



# General Permit Request

Contractor and Trade Permits website:

<http://www.austintexas.gov/page/contractor-and-trade-permits>

Email permit request to: [permitsubmittal@austintexas.gov](mailto:permitsubmittal@austintexas.gov)

(allow 24 hours to process)

*For questions please call Service Center number below*

One Texas Center | 505 Barton Springs Rd | Austin, TX 78704 | Phone: 311 or (512) 974 2000 outside Austin | [DevelopmentATX.com](http://DevelopmentATX.com)

**If a building permit has not been issued on this project, a trade permit will not be issued. Contact your General Contractor.**

City of Austin Land Development Code Chapter 25-12, Article 13: A permit expires on the 181st day if the project has not scheduled nor received an inspection. A "Cancelled" and/or "Failed/No Work Performed" inspection result does not extend the expiration date.

## Complete All Information to Avoid Delay; Please Print Clearly or Type

General Contractor Name: \_\_\_\_\_

General Contractor Email: \_\_\_\_\_

Authorized Agent Name: \_\_\_\_\_

Office #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Use (*select one*) – Residential Usage is single-family or duplex structures; Commercial Usage is triplex and above:

Commercial  Residential City of Austin:  Inside  Outside

Description of Use (e.g.: office, bank, daycare, apt, etc): \_\_\_\_\_

Project Address (*include Suite and/or Suffix #*): \_\_\_\_\_

Building Permit #(s): \_\_\_\_\_

Description of Work in detail: \_\_\_\_\_  
\_\_\_\_\_

New/Addition Total Square Footage of proposed new construction: \_\_\_\_\_ sq. ft.

Remodel/Finish-Out Total Valuation of proposed remodel/finish-out: \$ \_\_\_\_\_

Payment After Hours?  Re-Inspection  Investigation

Permit Number: \_\_\_\_\_ Address: \_\_\_\_\_

Be specific if you are paying for all or only one (1) type (i.e.: building, electric, etc.). *You may pay using website if you have registered on line.*

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgment:** I attest that the above information submitted is correct. I understand it is my responsibility as the permit holder to keep my permits active as noted in the information at top. If I allow the permit to expire I will be required to purchase a new permit and pay new fees.

Agent Signature: \_\_\_\_\_