



Commercial - Portable/Prefab Buildings Submittal Requirements

The following are the minimum submittal requirements for portable/prefab buildings (i.e. sales/ leasing/ educational/ misc). Plan reviews expire on the 366th day after the date that the application is filed. If the application is not approved and an extension is not granted, the application expires and a new submittal will be required.

Submittal Requirements

Commercial Building Application

The Application must be completely filled out. Incomplete applications are not accepted.

- A. Approved Site Plan
 - Site Plan Case number and expiration date OR Site Determination/Exemption Case number
 - Proposed Use as per definitions of the City of Austin's Land Development Code must be filled in
- B. Description of Work
 - i.e.: "Portable building for temporary sales/leasing offices."
- C. Mailing Address
 - Provide mailing address and email
 - Owner's name & number
- D. Signature
 - The contact person for the project. Please note that only this person will be emailed review comments and miscellaneous communications
- E. Fee Information
 - Total Square Footage and Dollar Value (labor, cost, and materials of portable building)

Commercial Application Checklist

Required to be completed and submitted with the Commercial Building Application.

Building Plans (1/4"=1'0" or 1/8"=1'0" scale recommended)

Three (3) complete sets of plans:

- A. D.R.A. stamped plans (State approved plans) for new buildings
 - For used and/or relocated portable buildings, new engineered drawings are required
- B. Handicap accessibility ramps, handrail and guardrail details sealed by an engineer
- C. Tie-down details sealed by an engineer
- D. Utility plans signed by Austin Water Department
- E. Electric Service Planning Application form signed by Austin Energy for new electric service
- F. One-line drawing of the complete electrical system showing (all electrical sheets require a City of Austin approved Electrical Contractor's name, signature and license number AND his Master Electrician's signature and license number OR a Texas Registered Engineer's Seal):
 - Voltage, ampacity, phases and overcurrent devices
 - Maximum available fault current
 - Conductor sizes
 - Sizes and type of wire of all grounding and bonding conductor, and ground detail

Site Plan

Three (3) sets of the city approved **Red-stamped Site Plan** that includes the cover page, site plan page, and utility page **OR** if a Site Development Determination/Exemption form was approved by the Development Assistance Center, then the following must be provided:

- A. **Three** (3) copies of the Approved Site Development Determination/Exemption form
- B. **Three** (3) copies of a site plat or survey plan drawn to scale, showing:
 - Size and shape of the lot
 - Identify the property lines with dimensions
 - Show all buildings and structures
 - Provide the distances between the buildings/structures and to the property lines
 - Show the streets and alleys
 - Indicate the North direction
 - Show the parking spaces (standard and van accessible) and provide parking calcs
 - Show all utilities
 - Provide accessibility routes including ramps as required

Fees

A Plan Review Fee is required with submittal of plans.

Customer Intake Hours: MONDAY-FRIDAY 8:00AM – 12:00 PM

Note: Any required item not included in the submittal will be charged an additional Update Fee.