



Residential Interior Remodel Permit Application

Property Information

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

Required Reviews

Is project participating in S.M.A.R.T. Housing ? Y N <small>(If yes, attach signed certification letter from NHCD, and signed conditional approval letter from Austin Energy Green Building)</small>	Does project have a Green Building requirement ? Y N <small>(If yes, attach signed conditional approval letter from Austin Energy Green Building)</small>
Is this site within an Airport Overlay Zone ? Y N <small>(If yes, approval through Aviation is required if project proposes exterior modifications)</small>	
Is this property within 200 feet of a hazardous pipeline ? Y N <small>(If yes, Fire review is required)</small>	
Does this site have a septic system ? Y N <small>(If yes, OSSF review is required)</small>	
Is this property within 100 feet of the 100-year floodplain ? Y N <small>(Proximity to floodplain may require additional review time)</small>	
Are there trees 19" or greater in diameter on/adjacent to the property? Y N If yes , how many? _____ <small>(Provide plans with a tree survey, tree review req'd.)</small>	
Was there a pre-development consultation for the Tree Review? Y N	Proposed impacts to trees: <small>(Circle all that apply)</small> Root zone Canopy Removal None/Uncertain

Description of Work

Is Total Remodeled Floor Area > 5,000 Sq Ft? Y N <small>(If yes, construction material recycling is required per LDC 25-11-39)</small>
Land Use: Single-Family Residential Duplex Residential Two-Family Residential Other: _____
Is a "change of use" within the scope of this project? Y N If yes, what is the existing use? _____
Will all or part of an existing exterior wall, structure, or roof be removed as part of the project? Y N <small>(Note: Removal of all or part of a structure requires a Demolition Permit Application per LDC 25-11-37. A demo permit is not required for the removal of all or part of an interior wall, floor or ceiling. However, if load-bearing, structural drawings or a report, as allowed per the BCM, will need to be submitted.)</small>
baths existing: # baths upon completion: # bedrooms existing: # bedrooms upon completion:

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

Trades Permits Required (circle as applicable): Electric Plumbing Mechanical (HVAC) Concrete (R.O.W.)

Total Remodeled Floor Area

_____ sq ft. (work within existing habitable square footage)

Site Development Information

Setbacks

Are any existing structures on this site a non-compliant structure based on a yard setback requirement? Y N (LDC 25-2-492)

Does any structure (or an element of a structure) extend over or beyond a required yard? Y N (LDC 25-2-513)

Job Valuation – For Properties in a Floodplain Only

Total Job Valuation: \$ _____ Note: Labor and materials only, rounded to nearest dollar.

Contact Information

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

Authorization

___ I agree that this application is good for twelve (12) months after the date it is filed, and will expire if not approved for compliance within that time frame. If the application expires, a new submittal will be required and compliance with current code may be required.

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

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

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

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

___ I acknowledge if the proposed scope of work includes removal or construction of any framing components, the applicant may be subject to providing structural drawings or third party verification letters by authorized professionals.

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

___ I have checked for any property-specific information that may affect the review and/or construction of this project, including but not limited to: any subdivision notes, deed restrictions, restrictive covenants, zoning conditional overlays, and/or other requirements specific to proposed development on this property (collectively, the "Property Information"), located at:

___ I understand that the review of this project by the City of Austin will not include a review of any private restrictive covenants or deed restrictions that may apply to this property.

___ I am responsible for any conflicts between the Property Information and the request submitted to the City of Austin. I further acknowledge that I understand the implications of use and/or development restrictions that are a result of the Property Information. Additionally, I understand that the issuance of a City permit for this project does not affect the enforceability of any private restrictive covenants applicable to the property.

___ I understand that if requested I must provide copies of any and all of the Property Information that may apply to this property.

Owner's signature: _____ Date: _____

Applicant's signature: _____ Date: _____



Application Process

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

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

Please submit all documents single-sided.

Submission requirements:

- Completed application
 - 2 large-format sets of: plot plan, floor plan(s), and structural drawing(s)* (11”x17”, 12”x18”, 18”x24”, or 24”x36”)
 - 1 small-format set of: plot plan, floor plan(s), and structural drawing(s)* (11”x17”, 8.5”x14”, or 8.5”x11”)
- *Project scope will determine if structural drawings are required. See the [Building Criteria Manual](#) for instances where the Structural Verification Report can be used in lieu of structural drawings.
- Austin Water (AW) WWV Service Plan Verification, if water demand is to increase (e.g. addition of a bath)
 Note: Provide water service line (from main to meter) size if known. The AWU form and the small-format plot plan must be stamped by AW in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal
 - Completed Demolition application with all required documentation, if any portion of an exterior wall is to be removed or modified. This includes creating new window or door openings or the enlargement of existing openings.

All drawings must be to a City of Austin verifiable scale, see [Building Criteria Manual](#) for additional details and a list of acceptable scales.

Incomplete submittals will result in review delays.

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

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

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

About the Review Disciplines

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

Floodplain Review – Any work requiring a permit on property located within 100 feet of the 100-Year floodplain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88.

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

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

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

Interior Remodel – Additional Information, Continued

Documentation Explanations and Definitions

What is a third party verification letter?

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

When should I employ an Engineer/Architect?

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

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

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

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

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

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

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

Wood framed floors – spans and intermediate girders

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

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