CITY OF AUSTIN Development SERVICES DEPARTMENT

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

Residential New Construction and Addition Permit Application

Property Information

Project Address:	Tax Parcel ID:
Legal Description:	
Zoning District:	Lot Area (sq ft):
Neighborhood Plan Area (if applicable):	Historic District (if applicable):

Required Reviews

Is project participating in S.M.A.R.T. Housing? ☐ Y ☐ N
(If yes, attach signed certification letter from NHCD, and signed conditional approval letter from Austin Energy Green Building)

Does project have a Green Building requirement? ☐ Y ☐ N
(If yes, attach signed conditional approval letter from Austin Energy Green Building)

Is this site within an Airport Overlay Zone? ☐ Y ☐ N
(If yes, approval through Aviation is required)

Does this site have a septic system? ☐ Y ☐ N
(If yes, submit a copy of approved septic permit)

Does the structure exceed 3,600 square feet total under roof? ☐ Y ☐ N (If yes, Fire review is required)
Is this property within 200 feet of a hazardous pipeline? ☐ Y ☐ N (If yes, Fire review is required)

Is this site located within an Erosion Hazard Zone? ☐ Y ☐ N
(If yes, EHZ review is required)

Is this property within 100 feet of the 100 year floodplain? ☐ Y ☐ N (Proximity to floodplain may require additional review time.)

Are there protected size trees onsite or on adjacent sites? ☐ Y ☐ N (If yes, click here for more information on the tree permit process.)

Was there a pre-development consultation for the Tree Review? ☐ Y ☐ N

Proposed impacts to trees: (Circle all that apply)
☐ Root zone ☐ Canopy ☐ Removal ☐ None/Uncertain

Is this site within the Residential Design and Compatibility Standards Ordinance Boundary Area? (LDC 25-2 Subchapter F) ☐ Y ☐ N

Does this site currently have: water availability? ☐ Y ☐ N
wastewater availability? ☐ Y ☐ N
(If no, contact Austin Water Utility to apply for water/wastewater taps and/or service extension request.)

Are there existing water/wastewater infrastructure, appurtenances or existing water/wastewater easements located on site? ☐ Y ☐ N
(If yes, contact Austin Water Utility Pipeline Engineering for review and approval)

Does this site have or will it have an auxiliary water source? ☐ Y ☐ N (If yes, submit approved auxiliary and potable plumbing plans.)
(Auxiliary water supplies are wells, rainwater harvesting, river water, lake water, reclaimed water, etc.)

Does this site require a cut or fill in excess of four (4) feet? ☐ Y ☐ N (If yes, contact the Development Assistance Center for a Site Plan Exemption)

Is this site within the Waterfront Overlay? ☐ Y ☐ N
(LDC 25-2 Subchapter C Article 3)

Is this site within the Lake Austin Overlay? ☐ Y ☐ N
(LDC 25-2-180, 25-2-647)

Does this site front a paved street? ☐ Y ☐ N
(If no, contact Development Assistance Center for Site Plan requirements.)

Is this site adjacent to a paved alley? ☐ Y ☐ N
(Public Works approval required to take access from a public alley.)

Does this site have a Board of Adjustment (BOA) variance? ☐ Y ☐ N Case # _____ (if applicable)
Does this site have a Residential Design and Compatibility Commission (RDCC) waiver? ☐ Y ☐ N
(If yes, provide a copy of decision sheet. Note: A permit cannot be approved within 10 days of approval of a variance from BOA.)

Description of Work

Is Total New/Added Building Area > 5,000 Sq Ft? ☐ Y ☐ N (If yes, construction material recycling is required per LDC 25-11-39)

Existing Use: ☐ vacant ☐ single-family residential ☐ duplex residential ☐ two-family residential ☐ other: _____

Proposed Use: ☐ vacant ☐ single-family residential ☐ duplex residential ☐ two-family residential ☐ other: _____

Project Type: ☐ new construction ☐ addition ☐ addition/remodel ☐ other:_____

Will all or part of an existing exterior wall, structure, or roof be removed as part of the project? ☐ Y ☐ N
(Note: Removal of all or part of a structure requires a demolition permit application.)

# existing bedrooms:	# bedrooms upon completion:	# baths existing:	# baths upon completion:

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

_____

_____

Trades Permits Required (Circle as applicable): ☐ electric ☐ plumbing ☐ mechanical (HVAC) ☐ concrete (R.O.W.)

Job Valuation

Total Job Valuation: $ 0 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.	Amount for Primary Structure: $ _____ Elec: ☐Y ☐N | Plmbg: ☐Y ☐N | Mech: ☐Y ☐N Amount for Accessory Structure: $ _____ Elec: ☐Y ☐N | Plmbg: ☐Y ☐N | Mech: ☐Y ☐N	Total Remodeled Floor Area 0 sq ft. (work within existing habitable square footage)

Please utilize the Calculation Aid on the last page of the Additional Information, page 7, as a guide to complete the following calculations and to provide supplemental information for thorough review.

Site Development Information

Area Description Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.	**Existing Sq Ft**		**New/Added Sq Ft**		**Total Sq Ft**	
	Bldg 1	**Bldg 2**	**Bldg 1**	**Bldg 2**	**Bldg 1**	**Bldg 2**
a) 1st Floor conditioned area					0	0
b) 2nd Floor conditioned area					0	0
c) 3rd Floor conditioned area					0	0
d) Basement					0	0
e) Covered parking (garage or carport)					0	0
f) Covered patio, deck, porch, and/or balcony area(s)					0	0
g) Other covered or roofed area					0	0
h) Uncovered wood decks					0	0
Total Building Area (total a through h)	0	0	0	0	0	0
i) Pool					0	0
j) Spa					0	0
k) Remodeled Floor Area, excluding Addition / New Construction					0	0

Building Coverage Information

Note: Building Coverage means the area of a lot covered by buildings or roofed areas, but excludes ground-level paving, landscaping, open recreational facilities, incidental projecting eaves, balconies, and similar features. Pools, ponds, and fountains are not included in this measurement. (LDC 25-1-21)

Total Building Coverage (sq ft): _____ % of lot size: _____

Impervious Cover Information

Note: Impervious cover is the total horizontal area of covered spaces, paved areas, walkways, and driveways. The term excludes pools, ponds, fountains, and areas with gravel placed over pervious surfaces that are used only for landscaping or by pedestrians. For an uncovered wood deck that has drainage spaces between the deck boards and that is located over a pervious surface, 50 percent of the horizontal area of the deck is included in the measurement of impervious cover. (LDC 25-1-23)

Total Impervious Cover (sq ft): _____ % of lot size: _____

Setbacks

Are any existing structures on this site a non-compliant structure based on a yard setback requirement? (LDC 25-2-492) ☐Y ☐N

Does any structure (or an element of a structure) extend over or beyond a required yard? (LDC 25-2-513) ☐Y ☐N

Is front yard setback averaging being utilized on this property? (LDC 25-2, Subchapter F, Sec. 2.3 or 25-2-778) ☐Y ☐N

Height Information (LDC 25-1-21 or 25-2 Subchapter F, Section 3.4)

Building Height: _____ ft ___ in Number of Floors: _____

Parking (LDC 25-6 Appendix A & 25-6-478)

# of spaces required: _____ # of spaces provided: _____

Right-of-Way Information

Is a sidewalk required for the proposed construction? (LDC 25-6-353) ☐Y ☐N

*Sidewalks are to be installed on any new construction of a single family, two-family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50 % or more.

Will a Type I driveway approach be installed, relocated, removed or repaired as part of this project? ☐Y ☐N

Width of approach (measured at property line): _____ ft Distance from intersection (for corner lots only): _____ ft

Are storm sewer inlets located along the property or within ten (10) feet of the boundaries of the property? ☐Y ☐N

(If yes, drainage review is required)

Subchapter F

Gross Floor Area

This section is only required for projects located within the Residential Design and Compatibility Standards Ordinance Boundaries as defined and illustrated in Title 25-2 Subchapter F of the Land Development Code. The Gross Floor Area of each floor is measured as the area contained within the outside edge of the exterior walls.

		Existing Sq Ft	New/Added Sq Ft	Proposed Exemption (check article utilized)	Applied Exemption Sq Ft	Total Sq Ft
1st Floor						0
2nd Floor						0
3rd Floor						0
Area w/ ceilings > 15'				Must follow article 3.3.5		0
Ground Floor Porch* (check article utilized)				☐ Full Porch sq ft (3.3.3 A) ☐ 200 sq ft (3.3.3 A 2)		0
Basement				Must follow article 3.3.3B, see note below		0
Attic				Must follow article 3.3.3C, see note below		0
Garage**: (check article utilized)	Attached			☐ 200 sq ft (3.3.2 B 1)		0
	Detached			☐ 450 sq ft (3.3.2 A 1 / 2a) ☐ 200 sq ft (3.3.2 B 2a / 2b)		0
Carport**: (check article utilized)	Attached			☐ 450 sq ft (3.3.2 A 3) ☐ 200 sq ft (3.3.2 B 1)***		0
	Detached			☐ 450 sq ft (3.3.2 A 1)		0
Accessory Building(s) (detached)						0
Totals		0	0			0

TOTAL GROSS FLOOR AREA (add Total Sq Ft column) 0.00

(Total Gross Floor Area ÷ Lot Area) x 100 = _____ Floor-To-Area Ratio (FAR)

Is a sidewall articulation required for this project? ☐ Y ☐ N

(Yes, if: a wall, 15' tall or higher, within 9 feet of a side property line extends further than 36 feet in length per article 2.7.1)

Does any portion of the structure extend beyond a setback plane/exemption exhibit (aka "tent")? ☐ Y ☐ N

(If Yes, indicate applicable section of Subchapter F and length of protrusion on the drawings.)

***Ground Floor Porch exemption:** A ground floor porch, including a screened porch, may be exempted, provided that the porch is not accessible by automobile and is not connected to a driveway; and the exemption may not exceed 200 square feet if a porch has habitable space or a balcony above it.

****Garage and carport exemptions (in relation to primary structure):** Exemptions must follow the code as outlined in Title 25-2 Subchapter F 3.3.2**.** Each amount listed (450 or 200) is the maximum exclusion allowed per the article designated. Note: Article 3.3.2 C, "An applicant may receive only one 450-square foot exemption per site under paragraph A. An applicant who receives a 450-square foot exemption may receive an additional 200-foot exemption for the same site under paragraph B, but only for an attached parking area used to meet minimum parking requirements."

***Ordinance article 3.3.2 B 1 is the only 200 sq ft exemption that may be combined with a 450 sq ft exemption. Otherwise only one 450 exemption or one 200 sq ft exemption may be taken.

Basement exemption: A habitable portion of a building that is below grade may be exempted if the habitable portion does not extend beyond the first-story footprint and is below natural or finished grade, whichever is lower; and it is surrounded by natural grade for at least 50% of its perimeter wall area and the finished floor of the first story is not more than three feet above the average elevation at the intersections of the minimum front yard setback line and the side property lines.

Habitable Attic exemption: A habitable portion of an attic may be exempted if: 1) The roof above it is not a flat or mansard roof and has a slope of 3 to 12 or greater; 2) It is fully contained within the roof structure; 3) It has only one floor; 4) It does not extend beyond the footprint of the floors below; 5) It is the highest habitable portion of the building, or a section of the building, and adds no additional mass to the structure; and 6) Fifty percent or more of the area has a ceiling height of seven feet or less.

Contact Information			
Owner		Applicant/Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
General Contractor		Design Professional	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	

Authorization

___ 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 acknowledge that this project qualifies for the Site Plan Exemption as listed in Section 25-5-2 of the LDC. I understand that nothing may be built upon or over an easement.

___ I further understand that no portion of any roof structure may overhang in any public utility or drainage easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction. Water services, meters, and wastewater cleanouts are not permitted within or beneath driveways or sidewalks. Private plumbing appurtenances will not be located in public right-of-way or public easements. Private plumbing lines will not cross lot lines.

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

___ As owner or authorized agent, my signature authorizes staff to visit and inspect the property for which this application is being submitted. I understand that without consent the review process may be delayed.

___ I also understand that if there is a septic system located on the property, I am required to complete an On-site Sewage Facility (a.k.a. an OSSF or septic system) application by contacting Austin Water at (512) 972-0050 or ossf@austintexas.gov . This initiates the septic system permitting requirement needed to proceed with the development review process.

___ Erosion and Sedimentation Controls are required per Section 25-8-181 of the LDC. **Failure to comply with this requirement may result in a Stop Work Order and/or legal action by the City of Austin including criminal charges and fines of up to $2,000.00 per day.**

___ I acknowledge that a sidewalk will be required on any new construction of a single family, two-family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50 % or more.

___ I acknowledge if my plans are subject to a technical review it will not be construed to be a permit for, or an approval of any violation of any of the provisions of the current adopted building codes or another ordinance of the City of Austin.

___ 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: _____

Design Professional's signature: _____ Date: _____

General Contractor's signature: _____ Date: _____

CITY OF AUSTIN Development SERVICES DEPARTMENT

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

Residential New Construction and Addition Permit Application

Additional Information

Application Process

Please submit all documents single-sided.

Submission requirements:

- ☐ Completed application
- ☐ 2 large-format sets of permit exhibits (11”x17”, 12”x18”, 18”x24”, or 24”x36”)
- ☐ 1 small-format set of permit exhibits (11”x17”, 8.5”x14”, or 8.5”x11”)
- ☐ Austin Energy Building Service Plan Application (BSPA)
  Note: The BSPA and the small-format plot plan must be stamped by AE in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal
- ☐ Austin Water Utility W&WW Service Plan Verification, if water demand is to increase (e.g. addition of a bath)
  Note: The AWU form and the small-format plot plan must be stamped by AWU in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal
- ☐ Completed Demolition application with all required documentation, if any portion of an exterior wall is to be removed or modified. If submitting for a total demolition for new construction, demolition application must be submitted separately.

All drawings must be to a City of Austin verifiable scale, see Building Criteria Manual for additional details and a list of acceptable scales.

Check for expired permits: 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.

All new construction must comply with the Visitability Ordinance.

Submit application package during Intake hours. Please note limited hours for total demolition application submittal.
For hours and additional information go to our website at http://www.austintexas.gov/department/residential-building-review

About the Review Disciplines

Erosion Hazard – There is a review of structural design if a property is located in the Erosion Hazard Zone, as defined by the boundaries located on the City of Austin GIS map. These zones align with locations where water flow and watershed could lead to erosion damage of the surrounding land features (e.g creeks, stream beds, …).

Fire Review – There is additional review of a project if the square footage of a structure exceeds 3,600 square feet in area. The 3,600 sq. ft. includes the total goss building area: all first, second, and additional floor areas; attached covered porches, patios, decks, and balconys; attached garages; and any other attached roofed areas. The review ensures adequate proximity to fire hydrants and sufficient water supply to the hydrants based on the total gross area of the structure. Properties within 200 feet of a hazardous pipeline may also require additional review.

Floodplain Review – Any work requiring a permit on property located within 100 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 or the City’s Floodplain Development Information website.

Historic Review – There is additional review of exterior changes if property is a City Landmark or located in a Local Historic District, National Register Historic District, H or HD zoned district, or partial demolition of exterior features on property over 40 years old.

Additional Information, Continued

Technical Review – Any permit exhibits not sealed and signed by a Texas-registered architect or certified building designer will be subject to a limited technical review. The technical review is not intended to be exhaustive of all possible building code requirements.

Tree Review – All design proposals must abide by the Tree Preservation Criteria set forth in Section 3.5.2 of the City of Austin's Environmental Criteria Manual. Cut and fill is limited to 4" within ½ Critical Root Zones (foundations cannot adhere to this), canopy removal is limited to 25% or less per tree, and 50% or more of the full Critical Root Zone must be kept at natural grade with natural ground cover. If proposing to remove a tree that is dead, diseased or an imminent hazard, please provide a Tree Risk Assessment from a Certified Arborist and/ or photographic evidence.

Documentation Explanations and Definitions

Permit Exhibits:

Plot Plan – Plot Plans must be drawn to a standard scale and are to include but are not limited to the following items: property address and legal description, north arrow, drawing scale, trees within the ROW or trees equal to or greater than 19 inches in diameter located on the property and immediately adjacent to the property, property lines, building lines for both existing and proposed improvements, easements, required zoning setbacks and roof overhangs, water meter and wastewater cleanout locations, underground and overhead utility lines and appurtenances, and water and/or wastewater line size and material.

Floorplan(s) – Floorplans must be drawn to a standard scale and are to include (but are not limited to) the following items: drawing scale, room labels, new wall measurements, new ceiling heights, new door and window schedule, smoke detector* and carbon monoxide detector** specifications and locations, dimensioned locations of new plumbing fixtures, handrail/guardrail locations and room square footages. Please provide Existing and Proposed Floor plan if part of the improvements includes removing or adding any wall, window, door, plumbing fixtures, etc. Clearly differentiate between existing, demolished, and new items.

*provide smoke detector system (hardwired, interconnected, battery back-up) at each sleeping room and vicinity in accordance with IRC R314

**provide carbon monoxide detector in immediate vicinity of sleeping rooms in accordance with IRC R315.

Exterior Elevations – Elevation plans must be drawn to a standard scale are are to include front, rear, and sides of the structure. For additions, elevations are reqired of all sides of the new portion of the structure. Height deminsions are required on all elevations. If ceiling height exceeds 20' or building is multi-story include deminsions of high, low, and average elevations at grade.

Setback Plane Compliance Plan – If subject to Subchapter F – A separate exhibit must be submitted showing topographic elevations on 1-foot intervals on the property, including the top of foundation spot elevation and intersections of the property boundary with the building line segments per Subchapter F, Section 2.6. All topographic information must be prepared and sealed by a Texas-registered professional land surveyor.

Structural Drawing(s) –

Foundation plan of sufficient detail to show conformance to the provisions of the currently adopted IRC including but not limited to: 1) size, spacing and strength of reinforcing steel 2) foundation requirements for braced wall panels required in braced wall plan.

Wall and floor/ceiling/roof sections and details, framing plans and/or framing design information as follows:

General – lumber size, grade, species and spacing of all wood elements.
Wood framed floors – spans and intermediate girders
Wood framed walls – wall type (e.g. 2x4's @ 16 in. o.c.), wall height, headers.
Wood framed roofs – roof framing plan to include rafters and girders as a minimum.

Brace wall plan showing compliance with the currently adopted IRC. The plan shall clearly indicate the braced wall lines and the braced wall method use for compliance to expedite review.

Non-complying Structures (applicable to all work types) –

A separate exhibit must be submitted showing the existing building footprint location in relation to the property boundaries and required setbacks. Exterior walls and supporting structural elements must be clearly labeled and dimensioned showing walls to be removed per Land Development Code Section 25-2-963.

Setback Averaging –

If using setback averaging, one copy of the Contextual Site Plan showing four adjacent properties with location of existing buildings and existing front yard setbacks identified for front yard setback averaging per the provisions of Subchapter F, Residential Design and Compatibility Standards, Section 2.3.

Surveys must be provided by a Texas-registered professional land surveyor showing existing buildings and their distance from the front lot line.

Additional Information, Continued

Design Professionals –
For any project exceeding 20 feet in height or more than one-story within the Subchapter F boundaries, all permit exhibits must be sealed and signed by a Texas-registered architect or certified building designer (National Council of Building Designers or Texas Institute of Building Design)

Localized flooding –
If there is a storm drain inlet or pipe, drainage ditch, or drainage easement on or near the property or the property is at the low point of a roadway, there may be a chance of flooding from the local drainage system. The proposed development cannot cause additional flooding on other property nor have an adverse impact on the existing local drainage system. Contact the Development Assistance Center for more information.

Tree Survey –
Provide a tree survey per ECM 3.3.2 that labels the ¼, ½ and full Critical Root Zones and provides the diameter and species of each protected tree (a Tree Legend is recommended). Depict proposed access routes and material staging. Show all proposed and existing utilities. Show specific locations of tree protection fencing and mulching per requirements of ECM 3.5.2.

Calculation Aid

Area Description Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.	**Existing Sq Ft**	**New/Added Sq Ft**	**Total Sq Ft**
a) 1st floor conditioned area			0
b) 2nd floor conditioned area			0
c) 3rd floor conditioned area			0
d) Basement			0
e) Attached Covered Parking (garage or carport)			0
f) Detached Covered Parking (garage or carport)			0
g) Covered Wood Decks (counted at 100%)			0
h) Covered Patio			0
i) Covered Porch			0
j) Balcony			0
k) Other – Specify:			0
Total Building Area (TBA) (add: a through k)	0	0	0
Total Building Coverage (TBC) (from **TBA** subtract, if applicable: b, c, d, and j)	**(A)** 0	0	**(B)** 0
l) Driveway			0
m) Sidewalks			0
n) Uncovered Patio			0
o) Uncovered Wood Decks (counted at 50%)			0
p) AC pads and other concrete flatwork			0
q) Other (Pool Coping, Retaining Walls)			0
Total Site Impervious Coverage (add: **TBC** and l through q)	**(C)** 0	0	**(D)** 0
r) Pool			0
s) Spa			0

Building Coverage Information

Note: Building Coverage means the area of a lot covered by buildings or roofed areas, but excludes ground level paving, landscaping, open recreational facilities, incidental projecting eaves, balconies, and similar features. Pools, ponds, and fountains are not included in this measurement. (LDC 25-1-21)

Lot Area (sq ft): _____

Existing Building Coverage (see above **A**, sq ft): 0.00

Existing Coverage % of lot (**A** ÷ **Lot Area**) x 100 : _____ %

Final Building Coverage (see above **B**, sq ft): 0.00

Final Coverage % of lot (**B** ÷ **Lot Area**) x 100 : _____ %

Impervious Cover Information

Note: Impervious cover is the total horizontal area of covered spaces, paved areas, walkways, and driveways. The term excludes pools, ponds, fountains, and areas with gravel placed over pervious surfaces that are used only for landscaping or by pedestrians. (LDC 25-1-23)

Existing Impervious Coverage (see above **C**, sq ft): 0.00

Existing coverage % of lot (**C** ÷ **Lot Area**) x 100 : _____ %

Final Impervious Coverage (see above **D**, sq ft): 0.00

Final coverage % of lot (**D** ÷ **Lot Area**) x 100 : _____ %