



## **How to Apply for Permits on the ABC Website**

1. [Basic Overview-Left Menu Options](#) Pages 2-4
2. [Applying for Driveway/Sidewalk Permits](#) Pages 5-12
3. [Applying for Excavation Permits](#) Pages 13-23
4. [Applying for Film Permits](#) Pages 24-31
5. [Applying for Parking Permits](#) Pages 32-37
6. [Applying for Temporary Use of Right of Way Permits](#) Pages 38-44

## Basic Overview-Left Menu Options



### **1. Login/Register**

- If you already have a user account, go ahead and log in.
- If you do not have a user account, select “register now”.

- If you do not remember your password, select “reset password”.

## 2. My Permits/Cases

- **Once logged in you will see a list of permits associated with your business account:** A permit with a checkbox indicates that particular permit is eligible for payment.

## 3. My Bills

- Clicking “My Bills” will only display permits on your account that are eligible for payment. Check the box next to the permit you would like to pay, and then select “Pay Selected”. This will take you to another website to enter payment information.

[Return to the first view](#)

**Note:**  
Shown below are the permits and cases associated with your account(s). You can view the permit or case details by clicking the Permit/Case Number link. Permits eligible for payment online will have a checkbox available for selection. Click the checkbox for each permit or case you wish to pay and then click on the "Pay Selected" button located at the bottom of the page.

To use an escrow account to pay for a permit, click on the Permit Number hyperlink then "Pay Now".

If you think you have already paid for a bill, please contact ###.###.#### with the payment confirmation number.

#	Check	Permit Number	Project Name	Description	Status	Balance
1	<input type="checkbox"/>	<a href="#">2018-005987 EX</a>	1501 TOOMEY ROAD	TEST	Active	\$160.16
2	<input type="checkbox"/>	<a href="#">2018-002011 EX</a>	test	testing	Pending	\$45.00

[Select All](#)

**Pay Selected**

#### 4. My Applications

- “My Applications” is where you will see all applications that have not been fully submitted. You can select an application, click “edit and continue”, and finish filling in all the required information.

The screenshot shows a web interface with a sidebar menu on the left containing links like 'Assign Permit', 'My Permits/Cases', 'My Applications', 'My Bills', 'My Licenses', 'My Inspections', 'My Escrow Account', 'My Reports', 'My Profile', and 'Web Help'. The 'My Applications' link is highlighted with a red box. To the right, there is a 'Note' section and a table titled 'MY APPLICATIONS'. The table has columns for '#', 'Permit Number', 'Project Name', 'Description', 'Status', and 'Balance'. It lists three applications, all with a status of 'Application Incomplete' and a balance of '\$0.00'. A 'Return to the first view' link is located at the top right of the table area.

#	Permit Number	Project Name	Description	Status	Balance
1	<a href="#">2018-006188 RW</a>	Commercial-10/6-10/07	Filming a commercial around downtown on 10/06-10/07, needing a few shots of Austin Skyline	Application Incomplete	\$0.00
2	<a href="#">2018-006182 EX</a>	INSTALL WW SVC - 509 E Live Oak	NEW 5/8 INCH WATER METER, INSTALL 2 INCH BALL VALVE WW SERVICE INSTALLATION	Application Incomplete	\$0.00
3	<a href="#">2018-006178 RW</a>	10/01/18- Big Event	We are having big event on the 400 block of Red River. We will need 3 spaces at Pay Station 0523 on the east curb, north end for load/unload.	Application Incomplete	\$0.00

#### 5. Web Help

- “Web Help” is a document that includes a detailed step by step process on how to register as a new user, reset a password, and make a payment.  
[https://amandaportaltest.austintx.gov/documents/19/0/Registered\\_User\\_Online\\_Payment\\_Help\\_Manual](https://amandaportaltest.austintx.gov/documents/19/0/Registered_User_Online_Payment_Help_Manual)

#### 6. Public Search

- “Public Search” allows you to search for all permits issued by the City of Austin. You do not need to register to only use the “Public Search” option.

#### 7. Apply for Right of Way Permits

- “Apply for Right of Way Permits” allows you to submit NEW ROW permit requests.

The screenshot shows a web interface with a sidebar menu on the left containing links like 'Home', 'Public Search', 'Issued Construction Permits', 'Apply for Permits/Cases', 'Apply for Right of Way Permits', 'Assign Permit', 'My Permits/Cases', 'My Applications', 'My Bills', 'My Licenses', 'My Inspections', 'My Escrow Account', 'My Reports', 'My Profile', 'Web Help', 'Logout', 'Online Survey', and 'DevelopmentATX.com Home'. The 'Apply for Right of Way Permits' link is highlighted with a red box. The main content area features a banner for 'Austin Build - Connect' and a section titled 'SELECT APPLICATION TYPE'. This section lists various permit types with expandable options: Banner Permits, Driveway / Sidewalks, Excavation, Land Management, Public Space Management, Right of Way, Small Cell Permit, and Utility Coordination. A note at the bottom of the section asks users to call 512.974.1150 for more information. A 'Return to the first view' link is also present.

## Applying for Driveway/Sidewalk Permit

1. Select “Apply for Right of Way Permits”. Then click on the Plus sign [+] next to “Driveway/Sidewalks”.  
**\*\*CAUTION- These DS permit requests are for stand-alone permit requests only. Meaning that if there is an active building permit associated with the project, please contact a staff member with the Right of Way Division and do not apply online. This will create a duplicate request, because there is already a pending DS permit that needs to be paid and picked up.\*\***

The screenshot shows the Austin Texas.gov website interface. At the top, the logo 'austintexas.gov' is visible along with navigation links for 'Pay Online', 'Services', 'Calendar', 'Media Center', and 'Departments'. Below the logo, a breadcrumb trail reads 'Department > Planning > Interactive Development Review Permitting and Inspection'. A left-hand navigation menu lists various options, with 'Apply for Right Of Way Permits' highlighted with a red box. The main content area features a banner for 'Austin Build + Connect' and a 'SELECT APPLICATION TYPE' section. This section contains a list of permit types with plus signs in brackets: '[+] Banner Permits', '[+] Driveway / Sidewalks' (highlighted with a red box), '[+] Excavation', '[+] Land Management', '[+] Public Space Management', '[+] Right of Way', '[+] Small Cell Permit', and '[+] Utility Coordination'. A note at the bottom of the selection box states: 'Please call 512-974-1150 to discuss the types of permits you may request through the ROWMAN system'.

2. This will give you several options to choose from. You will select the option that best fits your description of work. Example: “Residential Driveway, Sidewalk” is selected when constructing driveways and sidewalks for a residence. Next, select the type of work that you are performing on these concrete structures. Example: “New” for new structures or full replacements, “Repair” for replacing just a portion, “Demo” for demoing and not replacing, and “Modification” if the structure is being replaced but in a different location or a different size than the original.

**SELECT APPLICATION TYPE**

The following screens will walk you through submitting a permit application to use the public Right of Way. For helpful information, click the Blue (?) next to the permit type you are requesting.

- [+] Banner Permits
- [-] Driveway / Sidewalks
  - [+] Commercial Curb, Gutter
  - [+] Commercial Driveway
  - [+] Commercial Driveway, Curb, Gutter
  - [+] Commercial Driveway, Sidewalk
  - [+] Commercial Driveway, Sidewalk, Curb, Gutter
  - [+] Commercial Sidewalk
  - [+] Commercial Sidewalk, Curb, Gutter
  - [+] Residential Curb, Gutter
  - [+] Residential Driveway
  - [+] Residential Driveway, Curb, Gutter
  - [-] Residential Driveway, Sidewalk**
  - Residential Driveway, Sidewalk - Demo (?)
  - Residential Driveway, Sidewalk - Modification (?)
  - Residential Driveway, Sidewalk - New (?)
  - Residential Driveway, Sidewalk - Repair (?)
  - [+] Residential Driveway, Sidewalk, Curb, Gutter
  - [+] Residential Sidewalk
  - [+] Residential Sidewalk, Curb, Gutter
- [+] Excavation
- [+] Land Management
- [+] Public Space Management
- [+] Right of Way
- [+] Small Cell Permit
- [+] Utility Coordination

Please call 512-974-1150 to discuss the types of permits you may request through the ROWMAN system

- A new page will open that will begin the permit process for driveway/sidewalk permits. You must check all acknowledgements before a “continue-apply online” process button will appear.

[Return to the first view](#)

**ACKNOWLEDGEMENT**

You must acknowledge the following statements before submitting a permit request using this system.

- I do not have an outstanding violation to a permit issued under Chapter 25 of the City of Austin Code in the two years preceding the date of this application.
- I acknowledge that I am the Licensed Contractor or that the Licensed Contractor has given me permission to assign them to this permit.
- If application fee applies, I acknowledge that fee must be paid before submittal will be reviewed.

- The next page then asks for the Project or Event Name and the Project or Event Description. Be sure to include the project address, the type of work being performed, and the size of the structures that are being constructed. Then select “Continue”.

PROJECT / EVENT NAME

**Project or Event Name \***  
 Driveway/Sidewalk replacem

For the project/event name please use the following naming convention  
 "Permit Holder" - "Location" - "Project Name"  
 Example: ATD - Lamar Blvd 500-2000blk - Install Sidewalk and Type 2 Driveway

**Project or Event Description \***  
 Replacing 12' driveway approach and  
 30 LF of sidewalk to 1921 Payne Ave

When submitting a job description, there is basic information that is required:

- Is the work to install New structures or, Demo, Modify, Repair existing structures? How much Driveway/Sidewalk/Curb & Gutter is being affected?
- How much of the Right-of-Way will be affected? Please specify equipment and the sections of Right-of-Way that will be required for the completion of the project (e.g. behind the curb, sidewalks, bike lanes, travel lanes).

Back

Continue

5. Search for the address of the project location. If you have a specific address, search for the “house number” and “street name”. Once you find the address, select “Add”. If you only know the block range, search by “street name” only. Select the “from block” and “to block” range, and then select “Add Block”. **\*\*TIP\*\***- If you are having trouble finding your address, try typing in a portion of the address (Example: William instead of William Cannon). This search function will bring back all the addresses with the portion of the address that you entered.

PROPERTY SEARCH

*Identify Properties*  
 You may search for a street by entering the name of the street or by also entering a house number if you wish to narrow the search to a specific address. Please do not include the address prefix or suffix.  
 For example, if you are requesting a permit to conduct activities at 3000 West 17th Street, then enter "3000" in the "House Number" field and "17th" in the "Street Name" field and click the "Search" button.

- To insert a block range, choose a from/to range from "Search Result Blocks" table and click the corresponding "Add Block" button to insert the street segments data into the permit.
- To insert an address point, choose a house number from the appropriate street from "Search Results" table and click the corresponding "Add" button to insert the property data into the permit.

When you are finished entering the requested street segments or house address, click the "Continue" button at the bottom of the page to continue to the next page.

Note: For work or event proposed in the alley, please choose the street west or south of the alley. For example, please [click here](#).

House Number:   
 Street Name:   

Search

NO SELECTED ADDRESS

SEARCH RESULT BLOCKS

From Block	To Block	Street Address	Add Block
900	999	PAYNE AVE	Add Block

Page 1 / 1 - Total 1 rows returned.

SEARCH RESULTS

Property Type	Street Address	Zip Code	Add
Address	1921 PAYNE AVE	78757	Add

Page 1 / 1 - Total 1 rows returned.

6. Your selected property will show under the “Selected Properties” column. If you added a property that is not needed, you can always “Remove Property” by selecting that option. If all properties or segments that are requested have been added, select “continue” at the bottom of the page.

\* 1 new property has been added!

SELECTED PROPERTIES	
Address	Remove Property
1921 PAYNE AVE	Remove Property

1 2 3 4 5 6 7 -- next >>

Page 1 / 41 - Total 806 rows returned.

- The next window that will open is called "Additional Information". This will ask you for the linear feet of the structures and width of the driveways that you are constructing. Once information is filled out, select "continue".

**Austin Build + Connect**

\* required field [Return to the first view](#)

**APPLICATION DETAILS**

Application Type: Driveway Sidewalks Res. Driveway & Sidewalk Repair

Application Number: 11607301

Application Date: Oct 01, 2018

**ADDITIONAL INFORMATION:**

**MISCELLANEOUS**

Please enter all known data. Much of this data will be required on an Administrative Site Plan Application, such as a General Permit Submittal. The more data you are able to enter, the more complete the General Permit Application, or Site Plan application will be.

Has Smart Housing Been Approved?  
 Yes  No

Smart Housing Information

Total Number of Driveways: \*

Total Linear Footage of all Driveways: \*

Total Number of Sidewalks: \*

Driveway Width 1:

Driveway width is measured at the approach that meets the property

Driveway Width 2:

Driveway width is measured at the approach that meets the property

Total Linear Footage of all Sidewalks: \*

### RIGHT-OF-WAY USAGE

Number of Lanes Affected:

Lanes Affected Days:

# of Concrete Structures on ROW :

Structures Affected Days:

### PROJECT INFORMATION

Project within the DAPCZ?  Yes  No

**DAPCZ**

If Yes, DAPCZ project contain over 25 ft excavation?  Yes  No

If No, Project outside DAPCZ contain over 300 ft excavation?  Yes  No

- Next, select a contact person for the permit. Use the drop down arrow to select previous contacts used or add a new contact. Also, select a Right of Way Contractor that will be performing the job. You must be an authorized agent for the contractor in order to request for the permit. Once a contact and Right of Way Contractor are selected, click "continue".

## SELECT PEOPLE

Select	Type
Add new Contact *... 	Contact *
O&J Foundation and Concrete, Inc. (dba) - - 5128442285 	Right-Of-Way Contractor *
Not Available 	ROW Contact

## NEW CONTACT \*

First Name \*

Barbra

Last Name \*

Streisand

Organization

Address

City

State

Zip

Phone Number \*

777-777-7777

Format: XXX-XXX-XXXX

Ext.

Emergency Phone

Format: XXX-XXX-XXXX

Ext.

Email \*

fakeemail@fake.com

Cancel this Application

Save - Finish Later

Continue

- Next, you are able to add any documents or photos that may be useful for the review of the permit request. (New or Modification Driveway/Sidewalk permits must have stamped approved plans from Development Services Department.) This can be done by selecting the attachment type next to the “attachment details.” Then select “choose file”, and find the file on your computer or phone. Once the file has been selected, click “add attachment”. When finished, select “continue”.

[Return to the first view](#)

**STEP 7 OF 7 - APPLICATION ATTACHMENTS**

You currently have no attachments associated with this Application

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**UPLOAD NEW ATTACHMENT**

Attachment Details: Plan Set ▼

Attachment File (PDF or JPG only): Choose File No file chosen

Add Attachment

---

Cancel this Application Continue

10. The next window shows you a short summary of your permit request. If everything is correct and ready to be submitted, select “Submit”. If not, you can select “save-finish later” option. This will turn the permit request into an application, where you can edit or submit at a later date. “Create new application with same info” will allow you to submit another permit request with roughly all the same information. “Create new application with new info” will allow you to create a new permit request and will be able to submit both applications at the same time.

[Return to the first view](#)

**NEW APPLICATIONS SUMMARY**

Permit Number	Address	Fee Amount
2018-006179 DS	1921 PAYNE AVE	\$0.00

Number of Application(s): 1

Create new application with same info Create new application with new info

Submit Save - Finish Later

11. The next window is just a confirmation that the permit was submitted successfully. If fees are due at the time of the permit request, then they can be paid here. If not ready to pay, you can always find your bills under “my bills” and make the payment at a later date. **(Keep in mind that the permit request will not be officially submitted until payment is made, if payment is required at submission.)** If you select “return to my permits/cases”, you will now see this request on there. If the status of the permit states, “internet pending”, then you know that the permit was submitted correctly.

NOTE: You do not have any invoice to pay for now.

[Return to the first view](#)

#### FEES

Fees due to this point are \$0.00

#### PERMITS IN QUEUE

The following permit(s) have been placed in a queue and are waiting for a review.

2018-006179 DS Driveway/Sidewalk replacement- 1921 Payne Ave

#### CREDIT CARD AND CHECK PAYMENT

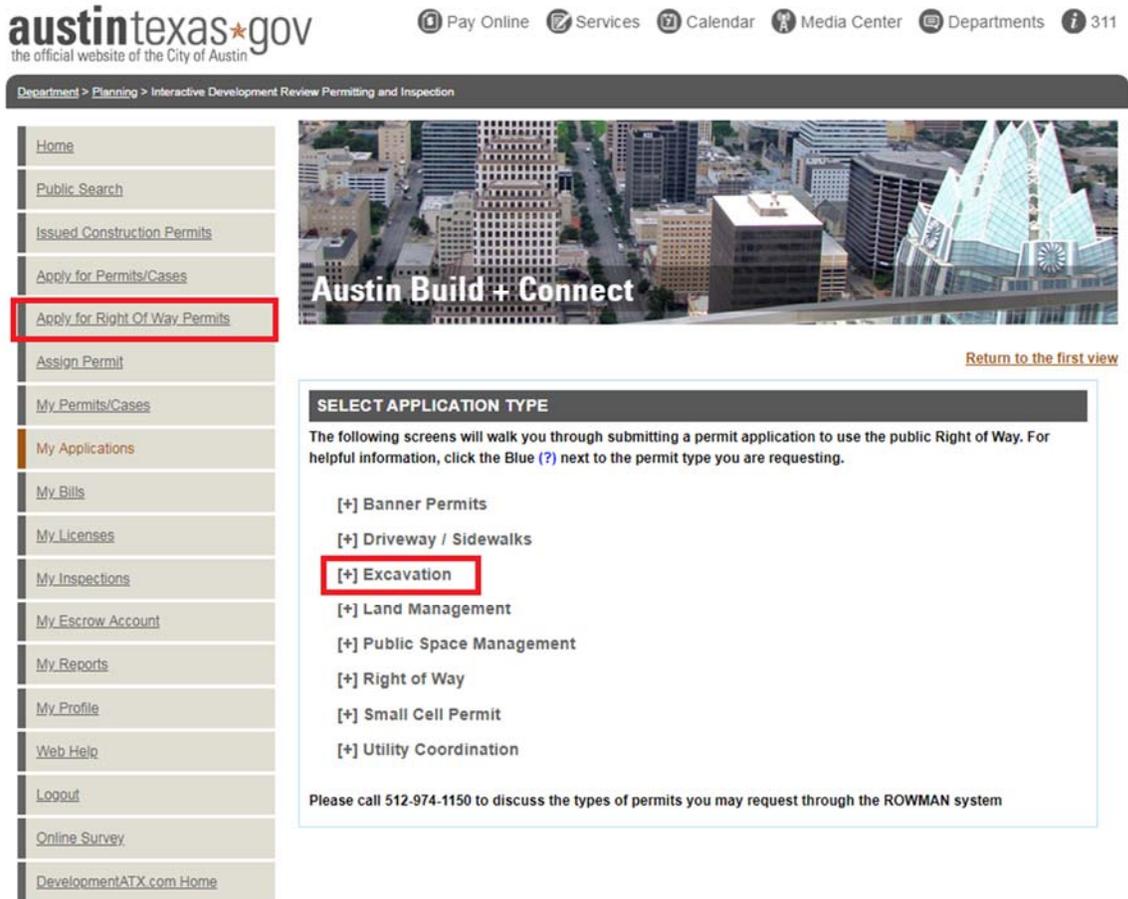
Attention: No more than 25 invoices are allowed per payment transaction. Total amount must be between \$10 and \$99,999.99. Clicking the "Pay Now" button will redirect you to JP Morgan Chase Bank's secure website to complete the payment process.

Payments made on Chase may take a few minutes to reflect on the Austin Build + Connect website. ACH payments take 24 hours to be processed. Once on the Chase site ONLY use the "Exit" link located towards the top right of the page to return to Austin Build + Connect. If you exit before the payment is confirmed your payment will be cancelled.

[Return to My Permits/Cases](#)

# Applying for Excavation Permit

1. Select “Apply for Right of Way Permits”. Then click on the Plus sign [+] next to “Excavation”.



2. This will give you several options to choose from. Select the appropriate City of Austin entity or franchise utility, if applicable. If you are not affiliated with a City of Austin entity or franchise utility, then select “Private Contractors”.

**SELECT APPLICATION TYPE**

The following screens will walk you through submitting a permit application to use the public Right of Way. For helpful information, click the Blue (?) next to the permit type you are requesting.

- [+] Banner Permits
- [+] Driveway / Sidewalks
- [-] Excavation**
  - [Austin Energy Chilled Water \(OSER\) \(?\)](#)
  - [Austin Energy Electric \(?\)](#)
  - [Austin Transportation \(?\)](#)
  - [Austin Water \(?\)](#)
  - [Franchised Utility \(?\)](#)
  - [Private Contractors \(?\)](#)
  - [Public Works CIP \(?\)](#)
  - [Public Works Street/Bridge \(?\)](#)
  - [Watershed Protection Storm Drain \(?\)](#)
- [+] Land Management
- [+] Public Space Management
- [+] Right of Way
- [+] Small Cell Permit
- [+] Utility Coordination

Please call 512-974-1150 to discuss the types of permits you may request through the ROWMAN system

3. A new page will open that will begin the permit process for excavation permits. You must check all acknowledgements before a “continue-apply online” process button will appear.

**ACKNOWLEDGEMENT**

You must acknowledge the following statements before submitting a permit request using this system.

- I do not have an outstanding violation to a permit issued under Chapter 14 of the City of Austin Code in the two years preceding the date of this application.
- If application fee applies, I acknowledge that fee must be paid before submittal will be reviewed.
- I acknowledge that I am the Licensed Contractor or that the Licensed Contractor has given me permission to assign them to this permit.

[Back](#) [Cancel - I do not meet these criteria](#) [Continue - Apply Online](#)

4. The next page then asks for the Project or Event Name, the Project or Event Description, and the Traffic Control Plan. Be sure to include the project address, the type of work being performed, and the size and location of structure cuts. For the Traffic Control Plan section, include all standard details that will be used. If the plan is an engineered plan, write “See Attached TCP”, and attach plan under the Attachments section. Then select “Continue”.

### PROJECT / EVENT NAME

**Project or Event Name \***  
INSTALL WW SVC - 509 E L

For the project/event name please use the following naming convention  
"Permit Holder" - "Location" - "Project Name"  
Example: ATD - Lamar Blvd 500-599blk - W-WW Tie In

**Project or Event Description \***  
NEW 5/8 INCH WATER METER, INSTALL 2  
INCH BALL VALVE WW SERVICE  
INSTALLATION

When submitting a job description, there is basic information that is required:

- Where will the excavation take place (Indicate behind curb, sidewalk, driveway, parking lane, bike lane, travel lane)
- How many cuts will be performed? Please specify measurements.
- How much of the Right-of-Way will be required for the work zone (Including space for equipment to be utilized during project)?

### TRAFFIC CONTROL PLAN

**Traffic Control Plan \***  
SEE APPROVED [TCP](#)

Please enter all City of Austin Standard Details applicable to your proposed work/event; or indicate that an Engineered plan has been, or will be, submitted.

For City of Austin Traffic Control Standard Details, please click [here](#).

If a Traffic Control Plan has been approved through the General Permit Program or through the Site Development Process, then please copy the following statement into the data box above:

Traffic Control will be set and maintained in accordance with the approved Traffic Control Plan as shown in approved Permit (Please insert the GP or SP number)

[Back](#) [Continue](#)

5. Search for the address of the project location. If you have a specific address, search for the "house number" and "street name". Once you find the address, select "Add". If you only know the block range, search by "street name" only. Select the "from block" and "to block" range, and then select "Add Block". **\*\*TIP\*\***- If you are having trouble finding your address, try typing in a portion of the address (Example: William instead of William Cannon). This search function will bring back all the addresses with the portion of the address that you entered.

**PROPERTY SEARCH**

*Identify Properties*

You may search for a street by entering the name of the street or by also entering a house number if you wish to narrow the search to a specific address. Please do not include the address prefix or suffix.

For example, if you are requesting a permit to conduct activities at 3000 West 17th Street, then enter "3000" in the "House Number" field and "17th" in the "Street Name" field and click the "Search" button.

- To insert a block range, choose a from/to range from "Search Result Blocks" table and click the corresponding "Add Block" button to insert the street segments data into the permit.
- To insert an address point, choose a house number from the appropriate street from "Search Results" table and click the corresponding "Add" button to insert the property data into the permit.

When you are finished entering the requested street segments or house address, click the "Continue" button at the bottom of the page to continue to the next page.

*Note:* For work or event proposed in the alley, please choose the street west or south of the alley. For example, please [click here](#).

House Number:

Street Name:

**NO SELECTED ADDRESS**

**SEARCH RESULT BLOCKS**

From Block	To Block	Street Address	Add Block
<input type="text" value="100"/>	<input type="text" value="199"/>	E LIVE OAK ST	<input type="button" value="Add Block"/>
<input type="text" value="100"/>	<input type="text" value="199"/>	W LIVE OAK ST	<input type="button" value="Add Block"/>
<input type="text" value="500"/>	<input type="text" value="599"/>	LIVE OAK DR	<input type="button" value="Add Block"/>
<input type="text" value="800"/>	<input type="text" value="899"/>	LIVE OAK RIDGE RD	<input type="button" value="Add Block"/>
<input type="text" value="7500"/>	<input type="text" value="7599"/>	LIVE OAK AVE	<input type="button" value="Add Block"/>
<input type="text" value="0"/>	<input type="text" value="99"/>	LIVE OAK LOOP	<input type="button" value="Add Block"/>
<input type="text" value="900"/>	<input type="text" value="999"/>	LIVE OAK DR	<input type="button" value="Add Block"/>
<input type="text" value="6800"/>	<input type="text" value="6899"/>	LIVE OAK DR	<input type="button" value="Add Block"/>
<input type="text" value="2100"/>	<input type="text" value="2199"/>	LIVE OAK CIR	<input type="button" value="Add Block"/>
<input type="text" value="2800"/>	<input type="text" value="2899"/>	LIVE OAK	<input type="button" value="Add Block"/>
<input type="text" value="20500"/>	<input type="text" value="20599"/>	LIVE OAK	<input type="button" value="Add Block"/>
<input type="text" value="800"/>	<input type="text" value="899"/>	LIVE OAK CIR	<input type="button" value="Add Block"/>
<input type="text" value="5400"/>	<input type="text" value="5499"/>	LIVE OAK DR	<input type="button" value="Add Block"/>
<input type="text" value="8900"/>	<input type="text" value="8999"/>	LIVE OAK CIR	<input type="button" value="Add Block"/>
<input type="text" value="14400"/>	<input type="text" value="14499"/>	LIVE OAK DR	<input type="button" value="Add Block"/>
<input type="text" value="3300"/>	<input type="text" value="3399"/>	LIVE OAK CIR	<input type="button" value="Add Block"/>
<input type="text" value="0"/>	<input type="text" value="99"/>	LIVE OAK CIR	<input type="button" value="Add Block"/>

Page 1 / 1 - Total 1 rows returned.

**SEARCH RESULTS**

Property Type	Street Address	Zip Code	Add
Address	509 E LIVE OAK ST	75704	<input type="button" value="Add"/>

Page 1 / 1 - Total 1 rows returned.

- Your selected property will show under the "Selected Properties" column. If you added a property that is not needed, you can always "Remove Property" by selecting that option. If all properties or segments that are requested have been added, select "continue" at the bottom of the page.

SELECTED PROPERTIES	
Address	Remove Property
509 E LIVE OAK ST	Remove Property
450-512 E LIVE OAK ST	Remove Property

SEARCH RESULT BLOCKS			
From Block	To Block	Street Address	Add Block
500	599	E LIVE OAK ST	Add Block

1 2 3 4 5 6 7 -- next >>

Page 1 / 41 - Total 806 rows returned.

- The next window that will open is called the “Property and Street Info”. This will ask you for the location of your cuts, boring, and closures. **\*\*TIP- If you have multiple street segments and the work location is the same for all, mark ‘Yes’ on the question at the bottom that states, “Does this information apply to all properties selected?”.\*\*** Once information is filled out, select “continue”.

\* required field

[Return to the first view](#)

### PROPERTY & STREET INFO

Application Type: Right of Way Excavation Permit Private Contractors  
Application Number: 11607304  
Application Date: Oct 01, 2018

### AREA 1 OF 2 - 509 E LIVE OAK ST

- |   |   |
|---|---|
| Open Cuts: Street                         | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Open Cuts: Sidewalk                       | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Open Cuts: Driveway                       | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Open Cuts: Curb Gutter                    | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Open Cuts: Median                         | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Open Cuts: Alley                          | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Open Cuts: Behind Curb                    | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Boring Under: Street                      | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Boring Under: Sidewalk                    | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Boring Under: Driveway                    | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Boring Under: Curb Gutter                 | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Boring Under: Median                      | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Boring Under: Alley                       | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Boring Under: Behind Curb                 | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Street Interrupt                          | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Alley Closure?                            | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Sidewalk Closure?                         | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Unmetered Parking Closure?                | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Full Pay Station/Metered Parking Closure? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Full Road Closure?                        | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Does this information apply to all properties selected? \*

Yes  No

Back

Cancel this Application

Save - Finish Later

Continue

- The next window that will open is called the "Additional Information". This will ask you for the Facility Owner/Project Sponsor, the linear footage of proposed structure cuts, and affiliated permit numbers. Once information is filled out, select "continue".

\* required field

[Return to the first view](#)

### APPLICATION DETAILS

Application Type: Right of Way Excavation Permit Private Contractors  
Application Number: 11607304  
Application Date: Oct 01, 2018

### ADDITIONAL INFORMATION:

#### FACILITY OWNER/PROJECT SPONSOR

For private development, please use PVT (Private).

Facility Owner/Project Sponsor: \*

COA Division:

#### MAIN PERMIT INFORMATION

One Call #:

## PROJECT INFORMATION

Please enter all known data. Much of this data will be required on an Administrative Site Plan application, such as a General Permit submittal. The more data you are able to enter, the more complete the application will be.

1. Per Section 14-11-167 of City Code, excavation projects greater than 25 linear feet within the Downtown Austin Project Coordination Zone (DAPCZ) will require coordination and scheduling with all other projects in this zone. These projects will also require review by the Austin Utility Location Coordination Committee (AULCC). For a map of the DAPCZ area, please click [here](#).
2. Per Section 14-11-165 of City Code, excavation projects greater than 300 linear feet will require review by the AULCC. Contact 512-974- 7180 for AULCC submittal requirements.
3. Per Section 14-11-176 of City Code, a new street (or a street with Ride Comfort Index (RCI) greater than 7) may be considered a protected street. All proposed excavations within protected streets will require a Restoration Plan that conforms to the requirements of the Utilities Criteria Manual (UCM). For a link to the UCM, click [here](#). For a list of protected streets, please call Public Works - Street& Bridge Division 512-974-8777.

Cap Metro bus station or rail road

Right-of-Way affected?  Yes  No

Excavation Inspector:

Total Linear Footage:

25

*\*\*total length of trench(es) in right-of-way" or "sum of largest dimension of all cuts in right-of-way"*

CIP Project Manager:

Land Management Agreement #:

General Permit ID #:

Site Plan ID #:

Austin Utility Coordination Tracking #  
(UCC/DUC #):

Is this an emergency?  Yes  No

Proposing cut to protected street?  Yes  No

Project within the DAPCZ?  Yes  No

### DAPCZ

If Yes, DAPCZ project contain over  
25 ft excavation?  Yes  No

If No, Project outside DAPCZ contain  
over 300 ft excavation?  Yes  No

Cancel this Application

Save - Finish Later

Continue

9. Next, select a contact person for the permit. Use the drop down arrow to select previous contacts used or add a new contact. Also, select a Right of Way Contractor that will be performing the job. You must be an authorized agent for the contractor in order to request for the permit. Once a contact and Right of Way Contractor are selected, click "continue".

[Return to the first view](#)

**SELECT PEOPLE**

Select	Type
Reynolds, Burt - - 5127778888 <span style="float: right;">▼</span>	Contact *
O&J Foundation and Concrete, Inc. (dba) - - 5128442285 <span style="float: right;">▼</span>	Right-Of-Way Contractor *
Not Available ▼	Contractor Contact

Cancel this Application
Save - Finish Later
Continue

Back

10. Next, you are able to add any documents or photos that may be useful for the review of the permit request. (If this project requires an engineered TCP, please attach approved plan here. If this project is for wet utilities, please attach approved tap plan here. ) This can be done by selecting the attachment type next to the “attachment details.” Then select “choose file”, and find the file on your computer or phone. Once the file has been selected, click “add attachment”. When finished, select “continue”.

[Return to the first view](#)

**STEP 7 OF 7 - APPLICATION ATTACHMENTS**

You currently have no attachments associated with this Application

**UPLOAD NEW ATTACHMENT**

Attachment Details Notifications ▼

Attachment File (PDF or JPG only): Choose File No file chosen

Add Attachment

Cancel this Application
Continue

11. The next window shows you a short summary of your permit request. If everything is correct and ready to be submitted, select “Submit”. If not, you can select “save-finish later” option. This will turn the permit request into an application, where you can edit or submit at a later date. “Create new application with same info” will allow you to submit another permit request with roughly all the same

information. "Create new application with new info" will allow you to create a new permit request and will be able to submit both applications at the same time.

[Return to the first view](#)

NEW APPLICATIONS SUMMARY		
Permit Number	Address	Fee Amount
2018-006182 EX	509 E LIVE OAK ST 450-512 E LIVE OAK ST	\$46.80

Number of Application(s): 1

Buttons for application actions:

- Create new application with same info
- Create new application with new info
- Submit
- Save - Finish Later

- The next window is just a confirmation that the permit was submitted successfully. If fees are due at the time of the permit request, then they can be paid here. If not ready to pay, you can always find your bills under "my bills" and make the payment at a later date. **(Keep in mind that the permit request will not be officially submitted until payment is made, if payment is required at submission.)** If you select "return to my permits/cases, you will now see this request on there. If the status of the permit states, "internet pending", then you know that the permit was submitted correctly.

INVOICES			
Pay	Invoice Number	Fee Description	Bill Amount
<input checked="" type="checkbox"/>	2018-006182 EX		
<input checked="" type="checkbox"/>	6549841	<ul style="list-style-type: none"><li>Excavation/Concrete Permit Fee - Transportation (\$45.00)</li><li>ATD Tech Surcharge ROW (\$1.80)</li></ul>	\$46.80

Number of Invoice(s): 1

Total Selected Amount: \$46.80

[Deselect All](#)

### CREDIT CARD AND CHECK PAYMENT

Attention: No more than 25 invoices are allowed per payment transaction. Total amount must be between \$10 and \$99,999.99. Clicking the "Pay Now" button will redirect you to JP Morgan Chase Bank's secure website to complete the payment process.

Payments made on Chase may take a few minutes to reflect on the Austin Build + Connect website. ACH payments take 24 hours to be processed. Once on the Chase site ONLY use the "Exit" link located towards the top right of the page to return to Austin Build + Connect. If you exit before the payment is confirmed your payment will be cancelled.

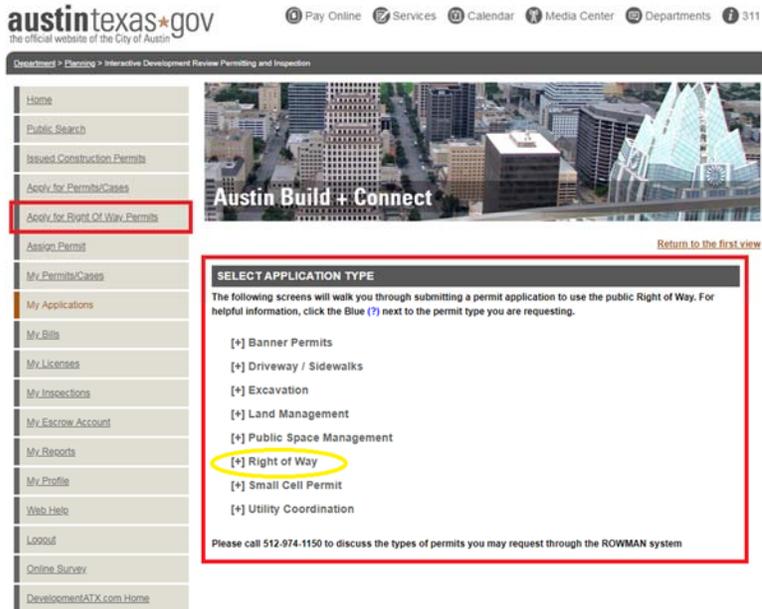
Pay Now

[Return to My Permits/Cases](#)

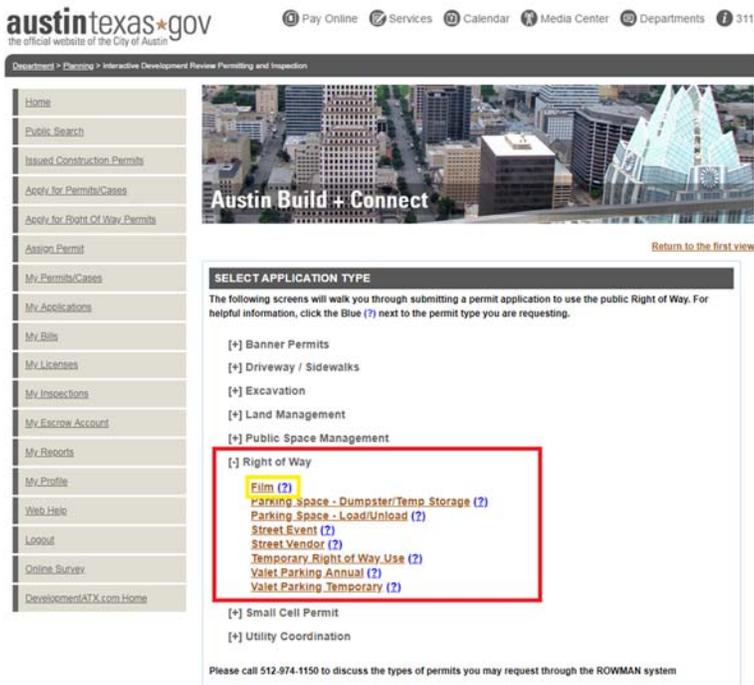
*For Electronic Check Payment, copy your Austin Build + Connect ID: 5537939*

# Applying for Film Permits

1. Select “Apply for Right of Way Permits”. Then click on the Plus sign [+] next to “Right of Way”.



2. This will give you several options to choose from. For film permits, you will select “Film”.



3. A new page will open that will begin the permit process for film permits. You must check all acknowledgements before a “continue-apply online” process button will appear.

[Return to the first view](#)

#### ACKNOWLEDGEMENT

You must acknowledge the following statements before submitting a permit request using this system.

I do not have an outstanding violation to a permit issued under Chapter 14 of the City of Austin Code in the two years preceding the date of this application.

If application fee applies, I acknowledge that fee must be paid before submittal will be reviewed.

Back

Cancel - I do not meet these criteria

Continue - Apply Online

4. The next page then asks for the Project or Event Name, the Project or Event Description, and the Traffic Control Plan. Be sure to include the project address(es), the project date(s), the type of work being performed, and location of any possible reserved parking spaces. For the Traffic Control Plan section, include all standard details that will be used. If the plan is an engineered plan, write "See Attached TCP", and attach plan under the Attachments section. Then select "Continue".

**PROJECT / EVENT NAME**

**Project or Event Name \***  
Commercial-10/6-10/07

For the project/event name please use the following naming convention  
"Project Date" - "Project Name"  
Example: 4/1/19 - Blockbuster Film

**Project or Event Description \***  
Filming a commercial around downtown on 10/06-10/07, needing a few shots of Austin Skyline

When submitting a job description, there is basic information that is required:

- Where will the film activity take place?(Indicate street, block number, street side, and sections of ROW)
- Where is the closure requested? (List all closures including all parking space meters and all pay station kiosks and how many spaces within kiosks)

**TRAFFIC CONTROL PLAN**

**Traffic Control Plan \***  
B-Roll

Please enter all City of Austin Standard Details applicable to your proposed work/event; or indicate that an Engineered plan has been, or will be, submitted.

For City of Austin Traffic Control Standard Details, please click [here](#)

**Back** **Continue**

5. Search for the address of the filming location. If you have a specific address, search for the "house number" and "street name". Once you find the address, select "Add". If you only know the block range, search by "street name" only. Select the "from block" and "to block" range, and then select "Add Block". (B-Roll Films will have four street segments, the most Northern, Southern, Western, and Eastern street segments of the filming location.) **\*\*TIP\*\***- If you are having trouble finding your address, try typing in a portion of the address (Example: William instead of William Cannon). This search function will bring back all the addresses with the portion of the address that you entered.

**PROPERTY SEARCH**

*Identify Properties*

You may search for a street by entering the name of the street or by also entering a house number if you wish to narrow the search to a specific address. Please do not include the address prefix or suffix.

For example, if you are requesting a permit to conduct activities at 3000 West 17th Street, then enter "3000" in the "House Number" field and "17th" in the "Street Name" field and click the "Search" button.

- To insert a block range, choose a from/to range from "Search Result Blocks" table and click the corresponding "Add Block" button to insert the street segments data into the permit.
- To insert an address point, choose a house number from the appropriate street from "Search Results" table and click the corresponding "Add" button to insert the property data into the permit.

When you are finished entering the requested street segments or house address, click the "Continue" button at the bottom of the page to continue to the next page.

*Note:* For work or event proposed in the alley, please choose the street west or south of the alley. For example, please [click here](#).

House Number:

Street Name:

\*1 new property has been added!

Address	Remove Property
200-311 E MARTIN LUTHER KING JR BLVD	<input type="button" value="Remove Property"/>

From Block	To Block	Street Address	Add Block
200	299	E MARTIN LUTHER KING JR BLVD	<input type="button" value="Add Block"/>
100	199	W MARTIN LUTHER KING JR BLVD	<input type="button" value="Add Block"/>
5000	5099	MARTIN AVE	<input type="button" value="Add Block"/>
20400	20499	MARTIN LN	<input type="button" value="Add Block"/>
100	199	MARTINIQUE PASS	<input type="button" value="Add Block"/>

6. Your selected property will show under the "Selected Properties" column. If you added a property that is not needed, you can always "Remove Property" by selecting that option. If all properties or segments that are requested have been added, select "continue" at the bottom of the page.

**PROPERTY SEARCH**

*Identify Properties*

You may search for a street by entering the name of the street or by also entering a house number if you wish to narrow the search to a specific address. Please do not include the address prefix or suffix.

For example, if you are requesting a permit to conduct activities at 3000 West 17th Street, then enter "3000" in the "House Number" field and "17th" in the "Street Name" field and click the "Search" button.

- To insert a block range, choose a from/to range from "Search Result Blocks" table and click the corresponding "Add Block" button to insert the street segments data into the permit.
- To insert an address point, choose a house number from the appropriate street from "Search Results" table and click the corresponding "Add" button to insert the property data into the permit.

When you are finished entering the requested street segments or house address, click the "Continue" button at the bottom of the page to continue to the next page.

*Note:* For work or event proposed in the alley, please choose the street west or south of the alley. For example, please [click here](#).

House Number:

Street Name:

\*1 new property has been added!

Address	Remove Property
200-311 E MARTIN LUTHER KING JR BLVD	<input type="button" value="Remove Property"/>
700-719 E 7TH ST	<input type="button" value="Remove Property"/>
1327-1404 S CONGRESS AVE	<input type="button" value="Remove Property"/>
800-921 N LAMAR BLVD	<input type="button" value="Remove Property"/>
1401-1423 S CONGRESS AVE	<input type="button" value="Remove Property"/>
719-725 E 7TH ST	<input type="button" value="Remove Property"/>

From Block	To Block	Street Address	Add Block
900	999	N LAMAR BLVD	<input type="button" value="Add Block"/>
100	199	S LAMAR BLVD	<input type="button" value="Add Block"/>
4100	4199	S LAMAR BLVD SVRD	<input type="button" value="Add Block"/>

1 2 3 4 5 6 7 -- next >>

Page 1 / 41 - Total 806 rows returned.

7. The next window that will open is called the “Property and Street Info”. This will ask you for the filming activity details. **\*\*TIP- If you have multiple street segments and the work location is the same for all, mark ‘Yes’ on the question at the bottom that states, “Does this information apply to all properties selected?”.\*\*** Once information is filled out, select “continue”.

\* required field [Return to the first view](#)

**PROPERTY & STREET INFO**

Application Type: Right of Way Use Permit Film

Application Number: 11607310

Application Date: Oct 01, 2018

---

**AREA 1 OF 6 - 200-311 E MARTIN LUTHER KING JR BLVD**

When will your activity begin?  
Select date and time. Time is in 24-hr format

2018-10-06  
08:00

When will your activity end?  
Select date and time. Time is in 24-hr format

2018-10-07  
22:00

Alley Closure?  Yes  No

Sidewalk Closure?  Yes  No

Unmetered Parking Closure?  Yes  No

Full Pay Station/Metered Parking Closure?  Yes  No

Full Road Closure?  Yes  No

Does this information apply to all properties selected? \*

Yes  No

Back Cancel this Application Save - Finish Later Continue

8. The next window that will open is called the “Additional Information”. This will ask you for the start date and total number of days. Once information is filled out, select “continue”. **(B-Roll is any kind of filming in the right of way that does not exceed 15 minutes in any certain location.)**

\* required field [Return to the first view](#)

**APPLICATION DETAILS**

Application Type: Right of Way Use Permit Film  
 Application Number: 11607310  
 Application Date: Oct 01, 2018

**ADDITIONAL INFORMATION:**

**APPLICATION DETAILS**

Start Date: \*   
 List of Equipment/Devices:   
 Total Number of days: \*

**MAIN PERMIT INFORMATION**

B-Roll: \*  Yes  No  
[What's B-Roll?](#)

9. Next, select a contact person for the permit. Use the drop down arrow to select previous contacts used or add a new contact. Once a contact is selected, click “continue”.

[Return to the first view](#)

**SELECT PEOPLE**

Select	Type
Reynolds, Burt - - 5127778888 <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">▼</span>	Contact *

10. Next, you are able to add any documents or photos that may be useful for the review of the permit request. **(Film permits require APD Approval, and non B-Roll permits require signoffs.)** This can be done by selecting the attachment type next to the “attachment details.” Then select “choose file”, and find the file on your computer or phone. Once the file has been selected, click “add attachment”. When finished, select “continue”.

[Return to the first view](#)

### STEP 7 OF 7 - APPLICATION ATTACHMENTS

You currently have no attachments associated with this Application

#### UPLOAD NEW ATTACHMENT

Attachment Details

APD Approval 

For the review of this application, please provide the following documents:

- APD Approval (?)
- Map (?)
- Notifications/Sign offs (if required) (?)
- Insurance (?)
- Traffic Control Plan (if required) (?)
- Letter of Intent (if required) (?)

No file chosen

11. The next window shows you a short summary of your permit request. If everything is correct and ready to be submitted, select "Submit". If not, you can select "save-finish later" option. This will turn the permit request into an application, where you can edit or submit at a later date. "Create new application with same info" will allow you to submit another permit request with roughly all the same information. "Create new application with new info" will allow you to create a new permit request and will be able to submit both applications at the same time.

[Return to the first view](#)

#### NEW APPLICATIONS SUMMARY

Permit Number	Address	Fee Amount
2018-006188 RW	200-311 E MARTIN LUTHER KING JR BLVD 700-719 E 7TH ST 1327-1404 S CONGRESS AVE 900-921 N LAMAR BLVD 1401-1423 S CONGRESS AVE 718-725 E 7TH ST	\$0.00

Number of Application(s): 1

12. The next window is just a confirmation that the permit was submitted successfully. No fees will be due. If you select “return to my permits/cases, you will now see this request on there. If the status of the permit states, “internet pending”, then you know that the permit was submitted correctly.

NOTE: You do not have any invoice to pay for now.

[Return to the first view](#)

#### FEES

Fees due to this point are \$0.00

#### PERMITS IN QUEUE

The following permit(s) have been placed in a queue and are waiting for a review.

2018-006188 RW Commercial-10/6-10/07

#### CREDIT CARD AND CHECK PAYMENT

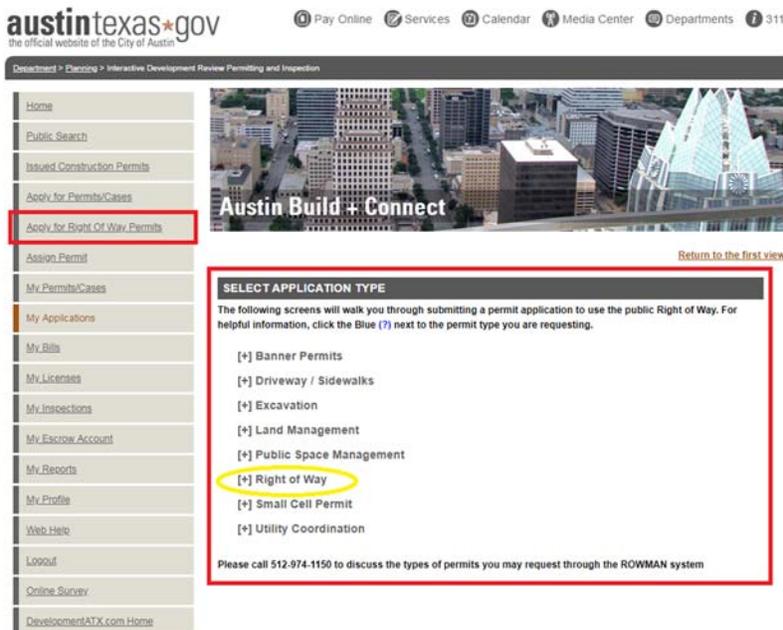
Attention: No more than 25 invoices are allowed per payment transaction. Total amount must be between \$10 and \$99,999.99. Clicking the “Pay Now” button will redirect you to JP Morgan Chase Bank’s secure website to complete the payment process.

Payments made on Chase may take a few minutes to reflect on the Austin Build + Connect website. ACH payments take 24 hours to be processed. Once on the Chase site ONLY use the “Exit” link located towards the top right of the page to return to Austin Build + Connect. If you exit before the payment is confirmed your payment will be cancelled.

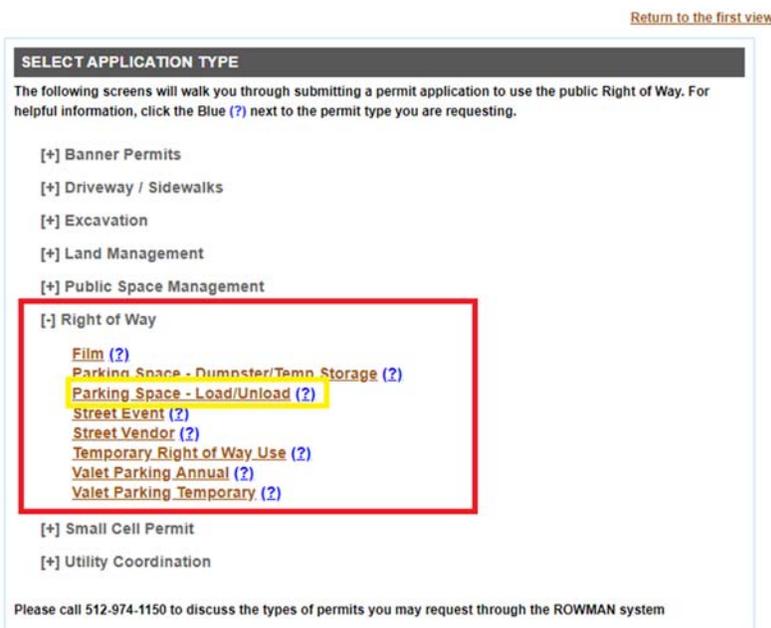
[Return to My Permits/Cases](#)

## Applying for Parking Permits

1. Select “Apply for Right of Way Permits”. Then click on the Plus sign [+] next to “Right of Way”.



2. This will give you several options to choose from. For parking permits, you will select “Parking Space-Load/Unload”.



3. A new page will open that will begin the permit process for parking permits. You must check all acknowledgements before a “continue-apply online” process button will appear.

**ACKNOWLEDGEMENT**

You must acknowledge the following statements before submitting a permit request using this system.

- I do not have an outstanding violation to a permit issued under Chapter 14 of the City of Austin Code in the two years preceding the date of this application.
- I understand that any holder of a City Street Vendor Permit, or other License Agreement for any other use of the right-of-way cannot be denied use of such right-of-way during the requested closure on his application.
- If application fee applies, I acknowledge that fee must be paid before submittal will be reviewed.

[Back](#) [Cancel - I do not meet these criteria](#) [Continue - Apply Online](#)

4. The next page then asks for the Project or Event Name and the Project or Event Description. Be sure to include the request date, the number of spaces you would like to reserve, and the reason for the request. If requesting a paystation or parking meter, please include the number of the station or meter. Then select “Continue”.

\* required field [Return to the first view](#)

**PROJECT / EVENT NAME**

**Project or Event Name \***  
10/01/18- Big Event

For the project/event name please use the following naming convention  
"Project Date" - "Project Name"  
Example: 4/1/19 - Rock Star Concert

**Project or Event Description \***  
We are having big event on the 400 block of Red River. We will need 3 spaces at Pay Station 0523 on the east curb, north end for load/unload.

When submitting a job description, there is basic information that is required:

- What type of parking, where is it located, and what is the reason for the request?
- Each parking meter will have a separate number. There may be multiple spaces included in one pay station kiosk area. Please include the Pay Station Kiosk number and number and number of spaces to be utilized.

Example:

1. Moving out of building, and need 3 parking spaces in 700 blk of Congress Ave. On the east curb, using 3 spaces in pay station 0220 closest to the south end.
2. Musician bus needs to park in 2 metered parking spaces on east side of 100 blk of Brazos closest to the north end.
3. Need parking in 400 blk of Guadalupe St. on west curb, all 10 spaces in pay station D414, for loading and unloading for event being held in park.

[Back](#) [Continue](#)

5. Search for the address of the location of the requested parking spaces. If you have a specific address, search for the “house number” and “street name”. Once you find the address, select “Add”. If you only know the block range, search by “street name” only. Select the “from block” and “to block” range, and

then select “Add Block”. **\*\*TIP\*\***- If you are having trouble finding your address, try typing in a portion of the address (Example: William instead of William Cannon). This search function will bring back all the addresses with the portion of the address that you entered.

**PROPERTY SEARCH**

*Identify Properties*

You may search for a street by entering the name of the street or by also entering a house number if you wish to narrow the search to a specific address. Please do not include the address prefix or suffix.

For example, if you are requesting a permit to conduct activities at 3000 West 17th Street, then enter "3000" in the "House Number" field and "17th" in the "Street Name" field and click the "Search" button.

- To insert a block range, choose a from/to range from "Search Result Blocks" table and click the corresponding "Add Block" button to insert the street segments data into the permit.
- To insert an address point, choose a house number from the appropriate street from "Search Results" table and click the corresponding "Add" button to insert the property data into the permit.

When you are finished entering the requested street segments or house address, click the "Continue" button at the bottom of the page to continue to the next page.

*Note:* For work or event proposed in the alley, please choose the street west or south of the alley. For example, please [click here](#).

House Number:

Street Name:

---

**SEARCH RESULT BLOCKS**

From Block	To Block	Street Address	Add Block
400	499	RED RIVER ST	<input type="button" value="Add Block"/>
9300	9399	RED RIVER CV	<input type="button" value="Add Block"/>

1 2 3 4 5 6 7 ... next >>

Page 1 / 41 - Total 806 rows returned.

- Your selected property will show under the “Selected Properties” column. If you added a property that is not needed, you can always “Remove Property” by selecting that option. If all properties or segments that are requested have been added, select “continue” at the bottom of the page.

\* 1 new property has been added!

**SELECTED PROPERTIES**

Address	Remove Property
400-417 RED RIVER ST	<input type="button" value="Remove Property"/>

Address	120 1/2 RED RIVER ST	78701	<input type="button" value="Add"/>
Address	1201 RED RIVER ST	78701	<input type="button" value="Add"/>

1 2 3 4 5 6 7 ... next >>

Page 1 / 41 - Total 806 rows returned.

- The next window that will open is called the “Property and Street Info”. This will ask you for the number of requested parking spaces, as well as the paystation or parking meter numbers. Full Pay Station/ Metered Parking Closure is a “yes” only if you are requesting for all spaces at that paystation. Once information is filled out, select “continue”.

[Return to the first view](#)

**PROPERTY & STREET INFO**

Application Type: Right of Way Use Permit Parking Spaces Load/Unload  
Application Number: 11607300  
Application Date: Oct 01, 2018

Please tell us how you intend to use 400-417 RED RIVER ST.

**AREA 1 OF 1 - 400-417 RED RIVER ST**

How many pay station/metered parking spaces on 400-417 RED RIVER ST do you want to use?

Parking Station/Parking Meter 1 number

Parking Station/Parking Meter 2 number

Parking Station/Parking Meter 3 number

How many unmetered parking spaces on 400-417 RED RIVER ST do you want to use?

Full Pay Station/Metered Parking Closure?  Yes  No

8. The next window will open asking you for the “Event Start Date” and the “Event End Date”. Please provide dates that you are requesting for, and then select “continue”. Parking permits are good for a full 24 hours, from 12:00 am- 11:59 pm.

\* required field [Return to the first view](#)

**APPLICATION DETAILS**

Application Type: Right of Way Use Permit Parking Spaces Load/Unload  
Application Number: 11607300  
Application Date: Oct 01, 2018

**ADDITIONAL INFORMATION:**

**EVENT START/END**

Event Start Date: \*

Event End Date: \*

9. Next, select a contact person for the permit. Use the drop down arrow to select previous contacts used or add a new contact. Once a contact is selected, click “continue”.

[Return to the first view](#)

**SELECT PEOPLE**

Select	Type
Field, Sally - - 5125557777 <span style="float: right;">▼</span>	Contact *

Cancel this Application
Save - Finish Later
Continue

Back

10. Next, you are able to add any documents or photos that may be useful for the review of the permit request. (Parking permits require signoffs when the number of parking spaces requested for closure or the length of a temporary closure may have an adverse impact on the ability of adjacent property owners or residents to use their property.) This can be done by selecting the attachment type next to the “attachment details.” Then select “choose file”, and find the file on your computer or phone. Once the file has been selected, click “add attachment”. When finished, select “continue”.

[Return to the first view](#)

**STEP 7 OF 7 - APPLICATION ATTACHMENTS**

You currently have no attachments associated with this Application

**UPLOAD NEW ATTACHMENT**

Attachment Details Notifications ▼

The following documents will be required for the review of this application:

- Notifications/Sign offs (?)

Choose File No file chosen

Add Attachment

Cancel this Application
Continue

11. The next window shows you a short summary of your permit request. If everything is correct and ready to be submitted, select “Submit”. If not, you can select “save-finish later” option. This will turn the permit request into an application, where you can edit or submit at a later date. “Create new application with same info” will allow you to submit another permit request with roughly all the same information. “Create new application with new info” will allow you to create a new permit request and will be able to submit both applications at the same time.

[Return to the first view](#)

NEW APPLICATIONS SUMMARY		
Permit Number	Address	Fee Amount
2018-006178 RW	400-417 RED RIVER ST	\$36.40

Number of Application(s): 1

[Create new application with same info](#) [Create new application with new info](#)  
[Submit](#) [Save - Finish Later](#)

12. The next window is just a confirmation that the permit was submitted successfully. If fees are due at the time of the permit request, then they can be paid here. If not ready to pay, you can always find your bills under “my bills” and make the payment at a later date. **(Keep in mind that the permit request will not be officially submitted until payment is made, if payment is required at submission.)** If you select “return to my permits/cases, you will now see this request on there. If the status of the permit states, “internet pending”, then you know that the permit was submitted correctly.

[Return to the first view](#)

INVOICES			
Pay	Invoice Number	Fee Description	Bill Amount
<input checked="" type="checkbox"/>	2018-006178 RW		
<input checked="" type="checkbox"/>	6549839	<ul style="list-style-type: none"><li>• Parking Space Application Fee (\$35.00)</li><li>• ATD Tech Surcharge ROW (\$1.40)</li></ul>	\$36.40

Number of Invoice(s): 1

Total Selected Amount: \$36.40

[Deselect All](#)

**CREDIT CARD AND CHECK PAYMENT**

Attention: No more than 25 invoices are allowed per payment transaction. Total amount must be between \$10 and \$99,999.99. Clicking the “Pay Now” button will redirect you to JP Morgan Chase Bank’s secure website to complete the payment process.

Payments made on Chase may take a few minutes to reflect on the Austin Build + Connect website. ACH payments take 24 hours to be processed. Once on the Chase site ONLY use the “Exit” link located towards the top right of the page to return to Austin Build + Connect. If you exit before the payment is confirmed your payment will be cancelled.

[Pay Now](#)

[Return to My Permits/Cases](#) *For Electronic Check Payment, copy your Austin Build + Connect ID: 5537939*

## Applying for Temporary Use of Right of Way Permits

1. Select “Apply for Right of Way Permits”. Then click on the Plus sign [+] next to “Right of Way”.

The screenshot shows the Austin Texas Government website. The navigation menu on the left has "Apply for Right of Way Permits" highlighted with a red box. The main content area features a banner for "Austin Build + Connect" and a "SELECT APPLICATION TYPE" section. In this section, the "[+] Right of Way" option is circled in yellow. Below the options, there is a note: "Please call 512-974-1150 to discuss the types of permits you may request through the ROWMAN system".

2. This will give you several options to choose from. Select “Temporary Right of Way Use”.

This screenshot shows the "SELECT APPLICATION TYPE" page. The "[+] Right of Way" option is expanded, and the "Temporary Right of Way Use (2)" option is highlighted with a yellow box. Other options listed include Banner Permits, Driveway / Sidewalks, Excavation, Land Management, Public Space Management, Small Cell Permit, and Utility Coordination. A note at the bottom states: "Please call 512-974-1150 to discuss the types of permits you may request through the ROWMAN system".

3. A new page will open that will begin the permit process for temporary right of way use permits. You must check all acknowledgements before a “continue-apply online” process button will appear.

[Return to the first view](#)

**ACKNOWLEDGEMENT**

You must acknowledge the following statements before submitting a permit request using this system.

- I do not have an outstanding violation to a permit issued under Chapter 14 of the City of Austin Code in the two years preceding the date of this application.
- If application fee applies, I acknowledge that fee must be paid before submittal will be reviewed.

4. The next page then asks for the Project or Event Name, the Project or Event Description, and the Traffic Control Plan. Be sure to include the project address, the type of work being performed, and the type of closure required. For the Traffic Control Plan section, include all standard details that will be used. If the plan is an engineered plan, write “See Attached TCP”, and attach plan under the Attachments section. Then select “Continue”.

\* required field [Return to the first view](#)

**PROJECT / EVENT NAME**

**Project or Event Name \***  
ABC-Lake Austin 3700 blk-

For the project/event name please use the following naming convention  
"Permit Holder" - "Location" - "Project Name"  
Example: ATD - Lamar Blvd 500-599blk - Window Washing

**Project or Event Description \***  
Need sidewalk closure for sign installation

When submitting a job description, there is basic information that is required:

- Full description of work being done.
- Note what portions of the Right of Way will be affected by equipment, closure, or activity. For example:
  - Street (include which lanes, block number, and street side)
  - Parking (meters, unmetered areas, lanes)
  - Bike Lanes
  - Sidewalk
  - Behind the Curb
  - Or other section not listed here.

**TRAFFIC CONTROL PLAN**

**Traffic Control Plan \***  
8045-1 sheet 4

Please enter all City of Austin Standard Details applicable to your proposed work/event; or indicate that an Engineered plan has been, or will be, submitted.

For City of Austin Traffic Control Standard Details, please click [here](#)

If a Traffic Control Plan has been approved through the General Permit Program or through the Site Development Process, then please copy the following statement into the data box above:

- Traffic Control will be set and maintained in accordance with the approved Traffic Control Plan shown in approved permit (please insert the GP or SP number).

5. Search for the address of the project location. If you have a specific address, search for the “house number” and “street name”. Once you find the address, select “Add”. If you only know the block range, search by “street name” only. Select the “from block” and “to block” range, and then select “Add Block”. **\*\*TIP\*\***- If you are having trouble finding your address, try typing in a portion of the

address (Example: William instead of William Cannon). This search function will bring back all the addresses with the portion of the address that you entered.

- Your selected property will show under the “Selected Properties” column. If you added a property that is not needed, you can always “Remove Property” by selecting that option. If all properties or segments that are requested have been added, select “continue” at the bottom of the page.

- The next window that will open is called the “Property and Street Info”. This will ask you for the closures, dimensions of the closures, and parking meters requested. **\*\*TIP- If you have multiple street segments and the work location is the same for all, mark ‘Yes’ on the question at the bottom that states, “Does this information apply to all properties selected?”.\*\*** Once information is filled out, select “continue”.

### PROPERTY & STREET INFO

Application Type: Right of Way Use Permit Temporary Right of Way Use Permit  
Application Number: 11607338  
Application Date: Oct 02, 2018

Please tell us how you intend to use 3600-3829 LAKE AUSTIN BLVD.

### AREA 1 OF 3 - 3600-3829 LAKE AUSTIN BLVD

How many alley closure?

How many sidewalk/behind curb closures?

Sidewalk/behind curb 1 dimensions in feet  
Format: {Length}x{Width} (For example: 30x40)

Unmetered parking areas requested

Full Pay Station Area Closure?  Yes  No

Full Road Closure?  Yes  No

How many pay station/metered parking spaces on 3600-3829 LAKE AUSTIN BLVD do you want to use?

How many traffic lanes on 3600-3829 LAKE AUSTIN BLVD do you want to close?

Does this information apply to all properties selected? \*

Yes  No

Back

Cancel this Application

Save - Finish Later

Continue

- The next window that will open is called the "Additional Information". This will ask you for the Franchise or COA department, affiliated permit numbers, and an event start and end date. Once information is filled out, select "continue".

\* required field

[Return to the first view](#)

APPLICATION DETAILS	
Application Type:	Right of Way Use Permit Temporary Right of Way Use Permit
Application Number:	11607338
Application Date:	Oct 02, 2018

ADDITIONAL INFORMATION:	
<b>FACILITY OWNER/PROJECT SPONSOR</b>	
For private development, please use PVT (Private).	
Franchise / COA Department: *	PVT (Private) 
COA Division:	
<b>PROJECT INFORMATION</b>	
Sign Banner Permit #:	18-123456
CIP Project Manager:	
Land Management Agreement #:	
General Permit ID #:	
Site Plan ID #:	
Austin Utility Coordination Tracking # (UCC/DUC #):	
<b>EVENT START/END</b>	
Number of Days Requested:	
Event Start Date: *	2018-10-22
Event End Date: *	2018-10-22

[Cancel this Application](#) [Save - Finish Later](#) [Continue](#)

[Back](#)

- Next, select a contact person for the permit. Use the drop down arrow to select previous contacts used or add a new contact. Once a contact is selected, click “continue”.

[Return to the first view](#)

SELECT PEOPLE	
Select	Type
Bob, Joe - - 5125559999	Contact *

Buttons: [Cancel this Application](#) [Save - Finish Later](#) [Continue](#)

[Back](#)

10. Next, you are able to add any documents or photos that may be useful for the review of the permit request. (If this project requires an engineered TCP, please attach approved plan here.) This can be done by selecting the attachment type next to the “attachment details.” Then select “choose file”, and find the file on your computer or phone. Once the file has been selected, click “add attachment”. When finished, select “continue”.

[Return to the first view](#)

STEP 7 OF 7 - APPLICATION ATTACHMENTS	
You currently have no attachments associated with this Application	
UPLOAD NEW ATTACHMENT	
Attachment Details	Bond
Attachment File (PDF or JPG only):	Choose File No file chosen
<a href="#">Add Attachment</a>	
<a href="#">Cancel this Application</a>	<a href="#">Continue</a>

11. The next window shows you a short summary of your permit request. If everything is correct and ready to be submitted, select “Submit”. If not, you can select “save-finish later” option. This will turn the permit request into an application, where you can edit or submit at a later date. “Create new application with same info” will allow you to submit another permit request with roughly all the same information. “Create new application with new info” will allow you to create a new permit request and will be able to submit both applications at the same time.

[Return to the first view](#)

### NEW APPLICATIONS SUMMARY

Permit Number	Address	Fee Amount
2018-006273 RW	3600-3829 LAKE AUSTIN BLVD 3518-3577 LAKE AUSTIN BLVD 3500-3599 LAKE AUSTIN BLVD	\$46.80

Number of Application(s): 1

Create new application with same info

Create new application with new info

Submit

Save - Finish Later

12. The next window is just a confirmation that the permit was submitted successfully. If fees are due at the time of the permit request, then they can be paid here. If not ready to pay, you can always find your bills under “my bills” and make the payment at a later date. **(Keep in mind that the permit request will not be officially submitted until payment is made, if payment is required at submission.)** If you select “return to my permits/cases, you will now see this request on there. If the status of the permit states, “internet pending”, then you know that the permit was submitted correctly.

[Return to the first view](#)

### INVOICES

Pay	Invoice Number	Fee Description	Bill Amount
<input checked="" type="checkbox"/>	2018-006273 RW		
<input checked="" type="checkbox"/>	6549870	<ul style="list-style-type: none"><li>TURP Application Fee (\$45.00)</li><li>ATD Tech Surcharge ROW (\$1.80)</li></ul>	\$46.80

Number of Invoice(s): 1

Total Selected Amount: \$46.80

[Deselect All](#)

### CREDIT CARD AND CHECK PAYMENT

Attention: No more than 25 invoices are allowed per payment transaction. Total amount must be between \$10 and \$99,999.99. Clicking the “Pay Now” button will redirect you to JP Morgan Chase Bank’s secure website to complete the payment process.

Payments made on Chase may take a few minutes to reflect on the Austin Build + Connect website. ACH payments take 24 hours to be processed. Once on the Chase site ONLY use the “Exit” link located towards the top right of the page to return to Austin Build + Connect. If you exit before the payment is confirmed your payment will be cancelled.

Pay Now

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