The following are the minimum submittal requirements on a “Change of Use” occupancy where NO REMODEL work is proposed. For a “Change of Use” where remodel work is being done, please refer to our Remodel Submittal Requirements. Plan reviews expire after one year from date of application.

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

   **Address**
   - State the actual address of the project including suite number and building number if applicable
   - If an address has not been established, you must first contact Address Management Services:
     Phone: (512) 974-2797
     Email: addressing@austintexas.gov
     Web: http://www.austintexas.gov/department/911-addressing

   **Approved Site Plan**
   - Site Plan Case number and expiration date
   - OR — Exemption number, if submitting an Approved Site Plan Determination/Exemption form
   - Current Use (as per last legal Certificate of Occupancy) and Proposed Use as per definitions of the City of Austin’s Land Development Code must be filled in

   **Description of Work**
   - “Change of use from (current use) to (proposed use)”
   - Clearly describe the scope of work

   **Mailing Address**
   - Owner’s name and phone number
   - The permittee or authorized agent for the project – please note that only this person will be contacted for Review Comments and miscellaneous. This should include name, number and email address

   **Commercial Building Application Checklist**
   - Verify that the required items are included for the project
   - If incomplete, additional fees may apply

2. Building Plans
   **Floor Plan**
   - Scaled or dimensional plans are required for submittal.
   - Complete floor layout showing restrooms and exits. Showing space in context of building. (key floor plan)
   - Complete floor layout drawn to scale
   - Identify the use of each room
   - Show all doors and windows
• Show the complete exiting system
• State the occupancy classification of the adjoining suites
• Show accessible route information from parking to the front door

**Site Plan**
• Please reference the approved Site Plan/Site Plan Correction number on the Commercial Building Application.
• If a Site Development Determination/Exemption form was approved by the Development Assistance Center, then the following must be provided:
  o Approved Site Development Determination/Exemption form
  o Site plat or survey plan 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 accessible)
    ▪ Show all utilities
    ▪ Provide accessible routes including ramps and parking as required by TAS

3. **Fees**
   Please see Site Plan Review fees at [www.austintexas.gov/dsdfees](http://www.austintexas.gov/dsdfees).
   • A minimum Plan Review Fee is required with submittal of plans
   • Any required item not included in the submittal will be charged an additional Update Fee

Hours of Operation: Please see Service Center (formerly Permit Center) at [www.austintexas.gov/page/development-services-hours-operation](http://www.austintexas.gov/page/development-services-hours-operation).