



General Permit Request

Contractor and Trade Permits website:

<http://www.austintexas.gov/page/contractor-and-trade-permits>

Email permit request to: permitsubmittal@austintexas.gov
(allow 24 hours to process)

For questions please call Service Center number below

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

If a building permit has not been issued on this project, a trade permit will not be issued. Contact your General Contractor.

City of Austin Land Development Code Chapter 25-12, Article 13: A permit expires on the 181st day if the project has not scheduled nor received an inspection. A "Cancelled" and/or "Failed/No Work Performed" inspection result does not extend the expiration date.

Complete All Information to Avoid Delay; Please Print Clearly or Type

General Contractor Name: _____

General Contractor Email: _____

Authorized Agent Name: _____

Office #: _____ Mobile #: _____

Use (*select one*) – Residential Usage is single-family or duplex structures; Commercial Usage is triplex and above:

Commercial Residential City of Austin: Inside Outside

Description of Use (e.g.: office, bank, daycare, apt, etc): _____

Project Address (*include Suite and/or Suffix #*): _____

Building Permit #(s): _____

Description of Work in detail: _____

New/Addition Total Square Footage of proposed new construction: _____ sq. ft.

Remodel/Finish-Out Total Valuation of proposed remodel/finish-out: \$ _____

Payment After Hours? Re-Inspection Investigation

Permit Number: _____ Address: _____

Be specific if you are paying for all or only one (1) type (i.e.: building, electric, etc.). *You may pay using website if you have registered on line.*

Additional Comments:

Acknowledgment: I attest that the above information submitted is correct. I understand it is my responsibility as the permit holder to keep my permits active as noted in the information at top. If I allow the permit to expire I will be required to purchase a new permit and pay new fees.

Agent Signature: _____