



CITY OF AUSTIN
Development
SERVICES DEPARTMENT

Residential Review – One Texas Center
 505 Barton Springs Road, Austin, TX 78704; (512) 978-4000

Amnesty Certificate of Occupancy Application

Zoning Reviewer: _____ Review Date: _____

PR#: _____

Inspector: _____ Approval Date: _____

To complete this form electronically: Open with Internet Explorer, then Click Here to Save and continue.

Property Information

Project Address:	Legal Description (http://www.austintexas.gov/GIS/JurisdictionsWebMap/):	Zoning:
Land Use of Site/Lot (<i>single-family residential, duplex residential, two-family residential, etc.</i>):	Description of the Use of the Building Requesting a Certificate of Occupancy:	

Contact Information

Owner	Applicant or Agent
Mailing Address	Mailing Address
Phone	Phone
Email	Email

Required Documents

I have attached:

Old Utility Bill Tax Record City Directory Other: _____

as proof of the building use on March 1, 1986;

A plot plan showing site improvement and impervious cover such as the building footprint, parking spaces, lot lines, lot dimensions, etc. with the building(s) needing the Certificate of Occupancy clearly labeled.

Acknowledgements

Initial beside each of the following statements:

I understand that I must pay for at least a minimum building permit when plans are approved for the building, plumbing, electrical, and fire inspections (permit cost is calculated by the valuation of the work to be performed).

I understand that any required electrical, plumbing, and/or mechanical work must be performed by a licensed contractor; that this work may not begin until the required permit(s) have been obtained; **AND** that additional permits may be required if construction valuation exceeds that minimum permit limits.

I understand that any life/safety violations must be corrected prior to issuance of a Certificate of Occupancy.

I understand that failure to correct life/safety violations or to obtain zoning approval may result in an order to vacate the premises or in a request to terminate utility services.

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.

Applicant Signature

Date



All buildings in Austin have been required to have a Certificate of Occupancy for its current use since 1931. Any building owner, or owner's agent, may have a Certificate of Occupancy issued for a building which does not have one (except adult-oriented businesses and buildings which were subject to enforcement action on January 1, 1988) by meeting the following conditions:

1. Provide proof that the current building use existed on March 1, 1986 and that no change of use has occurred since March 1, 1986.
2. Provide the required plans or the appropriate form described on the Amnesty Certificate of Occupancy application.
3. Pay a Plan Review fee.
4. Receive confirmation from Zoning Review that the zoning use district of the property allowed this particular building use on March 1, 1986.
5. Provide access to the building for the City's Building Inspector, Electrical Inspector, and Fire Inspector in order to verify that no life/safety hazards exist or to ensure that any existing life/safety hazards will be corrected through required permits and inspections.
6. Obtain a building permit with other required permits to correct any life/safety hazards.
7. Finalize the permit(s) by passing all required inspections.

If a Certificate of Occupancy is issued under these conditions, the applicant will not be required to meet other City of Austin Land Development Code requirements that do not affect life/safety issues.

To initiate the Amnesty Certificate of Occupancy process, please fill out the application and attach the required submittals. Submit the application package to Residential Review at One Texas Center, 505 Barton Springs Rd.