



Residential New Townhouse Permit Application

Section 1: Property Information

Project Address: _____

Unit 1 address: _____

Unit 2 address: _____

Unit 3 address: _____

Unit 4 address: _____

Unit 5 address: _____

Site Plan #: _____ Site Plan Expiration: _____

Fees from Escrow? Yes No Escrow Account Row ID: _____

Section 2: Required Reviews

Is this project participating in S.M.A.R.T. Housing? Yes No

If yes, attach signed certification letter from NHCD, and signed conditional approval letter from Austin Energy Green Building

Does project have a Green Building requirement? Yes No

If yes, attach signed conditional approval letter from Austin Energy Green Building

Are there existing water/wastewater infrastructure, appurtenances or existing water/wastewater easements located on site? Yes No

If yes, contact Austin Water Utility Pipeline Engineering for review and approval

Does this Site Plan have a Master Water Meter? Yes No

If yes, provide site plan sheet number with Master Meter Stamp: _____

Is this property within 200 feet of a hazardous pipeline? Yes No

If yes, Fire review is required

Is this site within an Airport Overlay Zone? Yes No

If yes, approval through Aviation is required.

Section 3: Description of Work

Project Description:

Note: Please provide thorough description of project. Attach additional pages as necessary

Section 4: Site Development Information

	Number of bedrooms	Number of bathrooms	Number of floors	Is Total New/Added Building Area > 5,000 Sq Ft? <input type="checkbox"/> Yes <input type="checkbox"/> No
Unit 1				(If yes, construction material recycling is required per LDC 25-11-39)
Unit 2				
Unit 3				# of dwelling units within structure:
Unit 4				
Unit 5				
Total			n/a	Height Information (LDC 25-1-21 or 25-2 Subchapter F, Section 3.4) Building Height: ___ ft ___ in Number of Floors (highest): ____ Maximum Building Height: ___ ft ___ in Finished Floor Elevation (FFE): _____

Section 5: Building Area

Note: Provide a separate area calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall. If building has more than 5 units, submit two applications.

Area Description	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
a) 1 st floor-conditioned area					
b) 2 nd floor-conditioned area					
c) 3 rd floor-conditioned area					
d) Basement, Habitable attic					
e) Covered parking (garage or carport)					
f) Covered patio, deck or porch					
g) Uncovered wood deck, roof deck					
h) Balcony					
i) Other covered or roofed areas					
Unit area (add "a" to "i"):					
Total Building Area (add individual unit areas)					

Section 6: Job Valuation – For Properties in a Floodplain Only

Total Job Valuation: \$ _____

Note: Labor and materials only, rounded to nearest dollar.

Principal Structure: \$ _____ Accessory Structure: \$ _____

Section 7: Contact Information

- General Contractor: _____
- General Contractor Address: _____
- Phone: _____ Email: _____
- Applicant: _____
- Applicant Address: _____
- Phone: _____ Email: _____

Section 8: Authorization

- 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 further understand that no portion of any roof structure may overhang in any easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction. Water meters, water services, and wastewater services are not permitted within or beneath sidewalks. Private plumbing appurtenances will not be located in public right-of-way or public easements. Private plumbing will not cross lot lines.
- 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.
- The property owner is responsible for identifying all public utility easements within the property. The City is not responsible for damages to buildings and/or private property that are located in an easement as a result of maintenance and/or replacement of public infrastructure.
- Erosion and Sedimentation Controls are required per Section 25-8-181 of the LDC. Failure to comply with this requirement may result in a Stop Work Order and/or legal action by the City of Austin including criminal charges and fines of up to \$2,000.00 per day.
- 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 currently adopted building codes or another ordinance of the City of Austin.
- I am authorized by the record owner to act as the applicant and to apply for and acquire a permit on behalf of the record owner.

- 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.

Applicant’s Signature: _____ Date: _____

Section 9: Application Process

Please submit all documents single-sided.

A. Submission requirements:

1. Complete Residential New Townhouse Permit Application (this application)
2. 2 large-format sets of permit exhibits (11”x17”, 12”x18”, 18”x24”, or 24”x36”)
3. 1 small-format set of permit exhibits (11”x17”, 8.5”x14”, or 8.5”x11”)
4. Red-stamp copy of applicable pages of approved site plan if townhome building is in a condominium regime

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

All new construction must comply with the [Visitability Ordinance](#).

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