



# Preliminary Plan Review Meetings General Information

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

The Development Services Department offers residential and commercial Preliminary Plan Review (PPR) meetings to allow the owner or owner's agent(s) to meet with staff to discuss preliminary design or code issues. These meetings are designed to identify items that need to be addressed or modified before construction plans are submitted to the City for permit review. The PPR is not a review of building plans and does not guarantee approval of plans.

## Procedures:

1. The individual requesting the PPR meeting will complete and sign the Preliminary Plan Review Request Form. Check the box next to the disciplines that you wish to be present during the meeting. E-mail [expeditedreview@austintexas.gov](mailto:expeditedreview@austintexas.gov) the completed and signed PPR Form and a meeting agenda that includes the topics you wish to discuss. You will be contacted with the scheduled date and time of the meeting.
2. Fees for PPR meetings are per hour, per discipline. Fees may be viewed at [austintexas.gov/dsdfees](http://austintexas.gov/dsdfees) and select "Expedited Plan Review." After the Request Form is received, an invoice and a tentative meeting date and time will be e-mailed. The invoice must be paid and an agenda must be submitted before the meeting date is formally scheduled.
3. Payment may be made online at [austintexas.gov/abc](http://austintexas.gov/abc). Create a user account, then select "My Profile" on the left hand side. Please provide your AB+C ID# so that we can link your account to your project.
4. PPR meetings are limited to one or two hours. It is up to the customer to manage the meeting agenda and discussion as well as take notes during the meeting. Whether in-person or virtual, plan to arrive prior to the start time of the meeting. Meetings will begin at their scheduled start time and will end on time. The customer will take meeting minutes during the PPR. Those minutes will be e-mailed to the reviewer and will be uploaded in the City's database and linked to your project.



# Preliminary Plan Review Residential Request Form

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For general questions regarding Residential permit review processes and procedures, or for basic development-related questions, the Residential Review Division will continue to provide free, 20-minute walk-in sessions.

New Construction  Addition/Remodel  Interior Remodel

Project Address: \_\_\_\_\_

Project Description/Questions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agent: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Please check the review disciplines you would like present at the meeting. A per hour, per discipline fee applies. Fees may be viewed at [austintexas.gov/dsdfees](http://austintexas.gov/dsdfees) and select "Expedited Plan Review."

Zoning

Tree (no site visit)\*

\*If you would like a tree consultation with a site visit, please schedule with City Arborist Tree Ordinance Review staff by going to the [Austin Build + Connect website](http://Austin Build + Connect website) where you can apply and pay for a Predevelopment Consultation. This meeting takes place on site for an hour. Contact [cityarborist@austintexas.gov](mailto:cityarborist@austintexas.gov) for questions on this process.

Requested Meeting Date: \_\_\_\_\_

Requested Meeting Duration: \_\_\_\_\_

Number of Applicant Attendees (For space planning purposes, please limit to 8 attendees): \_\_\_\_\_

## For Office Use Only

GF#: \_\_\_\_\_

Scheduled Meeting Date: \_\_\_\_\_ Time Slot: \_\_\_\_\_