



City of Austin

Public Search User Manual

Welcome to

Austin Build + Connect

Online Public Search Portal for Permits and Cases



Austin Build + Connect's Public Search is the City of Austin Development Services Department's online portal for citizens to search and view permit information. For more information on how to register to apply for permits, pay fees, or schedule inspections, go to our [AB+C Web Help Manual](#).

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Public Information - Navigation

There are four different methods by which you can search for a case or a collection of cases, depending on what information you have and what information you are seeking:

- Permit Number
- Folder RSN, ROW ID
- Case Number
- Property Address, Project Name, Type of Permit or Case, and Start Date, or any combination there of

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SEARCH BY PERMIT NUMBER

Permit Number:

Permit numbers should be in '2014-000123 BP' format (starting with the year).
Searches with fewer than 3 digits after the hyphen will not find any cases.

Submit

SEARCH BY FOLDERRSN / ROWID

FolderRSN / RowID:

Submit

SEARCH BY CASE NUMBER

Case Number:

Case numbers should be in 'C8-2014-0001' format (starting with the case type code), unless the case pre-dates March 1, 2007. Click for [help on Case Number formats](#).

Submit

SEARCH BY PROPERTY / PROJECT NAME / TYPES / DATE RANGE

Number Prefix Street (?) Street Type Dir

Unit Type Unit # Zip

SEARCHING

Each method has its own “**Submit**” button for executing the search.

SEARCH BY PERMIT NUMBER

Permit Number:

Permit numbers should be in '2014-000123 BP' format (starting with the year).
Searches with fewer than 3 digits after the hyphen will not find any cases.

Submit

Clicking Submit will only search information entered in the above field.

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When searching by case number, click the [help](#) link for examples on how to enter it as the formatting of some case numbers changed with the implementation of a new database on March 1, 2007.

SEARCH BY CASE NUMBER

Case Number:

Case numbers should be in 'C8-2014-0001' format (starting with the case type code), unless the case pre-dates March 1, 2007. Click for [help on Case Number formats.](#)

When searching by property, it is not necessary to fill in every blank. However, entering more information will help narrow down your results. How you enter the address also affects the results. Below are some examples of how common streets should be entered, or reference the help link ([?](#)) after Street.

Address	How to Enter Under "Street"
38 th ½ Street	38th Half
Farm to Market 1626	FM 1626
IH 35 Frontage Road	IH 35
MoPac Expy	Mopac
Rach to Market Road 2222	FM 2222
Texas State Highway 71	SH 71
U.S. Route 290	US 290

Available information will be displayed in columns on a separate row for each case: **Permit/Case, Reference File Name, Description, Sub Type/Work Type, Project Name, Status, and Related Folders.**

Permit / Case – Permit or Case Number, example: 2016-012345 BP

Reference File Name – Case Number

Description – Detailed description of the work being done

Sub Type / Work Type – Scope of work being done, example: Commercial Change of Use

Project Name – Address or property name

Status – Status the plans are in, example: Approved and Released

Related Folders – Whether or not the permit has any related folders
(See below for more information on related folders)

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If a search results in over 1000 records, you will only receive the first 1000 rows, but you will have no way of knowing which 1000 it has found. Click the “**Back**” button located at the bottom of the page, and narrow your search by entering one or more additional parameters, such as reducing the date range to yield fewer records.

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) ... [next >>](#) Page 1 / 51 - Total 1000 rows returned.

Your search returned more than 1000 rows, displaying first 1000 rows.



To view permit details, click on the Case/Permit Number

PERMIT INFORMATION						
Permit/Case	Reference File Name	Description	Sub Type / Work Type	Project Name	Status	Related Folder

In order to return to the original search page, use the back button located at the bottom of each page. Regular browser back buttons will not work.

1 [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) ... [next >>](#) Page 1 / 30 - Total 599 rows returned.

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[Navigating an Individual Case Record](#)

Click on the Permit/Case hyperlink for the record you want to review, and a new page will appear, displaying more details of that case: **Folder Details**, **Folder Info**, **Property Details**, **People Details**, **Processes and Notes**, and (if applicable) **Folder Attachments**.

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PERMIT INFORMATION							
Permit/Case	Reference File Name	Description	Sub Type / Work Type	Project Name	Status	Related Folder	
1	<u>2014-000140 BA</u>	C15-2014-0144	Land Use Determination appeal for Group Home, Class 1 vs. Residential Treatment.	Interpretation / Residential	505 BARTON SPRINGS RD	Closed	No

FOLDER DETAILS	
Permit/Case:	2014-000140 BA
Reference File Name:	C15-2014-0144

Folder Details – General information

Folder Info – Detailed information specific to the permit / case

Property Details – Property address

People Details – Who the permit is assigned to

Processes and Notes – Inspections required and their current statuses

Folder Attachments – Any available attachments for that permit / case

Status

There are many different status options that describe what stage an application is in. Please refer to the table below for the meaning of each status.

Status	Meaning
Internet Pending	An application has been submitted online and is awaiting acceptance by City staff.
Application Incomplete	Applicant is in the process of submitting application or corrections need to be done to the submitted application.
Pending	An application has been submitted and is awaiting further processing or may require payment.
Queue	Application is in a department Queue awaiting review.
Expired	Application has Expired.
Approved	Application has been Approved.
Withdrawn	Application has been Withdrawn.
Inactive Pending Revision	Application is currently inactive while a revision to the approved plan set is being reviewed.
Revision Submitted	A revision to an approved plan set has been submitted for review.
Revision Approved	A revision to an approved plan set has been submitted for review and Approved.
Revision Rejected	A revision to an approved plan set has been submitted for review and Rejected.
Revision In Review	A revision to an approved plan set is currently being reviewed.
New Application Required	The current application cannot be processed and a new application must be submitted to continue.
Awaiting Update	The City is waiting for the applicant to provide an Updated plan set.
Approved and Released	Case has been approved and associated documents (when applicable) are released and published.
Rejected	The application has gone through a review cycle and the Case Manager has Rejected.
Intake Rejected	There is missing information/documentation in the application submittal.
In E-Review	A submitted plan set is currently being reviewed electronically (paperless).
Awaiting Upload	Applicant is uploading a plan set for review.
Intake Pending	An application has been submitted and is awaiting acceptance by City staff.
Intake Accepted	Application has been accepted by intake staff.
Admin Hold	Temporary status to pause the current process. The applicant should be contacted by the case/permit coordinator to resolve this status.
Awaiting Update - Fees Due	The City is waiting for the applicant to provide an Updated plan set and pay fees.
Awaiting Update - Fee Paid	The City is waiting for the applicant to provide an Updated plan set only.
Prerequisite Review Pending	DSD partner departments (Health, Austin Energy, etc.) are reviewing the submitted plan set.
Prerequisite Review Approved	DSD partner departments (Health, Austin Energy, etc.) have reviewed and Approved the submitted plan set.
e-Prerequisite Review Pending	DSD partner departments (Health, Austin Energy, etc.) are reviewing the submitted plan set electronically.
In Review	A submitted plan set is currently being reviewed.
VOID	The case is no longer valid. Applications in this status have typically been replaced by a newer version.

Aborted	This case was created in error (or through testing) and should not be considered as valid.
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Related Folders

Related Folders are applications and permits that are directly related to each other. It does not automatically include all cases at the same location or even with the same address. This term applies mostly to cases that involve Building Permits and the associated Trade Permits, so not all cases in this database will have **Related Folders**. If the case you are looking at shows “Yes” in the Related Folders column (as shown below), clicking that hyperlink will bring up all other permits that have been applied for on the same project.

PERMIT INFORMATION						
Permit/Case	Reference File Name	Description	Sub Type / Work Type	Project Name	Status	Related Folder
1 2015-137047 SP	SPC-2014-0528A	The applicant is requesting expand existing store with associated improvements.	Site Plan Commission / Change of Use	Twin Liquors Conditional Use Permit	Approved and Released	Yes

1 Page 1 / 1 - Total 1 rows returned

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RELATED PERMIT INFORMATION							
Permit/Case	Reference File Name	Description	Sub Type	Work Type	Project Name	Status	
1 2015-137047 SP	SPC-2014-0528A	The applicant is requesting expand existing store with associated improvements.	Site Plan Commission	Change of Use	Twin Liquors Conditional Use Permit	Approved and Released	

Attachments

FOLDER ATTACHMENT		
Description	Detail	Download
SPC-2014-0528A Case Info	File Date 12-31-2014 Formal Submittal 01-14-2015	Download
UPDATE 0 MASTER COMMENT REPORT		Download
SPC-2014-0528A Update	File Date 01-27-2015	Download

The presence of attachments at the bottom of this page will depend on the Case Type and the Status of the case. For example:

- Residential Building Permits will not have any attachments until after the building plans have been approved. At that time, the approved drawings will be scanned and attached. If there are revisions after approval, the revisions will also be scanned and attached.
- The drawings for Site Plans and Subdivisions will not be attached until after the project is approved. However, each round of the Review Staff's Comments (Master Comment Report) about those drawings will be posted as they occur, and the attachments will be titled: "Update 0", "Update 1", etc. These comments are identical to the packet that is printed and mailed to Registered Interested Parties for that case.
- Where plan drawings have been attached, the file descriptions may end with a "~001", "~002", etc. to represent the Sheet # of the drawings. Typically, Sheet ~001 has the index of all sheets in the plan, so you can decipher what page contains the various details you may be looking for: tree survey, erosion controls, front elevation, etc. Site Plan Corrections and Revisions are done to those plan sets, and the corrected/revised pages also get scanned. Those correction pages are label with "~002(1)" for the 1st revision or correction, "~002(2)" for the 2nd, and so forth.
- Any additional (##) notation following a sheet number refers to a modification of that sheet, and the highest of any such #'s will be the latest revision of that page. Previous revisions will also remain online for reference.
- Master Comment Reports contain the comments by each of the reviewers for that particular case, but do not contain the applicant's responses to those comments. Responses are typically submitted as "Revision pages" to the original drawings. Since comments in each report are based on the applicant's responses to the previous set of comments, so they will make sense if you read them in the order in which they were made (starting with "Update 0").

Other documents are also available, depending on the type of case and where it is in the review process. Most attached documents are either PDF (open with Adobe Reader) or TIF (open with most Image Viewers).

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Development Services Department – September 2016 |

Deciphering the “Reference File Name” Structure

PLEASE NOTE:

Not all Case Types and Sub Types are listed below – only the most commonly searched.

Formats below apply to the number in the Reference File Name column of the online record.

SMART Housing suffix .SH (example C14-2016-0001.SH or SP-2016-0001.SH) may be attached to various types of cases: Zoning, Subdivision, Site Plan, etc.

Board of Adjustment

- C15-yyyy-#### (example C15-2016-0001)
- Variance from Zoning Regulations
- Interpretation of PDRD Director’s determination

Building Permit

- Format: yyyy-##### BP (six digits after the hyphen) (example 2016-012345 BP)
- There are 39 BP Sub Types (Commercial and Residential) • Common Sub Types:
 - Single Family Houses ○ Two Family Buildings ○ Renovations/Remodel
 - Residential Garage/Carport
 - Additions ○ Commercial
 - Nonresidential ○ Demolition

Site Plan (Administrative)

- Staff review only; does not involve public hearing at PC or ZAP
- Land Use only: SP-yyyy-#####A (example SP-2016-0001A)
- Construction Plan only (associated with Land Use type) SP-yyyy-#####B (example SP-2016-0001B)
- Consolidated Plan (land use and construction): SP-yyyy-#####C (example SP-2016-0001C)
- Construction only (no land use required): SP-yyyy-#####D (example SP-2016-0001D)
- Small Project Site Plan: additional suffix of S (example SP-2016-0001CS)
- Site Plan Revisions: Revision # follows the case number, in parentheses (example SP-2016-0001(1))

Site Plan (Commission)

- Requires Planning Commission or Zoning & Platting Commission hearing, but not Council
- Same format as Administrative SP, except for prefix (example SPC-2016-0001 instead of SP-2016-001)
- All Change of Use / Conditional Use Permits go to Commission

Subdivision, Resubdivision

- Amended Plat or Preliminary Plan: C8-yyyy-#### (example C8-2016-0001)

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- Preliminary Plan Revision: Revision # follows original case #, with a decimal (example C18-2016-0001.1)
- Joint City and County Subdivision (subdivisions in Austin’s ETJ): prefix C8J- (example C8J-2016-0001)

Zoning

- C14-yyyy-#### (example C14-2016-0001)
- Historic Designation: C14H-yyyy-#### (example C14H-2016-0001)
- Planned Unit Development: C814-yyyy-#### (example C814-2016-0001)

Acronyms in Case Type and File Name Suffixes

Permit / Case Type	Permit/ Case Type (Case # SUFFIX)	Reference File Name (PREFIX)	Number of SubTypes Possible
Auxiliary Water	AUXW	AUXW	2
Board of Adjustment	BA	C15	3
Sign Review Board Variance		C16	
Building Permit	BP	Same	45
Concrete License	LC	LC	0
Development Assistance Center	DA	DA or CD or C8I	3
Driveway / Sidewalks	DS	Same	15
Electrical Permit	EP	Same	36
Environmental Inspection	EV	SP or SPC	2
General Permit	GP	GP or None	4
Mechanical Permit	MP	Same	2
Neighborhood Planning	NP	NP or NPA	2
Operating License	OL	None	12
Plan Review	PR	Same	40
Plumbing Permit	PP	Same	36
Right of Way Excavation Permit	EW	Same or None	1
Right of Way Use Permit	RW	Same or None	8
Sign / Banner Permit	SB	Same or None	2
Site Plan – Administrative approval	SP	SP	4
Site Plan – Commission approval		SPC	
Site Plan Correction	SC	Various (SP, C8)	0
Sound Ordinance	SO	SO	7
Subdivision	C8	C8	4
Subdivision Joint City/ County	C	C8J, C8F, C	4
TAP Permit	W	None	2
Trade Permit	TR	Same	10
Tree Permit	TP	None	2
Zoning	ZC	C14	10
–Historic		C14H	

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-PUD	C814
-MUD	C12M
-Capitol View Corridor	C17
NOTE: These Permit Types and Case Types are visible to the public online. There are many more types of Permits and Cases that are issued by the City of Austin but may not be visible to the public.	Same = entire Reference File Name is same as Permit/Case number None = there is no Reference File Name for this Permit/Case Type

Registered Users

The Austin Build + Connect portal allows applicants to apply for permits, schedule inspections, and pay fees online. For information and guidance on becoming a registered user or how to work these functions, refer to the City of Austin Online Permit Application and Payment User Manual.

The screenshot shows a vertical navigation menu on the left with the following items: My Permits/Cases, My Applications, My Bills, My Licenses, My Inspections, My Reports, My Profile, Web Help (circled in red with a red arrow pointing to it), Login/Register, and AustinTexas.gov Home. To the right of the menu is a dark header box with the text "AUSTIN BUILD + CONNECT (AB+C)". Below the header is a white box containing the text: "Registered Users can find details about their permits, inspections, and pay for permits and fees." and a disclaimer: "The City of Austin makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, utilization of the search facility indicates understanding and acceptance of this statement by the user."

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