



# Intake Checklist for Residential Building 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)

To ensure a smooth review process, please perform a pre-completeness check prior to submitting with Residential Intake. This list is by no means exhaustive. If necessary, the intake staff may ask for additional information. The review process expects that applicants will submit an application and all related plans that depict what will be constructed to the City.

## Pre-completeness check at intake

- Is the [residential application](#) filled out completely?
- Has the application been signed by the owner and applicant, or an Owner(s) Letter of Authorization included?
- Does this property have a valid address?
  - If not, contact Address Management Services (512-974-2797, [addressing@austintexas.gov](mailto:addressing@austintexas.gov))
- Have all expired permits shown on the [Austin Build + Connect portal](#) (even from previous owners) been resolved?
  - If not, fill out an [Acknowledgment of Expired Permits form](#) and/or reactivate the expired permit(s)
- Are all required supporting documents included?
  - [Austin Energy Building Service Plan Application \(BSPA\)](#)  
Note: AE will review the BSPA concurrent with Plan Review. Please note per the fee schedule a BSPA review fee will be assessed per each submittal.
  - [WWWSPV form stamped by Austin Water](#) (if applicable) – can be sent to [awtaps@austintexas.gov](mailto:awtaps@austintexas.gov) along with plot plan; required when water demand is increasing or a new dwelling unit is being proposed
  - [Demolition Permit Application](#) & required supporting documents (if applicable) – required when any portion of an existing exterior wall, roof, deck or other exterior structure is being removed; note that total demolitions must be submitted separately and cannot be combined with construction or remodel projects
  - [Affidavit for Residential and Commercial Total Demolition Permit Application](#) submitted with [Demolition Permit Application](#)
- S.M.A.R.T. Housing letter (if participating in the [S.M.A.R.T. Housing program](#))
- Letter of Conditional Approval (if subdivision has a [Green Building](#) requirement)
- Are all required construction plans included, drawn to scale\*?
  - Plot plan, survey or site plan with the following identified:
    - Trees greater than 19" in diameter, including those on adjacent properties
    - Property lines
    - Easements identified by type, size, and location
    - Building & setback lines
    - All pavement or flatwork (patios, drives, sidewalks, walkways, etc.)
    - Roof overhang lines (dashed)
    - Parking spaces and dimensions
  - Existing & proposed floor plans (w/ dimensions, ceiling heights, room labels, etc.)
  - Elevation plans with height of the structure(s) and measurement points identified
  - Structural plans (if applicable)
    - Foundation plan & details (Must be sealed by a licensed Engineer)
    - Framing plan & details (Must be designed by a licensed Engineer or Architect)
    - Brace wall plan (Must be designed by a licensed Engineer or Architect)

## Additional attachments required if in [Subchapter F \(McMansion\) area](#)

- Structures that are two or more stories and/or greater than 20' in height are required to be designed by a licensed Architect or a Certified Building Designer
- For setback averaging, the following should be provided:
  - Survey showing properties used for averaging, including location of existing buildings and setbacks
- Setback plane exhibits if new construction/additions

\*"Drawn to scale" means that all dimensions on construction plans must be measured to a standard architectural or engineering scale