



# Preliminary Plan Review Meetings General Information

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

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 present during the meeting. E-mail [PPR\\_Request@austintexas.gov](mailto:PPR_Request@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](http://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 online at [abc.austintexas.gov](http://abc.austintexas.gov). Create a user account, then select "My Profile" on the left hand side. Please provide your AB+C ID# so that we can link your account to your project.
2. 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. Whether in-person or virtual, 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 e-mailed to the reviewer and will be uploaded in the City's database and linked to your project.



# Preliminary Plan Review Commercial Request Form

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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 present at the meeting. A per hour, per discipline fee applies. Fees may be viewed at [austintexas.gov/dsdfees](http://austintexas.gov/dsdfees) and select "Expedited Plan Review."

- |  |                                     |                                     |                                     |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Building/Design Standards | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Health     |
| <input type="checkbox"/> Industrial Wastewater     | <input type="checkbox"/> Fire       | <input type="checkbox"/> Plumbing   | <input type="checkbox"/> 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: \_\_\_\_\_