

<h2 style="margin: 0;">City of Austin</h2> <h3 style="margin: 0;">Residential Permit Application</h3> <p style="margin: 0; font-size: small;">Residential Review, 2nd floor, One Texas Center 505 Barton Springs, Austin, TX 78704 (512) 974-2747</p>	For Departmental Use Only	PR #:	BP #:
		Assigned:	Due Date:
		Review Date:	Issue Date:
		Reviewed/Approved:	Issued:

Project Information	
Project Address:	Tax Parcel ID:
Legal Description:	
Zoning District or PUD:	Lot Size (square feet):
Neighborhood Plan Area (if applicable):	Historic District (if applicable):
Is this site within the Residential Design and Compatibility Standards Ordinance Boundary Area? Y <input type="checkbox"/> N <input type="checkbox"/> <small>—Note: Boundaries are defined under Title 25-2 Subchapter F of the Land Development Code.</small>	
Does this site currently have water availability? Y <input type="checkbox"/> N <input type="checkbox"/> wastewater availability? Y <input type="checkbox"/> N <input type="checkbox"/> <small>—If no, contact Austin Water Utility to apply for water/wastewater taps and/or service extension request.</small>	
Does this site have or will it have an auxiliary water source? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, submit approved auxiliary and potable plumbing plans (Auxiliary water supplies are wells, rainwater harvesting, river water, lake water, reclaimed water, etc.)	
Does this site have a septic system? Y <input type="checkbox"/> N <input type="checkbox"/> If yes, submit a copy of approved septic permit to construct	
Does this site require a cut or fill in excess of four (4) feet? Y <input type="checkbox"/> N <input type="checkbox"/> <small>—If yes, contact the Development Assistance Center for a Site Plan Exemption.</small>	
Does this site front a paved street? Y <input type="checkbox"/> N <input type="checkbox"/>	Is this site adjacent to a paved alley? Y <input type="checkbox"/> N <input type="checkbox"/>
Does this site have a Board of Adjustment (BOA) variance? Y <input type="checkbox"/> N <input type="checkbox"/> Case # _____ (if applicable)	
Does this site have a Residential Design and Compatibility Commission (RDCC) waiver? Y <input type="checkbox"/> N <input type="checkbox"/> <small>—If yes, provide a copy of decision sheet. Note: A permit cannot be approved within 10 days of approval of a variance from BOA.</small>	
Does the project impact a tree protected by ordinance? This includes canopy and/or critical root zone impacts to nearby trees. Y <input type="checkbox"/> N <input type="checkbox"/> <small>—Note: If yes, application for a tree permit with the City Arborist may be required.</small>	
Is this site within one hundred fifty (150) feet of the one hundred (100) year floodplain? Y <input type="checkbox"/> N <input type="checkbox"/> <small>Note: Proximity to a floodplain may require additional review time.</small>	

Description of Work	
Existing Use: <input type="checkbox"/> vacant <input type="checkbox"/> single family residential <input type="checkbox"/> duplex residential <input type="checkbox"/> two family residential <input type="checkbox"/> other _____	
Proposed Use: <input type="checkbox"/> vacant <input type="checkbox"/> single family residential <input type="checkbox"/> duplex residential <input type="checkbox"/> two family residential <input type="checkbox"/> other _____	
Project Type: <input type="checkbox"/> new construction <input type="checkbox"/> addition <input type="checkbox"/> addition/remodel <input type="checkbox"/> remodel/repair <input type="checkbox"/> other _____	
# of bedrooms existing: _____	# of bedrooms proposed: _____
# of baths existing: _____	# of baths proposed: _____
Will all or part of an existing exterior wall be removed as part of the project? Y <input type="checkbox"/> N <input type="checkbox"/> <small>Note: Removal of all or part of a structure requires a demolition permit.</small>	
Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary)	
<hr/>	
Trades Permits Required: <input type="checkbox"/> electric <input type="checkbox"/> plumbing <input type="checkbox"/> mechanical (HVAC) <input type="checkbox"/> concrete (right of way)	

Job Valuation		
Total Job Valuation: \$ _____	Portion of Total Job Valuation Dedicated to Addition/New Construction: \$ _____	Portion of Total Job Valuation Dedicated to Remodel/Repair: \$ _____
	Bldg: \$ _____ Elec: \$ _____	Bldg: \$ _____ Elec: \$ _____
	Plmbg: \$ _____ Mech: \$ _____	Plmbg: \$ _____ Mech: \$ _____
	Primary Structure: \$ _____	
	Accessory Structure: \$ _____	
<small>Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.</small>		

Building and Site Area			
Area Description	Existing Sq Ft	New/Added Sq Ft	Total Sq Ft
Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.			
a) 1 st floor conditioned area			
b) 2 nd floor conditioned area			
c) 3 rd floor conditioned area			
d) Basement			
e) Covered Parking (garage or carport)			
f) Covered Patio, Deck or Porch _____ / _____ /			
g) Balcony			
h) Other			
Total Building Coverage (exclude b, c & d from total)			
i) Driveway			
j) Sidewalks			
k) Uncovered Patio _____ /			
l) Uncovered Wood Deck (counts at 50%)			
m) AC pads			
n) Other (Pool Coping, Retaining Walls)			
Total Site Coverage			
o) Pool			
p) Spa			

Site Development Information	
Building Coverage Information	
Note: Building Coverage means the area of a lot covered by buildings or roofed areas, but excludes ground level paving, landscaping, open recreational facilities, incidental projecting eaves, balconies, and similar features. Pools, ponds, and fountains are not included in this measurement. (LDC 25-1-21)	
Existing Building Coverage (sq ft): _____ % of lot size: _____	
Proposed Building Coverage (sq ft): _____ % of lot size: _____	
Impervious Cover Information	
Note: Impervious cover is the total horizontal area of covered spaces, paved areas, walkways, and driveways. The term excludes pools, ponds, fountains, and areas with gravel placed over pervious surfaces that are used only for landscaping or by pedestrians. (LDC 25-1-23)	
Existing Impervious Cover (sq ft): _____ % of lot size: _____	
Proposed Impervious Cover (sq ft): _____ % of lot size: _____	
Setbacks	
Are any existing structures on this site a non-compliant structure based on a yard setback requirement? _____ Y _____ N (LDC 25-2-513)	
Does any structure (or an element of a structure) extend over or beyond a required yard? _____ Y _____ N (LDC 25-2-513)	
Is front yard setback averaging being utilized on this property? (LDC 25-2, Subchapter F, Sec. 2.3) _____ Y _____ N	
Height Information (LDC 25-1-21 or 25-2 Subchapter F, Section 3.4) _____ Parking (LDC 25-6 Appendix A & 25-6-478)	
Building Height: _____ ft Number of Floors: _____ # of spaces required: _____ # of spaces provided: _____	
Right-of-Way Information	
Is a sidewalk required for the proposed construction? (LDC 6-353) _____ Y _____ N	
*Sidewalks are to be installed on any new construction of a single family, two family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50 % or more.	
Will a Type I driveway approach be installed, relocated, removed or repaired as part of this project? _____ Y _____ N	
Width of approach (measured at property line): _____ ft Distance from intersection (for corner lots only): _____ ft	
Are storm sewer inlets located along the property or within ten (10) feet of the boundaries of the property? _____ Y _____ N	

Gross Floor Area

This section is only required for projects located within the Residential Design and Compatibility Standards Ordinance Boundaries as defined and illustrated in Title 25-2 Subchapter F of the Land Development Code. The Gross Floor Area of each floor is measured as the area contained within the outside edge of the exterior walls.

	Existing	New	Exemption	Total
1 st Floor	_____	_____	_____	_____
2 nd Floor	_____	_____	_____	_____
3 rd Floor	_____	_____	_____	_____
Basement	_____	_____	_____	_____
Attic	_____	_____	_____	_____
Garage (attached)	_____	_____	_____	_____
(detached)	_____	_____	_____	_____
Carport (attached)	_____	_____	_____	_____
(detached)	_____	_____	_____	_____
Accessory building(s)	_____	_____	_____	_____
(detached)	_____	_____	_____	_____
TOTAL GROSS FLOOR AREA				

_____ (Total Gross Floor Area /lot size) x 100 = _____ **Floor To Area Ratio (FAR)**

- Is this project claiming a “parking area” exemption as described under Article 3? Y _____ N _____
- Is this project claiming a “ground floor porch” exemption as described under Article 3? Y _____ N _____
- Is this project claiming a “basement” exemption as described under Article 3? Y _____ N _____
- Is this project claiming a “habitable attic” exemption as described under Article 3? Y _____ N _____
- Is a sidewall articulation required for this project? Y _____ N _____
- Does any portion of the structure extend beyond a setback plane? Y _____ N _____

Parking Area exemption: Up to 450 square feet of a parking area may be deducted if it is a detached rear parking area that is separated from the principal structure by not less than 10 feet; or attached by a covered breezeway that is completely open on all sides, with a walkway not exceeding 6 feet in width and a roof not exceeding 8 feet in width; or a parking area that is open on two or more sides, if: it does not have habitable space above it; and the open sides are clear and unobstructed for at least 80% of the area measured below the top of the wall plate to the finished floor of the carport. Up to 200 square feet may be deducted if it is an attached parking area used to meet the minimum parking requirement; or a garage that is less than 10 feet from the rear of the principal structure, provided that the garage is either detached from the principal structure; or attached by a covered breezeway that is completely open on all sides, with a walkway not exceeding 6 feet in width and a roof not exceeding 8 feet in width. An applicant may receive only one 450-square foot exemption per site under Article 3. An applicant who receives a 450-square foot exemption may receive an additional 200-foot exemption for the same site under Article 3, but only for an attached parking area used to meet minimum parking requirements.

Ground Floor Porch exemption: A ground floor porch, including a screened porch, may be exempted, provided that the porch is not accessible by automobile and is not connected to a driveway; and the exemption may not exceed 200 square feet if a porch has habitable space or a balcony above it.

Basement exemption: A habitable portion of a building that is below grade may be exempted if the habitable portion does not extend beyond the first-story footprint and is below natural or finished grade, whichever is lower; and it is surrounded by natural grade for at least 50% of its perimeter wall area and the finished floor of the first story is not more than three feet above the average elevation at the intersections of the minimum front yard setback line and the side property lines.

Habitable Attic exemption: A habitable portion of an attic may be exempted if: 1. The roof above it is not a flat or mansard roof and has a slope of 3 to 12 or greater; 2. It is fully contained within the roof structure; 3. It has only one floor; 4. It does not extend beyond the footprint of the floors below; 5. It is the highest habitable portion of the building, or a section of the building, and adds no additional mass to the structure; and 6. Fifty percent or more of the area has a ceiling height of seven feet or less.

Contact Information

Owner		Applicant or Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Fax		Fax	
General Contractor		Design Professional	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Fax		Fax	

Acknowledgments

Is this site registered as the owner's homestead for the current tax year with the appraisal district? _____ Y _____ N

~~I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.~~

~~I understand that I am responsible for complying with any subdivision notes, restrictive covenants and/or zoning conditional overlays prohibiting certain uses and/or requiring certain development restrictions (i.e., height, access, screening, etc.) on this property.~~

~~If a conflict should result with any of these restrictions, it will be my responsibility to resolve it. I understand that, if requested, I must provide copies of all subdivision plat notes, restrictive covenants, and/or zoning conditional overlay information that may apply to this property.~~

~~I acknowledge that this project qualifies for the Site Plan Exemption as listed in Section 25-5-2 of the LDC. I understand that nothing may be built upon or over an easement.~~

~~I further understand that no portion of any roof structure may overhang in any public utility or drainage easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction.~~

~~**I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.**~~

~~I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.~~

~~I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.~~

~~I also understand that if there are any trees greater than 19 inches in diameter located on the property and immediately adjacent to the site, I am required to complete a Tree Ordinance Review Application by contacting (512) 974-1876 or cityarborist@austintexas.gov. This initiates the tree permitting requirement needed to proceed with the development review process.~~

~~Erosion and Sedimentation Controls are required per Section 25-8-181.~~

~~I acknowledge that a sidewalk will be required on any new construction of a single family, two family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50% or more.~~

~~I acknowledge if my plans are subject to a technical review it will not be construed to be a permit for, or an approval of any violation of any of the provisions of the current adopted building codes or another ordinance of the City of Austin.~~

Applicant's signature: _____ Date: _____

APPLICATION PROCESS

Remodel/Repair—Single and Multi-Story

This process is applicable to interior remodel/repair projects where no additional square footage is being added to or demolished from the exterior of the structure.

Application Requirements:

- a) Completed Application
- b) Owner's Authorization Letter
- e) Certified Tax Certificate (if partial demolition is included)
- d) Prerequisite Review—Austin Water Utility Service Plan Application (if applicable)
- e) Historic review of exterior changes if property is a City Landmark or located in a Local Historic District or National Register Historic District, or partial demolition of exterior features on property over 40 years old.
- f) Permit Exhibits
 1. Plot Plan
 2. Floorplan(s)

Single Story—(New Construction, Addition, Addition/Remodel)

This process includes single story projects where height does not exceed 20 feet.

Application Requirements:

- a) Completed Application
- b) Owner's Authorization Letter
- e) Certified Tax Certificate (if total or partial demolition is included)
- d) Prerequisite Reviews (if applicable)
 - a. Electrical Service Plan Application
 - b. Austin Water Utility Service Plan Application
 - c. Tree Ordinance Review Application (e.g. removal or root zone impacts)
 - d. Historic review of exterior changes and demolition if property is a City Landmark or located in a Local Historic or National Register Historic District.
 - e. Historic review of demolition if property over 40 years old.
- e) Permit Exhibits
 1. Plot Plan
 2. Floorplan(s)
 3. Exterior Elevations—Front, Rear and Sides—including high, low and average elevations at grade and building height.
- f) Structural Drawings (can be submitted after zoning review has been approved and before building permit issued)
 1. Foundation plan of sufficient detail to show conformance to the provisions of the currently adopted IRC including but not limited to: 1) size, spacing and strength of reinforcing steel 2) foundation requirements for braced wall panels required in braced wall plan.
 2. Wall and floor/ceiling/roof sections and details, framing plans and/or framing design information as follows:
General—lumber size, grade, species and spacing of all wood elements.
Wood framed floors—spans and intermediate girders
Wood framed walls—wall type (2X4's @ 16 in. o.c. as example), wall height, headers.
Wood framed roofs—roof framing plan to include rafters and girders as a minimum.
 3. Brace wall plan showing compliance with the currently adopted IRC. The plan shall clearly indicate the braced wall lines and the braced wall method use for compliance to expedite review.

APPLICATION PROCESS (continued)

Multi-Story – (New Construction, Additions, Addition/Remodel)

This process includes multiple story projects as well as single story projects that exceed 20' in height.

Application Requirements:

- a) Completed Application (property owner must sign the application)
- b) Owner's Authorization Letter
- c) Certified Tax Certificate (if total or partial demolition is included)
- d) Prerequisite Reviews (if applicable)
 1. Electrical Service Plan Application
 2. Austin Water Utility Service Plan Application
 3. Tree Ordinance Review Application (e.g. removal or root zone impacts)
 4. Historic review of exterior changes and demolition if property is a City Landmark or located in a Local Historic District or National Register Historic District.
 5. Historic review of demolition if property over 40 years old.
- e) Permit Exhibits
 1. Plot Plan
 2. Floorplan(s)
 3. Exterior Elevations—Front, Rear and Sides—including high, low and average elevations at grade and building height.
 4. Setback Plane Compliance Plan
 5. Exemption Exhibits (attic exemption and/or basement exemption, if applicable)
- f) Structural Drawings (can be submitted after zoning review has been approved and before building permit issued)
 1. Foundation plan of sufficient detail to show conformance to the provisions of the currently adopted IRC including but not limited to: 1) size, spacing and strength of reinforcing steel 2) foundation requirements for braced wall panels required in braced wall plan.
 2. Wall and floor/ceiling/roof sections and details, framing plans and/or framing design information as follows:
General—lumber size, grade, species and spacing of all wood elements.
Wood framed floors—spans and intermediate girders
Wood framed walls—wall type (2X4's @ 16 in. o.c. as example), wall height, headers.
Wood framed roofs—roof framing plan to include rafters and girders as a minimum.
 3. Brace wall plan showing compliance with the currently adopted IRC. The plan shall clearly indicate the braced wall lines and the braced wall method use for compliance to expedite review.

ADDITIONAL INFORMATION

Permit Exhibits

Provide 2 large format sets (11" X 17", 12" X 18," 18" X 24" or 24" X 36") and 1 small format (not reduced) set (8.5" X 11", 8.5" X 14" or 11" X 17").

Plot Plan

Plot Plans must be drawn to a standard scale and are to include but are not limited to the following items: property address and legal description, north arrow, drawing scale, trees within the ROW or trees equal to or greater than 19 inches in diameter located on the property and immediately adjacent to the property, property lines, building lines for both existing and proposed improvements, easements, required zoning setbacks and roof overhangs. *Please refer to the attached graphic for more information.*

Floorplan(s)

Floorplans must be drawn to a standard scale and are to include (but are not limited to) the following items: drawing scale, room labels, wall measurements, ceiling heights, door and window schedule, smoke detector locations, dimensioned locations of new plumbing fixtures, handrail/guardrail locations and room square footages. *Please refer to the attached graphic for more information.*

Setback Plane Compliance Plan

A separate exhibit must be submitted showing topographic elevations on 1 foot intervals on the property, including the top of foundation spot elevation and intersections of the property boundary with the building line segments per Subchapter F, Section 2.6. *All topographic information must be prepared and sealed by a Texas registered professional land surveyor.*

Non-complying Structures (applicable to all work types)

A separate exhibit must be submitted showing the existing building footprint location in relation to the property boundaries and required setbacks. Exterior walls and supporting structural elements must be clearly labeled and dimensioned showing walls to be removed per Land Development Code Section 25-2-963.

Setback Averaging

If using setback averaging, one copy of the Contextual Site Plan showing four adjacent properties with location of existing buildings and existing front yard setbacks identified for front yard setback averaging per the provisions of Subchapter F, Residential Design and Compatibility Standards, Section 2.3.

Surveys must be provided by a Texas registered professional land surveyor showing existing buildings and their distance from the front lot line.

Design Professionals

For any project exceeding 20 feet in height within the Subchapter F boundaries, all permit exhibits must be sealed and signed by a Texas registered architect or certified building designer (National Council of Building Designers or Texas Institute of Building Design).

Technical Review

Any permit exhibits not sealed and signed by a Texas registered architect or certified building designer will be subject to a limited technical review. The technical review is not intended to be exhaustive of all possible building code requirements.

Floodplain Review— Properties within 150 horizontal feet of the 100-year floodplain are subject to review to ensure compliance with City floodplain regulations. Visit the City's website (austintexas.gov) or the Development Assistance Center to verify the floodplain location. If floodplain review is anticipated, please include any additional supporting information available such as elevation certificates and/or surveys.

Localized flooding— If there is a storm drain inlet or pipe, drainage ditch, or drainage easement on or near the property or the property is at the low point of a roadway, there may be a chance of flooding from the local drainage system. The proposed development cannot cause additional flooding on other property nor have an adverse impact on the existing local drainage system. Contact the Development Assistance Center for more information.

Certified Tax Certificates

Travis County	http://www.traviscountytax.org	512 854 9473
Bastrop County	http://www.co.bastrop.tx.us	512 581 7161
Hays County	http://hayscountytax.com	512 393 5545
Williamson County	http://williamson-county.org	512 244 8644



City of Austin Residential Fence Permit Application

Residential Review, 2nd floor, One Texas Center
505 Barton Springs, Austin, TX 78704 (512) 978-4000

Property Information

Project Address:	Tax Parcel ID#:
Legal Description: If the site is not a legal lot, a land status determination is required.	
Zoning District:	Fees from Escrow? Y N

Required Reviews

Is this site within an Airport Overlay Zone? Y N <small>(If yes, approval through Aviation is required)</small>	
Is this site an historic landmark, in a local historic district, or National Registered Historic District? Y N <small>(If yes, historic review is required)</small>	
Does this site contain a drainage easement? Y N <small>(If yes, flood plain review is required)</small>	Is this property within 150 feet of the 100 year floodplain? Y N <small>(Proximity to floodplain may require additional review time.)</small>
Is there a protected sized tree on this lot or adjacent lot(s)? Y N <small>If yes, application for a tree permit with the City Arborist is required</small> <small>Note: Include tree location(s) on plot plan.</small>	

Description of Work

Land Use:	single-family residential	duplex residential	two-family residential
	Other: _____		
Fence type:	Solid	Ornamental	(LDC 25-2-899)
Does this site have a Board of Adjustment variance? Y N <small>(If yes, provide decision sheet)</small>			
Project Description: <small>(Note: Please provide thorough description of project. Attach additional pages as necessary)</small>			

Job Valuation

Total Job Valuation: \$ _____ Note: Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.

Contact Information

Owner		Applicant or Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	

Do you need a permit for your fence?

YES – If your fence is located in a flood hazard area.

YES – If your fence is over 7 feet high.

Per IRC 2012; R 105.2 1. b:

Fences not over 7 feet (1829 mm) high provided it is not located within a flood hazard area.

NO – If your fence is 7 feet or less in height and is not in a flood hazard area.

NOTE: All of 25-2-899 still applies. Property owners are advised to maintain applicable documentation.

Note: If you are requesting a solid fence in excess of 6 feet along a ROW, a Board of Adjustment variance is required.

Additional information about Residential Review can be found at:

<http://www.austintexas.gov/department/residential-building-review>

Authorization

___ I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.

___ I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.

___ I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.

___ I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.

___ I am the record owner of this property and authorize the agent/applicant listed above to apply for and acquire a permit on my behalf.

Owner's signature: _____ Date: _____

Applicant's signature: _____ Date: _____

Required Supplemental Documentation

I have included the following applicable documentation:

___ Letters of Authorization from owners of adjoining properties (as applicable)

___ Plot plan with fence location and height indicated (required)

___ Image or drawing depicting fence design (required)

___ Topographic information (as applicable)

___ Labeling of Commercial or Industrial adjoining property (as applicable)

___ Labeling of all climbable structures and hazards (as applicable)

___ If fence posts are proposed within the critical root zone of a regulated tree, a [Tree Ordinance Review Application](#) is needed.

___ Other: _____

Flood Plain Review

Any work requiring a permit on property located within 150 feet of an identified flood plain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88. Fences shall not obstruct the flow of floodwater and shall not cause adverse flood impacts.

To check your property for proximity to a flood plain visit www.ATXFloodPro.com or the City's [Floodplain Development Information](#) website.

Utilities

Fences should not conflict with utility meters or wastewater cleanouts. Contact [Austin Water Utility](#) for additional information.



City of Austin Residential Express Permit Application

Residential Review, 2nd floor, One Texas Center
505 Barton Springs, Austin, TX 78704 (512) 978-4000

Property Information

Project Address: _____ Fees from Escrow? Y N

Legal Description: _____

Contact Information

Owner	_____	Applicant or Agent	_____
Mailing Address	_____	Mailing Address	_____
Phone	_____	Phone	_____
Email	_____	Email	_____

Description of Work

Property Use: single-family residential duplex residential two-family residential
Other: _____

Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary)

Trades Permits required: electric plumbing mechanical (HVAC)

Job Valuation

Total Job Valuation: \$ _____	Bldg: \$ _____ Elec: \$ _____
Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.	Plmbg: \$ _____ Mech: \$ _____

Authorization

___ I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.

___ I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.

___ I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.

___ I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.

___ I am the record owner of this property and authorize the agent/applicant listed above to apply for and acquire a permit on my behalf.

Owner's signature: _____ Date: _____

Applicant's signature: _____ Date: _____



City of Austin

Residential Express Permit Application

Residential Review, 2nd floor, One Texas Center
505 Barton Springs, Austin, TX 78704 (512) 978-4000

Additional Information

The Express Permit is limited to the following types of projects:

- Replacing windows and/or exterior doors of the same size and same location
- Adding/Removing siding or brick
- Repairing a roof to the extent of replacing decking boards/ fascia
- Repairing foundation without increasing impervious cover
- Roof mounted solar panels
- Remove/Repair drywall in excess of 32 sq. ft.
- Adding/Replacing insulation
- Tub/Shower Conversions

Note: Only tub/shower/sink surround drywall can be removed. Plumbing fixtures cannot be added or relocated.

The removal, repair, modification or alteration of any structural members is not allowed under the building permit resulting by an approved express permit application. This work requires the submittal of a Residential Interior Remodel Permit Application for review. If the scope of work is more than what is listed above, if it increases or decreases the square footage of a structure, the submission of a Residential New Construction and Addition Permit Application is required for review.

****Email submittal option- scan and email completed application to pdrdexpresspermits@austintexas.gov.**

Express applications submitted by **email** typically take **3-5 business days** to process. In person visits during customer consultation hours, allows you to get a permit the **same day** if there are no issues needing to be resolved. During consultation hours you may experience a wait time. Choose the option that best fits your needs.

Additional Reviews

What triggers the Historic Review and what action is required of you?

Changing any visible exterior portion of a home that is:
in a National Registered Historic District (NRHD), OR in a Historic zoned area (H or HD).

Check your property for NRHD status, and HD or H zoning designation:

<http://www.austintexas.gov/GIS/DevelopmentWebMap/Viewer.aspx>

Enter your address into the search bar, then: change "Map Themes" to **zoning map**, and in "Layers" under "Zoning and Zoning Overlays" check the box for **National Register of Historic Districts**

If the property is in a NRHD area, or HD or H zoned district, you will need to take your case to the Historic Department for their approval before submitting to Residential Review.

What triggers the Flood Plain Review and what action is required of you?

Any work requiring a permit on property located within 150 feet of an identified flood plain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88.

To check your property for proximity to a flood plain visit www.ATXFloodPro.com or the City's [Floodplain Development Information](#) website.

Note: If the property is located within an Airport Overlay Zone, Aviation Department approval may be required.

Expired Permits

Check for expired permits: https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp

If there are expired permits associated with this property, they must be resolved. This can be done in the following ways:

Submit an Acknowledgement of Expired Permits form with this application. OR

If the work qualifies for an express permit, include it in the description of work on this application.

If the Acknowledgement of Expired Permits form is used for this project, information about what will be required to resolve the expired permit(s) can be obtained during Residential Review General Information Walk-in hours.

For additional information see our website: <http://www.austintexas.gov/department/residential-building-review>



City of Austin Residential Pool and/or Uncovered Deck Permit Application

Residential Review, 2nd floor, One Texas Center
505 Barton Springs, Austin, TX 78704 (512) 978-4000

Property Information

Project Address:	Tax Parcel ID#:
Legal Description:	Fees from Escrow? Y N
Zoning District:	Lot Size (sq ft):
Neighborhood Plan Area (if applicable):	Historic District (if applicable):

Required Reviews

Does this site have or will it have an auxiliary water source? (Auxiliary water supplies are wells, rainwater harvesting, river water, lake water, reclaimed water, etc.)	Y	N	If yes, submit approved auxiliary and potable plumbing plans
Is this site within an Airport Overlay Zone? (If yes, approval through Aviation is required)	Y	N	
Is this property within 200 feet of a hazardous pipeline? (If yes, Fire review is required)	Y	N	
Is this site an historic landmark, in a local historic district, or National Registered Historic District? (If yes, historic review is required)	Y	N	
Does this site have a septic system? (If yes, OSSF review is required.)	Y	N	
Is this site located within an Erosion Hazard Zone? (If yes, EHZ review is required)	Y	N	Is this property within 150 feet of the 100 year floodplain? Y N (Proximity to floodplain may require additional review time.)
Is there a protected sized tree on this lot or adjacent lot(s)? Note: Include tree location(s) on plot plan.	Y	N	If yes, application for a tree permit with the City Arborist is required

Description of Work

Property Use:	single-family residential	duplex residential	two-family residential
Other:	_____		
Does this project include an uncovered deck?	Y	N	
If Yes:			
Is the structure attached to a dwelling?	Y	N	
Is the structure more than 200 sq. ft.?	Y	N	
Is the structure 30 in. above grade at any point?	Y	N	
Does the structure service a door?	Y	N	
Is the structure located within a flood hazard area?	Y	N	
If answers to any of the above questions are yes, then technical review may be required and applicant may be subject to providing structural drawings or third party verification letters authorized by professionals.			
If the scope of work increases or decreases the square footage of a structure, the submission of a Residential Addition and New Construction Permit Application is required for review.			

Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary)

Job Valuation

Total Job Valuation:

\$ _____

Note: Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.

Site Development Information

Impervious Cover Information

Impervious cover is the total horizontal area of covered spaces, paved areas, walkways, and driveways. The term excludes pools, ponds, fountains, and areas with gravel placed over pervious surfaces that are used only for landscaping or by pedestrians. Uncovered wood decks with drainage spaces between deck boards located over a pervious surface are counted at 50%. (LDC 25-1-23)

Existing Impervious Cover (sq ft): _____ % of lot size: _____

Proposed Impervious Cover (sq ft): _____ % of lot size: _____

Building Area Information

Area Description	New/Added Sq. Ft.	Total Sq. Ft.
Uncovered Deck		
Other (Pool Coping, Retaining Walls)		
Pool		
Spa		

Contact Information

Owner		Applicant/Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	

Authorization

___ I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.

___ I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.

___ I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.

___ I acknowledge that this project qualifies for the Site Plan Exemption as listed in Section 25-5-2 of the LDC. I understand that nothing may be built upon or over an easement.

___ I further understand that no portion of any roof structure may overhang in any easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction. Water services, meters, and wastewater cleanouts are not permitted within or beneath driveways or sidewalks. Private plumbing appurtenances will not be located in public right-of-way or public easements. Private plumbing lines will not cross lot lines.

___ Erosion and Sedimentation Controls are required per Section 25-8-181.

___ I also understand that if there are any trees greater than 19 inches in diameter located on the property and immediately adjacent to the site, I am required to complete a Tree Ordinance Review Application by contacting (512) 974-1876 or cityarborist@austintexas.gov. This initiates the tree permitting requirement needed to proceed with the development review process.

___ I am the record owner of this property and authorize the agent/applicant listed above to apply for and acquire a permit on my behalf.

Owner's signature: _____ Date: _____

Applicant's signature: _____ Date: _____



City of Austin

Residential Pool and/or Uncovered Deck Permit Application

Residential Review, 2nd floor, One Texas Center
505 Barton Springs, Austin, TX 78704 (512) 978-4000

Additional Information

Application Process

Please submit all documents single-sided.

Submission requirements:

- Completed application
- 2 large-format plot plans, and structural drawings* (11"x17", 12"x18", 18"x24", or 24"x36")
- 1 small-format plot plan, and structural drawings* (11"x17", 8.5"x14", or 8.5"x11")
- Austin Energy Building Service Plan Application (BSPA)

Note: The BSPA and the small-format plot plan must be stamped by AE in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal.

If the plot plan does not provide sufficient readability for new construction dimensions, please provide an enlarged dimensioned detail of the plan (also 2 large-format and 1 small-format).

* If your application includes an uncovered deck that is attached to a dwelling, and/or located in a flood hazard area, and/or more than 200 sq. ft. in area, and/or rises more than 30 in. above grade at any point, and/or services a door then you will be required to submit structural drawings for technical review. The documents required will be: floor plans, elevations, framing plans and details, and foundation plans and details.

All drawings must be to a City of Austin verifiable scale, see [Residential Building Permit Customer Submittal Checklist](#) for additional details.

Check for expired permits: [link to page w/ explanation](#)

Submit application package during Intake hours. For hours and additional information go to our website at <http://www.austintexas.gov/departments/residential-building-review>

About the Review Disciplines

Technical Review – Any permit exhibits not sealed and signed by a Texas-registered architect or certified building designer will be subject to a limited technical review. The technical review is not intended to be exhaustive of all possible building code requirements.

Floodplain Review – Any work requiring a permit on property located within 150 feet of an identified flood plain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88. To check your property for proximity to a flood plain visit www.ATXFloodPro.com or the City's [Floodplain Development Information](#) website.

Historic Review – There is additional review of exterior changes if property is a City Landmark or located in a Local Historic District, National Register Historic District, H or HD zoned district, or partial demolition of exterior features on property over 40 years old.

Erosion Hazard – There is a review of structural design if a property is located in the Erosion Hazard Zone, as defined by the boundaries located on the City of Austin GIS map. These zones align with locations where water flow and watershed could lead to erosion damage of the surrounding land features (e.g creeks, stream beds, ...).

Pool and/or Uncovered Deck, Additional Information, Continued

Documentation Explanations and Definitions

What is a third party verification letter?

It is a letter furnished by a registered design professional like an architect or engineer. They are generally used for existing improvements over two years old, often related to expired permits and code violations.

When should I employ an Engineer / Architect?

Any time you are removing a load bearing wall, re-permitting any work already performed and covered up, and/or have fire/flood/termite damage and are replacing structural wood such as floor and ceiling joists or rafters.

We reserve the right to have you employ a Registered Design Professional if it is determined necessary for permitting.

Plot Plan – Plot Plans must be drawn to a standard scale and are to include but are not limited to the following items: property address and legal description, north arrow, drawing scale, trees within the ROW or trees equal to or greater than 19 inches in diameter located on the property and immediately adjacent to the property, property lines, building lines for both existing and proposed improvements, easements, required zoning setbacks and roof overhangs water meter and wastewater cleanout locations, underground and overhead utility lines and appurtenances, and water and/or wastewater line size and material.

Structural Drawing(s) – Structural Drawings will include the following:

Foundation plan of sufficient detail to show conformance to the provisions of the currently adopted IRC including but not limited to:

- 1) size, spacing and strength of reinforcing steel
- 2) foundation requirements for braced wall panels required in braced wall plan.

Framing Plan of sufficient detail to show floor sections and details, framing plans and/or framing design information as applicable:

- General – lumber size, grade, species and spacing of all wood elements.
- Wood framed floors – spans and intermediate girders

Elevation plans must be drawn to a standard scale are are to include front, rear, and sides of the structure. Height dimensions are required on all elevations

Floor Plan of sufficient detail to show perimeter of deck, portion of adjacent dwelling including any windows and doors opening onto deck, stairs, handrails and guards.

Site Development Information			
Setbacks			
Are any existing structures on this site a non-compliant structure based on a yard setback requirement? (LDC 25-2-492)		Y	N
Does any structure (or an element of a structure) extend over or beyond a required yard? (LDC 25-2-513)		Y	N
Job Valuation			
Total Job Valuation: \$ _____		Bldg: \$ _____	Elec: \$ _____
Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.		Plmbg: \$ _____	Mech: \$ _____
Contact Information			
Owner		Applicant/Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Authorization			
<p>___ I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.</p> <p>___ I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.</p> <p>___ I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.</p> <p>___ I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.</p> <p>___ I acknowledge if my plans are subject to a technical review it will not be construed to be a permit for, or an approval of any violation of any of the provisions of the current adopted building codes or another ordinance of the City of Austin.</p> <p>___ I acknowledge if the proposed scope of work includes removal or construction of any framing components, the applicant may be subject to providing structural drawings or third party verification letters by authorized professionals.</p> <p>___ I am the record owner of this property and authorize the agent/applicant listed above to apply for and acquire a permit on my behalf.</p>			
Owner's signature: _____		Date: _____	
Applicant's signature: _____		Date: _____	



City of Austin

Residential Interior Remodel Permit Application

Residential Review, 2nd floor, One Texas Center
505 Barton Springs, Austin, TX 78704 (512) 978-4000

Additional Information

Application Process

This process is applicable to interior remodel/repair projects where no additional square footage is being added to or demolished from the exterior of the structure.

The conversion of non-habitable space to habitable space is not considered interior remodel.

Please submit all documents single-sided.

Submission requirements:

- Completed application
- 2 large-format sets of: plot plan, floor plan(s), and structural drawing(s)* (11"x17", 12"x18", 18"x24", or 24"x36")
- 1 small-format set of: plot plan, floor plan(s), and structural drawing(s)* (11"x17", 8.5"x14", or 8.5"x11")

*If structural drawings are required. Unless substituted by third party verification letters.

- Austin Water Utility (AWU) W&WW Service Plan Verification, if water demand is to increase (e.g. addition of a bath)
Note: Provide water service line (from main to meter) size if known. The AWU form and the small-format plot plan must be stamped by AWU in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal
- Completed Demolition application with all required documentation, if any portion of an exterior wall is to be removed or modified. This includes creating new window or door openings or the enlargement of existing openings.

All drawings must be to a City of Austin verifiable scale, see [Residential Building Permit Customer Submittal Checklist](#) for additional details.

Incomplete submittals will result in review delays.

Check for expired permits: [link to page with explanation](#)

Submit complete application package during Intake hours. For hours and additional information go to our website at <http://www.austintexas.gov/department/residential-building-review>

If the scope of work increases or decreases the square footage of a structure, or converts non-habitable space to habitable space, the submission of a Residential Addition and New Construction Permit Application is required for review.

About the Review Disciplines

Technical Review – Any permit exhibits not sealed and signed by a Texas-registered architect or certified building designer will be subject to a limited technical review. The technical review is not intended to be exhaustive of all possible building code requirements.

Floodplain Review – Any work requiring a permit on property located within 150 feet of an identified flood plain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88.

To check your property for proximity to a flood plain visit www.ATXFloodPro.com or the City's [Floodplain Development Information](#) website.

Historic Review – There is additional review of exterior changes if property is a City Landmark or located in a Local Historic District, National Register Historic District, H or HD zoned district, or partial demolition of exterior features on property over 40 years old.

Green Building – Check for mandatory Green Building Zoning Overlays online: http://www.austintexas.gov/gis/Zoning_Profile/

Interior Remodel, Additional Information, Continued

Documentation Explanations and Definitions

What is a third party verification letter?

It is a letter furnished by a registered design professional like an architect or engineer.

When should I employ an Engineer / Architect?

Any time you are removing a load bearing wall, re-permitting any work already performed and covered up, and/or have fire/flood/termite damage and are replacing structural wood such as floor and ceiling joists or rafters. We reserve the right to have you employ a Registered Design Professional if it is determined necessary for permitting.

Plot Plan – Plot Plans must be drawn to a standard scale and are to include but are not limited to the following items: property address and legal description, north arrow, drawing scale, trees within the ROW or trees equal to or greater than 19 inches in diameter located on the property and immediately adjacent to the property, property lines, building lines for both existing and proposed improvements, easements, required zoning setbacks and roof overhangs.

Floorplan(s) – Floorplans must be drawn to a standard scale and are to include (but are not limited to) the following items: drawing scale, room labels, new wall measurements, new ceiling heights, new door and window schedule, smoke detector* and carbon monoxide detector** specifications and locations, dimensioned locations of new plumbing fixtures, handrail/guardrail locations and room square footages. Please provide Existing and Proposed Floor plan if part of the improvements includes removing or adding any wall, window, door, plumbing fixtures, etc. Clearly differentiate between existing, demolished, and new items.

*provide smoke detector system (hardwired, interconnected, battery back-up) at each sleeping room and vicinity in accordance with IRC R314

**provide carbon monoxide detector in immediate vicinity of sleeping rooms in accordance with IRC R315.

Structural Drawing(s) – If framing reconfiguration is proposed, provide structural drawings, which may include wall and floor/ceiling/roof sections and details, framing plans and/or framing design information as applicable:

General – lumber size, grade, species and spacing of all wood elements.

Wood framed floors – spans and intermediate girders

Wood framed walls – wall type (2X4's @ 16 in. o.c. as example), wall height, headers.

Wood framed roofs – roof framing plan to include rafters and girders as a minimum.



City of Austin

Residential New Condominium Permit Application

Residential Review, 2nd floor, One Texas Center
 505 Barton Springs, Austin, TX 78704 (512) 978-4000

Property Information

Project Address:	Unit #:	Fees from Escrow? Y N
Site Plan #:	Site Plan Expiration:	Building/Plan Type:

Required Reviews

Is project participating in S.M.A.R.T. Housing? Y N If yes, contact Austin Energy for Green Building Rating requirements. Attach signed certification letter from NHCD.	Does project have a Green Building requirement? Y N If yes, contact Austin Energy for Green Building Rating requirements.
Is this site within an Airport Overlay Zone? Y N (If yes, approval through Aviation is required.)	

Description of Work

Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary)

Site Development Information

# of dwelling units within structure:	Height Information (LDC 25-1-21 or 25-2 Subchapter F, Section 3.4) Building Height: _____ ft Number of Floors: _____ Maximum Building Height: _____ ft FFE: _____
# of bedrooms: # of bathrooms:	

Building Area

Area Description	New Sq Ft
Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.	
a) 1 st floor conditioned area	
b) 2 nd floor conditioned area	
c) 3 rd floor conditioned area	
d) Basement, Habitable Attic	
e) Covered parking (garage or carport)	
f) Covered patio, deck, or porch	
g) Uncovered Wood Deck, Roof Deck	
h) Balcony	
i) Other covered or roofed areas	
Total Building Area (add all: a through h)	

Job Valuation

Total Job Valuation: \$ _____	Bldg: \$ _____ Elec: \$ _____
Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.	Plmbg: \$ _____ Mech: \$ _____

Contact Information			
Builder		Applicant or Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Authorization			
<p>___ I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.</p> <p>___ I further understand that no portion of any roof structure may overhang in any easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction. Water meters, water services, wastewater cleanouts, and wastewater services will not be allowed within or beneath driveways. Private plumbing appurtenances will not be located in public right-of-way or public easements. Private plumbing will not cross lot lines.</p> <p>___ I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.</p> <p>___ I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.</p> <p>___ I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.</p> <p>___ Erosion and Sedimentation Controls are required per Section 25-8-181.</p> <p>___ I acknowledge if my plans are subject to a technical review it will not be construed to be a permit for, or an approval of any violation of any of the provisions of the current adopted building codes or another ordinance of the City of Austin.</p> <p>___ I am authorized by the record owner to act as the agent/applicant and to apply for and acquire a permit on behalf of the record owner.</p> <p>Applicant's signature: _____ Date: _____</p>			
Application Process			
<p>Please submit all documents single-sided.</p> <p>Submission requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed application <input type="checkbox"/> 2 large-format sets of permit exhibits (11"x17", 12"x18", 18"x24", or 24"x36") <input type="checkbox"/> 1 small-format set of permit exhibits (11"x17", 8.5"x14", or 8.5"x11") <input type="checkbox"/> Red-stamp copy of applicable pages of approved site plan <p>All drawings must be to a City of Austin verifiable scale, see Residential Building Permit Customer Submittal Checklist for additional details and a list of acceptable scales.</p> <p>All new construction must comply with the Visitability Ordinance.</p> <p>Submit application package during Intake hours. For hours and additional information go to our website at http://www.austintexas.gov/departments/residential-building-review.</p>			



City of Austin Residential New Construction and Addition Permit Application

Residential Review, 2nd floor, One Texas Center
505 Barton Springs, Austin, TX 78704 (512) 978-4000

Property Information

Project Address:	Tax Parcel ID:
Legal Description:	
Zoning District:	Lot Size (sq ft):
Neighborhood Plan Area (if applicable):	Historic District (if applicable):

Required Reviews

Is project participating in S.M.A.R.T. Housing? <input type="checkbox"/> Y <input type="checkbox"/> N (If yes, contact Austin Energy for Green Building Rating requirements. Attach signed certification letter from NHCD.)	Does project have a Green Building requirement? <input type="checkbox"/> Y <input type="checkbox"/> N (If yes, contact Austin Energy for Green Building Rating requirements)
Is this site within an Airport Overlay Zone? <input type="checkbox"/> Y <input type="checkbox"/> N (If yes, approval through Aviation is required)	Does this site have a septic system? <input type="checkbox"/> Y <input type="checkbox"/> N (If yes, submit a copy of approved septic permit)
Does the structure exceed 3600 square feet total under roof? <input type="checkbox"/> Y <input type="checkbox"/> N (If yes, Fire review is required)	Is this property within 200 feet of a hazardous pipeline? <input type="checkbox"/> Y <input type="checkbox"/> N (If yes, Fire review is required)
Is this site located within an Erosion Hazard Zone? <input type="checkbox"/> Y <input type="checkbox"/> N (If yes, EHZ review is required)	Is this property within 150 feet of the 100 year floodplain? <input type="checkbox"/> Y <input type="checkbox"/> N (Proximity to floodplain may require additional review time.)
Is there a protected sized tree on this lot or adjacent lot(s)? <input type="checkbox"/> Y <input type="checkbox"/> N Note: Include tree location(s) on plot plan.	(If yes, application for a tree permit with the City Arborist is required)
Is this site within the Residential Design and Compatibility Standards Ordinance Boundary Area? (LDC 25-2 Subchapter F) <input type="checkbox"/> Y <input type="checkbox"/> N	
Does this site currently have: water availability? <input type="checkbox"/> Y <input type="checkbox"/> N wastewater availability? <input type="checkbox"/> Y <input type="checkbox"/> N	(If no, contact Austin Water Utility to apply for water/wastewater taps and/or service extension request.)
Does this site have or will it have an auxiliary water source? <input type="checkbox"/> Y <input type="checkbox"/> N (Auxiliary water supplies are wells, rainwater harvesting, river water, lake water, reclaimed water, etc.)	
Does this site require a cut or fill in excess of four (4) feet? <input type="checkbox"/> Y <input type="checkbox"/> N (If yes, contact the Development Assistance Center for a Site Plan Exemption)	
Is this site within the Waterfront Overlay? <input type="checkbox"/> Y <input type="checkbox"/> N (LDC 25-2 Subchapter C Article 3)	Is this site within the Lake Austin Overlay? <input type="checkbox"/> Y <input type="checkbox"/> N (LDC 25-2-180, 25-2-647)
Does this site front a paved street? <input type="checkbox"/> Y <input type="checkbox"/> N (If no, contact Development Assistance Center for Site Plan requirements)	Is this site adjacent to a paved alley? <input type="checkbox"/> Y <input type="checkbox"/> N (Public Works approval required to take access from a public alley)
Does this site have a Board of Adjustment (BOA) variance? <input type="checkbox"/> Y <input type="checkbox"/> N Case # _____ (if applicable)	
Does this site have a Residential Design and Compatibility Commission (RDCC) waiver? <input type="checkbox"/> Y <input type="checkbox"/> N (If yes, provide a copy of decision sheet. Note: A permit cannot be approved within 10 days of approval of a variance from BOA.)	

Description of Work

Existing Use:	vacant	single-family residential	duplex residential	two-family residential	other: _____
Proposed Use:	vacant	single-family residential	duplex residential	two-family residential	other: _____
Project Type:	new construction	addition	addition/remodel	other: _____	
Will all or part of an existing exterior wall, structure, or roof be removed as part of the project? (Note: Removal of all or part of a structure requires a demolition permit application.)					<input type="checkbox"/> Y <input type="checkbox"/> N
# of existing bedrooms:	# of bedrooms upon completion:	# of baths existing:	# of baths upon completion:		

Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary)

Trades Permits Required (Circle as applicable): electric plumbing mechanical (HVAC) concrete (R.O.W.)

Job Valuation		
Total Job Valuation: \$ _____ Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.	Amount of Total Job Valuation dedicated to all Addition and/or New Construction: \$ _____ Amount for Primary Structure: \$ _____ Elec: <input type="checkbox"/> Y <input type="checkbox"/> N Plmbg: <input type="checkbox"/> Y <input type="checkbox"/> N Mech: <input type="checkbox"/> Y <input type="checkbox"/> N Amount for Accessory Structure: \$ _____ Elec: <input type="checkbox"/> Y <input type="checkbox"/> N Plmbg: <input type="checkbox"/> Y <input type="checkbox"/> N Mech: <input type="checkbox"/> Y <input type="checkbox"/> N	Amount of Total Job Valuation dedicated to all Remodel/Repair: \$ _____ Bldg: \$ _____ Elec: \$ _____ Plmbg: \$ _____ Mech: \$ _____

Please utilize the Calculation Aid on the last page of the Additional Information, page 7, as a guide to complete the following calculations and to provide supplemental information for thorough review.

Site Development Information						
Area Description Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.	Existing Sq Ft		New/Added Sq Ft		Total Sq Ft	
	Bldg 1	Bldg 2	Bldg 1	Bldg 2	Bldg 1	Bldg 2
a) 1 st Floor conditioned area						
b) 2 nd Floor conditioned area						
c) 3 rd Floor conditioned area						
d) Basement						
e) Covered parking (garage or carport)						
f) Covered patio, deck, porch, and/or balcony area(s)						
g) Other covered or roofed area						
h) Uncovered wood decks						
Total Building Area (total a through h)						
i) Pool						
j) Spa						
Building Coverage Information						
Note: Building Coverage means the area of a lot covered by buildings or roofed areas, but excludes ground level paving, landscaping, open recreational facilities, incidental projecting eaves, balconies, and similar features. Pools, ponds, and fountains are not included in this measurement. (LDC 25-1-21)						
Total Building Coverage (sq ft): _____ % of lot size: _____						
Impervious Cover Information						
Note: Impervious cover is the total horizontal area of covered spaces, paved areas, walkways, and driveways. The term excludes pools, ponds, fountains, and areas with gravel placed over pervious surfaces that are used only for landscaping or by pedestrians. For an uncovered wood deck that has drainage spaces between the deck boards and that is located over a pervious surface, 50 percent of the horizontal area of the deck is included in the measurement of impervious cover. (LDC 25-1-23)						
Total Impervious Cover (sq ft): _____ % of lot size: _____						
Setbacks						
Are any existing structures on this site a non-compliant structure based on a yard setback requirement? (LDC 25-2-492)					Y	N
Does any structure (or an element of a structure) extend over or beyond a required yard? (LDC 25-2-513)					Y	N
Is front yard setback averaging being utilized on this property? (LDC 25-2, Subchapter F, Sec. 2.3 or 25-2-778)					Y	N
Height Information (LDC 25-1-21 or 25-2 Subchapter F, Section 3.4)			Parking (LDC 25-6 Appendix A & 25-6-478)			
Building Height: _____ ft Number of Floors: _____			# of spaces required: _____ # of spaces provided: _____			
Right-of-Way Information						
Is a sidewalk required for the proposed construction? (LDC 25-6-353)					Y	N
*Sidewalks are to be installed on any new construction of a single family, two-family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50 % or more.						
Will a Type I driveway approach be installed, relocated, removed or repaired as part of this project?					Y	N
Width of approach (measured at property line): _____ ft Distance from intersection (for corner lots only): _____ ft						
Are storm sewer inlets located along the property or within ten (10) feet of the boundaries of the property? (If yes, drainage review is required)					Y	N

Subchapter F					
Gross Floor Area					
This section is only required for projects located within the Residential Design and Compatibility Standards Ordinance Boundaries as defined and illustrated in Title 25-2 Subchapter F of the Land Development Code. The Gross Floor Area of each floor is measured as the area contained within the outside edge of the exterior walls.					
	Existing Sq Ft	New/Added Sq Ft	Proposed Exemption (check article utilized)	Applied Exemption Sq Ft	Total Sq Ft
1 st Floor					
2 nd Floor					
3 rd Floor					
Area w/ ceilings > 15'			Must follow article 3.3.5		
Ground Floor Porch* (check article utilized)			<input type="checkbox"/> Full Porch sq ft (3.3.3 A) <input type="checkbox"/> 200 sq ft (3.3.3 A 2)		
Basement			Must follow article 3.3.3B, see note below		
Attic			Must follow article 3.3.3C, see note below		
Garage**: (check article utilized)	Attached		<input type="checkbox"/> 200 sq ft (3.3.2 B 2b)		
	Detached		<input type="checkbox"/> 450 sq ft (3.3.2 A 1 / 2a) <input type="checkbox"/> 200 sq ft (3.3.2 B 2a)		
Carport**: (check article utilized)	Attached		<input type="checkbox"/> 450 sq ft (3.3.2 A 3) <input type="checkbox"/> 200 sq ft (3.3.2 B 1)***		
	Detached		<input type="checkbox"/> 450 sq ft (3.3.2 A 1)		
Accessory Building(s) (detached)					
Totals					
TOTAL GROSS FLOOR AREA (add Total Sq Ft column) _____					
(Total Gross Floor Area ÷ lot area)x100 = _____ Floor-To-Area Ratio (FAR)					
Is a sidewall articulation required for this project?				Y	N
(Yes, if: a wall, 15' tall or higher, within 9 feet of a side property line extends further than 36 feet in length per article 2.7.1)					
Does any portion of the structure extend beyond a setback plane/exemption exhibit (aka "tent")?				Y	N
(If Yes, indicate applicable section of Subchapter F and length of protrusion on the drawings)					
* Ground Floor Porch exemption: A ground floor porch, including a screened porch, may be exempted, provided that the porch is not accessible by automobile and is not connected to a driveway; and the exemption may not exceed 200 square feet if a porch has habitable space or a balcony above it.					
** Garage and carport exemptions (in relation to primary structure): Exemptions must follow the code as outlined in Title 25-2 Subchapter F 3.3.2. Each amount listed (450 or 200) is the maximum exclusion allowed per the article designated. Note: Article 3.3.2 C, "An applicant may receive only one 450-square foot exemption per site under paragraph A. An applicant who receives a 450-square foot exemption may receive an additional 200-foot exemption for the same site under paragraph B, but only for an attached parking area used to meet minimum parking requirements."					
***Ordinance article 3.3.2 B 1 is the only 200 sq ft exemption that may be combined with a 450 sq ft exemption. Otherwise only one 450 exemption or one 200 sq ft exemption may be taken					
Basement exemption: A habitable portion of a building that is below grade may be exempted if the habitable portion does not extend beyond the first-story footprint and is below natural or finished grade, whichever is lower; and it is surrounded by natural grade for at least 50% of its perimeter wall area and the finished floor of the first story is not more than three feet above the average elevation at the intersections of the minimum front yard setback line and the side property lines.					
Habitable Attic exemption: A habitable portion of an attic may be exempted if: 1.The roof above it is not a flat or mansard roof and has a slope of 3 to 12 or greater; 2. It is fully contained within the roof structure; 3.It has only one floor; 4. It does not extend beyond the footprint of the floors below; 5.It is the highest habitable portion of the building, or a section of the building, and adds no additional mass to the structure; and 6. Fifty percent or more of the area has a ceiling height of seven feet or less.					

Contact Information			
Owner		Applicant/Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
General Contractor		Design Professional	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Authorization			
<p>___ I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.</p> <p>___ I acknowledge that this project qualifies for the Site Plan Exemption as listed in Section 25-5-2 of the LDC. I understand that nothing may be built upon or over an easement.</p> <p>___ I further understand that no portion of any roof structure may overhang in any public utility or drainage easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction. Water services, meters, and wastewater cleanouts are not permitted within or beneath driveways or sidewalks. Private plumbing appurtenances will not be located in public right-of-way or public easements. Private plumbing lines will not cross lot lines.</p> <p>___ I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.</p> <p>___ I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.</p> <p>___ I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.</p> <p>___ I also understand that if there are any trees greater than 19 inches in diameter located on the property and immediately adjacent to the site, I am required to complete a Tree Ordinance Review Application by contacting (512) 974-1876 or cityarborist@austintexas.gov. This initiates the tree permitting requirement needed to proceed with the development review process.</p> <p>___ I also understand that if there is a septic system located on the property, I am required to complete an On-site Sewage Facility (a.k.a. an OSSF or septic system) application by contacting Austin Water at (512) 972-0050 or ossf@austintexas.gov . This initiates the septic system permitting requirement needed to proceed with the development review process.</p> <p>___ Erosion and Sedimentation Controls are required per Section 25-8-181.</p> <p>___ I acknowledge that a sidewalk will be required on any new construction of a single family, two-family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50 % or more.</p> <p>___ I acknowledge if my plans are subject to a technical review it will not be construed to be a permit for, or an approval of any violation of any of the provisions of the current adopted building codes or another ordinance of the City of Austin.</p> <p>___ I am the record owner of this property and authorize the agent/applicant listed above to apply for and acquire a permit on my behalf.</p>			
Owner's signature: _____		Date: _____	
Applicant's signature: _____		Date: _____	
Design Professional's signature: _____		Date: _____	
General Contractor's signature: _____		Date: _____	



City of Austin

Residential New Construction and Addition Permit Application

Residential Review, 2nd floor, One Texas Center
505 Barton Springs, Austin, TX 78704 (512) 978-4000

Additional Information

Application Process

Please submit all documents single-sided.

Submission requirements:

- Completed application
- 2 large-format sets of permit exhibits (11"x17", 12"x18", 18"x24", or 24"x36")
- 1 small-format set of permit exhibits (11"x17", 8.5"x14", or 8.5"x11")
- Austin Energy Building Service Plan Application (BSPA)
Note: The BSPA and the small-format plot plan must be stamped by AE in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal
- Austin Water Utility W&WW Service Plan Verification, if water demand is to increase (e.g. addition of a bath)
Note: The AWU form and the small-format plot plan must be stamped by AWU in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal
- Completed Demolition application with all required documentation, if any portion of an exterior wall is to be removed or modified. If submitting for a total demolition for new construction, demolition application must be submitted separately.

All drawings must be to a City of Austin verifiable scale, see [Residential Building Permit Customer Submittal Checklist](#) for additional details and a list of acceptable scales.

Check for expired permits: https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp

If there are expired permits associated with this property, they must be resolved. This can be done in the following ways:

Submit an Acknowledgement of Expired Permits form with this application. OR

If the work qualifies for an express permit, include it in the description of work on this application.

If the Acknowledgement of Expired Permits form is used for this project, information about what will be required to resolve the expired permit(s) can be obtained during Residential Review General Information Walk-in hours.

All new construction must comply with the [Visitability Ordinance](#).

Submit application package during Intake hours. Please note limited hours for total demolition application submittal.

For hours and additional information go to our website at <http://www.austintexas.gov/department/residential-building-review>

About the Review Disciplines

Technical Review – Any permit exhibits not sealed and signed by a Texas-registered architect or certified building designer will be subject to a limited technical review. The technical review is not intended to be exhaustive of all possible building code requirements.

Floodplain Review – Any work requiring a permit on property located within 150 feet of an identified flood plain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88. To check your property for proximity to a flood plain visit www.ATXFloodPro.com or the City's [Floodplain Development Information](#) website.

Historic Review – There is additional review of exterior changes if property is a City Landmark or located in a Local Historic District, National Register Historic District, H or HD zoned district, or partial demolition of exterior features on property over 40 years old.

Erosion Hazard – There is a review of structural design if a property is located in the Erosion Hazard Zone, as defined by the boundaries located on the City of Austin GIS map. These zones align with locations where water flow and watershed could lead to erosion damage of the surrounding land features (e.g creeks, stream beds, ...).

Fire Review – There is additional review of a project if the square footage of a structure exceeds 3,600 square feet in area. The 3,600 sq. ft. includes the total gross building area: all first, second, and additional floor areas; attached covered porches, patios, decks, and balconies; attached garages; and any other attached roofed areas. The review ensures adequate proximity to fire hydrants and sufficient water supply to the hydrants based on the total gross area of the structure. Properties within 200 feet of a hazardous pipeline may also require additional review.

Additional Information, Continued

Documentation Explanations and Definitions

Permit Exhibits:

Plot Plan – Plot Plans must be drawn to a standard scale and are to include but are not limited to the following items: property address and legal description, north arrow, drawing scale, trees within the ROW or trees equal to or greater than 19 inches in diameter located on the property and immediately adjacent to the property, property lines, building lines for both existing and proposed improvements, easements, required zoning setbacks and roof overhangs, water meter and wastewater cleanout locations, underground and overhead utility lines and appurtenances, and water and/or wastewater line size and material.

Floorplan(s) – Floorplans must be drawn to a standard scale and are to include (but are not limited to) the following items: drawing scale, room labels, new wall measurements, new ceiling heights, new door and window schedule, smoke detector* and carbon monoxide detector** specifications and locations, dimensioned locations of new plumbing fixtures, handrail/guardrail locations and room square footages. Please provide Existing and Proposed Floor plan if part of the improvements includes removing or adding any wall, window, door, plumbing fixtures, etc. Clearly differentiate between existing, demolished, and new items.

*provide smoke detector system (hardwired, interconnected, battery back-up) at each sleeping room and vicinity in accordance with IRC R314

**provide carbon monoxide detector in immediate vicinity of sleeping rooms in accordance with IRC R315.

Exterior Elevations – Elevation plans must be drawn to a standard scale are are to include front, rear, and sides of the structure. For additions, elevations are required of all sides of the new portion of the structure. Height deminsions are required on all elevations. If ceiling height exceeds 20' or building is multi-story include deminsions of high, low, and average elevations at grade.

Setback Plane Compliance Plan – If subject to Subchapter F – A separate exhibit must be submitted showing topographic elevations on 1-foot intervals on the property, including the top of foundation spot elevation and intersections of the property boundary with the building line segments per Subchapter F, Section 2.6. All topographic information must be prepared and sealed by a Texas-registered professional land surveyor.

Structural Drawing(s) –

Foundation plan of sufficient detail to show conformance to the provisions of the currently adopted IRC including but not limited to:

1) size, spacing and strength of reinforcing steel 2) foundation requirements for braced wall panels required in braced wall plan.

Wall and floor/ceiling/roof sections and details, framing plans and/or framing design information as follows:

General – lumber size, grade, species and spacing of all wood elements.

Wood framed floors – spans and intermediate girders

Wood framed walls – wall type (e.g. 2x4's @ 16 in. o.c.), wall height, headers.

Wood framed roofs – roof framing plan to include rafters and girders as a minimum.

Brace wall plan showing compliance with the currently adopted IRC. The plan shall clearly indicate the braced wall lines and the braced wall method use for compliance to expedite review.

Non-complying Structures (applicable to all work types):

A separate exhibit must be submitted showing the existing building footprint location in relation to the property boundaries and required setbacks. Exterior walls and supporting structural elements must be clearly labeled and dimensioned showing walls to be removed per Land Development Code Section 25-2-963.

Setback Averaging:

If using setback averaging, one copy of the Contextual Site Plan showing four adjacent properties with location of existing buildings and existing front yard setbacks identified for front yard setback averaging per the provisions of Subchapter F, Residential Design and Compatibility Standards, Section 2.3.

Surveys must be provided by a Texas-registered professional land surveyor showing existing buildings and their distance from the front lot line.

Design Professionals:

For any project exceeding 20 feet in height or more than one-story within the Subchapter F boundaries, all permit exhibits must be sealed and signed by a Texas-registered architect or certified building designer (National Council of Building Designers or Texas Institute of Building Design)

Localized flooding:

If there is a storm drain inlet or pipe, drainage ditch, or drainage easement on or near the property or the property is at the low point of a roadway, there may be a chance of flooding from the local drainage system. The proposed development cannot cause additional flooding on other property nor have an adverse impact on the existing local drainage system. Contact the Development Assistance Center for more information.

Additional Information, Continued

Calculation Aid			
Area Description <small>Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.</small>	Existing Sq Ft	New/Added Sq Ft	Total Sq Ft
a) 1 st floor conditioned area			
b) 2 nd floor conditioned area			
c) 3 rd floor conditioned area			
d) Basement			
e) Attached Covered Parking (garage or carport)			
f) Detached Covered Parking (garage or carport)			
g) Covered Wood Decks (counted at 100%)			
h) Covered Patio / Porch (separated values: /)			
i) Balcony			
j) Other – Specify:			
Total Building Area (TBA) <small>(add: a. through j)</small>			
Total Building Coverage (TBC) <small>(from TBA subtract, if applicable: b, c, d, and i)</small>	(A)		(B)
k) Driveway			
l) Sidewalks			
m) Uncovered Patio			
n) Uncovered Wood Decks (counted at 50%)			
o) AC pads and other concrete flatwork			
p) Other (Pool Coping, Retaining Walls)			
Total Site Impervious Coverage <small>(add: TBC and k through p)</small>	(C)		(D)
q) Pool			
r) Spa			

Building Coverage Information

Note: Building Coverage means the area of a lot covered by buildings or roofed areas, but excludes ground level paving, landscaping, open recreational facilities, incidental projecting eaves, balconies, and similar features. Pools, ponds, and fountains are not included in this measurement. (LDC 25-1-21)

Lot Area (sq ft): _____

Existing Building Coverage (see above **A**, sq ft): _____

Existing Coverage % of lot $(\underline{\mathbf{A}} \div \text{Lot area}) \times 100$: _____ %

Final Building Coverage (see above **B**, sq ft): _____

Final Coverage % of lot $(\underline{\mathbf{B}} \div \text{Lot area}) \times 100$: _____ %

Impervious Cover Information

Note: Impervious cover is the total horizontal area of covered spaces, paved areas, walkways, and driveways. The term excludes pools, ponds, fountains, and areas with gravel placed over pervious surfaces that are used only for landscaping or by pedestrians. (LDC 25-1-23)

Existing Impervious Coverage (see above **C**, sq ft): _____

Existing coverage % of lot $(\underline{\mathbf{C}} \div \text{Lot area}) \times 100$: _____ %

Final Impervious Coverage (see above **D**, sq ft): _____

Final coverage % of lot $(\underline{\mathbf{D}} \div \text{Lot area}) \times 100$: _____ %



City of Austin Residential Volume Builder Program Building Permit Application

Residential Review, 2nd floor, One Texas Center
505 Barton Springs, Austin, TX 78704 (512) 978-4000

Property Information

Project Address:	Fees from Escrow? Y N
Legal Description:	
Zoning District:	Lot Size (sq ft):

Required Reviews

Is project participating in S.M.A.R.T. Housing? Y N If yes, contact Austin Energy for Green Building Rating requirements. Attach signed certification letter from NHCD.	Does project have a Green Building requirement? Y N If yes, contact Austin Energy for Green Building Rating requirements.
Does this site have or will it have an auxiliary water source? Y N If yes, submit approved auxiliary and potable plumbing plans (Auxiliary water supplies are wells, rainwater harvesting, river water, lake water, reclaimed water, etc.)	
Is this site within an Airport Overlay Zone? Y N (If yes, approval through Aviation is required)	
Does the structure exceed 3600 square feet total under roof? Y N Is this property within 200 feet of a hazardous pipeline? Y N (If yes, Fire review is required)	
Is this site located within an Erosion Hazard Zone? Y N (If yes, EHZ review is required)	Is this property within 150 feet of the 100 year floodplain? Y N (Proximity to floodplain may require additional review time.)
Is there a protected sized tree on this lot or adjacent lot(s)? Y N If yes, application for a tree permit with the City Arborist is required Note: Include tree location(s) on plot plan.	

Description of Work

# of bedrooms:	# of bathrooms:
Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary) _____ _____	

Building Area

Area Description	Bldg. #1 Square Feet	Bldg. #2 Square Feet (if applicable)
Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.		
a) 1 st floor conditioned area		
b) 2 nd floor conditioned area		
c) 3 rd floor conditioned area		
d) Basement, Habitable Attic		
e) Covered parking (garage or carport)		
f) Covered patio, deck, or porch		
g) Uncovered Wood deck, roof deck		
h) Balcony		
i) Other covered or roofed areas		
Total Building Area (add all: a through i)		

Job Valuation

Total Job Valuation: \$ _____ Note: Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.

Principal Structure: \$ _____ Accessory Structure: \$ _____

Site Development Information			
Building Coverage Information (LDC 25-1-21) Total Building Coverage (sq ft): _____ % of lot size: _____		Impervious Cover Information (LDC 25-1-23) Total Impervious Cover (sq ft): _____ % of lot size: _____	
Height Information (LDC 25-1-21) Building Height: _____ ft Number of Floors: _____		Parking (LDC 25-6 Appendix A & 25-6-478) # of spaces required: _____ # of spaces provided: _____	
Right-of-Way Information Width of approach (measured at property line): _____ ft Distance from intersection (for corner lots only): _____ ft Are storm sewer inlets located along the property or within ten (10) feet of the boundaries of the property? Y N Is a public sidewalk required to be installed for this property? Y N			
Contact Information			
Builder		Applicant	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Authorization			
<p>___ I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.</p> <p>___ I understand that nothing may be built upon or over an easement.</p> <p>___ I further understand that no portion of any roof structure may overhang in any easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction. Water services, meters, and wastewater cleanouts are not permitted within or beneath driveways or sidewalks. Private plumbing appurtenances will not be located in public right-of-way or public easements. Private plumbing lines will not cross lot lines.</p> <p>___ I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.</p> <p>___ I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.</p> <p>___ I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.</p> <p>___ I also understand that if there are any trees greater than 19 inches in diameter located on the property and immediately adjacent to the site, I am required to complete a Tree Ordinance Review Application by contacting (512) 974-1876 or cityarborist@austintexas.gov. This initiates the tree permitting requirement needed to proceed with the development review process. Erosion and Sedimentation Controls are required per Section 25-8-181.</p> <p>___ I acknowledge if my plans are subject to a technical review it will not be construed to be a permit for, or an approval of any violation of any of the provisions of the current adopted building codes or another ordinance of the City of Austin.</p> <p>___ I am authorized by the record owner to act as the agent/applicant and to apply for and acquire a permit on behalf of the record owner.</p> <p>Applicant's signature: _____ Date: _____</p>			
Application Process			
<p>Please submit all documents single-sided.</p> <p>Submission requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed application <input type="checkbox"/> 2 large-format sets of permit exhibits (11"x17", 12"x18", 18"x24", or 24"x36") <input type="checkbox"/> 1 small-format set of permit exhibits (11"x17", 8.5"x14", or 8.5"x11") <p>All drawings must be to a City of Austin verifiable scale, see Residential Building Permit Customer Submittal Checklist for additional details and a list of acceptable scales.</p> <p>All new construction must comply with the Visitability Ordinance.</p> <p>Submit application package during Intake hours. For hours and additional information go to our website at http://www.austintexas.gov/department/residential-building-review</p>			