

FAQ' S FOR RESIDENTIAL APPLICATION APPROVAL AND PERMITS

What work requires a permit?

A permit is required to erect, construct, enlarge, alter, repair, improve, remove, convert, move, or demolish any building or structure within the City's zoning jurisdiction. Generally, cosmetic work to a house does not require a permit such as painting or carpeting. Replacing shingles on a roof for a house does not require a permit unless the decking is replaced. A 6-foot privacy fence does not require a permit. Swimming pools require a building permit. Separate permits are required for plumbing, mechanical (air conditioning and heating), and electrical work.

Where do I start?

If you are adding a room to your house, remodeling the interior of your house (such as converting a garage to a room), or building a new house, you need to start at the Zoning Review Division. Remodeling and additions to existing homes are typically reviewed on the spot and in most cases if you get approved you can proceed to the Permit Center to obtain your building permit the same day. New construction applications must be submitted and are usually reviewed within 7 days. During this review, we check for the following:

- ensure that you have the proper zoning
- that your proposed work does not encroach into required setbacks or easements
- that you do not exceed your impervious cover
- that you do not exceed your allowed height limit
- if your lot is in a neighborhood plan
- that you are not in an historic district or historic designation on your home*
- that you are not in a floodplain*
- that you are not within a hazardous pipeline easement*

*If your proposed work falls in these areas, additional reviews will be required.

The City does not enforce private deed restrictions.

What do I bring to get a zoning approval?

You will need to fill out an application (download from our website). For all additions and new houses, you will need to provide a plot plan or survey drawn to scale. See "Requirements For Residential Building Permits" flyer (on our website) for more details. Generally, most remodeling projects do not require a plot plan, however, one may be required for certain projects.

Who is required to obtain the permit?

Either you or the general contractor can obtain the building permit. There is no difference in the permit fee amount. You can get a homeowner's permit to do your own plumbing, electric, or mechanical work yourself if you are the homeowner, you reside in the home, and you have filed a homestead exemption with Travis Central Appraisal District. If you hire a professional plumber, electrician, or mechanical contractor, they will need to obtain the required permit or use a booklet permit for repair work. The State of Texas licenses all plumbers, electricians, and mechanical contractors so you should hire a licensed tradesperson, ensure that they obtain the proper permits and ask them to call for the required inspections. General contractors and homebuilders are not required to be licensed either by the state or by the City.

How much is a permit?

Permit fees for new construction are determined by square footage. Permit fees for remodeling work are determined by valuation of labor and materials. See PERMIT FEES flyer on website.

How do I get a variance from zoning restrictions?

Only the Board of Adjustment can grant variances to zoning restrictions. This board meets once a month and conducts public hearings on all requests for variances. The application can be downloaded from our website. You must demonstrate that your lot has a hardship that prevents you from complying with the zoning restriction. Notices of your hearing before the Board will be mailed to property owners within 300 feet of your property.

What are your hours and location?

Zoning Review and Development Review Department is located on the 2nd floor in the One Texas Center Building, 505 Barton Springs Road.

Zoning Review hours for walk-in customers: 8:00 a.m. to 11:00 a.m., Monday through Friday. Telephone 974-2747, 2nd floor.

Permit Center hours: 8:00 a.m. to 3:00 p.m., Monday through Friday. Telephone 974-2747 or (512) 974-2380, 2nd floor.

Building Code questions should be directed to the Inspection Division, 974-2027, 3rd floor.