**
REVISION #: **00**
CASE MANAGER: **Michelle Casillas**
UPDATE: **U1**
PHONE #: **(512) 974-2024**

PROJECT NAME: **Town Center Parking Garage**
LOCATION: **1826 MC BEE ST**

SUBMITTAL DATE: **December 5, 2012**
REPORT DUE DATE: **December 19, 2012**
FINAL REPORT DATE: **January 15, 2013**
27 DAYS HAVE BEEN ADDED TO THE UPDATE DEADLINE

STAFF REPORT:

This report includes all staff comments received to date concerning your most recent site plan submittal. The comments may include requirements, recommendations, or information. The requirements in this report must be addressed by an updated site plan submittal.

If you have any questions, problems, concerns, or if you require additional information about this report, please do not hesitate to contact your case manager at the phone number listed above or by writing to the City of Austin, Planning and Development Review Department, P.O. Box 1088, Austin, Texas 78704.

Other documents are also available, depending on the type of case and where it is in the review process. Most attached documents are either PDF (open with Adobe Reader) or TIF (open with most Image Viewers).

At the bottom of most AMANDA screens, there is a [Back](#) button that will return you to the previous screen. You can continue clicking Back until you get to the main Search page, or click on the Public Search button at the top of the Navigation Bar.

Related Folders

“Related Folders” are what it sounds like: Applications and Permits that are **directly** related to each other. It does **not** automatically include all cases at the same location or even with the same address. This term applies mostly to cases that involve Building Permits and the associated Trade Permits, so not all cases in this database will have “Related Folders”. If the case you are looking at shows “**Yes**” in the Related Folders column (as shown below), then clicking on the **Yes** will bring up all the other permits that have been applied for on the same project.

For example, a PR (Plan Review) will not have any Related Folders until after it has been approved **and** subsequent permits have been applied for. Each of those permits will also show that they are “Related” to all the other permits associated with that Plan, once they are applied for. In this example, the PR is the first folder level, and once the Trade Permits (mechanical, electrical, plumbing, driveway/sidewalks) are issued, they will each appear as a Level 3 (under the BP, which is Level 2).

FOLDER DETAILS

Section 25-11-94 Expiration and extension of permit (Active Permits will expire 180 days at 11:59:59 pm after date of last inspection posted). If you allow this permit to expire you will be required to submit a new application & pay new fees.

Permit/Case	Reference File Name	Description	Sub Type	Work Type	Project Name	Status	Application Date	Issue Date	Expiration Date
2012-122465 BP	2012-122465 BP	Demolish a circa 1939, 1 story, 1,392 square foot single family residence.	R- 645 Demolition One Family Homes	Demolition	714 W JOHANNA ST	Final	Dec 10, 2012	Dec 14, 2012	Aug 20, 2013

Related Folders: [Yes](#)

FOLDER INFO

Information Description	Value
Smart Housing?	No
Total Existing Building Square Footage	1392
Total Job Valuation	5500
Building Inspection	Yes
Environmental Inspection	No
Landscaping Inspection	No
Tree Inspection	No
Water Tap Inspection	Yes
Sewer Tap Inspection	Yes

PROPERTY DETAILS

Number	Pre.	Street	Street Type	Dir	Suite Type	Suite Number	City	State	Zip	Legal Desc
714	W	JOHANNA	STREET				AUSTIN	TX	78704	Lot: 9 Block: Subdivision: BOULDIN ADDN 1900

Lot: 9 Block: Subdivision: BOULDIN ADDN 1900

PEOPLE DETAILS

Desc.	Organization Name	Address	City	State	Postal	Phone1
Applicant	Nelson Construction (John R Nelson)	9705 BURNET RD	AUSTIN TX	TX	78758	(512)680-6673

PERMITS/CASES

#.	Permit/Case	Reference File Name	Description	Sub Type	Work Type	Project Name	Status	Related Level
1	2012-102198 PR	2012-102198 PR	Demolish a circa 1939, 1 story, 1,392 square foot single family residence and demolish a 784 square foot detached garage.	R- 645 Demolition One Family Homes	Demolition	714 W JOHANNA ST	Approved	1
2	2012-122466 BP	2012-122466 BP	Demolish a 784 square foot detached garage.	R- 649 Demolition All Other Bldgs Res	Demolition	714 W JOHANNA ST	Final	2
3	2012-122465 BP	2012-122465 BP	Demolish a circa 1939, 1 story, 1,392 square foot single family residence.	R- 645 Demolition One Family Homes	Demolition	714 W JOHANNA ST	Final	2

[Back](#)

ISSUED PERMITS REPORT

Clicking the **Issued Permit Report** link on the Navigation bar will take you to the screen below. Clicking on the Submit button without altering the Start or End Dates will generate an Excel spreadsheet of all Building Permits and Trade Permits issued by the City during the past week.

City of Austin Issued Permits Report

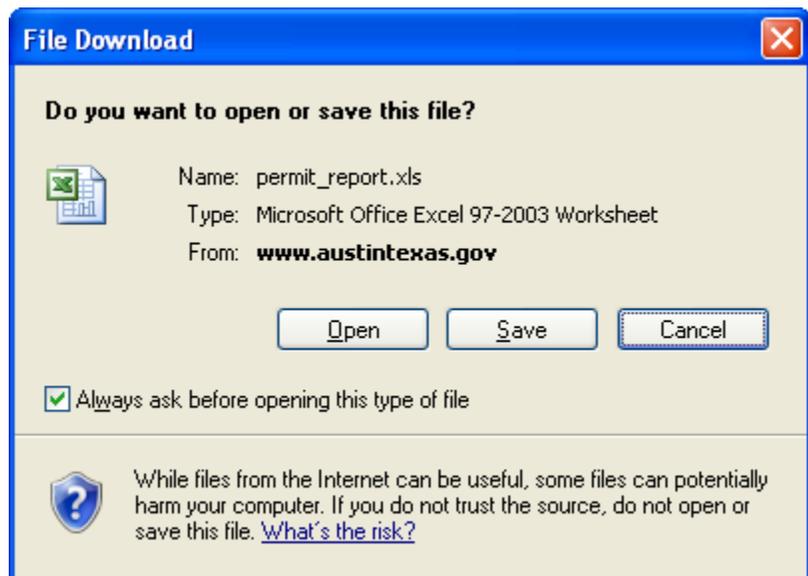
Start Date: (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

Note: date ranges are limited to **one week maximum**.

You may change the start and end dates, but the system will not search for more than one week at a time.

Due to the large volume of permits, it may be a minute or two before you will see this window:



	A	B	C	D	E
1	permit number	sub type	work type	permit location	date issued
2	2006-008001 EP	R- 434 Addition & Alterations	Addition	1504 BOULDIN AVE	7/30/2007
3	2006-008178 BP	C-1000 Commercial Remodel	Remodel	500 MAIRO ST	7/30/2007
4	2006-009546 EP	R- 101 Single Family Houses	New	1315 MERIDEN LN	7/30/2007
5	2006-011456 DS	Res. Driveway	New	1800 FAR GALLANT DR	7/30/2007
6	2006-020872 MP	C- 321 Pkg Garage Bldg & Open Deck	New	3801 S CONGRESS AVE	7/30/2007

FEEDBACK- Contact PDR

Clicking on the **Contact PDR** link allows users of this database to send an email to the Planning and Development Review Dept. (PDR) to offer information or inquire about the functionality of this site.

SEND AN EMAIL TO PDRHELP

Your name *

Your e-mail address *

Subject *

Message *

Send yourself a copy.

Send message

Fill in the requested information and click the “Send message” button.

Please Note: Any response from PDR Staff will go to **Your e-mail address**, exactly as you enter it, so make sure it is accurate.

APPENDIX A – Acronyms in Case Type & File Name Suffixes & Prefixes

Folder Description	Permit/Case Type (Case # SUFFIX)	Reference File Name (PREFIX)	# SubTypes
Board of Adjustment	BA	C15	4
Sign Review Board Variance		C16	
Building Permit	BP	same	39
Concrete License	LC	LC	0
Development Assistance Center	DA	DA or CD or C8I	3
Driveway / Sidewalks	DS	same	4
Electrical Permit	EP	same	2
Environmental Inspection	EV	SP or SPC	3
General Permit	GP	GP or none	4
Mechanical Permit	MP	same	2
Neighborhood Planning	NP	NP or NPA	2
Operating License	OL	none	8
Plan Review	PR	same	40
Plumbing Permit	PP	same	6
Rainwater Harvesting	AUXW	AUXW	2
Right of Way Excavation Permit	EX	same or none	1
Right of Way Use Permit	RW	same or none	8
Sign / Banner Permit	SB	same or none	2
Site Plan - Administrative approval	SP	SP	4
Site Plan - Commission approval		SPC	
Site Plan Correction	SC	various (SP, C8)	0
Sound Ordinance	SO	SO	6
Subdivision	C8	C8	4
Subdivision Joint City/County	C	C8J, C8F, C	4
TAP Permit	W	none	2
Trade Registration	TR	same	7
Tree Permit	TP	none	0
Zoning	ZC	C14	9
- Historic		C14H	
- PUD		C814	
- MUD		C12M	
- Capitol View Corridor		C17	
NOTE: These Permit Types and Case Types are visible to the public online. There are many more types of Permits and Cases that are issued by the City of Austin but may not be visible to the public.		same = entire Reference File Name is same as Permit/Case number	
		none = there is no Reference File Name for this Permit/Case Type	

APPENDIX B – Deciphering the “Reference File Name” Structure

PLEASE NOTE:

- **Not all Case Types** and **SubTypes** are listed below - only the most commonly searched.
- Formats below apply to the number in the **Reference File Name** column of the online record.
- SMART Housing suffix **.SH** (example C14-2012-0001.SH or SP-2012-0001.SH) may be attached to various types of cases: Zoning, Subdivision, Site Plan, etc.

Board of Adjustment:

- C15-yyyy-#### (example C15-2012-0001)
- Variance from Zoning Regulations
- Interpretation of PDRD Director’s determination

Zoning:

- **C14**-yyyy-#### (example C14-2012-0001)
- Historic Designation: **C14H**-yyyy-#### (example C14H-2012-0001)
- Planned Unit Development: **C814**-yyyy-#### (example C814-2012-0001)

Subdivision, Resubdivision:

- Amended Plat or Preliminary Plan: **C8**-yyyy-#### (example C8-2012-0001)
- Preliminary Plan **Revision**: Revision # follows original case #, with a decimal (example C8-2012-0001.1)
- Joint City & County Subdivision (subdivisions in Austin’s ETJ): prefix **C8J**- (example C8J-2012-0001)

Site Plan (Administrative)

- Staff review only; does not involve public hearing at PC or ZAP
- Land Use only: SP-yyyy-####A (example SP-2012-0001A)
- Construction Plan only (associated with Land Use type) SP-yyyy-####B (example SP-2012-0001B)
- Consolidated Plan (land use & construction): SP-yyyy-####C (example SP-2012-0001C)
- Construction only (no land use required): add suffix D SP-yyyy-####D (example SP-2012-0001D)
- Small Project Site Plan: additional suffix of S (example SP-2012-0001CS)
- Site Plan Extension: added suffix of (XT) or (XT2) : SP-yyyy-####(XT)
- Managed Growth Agreement: added suffix of .MGA : SP-yyyy-####.MGA
- Site Plan Revisions: Revision # follows the case number, in parentheses (example SP-2012-0001(1))

Site Plan (Commission)

- Requires Planning Commission or Zoning & Platting Commission hearing, but not Council)
- Same format as Administrative SP, except for prefix (example **SPC**-2012-0001 instead of **SP**-2012-0001)
- All Change of Use / Conditional Use Permits go to Commission

Building Permit:

- Format: yyyy-##### BP (six digits after the hyphen) (example 2012-012345 BP)
- There are 39 BP Sub Types (Commercial and Residential)
- Common Sub Types:
 - Single Family Houses
 - Two Family Buildings
 - Renovations/Remodel
 - Residential Garage/Carport Addition
 - Commercial Nonresidential
 - Demolition

REGISTERED USERS

New Registration and Update Registration

1. When you come to Permit Center our staff can create a Master License record and collect fees for setting up your Escrow account. Please will list any (6) authorized Agents. Contractors must have trade license #, ID, escrow deposit check, and e-mail addresses for Master license holder and all agents.
2. Contractor/Agent then goes to Public Portal and clicks New Registration to create web account.

REGISTERED USERS SIGN IN HERE

REGISTRATION IS ONLY FOR PEOPLE WISHING TO VIEW RECORDS (PERMITS/APPLICATIONS) THAT HAVE BEEN ENTERED IN THEIR NAME OR THEIR COMPANY NAME. IF YOU DO NOT HAVE ANY RECORDS ALREADY IN THE SYSTEM, THEN YOU DO NOT NEED TO REGISTER. IF YOU ARE REGISTERING IN ORDER TO SUBMIT AN APPLICATION, YOU MUST CONTACT THE APPROPRIATE CITY DIVISION TO SUBMIT ANY REQUIRED BACK-UP MATERIALS. TO VIEW CITY RECORDS GO BACK AND CLICK ON INFORMATION SEARCH. DO YOU WISH TO REGISTER?

Email Address: _____

Password: _____

Login

OK Cancel

- a. Contractor/Agent enters individual e-mail to create web account.
- b. There are several roles you can select from: Mechanical, Electrical, Plumbing, Fire Line, or Irrigation contractor; and Inspection or Escrow Agent.

PUBLIC INFORMATION

Public Search

Issued Permit Report

REGISTERED USERS

New Registration

Update Registration

Apply for Permits/Cases

Permit Assign and Pay

My Permits/Cases

My Licenses

Request / Cancel / View Inspections

My Escrow Accounts

Reports

Login

HELP

Web Help

Step 2 - PIN Number and User Information

Email Address: joedeveloper@austintexas.gov

*Do you have a Registration PIN Number: Yes No

* First Name: Joe

* Last Name: Developer

* Street Address or PO Box: 505 Barton Spgs Rd

* City: Austin

* State: Texas

* Zip Code: 78704

* Telephone Number: (512) 978-4000 ext. _____

* Organization: Best City

Role: _____

Continue

3. Once the form is complete you will receive an ‘Internet Pending’ e-mail with your PIN# asking you to log in to activate your account.
4. Two things happen once you log in and complete the user profile to activate your web account.
 - a. You receive a second ‘Internet Active’ e-mail requesting you to contact the Permit Center to link your web account to your business and escrow accounts, and add any Agents.
 - b. Manual process: Staff will verify the Agent name has been previously listed by the Contractor on an Agent authorization form as an authorized Agent. You can download the form at http://austintexas.gov/page/building-applications#con_trades
5. Now that your account is active there are several things you can do to conduct business with the City: View your escrow statement, self-assign and pay for trade permits associated with an approved Building Permit, and sign up for inspections, create and pay online for applications for tree permits, HVAC change-outs and re-inspections.
6. If you need to update your registration, you can click on the **Update Registration** link. You can also retrieve your password at this link.

<p>Please sign-in using your registered email ID and password. First time users must register before applying for permits.</p>
<p>REGISTERED USERS SIGN-IN HERE</p> <p>Email Address: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p>
<p>FORGOT YOUR PASSWORD?</p> <p>If you are a registered user but forgot your password, please enter your email address above and then click here</p> <p><input type="button" value="Forgot Password"/></p>

PERMIT SELF-ASSIGNMENT AND PAYMENT

The process applies to both RESIDENTIAL and COMMERCIAL Trade Permits associated with an ACTIVE Building Permit. Stand-alone Trade Permits are issued in-person at the Permit Center.

- All fees will be paid out of escrow account associated with the Trade license holder’s business account.
- Exceptions and changes to Permits are only done in-person or via fax at the Permit Center.

1. Click on Permit Assign and Pay link in the left navigation bar.

AUSTINTEXAS.GOV | AIRPORT | LIBRARY | AUSTIN ENERGY | AUSTIN WATER | CONVENTION CENTER | VISITORS BUR

PUBLIC INFORMATION

PERMIT ASSIGN AND PAY: SEARCH

Public Search

Issued Permit Report

REGISTERED USERS

New Registration

Update Registration

Apply for Permits/Cases

Permit Assign and Pay ←

Note:
Please enter your permit number in the exact format as the example below to select a single trade permit (electrical, mechanical, or plumbing). Wildcard searches are not allowed.

Permit Number: (2013-123456 EP)

2. This will take you to the permit retrieve section so you can look up the trade permit.
 - a. Enter the permit number using the following format: year, permit sequence number and permit type (2008-123456 xP). No wildcard searches are allowed.
 - b. When the permit is found, a window will display the following permit details so you can verify you have the correct permit number: Project name (address), permit number, description, address, General Contractor, and fee due.
3. Click the ‘Assign & Pay’ button to take you to contractor/escrow selection.

FOLDER FEE		
Fee Description	Fee Amount Balance	
Mechanical Permit Fee	\$78.00	\$78.00
Development Services Surcharge	\$3.12	\$3.12

PAY ONLINE | CALENDAR | MEDIA CENTER | FAQ | CONTACT US | SITE MAP | LEGAL NOTICES | PRIVACY POLICY | 311

4. Select your escrow account or the escrow account of a trade contractor you represent. You may only select contractors that match the permit type, i.e. Plumbing Permit may only have a plumbing contractor. You may only select escrow accounts with sufficient funds to pay for the permit. Click ‘Continue’.
 - a. The system will check to make sure the contractor you select has a valid license (or Plumbing Insurance) and registration on file with the City. You may proceed only if all are current and valid, otherwise you must update the record in-person or via fax to the Permit Center.
 - b. The system will verify the amount due is available in the account you selected. You can only pay in full from a single account and may not split payments across multiple escrow accounts.

PUBLIC INFORMATION	CONTRACTOR AND ESCROW SELECTION
Public Search	
Issued Permit Report	Please select an escrow account then click the Continue button to proceed with assignment.
REGISTERED USERS	Organization (Name) - Escrow Account (Balance)
New Registration	<input type="radio"/> Summs Mechanical (Chris Summers) - 2013 068656 00 ME (\$10,857.00)
Update Registration	<input type="button" value="Search Again"/> <input type="button" value="Continue"/>
Apply for Permits/Cases	
Permit Assign and Pay	

- Depending on the permit assignment, the Permit Details page will appear requesting additional information. Once you have answered the questions related to your permit type, click 'Continue'.

PUBLIC INFORMATION	PERMIT DETAILS
Public Search	
Issued Permit Report	* indicates required field
REGISTERED USERS	Number New HVAC Units Installed *
New Registration	<input type="text" value="1"/>
Update Registration	Number HVAC Install/Changeout *
Apply for Permits/Cases	<input type="text" value="2"/>
Permit Assign and Pay	Install/Repair Ductwork? *
My Permits/Cases	<input checked="" type="radio"/> Yes <input type="radio"/> No
My Licenses	Install/Repair Condenser/Air Handler? *
	<input type="radio"/> Yes <input checked="" type="radio"/> No
	<input type="button" value="Search Again"/> <input type="button" value="Continue"/>

- The following disclaimer appears:

“This action is permanent. You cannot un-assign a permit.
 Permit fee is due on assignment.
 This action is final and no changes may be made after payment.
 Any refunds for cancellation can be completed in-person or via fax at the Permit Center.
 The Permit Center approval e-mail will be sent to the email address listed on the master license holder record.”

Click 'Continue'. 'Search Again' will take you back to the Search page so you can change info items or search again; permit and escrow remain unchanged.
- Enter the PIN for the escrow account and click 'Proceed with Payment'.
 - The selected trade contractor has now been added to the permit, and it is now active.
 - The escrow account has been deducted for the amount due.
 - Confirmation e-mails are sent to Trade Contractor/Agent notifying them of the activity to include: date/time of transaction, web user ID, Permit #, and amount paid from escrow. The logged-in user will get an e-mail receipt of transaction and the Permit Approval.
 - This e-mail is your Permit Approval which should be available at the job site for the inspector.
- You have now completed the process and can return to the Permit Assign & Pay search page to assign another permit.
- Note: At this time you can only select and pay for one permit at a time. The system does not yet have the capability to select and assign multiple permits.

My Permits/Cases

Clicking [My Permits/Cases](#) will take you to a form that allows you to search for your permits/cases. This screen will come up when you log in as a “registered user”. You may choose as many or as few search options as you like. Of course, the more general your search criteria the more permits/cases you will have returned. Some suggestions on how to use this form are given on the next page.

My Permits/Cases: Search

Note:
You may search for your permits/cases using any of the search parameters below. Please try and be as specific as possible. Failure to do so may result in timeout (proxy) errors on your search. Should this happen please hit the back button on your browser and narrow your search criteria.

Permit/Case Status:	Permit/Case Type:
<input type="checkbox"/> Active	<input type="checkbox"/> BP
<input type="checkbox"/> Approved	<input type="checkbox"/> C
<input type="checkbox"/> Approved and Released	<input type="checkbox"/> C8
<input type="checkbox"/> Awaiting Update	<input type="checkbox"/> DA
<input type="checkbox"/> Cancelled	<input type="checkbox"/> DS
<input type="checkbox"/> Closed	<input type="checkbox"/> EL
<input type="checkbox"/> Expired	<input type="checkbox"/> EP
<input type="checkbox"/> Final	<input type="checkbox"/> EV
<input type="checkbox"/> In Review	<input type="checkbox"/> MP
<input type="checkbox"/> Not Started	<input type="checkbox"/> PP
<input type="checkbox"/> On Hold	<input type="checkbox"/> PR
<input type="checkbox"/> Open	<input type="checkbox"/> RW
<input type="checkbox"/> Pending	<input type="checkbox"/> SC
<input type="checkbox"/> Pending Permit	<input type="checkbox"/> SP
<input type="checkbox"/> Rejected	<input type="checkbox"/> W
<input type="checkbox"/> Review Completed	
<input type="checkbox"/> Scheduled for Hearing	
<input type="checkbox"/> Withdrawn	

Search by In Date: **Start Date**  **End Date** 

Permit/Case Number:

(2004-123456 AA)

Search by Address: **Street Number** (505) **Street Name** (Barton Springs) **Zip Code** (78702)

Note: The date range portion of the form applies to all searches with the exception of the permit/case number field if you choose to look up a specific permit/case.

Search examples:

- You can search for specific permit types. Should you want to see all of your electrical permits, you would simply check the box labeled ‘EP’ under the Permit/Case Type column. This will return all of your electrical permits between Aug 6, 2006 and Aug 6, 2007 in the example. You can change the date range to include more/less days.
- You may check multiple boxes within each column. If you want to view all of your building, electrical, mechanical, and plumbing permits, check the boxes labeled ‘BP’, ‘EP’, ‘MP’, and ‘PP’.
- You can search for specific permit statuses. If you only want to see those permits that are active, you would need to check the box labeled ‘Active’ under the Permit/Case Status column.
- You can search for permits at a specific address (partial entries are allowed). If you want to search for all of your permits at 505 Barton Springs for example, you could enter ‘50’ in the Street Number field and ‘Bar’ in the Street Name field. In addition to returning your permits at 505 Barton Springs between Aug 6, 2006 and Aug 6, 2007, it might also return 506 Barton Springs and 5000 Barton Skyway.
- You can search for a specific permit (partial entries are allowed). If you know your permit number, you can enter it into the Permit/Case Number field. It needs to be in the correct format (e.g. 2007-123456 EP). Again partial entries are allowed here and the date range will not apply to this search.

Once your permits have been returned, you can scroll back and forth through the pages by clicking << Previous 1 2 Next >> or click the “Change” button to change page size, or at “Go to Page:” enter the page number and Click the “Go” button.

My Permits/Cases: List

221 Permit(s) Found - Showing Page 1 of 23 - 10 Folder(s) per page

<< Previous 1 **2** 3 4 5 6 7 8 9 10 Next >>

Page Size: Go to page:

Note:
Shown below are the permits for which you have applied. Click on the Details button to view the current information for that permit. Check the checkboxes shown in the left side of the list box when you want to pay the Balance. Once you have selected the Permits you wish to pay for by checking their checkboxes, then click on the 'Pay from Escrow' button to pay.

Disclaimer:
If you are a licensed master trade contractor and your permit is shown paid but your permit is showing Pending/Pending Permit, you will need to fax in the request to the Permit Center @ 974-6578 or sign into the Permit Center located @ 505 Barton Springs Road, 2nd floor in order for the trade contractor to be assigned to the permit and issued. The master license holder must be registered with the City of Austin and your authorized agents must be on file with the Permit Center. If not, your agent will not be able to assign you to the permit.

#	Check	Case / Permit Number	Type	Project Name	Description	Status	Related Folders	Balance
1	N/A	2008-049159 BP	BP	3912 CAL RODGERS ST	New 1-story single-family residence, attached garage, covered porch. **RESOLUTION #000420-76 WAIVES FEES FOR THIS SMART HOUSING PROJECT**, SMART WAIV	Pending Permit	<input type="button" value="Related Folder"/>	\$62.00

Click the Related Folder link and a list of folders will display.

My Permits: Permit List

6 Permit(s) Found - Showing Page 1 of 1 - 10 Folder(s) per page
 << Previous 1 Next >>

Page Size: Go to page:

Note:
 Shown below are the permits for which you have applied. Click on the Details button to view the current information for that permit. Check the checkboxes shown in the left side of the list box when you want to pay the Balance. Once you have selected the Permits you wish to pay for by checking their checkboxes, then click on the 'Pay from Escrow' button to pay.

Search permits by Status:

Search by Permit Number:

(2004-123456 AA)

#	Check	Case / Permit Number	Type	Project Name	Description	Status	Related Level	Balance
1	N/A	2008-049159 BP	BP	3912 CAL RODGERS ST	3912 CAL RODGERS ST	Pending Permit	2	\$62.00
2	N/A	2008-049159 DS	DS	3912 CAL RODGERS ST	3912 CAL RODGERS ST	Pending	3	\$0.00
3	N/A	2008-049159 EP	EP	3912 CAL RODGERS ST	3912 CAL RODGERS ST	Pending Permit	3	\$34.00
4	N/A	2008-049159 MP	MP	3912 CAL RODGERS ST	3912 CAL RODGERS ST	Pending Permit	3	\$22.00
5	N/A	2008-049159 PP	PP	3912 CAL RODGERS ST	3912 CAL RODGERS ST	Pending Permit	3	\$29.00

Type the permit number in the Search by Permit Numbers field and click “Search”. The My Permits/Cases window will display.

Click the Case/Permit Number link and the details of the case are displayed.

#	Check	Case / Permit Number	Type	Project Name	Description	Status	Related Level	Balance
1	N/A	2008-048577 BP	BP	4124 MATTIE ST	4124 MATTIE ST	Active	2	\$0.00

FOLDER DETAILS										
Permit/Case	Reference File Name	Description	Sub Type	Work Type	Project Name	Status	Application Date	Issue Date	Expiration Date	
2008-048577 BP		Building Permit	R- 101 Single Family Houses	New	4124 MATTIE ST	Active	Jun 23, 2008	Jun 27, 2008	Dec 24, 2008	

Related Folders: [Yes](#)

FOLDER INFO

PROPERTY DETAILS										Value
Number	Pre.	Street	Street Type	Dir	Suite Type	Suite Number	City	State	Zip	Legal Desc
4124		MATTIE	STREET				AUSTIN	TX	78723	

PEOPLE DETAILS							
Desc.	Org. Name	Address	City	State	Postal	Phone 1	Email Address
General Contractor	David Weekley Homes ()	9000 WATERFORD CENTRE BLVD	Austin	TX	78758	(512)873-0992	john_developen@yahoo.com

FOLDER FEE			
Fee Desc.	Fee Amount	Paid In Full	Balance
Building Permit Fee	\$145.00	Yes	\$91.00
Building Permit Fee	-\$91.00	Yes	-\$91.00
Total:	\$54.00		\$0.00

PROCESSES AND NOTES						
Process Description	Status	Schedule Date	Start Date	End Date	Assigned Staff	# of Attempts
Administrative Hold	Open					0
Permit Refund	Open					0
Red Tag Hold					Utility (972-0005)	

Deficiencies	Open				Billy Sherrill (974-6472)	0
BP Permitting	Open					0

[Back to Permit/Case List](#)

[Request Inspections](#)
 [Cancel Inspections](#)
 [View Deficiencies](#)

From here, you can request or cancel inspections, or view deficiencies by clicking on the appropriate button.

Request Inspections

takes you to the “Inspection Request Page”.

Inspection Request Page

Permit/Case Number: 2007-133350 BP Address: 9817 RIAS , 78717

Request	Inspection	Status	Scheduled	Started	Ended	Staff
<input type="checkbox"/>	101 Building Layout	Open				Residential No Inspector
	Comments to Inspector: <input type="text"/>					
<input type="checkbox"/>	102 Foundation	Open				Residential No Inspector
	Comments to Inspector: <input type="text"/>					
<input type="checkbox"/>	103 Framing	Open				Residential No Inspector
	Comments to Inspector: <input type="text"/>					

Cancel Inspections

takes you to the “Inspection Cancellation Page”.

Inspection Cancellation Page

Permit/Case Number: 2007-133350 BP Address: 9817 RIAS , 78717

	Inspection	Status	Scheduled	Started	Ended	Staff
<input type="button" value="Cancel"/>	101 Building Layout	Scheduled	Aug 7, 2007			Residential No Inspector
<input type="button" value="Cancel"/>	102 Foundation	Scheduled	Aug 7, 2007			Residential No Inspector

View Deficiencies

takes you to the Inspection Results window.

Inspection Results

*Click on the Inspection to see the associated deficiencies.

Permit/Case: 2008-047568 PP Address: 1944 LITTLEFIELD ST

Inspection	Date	Inspector	Result
521 Final Plumbing	Jun 25, 2008	Douglas McAfee	Fail

My Licenses

Click on **My Licenses** on the side menu to display a screen with access to all licenses for which you've applied. Scroll back and forth through the pages by clicking <<Previous Next >>.

Or

Click the "Change" button to change pages. You can also use the "Go to Page:" by entering in the page number and clicking the "Go" button. A search is also possible by entering data into the "Search Licenses by Status" field.

My Licenses: License List

0 License(s) Found - Showing Page 1 of 0 - 10 Folder(s) per page
<< Previous [Next >>](#)

Page Size: **Change** Go to page: **Go**

Note:
Shown below are the licenses for which you have applied. Click on the Details button, to view the current information for that license. Check the checkboxes shown in the left side of the list box, when you want to pay the Balance. Once you have selected the Licenses you wish to pay for by checking their checkboxes, then click on the 'Pay Selected Licenses' button, to pay.

Search Licenses by Status: ▼

#	Check	Case / License Number	Type	Address	Description	Status	Related Folders	Balance
								\$0.00

0 License(s) Found - Showing Page 1 of 0 - 10 Folder(s) per page
<< Previous [Next >>](#)

Request/Cancel/View Inspections

Request / Cancel / View Inspections

The Request/Cancel/View Inspections link displays a screen with the permits and related inspections. To view the details of the Permit, click the Permit Number link in blue. To select all permits, click the Select All button. To Request Inspections, click the button at the bottom left. To Cancel Inspections, click the button at the bottom center. Click the View Deficiencies button at the lower right to read the deficiencies associated with the permits.

Request / Cancel / View Inspections: Permit/Case List

1261 Permit(s) Found - Showing Page 1 of 127 - 10 Folder(s) per page

<< Previous 1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) Next >>

Page Size: Go to page:

Note:
Shown below are your permits that have inspections available. Click on the permit number to view the current information available for that permit.
To Request, Cancel or View Inspections check the boxes on the left and click the appropriate button at the bottom of the screen.

		Permit/Case Number	Type	Address	Status
1	<input type="checkbox"/>	2007-133971 PP	Plumbing Permit	2408 LYNNBROOK DR	Active
2	<input type="checkbox"/>	2007-133732 PP	Plumbing Permit	16224 OLD BALDY DR	Active
3	<input type="checkbox"/>	2007-133728 PP	Plumbing Permit	16224 OLD BALDY DR	Active
4	<input type="checkbox"/>	2007-133680 PP	Plumbing Permit	3508 FITZROY AVE	Active
5	<input type="checkbox"/>	2007-133350 BP	Building Permit	9817 RIAS WAY	Active
6	<input type="checkbox"/>	2007-133107 BP	Building Permit	15005 BOQUILLAS CANYON DR	Active
7	<input type="checkbox"/>	2007-132996 BP	Building Permit	14025 BOQUILLAS CANYON DR	Active
8	<input type="checkbox"/>	2007-132988 BP	Building Permit	14004 BOQUILLAS CANYON DR	Active
9	<input type="checkbox"/>	2007-132913 PP	Plumbing Permit	3509 BANKSIDE ST	Active
10	<input type="checkbox"/>	2007-132875 PP	Plumbing Permit	3501 LYNNBROOK DR	Active

Choose the action you want to apply to the selected permit(s).

The “Request Inspections”, “Cancel Inspections” and “View Deficiencies” buttons work the same way as they did in the previous section. You will also see these buttons whenever you look at the “folder details”.

My Escrow Accounts

The **My Permits/Cases** link displays the customer's permits in addition to those payable by escrow. This screen displays when the registered user first logs in. The Checkboxes indicate permits that can be paid through escrow via the web. You can also access this area by selecting the "My Permits/Cases" link on the green menu bar located on the left side of the window.

My Permits/Cases

Check the appropriate checkbox when ready to pay the Balance for a Case/Permit Number. Click the Pay From Escrow button located at the bottom of the screen.

My Permits/Cases: List

380 Permit(s) Found - Showing Page 1 of 39 - 10 Folder(s) per page

[<< Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[7](#)
[8](#)
[9](#)
[10](#)
[Next >>](#)

Page Size: Go to page:

Note:
Shown below are the permits for which you have applied. Click on the Details button to view the current information for that permit. Check the checkboxes shown in the left side of the list box when you want to pay the Balance. Once you have selected the Permits you wish to pay for by checking their checkboxes, then click on the 'Pay from Escrow' button to pay.

Disclaimer:
If you are a licensed master trade contractor and your permit is shown paid but your permit is showing Pending/Pending Permit, you will need to fax in the request to the Permit Center @ 974-6578 or sign into the Permit Center located @ 505 Barton Springs Road, 2nd floor in order for the trade contractor to be assigned to the permit and issued. The master license holder must be registered with the City of Austin and your authorized agents must be on file with the Permit Center. If not, your agent will not be able to assign you to the permit.

Search permits/cases by Status:

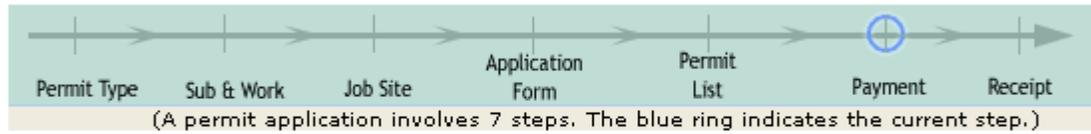
Search by Permit/Case Number:

#	Check	Case / Permit Number	Type	Project Name	Description	Status	Related Folders	Balance
1	<input type="checkbox"/>	2007-113079 BP	BP	1502 S LAMAR	new two story sf res with cov'rd porch and att gar	Active	<input type="button" value="Related Folder"/>	\$125.00

To pay for the selected permits, please click the button below

The following Escrow Payment Page displays. This will show the fee description for the selected payment. If more than one fee is listed, select the appropriate Fee by placing a checkmark in the checkbox to the left of the Description. The Pay From Escrow Account box automatically populates displaying the account number and balance for the account. If applicable, click on the down arrow to view other accounts. Type in your Escrow PIN Number (6 digits) and click the Proceed with Payment button. This will complete the payment process.

Status Meter



Escrow Payment Page

List of Permits/Cases to Pay

1502 S LAMAR - 2007-113079 BP

Outstanding Fees for this Permit/Case:

Fee	Description	Amount
<input type="checkbox"/>	Building Permit Fee	\$125.00
Total Amount Selected to Pay:		0.00

Pay From Escrow Account

Escrow PIN Number

A receipt will automatically be generated. You can print the receipt for your records. You will also receive an e-mail indicating payment.

Transaction Receipt

Thank you for using the City of Austin Online Services.

This receipt was sent to your email. You also can [print](#) this receipt here.



City of Austin
P.O. Box 1088; Austin, Texas 78767

TRANSACTION RECEIPT

Receipt No.: 5051562

Payment Date: 08/06/2007 14:52:01

Invoice No.: 5052982

Payer Information

Company/Facility Name: Temp Account
Payment Made By: John Developer
505 BARTON SPRINGS ROAD AUSTIN TX 78704
Phone No.: (512)123-4567

Payment Method: General Contractor Escrow
Payment Received: \$100.00
Amount Applied: \$100.00
Cash Returned: \$0.00
Comments: Payment made over the web BY John Developer ON 08-06-2007

Additional Information

Department Name: Watershed Protection & Development Review
Receipt Issued By: City of Austin

Receipt Details

FAO Codes	Fee Description	Internal Ref. No.	Address	Permit/Case No.	Amount
1000 6300 9770 4029	After Hours Inspection Fee	10048501	9817 RIAS WAY	2007-133350 BP	\$100.00
					Total \$100.00

The **My Escrow Accounts** link on the green menu bar located on the left side of the window will allow you to view detailed information for your account.

The List of My Escrow Folders will display a list of accounts. Click the link located under the Trust Account Number column to view additional details.

List of My Escrow Folders

1 Escrow Folder(s) Found - Showing Page 1 of 1 - 10 Folder(s) per page
 << Previous 1 Next >>

Page Size: **Change** Go to page: **Go**

List Escrow Folders by Status:

Search by Trust Account Number: **Search**
 (Sample: '2004-023481 EE')

#	Trust Account Number	Account Holder's Name	Status	Balance	Request Report
1	2006-999111 GE	J&J Development	Active	\$49,512.00	Escrow Statement

1 Permit(s) Found - Showing Page 1 of 1 - 10 Folder(s) per page
 << Previous 1 Next >>

This portion of the window displays the Escrow Summary and People Details for the accounts.

Escrow Summary

Escrow Number: 2006-999111 GE
 Status: Active
 Description: GE
 Name: J&J Development
 Application Date: Feb 15, 2007

People Details

Description: General Contractor
 Organization Name: J&J Development
 Address:
 City: AUSTIN
 State: TX
 Zip Code: 78704
 Phone: (512)911-1234
 Email: j@j.com

This portion of the window displays Escrow Account Withdrawals/Deposits. You can enter a Start Date and End Date to view specific accounts.

Start Date: End Date:

Escrow Account Withdrawals/Deposits (May 12, 2007 -- May 16, 2007)

Date	Transaction Details	Comments	Debit	Credit Balance
May 12, 2007	Balance Forward			\$49,712.00
May 15, 2007 13:19	PP - Plumbing Permit Fee 2007-113079 PP 1502 S LAMAR Receipt: 5023344 Bill: 5024089	Payment made over the web BY John Developer ON 05-15-2007	\$75.00	\$49,637.00
May 16, 2007 10:56	BP - Building Permit Fee 2007-113079 BP 1502 S LAMAR Receipt: 5023350 Bill: 5024095	Payment made over the web BY John Developer ON 05-16-2007	\$125.00	\$49,512.00

2 Withdrawal(s)/Deposit(s) Found - Showing Page 1 of 1 - 10 Withdrawal(s)/Deposit(s) per page

<< Previous 1 Next >>

This portion of the window displays the Escrow Account Balance. The Balance will always display the current amount for the escrow account regardless of the End Date you selected. Click the Create Report button to generate an escrow statement.

Escrow Account Balance

Escrow Account Number	Account Holder	Balance Dated	Balance
2006-999111 GE	J&J Development	May 16, 2007 11:02	\$49,512.00

The following window will display. Enter the desired date range. Click the Generate Escrow Statement Report button. You may receive a message indicating “This is not your final statement for the current month.” This will occur when the Start Date and End Date fall in between a month. Click OK to continue.

Escrow Statement Report By Date Range

Start Date:

End Date:

Insert Start and End date for the required period. Blank queries are not allowed.

The Escrow Monthly Statement is generated. Click the Print button to print the statement.



[Print](#)
Watershed Protection & Development Review
Escrow Monthly Statement

TO:
J&J Development
505 Barton Springs Rd Suite 900
AUSTIN TX, 78704

Account Status: Active
Account No: 2006-999111 GE
Statement Period: 05/12/2007 - 05/16/2007
Statement Date: 05/16/2007

Date	Transaction Details	Comments	Debit	Credit	Balance
05/12/2007	Balance Forward				\$49,712.00
05/15/2007	PP - Plumbing Permit Fee 2007-113079 PP 1502 S LAMAR Receipt: 5023344 Bill: 5024089	Payment made over the web BY John Developer ON 05-15-2007	\$75.00		\$49,637.00
05/16/2007	BP - Building Permit Fee 2007-113079 BP 1502 S LAMAR Receipt: 5023350 Bill: 5024095	Payment made over the web BY John Developer ON 05-16-2007	\$125.00		\$49,512.00
Total:			\$200.00	\$0.00	

Balance on Account **\$49,512.00**

Reports

The [Reports](#) link displays a "Please Select a Report" screen. The report can then be selected and run.

Please Select a Report

[Gas Utility Release Report](#)

[Power Release Report](#)

The Gas Utility Release Report allows a search by date.

Gas Utility Release Report By Reminder Date Range

Start Date:
 

End Date:
 

Insert Start and End date for the required period.
Blank queries are not allowed.



Gas Utility Release Report
Watershed Protection & Development Review
Mar 09, 2007

Permit Number	Address	Comments	Date Released
---------------	---------	----------	---------------

The Power Release Utility Report screen displays a date range. Choose the range and click the Power Utility Report button.

Power Utility Release Report By Reminder Date Range

Start Date:
 

End Date:
 

Insert Start and End date for the required period.
Blank queries are not allowed.

The Permit Number, address, comments, and date of the report are displayed.



Power Utility Release Report
Watershed Protection & Development Review
Mar 09, 2007

Permit Number	Address	Comments	Date Released
---------------	---------	----------	---------------

Logout

The [Logout](#) link can be used to log out of the website.