How to Apply for Permits on the ABC Website

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2. Applying for Driveway/Sidewalk Permits
   Pages 5-12

3. Applying for Excavation Permits
   Pages 13-23

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5. Applying for Parking Permits
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6. Applying for Temporary Use of Right of Way Permits
   Pages 38-44
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.
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.

![Image of My Applications section]

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.
   

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.
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.**

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.
3. 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.

4. 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”.
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.

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.
7. 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”.

![Additional Information Window]

**APPLICATION DETAILS**
- Application Type: Driveway Sidewalks Res. Driveway & Sidewalk Repair
- Application Number: 116073201
- Application Date: Oct 01, 2018

**ADDITIONAL INFORMATION:**

**MISCELLANEOUS**

Please enter all linear 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: 1
  - Total Linear Footage of all Driveways: 12
  - Total Number of Sidewalks: 1
  - Driveway Width 1: 12
  - 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: 30

![Smart Housing Information]
8. 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”.
9. 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”.

<table>
<thead>
<tr>
<th>Select</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new Contact *...</td>
<td>Contact *</td>
</tr>
<tr>
<td>O&amp;J Foundation and Concrete, Inc. (dba) - 5128442285</td>
<td>Right-Of-Way Contractor *</td>
</tr>
<tr>
<td>Not Available</td>
<td>ROW Contact</td>
</tr>
</tbody>
</table>

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

[Image of select people and new contact forms]

[Image of select people and new contact forms]

[Image of select people and new contact forms]

[Image of select people and new contact forms]

[Image of select people and new contact forms]

[Image of select people and new contact forms]
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.

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.

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 J.P. 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 canceled.

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”.

![Image of website interface for applying for permits]
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.

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”.
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.
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.
7. 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”**.
8. 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”.
<table>
<thead>
<tr>
<th><strong>APPLICATION DETAILS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Type:</td>
<td>Right of Way Excavation Permit Private Contractors</td>
</tr>
<tr>
<td>Application Number:</td>
<td>11607304</td>
</tr>
<tr>
<td>Application Date:</td>
<td>Oct 01, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ADDITIONAL INFORMATION:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FACILITY OWNER/PROJECT SPONSOR</strong></td>
<td></td>
</tr>
<tr>
<td>For private development, please use PVT (Private).</td>
<td></td>
</tr>
<tr>
<td>Facility Owner/Project Sponsor:</td>
<td>PVT (Private Developer)</td>
</tr>
<tr>
<td>COA Division:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MAIN PERMIT INFORMATION</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One Call #:</td>
<td>512-888-8888</td>
</tr>
</tbody>
</table>
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 preforming 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”.

<table>
<thead>
<tr>
<th>Cap Metro bus station or rail road</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right-of-Way affected?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excavation Inspector:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Linear Footage:</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>total length of trench(es) in right-of-way</strong> or <strong>sum of largest dimension of all cuts in right-of-way</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIP Project Manager:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Management Agreement #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Permit ID #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Plan ID #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Austin Utility Coordination Tracking #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(UCC/DUC #):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this an emergency?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Proposing cut to protected street?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Project within the DAPCZ?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>DAPCZ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If Yes, DAPCZ project contain over 25 ft excavation?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If No, Project outside DAPCZ contain over 300 ft excavation?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
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”.

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
“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.

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.
INVOICES

<table>
<thead>
<tr>
<th>Pay</th>
<th>Invoice Number</th>
<th>Fee Description</th>
<th>Bill Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018-006182 EX</td>
<td>• Excavation/Concrete Permit Fee - Transportation ($45.00)</td>
<td>$45.80</td>
</tr>
<tr>
<td></td>
<td>6549841</td>
<td>• Excavation/Concrete Permit Fee - Transportation ($45.00)</td>
<td></td>
</tr>
<tr>
<td>✔</td>
<td></td>
<td>• ATD Tech Surcharge ROW ($1.80)</td>
<td></td>
</tr>
</tbody>
</table>

Number of Invoice(s): 1
Total Selected Amount: $46.80

CREDIT CARD AND CHECK PAYMENT

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Pay Now

For Electronic Check Payment, copy your Austin Build + Connect ID: 557939

Return to My Permits/Cases
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.
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”.
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.
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.
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”.

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.)
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”.

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
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.
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.
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.
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”.

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.

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.

7. 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”.
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.

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”.
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”.

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.
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.
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”.

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

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.
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”.

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.

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.

<table>
<thead>
<tr>
<th>Address</th>
<th>Remove Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000-3900 LAKESIDE BLVD</td>
<td></td>
</tr>
<tr>
<td>3810-3877 LAKESIDE BLVD</td>
<td></td>
</tr>
<tr>
<td>3850-2050 LAKESIDE BLVD</td>
<td></td>
</tr>
</tbody>
</table>

7. 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”**.
8. 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”.
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”.
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”.

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.
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