



# Standalone Building Permit Application

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

PURPOSE: This application is intended for digital submittal of a standalone building permit that does not require Plan Review.

***Download application prior to entering information.***

## Section 1: Site Area Information

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

Description of Work: \_\_\_\_\_

Application Type (select one):

- Boat Dock     Retaining Wall     Mobile Home     Interior Non-structural Demolition

Site Use (select one):  Commercial     Residential

Site Plan Determination/Exemption # (if applicable): \_\_\_\_\_

Total New/Addition Sq. Ft.: \_\_\_\_\_

## Section 2: Owner Information

Owner Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

***Complete Contractor's Letter of Authorization on the next page  
and submit with application.***



# Letter of Authorization

Please Email to Service Center:

[permitsubmittal@austintexas.gov](mailto:permitsubmittal@austintexas.gov)

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**Please Print Clearly or Type**

Date: \_\_\_\_\_

Agent Type (*select one*):  Owner  Owner's Agent  General Contractor  Electrical  
 Mechanical  Plumbing  Irrigation

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

Trade Master License Holder Name (for Electrical, Mechanical, Plumbing, Irrigation only):  
\_\_\_\_\_

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

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

State Master Electric License #: \_\_\_\_\_ State Master Electric Contractor License #: \_\_\_\_\_

State Master Plumber License #: \_\_\_\_\_ State Master Mechanical License #: \_\_\_\_\_

State Master Irrigator License #: \_\_\_\_\_ State Master Fire Line Contractor License #: \_\_\_\_\_

**Acknowledgement:** I authorize the following agents to purchase permits on my behalf, including under my license and use of my escrow account. I understand that it is my responsibility to update this *Letter of Authorization* form. I understand that if I do not list any additional agents, they will not be authorized until the *Letter of Authorization* form is filled out completely and signed by the Owner/Owner's Agent/GC or Master License Holder.

Add and/or delete agents below. If you do not wish to add any agents, please select N/A. If more Agents are needed, please fill out this section on additional pages.

**Additional Agents**  N/A

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Delete Additional Agents**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

*Owner, Owner's Agent, General Contractor or  
Master Licensed Contractor as listed above*

*Print Name*