Preliminary Plan Review Meetings
General Information

The Development Services Department offers residential and commercial Preliminary Plan Review (PPR) meetings to allow the owner or owner’s agent(s) to meet with staff to discuss preliminary design or code issues. These meetings are designed to identify items that need to be addressed or modified before construction plans are submitted to the City for permit review. The PPR is not a review of building plans and does not guarantee approval of plans.

Procedures:

1. The individual requesting the PPR meeting will complete and sign the Preliminary Plan Review Request Form. Check the box next to the disciplines that you wish to be represented during the meeting. E-mail expeditedreview@austintexas.gov the completed and signed PPR Form and a meeting agenda that includes the topics you wish to discuss. You will be contacted with the scheduled date and time of the meeting.

2. Fees for PPR meetings are per hour, per discipline. Fees may be viewed at austintexas.gov/dsdfees and select “Expedited Plan Review.” After the Request Form is received, an invoice and a tentative meeting date and time will be e-mailed. The invoice must be paid, and an agenda must be submitted, before the meeting date is formally scheduled.

3. Payment may be made in person at the Service Center or online at abc.austintexas.gov. Create a user account, then select “My Profile” on the left-hand side. Please provide your AB+C ID# so we can link your account to your project.

4. PPR meetings are limited to one or two hours. It is up to the customer to manage the meeting agenda and discussion as well as take notes during the meeting. Please plan to arrive prior to the start time of the meeting. Meetings will begin at their scheduled start time and will end on-time. The customer will take meeting minutes during the PPR. Those minutes will be emailed to the reviewer and will be uploaded in the City’s database and linked to your project.
Preliminary Plan Review
Commercial Request Form

☐ New Construction/Addition  ☐ Finish Out/Remodel

Project Name: ________________________________________________________________

Project Address: ___________________________________________________________________

Project Square Footage: ________________________________  Number of Stories: __________

Brief Project Description (separate agenda must be attached): ___________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

PPR Request by (Name): ___________________________________________________________

Agent: ____________________________________  Company: ________________________
Address: _____________________________________________________________________
City: _____________________________________  State: ________________ Zip: ________

Phone Number: ____________________  Email: ____________________________________

Signature: ____________________________________________________________________

Please check the review disciplines you would like represented at the meeting. A per hour, per
discipline fee applies. Fees may be viewed at austintexas.gov/dsdfees and select “Expedited Plan
Review.”

☐ Building/Design Standards  ☐ Mechanical  ☐ Electrical  ☐ Health
☐ Industrial Wastewater  ☐ Fire  ☐ Plumbing  ☐ Structural

Requested Meeting Date: _________________________________________________________

Requested Meeting Duration: _____________________________________________________

Number of Applicant Attendees (For space planning purposes, please limit to 8 attendees): _______________

For Office Use Only

GF#: _______________________________________________________________________

Scheduled Meeting Date: _______________________________  Time Slot: ________________
Preliminary Plan Review
Residential Request Form

For general questions regarding Residential permit review processes and procedures, or for basic development-related questions, the Residential Review Division (2nd floor) will continue to provide free, 20-minute walk-in sessions.

☐ New Construction  ☐ Addition/Remodel  ☐ Interior Remodel

Project Address: ________________________________________________________________

Project Description/Questions: ____________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Agent: ____________________________  Company: _________________________________

Address: ________________________________________________________________________

City: __________________  State: ______  Zip: _________  Phone Number: ______________

Email: __________________________________  Signature: ____________________________

Please check the review disciplines you would like represented at the meeting. A per-hour, per-discipline fee applies. Fees may be viewed at austintexas.gov/dsdfees and select “Expedited Plan Review.”

☐ Zoning  ☐ Tree (no site visit)*

*If you would like a tree consultation with a site visit, please schedule with City Arborist Tree Ordinance Review staff by going to the Austin Build + Connect website where you can apply and pay for a Predevelopment Consultation. This meeting takes place on site for an hour. Contact cityarborist@austintexas.gov for questions on this process.

Requested Meeting Date: _________________________________________________________

Requested Meeting Duration: _____________________________________________________

Number of Applicant Attendees (For space planning purposes, please limit to 8 attendees): ______________________

For Office Use Only

GF#: _________________________________________________________________________

Scheduled Meeting Date: _______________________________  Time Slot: ________________