



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

This application is for obtaining an annual permit for work performed on a building or structure for which a Certificate of Occupancy has been issued by the Building Official within the City of Austin jurisdiction (full-purpose and limited-purpose city limits, and extraterritorial jurisdiction ETJ). The facility shall maintain records on all work performed under the annual permit in accordance with Section 105.1.2 (Annual Permit Records).

The application must be complete and accurate prior to submittal. All information is required (if applicable).

## Section 1: Applicant/Agent Information

Applicant Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

## Section 2: Owner Information

Same as Applicant      Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Firm: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

## Section 3: Facility Information

Name of Facility: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Number of Buildings: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_ Sq. Ft.

## Section 4: Responsible Official Information – Required to Issue Permit

Name: \_\_\_\_\_ Qualified As: \_\_\_\_\_

The "Responsible Official" is the full time employee designated by the building owner to ensure code compliance.

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

## Section 5: Contractor Information – Supplemental, required when performing any Mechanical, Electrical, or Plumbing work with this Annual Permit

**Mechanical License Holder:** \_\_\_\_\_ TDLR ACR Contractor License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

**Electrical License Holder:** \_\_\_\_\_ TDLR Electrical License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

**Plumbing License Holder:** \_\_\_\_\_ TSBPE RMP License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

## Section 6: Acknowledgment

The owner/agent of the above facility herewith acknowledges understanding that approval of this Annual Permit application will exempt the owner from the formal plan review process required by code; provided the owner complies with applicable provisions of the Land Development Code and the Technical Codes of the City of Austin, and further that work performed under such exemption is in compliance with Section 105.1.1.1 of the Building Code:

**105.1.1.1 Authorized Scope of Work.** Work under the annual permit is limited to the following:

**Building.** Work that:

1. does not alter a bearing wall or other structural elements; and
2. does not require a change to an exit system; and
3. does not alter fire-resistive construction; and
4. is performed on or in a structure with a certificate of occupancy that is consistent with the existing occupancy; and
5. does not alter natural gas piping or medical gas piping systems; and
6. does not alter hazardous production material (HPM) supply or waste piping in areas of the building not currently classified as an H occupancy; and
7. does not remove, relocate, replace, or install a backflow prevention device; and
8. does not increase the existing square footage of the facility; and
9. otherwise complies with all other applicable provisions of this title; and
10. is performed by licensed contractors as required by the Plumbing Code, Electrical Code, or Mechanical Code.

**Electrical.** Work that:

1. repairs, modifies, or installs equipment or branch circuits; and
2. does not involve sub-panels, panels, electrical service, or other similar work that requires a permit in Section 80.19 of the Electrical Code; and
3. is performed by an electrical contractor employee with the proper license classification or a licensed master electrician employed by the facility; and
4. is performed consistent with Section 80.40 (Supervision) of the Electric Code.

**Mechanical.**

1. Replacement, modification, or relocation of existing ductwork, fan coil units, VAV boxes, volume dampers, environmental make-up air systems, and related equipment; and
2. Modification of existing hazardous production material (HPM) supply systems, HPM drain systems and HPM exhaust systems in H occupancy areas, as defined in the Building Code, and in exterior areas to accommodate the installation or relocation of equipment.

**Plumbing.**

Installation, repair, and replacement of fixtures, traps, shut-off valves, water distribution piping, drains, building waste piping, vent stacks and water heaters with a capacity of 100 gallons or less and a rating of 75,000 BTU or less, provided the work does not require approval of the Austin Travis County Health Department, the City of Austin Water Utility, or the Texas Department of Licensing and Regulation.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**For Office Use Only**

Approved       Denied

Date: \_\_\_\_\_ Building Official's Signature: \_\_\_\_\_

Receipt No:      Amount:      Registration: