



# 7 Business Day Review Permit Checklist

## Commercial Plan Review

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

Allows small commercial remodels of certain occupancy types and small projects to be processed within a 7-business day review period. 7-Business Day submittals are reviewed and evaluated by all appropriate review teams.

### 7 Business Day Review (Small Commercial Remodel) Project/Checklist

Please mark the appropriate category that captures the scope of your project. The 7-day reviews are limited to five (5) applications per review. Projects without a completed 7 Day Checklist will not be accepted. A Commercial Building Application and a Commercial Building Application Checklist must also accompany all 7 Business Day submittals.

- Remodels and Tenant Finish-Outs**
  - Less than 5,000 square feet
    - Change of use with or without remodel to an office or retail occupancy use only.
    - Retail sales for the display and sale of upholstered furniture or mattresses
    - School interior remodel\*
    - Medical, dental, or veterinary office\*
    - Food service establishments\*
  - \*Change of use must be submitted through 15-day review application
  - Between 5,000 - 10,000 square feet
    - Administrative/Business/Professional Offices (no medical or veterinary offices)
    - Retail Sales Occupancies
  - **Cannot store, use, or dispense hazardous materials.**
  - **If more than one 7 Day application is submitted for the same address, the combined square footage cannot exceed 10,000.**
- Retrofit of Sprinkler Systems for Existing Buildings**
- Replacement/new installations of walk-in coolers and freezers, refrigeration reach-ins, boilers, chillers and cooling towers.**
- Cell towers with new electrical service/generator or energy storage system.**
- Electric Vehicle Charging Systems**
  - Installation Inside Building Structure
- Repair/remodel of exterior balconies/stairs**
  - Can include modification to the structural framing system.
  - **Cannot increase square footage.**
- Amnesty Certificate of Occupancy**
  - Does not include remodels.
- Occupant load cards (SROs, multiple layout, occupant load increases)**
- Portable Classroom/Office Building**
  - [See Portable/Prefab Submittal Requirements](#)
- Swimming Pools**
- Site Plan Only Updates**
  - Applies to red stamped site plans for new construction only.
- Electrical Locking Systems/Access Control**
  - [See Electrical Locking Systems Checklist](#)
- Fire or water damage including remediation.**

**NOTE:** If the reviewer determines that the project scope and/or complexity exceeds the limitations of the 7 Business Day Eligible Projects List, the project will be reclassified as a 15-business-day-review and will be subject to the associated submittal requirements and applicable fees.

***Signing this form verifies that the information provided is deemed accurate and complete based on available records. The customer may be responsible for costs associated with corrections due to invalid information provided.***

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date



# Quick Turnaround Permit and 7 Business Day Review Permit Checklist

## Commercial Plan Review

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Allows certain occupancy types and small projects to be processed within a 24 hour period. Quick Turnaround submittals are limited to a review and evaluation by a Building Plans Examiner.

### Quick Turnaround (QT) Eligible Projects/Checklist

Please mark the appropriate category that captures the scope of your project. QTs are limited to one (1) application per review. Projects without a completed QT Checklist will not be accepted. A Commercial Building Application and a Commercial Building Application Checklist must also accompany all Quick Turnaround submittals.

- Tenant Finish-Outs and Interior Remodels**
  - Less than 5,000 square feet
  - Administrative/Business/Professional Offices (no medical or veterinary offices)
  - Retail Sales Occupancies (no work which includes storage racking systems)
  - **Cannot add new electrical services > 200A, 1 Phase; or ≥ 350A 3 phase; or ≥ 277V on any phase**
  - **Cannot involve work with gas lines**
  - **Cannot store, use, or dispense hazardous materials**
  - **Cannot modify structural framing members (ex: balconies, stairs & decks)**
  - **Cannot involve access control or special egress devices**
  - **Cannot involve corridors in non-sprinklered buildings**
  - **Cannot add materials or architectural features that affect fire protection systems**
- Exterior Remodels to Business/ Residential/ Mercantile Occupancies**
  - Includes exterior siding/weather coverings, new awnings, re-roof, window/door replacements (must supply manufacturer specs showing compliance with IECC)
  - **Cannot modify structural framing members**
  - **Cannot increase square footage**
  - **Cannot increase height more than 6 feet**
- Foundation Repair**
- Portable Classroom Buildings**  
Limited to AISD and school districts that are part of an interlocal agreement
- Unoccupied and Minor Structures**
  - Carports
  - ATMs
  - Playground structures
  - Free-standing pavilions not associated with restaurants, rooftops, or other assembly occupancies
  - Dumpster enclosures
  - Retaining walls
- Multi-Family and Condo Interior Unit Remodels**
  - Includes kitchen and bathroom remodels
  - **Cannot increase square footage of the units**
  - **Cannot modify structural framing**
- Cell Towers, Satellite Dishes, and Rooftop Antennae**
  - Modifications, replacements, and repairs with no new electrical service or generator installation
- Photovoltaic Solar Panel Systems**
  - [See QT PV Solar Requirements](#)
  - Commercial and Multi-Family projects
  - Cannot include stored energy systems

**NOTE:** If the reviewer determines that the project scope and/or complexity exceeds the limitations of the QT Eligible list, the project will be reclassified as a 7 or 15 Business Day Review (as applicable) and will be subject to the associated submittal requirements and applicable fees. QT fees will not be refunded. Revisions are not permitted for Quick Turnaround permits; a new application would be required.

***Signing this form verifies that the information provided is deemed accurate and complete based on available records. The customer may be responsible for costs associated with corrections due to invalid information provided.***

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

To apply for an Electrical Vehicle Charging System, complete the [Electric Vehicle Quick Turnaround Submittal](#)