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RECORD OF REVISIONS

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Building Criteria Manual

SECTION 1 – GENERAL GUIDELINES – APPLIES TO ALL CONSTRUCTION **BUILDING CODE**

1.1 OVERVIEW

This section contains [information and](#) general guidelines applicable to all building construction. For additional information specifically related to Residential [construction](#) [see Section 2](#) or for more information on Commercial construction [see Section 3](#). [More information can be viewed on the City of Austin development website at:](#)

<http://www.austintexas.gov/department/planning/divisions>

<http://www.austintexas.gov/page/codes-and-technical-information>

<http://www.austintexas.gov/department/permits>

<http://www.austintexas.gov/department/building-inspections>

[To search for permits and inspections in the AMANDA database:](#)

<https://www.austintexas.gov/devreview/index.jsp>

1.2 PERMITS

1.2.1 Contractor and Trade Permit Information

Building permits are required to erect, construct, enlarge, alter, repair, move, improve, convert or demolish a building or structure within the City. ~~WPDRD~~ ~~PDRD~~ has the authority to inspect electrical, mechanical and plumbing construction wherever municipally owned utilities are provided. Connection of City utility service (water, sewer and electricity) is dependent upon satisfactory installation of wiring, plumbing and related fixtures.

Important: The applicant shall obtain a separate permit for electrical, plumbing or mechanical (heating/air conditioning) construction. A building permit is only valid for building construction.

1.2.2 Cancellation- Contractor and Trade Permits

- 1) The owner of the property and/or the permit holder may request that the permit be declared null and void by submitting a written request to the Permit Office.

- 2) A written request must be submitted in writing stating the permit number(s) and address(s) of the property. The letter must be signed by the owner of the property & or the permit holder.
- 3) The purchaser of the new permit shall pay one-half of the current fees unless the fee is less than the minimum fee for the respective permit prior to the issuance of the new permit. If work is not finished, and the permit is expired, contact the Permit Center.

1.2.3 Refunds- Contractor and Trade Permits

- 1) Refunds of building, electrical, mechanical, plumbing & irrigation permits may be requested in writing by the purchaser of the permit. These requests shall be submitted in writing stating the permit number(s) and address(es) with a copy of the permit receipt attached. The letter must be signed by the purchaser of the permit.
 - a) No refund shall be granted if the purchaser has paid the minimum fee established for the specific type of permit in the adopted fee schedule.
 - b) No refund shall be granted if any work governed by the permit has been performed.
 - c) No refund shall be granted if an inspection has been performed, scheduled or requested pursuant to the permit.
 - d) A refund of 75% of the original permit less the minimum permit fee established for the specific type of permit in the adopted fee schedule if the permit is active and the purchaser of the permit has requested the refund in writing.

1.2.4 Transfer - No building permit shall be transferred unless the building permittee and the prospective transferee both consent to the transfer of the building permit.

- 1) No electric permit shall be transferred unless the master electrical permittee and the prospective transferee both consent to the transfer of the electric permit.
- 2) No mechanical permit shall be transferred unless the master mechanical permittee and the prospective transferee both consent to the transfer of the mechanical permit.
- 3) No plumbing permit shall be transferred unless the master plumber permittee and the prospective transferee both consent to the transfer of the plumbing permit.
- 4) No irrigation permit shall be transferred unless the master irrigator permittee and the prospective transferee both consent to the transfer of the irrigation permit.
- 5) Requests of transfer shall be submitted in writing to the Permit Office and shall be signed by the current permit holder and the prospective transferee.
- 6) No expired permit shall be transferred.
- 7) No demolition and relocation permits shall be transferred

- 8) No homeowner permits for electric, mechanical, plumbing and irrigation permits shall be transferred.

1.2.5 Expiration - Contractor and Trade Permits

1. **Work:** Work shall be continuous construction as required by City approved plans, contract documents, local codes and ordinances, and scope of the work as described in the permit;
 - b) Driving of a nail and/or a wooden stake into the ground for the purpose of surveying land does not constitute work;
 - c) Work begins when active clearing of the land to proceed with the approved construction starts, such as, piers are drilled for pier and beam construction and batter boards have been set for slab on grade construction;
 - d) Evidence of “proof of work” may include receipts or invoices (materials purchased and/or contractors paid) for work performed on the project, photographs of work performed, or other acceptable evidence. The proof of work is scanned and attached to the permit being reactivated.
2. **Accessory Structure:** Any type of secondary structure on a property that is not the main dwelling structure, such as a fence, carport, deck, garage, work shop, storage shed, swimming pool, or any other structure as defined by the City Code. Swimming pool is an accessory structure but requires additional trade permits for safety purposes. An accessory dwelling is not considered an accessory structure.
3. **Extension for Applications:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless a permit has been issued; except that the building official is authorized to grant one extension of time for an additional period not to exceed 180 days. The extension shall be requested in writing before the application expires and justifiable cause demonstrated.
4. **Expired permit:** A permit expires when no inspections have been performed on a project within 180 days prior to the expiration. An expired permit is no longer active, due to no work scheduled or evidence demonstrating that substantial work required to complete the project was commenced within 181 days of expiration. The authorized customer/agent will receive an automated email notification from the AMANDA database 30 days prior to when their permit expires (currently waiting on CTM). The City Code § 25-12-269 allows reactivation of an expired permit for an additional 180 days. If a customer has an expired permit on a property, City staff does not have the authority to deny issuance of a new separate permit when requested by a customer. When a zoning violation exists, the City may deny approval and issuance of a new permit. When a customer applies for a new permit, Residential Review and or

Commercial Review will review and combine previously expired permits with the new permit review, as long as all permits meet the City Code/Zoning Compliance.

5. Expired Permit – Stand Alone: An expired permit is no longer active, due to no work scheduled or evidence demonstrating that substantial work required to complete the project was commenced within 181 days of expiration. Applies to mechanical, electric, plumbing (MEP) permits that are not associated with a building permit related to occupancy.

6. Expired Permit – Structure requiring a Certificate of Occupancy (CO): An expired permit is no longer active, due to no work scheduled or evidence demonstrating that substantial work required to complete the project was commenced within 181 days prior to expiration. Applies to building permits (parent permit) and related MEP (child) permits that involve a CO before a structure may become occupied.

7. Expired Permit – Structure requiring a Certificate of Compliance (CC): An expired permit is no longer active, due to no work scheduled or evidence demonstrating that substantial work required to complete the project was commenced within 181 days of expiration. Applies to building permits (parent permit) and related MEP (child) permits that involve a CC before any type of accessory structure may be used for its intended purpose.

8. Life Safety Permit: A Life Safety permit does not give City staff the authority to waive any zoning regulations. The Life Safety permit may only be issued when a property complies with zoning regulations. The Life Safety permit applies to any structure and is inspected for minimum life safety technical code requirements. Life Safety permits may be issued when a building or structure is or has ever been occupied or used for its intended use, at any time after the issuance of an expired permit and the structure does not have a CO/CC and has passed all rough inspections. This permit applies to residential and commercial work types: “New”, “Addition”, “Addition and Remodel”, “Remodel”, when “Square Footage is added” or there is a “Change of Use”. All applications must have a zoning review by Residential Review staff or DAC staff for commercial permits, prior to any permits being issued.

9. Reactivation of an Expired Permit or Application: City staff has the authority to reactivate an expired permit for a project that has received no inspections for a period of more than 180-days in accordance with City Code § 25-12-269. The new permit will expire on the 181st day after the date of reactivation. Form 143 Reactivation/Extension is the City form used to reactivate or extend a permit or application. <http://www.ci.austin.tx.us/development/onestop/>

- Residential expired permits - no more than one reactivation may be approved for one and two family residential structure per permit, for permits issued after 10/1/10.

- No more than one extension is allowed per application.
- Commercial permits - have unlimited reactivations, but no more than one extension is allowed per application.
- For specific information and instructions on reactivating expired **Residential** permits, see Section 2 Residential Construction Guidelines, Section 2.3 Permits.
- For specific information and instructions on reactivating expired **Commercial** permits, see Section 3 Commercial and Multi-Family Construction Guidelines, See Section 3.4 Permits.

10. Review Team: This team of City staff reviews all unique and/or complex expired permit cases and jointly makes a determination on how to proceed. They will also make a recommendation to the Building Official, when a BOA variance or RDCC decision is required. The team's goal is to find a successful and legal path for the customer to achieve a certificate of occupancy while complying with the Land Development Code.

11. Procedure For Emergency Permits:

- Emergency permits involve health and life safety issues. Permits will be issued at the time of request by a customer.
- Emergencies (involving utilities) that occur after hours or on weekends, will be resolved with the customer applying for a permit the next business day.

1.2.6 Life Safety Permits Guidelines

➤ Life Safety Permits may NOT be issued when:

- A) When work is not completed or no work has been done at all and no CO issued and the owner has no proof of work:
 - must apply for new permit. Partial work may require opening walls or 3rd party inspection or tent survey (required per the LDC, Subchapter F).
 - must comply with current zoning and technical regulations.
- B) When work is completed but structure was never occupied, and no CO issued:
 - must apply for new permit. Partial work may require opening walls or 3rd party inspection or tent survey (required per the LDC, Subchapter F).
 - must comply with current zoning and technical regulations.

- C) When work is completed but structure is an accessory structure so no CC was issued for the accessory:
- if no proof of work, must apply for new permit. Partial work may require opening walls or 3rd party inspection or tent survey (required per the LDC, Subchapter F).
 - must comply with current zoning and technical regulations.
- D) When work is completed on a swimming pool (accessory structure) so no CO/CC was issued for the pool:
- a) if no proof of work, then must apply for a new permit
 - b) if they have proof of work, then may apply for Life Safety.
 - partial work may require opening the structure or 3rd party inspection.
 - must comply with current zoning regulations.
- E) Any structure that does not comply with current zoning regulations, the owner must submit for a BOA zoning variance or RDCC variance. City staff does not have the authority to issuance variances.
- F) When no rough inspections passed on an expired permit:
- if no proof of work, must apply for new permit
 - must comply with current zoning and technical regulations.

1.2.7 Permits for Demolition, Relocation, Moving Structures

Demolition Permit requirement:

The City Code establishes that:

“a person may not demolish all or part of a structure unless the person first obtains a demolition permit.” Source: City Code § 25-11-37(A).

“a demolition permit is not required to demolish all or part of an interior wall, floor, or ceiling.” Source: City Code § 25-11-37(B).

In general, a demolition permit is required when demolishing an exterior wall or roof. If you could see through the wall from the exterior, then you should inquire about a demolition permit.

Source: Residential Review Section Brochure on Permitting Tips

Contact the Permit Center regarding requirements for Historic Landmarks.

A) RESIDENTIAL DEMOLITION PROCESS

An applicant for a residential demolition permit shall provide the following:

- 1) A completed application for residential demolition, including notarized signatures from the legal owner(s) as identified by the Travis Central Appraisal District authorizing the demolition of the structure. If the applicant is not the same person indicated as the legal owner, then connecting documents showing the transfer of the property to the applicant OR a notarized letter from the legal owner authorizing the applicant to apply for a demolition permit for the property is required. If the legal owner is deceased, a notarized letter from the deceased's Power of Attorney or Trust is required. If the owner is a corporation, proof that the person signing on behalf of the corporation is so authorized is required.
- 2) A site plan or survey to scale showing the street address, location of the structure on the site and dimensions of the structure, clearly identifying the structure(s) or portions of each structure to be demolished. The plan shall be on paper not be larger than 8 ½ x 14 inches in size.
- 3) A certified tax certificate for the property on which the structure is located from the Travis County Tax Appraiser's Office. Copies are not accepted. If the applicant is not the same person indicated on the tax certificate as the legal owner of the property, then connecting documents showing the transfer of the property to the applicant OR a notarized letter from the legal owner authorizing the applicant to apply for a demolition permit for the property is required. If the person shown on the tax certificate is deceased, a notarized letter from the deceased's Power of Attorney or Trust is required. If the owner is a corporation, proof that the person signing on behalf of the corporation is so authorized is required.
- 4) At least one photograph of the structure, showing an oblique (front and one side) view. In cases of partial demolition, the photograph must show the portion or portions of the building to be demolished.
- 5) Verification from [PDRDWPDRD](#) that new construction will be permitted at this location.
- 6) Verification that the Historic Preservation Office has released the permit, if required.

B) RELOCATIONS

MOVING A STRUCTURE TO OUTSIDE THE JURISDICTION OF THE CITY OF AUSTIN

[\(1\) A relocation permit will not be issued without the approval of the Historic Preservation Office. Once application is approved, your permit must be obtained in the Permit Center and additional fees will be assessed. An applicant for a relocation permit to move a structure outside of the city limits shall provide the following, per City Code § 25-11-142:](#)

- 1) A completed application for relocation, including notarized signatures from the legal owner(s) as identified by the Travis Central Appraisal District authorizing the relocation of the structure. If the applicant is not the same person indicated as the legal owner, then connecting documents showing the transfer of the property to the applicant
 OR a letter from the legal owner authorizing the applicant to apply for a relocation permit for the property is required. If the legal owner is deceased, a notarized letter from the deceased's Power of Attorney or Trust is required. If the owner is a corporation, proof that the person signing on behalf of the corporation is so authorized is required.
- 2) A floor plan of the structure, showing the exterior dimensions, on paper no larger than 8 ½" x 14" in size.
- 3) A certified tax certificate for the property on which the structure is located from the Travis County Tax Appraiser's Office. Copies are not accepted. If the applicant is not the same person indicated on the tax certificate as the legal owner of the property, then connecting documents showing the transfer of the property to the applicant OR a letter from the legal owner authorizing the applicant to apply for a demolition permit for the property is required. If the person shown on the tax certificate is deceased, a notarized letter from the deceased's Power of Attorney or Trust is required. If the owner is a corporation, proof that the person signing on behalf of the corporation is so authorized is required.
- 4) [Proof of ownership of the structure, or proof of permission from the owner of the structure to obtain a relocation permit on behalf of the owner.](#)
- 5) At least one photograph of the structure, [clearly](#) showing an oblique (front and one side) view. [A digital photograph is acceptable.](#)
- 6) The name, address, and phone number of the authorized moving contractor. The moving contractor must have up-to-date insurance requirements on file with the [City](#) Permit Center.

C) MOVING A STRUCTURE WITHIN OR TO THE JURISDICTION OF THE CITY OF AUSTIN

An applicant for a relocation permit to move a structure within the jurisdiction of the City of Austin or to the jurisdiction of the City of Austin from another locale shall provide the following:

- a) [Relocating a house to a new location within the City of Austin's jurisdiction requires a zoning review for the remodeling work and a building permit from](#)

the PDRD. The following required items must be submitted to the Zoning Review Division located at One Texas Center, 505 Barton Springs Road. A relocation permit will not be issued without approval of the remodeling application from the Zoning Review Division. Once the application is approved your permit may be obtained in the Permit Center and additional fees will be assessed.

1. Complete residential building application.
2. Certified tax certificate for the property on which the structure is to be relocated. Tax certificates are available from the Travis County Tax Assessor's Office (473-9473). Copies are NOT accepted.
3. Complete plot plan drawn to scale showing
 - Lot dimensions
 - Dimensions of all structures currently on the lot
 - Dimensions of all structures to be moved onto the lot
 - Setback measurements from all property lines.
 - The plot plan must be provided on paper no larger than 8 ½ x 14.
4. Document indicating legal lot status, if required.
5. Document indicating approval of any variances granted from the Board of Adjustment.
6. Tap receipts for water/wastewater service (may be provided at the time the permit is issued).
7. Foundation plans sealed by an Architect or an Engineer (required at inspection).

Contact the Permit Center for more information.

~~— i) — A completed application for relocation, including notarized signatures from the legal owner(s) of both the property where the structure is now located AND the destination property as identified by the Travis Central Appraisal District authorizing the relocation of the structure. If the applicant is not the same person indicated as the legal owner, then connecting documents showing the transfer of the property to the applicant OR a notarized letter from the legal owner authorizing the applicant to apply for a relocation permit for the property is required. If the legal owner is deceased, a notarized letter from the deceased's Power of Attorney or Trust is required. If the owner is a corporation, proof that the person signing on behalf of the corporation is so authorized is required.~~

~~— ii) — A floor plan of the structure, showing the exterior dimensions, on paper no larger than 8 ½" x 14" in size.~~

~~— iii) — A certified tax certificate for the property on which the structure is located AND for the destination property from the Travis County Tax Appraiser's Office. Copies are not accepted. If the applicant is not the same person indicated on the tax certificate as the legal owner of either property, then connecting documents showing the transfer~~

~~of the property to the applicant OR a letter from the legal owner authorizing the applicant to apply for a relocation permit for the property is required. If the person shown on the tax certificate is deceased, a notarized letter from the deceased's Power of Attorney or Trust is required. If the owner is a corporation, proof that the person signing on behalf of the corporation is so authorized is required.~~

~~iv) At least one photograph of the structure, showing an oblique (front and one side) view.~~

~~v) The name, address, and phone number of the authorized moving contractor. The moving contractor must have up-to-date insurance requirements on file with the City Permit Center.~~

~~vi) A complete residential building application.~~

~~vii) A complete plot plan drawn to scale showing the following information on paper no larger than 8 1/2" x 14":~~

~~(a) Lot dimensions~~

~~(b) Dimensions of all structures to be moved onto the lot~~

b) Setback measurements from all property lines:

1. A document indicating legal lot status, if required.
2. A document indicating approval of any variances granted from the Board of Adjustment.
 - (a) A zoning review and a building permit from the [Watershed Protection and Development Review Department PDRD](#).
 - (b) Tap receipts for water and wastewater service – these may be provided at the time the permit is issued.
 - (c) Foundation plans sealed by an architect or an engineer (required at inspection).

D. NOTIFICATION AND SIGNS

The Building Official shall post a sign on the subject site at least 10 days prior to the public hearing before the Historic Landmark Commission, if a public hearing is required.

E. PROHIBITION OF WORK BEFORE THE ISSUANCE OF A PERMIT

No demolition, repair, loading, or preparation for relocation or demolition activity shall be performed prior to the issuance of the demolition or relocation permit. Proof of approved tree protections and tree removal shall be required prior to the commencement of demolition, relocation, or construction.

1.3 ALTERNATE METHODS OF COMPLIANCE

- 1) All structures within the corporate city limits of Austin must comply with all City codes and ordinances whether or not they are served by City utilities. State owned buildings and federally owned buildings are exempted except for the electric service and water/wastewater service connections. Structures in limited purpose annexation areas [must also comply with all City codes and ordinances](#).
- 2) All structures receiving water and/or wastewater service from the City of Austin must comply with the Plumbing Code. This shall include water districts and Municipal Utility Districts (MUD) purchasing water from the City of Austin, except where the customer located outside the City limits has installed an approved backflow prevention device at the service connections.
- 3) All structures receiving electrical service from the City of Austin must comply with the electrical codes.
- 4) Any Inspector who identifies compliance problems in a specific instance shall be authorized to grant a modification or approve an alternate method of compliance in accordance with applicable code requirements. A request for modification or alternate method of construction form shall be completed.
- 5) If MUD agreements require compliance with all building codes and fire codes, the Inspector shall enforce the terms of the MUD agreement.

1.4 WORKING CONDITIONS AT CONSTRUCTION SITES

In July of 2010, the City Council passed Ordinance No. 20100729-047, amending Title 4 of the City Code to include a section regarding Working Conditions at Construction Sites. This Ordinance applies not only to City construction sites, but to any construction at “a site or structure for which a building permit or site plan has been issued under Title 25 (Land Development Code) for an existing or proposed use.” Signs for the ordinance must also be displayed at the work site(s).

- 1) A sign shall be posted describing the requirements of Section 4-5-2 (*Rest Break Required*) by the employer in each establishment subject to Section 4-5-2 in a conspicuous place or places where notices to employees are customarily placed.
- 2.) The sign shall be a minimum of 8 ½” by 11”, in English and Spanish, and weatherproofed, if necessary. The example below may be used as the sign.



ORDINANCE NO. 20100729-047

WORKING CONDITIONS AT CONSTRUCTION SITES

EMPLOYEE:

- A) Except as provided in Section (B) below, an employee performing construction activity at a construction site is entitled to a rest break of not less than ten (10) minutes for every four (4) hours worked. No employee may be required to work more than 3.5 hours without a rest break.
- B) An employee is not entitled to rest breaks under Section (A) on any day that the employee works less than 3.5 hours or spends more than half of his or her work time engaged in non-strenuous labor in a climate-controlled environment.
- C) An employer shall provide rest breaks in accordance with the requirements of this section. A rest break shall be scheduled as near as possible to the midpoint of the work period.

EMPLOYER:

A person who continues to violate the requirements of this ordinance after being notified of the offense in writing by an authorized City representative is subject to a civil penalty of not less than \$100 or more than \$500 for each day the violation occurs.

For information on filing a formal complaint, please call 3·1·1 or visit <http://www.austintexas.gov/department/filing-citizen-complaint>



ORDENANZA NÚM. 20100729-047

CONDICIONES DE TRABAJO EN SITIOS DE CONSTRUCCIÓN

EMPLEADO(A):

- A) Excepto como se indica en la Subsección (B), todos los empleados(as) que lleven a cabo actividades de la construcción en un sitio de construcción tienen derecho a un descanso de no menos de diez (10) minutos por cada cuatro

- (4) horas trabajadas. A ningún empleado se le puede exigir que trabaje más de 3.5 horas sin un descanso.
- B) De acuerdo con la Subsección (A) de esta sección, los empleados no tienen derecho a tomar descansos en los días en que trabajen menos de 3.5 horas o en las cuales dediquen más de la mitad de su tiempo laboral a trabajo que no exija esfuerzo físico en ambientes con clima controlado.
- C) El empleador debe proporcionar descansos de acuerdo con los requisitos en esta sección. Los periodos de descanso se programarán lo más cercano posible a la mitad del periodo de trabajo.

EMPLEADOR:

Toda persona que continúe infringiendo los requisitos de la presente ordenanza, después de recibir notificación por escrito de dicha violación, de un representante autorizado de la Ciudad, estará sujeto a una multa civil de no menos de \$100 o de más de \$500 por cada día en que ocurra la violación.

Para información de como someter una queja formal, llame 311 o visite el sitio: <http://www.austintexas.gov/department/filing-citizen-complaint>

SECTION 2 – RESIDENTIAL CONSTRUCTION GUIDELINES (One and Two Family Dwellings and Townhouses) FOOD ESTABLISHMENTS

2.1 BUILDING CODE ADMINISTRATION

This rule is promulgated to administer and implement the Residential Code, Building Code, Electrical Code, Mechanical Code, Plumbing Code, Energy Code, Solar Energy Code, Fire Code, and the Property Maintenance Code. ~~Housing Code and Dangerous Buildings Code.~~

2.1.1 ADDITIONS AND NEW CONSTRUCTION

If a homeowner is adding a room to their house, remodeling the interior of their house (such as converting a garage to a room), or building a new house, refer to Section 2.2 Residential Review Division.

Remodeling and additions to existing homes are typically pre-reviewed by Residential Review staff for walk-in customers and in most cases when a person gets approved, they can proceed to the Permit Center to obtain their building permit(s) the same day.

New construction applications must be submitted and are usually reviewed within 7 days. During this review, Residential Review staff check for the following:

- that the property is properly zoned;
- that the proposed work does not encroach into required setbacks or easements;
- that the proposed work does not exceed the impervious cover limitation;
- that the proposed work does not exceed the allowed height limit;
- if the lot is in a neighborhood plan;
- if the property is in an historic district or has an historic designation*;
- make sure the property is not in a floodplain*
- make sure the property is not within a hazardous pipeline easement*

*If the proposed work falls in these areas, additional reviews will be required.

The City does not enforce private deed restrictions.

Homeowners will need to fill out a Residential Permit Application (See Section 2.2.2 to view the application, or it can be downloaded from the City website).

<http://www.austintexas.gov/development>

2.1.1.1 VOLUME HOME BUILDER PROGRAM

1) Program Description

- a) The Volume Home Builder Program is an optional, expedited residential review process that enables volume builders to receive a faster turn around on residential permit applications for new construction. Builders wishing to participate must submit the required documentation, and then staff will review the submission for acceptance into the program. If accepted, the builder will be eligible to submit for residential building permits through the Volume Home Builder Program.

2) Applicability

- a) The builder must be constructing on 20% or more of the lots within the same subdivision.
- b) The subdivision must have a minimum of 10 lots, with the exception of amended plats from an approved volume builder subdivision plat. Administrative waivers to these requirements will be considered on a case-by-case basis at the discretion of the Volume Builder Coordinator.

3) Submittal Requirements:

- a) Must sign the Home Builder Certification Affidavit for each subdivision the builder wishes to include in the program. This form must be notarized.
- b) Must submit a full copy of the final approved subdivision plat, including plat notes, along with all applicable floor plans, exterior options, and elevations on approved electronic format. Submissions in other formats will require individual approval.
- c) A scaled, hard-copy set of all floor plans and elevations of homes expected to be constructed by the builder in the subdivision.
- d) A scaled, copy of the recorded subdivision plat and all plat notes.
- e) Builder must schedule a meeting with the Volume Builder Coordinator to discuss the proposed development and applicable impacts from zoning requirements.
- f) Additional information as requested by the Volume Builder Coordinator. This could include copies of relevant ordinances, deed restrictions, and other materials as applicable.

4) Subdivision Requirements:

- a) Must not be subject to Subchapter F
- b) Proposed uses must be single-family residential use
- c) Lots must not require a variance or waiver to any zoning or criteria manual requirement
- d) All developable lots must front a paved street

e) Must have access to water/wastewater service and may not have a septic connection

f) Lots must not require a land status determination

- 5) **Lot(s) will be reviewed for any other potential conflicts** that may, at the discretion of staff, disqualify it from inclusion in the volume home builder program. ~~Potential conflicts could include, though not limited to:~~

6) Flag lots, corner lots, through lots, or other unusual lot configurations

a) Specialized Zoning Designations (LA, DR, RR, PUD, MU, etc.)

b) Airport or other conditional overlays

c) Proximity to a floodplain, pipeline, or curb inlet

d) Neighborhood Plan (NP) or Neighborhood Conservation Combining District (NCCD)

e) National Registered Historic District (NRHD)

7) Preliminary Review

a) Upon receiving the final subdivision plat, floor plans, elevations, and exterior options, the builder will meet with the Volume Builder Coordinator to identify any lots that, because of their complexity, do not qualify for the Volume Builder review process. Lots found to not be suitable for inclusion in the volume builder program should be submitted through the standard residential permitting process.

b) For the remaining lots, the builder will submit for permit through the Volume Home Builder Program the required documentation. Building plans will not be required for each permit submittal.

8) Residential Review Permit Application Requirements

a) Once reviewed, the builder will be notified of both accepted and excluded lots. The Volume Builder Coordinator will supply a subdivision zoning review sheet to the builder. The builder is to review and sign this review sheet prior to the submission of any residential permit applications for the applicable subdivision. The builder must submit all residential permit application requirements to receive approval for a building permit.

~~9) **Builder will log into the City database and create a Plan Review on-line.** Builder will enter all applicable building data and other applicable information. Once entered, the builder will attach the following to the Plan Review folder:~~

~~a) **Completed Volume Builder Residential Permit Application**~~

~~b) **Scaled plot plan on letter or legal size paper**~~

~~c) **Approved Tree Ordinance Review Application (if applicable)**~~

- d) ~~SMART HOUSING certification letter (if applicable)~~
- e) ~~Approved Electric Service Plan Application form~~

10) ~~The plot plan shall include the following information:~~

- a) ~~legal description of lot and assigned address~~
 - b) ~~stamp indicating plot plan is determining factor in COA review process~~
 - c) ~~plan number or identifying code for the proposed structure~~
 - d) ~~all property lines, setbacks, easements, and adjoining rights-of-way~~
 - e) ~~trees greater than 19" in diameter, 4' from the base~~
 - f) ~~proposed structures with roof overhangs shown (dashed)~~
 - g) ~~driveways, A/C pads, and other improvements~~
 - h) ~~city sidewalks (if applicable)~~
 - i) ~~curb inlets and manholes (if located on or within 10' of the property frontage)~~
- 11) ~~Should the on-line submittal system not be available, 2 hard copies of the preceding items should be sent in to Residential Review for processing.~~
- 12) ~~Participation in this program does not change the inspection process. Inspections should still be scheduled by calling the IVR system at (512) 480-0623. If you do not have an IVR PIN, please call 974-2027 or 974-9781~~
- 13) ~~Payment of building fees is required prior to issuance of a building permit.~~
- 14) ~~Once the permit is received, the permit and a stamped plot plan should be kept on the job site.~~
- 15) ~~Inspectors will not accept flipped or mirrored construction plans in the field.~~
- 16) ~~Should a previously permitted plan need a revision, the builder must sign in to see a residential reviewer and update the application as necessary, including updated plot plans, coverage information, or other applicable changes.~~
- 17) ~~Model homes, construction trailers, and other non-residential uses should be submitted through the standard residential permitting process.~~

2.1.1.2 SITE PLAN EXEMPTIONS

- 1) Notwithstanding the provisions of 25-5-2, a plot plan may be required, depicting the following in order to verify compliance with the Building Code and the Zoning Code:
 - a) Location of all buildings on the site with setbacks to easements and property lines delineating
 - b) Location of other impervious covering on the site
 - c) Location of parking spaces on the site

- d) Location of the proposed improvements
- e) A floor plan for each floor of each building located on the site
- f) Location of fire hydrants
- g) Location of the fully developed 100-year floodplain
- h) Curb cuts for driveways and pedestrian ramps

2.1.2 ATTACHED AND DETACHED STRUCTURES

SINGLE FAMILY ATTACHED STRUCTURES GUIDELINES

A) Single Family Attached Residential Existing Duplex Verification

- 1) Any of the following options may be pursued by an applicant or owner who chooses to convert an existing duplex to two (2) single family attached residential units:
 - a. Proof that a certificate of occupancy was issued prior to March 1, 1987 or
 - b. Proof that all final inspections on a duplex permit were approved prior to March 1, 1987 or
 - c. Proof that all of the following have occurred:
 - i. A permit to repair existing duplex and convert to single family attached residential units is secured when the electrical permit for conversion to single family attached residence is secured.
 - ii. Electrical rough and electrical final has passed.
 - iii. The building final has passed and the units have complied with the [International Property Maintenance Code Housing](#).
- 2) Proof that the property was taxed by the County Tax Assessor Collector as a duplex prior to March 1, 1987.
- 3) Proof that the property received electrical, water, wastewater, septic, or natural gas service as a duplex prior to March 1, 1987.

B) Single Family Attached Residential Submittal Check List

- 1) Are there deed restrictions which affect this application?
- 2) Are there subdivision restrictions which affect this application?
- 3) Documents involving code compliance, easements and maintenance have been prepared by an attorney and are attached.

- 4) The total width of both lots is _____ feet.
Lot #1 _____ square feet Lot #2 _____ square feet.
- 5) The total area of both lots is _____ square feet.
Lot #1 _____ square feet Lot #2 _____ square feet.
- 6) Is the density of the subdivision affected by this application?
- 7) The building setback from the front property line is _____ feet.
- 8) The side-yard setbacks from the side property lines are _____ feet and _____ square feet.
- 9) The building covers _____ percent of the lot.
Lot #1 _____ percent Lot #2 _____ percent of the lot.
- 10) The building setback from the rear property line is _____ feet.
Lot #1 _____ percent Lot #2 _____ percent.
- 11) The impervious coverage on the subject lot is _____ percent.
Lot #1 _____ percent Lot #2 _____ percent.
- 12) A diagram depicting location of the buildings and parking spaces is attached.
- 13) The structure is _____ feet high, which complies with height limitations on the site.
- 14) There are _____ bedrooms in the building.
Unit #1 _____ bedrooms Unit #2 _____ bedrooms.
- 15) A diagram showing existing fence locations is attached.

2.1.2.1 Manufactured Home Requirement

1) Definition - Manufactured home means a structure, transportable in one or more sections, which in the traveling mode is 8 body feet (2438 body mm) or more in width or 40 body feet (12 192 body mm) or more in length, or, when erected on site, is 320 square feet (30 m2) or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning and electrical systems contained therein: except that such term shall include any structure that meets at the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary (HUD) and complies with the standards established under this title. For mobile homes built prior to June 15, 1976, a label certifying compliance to the Standard for Mobile Homes, NFPA 501, in effect at the time of manufacture is required.

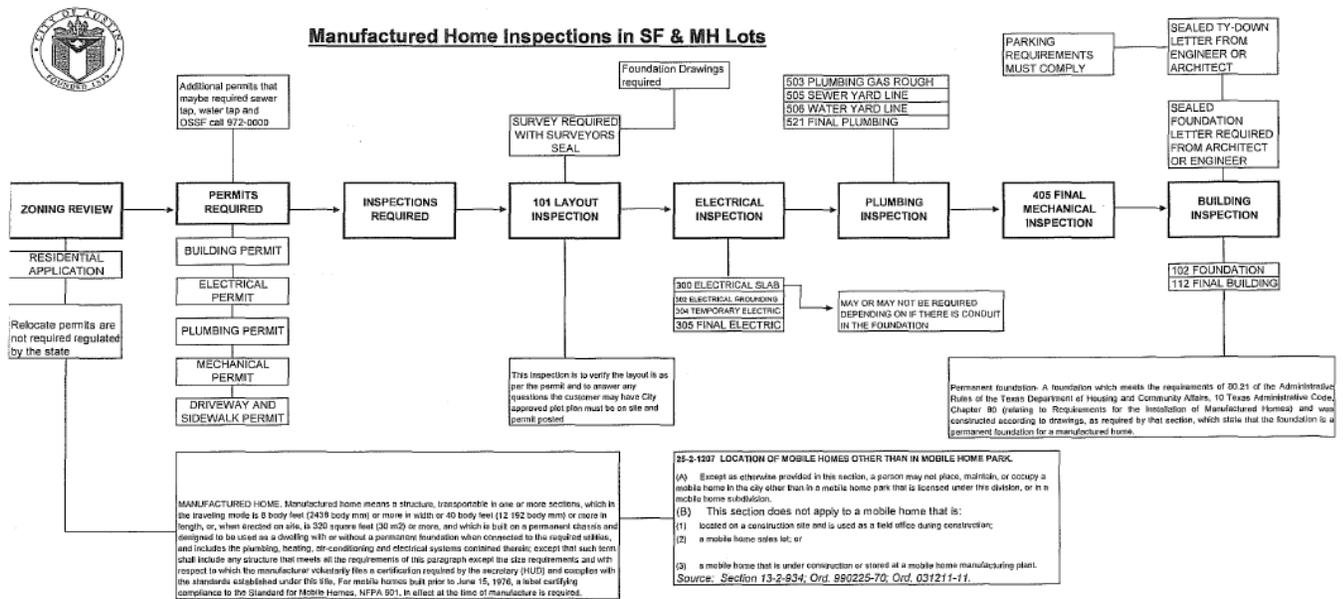
2) Code requirements for all manufactured homes within Austin City limits must comply with Austin City Code Section 25-2, Article 14, and the following:

A. Austin City Code Section 25-2-1207 Location Of Mobile Homes Other Than in Mobile Home Park.

- (1) Except as otherwise provided in this section, a person may not place, maintain, or occupy a mobile home in the city other than in a mobile home park that is licensed under this division, or in a mobile home subdivision.
- (2) This Section does not apply to a mobile home that is:
 - (i) located on a construction site and is used as a field office during construction;
 - (ii) a mobile home sales lot; or
 - (iii) a mobile home that is under construction or stored at a mobile home manufacturing plant.

B. Mobile Home Electrical, Plumbing, and Mechanical Systems

- (1) When a mobile home is placed on a lot or in a mobile home park in the city limits, electrical, plumbing, heating, ventilation, and air conditioning equipment shall be installed in accordance with the adopted Electrical Code, Plumbing Code or Mechanical Code. A permit shall be secured by a registered electrician, plumber, or air conditioning and refrigeration contractor before any work is performed.



C. Texas Manufactured Housing Standards Act.

(1) Section 1201 Manufactured Home.

(A) "HUD-code manufactured home" means a structure:

- (i) constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development;
- (ii) built on a permanent chassis;
- (iii) Designated for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities;
- (iv) Transportable in one or more sections; and
- (v) In the traveling mode, at least eight body feet in width or at least 40 body feet in length, or when erected on site, at least 320 square feet;

(B) including the plumbing, heating, air conditioning, and electrical systems of the home; and

(C) does not include a recreational vehicle as defined by 24 C.F.R. Section 3282.8(g).

(2) Section 1201.452 Seal or Label Required.

(A) Except as otherwise provided by this subchapter, a person may not sell, exchange or lease-purchase or negotiate for the sale, exchange, or lease- purchase of a used manufactured home to a consumer unless the appropriate seal or label is attached to the home.

(B) If the home does not have the appropriate seal or label, the person must:

- (ii) apply to HUD for a seal;
- (iii) pay the fee; and
- (iv) submit to the department a copy of any written disclosure required under Section 1201.455(a).

D. Texas Administrative Code, Vol. 10, Chapter 80, Permanent Foundation.

(1) A foundation which meets the requirements of 80.21 of the Administrative Rules of the Texas Department of Housing and Community Affairs, 10 Texas Administrative Code, Chapter 80 (relating to Requirements for the Installation of Manufactured Homes) and was constructed according to drawings, as required by that section, which states that the foundations is a permanent foundation for the manufactured home. A sealed engineer's letter will be required for final approval.

3) Technical Code and Land Development Code requirements:

(A) Zoning Review

- Submit a Residential Application to Residential Review staff of Planning and Development Review Department.

(B) Permits Required

- Building Permit
- Electrical Permit
- Plumbing Permit
- Mechanical Permit
- Driveway and Sidewalk Permit
- Additional permits that may be required for a sewer tap and water tap.

(C) Inspections Required

a) 101 Layout Inspection – This inspection is to verify the layout is as per the permit and to answer any questions the customer may have. City approved plot plan must be on site and permit posted

- 1) Foundation Drawings required.
- 2) Survey required with surveyors seal.

b) Electrical Inspections

- 1) 300 Electrical Slab –may or may not be required depending on if there is conduit in the foundation or not.
- 2) 302 Electrical Grounding
- 3) 304 Temporary Electric
- 4) 305 Final Electric

c) Plumbing Inspections

- 1) 503 Plumbing Gas Rough
- 2) 505 Sewer Yard Line
- 3) 506 Water Yard Line
- 4) 521 Final Plumbing

d) 405 Final Mechanical Inspection

e) Building Inspections

- 1) 102 Foundation
 - a. Sealed foundation letter required from architect or engineer.
 - b. Sealed Ty-Down letter from architect or engineer.
 - c. Parking Requirements must comply.
- 2) 112 Final Building

2.1.4 EXTERIOR WORK

2.1.5 FENCES, LANDSCAPE AND SWIMMING POOLS

2.1.6 REMODEL PROJECTS

If a homeowner is adding a room to their house, remodeling the interior of their house (such as converting a garage to a room), or building a new house, refer to Section 2.2 Residential Review Division.

Remodeling and additions to existing homes are typically pre-reviewed by Residential Review staff for walk-in customers and in most cases when a person get approved, they can proceed to the Permit Center to obtain their building permit(s) the same day.

New construction applications must be submitted and are usually reviewed within 7 days. During this review, Residential Review staff check for the following:

- that the property is properly zoned;
- that the proposed work does not encroach into required setbacks or easements;
- that the proposed work does not exceed the impervious cover limitation;
- that the proposed work does not exceed the allowed height limit;
- if the lot is in a neighborhood plan;
- if the property is in an historic district or has an historic designation*;
- make sure the property is not in a floodplain*
- make sure the property is not within a hazardous pipeline easement*

*If the proposed work falls in these areas, additional reviews will be required.

The City does not enforce private deed restrictions.

Homeowners will need to fill out a Residential Permit Application (See Section 2.2.2 to view the application, or it can be downloaded from the City website).

<http://www.austintexas.gov/development>

2.1.7 UTILITIES

2.1.8 WATER HEATERS AND AIR CONDITIONERS

2.1.9 WINDOWS AND DOORS

2.2 RESIDENTIAL REVIEW

Residential Plan Review is responsible for reviewing applications for new construction, additions or interior remodeling of single-family, duplex or two family houses and/or accessory buildings on one lot. Residential construction projects are reviewed for zoning compliance with Chapter 25-2 of the Land Development Code and the currently adopted International Residential Code and other applicable codes.

2.3 PERMITS (Residential Construction)

2.3.1 Contractor and Trade Permits

- 1) Building permits are required to erect, construct, enlarge, alter, repair, move, improve, convert or demolish a building or structure within the City. [WPDRDPDRD](#) has the authority to inspect electrical, mechanical and plumbing construction wherever municipally owned utilities are provided. Connection of City utility service (water, sewer and electricity) is dependent upon satisfactory installation of wiring, plumbing and related fixtures.

[For more information, see the City website: www.austintexas.gov/departments/permits](#)

Important: The applicant shall obtain a separate permit for electrical, plumbing or mechanical (heating/air conditioning) construction. A building permit is only valid for building construction.

- a) For residential construction, the applicant shall submit two (2) complete sets of plans, with the following information:
 - i) Complete plot plan drawn to scale (showing entire lot and all buildings located and proposed to be located on the lot,) existing and proposed impervious cover, easements (including vacated easements) and right of way.
 - ii) Verification that adequate water and sewer service has been obtained for the project.

Note: If septic, a receipt number is required along with a letter from City of Austin Water Utility stating that septic system is acceptable for the construction proposed.

- b) Energy form and shading coefficient data specification sheets.
- c) Total square footage of improvement.
- d) Total living area (cooled and heated) delineated.
- e) Floor plan of each floor of the subject building.
- f) Foundation: Detail of footings, girders, sills.
- g) Floor framing.
- h) Roof frame detail.

- i) Elevations: front, sides and rear, including height measurements and the points at which those height measurements are being determined
- j) Detail of stairs.
- k) Mailing address of recipient of certificate of occupancy, and phone number of owner.
- l) If the property is located within the boundaries established by the Land Development Code, 25-2, Subchapter F, the applicant must also submit original signed and sealed:
 - i) Topographic survey when topography changes 2 feet or more,
 - ii) Elevations that include topography and appropriate building tent and/or envelopes.

Note: A certified or registered architect, land surveyor, engineer, or building designer will qualify to sign and seal the required plans.

- 2) Residential plans shall be review for compliance with zoning, subdivision, and plot plan regulations only. Plans submitted which do not include all information required by adopted codes and rules shall be rejected before the review for zoning, subdivision and plot plan compliance is commenced. Information required on plans concerning building code and energy code regulations shall be reviewed for completeness only; compliance will be checked in the field.
- 3) On plot plans submitted to [PDRDWPDRD](#), the following additional information shall be provided by the applicant:
 - a) Public sidewalks, if required by Ordinance.
 - b) Location of any storm sewer inlets within the lot frontage and 10 feet beyond the side property lines, or include a statement on the plot plan that there are none. If a curb inlet is present there must be 10 feet between the inlet opening and the edge of a driveway curb return. (Transportation Criteria Manual, Section 5.3.1.A)
 - c) Location of water meter.
 - d) Location of proposed manholes, pull boxes, and transformers.

2.3.2 Expired Permits Reactivation (RESIDENTIAL)

(This section provides procedures for the following:)

A. Expired Stand Alone Permits (MEP)

B. Expired Building Permits for Accessory Structures

C. Expired Building Permits for CO Structures

Source: Ord. 20100624-143

A. Expired Stand Alone Permits (Residential)

- Prior to 10/1/2008 – For expired stand alone permits issued prior to 10/1/2008, the customer:
- a) May reactivate
- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
 - The residential reviewer will inform the customer they need proof of work for any expired permits.
 - If no proof can be provided to the Permit Center, the stand alone permit will be incorporated into any new Building Permit (BP) projects Plan Review (PR) folder, and the expired permit will be reissued as a Life Safety permit.
 - Residential review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
 - If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. No reactivation fee applies.
 - The reactivated permit will expire on the 181st day after approval.
 - Must comply with technical code in existence when permit first issued.
- OR**
- b) Must purchase new permit, if no proof of work;
- Standard permit fee applies
 - Old expired permit is changed to Void in AMANDA once new permit issued.
 - Current technical code and zoning regulations apply.
- After 10/1/2008 – For expired stand alone permits issued after 10/1/2008, the customer:
- a) May reactivate
- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
 - The residential reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the stand alone permit will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
 - Residential review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
 - If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. Reactivation fee does apply.
 - The reactivated permit will expire on the 181st day after approval.
 - Must comply with technical code in existence when permit first issued.
- OR**
- b) Must purchase new permit, if no proof of work
- Standard permit fee applies

- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

➤ After 10/1/2010 – For expired stand alone permits issued after 10/1/2010, the customer:

a) May be reactivated only one time for residential:

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The residential reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the stand alone permit will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
- Residential review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- Complete Reactivation Form (Form 143). Reactivation fee does apply.
- An expired permit will be reactivated when the reactivation form is approved. The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

B. Expired Permits for Accessory Structures (Residential)

- Only applies to type of dwelling: Single Family, Single Family Attached, Two Family, Secondary Apartment, Townhouses/Condo regime, or Duplex;
- Only applies to work types: New, Addition, Addition and Remodel, Remodel, and if “Square Footage is added”, or there is a “Change of Use”;
- Only applies to an accessory structure, which is any type of secondary structure on the property, that is not the main dwelling or a secondary dwelling structure. Accessory structure examples include a fence, deck, carport, garage, work shop, storage shed, doll house, or swimming pool. Swimming pools are an accessory structure but require additional trade permits for safety purposes.

- Applies to accessory structures that are accessory to the primary use of structure/dwelling that require a CO/CC before the structure may be used or occupied.

➤ **Prior to 10/1/2008** – For expired building permits and related MEP child permits issued prior to 10/1/2008, the customer:

a) May reactivate

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The residential reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permits will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
- Residential review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. No reactivation fee applies.
- The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

➤ **After 10/1/2008** – For expired building permits and related MEP child permits issued after 10/1/2008, the customer:

a) May reactivate

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The residential reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permits will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
- Residential review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. Reactivation fee does apply.
- The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

➤ After 10/1/2010 – For expired building permits and related MEP child permits issued after 10/1/2010, the customer:

a) May be Reactivated only one time for residential:

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The residential reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, any expired permits will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
- Residential review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- If proof can be provided, submit a Reactivation Form (Form 143). Reactivation fee does apply.
- An expired permit will be reactivated when the reactivation form is approved. The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

or

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

C. Expired Permits for CO Structures (Residential)

- Only applies to type of structures: Single Family, Single Family Attached, Two Family, Secondary Apartment, or Duplex;
- Only applies to work types: New, Addition, Addition and Remodel, Remodel, and if “Square Footage is added”, or there is a “Change of Use”;
- Applies to building permits (parent permit) and related MEP (child) permits that involve a CO before a structure may become occupied.

➤ Amnesty Prior to 3/1/1986 – Applies to a residential property that was never permitted or never received a CO. The customer may apply for amnesty, if the use is a permitted use or is a nonconforming use. The property owner must submit to Residential Review an amnesty application and proof that the building use existed on 3/1/86. Amnesty would allow the property owner to bring a structure into compliance with the City's zoning regulations for certain minor violations. Any setback violations or major zoning violations must be reviewed by the BOA.

➤ Prior to 10/1/2008 – For expired building permits and related MEP child permits issued prior to 10/1/2008, the customer:

a) May reactivate

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
 - The residential reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permit will be incorporated into any new PR folder, and the expired permit will be reissued as a Life Safety permit.
 - Residential review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
 - If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. No reactivation fee applies.
 - The reactivated permit will expire on the 181st day after approval.
 - Must comply with technical code in existence when permit first issued.
- OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

➤ After 10/1/2008 – For expired building permits and related MEP child permits issued after 10/1/2008, the customer:

a) May reactivate

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
 - The residential reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permit will be incorporated into any new PR folder, and the expired permit will be reissued as a Life Safety permit.
 - Residential review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
 - If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. Reactivation fee does apply.
 - The reactivated permit will expire on the 181st day after approval.
 - Must comply with technical code in existence when permit first issued.
- OR

- b) Must purchase new permit, if no proof of work
 - Standard permit fee applies
 - Old expired permit is changed to Void in AMANDA once new permit issued.
 - Current technical code and zoning regulations apply.

➤ After 10/1/2010 – For expired building permits and related MEP child permits issued after 10/1/2010, the customer:

a) May be reactivated only one time for residential:

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The residential reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permit will be incorporated into any new Remodel PR folder, and the expired permit will be reissued as a Life Safety permit.
- Residential review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- If proof can be provided, complete Reactivation Form (Form 143). Reactivation fee does apply.
- An expired permit will be reactivated when the reactivation form is approved. The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

2.4 INSPECTIONS

2.4.1 INSPECTION AND PERMIT DATABASE COMPLETED IN A TIMELY MANNER

For general information on inspections, see the City website:
<https://www.austintexas.gov/development/inspections-0>

Building inspections and permits can be viewed on the City of Austin permit website at <https://www.ci.austin.tx.us/devreview/index.jsp>
<https://austintexas.gov/devreview/index.jsp> Results are documented in the permitting and inspection software system and become a permanent City record.

2.4.2 MANDATORY INSPECTIONS

A) Residential Use Structures – For new construction and remodel/additions for all residential use structures, based on the scope of work, the City may perform the following inspections.

“Site” related inspections include the following:

<u>Inspection</u>	<u>Performed by:</u>
<ul style="list-style-type: none"> • <u>Driveway/Sidewalk Prepour</u> • <u>Driveway/Sidewalk Final</u> 	<u>PDRD, Site and Subdivision Inspection Contact 512-974-7180</u>
<ul style="list-style-type: none"> • <u>Tree Inspection</u> 	<u>PDRD, Environmental Inspection Contact 512-974-2278</u>
<ul style="list-style-type: none"> • <u>Water & Wastewater, Taps</u> 	<u>AWU, Contact 512-972-0000</u>

“Building Construction” related inspections include the following inspections for each trade permit:

<u>NEW</u>	<u>REMODEL/ADDITION</u>
<p><u>Building Permit</u></p> <ul style="list-style-type: none"> • <u>Building Layout (3rd Party Inspection)</u> • <u>Pre-Framing Rough (3rd Party Inspect.)</u> • <u>Framing</u> • <u>Building Insulation</u> • <u>Dry Wall/Wallboard (3rd Party Inspect.)</u> • <u>Final Building/Energy</u> 	<p><u>Building Permit</u></p> <ul style="list-style-type: none"> • <u>Building Layout (3rd Party Inspection/ surveyor)</u> • <u>Framing Rough (3rd Party Inspect.)</u> • <u>Framing</u> • <u>Building Insulation</u> • <u>Dry Wall/Wallboard (3rd Party Inspect.)</u> • <u>Final Building/Energy</u>
<p><u>Plumbing Permit</u></p> <ul style="list-style-type: none"> • <u>Plumbing Rough</u> • <u>Plumbing Gas Rough</u> • <u>Plumbing Top Out</u> • <u>Plumbing Interior Water Lines</u> • <u>Plumbing Final</u> 	<p><u>Plumbing Permit</u></p> <ul style="list-style-type: none"> • <u>Plumbing Rough</u> • <u>Plumbing Gas Rough</u> • <u>Plumbing Top Out</u> • <u>Plumbing Interior Water Lines</u> • <u>Plumbing Final</u>
<p><u>Mechanical Permit</u></p> <ul style="list-style-type: none"> • <u>Mechanical Rough</u> 	<p><u>Mechanical Permit</u></p> <ul style="list-style-type: none"> • <u>Mechanical Rough</u>

<ul style="list-style-type: none"> • <u>Mechanical Vent</u> • <u>Mechanical Final</u> 	<ul style="list-style-type: none"> • <u>Mechanical Vent</u> • <u>Mechanical Final</u>
<p><u>Electrical Permit</u></p> <ul style="list-style-type: none"> • <u>Electrical Slab</u> • <u>Electrical Rough</u> • <u>Electrical Final</u> 	<p><u>Electrical Permit</u></p> <ul style="list-style-type: none"> • <u>Electrical Slab</u> • <u>Electrical Rough</u> • <u>Electrical Final</u>

Additional Inspections may be required or allowed depending on the scope of the project. The following inspections are performed by Third Party Inspectors.

Third Party Inspections that may be required:

- Tent survey with surveyors seal
- Wall bracing letter
- Impervious coverage survey with surveyors seal
- Foundation letter with engineers seal
- Building height survey with surveyors seal
- Finish floor elevation with surveyors seal
- Structural repair approval with engineers seal
- Flood elevation certificate with surveyors seal
- Wallboard letter
- Termite letter (exterminator approved forms)
- Third party test reports on energy requirements for HVAC system
- Form survey with surveyors seal
- Sheathing letter (verifying weather seal)

A listing of Third Party Contractors for Code Required Testing is published on the City website: <http://www.austintexas.gov/page/codes-and-technical-information>

~~Inspectors shall contact their supervisor or lead Inspector daily to offer or request assistance in completing all requested inspections in a timely manner. Overtime shall be scheduled with the approval of the division manager or supervisor only.~~

2.4.2.1 THIRD PARTY RESIDENTIAL INSPECTIONS

Third Party inspections are performed by independent contractors. A listing of Contractors for Code Required Testing is published on the City website: <http://www.austintexas.gov/page/codes-and-technical-information>

The following provides more detailed descriptions and information about Third Party Residential Inspections.

1) Layout Survey

- a) The Builder shall provide an As-Built-Survey to the City prepared by a licensed surveyor which includes the verification of the following:
 - i) The building(s) have been constructed on the location and elevation identified on the approved plans.
 - ii) The building(s) meet the setback requirements and clear of easements on the approved plans.
 - iii) Building projects located in the area subjected to the Land Development Code, 25-2, Subchapter F, may be required to provide additional height surveys to determine compliance. The Building Official and Deputy Building Officials have the discretion of the requirement for additional surveys needed to ascertain compliance with the Code.
- b) Impervious coverage survey will be required when the proposed project is within 5% of the maximum allowed and include the surveyors seal.
- c) Plumbing tunnel work will require an engineer's letter on approval of back fill including photos of work performed. Only a plumbing permit required and no building permit is required.
- d) Plumbing permits required on all swimming pool permits to verify and document water protection requirements of potable water have complied with the code.

2) Foundation Copper

- a) Two sets of plans will be returned to the Builder who must ensure delivery of a set of plans to the construction site. The builder/permit holder is responsible for having the City approved plans on site available to the Inspector at the time of an inspection.
- b) The Builder (permittee) may proceed with work up to the Plumbing Rough, at his own risk, while submitted plans are being reviewed for permit issuance.

- c) Permittee shall be responsible for providing weather protected container on site and shall maintain a set of approved construction plans and the survey report form in this container.
- d) The approved plans and a copy of the survey report must be on site prior to requesting the copper (prepour) inspection.
- e) Prior to requesting subsequent inspections, the permittee must have the plans in the container.
- f) Failure to have the approved plans and survey on site will result in a failed copper inspection and the assessment of a re-inspection fee.

3) Foundation

- a) City Inspectors will not perform “foundation inspections” for new single family dwellings, duplexes, townhouses, attached or detached structures, remodels, additions, or decks-accessory buildings. The Builder shall provide a sealed report to the City that has been prepared by a State of Texas licensed architect or engineer with Seal verifying that the foundation has been constructed in accordance with the adopted One and Two Family Dwelling Code. If the site is located within the 100-year flood plain, an elevation certification verifying compliance with approved plans and code is required.

4) Framing (Grouped Inspection)

- a) The Third Party Inspector will perform a Framing Pre-inspection using the City of Austin framing checklist and the permittee will correct code violations identified by this inspection prior to requesting a Mechanical Rough, Plumbing Top Out or Framing Inspection.
- b) A Third Party Framing Pre-inspection must be conducted and reports prepared by a State of Texas registered architect or engineer, ~~or Licensed Real Estate Inspector~~. Certified One and Two Family Dwelling Code Inspector, or an Inspector certified by the City to perform Framing Pre-inspection.
- c) City Inspectors will inspect the Plumbing Top Out, Mechanical Rough, and Frame for compliance. At this inspection, the City Inspector will conduct a full inspection and provide a complete list of all violations provided the inspection is ready. If the Plumbing Top Out, Mechanical Rough or Frame does not pass inspection on the second inspection a re-inspection fee will be assessed.
 - i) The Builder shall provide the approved plans, the survey report, the foundation report, and the pre-frame report in the weather-tight container at the time the combination Plumbing Top Out, Mechanical Rough, and Framing Inspection is requested.
 - ii) Failure to provide all required documents on site prior to the request of the Framing Grouped Inspection will result in the assessment of a re-inspection fee. No Framing, Plumbing Top Out, or Mechanical Rough Inspection will be

performed unless the survey report, foundation report, and framing pre-inspection report are available on site. A re-inspection fee shall be charged if any of these inspections are requested and the foundation report, survey report or framing pre-inspection report are not available on site.

- iii) At this inspection, the City Inspector will document the review of all documents and upon approval of the Survey, Foundation, and Framing Pre-inspection Third Party Reports; the City Inspector will sign the green inspection tag for the Layout and Foundation Inspection. The City Inspector will report that the Third Party Inspector conducted the survey and passed the Layout and Foundation Inspections and the approval date will be placed in the City's computer records.
- iv) The City Inspector will perform all framing re-inspections. ~~A re-inspection fee will be charged if there are more than four framing violations.~~ If all framing corrections are visible at the insulation inspection, the Inspector may authorize insulation of the exterior walls and may perform the framing re-inspection and the insulation inspection at the same time.
- v) No insulation may be placed prior to the approval of the Framing, Mechanical Rough, Plumbing Top-out, and Electrical Rough Inspections by the City Inspector.

5) Insulation Inspection

- a) City Inspectors will perform all insulation inspections on buildings that require building permits. City Inspectors will inspect buildings located within the City limits (full and limited purpose) or within Municipal Utility Districts that require City building inspection. The City Inspector ~~or the Third Party Inspector~~ must verify that the Insulation Contractor has placed the insulation in compliance with the adopted International Energy Conservation Code and any local code amendments. ~~Third party testing requirements are from the adopted International Energy Conservation Code "Testing of the Building Thermal Envelope for Infiltration." Leakage of the building thermal envelope shall not exceed .50 Air Changes per Hour (ACH) as measured by the blower door test. The testing procedure shall be based on ASTM E779 (Standard Test Method for Determining Air Leakage Rate by Fan Pressurization) or ANSI/ASHRAE 136 (A Method of Determining Air Change Rates in Detached Dwellings).~~
- b) Testing shall be performed by an independent Third Party technician that is pre-approved by the Building Official. Batch testing shall be allowed in accordance with the adopted local amendments to the International Energy Conservation Code Section "Batch Testing Procedures". The standards for approval of Third Party technicians shall be established by administrative rule.
- c) Documentation verifying that thermal envelope air leakage must include must include: is equal to or less than .50 ACH shall be submitted with the final Mechanical Code compliance package on the jobsite and include the following information:

- i) Address of residence
- ii) Name and company of technician performing testing
- iii) Date of final test
- iv) Test results as a percentage Air Changes per Hour (ACH).
- v) Exceptions:
 - (a) Existing construction where the volume of the conditioned space is unchanged.
 - (b) An addition of 200 square feet or less of conditioned space to existing construction.

6) Wallboard Inspection

- a) For all new One and Two Family Dwellings the Third Party Inspector must verify that wallboard fastened to walls and ceilings complies with the adopted ~~One and Two Family Dwelling International Residential~~ Code Standards for thickness, fire resistance and fastening.
- b) A City Inspector performs wallboard inspections for remodel projects.

7) Impervious Coverage Inspection - Impervious coverage Inspection shall be performed when within 5% of the maximum allowable, the survey shall be performed by a surveyor registered in the state of Texas. The survey shall be performed when all exterior work such as but not limited to: ground work, flat work, landscaping, swimming pool and accessory structures are completed. The survey shall provide detailed calculations.

~~7)8) Final Third Party Submittals~~

The Permit Holder shall provide a complete packet to the ~~WPDRDPDRD~~ of all Third Party Reports with corresponding Correction Notices may be submitted during the construction process on site and a complete packet must be completed before or at the time of the final building inspection. Where the release from a Utility District is required, a copy of this report should be included in the Third Party packet submitted by the Permit Holder.

~~8)9) Penalties~~

- a) ~~A copy of the third party report form is attached (see attachment). No final inspections will be passed until all required reports are received by the City Inspector.~~ Failure to provide the required documents prior to requesting Final Inspections will result in the assessment of a reinspection fee by the City Inspector.

- b) The City shall suspend a licensed or certified person from program participation if any of the following occur:
- i) Inspections are approved when violations are evident.
 - ii) Re-inspections are approved when listed violations have not been corrected.
 - iii) An inspection is approved in the absence of a site visit by the Third Party Inspector.
 - iv) An inspection is approved by the Third Party Inspector when the construction to be inspected has been covered prior to inspections.
 - v) A Third Party Inspector may appeal this Notice to Suspend to the Building and Fire Code Board of Appeals within 20 days of receipt of the Notice of Intent to Suspend. The Third Party Inspector may continue to perform Third Party Inspections when an appeal is pending, provided that the Inspector has provided a copy of the notice of Intent to Suspend and the completed appeal to the Permittee who employs this Inspector.
 - vi) Suspension of Third Party Inspectors shall be based upon the severity and frequency of the incidents and, in no case, shall be for a period neither less than 30 days nor more than 180 days.

~~NEW RESIDENTIAL USE STRUCTURES ONLY~~

~~CITY MUST PERFORM~~

- ~~• Layout survey~~
- ~~• Plumbing Rough~~
- ~~• Sewer & Water Yard Lines~~
- ~~• Electrical Slab~~
- ~~• Copper~~
- ~~• Electrical Rough~~
- ~~• Frame Group (FR, MR, PT)~~
- ~~• Driveway/Sidewalk Prepour~~
- ~~• Electrical Final~~
- ~~• Mechanical Final~~
- ~~• Plumbing Final~~
- ~~• Energy Final~~
- ~~• Driveway/Sidewalk Final~~
- ~~• Building Final~~

~~MANDATORY THIRD PARTY~~

- ~~• Layout (Survey) Form Check Survey must be in the weather tight container prior to requesting copper inspection~~
- ~~• Foundation~~
- ~~• Pre-framing – Leave Mandatory Third Party Reports with the builder as each stage of inspection is approved. A full list of corrections must be identified by using the City of Austin “Residential framing correction notice”.~~
- ~~• Wallboard~~

- ~~Optional Third Party Inspections for Existing Structures~~ Window replacements
- ~~Siding Replacements~~

MANDATORY THIRD PARTY REPORT

On _____, 20____, I conducted a(n) _____ at _____
 _____ (Type of Inspection)

_____, Building Permit Number _____.

I found that the work was complete at this stage, that all corrections identified by the City Inspector have been completed and that no violation of the following was found:

CHECK WHICHEVER APPLIES

- ~~The One and Two Family Dwelling Code~~
- ~~The Energy Star Program~~
- ~~The Approved Plot Plan~~

CHECK ACTIONS TAKEN

- ~~I left a signed report on site (WITH CORRECTION NOTICES)~~
- ~~I left a signed report with the Construction Superintendent (WITH CORRECTION NOTICES)~~
- ~~I authorized the contractor to proceed to the next stage of construction~~
- ~~I initialed the Blue Tag (only surveyor exempt from initially form)~~

 _____ (SIGNATURE) _____ (DATE)

 _____ (TYPE OR PRINT NAME) _____ (MAILING ADDRESS)

 _____ (TYPE OF STATE LICENSE) _____ (MAILING ADDRESS)

 _____ (LICENSE NUMBER) _____ STATE SEAL (IF APPLICABLE)

FAILURE TO ATTACH CITY INSPECTOR CORRECTION NOTICES IS A VIOLATION OF THE THIRD PARTY INSPECTION PROGRAM AND WILL RESULT IN THE CITY OF AUSTIN DENIAL OF THIS REPORT.

2.4.3 SPECIAL INSPECTION PROGRAM FOR RESIDENTIAL REPLACEMENT OF WATER HEATERS AND HVAC SYSTEMS

A. General

1. This section implements Section R109.11 (*Special Inspections Program*) of the Residential Code, Section 80.19(C)(3) (*Special Inspections Program*) of the Electrical Code, and Section 103.1.5 (*Special Inspections Program*) of the Plumbing Code.

2. This section applies only to occupied one and two family dwellings for the replacement of heating, ventilation and air conditioning (HVAC) systems and water systems.
3. This section does not apply to the replacement and installation of backflow prevention devices for irrigation systems.
4. The City will inspect one out of every five permits secured under this program. A Replacement Completeness Form must be submitted for work completed under this program for which an inspection is not performed. The completed form will allow the City to complete the permit process and final the permit.
5. Work performed under this section may only involve work that requires a permit for electrical, plumbing or mechanical work that relates to equipment replacement.
6. Under this section the “responsible contractor”:
 - a. for a HVAC replacement, is the licensed mechanical contractor; and
 - b. for a water heater replacement, is the licensed plumbing contractor.
7. No work is allowed that involves circuits larger than 50 amps.
8. The City will only final a permit under this program if an operable smoke alarm is installed or exists at the dwelling where the hot water heater or HVAC equipment is installed.
9. Fees owed to the City of Austin must be paid at the time they are due and not allowed to accrue.

B. Application for Permit

1. The responsible contractor must apply for a permit using the “Replacement Application Form.”
2. Except as provided in Subsection 4 of this section, an application must be submitted and approved before work is performed.
3. The responsible contractor must complete all questions on the application. Incomplete applications will not be processed.
4. If the responsible contractor performs work under this program after regular City work hours (between 5 p.m. and 8 a.m.) the responsible contractor must submit an application for the permit not later than three business days after the work is performed.

5. A permit fee established under separate ordinance will be charged.
6. Permits issued under this program will expire 180 days after issuance.
7. No refunds will be issued under this program.

C. Scheduling Inspections

1. One out of every five permits secured under this program will receive a City inspection.
2. All replacements involving a gas system under this program will be inspected.
3. City Building Inspection Staff will contact the responsible contractor and advise the contractor which permit has been selected for an inspection and the time for the inspection.
4. A minimum 24-hour lead time will be provided by the City to the responsible contractor when scheduling the inspections.

D. Routing of Inspections

1. The responsible contractor will coordinate with the homeowner for inspection access.
2. The Inspector will leave the inspection site 15 minutes after arrival if the responsible contractor is unable to provide access for the inspection.

E. Contractor Responsibility

1. The responsible contractor must ensure access to the inspection site. The responsible contractor, other contractor performing work under the permit, or a representative of the homeowner who is 18 years old or older must be present for the inspection. An inspection will not be performed if the only person available to provide access is less than 18 years old.
2. The responsible contractor shall submit a "Replacement Completeness Form" to the City within five days of equipment installation for work completed under this section for which no inspections are performed by a City Inspector attesting that the work performed meets all Code requirements.
3. The responsible contractor is responsible for ensuring that all associated permits are secured and pass appropriate inspections and that all reinspection fees are paid timely.
4. The responsible contractor shall resubmit any forms that are lost in the mail.

5. The Replacement Completeness Form shall be mailed to:

City of Austin

Planning & Development Review Department

Building Inspections

P.O. Box 1088 Austin, Texas 78767-1088

The City of Austin will accept the forms by electronic mail; however the signature must be legible. The e-mail address for this purpose is Building.Inspections@ci.austin.tx.us. Fax is 512-974-6466

F. Violations Under this Program

1. The following actions are violations of the special inspections program:
 - a. failing to pay required fees;
 - b. submitting the Replacement Completeness Form with incomplete information;
 - c. falsely securing a permit under this program;
 - d. failing to submit the Replacement Completeness Form, allowing the permit to expire; and
 - e. failing to submit an application for a permit within three business days after 9 for work performed after regular City work hours.
2. Each occurrence of an activity identified in Subsection 1 of this section is a violation under this section.
3. A contractor cited for three violations of the special inspections program within a 12-month period may not participate in the program for one year. The yearly cycle will be determined by the date of the first permit secured under this section.
4. A contractor will not be granted a new permit if the contractor has unpaid fees.
5. If a contractor commits a violation identified in Subsection F(1)(b) through (3) of this section, the contractor will be required to follow the standard permitting and inspection process for the work.

2.4.4 Natural Gas Test Requirements

- A. This rule is promulgated to administer and implement the Plumbing Code.
- B. A natural gas pressure test shall be required as described in the Plumbing Code under the following circumstances:
1. Gas plumbing work has been performed; or
 2. There is evidence of a gas leak; or
 3. A building is declared substandard and gas service has been disconnected for more than 30 days; or
 4. A building is declared dangerous; or
 5. Any condition stipulated by the natural gas supplier.
- C. The City shall not approve natural gas service to a building which has not complied with this rule.

[Plumbing Code 25-12-151 Section 1206\(c\)](#)

2.5 CERTIFICATE OF OCCUPANCY

[Certificates of Occupancy will be issued upon request and once all inspections are passed and all permits final.](#)

[If a residential structure has not passed final inspections, contact the Permit Center for assistance. A Life/Safety Permit may be issued. Inspectors will confirm that the structure complies with the minimum life safety required of the Residential and Property Maintenance Codes.](#)

- 1) Residential Life/Safety Permit
 - a) Before a minimum life/safety permit can be issued, the permit application must be submitted, reviewed and approved by Residential Zoning Review based on the building regulations in place at the time the original permit was issued.
 - b) The following inspection checklist indicates the minimum inspection requirements in order to obtain a Life/Safety Certificate of Occupancy:
 - (1) City stamped approved plans on site that include a basic floor plan.

- (2) All existing expired permits for accessory structures that were not finalized must have a new permit issued and inspected at the time of issuance of the Life/Safety permit.
 - (3) Approved permit on site.
 - (4) All means of egress per code.
 - (5) Address visible from street as per code.
 - (6) Safety glazing where required by code.
 - (7) Smoke detectors where required by code.
 - (8) Interior and exterior wall coverings per code.
 - (9) Fire separation distance per code.
 - (10) Barrier requirements for pools, hot tubs and spas.
 - (11) If there are obvious violations, the Building Inspector may require other inspections including Mechanical, Electrical and Plumbing.
- c) The City Inspector may require Engineers' reports. Engineers' reports that may be required include: structural observation or in-situ load test if there is reasonable doubt about the structural integrity of the building.
- 1) Other reports that may be pertinent in determining compliance with the code.

Exception – any exterior work such as but not limited to decks, swimming pools, porches, and patios will not require a life safety inspection of the interior of the structure but will be limited to a life safety inspection of that system and its components on one- and two-family dwellings.

2) Amnesty Certificate of Occupancy

- a) If a structure has been cited under the International Property Maintenance Housing Code or Dangerous Building Code, the Building Official or the Building Official Deputies shall inform the owner of the structure on how to obtain a certificate of occupancy when repairs are completed.
- b) An applicant for a certificate of occupancy shall be advised at the plan submittal stage that the filing of a building permit application may result in enforcement action if unsafe conditions are not corrected or the building use is not permitted in its current zoning district.
- c) Unsafe conditions may be subject to citation pursuant to Appendix Chapter 4 of the Building Code.
- d) All applications for certificate of occupancy shall be reviewed for compliance with Appendix Chapter 4 of the Building Code; the Fire Code; the

International Property Maintenance Code, ~~Housing Code, Dangerous Building Code~~; and zoning use district regulations in effect on February 28, 1986.

- e) The Building Official shall notify applicants of the ten-year limitation on lawful, non-conforming zoning uses.
- f) ~~All building permits issued pursuant to the amnesty program shall be labeled, "Section 307", as per Ordinance 890406-B, currently City Code Section 25, Land Development Code.~~

DRAFT

SECTION 3 – COMMERCIAL AND MULTI-FAMILY CONSTRUCTION GUIDELINES

3.1 BUILDING CODE ADMINISTRATION PROVISIONS

This rule is promulgated to administer and implement the Building Code, Electrical Code, Mechanical Code, Plumbing Code, [Energy Code](#), Solar Energy Code, [Fire Code](#), [and the Property Maintenance Code](#). ~~Housing Code and Dangerous Buildings Code.~~

3.1.1 BUILDING CODE

3.1.1.1 TEMPORARY UTILITIES

- 1) Wastewater, reclaim water, and potable water releases must be reflected in official City records.
 - a) If inspections are required by Fire, Health or Landscape, approval from all affected departments shall be attained.
 - b) All permit fees on shell and lease space permits must be paid.
 - c) On tenant finish outs, the shell permit must have received a temporary certificate of occupancy compliance
- 2) The Supervisor of Electrical Inspection, or their designee, shall verify compliance in the case of requests for electrical service and shall authorize release of temporary electrical power when compliance is achieved.
- 3) The Supervisor of Plumbing/Mechanical Inspection, or their designee, shall verify compliance with gas test requirements and release the gas utility to the gas company.

3.1.1.2 TOURIST COURTS AND CAMPS

- 1) The following toilet and bath facilities shall be provided at each court or camp upon which two (2) or more cottages, trailers or camp cars are erected or placed and where private conveniences for each site or cottage are not provided:
 - a) One (1) toilet or stool for the female sex for every ten (10) units or fractions thereof.
 - b) One (1) toilet or stool and one (1) urinal stall for the male sex for every 20 units or fractions thereof.
 - c) Each toilet room having three (3) toilets or a fraction thereof shall be provided with one (1) lavatory or wash basin.
 - d) One (1) shower or bathtub shall be provided for each sex for each ten (10) units or a fraction thereof.

- e) All toilets, basins and showers shall be placed in properly constructed buildings located not more than 300 feet from any cottage or trailer unit served.
- f) Buildings shall be well lighted at all times, day or night, well ventilated with screened openings and constructed of such moisture proof material as shall permit rapid and satisfactory cleaning, scouring and washing.
- g) The floors shall be of concrete or other impervious material, elevated not less than four (4) inches above grade and each room shall be provided with floor drains.
- h) Slop sinks or basins with water supply shall be provided to serve each four (4) units and shall be constructed in accordance with the design, size and material approved by the City health officer.

3.1.1.3 New or Replacement Occupant Load Card

- 1) Building plan review submittal for occupant load cards requires the following:
 - a) Site plan depicting building location and parking location drawn to scale shall be submitted in duplicate.
 - b) Floor plan delineating use or occupancy categories of various portions of the subject building.
 - c) Plan review fee paid at the time of submission.
 - d) Verification of water and wastewater service at required size.
 - e) Verification of compliance with water conservation retrofit ordinance.
 - f) Verification of compliance with cross connection provisions of the plumbing code.
 - g) Verification of safe electrical service.
 - h) Verification of required certificate of occupancy.
- 2) Building permit submittal requirements for requested occupancy load cards where no current Occupancy Load Cards for the proposed occupancy exists are the following:
 - a) A copy of the certificate of occupancy for the business requesting the occupancy load card.
 - b) Floor plan of each of the respective buildings delineating use of occupancy categories of various portions of the subject building. The information on the floor plan shall include the following:
 - i) Floor plan to scale.
 - ii) Seating layout with fixed seating delineated.
 - iii) Location of required exits.

- iv) Exit signage, panic hardware, swing of door delineated.
- c) An occupant load card will be issued if the following conditions exist:
 - i) A certificate of occupancy for the assembly use has been issued.
 - ii) The required exits are half the diagonal of the area served or in compliance with the Building Code.
 - iii) The doors for required exits swing in the direction of travel.
 - iv) The required exits do not pass through adjoining rooms where prohibited by the adopted Building Code.
 - v) The required exit doors have locks, latches and panic hardware required by the adopted Building Code.
 - vi) Exit signage and exit illumination is provided in accordance by the adopted Building Code.

3) Checklist For Issuance Of Occupancy Load Card

DATE: _____

PROJECT ADDRESS: _____

PROJECT NAME: _____

WHAT TYPE OF BUSINESS: _____

YES NO 1. A copy of certificate of occupancy for the business requesting the occupancy load card.

YES NO 2. Proper floor plan of each of the respective buildings.

YES NO a. Delineating use of occupancy categories of various portions of the building.

YES NO b. Floor plan to scale (1/4" or 1/8" = 1').

YES NO c. Seating layout with fixed seating delineated.

YES NO d. Location of required exits.

YES NO e. Exit signage, panic hardware, swing of door delineated.

YES NO 3. An occupancy load card will be issued if the following exists:

- YES NO a. Required exits are half the diagonal of the area served or in compliance with the adopted code at time of initial construction of the building.
- YES NO b. Required exits doors swing in the correct direction.
- YES NO c. Required exits do not exit through adjoining rooms where prohibited by 3303(e).
- YES NO d. Required exits have locks, latches and panic hardware required by Section 3304 of the Building Code.
- YES NO e. Exit signage is provided in accordance with Section 3313 and 3314 of the Building Code.

NAME: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____ DATE: _____

REVIEWED BY: _____

3.1.1.4 INDUSTRIALIZED HOUSING AND BUILDINGS

This administers and implements the State of Texas Occupations Code, Title 7. Practices and Professions Related to Real Property and Housing, Chapter 1202, Effective September 1, 2009.

A. The Building Official or the Building Official Deputies shall have the authority:

1. To require the review, for compliance with the mandatory state codes, of four (4) sets of design plans and specifications bearing the stamp of The Texas Industrialized Building Code Council and of the on-site construction documentation for the placement of industrialized housing or buildings within this jurisdiction.

a. The person or group submitting the four (4) construction plan sets for review shall provide a letter of transmittal attached to each plan set indicating the origin of this building and stating whether it is new or a relocation. For new structures the manufacturer shall provide a certification document indicating the model codes used and the date of construction for the building.

b. If this building is being relocated, a complete history of the buildings previous locations shall be incorporated into the transmittal letter. The relocated building shall be reviewed for current building, plumbing, electrical, mechanical and energy code requirements as of the time the project entered the City of Austin development review system.

2. To require that all applicable local permits and licenses be obtained and that applicable local fees be paid before any construction begins on a building site or before the placement of any module or modular component.

3. To enforce the requirements of all local ordinances relating to land use and zoning, building setback, side and rear yard offsets, site planning, development, subdivision control, and landscape architectural requirements.

4. To require that all modules or modular components manufactured after January 1, 1986 have affixed the decal or insignia issued by the State of Texas, Department of Labor and Standards.

5. To witness in-plant inspections to make recommendations for inspection procedures to the Council.

6. To inspect all construction done at the site, including the construction of the foundation system and the erection, assembly, and connection of the modules or modular components to the permanent foundation to assure compliance with the approved design package and the on-site construction documentation for industrialized housing or buildings to be sited within its jurisdiction.

7. To perform an overall visual inspection for obvious nonconformity to the applicable code, to require final inspections along with any tests which are required by the approved installation instructions, on-site construction documentation, and/or the applicable code, and to require the correction of deficiencies identified by the tests or discovered in final inspections.

8. To notify the Commissioner of the Texas Department of Labor and Standards of any damage to a module or modular component resulting from transportation to, or handling at, the building site which is not corrected by the industrialized builder; to notify the Commissioner of any noncompliance to, or deviation from the approved building system or applicable code; and to report to the Commissioner any violation of these rules and regulations. These notices and reports shall be submitted by certified mail.

9. To petition The Texas Industrialized Building Code Council to amend the mandatory state codes if the amendment is essential for the health and safety of the public on a statewide basis.

B. *Compliance Disputes.*

1. Any dispute, disagreement, or difference of opinion as to whether the approved design package meets or exceeds the requirements of the

mandatory building codes currently adopted by the State of Texas shall be resolved by the Council. The decision or determination by the Council shall be binding on all parties.

2. If the Building Official is of the opinion that the approved design package and on-site construction documentation does not meet the codes currently adopted by the State of Texas, this opinion shall be forwarded in writing to the Commissioner at the department's Austin office within seven working days of the opinion being rendered and prior to issuance of the building permit. This written opinion shall set forth specifically those sections of the codes for which the noncompliance allegedly exists and the specific reasons the Building Official is of the opinion that the design package and on-site construction documentation fail to meet the requirements of such code sections. The local official shall submit 15 copies of the written opinion to the Commissioner. If the design package and on-site construction documentation are determined by the Council to meet the code requirements, the Building Official shall issue a building permit.

INDUSTRIALIZED HOUSING AND BUILDINGS

Occupations Code, Title 7. Practices and Professions Related to Real Property and Housing, Chapter 1202

Administered by the Texas Department of Licensing and Regulation
(Effective September 1, 2009)

Manufactured Housing is built to Federal HUD Code Standards. For information on "Manufactured Housing" please contact the Texas Department of Housing and Community Affairs at 800-500-7074 (in state only) or (512) 475-2200, or internet address <http://www.tdhca.state.tx.us/mh/index.htm>.

3.1.2 ELECTRICAL CODE

3.1.2.1 UTILITY CONNECTION AND EROSION CONTROL

This rule is promulgated to administer and implement requirements linking installation of erosion and sedimentation controls outside the City Limits. When the connection of City utilities to a site outside the corporate City limits may not occur until the PDRDWPDRD has certified compliance with erosion and sedimentation controls, PDRDWPDRD shall send notice of this requirement to the Utility Customer Service Office and the Building Official or the Deputy Building Official. No person shall authorize the temporary or permanent connection of electrical power to the subject location until PDRDWPDRD has issued written authorization to connect temporary or permanent electrical power.

3.1.3 ENERGY CODE

3.1.4 FIRE CODE

3.1.4.1 TEMPORARY TENT PERMIT

- 1) A temporary permit is required to erect a tent or air-supported structure covering an area in excess of 200 square feet unless such structure is used exclusively for camping.
 - a) Submittal Requirements.
 - i) A site plan, indicating location of the tent or tents on the property in relation to other buildings, tents and parking lots; and
 - ii) Identifying and indicating any temporary utilities that are required, water, electrical, etc., separate permits will be required; and
 - iii) An affidavit or affirmation shall be retained at the premises on which the tent or air supported structure is located, attesting that the flame retardant treatment of the fabrics complies with the Building Code and Fire Code.

3.1.5 MECHANICAL CODE

3.1.6 PLUMBING CODE

3.1.7 PROPERTY MAINTENANCE CODE

3.1.8 SOLAR ENERGY CODE

3.2 PLAN REVIEW

The Commercial Building Review Division reviews and approves commercial construction plans to ensure compliance with all building codes (Building, Mechanical, Electrical, Plumbing, Fire, Energy), and design requirements established in the Land Development Code. For more information, view the City Website: <https://www.austintexas.gov/department/commercial-review>

Additionally, reviewers from the Industrial Waste Division of the Austin Water Utility and the Health Department perform reviews on Food Service businesses.

"Quick Turn-Around"

Commercial Building Plan Review provides "Quick Turn-Around" reviews and approvals of building plan applications for small interior commercial building remodeling. Reviews and approvals are generally approved on the same day as presented.

3.2.1 Commercial Application Checklist

COMMERCIAL APPLICATION CHECKLIST					
Job Address _____		Date Submitted _____		BP# _____	
TO BE COMPLETED BY APPLICANT:		FOR OFFICE USE ONLY ARE PLANS COMPLETE? (REVIEWER MUST CIRCLE & INITIAL)			
	YES	N/A	ORG SUBD	UPDATE 1	UPDATE 2
1. Commercial Application filled out completely for each building	___	___	Y N ___	Y N ___	Y N ___
2. Structural plans or structural verification, sealed by Engineer if required	___	___	Y N ___	Y N ___	Y N ___
3. Complete Architectural Plans, including key floor plan	___	___	Y N ___	Y N ___	Y N ___
4. Historic Landmark Commission letter of approval w/1 set of approved architectural plans	___	___	Y N ___	Y N ___	Y N ___
5. Building Design Calculation Worksheet	___	___	Y N ___	Y N ___	Y N ___
If Green Building Options are required, Submit GBP Conditional Approval letter signed & sealed by project architect & attached to each set of Plans with Building Plan application	___	___	Y N ___	Y N ___	Y N ___
6. Complete Mechanical Plans:					
a. HVAC	___	___	Y N ___	Y N ___	Y N ___
b. Stove hood(s)	___	___	Y N ___	Y N ___	Y N ___
c. Walk-in cooler(s) / freezer(s)	___	___	Y N ___	Y N ___	Y N ___
7. Complete Plumbing Plans/Med Gas Plans	___	___	Y N ___	Y N ___	Y N ___
8. Water/Wastewater Tap Receipts OR Approval Document for OSSF	___	___	Y N ___	Y N ___	Y N ___
9. Complete Electrical Plans	___	___	Y N ___	Y N ___	Y N ___
10. 2 sets of complete Lighting , Envelope and/or Mechanical energy calculations (Comcheck-EZ)	___	___	Y N ___	Y N ___	Y N ___
11. 2 sets of the Health Department letter with stamped plans	___	___	Y N ___	Y N ___	Y N ___
12. 2 sets of the WWW Industrial Waste letter w/stamped plans	___	___	Y N ___	Y N ___	Y N ___
13. 3 sets of approved red-stamped Site Plan OR 3 sets of the DAC approved Site Development Exemption w/plot plans	___	___	Y N ___	Y N ___	Y N ___
14. 3 sets of the Concurrent letter and 3 copies of the submitted site plan (the same plan that is submitted to Site Plan for review)	___	___	Y N ___	Y N ___	Y N ___
15. 3 copies of the Electric Service Planning Application form signed by the Austin Energy Utility Official	___	___	Y N ___	Y N ___	Y N ___
16. Original stamped approved plans (<i>for Revisions only</i>)	___	___	Y N ___	Y N ___	Y N ___
17. Texas Accessibility Standards (TAS) required (residential projects, multi-family projects, and commercial projects less than \$50,000 are exempted)	___	___	Y N ___	Y N ___	Y N ___
18. Texas Department of Health (TDH) Demolition/Renovation Notification Form or Asbestos letter (see submittal requirements)	___	___	Y N ___	Y N ___	Y N ___
<p>I acknowledge that all submittal items listed above are included if required for my project. I am aware that if it is determined that any required item is not included in this submittal, I may be subject to an ADDITIONAL \$325 UPDATE FEE. I agree that this building plan review application will expire on the 181st day after the date that the application is filed.</p> <p style="text-align: center;"><i>You are strongly encouraged to check with the Plan Reviewers if you are unsure of what is required.</i></p>					
APPLICANT: _____			DATE: _____		

Rev 10/09/09

[This checklist contains the standard information required on plans for submittal for commercial construction projects. For additional information, please see our submittal requirement information handouts or contact the Commercial Building Plan Review Division at 512-974-6406. Plan reviews expire 180 days after the date the application is filed if the application is not approved and a building permit has not been issued. If the application expires, a new submittal will be required.](#)

3.2.2 Commercial Building Application

The Commercial Building Application is available on the City website at: <http://www.austintexas.gov/department/commercial-review>

3.2.3 Concurrent Review Process

You may request concurrent reviews of your subdivision, site plan, and commercial building plan applications. The Building Permit will not be issued until an approved Site Plan has been released and the building plans have been approved. The building plan review will expire 180 days after submittal. If a building permit is not issued by this deadline and you will have to submit a new Commercial Building Plan application. If an approved site plan has not been issued at the end of this 180 day period, you will have to request an extension to the site plan.

- 1) The simultaneous review process is designed to reduce the processing times for commercial building permit applications by distributing applications and plans simultaneously to review components rather than the linear process used previously. Another feature of the simultaneous review process is the use of development coordinators to serve as "single-contact point" between permit applicants and [PDRD/WPDRD](#). Development coordinators will be assigned responsibility for monitoring the progress of individual permit applications through the review process, notifying applicants if problems develop and otherwise serving to resolve processing problems and expedite the review process.
- 2) The simultaneous review process application consists of a "review package" of plans and specifications packaged in groupings to facilitate distribution through the process.
- 3) *Review Process Materials.* All commercial applications must be accompanied by a completed and signed Commercial Application Checklist. [Checklist is available at http://www.Austintexas.gov/department/building-plan-review](http://www.Austintexas.gov/department/building-plan-review). ~~Or (see attached checklist).~~ The Checklist is a summary of the items being submitted for plan review. Incomplete applications will not be accepted.
- 4) *Quick Turn-Around Review Process for "3-2" Office and Retail Sales Occupancies.* In an effort to offer faster service on certain commercial repair and remodel building permit applications, the code and zoning review procedures were revised, [effective February 1, 1990. The process is available at http://www.Austintexas.gov/department/building-plan-review](#).
 - a) The process is limited to tenant finish outs and interior remodel projects of 5,000 square feet or less for B Office and M Retail Sales occupancies where hazardous materials are not stored, used or dispensed.
 - b) Exterior remodels that do not increase the square footage of the building or increase the height by more than five (5) feet.

- c) Any other projects specifically authorized by the Building Official.
- d) If site plan approval is required for a project, the site plan process must be completed prior to building permit application, in order for the project to be eligible for the Quick Turn Around Review Process.
- e) The application requirements for Quick Turn Around Review Process are as follows:
 - (1) A complete permit application.
 - (2) Two (2) sets of scaled plans.
 - (3) A key floor plan - lease space in relation to the building.
 - (4) A key site plan - lease space in relation to the site. (Example: Strip shopping center).
 - (5) Prerequisite approvals.
 - (6) Payment of required fees.

5) Goal of Process.

- a) The goal of this process is to offer 24-hour service on small projects for customers requesting it. If an applicant has a project that qualifies for this new service but does not desire to take advantage of it, those plans will be handled in the same manner as all other projects over 5,000 square feet.
- b) In the event the application or plans do not meet all code and zoning requirements, necessary changes to the plans will be required. If these changes are minor, the applicant will be allowed to red line the plans. Major changes will require redrawing of the plans.
 - i) Exceptions. New construction applications and remodels that include additions to a building will not be eligible for review under this process. Specific business types that will not qualify for the Quick Turn Around Review Process, due to issues requiring the approval of more than one department, are:
 - (a) Businesses which store or sell hazardous materials.
 - (b) Restaurants, Food Service Establishments, Pubs and Lounges.
 - (c) Food Storage and Food Warehousing.
 - (d) Nursing Homes, Medical offices, Health Care or Child Care Facilities.
 - (e) Beauty/tattoo Salons.
 - (f) Veterinary Clinics and Animal Shelters.
 - (g) Laundry or Cleaning Facilities.
 - (h) Manufacturing or Industrial Facilities.
 - (i) Change of use.
 - (j) New construction and additions.

3.2.4 WATER AND WASTEWATER SUBDIVISION SUBMITTAL

1) Basic:

a) All water and/or wastewater plans will include the following: Engineer's signature, engineer's seal, date, north direction, scale and general location sketch. Engineer's construction notes will be in compliance with standard City practices and specifications. Subdivision file number will also be required.

b) Include all permit numbers such as waterway development, highway permit, railroad permit, etc.

c) Include volume and page of all easements. Show location of easement, size and location of main within easement.

d) Show and give information on lots, lot numbers, block numbers, street name, property line dimension, right of way dimension, curb basis and sidewalk locations.

e) Give highway stations where mains are within or crossing state highways.

2) Water Plan View.

a) This will include location and size of existing water mains, existing wastewater mains, all other utilities, proposed water mains, proposed wastewater mains, proposed water services, proposed valves, proposed fire hydrants and proposed water appurtenances.

b) For mains of 12 inches and larger give the following: station numbers for starting point, ending point, point of intersections, point of curvature, point of tangency, fire hydrant locations, drain fire hydrant locations and air release valve locations.

3) Wastewater Plan View. This will include location and size of existing wastewater mains, existing water mains, all other utilities, proposed wastewater mains, proposed wastewater services and proposed manhole locations. Include station numbers for starting point, ending point, manhole, point of curvature, point of tangency, point of intersection, top of finish grade elevation at manholes and bottom of subgrade elevation on profile.

4) Required Permits. The following are examples of permits, permissions and letters that may be required prior to approval:

- a) Final plat recording, street grade approval, Waterway Development Permit.
- b) Highway Permit.
- c) Railroad Permit.
- d) Gas Company Permission.
- e) Easement.
- f) Williamson County Approval.
- g) Travis County Approval.
- h) Water District Approval.
- i) Municipal Utility District Approval.
- j) Texas Health Department Approval.
- k) Non-occupancy Letter.
- l) Council approval of approach main, variance approval of approach main and subsequent user fee.
- m) Other permits, permissions
- n) Letters not listed above may be required at the discretion of the Austin Water Utility Pipeline Engineering Division. Approval and/or acceptance must be given for permits, permissions or letters prior to final approval of plans for construction.
- o) Hays County Approval.

3.3 INSURANCE REQUIREMENTS

3.3.1 TEMPORARY USE OF RIGHT-OF-WAY, BARRICADE, EXCAVATION, AND SIGN INSTALLATION PERMIT

1) Sign Installation Permit. The applicant shall carry insurance in the following types and amounts for the duration of this permit and furnish certificates of insurance as evidence thereof:

a) Commercial General Liability policy with a minimum combined single limit of \$500,000 per occurrence for coverage's A and B. The policy shall contain the following provisions:

2) If this coverage is underwritten on a claim made basis, the retroactive date shall be coincident with the date of this permit and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The applicant shall maintain coverage for the duration of this permit and for six months following completion of this project. The applicant shall provide the City annually with a certificate of insurance as evidence of such insurance. The premium for this extended reporting period shall be paid by the applicant.

a) Business Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability each accident.3) General Requirements for a Temporary Use of Right-of-Way, Barricade, Excavation, and Sign Installation Permit.

- a. Applicant shall be responsible for deductibles and self-insured retentions, if any, stated in policies.
- b. If insurance policies are not written for amounts specified above, the applicant shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.
- c. Applicant shall not commence work under this permit until he/she has obtained the required insurance and until such insurance has been reviewed by the City. Approval of insurance by owner shall not relieve or decrease the liability of the applicant hereunder.
- d. Insurance shall be written by a company licensed to do business in the State of Texas at the time the policy is issued and shall be written by a company with an A.M. Best rating of B+ or better.
- e. The City of Austin shall be an additional insured as their interests may appear on the Commercial General Liability and Business Automobile Liability Policies.
- f. Applicant shall produce endorsements to each effected policy:
 - i. Naming the City of Austin, P.O. Box 1088, Austin, Texas 78767 as additional insured.
 - ii. That indicates the name of the contact person, department and mailing address for the City.

- iii. That obligates the insurance company to notify (contact person and department), City of Austin, P.O. Box 1088, Austin, Texas 78767-8828, or any non-renewal, cancellation or material changes at least thirty (30) days prior to change or cancellation.
- iv. That the "other" insurance clause shall not apply to the City where the City of Austin is an additional insured shown on the policy. It is intended that policies required in this permit covering both the City and the applicant shall be considered primary coverage.
- g. The applicant shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of this permit or the six months following completion for a "claims made" policy.
- h. The City reserves the right to review the insurance requirements of this section during the effective period of this permit and to make reasonable adjustments to insurance coverage's, their limits, exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company, as well as the applicant.
- i. All certificates shall include a clause to the effect that the policy shall not be canceled, reduced, restricted or limited less than thirty (30) days after the City has received written notice.
- j. Applicant shall provide City thirty (30) days written notice of erosion of the aggregate limit below the minimum required combined single limit of coverage.
- k. Actual losses not covered by insurance as required by this permit shall be paid by the applicant.
- l. Exception to these provisions can be made by the Risk Management Division of the Human Resources Department in concurrence with the Planning and Development Review Department.

3.4 PERMITS (Commercial Construction)

3.4.1 EXPIRED PERMITS - REACTIVATION

COMMERCIAL PERMITS (This section lists procedures for the following:)

- A. Expired Stand Alone Permits (MEP)
- B. Expired Building Permits for Accessory Structures
- C. Expired Building Permits for CO Structures

Source: Ord. 20100624-143

Notes regarding commercial permits:

- 1) Replacement of equipment "like for like", see Commercial Plan Review staff.
- 2) Expired Sign permits do not count as expired permits because there is no inspection performed on signs, however, this SOP does apply to billboards.
- 3) Expired permits for interior, non-structural demo permits shall be voided by PDRD staff when a Tenant Finish out (TFO)/Remodel permit has been issued and finalized for that suite. Expired demo permits will be reactivated at no charge and inspected to final the demo permit.
- 4) Expired temporary construction loop permits will be Voided in Amanda, when the construction is under way.

A. Expired Stand Alone Permits (Commercial)

➤ Prior to 10/1/2008 – For expired stand alone permits issued prior to 10/1/2008, the customer:

a) May reactivate

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The commercial reviewer and/or the Permit Center will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the stand alone permit will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
- Commercial review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. No reactivation fee applies.
- The reactivated permit expires on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

- b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued
- Current technical code and zoning regulations apply.

➤ After 10/1/2008 – For expired stand alone permits issued after 10/1/2008, the customer:

a) May reactivate

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The commercial reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the stand alone permit will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
- Commercial review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. Reactivation fee does apply.
- The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

➤ After 10/1/2010 – For expired stand alone permits issued after 10/1/2010, the customer:

a) Commercial permits have unlimited reactivations.

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The commercial reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the stand alone permit will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
- Commercial review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder
- If proof can be provided, submit a Reactivation Form (Form 143). Reactivation fee does apply.
- An expired permit will be reactivated when the reactivation form is approved. The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

B. Expired Building Permits for Accessory Structures(Commercial)

- Applies to all commercial structures covered under the International Building Code.
- Only applies to work types: New, Shell, Addition, Addition and Remodel, Remodel, and if “Square Footage is added”, or there is a “Change of Use”;
- Only applies to an accessory structure, which is any type of secondary structure (examples include: swimming pools, storage buildings, mechanical equipment buildings/structures)
- Applies to accessory structures that require a CO/CC before the structure may be used or occupied.

➤ Prior to 10/1/2008 – For expired building permits and related MEP child permits issued prior to 10/1/2008, the customer:

a) May reactivate

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The commercial reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permits will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
- Commercial review required. Review & Permit Fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. No reactivation fee applies.
- The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies.
- Old expired permit is changed to Void in AMANDA once new permit issued.

- Current technical code and zoning regulations apply.

➤ After 10/1/2008 – For expired building permits and related MEP child permits issued after 10/1/2008, the customer:

a) May reactivate

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The commercial reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permits will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
- Commercial review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. Reactivation fee does apply.
- The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

➤ After 10/1/2010 – For expired building permits and related MEP child permits issued after 10/1/2010, the customer:

a) Commercial has unlimited reactivations:

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The commercial reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permit will be incorporated into any new BP projects PR folder, and the expired permit will be reissued as a Life Safety permit.
- Commercial review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- If proof can be provided, must complete Reactivation Form (Form 143). Reactivation fee does apply.
- An expired permit will be reactivated when the reactivation form is approved. The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

C. Expired Building Permits for Certificate of Occupancy Structures (Commercial)

- Applies to building permits (parent permit) and related MEP (child) permits that involve a CO before a structure may become occupied.

➤ **Amnesty Prior to 3/1/1986** – Applies to a property that was never permitted or never received a CO. The customer may apply for amnesty, if the use is a permitted use or is a nonconforming use. Commercial requests are processed through DAC. Amnesty would allow the property owner to bring a structure into compliance with the City's zoning regulations for certain minor violations. Any setback violations or major zoning violations must be reviewed by the BOA.

➤ **Prior to 10/1/2008** – For expired building permits and related MEP child permits issued prior to 10/1/2008, the customer:

a) May reactivate

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permit will be incorporated into any new PR folder, and the expired permit will be reissued as a Life Safety permit.
- Commercial review required. Review & permit fee applies for the Life Safety when incorporated into new BP projects PR folder.
- If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. No reactivation fee applies.
- The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

➤ **After 10/1/2008** – For expired building permits and related MEP child permits issued after 10/1/2008, the customer:

a) May reactivate

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
 - The reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permit will be incorporated into any new PR folder, and the expired permit will be reissued as a Life Safety permit.
 - Commercial review required. Review & permit fee applies for the Life Safety when incorporated into new BP projects PR folder.
 - If proof can be provided, a signed letter along with proof of work is required to be submitted prior to 10/1/10. Reactivation fee does apply.
 - The reactivated permit will expire on the 181st day after approval.
 - Must comply with technical code in existence when permit first issued.
- OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

➤ After 10/1/2010 – For expired building permits and related MEP child permits issued after 10/1/2010, the customer:

a) Commercial permits have unlimited reactivations:

- Must provide proof of work to the Permit Center, which shows continued work within 180 days prior to the expiration date.
- The reviewer will inform the customer they need proof of work for any expired permits. If no proof can be provided to the Permit Center, the expired permit will be incorporated into any new PR folder, and the expired permit will be reissued as a Life Safety permit.
- Commercial review required. Review & permit fee applies for the Life Safety permit when incorporated into new BP projects PR folder.
- If proof can be provided, complete Reactivation Form (Form 143). Reactivation fee does apply.
- An expired permit will be reactivated when the reactivation form is approved. The reactivated permit will expire on the 181st day after approval.
- Must comply with technical code in existence when permit first issued.

OR

b) Must purchase new permit, if no proof of work

- Standard permit fee applies
- Old expired permit is changed to Void in AMANDA once new permit issued.
- Current technical code and zoning regulations apply.

3.4.2 SIGN PERMIT APPLICATION PROCEDURES

- 1) Legal Authority. This rule is promulgated to implement Chapter 25-10 (*Sign Regulations*) and applies to all sign permits.
- 2) Sign Permit Application Requirements. All applications for a sign permit under Chapter 25-10 (*Sign Regulations*) must include:
 - a) The correct zoning verified by the Building Official.
 - b) A complete application and all supporting materials required by ordinance or rule.
 - c) The location of all existing free standing signs on the same property (new pole and berm signs-free standing).
 - d) The amount of street frontage (new pole and berm signs-free standing)
 - e) Façade areas for individual tenant spaces in multi-tenant centers (Building and awning signs).

All Forms are available on the City Website:

<http://www.austintexas.gov/page/forms-and-applications>

3.4.3 Off-Premise Sign Relocation Requirements

- 1) Application Requirements. In order to obtain approval to relocate an off-premise sign under Section 25-10-152(B) (*Nonconforming Signs*), a completed "Application for Off-Premise Sign Relocation Permit" (see ATTACHMENT 1) (one application for each sign to be relocated) must be filed with all required notarized signatures, Corporate Resolution of Authority (see forms provided by City of Austin in (see ATTACHMENT 2)), and Indemnification Agreement (see ATTACHMENT 1) if applicable.

All Forms are available on the City Website:

<http://www.austintexas.gov/page/forms-and-applications> or contact the Downtown Assistance Center, 505 Barton Springs Road, 1st Floor.

- 2) Supporting Materials. An application under Subsection (A) must include:
 - a) Construction drawings of the existing off-premise sign to be relocated and permanently removed, which must include:
 - i) details and dimensions of area of each sign face, as described in City Code Section 25-10-4(D) (*Sign Area Calculations*);
 - ii) height of sign, as measured from ground level street pavement to the highest point of the structure;
 - iii) details and dimensions of all structural and nonstructural members to include sign supports; and

- iv) details and dimensions of foundations, footings, and advertising area of each sign face.
- b) Construction drawings of the proposed relocated off-premise sign bearing the seal of an engineer licensed by the State of Texas verifying compliance with the structural requirements of Section 25-10-192(A) (*Structural Requirements*). The drawings must include:
 - i) all of the elements required under Subsection 2(a)(i)-(iv) of this section;
 - ii) the location of all luminaires, including the height of fixtures and supports; and
 - iii) a description of all illuminating devices, including:
 - (1) luminaires;
 - (2) luminaire support and shielding details;
 - (3) light output and wattage, including point-by-point illuminance plots showing illumination levels (in fc) for the entire sign;
 - (4) manufacturer's catalog cuts; and
 - (5) if available, a photograph of a previously installed billboard showing an example of the proposed lighting.
- c) One full size and one reduced (8.5 x 11 or 8.5 x 14) complete site plan drawing showing the proposed location of relocated off-premise sign, which must be drawn to scale and include:
 - i) detailed elevations;
 - ii) location of relocated sign; and
 - iii) locations of all easements, right-of-way, and property lines, with accompanying certification from a title company or registered land surveyor verifying that the information is correct at the time of submission.
- d) Each of the following required signatures and supporting documents:
 - i) Notarized signature of land owner from which the sign is to be removed or an Indemnification Agreement with notarized signature of applicant on a form provided by the City; ([Attachment 3](#))
 - ii) Notarized signature of land owner to which sign is to be relocated;
 - iii) Notarized Resolution of Corporate Authority, as appropriate, using forms provided by the City. ([Attachment 2](#)) Each application submittal must have an original document; copies will not be accepted;
 - iv) If applicable, a copy of Outdoor Advertising Sign Permit issued by TxDOT, which must be submitted within one year from the date permit is issued.
- 3) Requirements for Final Inspection. An off-premise sign relocated under Section 25-10-152(B) (*Nonconforming Signs*) may not be approved on final inspection unless all of the following requirements are satisfied:
 - a) The applicant must provide each of the following:

- i) A letter from an engineer licensed by the State of Texas certifying that the relocated sign is consistent with the approved plans and complies with:
 - (1) the structural requirements of City Code Section 25-10-192 (*Structural Requirements*); and
 - (2) the energy efficiency and lighting requirements in Subsection 4 of this section.
 - ii) A letter from a surveyor licensed by the State of Texas certifying the exact height and overall dimensions of the sign.
 - b) The original sign must be permanently removed from its original location, as verified upon inspection by the City.
 - c) The applicant must record the following documents at the appropriate county courthouse:
 - v) approved sign relocation permit;
 - vi) all required notarized documents; and
 - vii) reduced site plan and accompanying documentation.
- 4) Energy Efficiency and Dark Sky Requirements.
- a) The following definitions apply throughout this section:
 - i) “Fully shielded” means that:
 - (1) the outdoor lighting fixtures and the fixture accessories are shielded or constructed so as to not direct light or allow light trespass into the night sky or onto adjacent property;
 - (2) the light rays emitted by the installed fixtures are limited to angles that are:
 - below a horizontal plane passing through the lowest point on the fixture where light is emitted; and
 - directed solely at the face of the sign.
 - ii) “Light pollution” means the unused portion of light from poorly aimed lighting fixtures that shines upward.
 - iii) “Light trespass” means nuisance glare from any lighting fixture onto any area other than the face of the sign, including but not limited to adjacent property, structures or windows.
 - iv) “Luminaire” means the illuminating assembly that holds the lamp and may include the assembly housing, a mounting bracket, socket, holder, ballast, reflector or mirror and a refractor or lens and all accessories.
 - v) “Wattage” means the full watt load of luminaire, including ballast losses and driver loads.
 - b) In order to satisfy the requirements of Section 25-10-152(B)(5)(h) (*Nonconforming Signs*), a relocated off-premise sign must comply with the following requirements:

- i) Lighting fixtures used to illuminate the sign must be mounted from the top of the structure.
- ii) Lighting fixtures must be oriented downward and must be fully shielded.
- iii) Wattage for the lighting may not exceed 2.4 watts per square foot.
- iv) Mercury vapor and low pressure sodium sources may not be used.
- c) Compliance with the following additional requirements is recommended:
 - i) Lighting for an off-premise sign should:
 - (1) achieve an overall efficacy exceeding 60 lumens/watt or be fully dependent on solar power;
 - (2) use electronic ballasts with a fundamental output frequency not less than 20kHz; and
 - (3) provide timed and photo sensitive switches to turn off light in daylight and between midnight and 5:30 a.m.
 - ii) The following lighting sources are recommended:
 - (1) high pressure sodium;
 - (2) pulse start ceramic metal halide;
 - (3) LEDs;
 - (4) CFLs that do not contain a medium base socket (E24/E26); and
 - (5) fluorescent.

3.4.4 Billboard Permit Process

A) Billboard Permits:

May be obtained from the City of Austin Permit Center.

B) How to schedule an inspection:

After issuance of a billboard permit, the Billboard and electric contractor must schedule their inspections. It is solely the responsibility of the permit holder to keep a permit active by actively performing work toward the completion of the project as permitted by scheduling an inspection until the permit receives a final inspection.

C) City Code Reference for Expired Applications and Permits:

For expiration of application & permits see Ordinance #20100624-143, City Code Chapter 25-12, Article 13 Part 2.

A building or electrical inspection result of “failed/no work performed” or cancelled” will not keep a permit active. Once an inspection has been performed and work is shown to have continued, the permit will automatically be extended for 180 days as long as the relocation of the sign does not exceed one year after the approval of the application.

D) Sign Permit

- 1) Permits and approved plans must be on site at the time of inspection.
- 2) When the Sign Permit SB is issued, an administrative hold will be placed on the SB permit until Code Compliance releases the administrative hold.
- 3) Code Compliance must release the administrative hold on the Billboard permit before a #101 Building Layout and #102 Foundation Inspections can be performed by Building Inspections.
- 4) The administrative hold may be released by contacting Code Enforcement @ 512- 974-1975 or 311 regarding removal of existing billboard.
- 5) Once the administrative hold has been released you will be able to schedule the required inspections.
- 6) Currently, you may schedule the #101 Building Layout by;
 - contacting the Commercial Inspections Supervisor at 512-974-2027;
 - or
 - email your inspection request to building.inspection@austintexas.gov.
- 7) The 1st required inspection is #101 Building Layout Inspection. Once scheduled the #102 Foundation inspection will be scheduled automatically by the database system.

E) Electrical Permit (If Required)

- 1) Once #101 Building Layout Inspection and #102 Foundation Inspection are passed, the electrician must schedule the #304 Temporary Electric if electric is required.
- 2) The Temporary Electric must be scheduled by calling the Interactive Voice Recording (IVR) @ 512-480-0623 or online.
- 3) If the electrician has not received a Final by the 15th day once they have received the pass of the Temporary Electric the electrician and the Billboard contractor will be contacted by the Electrical Inspection Department.

- 4) You must schedule a # 305 Final Electric inspection. Failure to schedule the #305 Final Electrical Inspection after receiving a #304 Temporary Electric meter will result in disconnection of service.

F) Building Layout & Foundation

REQUIRED BY INSPECTOR IN THE FIELD AT TIME OF INSPECTION REQUEST:

- 1) The building layout and foundation inspections will not be passed without a letter from an engineer licensed by the State of Texas certifying that the relocated sign is consistent with the approved construction plans and complies with the requirements of the International Building Code, Section 1609 (Wind Loads). The letters must be on-site and posted with the permit at the time of the inspection.
- 2) The building layout and foundation inspections will not be passed without a letter from a Registered Professional Land Surveyor, registered by the State of Texas, must certify:
 - a) the exact height of the sign structure verifying it is not greater than 42 feet above ground level street pavement
 - b) must certify the height and width of each and every sign face
 - c) must certify that the combined total area of all sign faces do not exceed the total area allowed by the relevant sign permit.

G) Final Electric

- 1) The final electrical inspection will not be passed without a letter from an engineer licensed by the State of Texas certifying the energy efficiency and lighting requirements have been met.

3.4.5 STREET BANNERS

- 1) The Building Official is authorized to issue permits approving installation of street banner signs advertising non-commercial or non-political events, including without limitation
 - a) Events of a charitable, humanitarian, or eleemosynary nature;
 - b) Events of an educational, scholastic, or artistic nature;
 - c) Other non-commercial or non-political activities of community or public interest; and
 - d) The sale of goods or services in conjunction with an event the proceeds of which will inure primarily to a charitable, humanitarian, scholastic, or eleemosynary purpose.

- 2) Proof of eligibility for a banner sign may be required as follows:
 - a) A copy of the organization or applicant's "Non Profit Charter" with the State of Texas, or;
 - b) An approved copy of the Internal Revenue Service's Non-Profit Exemption form #501(c)(3).

3.4.6 HAZARDOUS MATERIAL PERMITTING PROCESS

UNDERGROUND STORAGE OF HAZARDOUS MATERIALS, APPLICATION REQUIREMENTS.

- 1) Facilities Storing Hazardous Materials
 - a) All facilities both new and existing which store hazardous material in underground storage tank systems including any underground storage tank installation in existence as of or being constructed on June 18, 1985, or any underground storage system for which a building permit was applied for prior to June 18, 1985, which does not meet the standards of Section 54 of the Environmental Manual, <http://www.amlegal.com/library/tx/austintech.shtml> (See " [Hazardous Materials Underground Storage](#) ") (~~See Design Specifications for New and Remodeled Facilities~~) may be permitted as long as it is providing safe storage for hazardous materials.
 - b) A storage facility operator is responsible for obtaining the required underground storage permit. If the facility operator is not responsible for the subsurface stored material, then the operator is responsible for notifying the ~~PDRD~~WPDRD as to the identity of the owner or owners. A more detailed discussion of these requirements is found in the Environmental Criteria Manual.
 - c) Facilities storing or using hazardous materials in aboveground tanks and containers should reference the City Fire Codes for permitting and chemical safety requirements.
- 2) *Permit Procedures.*
 - a) For permit information, see the City website at: <http://www.austintexas.gov/department/hazmat-permit>
 - a)b) _____ Any facility brought under regulation by this Article must submit a completed Underground Hazardous Material Storage and Registration Permit Application in accordance with Chapter 9-10 of the IFC code. The application must be signed by the permittee and/or the underground storage system owner.
 - b)c) _____ The application must contain a completed Part 3 Monitoring Plan and Part 4 Closure Plan as well as an inventory table and facility map. Compliance with the Ordinance will be verified by an on site inspection by an officer of the ~~PDRD~~WPDRD. The initial inspection will be considered the first annual inspection.

e)d) _____ Upon receipt of all submitted information including a favorable inspection report, the Department of Environmental Protection will determine if the fee payment, in accordance with Section 10 of the ordinance, has been paid and if so, grant the permit for a period of two (2) years.

3) *Permit Transfers, [Section 9-10-505](#).*

a) The transfer of an Underground Hazardous Materials Storage Permit will require the completion of the permit transfer form signed by the seller and buyer of the facility or materials. The resulting transfer will result in the transfer of the original identification number and the issuance of a new permit. Additional information on permit amendments and other rules regarding the underground storage of hazardous materials can be found in Section [45](#) of the Environmental Criteria Manual. Written approval of design plans and specifications by the ~~PDRD~~WPDRD is required prior to the start of construction. Plans and specifications must be submitted in sufficient quantity to allow the Department of Environmental Protection to retain one (1) file copy. The ~~PDRD~~WPDRD may require plans to be stamped by a professional engineer. Check before submitting a plan if you are unsure if this requirement applies to you. After reviewing the plans and specifications, approval will be issued by the placement of an approval stamp on the plans.

i) Complete submittals must include the following:

(a) A statement indicating the intended contents of the tank(s) and the projected life design of the system(s).

(b) A reference key for all symbols and abbreviations used.

(c) A site plan, drawn to an appropriate scale, showing the following:

i) The location of the proposed tank installation on the site.

ii) The location of any structures adjacent to the tank installation.

iii) The location of other underground tanks, septic systems, waste oil sumps, etc., in the vicinity of the tank installation.

iv) The location of all utility service lines in the vicinity of the tank installation - sewer, water, electrical, air, etc.

v) The location and depth and a description of any existing and proposed supply, observation or monitoring wells on or adjacent to the site.

vi) The location of all permanent or casual surface water bodies on or adjacent to the site.

vii) Plan elevation and cross-section drawings and specifications in sufficient detail to allow the reviewer to evaluate the following design and installation parameters:

1. Tank description - including capacity, dimensions, product compatibility, corrosion resistance, etc.

2. Installation practices - excavation, tank placement, backfilling, ballasting, final cover, etc.
3. Piping, fittings, pumping and dispensing systems.
4. Secondary containment systems.
5. Leak detection monitoring systems.
6. Overfill protection and transfer spill prevention systems.
7. Tank, piping and secondary containment integrity testing specifications and procedures.

4) *Permit Renewal.* It is the responsibility of the permittee to apply for renewal of their permit not later than 30 days before the existing permit expires.

~~Hazardous Materials Storage Questionnaire Construction or Issuance of Certificate of Occupancy~~

~~DATE: _____~~

~~PROJECT ADDRESS: _____~~

~~PROJECT NAME: _____~~

~~WHAT TYPE OF BUSINESS: _____~~

~~OCCUPANCY TYPE: _____~~

~~In order to properly determine the occupancy type for the facility for which you are requesting a building permit, please indicate if you plan on storing any of the following materials:~~

~~YES NO FLAMMABLE/COMBUSTIBLE LIQUIDS-examples: Gasoline, paint/paint thinners, aerosol spray cans, alcohol, kerosene, naphtha, acetone and any other liquid that is labeled as either "flammable" or "combustible". IF YES LIST TYPE AND QUANTITY~~

~~_____/_____~~

~~YES NO CORROSIVE LIQUIDS-examples: Sulfuric acid (battery acid), hydrochloric acid (muriatic acid), ammonium hydroxide, sodium hydroxide (liquid caustics) and any other liquid that is labeled as "corrosive". IF YES LIST TYPE AND QUANTITY~~

~~_____/_____~~

~~YES NO OXIDIZERS-examples: Calcium hypochlorite (bleach), sodium dichloro-s-triazinetrione (pool chlorine) and any other material labeled as being "oxidizers". IF YES LIST TYPE AND QUANTITY~~

~~_____/_____~~

~~YES~~ ~~NO~~ ~~COMPRESSED GASES~~ examples: Oxygen, acetylene, nitrous oxide, LPG. NOTE: inert gases such as nitrogen and argon are exempted unless stored as cryogenic liquid. Carbon dioxide is exempted in either state. IF YES LIST TYPE AND QUANTITY
_____/_____

~~YES~~ ~~NO~~ ~~CRYOGENIC LIQUIDS~~ examples: Liquid oxygen, liquid hydrogen, liquid argon, liquid nitrogen. IF YES LIST TYPE AND QUANTITY
_____/_____

~~YES~~ ~~NO~~ ~~TOXIC MATERIALS~~ examples: Pesticides, herbicides, laboratory chemicals and any other materials labeled as "toxic". IF YES LIST TYPE AND QUANTITY
_____/_____

~~Please note that the materials anticipated to be stored at the permitted facility may be products containing one or more of the type of materials/ chemicals listed above. For any questions regarding the hazard classification of materials contact the Hazardous Materials Section of the Fire Department at 443-0976.~~

~~NAME: _____ SIGNATURE: _____
TELEPHONE NUMBER: _____ DATE: _____
DATE OF TRANSMITTAL TO AFD/HM: _____ REVIEWER: _____~~

~~Building Code 25-12-1~~

3.5 ENVIRONMENTAL, LANDSCAPE, TREES

3.5.1 LANDSCAPE REQUIREMENT

All site structures must be complete and buildings ready for Certificate of Occupancy (CO). All plants and landscape materials must be installed according to the approved site plan prior to CO release.

3.5.2 ENGINEERING/ENVIRONMENTAL REQUIREMENT

All site structures must be complete and permanent erosion controls in place. Compliance with all requirements of the approved development permit must be demonstrated prior to CO release.

3.5.3 ENGINEERING REQUIREMENTS

- 1) All plans, contract documents, and specifications which are required as a condition of building permit application shall be prepared in accordance with the Texas Engineering Practices Act.
- 2) All plans and specifications submitted shall be sealed by a professional engineer if the work performed occurs in any building or portion thereof in excess of 5,000 square feet.
- 3) This rule does not apply to single family dwellings or other buildings exempted pursuant to state law. If the building is not a single family residence, but is the subject of an exemption claim, the designer shall specify the criteria under which the exemption is claimed.

3.5.4 FLOOD PLAIN ENVIRONMENTAL SUBMITTAL REQUIREMENTS

- 1) Requests for alterations within a flood plain, in accordance with applications for site plan approvals, shall be accompanied by a report containing the following information:
 - a) A plant inventory is required. At least one (1) on site botanical inventory must be accomplished to verify the presence, absence or extent of any Protected Riparian Areas.
 - (1) A map and description of major vegetation types, including dominant canopy, understory and ground cover species;
 - (2) A listing of the scientific and common names alphabetically with alphabetically ordered families. This list shall include grasses and forbs in addition to woody species;
 - (3) Locations, species, approximate heights and diameters of all trees greater than eight (8) inches in diameter, measured at a height of four and one-half (4 1/2) feet above natural grade level;
 - (4) Date(s) of botanical field inventory(ies).
 - (5) In lieu of a plant inventory, certification by a qualified botanist or ecologist that no protected riparian areas occur within the limits of construction shall be submitted.
 - (6) A soils map overlaid on and at the same scale as the topographic map submitted with the application;
 - (7) An overlay on the topographic map indicating the locations and boundaries of protected riparian areas within the proposed construction/alteration area; and
 - (8) Specifications for the protection of protected riparian areas.
- 2) When the requested modification is to alleviate a flooding hazard, the following additional information shall be submitted:
 - a) Identification of flood hazards requiring alterations;
 - b) Identification of geotechnical features (e.g., faults, fractures, fill areas or potentially unstable slopes).

- 3) Flood Plain Information Request Form: <http://www.austintexas.gov/page/forms-and-applications>

A request for flood plain information must include an email address and/or return fax number. Be sure to include a Tax Parcel ID and property address. It must be within the Austin city limits. [For more information, go to: http://www.austintexas.gov/page/floodplain-development-information](http://www.austintexas.gov/page/floodplain-development-information)

3.5.5 PROPOSED IMPACT AND REMOVAL TO PROTECTED SIZE TREES ON PRIVATELY OWNED LAND (NONSITE PLAN APPLICATIONS)

- 1) All proposed impacts (some examples are grading, utility trenching, flatwork, foundation type) and/or removals of protected trees and not required to submit for site plan review will require an application (Tree Ordinance Review Application) to be filed with the [PDRDWPDRD](#). Additional information can be located at:

www.ci.austin.tx.us/trees

<http://www.austintexas.gov/department/trees-and-landscaping>

- a) *Applications.* Trees located on privately owned property: The application shall be made by the owner or a lessee, agent, employee or other person acting on behalf of the titleholder with authorization to do so, of the property ~~on which the tree is located.~~
- b) *Submittal Information Required:*
- i) Applicant's name, address, and telephone number
 - ii) Address of location that has protected size tree(s). Need enough information for arborist to locate and inspect tree.
 - iii) Approximate location of protected size tree(s) on tract. In many cases, exact location with relation to proposed development must be indicated for appropriate arborist review.
 - iv) Circumference of trunk of tree, measured four and one-half (4 1/2) feet above natural grade level.
 - v) Species and/or common name of tree.
 - vi) General condition of tree (i.e. good, poor).
 - vii) State reason for necessity of such impact or removal including information to indicate if such removal is necessitated by specific requirements of other City departments.
- 2) If applicant proposes retaining the tree on the site, but proposes development within the critical root zone of the tree and/or development. ~~Defined as actions which may reasonably be expected to cause the tree to die.~~
- a) Include information as to why such development is necessary.
 - b) By requirements of other City departments.

3.6 INSPECTIONS

3.6.1 Mandatory Inspections for Commercial Structures

For commercial use structures, the City may perform the following inspections. Additional inspections may be required, depending on the scope of the project.

A) PRE-CONSTRUCTION CONFERENCE

Pre-Construction Conference is between the contractors and Environmental Inspectors to ensure the site is ready to begin work with the necessary tree protections, temporary construction entrances, and erosion controls in place as noted on the approved site plans. Contact Environmental Inspections at 512-974-2278 to schedule.

B) BUILDING INSPECTIONS

The following chart lists the mandatory inspections for “New Construction” and “Remodels” for each trade permit. “Additional inspections” may be required depending on the scope of the project.

<u>NEW CONSTRUCTION</u>	<u>REMODEL</u>	<u>Additional Inspections depending on Scope of Project</u>
<u>Building Permit</u> <ul style="list-style-type: none"> • <u>Pre-Construction</u> • <u>Building Layout (by 3rd Party Inspection)</u> • <u>Foundation (by 3rd Party Inspection)</u> • <u>Framing Rough</u> • <u>Insulation</u> • <u>Wallboard</u> • <u>Final Building</u> • <u>Final Energy</u> 	<u>Building Permit</u> <ul style="list-style-type: none"> • <u>Pre-Construction</u> • <u>Framing Rough</u> • <u>Wallboard</u> • <u>Final Building</u> • <u>Final Energy</u> 	<u>Building Permit</u> <ul style="list-style-type: none"> • <u>TCO Stocking*</u> • <u>TCO Occupancy*</u>
<u>Plumbing Permit</u> <ul style="list-style-type: none"> • <u>Plumbing Rough</u> • <u>Plumbing Top out</u> • <u>Sewer Yard Line</u> 	<u>Plumbing Permit</u> <ul style="list-style-type: none"> • <u>Plumbing Rough</u> • <u>Plumbing Top out</u> • <u>Plumbing Final</u> 	<u>Plumbing Permit</u> <ul style="list-style-type: none"> • <u>Plumbing Copper</u> • <u>Plumbing Gas Rough</u> • <u>Interior Water Line</u>

<ul style="list-style-type: none"> Water Yard Line Plumbing Final 		<ul style="list-style-type: none"> Gas Yard Line Fire Line Rough Irrigation Rough Sewer Tap Grease Trap Rough Medical Gas Rough Medical Gas Top Out Medical Gas Final Temporary Gas Final TCO Occupancy* TCO Stocking* Boiler/Hot Water Heater Rough
<p>Mechanical Permit</p> <ul style="list-style-type: none"> Mechanical Rough Mechanical Vent Mechanical Final 	<p>Mechanical Permit</p> <ul style="list-style-type: none"> Mechanical Rough Mechanical Vent Mechanical Final 	<p>Mechanical Permit</p> <ul style="list-style-type: none"> Cooler/Freezer Rough Stove Hood Rough TCO Occupancy* TCO Stocking* Boiler Rough Mech Temporary Gas Final
<p>Electrical Permit</p> <ul style="list-style-type: none"> Electrical Slab Electrical Rough Electrical Final 	<p>Electrical Permit</p> <ul style="list-style-type: none"> Electrical Slab Electrical Rough Electrical Final 	<p>Electrical Permit</p> <ul style="list-style-type: none"> Electrical Grounding Electrical Sign Temporary Electric TCO Occupancy* TCO Stocking* <p>Electrical Final</p>

* For [TCO Occupancy](#) and [TCO Stocking](#), see Section 3.9 for more information.

[NOTE: Additional Inspections may be required depending on the scope of the project](#)

[C. BEFORE CONSTRUCTION IS FINAL](#)

[Before construction is final, the following one-time inspections may be performed depending on the scope of the project.](#)

Inspection	Performed by:
Tree Inspection	PDRD, Environmental Inspection Call 512-974-1876 or -2630 to schedule

Fire Inspection	Fire Department Call 512-974-0160 press 1 to schedule
Green Building Inspection	Austin Energy, Green Building Division Call 512-432-5376 to schedule
Health Inspection	Health Department' Call 512-972-5600 to schedule (when health issues are involved)

3.6.2 INSPECTIONS PERFORMED BY Third PARTY INSPECTORS

A listing of Contractors for Code Required Testing is published on the City website: <http://www.austintexas.gov/page/codes-and-technical-information>.

3.6.2.1 Qualification Requirements For A "Special Inspector" For Third Party Inspectors

- 1) Concrete
 - i) Approved testing laboratories
 - ii) Registered Professional Engineer
 - iii) ICC Certified Inspector
- 2) Bolts Installed In Concrete
 - i) Approved testing laboratories
 - ii) Registered Professional Engineer
 - iii) ICC Certified Inspector
- 3) Reinforcing Steel and Pre-stressing Steel
 - i) Approved testing laboratories
 - ii) Registered Professional Engineer
- 4) Structural Welding
 - i) AWS D1.1 Inspector in accordance with the adopted building code
- 5) High Strength Bolting
 - i) Approved testing laboratories
 - ii) Registered Professional Engineer
- 6) Structural Masonry
 - i) Approved testing laboratories

- ii) Registered Professional Engineer
- 7) Spray-applied Fire Proofing
 - i) Approved testing laboratories
 - ii) Manufacturer's designate
 - iii) Registered Professional Engineer
- 8) Piling, Drilled Piers and Caissons
 - i) Approved testing laboratories
 - ii) Registered Professional Engineers
- 9) Shotcrete
 - i) Approved testing laboratories
 - ii) Registered Professional Engineer
- 10) Special Grading, Excavation and Filling
 - i) Approved testing laboratories
 - ii) Registered Professional Engineers
- 11) Smoke Control Systems
 - i) Approved testing laboratories
 - ii) Registered Professional Engineers
 - iii) ICC Certified Inspector
- 12) Layout Inspection
 - i) Surveyor
- 13) Soils Bearing Test
 - i) Approved testing laboratories
 - ii) Registered Professional Engineers
- 14) Wood trusses & High –load Wood Diaphragms
 - i) Manufacturer's designate
 - ii) Registered Professional Engineer
- 15) Fire stopping of Through Penetrations, Membrane Penetrations and Construction Joints
 - i) Registered Professional Engineer
 - ii) ICC Certified Inspector
- 16) Exterior Insulation and Finish System (EFIS)
 - i) Registered Professional Engineer
 - ii) Manufacturer's designate
 - iii) ICC Certified Inspector
- 17) Insulated Roof Deck
 - i) Registered Professional Engineer
 - ii) ICC Certified Inspector

- iii) Manufacturer's designate
- 18) Prefabricated Metal Buildings
 - i) Registered Professional Engineer
- 19) Approved Fabricator
 - i) Other, as determined by the Building Official or the Deputy Building Official.

3.7 CERTIFICATE OF OCCUPANCY

3.7.1 Obtaining a Certificate of Occupancy for Structures Occupied without a Certificate of Occupancy

- 1) Commercial Plan Review for Life/Safety Permit
 - a) Before a minimum life/safety permit can be issued, the permit application must be submitted, reviewed and approved by Commercial Review based on the building regulations in place at the time the permit original permit was issued.
 - b) The following inspection checklist indicates the minimum inspection requirements in order to obtain a Life/Safety Certificate of Occupancy:
 - (1) City stamped approved plans on site that include a basic floor plan.
 - (2) Approved permit on site.
 - (3) Fire and/or Health (if applicable) approval.
 - (4) All means of egress per code.
 - (5) ADA parking and accessible route; any ADA requirements on the approved plans.
 - (6) Address visible from street as per code.
 - (7) Safety glazing where required by code.
 - (8) Smoke detectors where required by code.
 - (9) Interior and exterior wall coverings per code.
 - (10) Fire separation distance per code.
 - (11) Barrier requirements for pools, hot tubs and spas.
 - c) If there are obvious violations, the Building Inspector may require other inspections including Mechanical, Electrical and Plumbing. The Building Inspector may require Engineers reports. Engineers reports that may be required include: structural observation or in-situ load test if there is reasonable doubt about the structural integrity of the building. Other reports that may be pertinent in determining compliance with the code.
- 2) Use Changes In Lease Spaces And Parking.
 - a) A change in the use of a lease space in a commercial building (i.e. from retail to restaurant, etc.) requires the submittal of a commercial building permit

regardless of whether or not any physical alteration or remodeling of the space is proposed. The new use must be a permitted use in the zoning district, and because different uses have different parking requirements, it must be verified that the site provides adequate parking for the proposed change of use. While this is not normally a problem, the change in use could result in an inadequate number of parking spaces, regardless of the amount of space currently leased or the intensity of use in the center.

- b) In order to verify in advance that the proposed use is permitted and sufficient parking exists to support the new use, [PDRDWPDRD](#) suggests that an applicant does the following prior to applying for any building permits:
 - i) Contact or meet with Development Assistance Center research staff to determine ~~determent~~ whether or not there is an approved site plan for the property. If the site has an approved site plan, obtain a red-stamped copy of the relevant sheets of the site plan, then meet with one of the Development Assistance Center Consulting Planners for information and assistance in submitting and processing a site plan correction.
 - ii) If there is not an approved site plan for the property, it will be necessary to process a Site Development Exemption for the proposed change of use. The applicant will need to contact the property management company for the commercial property and request a "lease space summary", which lists current uses and total square footage for each lease space in the center, along with a letter authorizing the applicant to submit the necessary permit applications for the proposed change of use. Submit this summary and authorization letter along with the application for Site Plan Exemption (for interior remodeling only), to a Planner in the Development Assistance Center for review.
- c) If there is **not** enough parking for the proposed change of use, the Development Assistance Center Planner can discuss possible options such as reconfiguring/re-stripping the parking area, off-site parking, shared parking analysis, or possible parking variances.

3.7.2 CERTIFICATE OF COMPLIANCE

- 1) The Certificate of Compliance is issued for projects where a building permit has been issued, but the building or structure cannot be occupied, such as a shell building, cell phone tower, radio tower, etc. Once the structure has complied with the applicable codes and passed inspection, a Certificate of Compliance is issued.
- 4)2) The Building Official or the Deputy Building Official shall, upon request, issue a certificate of compliance for projects where no building permit has been issued when the permittee has complied with all applicable code revisions and a plumbing, mechanical or electrical permit has been issued.
 - a) The Director of [PDRDWPDRD](#) shall, upon request, issue a certificate of compliance when an owner has complied with all subdivision requirements.

- b) The Director of the [PDRDWPDRD](#) shall, upon request, issue a certificate of compliance when an owner has complied with all watershed requirements.
- 3) Nothing shall preclude the issuance of three (3) separate certificates of compliance for the same parcel of land, if requested by an applicant.

3.7.3 TEMPORARY CERTIFICATE OF OCCUPANCY

- 1) A temporary certificate of occupancy is required for any building which has not received all final inspections if the owner intends to use or occupy any portion of the building.
 - a) All requests for temporary certificates of occupancy shall be submitted in writing to the Building Official or their designee and other appropriate departments. A copy of this request shall be submitted simultaneously to the Fire Marshall's office and the director of [PDRDWPDRD](#). Each accountable department must approve the temporary request prior to issuance.
 - b) All fees shall be paid before the approval of a Temporary Certificate of Occupancy.
 - c) [PDRDWPDRDPDRD](#) will consider temporary occupancy requests for projects that demonstrate substantial completion of site requirements and landscaping requirements within the phase of construction associated with the permit. This includes the submittal of the engineer's concurrence letter as required.
 - d) All requests for partial occupancy shall be accompanied by detailed floor plans.
 - e) All temporary certificates of occupancy shall be signed by the Building Official or their designee prior to issuance.
 - f) The temporary certificate shall be posted in a conspicuous place by the owner prior to the occupancy of the designated building.
 - g) Failure to occupy the area governed by the temporary certificate of occupancy within fourteen (14) days of the date of issuance of the temporary certificate of occupancy may result in the revocation of this temporary certificate of occupancy.

SECTION 4 – MINIMUM LIFE SAFETY GUIDELINES

Section 4.1 Overview

Section 4.2 Frequently Asked Questions

Section 4.3 Code Adoptions/Ordinance Reference

Section 4.8 is a Historical summary of technical code adoptions by the City of Austin.

Section 4.4 Technical Code Acronyms

Section 4.7 is a reference chart for the code acronyms used in this section and includes the Scope and Intent of each code.

Section 4.5 Work Exempt from Permit

Section 4.4 is a listing of work exempt from permit from each technical code local amendment. (Residential Code, Electric Code, Plumbing Code, and Mechanical Code).

Section 4.6 Maintenance and Permitting Guideline by Component Chart

Section 4.3 is a reference chart that provides a guideline for the minimum maintenance requirements for a building to exist. Applies to all residential occupancies.

Section 4.7 Common Life Safety Components by Adopted Code

Section 4.5 is a historic reference chart summarizing the “most common” life safety component requirements based on the adopted code for each time period.

Section 4.8 Accessibility, ADA, Visitability Reference

Section 4.6 provides website and reference information.

4.1 OVERVIEW

This section is informational and provides guidelines for citizens of One and Two Family dwellings

This section provides the minimum life safety requirements for the maintenance and repair of existing residential structures in compliance with the adopted Residential Code, Building Code, Electric Code, Plumbing Code, Mechanical Code, Existing Building Code, Property Maintenance Code, and Fire Code.

For more information on adopted codes and technical information, go to the City website: <http://www.austintexas.gov/development/codes-and-technical-information>

This section applies to legal complying and legal non-complying structures, single-family and multi-family residences, and does not address zoning.

4.2 FREQUENTLY ASKED QUESTIONS

1. *Where do property maintenance codes in Austin apply?*

All buildings that are located within the City limits must comply with Austin's adopted Property maintenance Code. This includes both the full purpose and limited purpose annexation areas of Austin.

2. *How can I find out if my property is inside the City limits?*

You can contact the City Addressing Office located at 505 Barton Springs Road.

3. *Who is required to get permits?*

Permits are required within the City's zoning jurisdiction; in Mud's or for electrical and plumbing work in other areas outside the City's zoning jurisdiction where City utilities are provided.

4. *Do the property maintenance codes apply to buildings built before Austin adopted building codes and buildings built outside the City limits originally?*

Yes to both questions.

5. *So how do I figure out which property maintenance standards apply to my building(s)?*

All housing, all commercial buildings, and all other buildings must comply with the property maintenance codes adopted by the City of Austin. This includes buildings that were allowed to be built without a building permit because they were built before Austin adopted building codes; were built outside the City limits;

and/or were built pursuant to permit exemption standards. A list of permit exemptions is included in Section 4.4.

6. *What if the building was built at a time and location where Austin building codes applied?*

We have provided a list of when Austin's building codes were adopted. See Section 4.8. The building must always be maintained to the codes under which they were built. If an application for permit was filed, then this application establishes which codes were required and which maintenance standards apply.

7. *How do I know what technical code my structure was built under?*

We have provided a list of when Austin's building codes were adopted. See Section 4.8.

8. *What is an example of how these codes might work?*

Let's take the example of installing new roofing to prevent a roof leak or to correct a roof leak. There are re-roofing requirements in both the International Property Maintenance Code and the International Existing Building Code adopted in Austin. These standards establish which type of roof repair and/or replacement can occur, and when permits and inspections are required.

9. *Do other codes come into play?*

Energy Codes and building codes that require certain fire-resistive standards may regulate your roofing activity. The Energy Code may limit the type of roofing you can install because the original building was built when roof reflection standards were in place. This could mean you cannot install dark shingles. There may also be limits on how resistant to fire roof materials must be.

10. *Once I understand what roofing materials I can use, what else do I need to do?*

You must determine whether the roof framing and decking is sound. If it is rotting or damaged it must be replaced. When it is replaced, the new framing must be inspected and pass the framing inspection before the frame and/or decking is covered. See Section 4.3 for maintenance requirements.

11. *What about attic insulation below the roof?*

All water damaged attic insulation must be removed and replaced. In addition, the minimum thickness of insulation in the attic must be R-19 (6 inches) compliant with the minimum standard as regulated by the International Energy Conservation Code, even if the building was built before insulation was required. Newer buildings may require thicker insulation. An insulation inspection must be approved.

12. *What about water damaged ceiling wallboard/sheetrock below the attic insulation?* This must be replaced and a wallboard inspection must be approved before the ceiling can be taped, floated, and painted.

13. What are the required inspections for a roofing job that involves re-decking, re-insulation, and replacement of ceiling wallboard?

Framing, insulation, wallboard, and final inspections must all be approved.

14. If I have a deck, where do I find information on maintenance requirements?

See Section 4.7 Minimum Maintenance Requirements.

15. What requires a permit and inspections?

Generally a building permit is required for work involving construction of structural elements of a building. Plumbing, electrical or mechanical permits may also be required depending on the scope of work. Trade permits are not required for certain maintenance or minor construction work. We have provided a list of all work that is exempt from permits and inspections. All work must comply with city codes even if no permit or inspection is required. Any work that requires a permit also requires that at least a final inspection and all required preliminary inspections are approved. If a ladder is required to inspect the work, the owner must provide the ladder when the inspection is scheduled.

16. What happens if the inspections are not approved or are not performed?

Permits expire after 180 days if no inspections are performed, and permits must be re-purchased to secure required inspections. In addition, work may have to be uncovered to be inspected.

17. Are there other consequences for expired permits?

An owner can not secure additional permits until all permits for the property have received required inspections. In addition, expired permits can create impediments to re-financing or property sale if lenders and/or potential buyers request permit and inspection history.

18. Are there consequences for unapproved inspections?

Dangerous conditions may have been created from construction activity that has not passed inspection. Electrical work, plumbing, heating and air-conditioning, and structural repairs are obvious examples of work that, if performed improperly, can create hazards.

19. What do I do if I fail an inspection?

When an inspection is failed, the inspector leaves a "correction notice" which lists the discrepancies that must be corrected in order to pass the next inspection. Once you have completed the discrepancies, simply call and schedule another inspection. Failed inspections will incur a reinspection fee.

20. Why are property maintenance standards important?

Smoke alarms are required in housing even if the building was built before smoke alarms were required by building codes. The same thing is true for handrails, guardrails, stairways, balconies, foundations, floor systems, wall

systems and fire-prevention elements. A list of changing life safety requirements is provided.

21. *When must licensed contractors perform work?*

State law and city codes establish requirements for licensed contractors to secure permits before performing work and requesting inspection. This information can be secured from the City's permit office.

22. *What does egress mean?*

Egress is how to escape from a building in an emergency, such as egress windows and egress doors.

23. *What are the 10 most common reasons for failing an inspection?*

See Section 4.7 for most common components.

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4.3 CODE ADOPTIONS/ORDINANCE DATES

Below is a history of the codes adopted by the City Council over the past seven decades. Each ordinance contains the local amendments for Austin. The ordinance's listed below can be found on the City of Austin website (<http://www.austintexas.gov/government>) under the Public Records tab or go directly to the search page at: <http://www.ci.austin.tx.us/edims/search.cfm>

All buildings/structures in Austin are required to be maintained to the standards that were in place when the building/structure was constructed originally. In order to determine which standards apply, based on the following criteria:

1. The effective date of the ordinance
2. The date of first permit application for the new housing

RESIDENTIAL CODE

1. IRC 2000 – 4/24/03 – (20030424-066)
2. IRC 2006 – 10/18/07 – (20071018-089)
3. IRC 2006 (amended) – 3/27/08 – (20080327-060)
4. IRC 2006 (amended) – 6/18/08 – (20080618-094)
5. IRC 2006 (amended) – 6/24/10 – (20100624-144)
6. COA Remodel – 6/24/10 – (20100624-149)

Prior to 2003, the CABO One and Two Family Dwelling Code were adopted as part of the Building Code.

PROPERTY MAINTENANCE

1. COA 1950 – 9/21/1950 – (500921-E) Minimum Maintenance requirements
2. IPMC 2009 – 4/8/10 – (20100408-052) (effective on 01-01-10)

PLUMBING CODE ADOPTION DATES

1. COA 1934 – 10/11/34 – (341011-001)
2. COA 1952 – 04/17/52 – (520417-D)
3. COA 1964 – 12/30/64 – (641230-B)
4. UPC 1973 – 8/22/74 – (740822-C)
5. UPC 1976 – 6/29/78 – (780629-E)
6. UPC 1979 – 11/11/80 (800911-C)
7. UPC 1979 – 12/4/81 (8101204-E) Polybutylene use
8. UPC 1982 – 11/10/83 – (831110-C)
9. UPC 1985 – 1/14/88 – (880114-J)
10. UPC 1988 – 1/4/90 – (900104-K)

- [11. UPC 1991 – 10/22/92 – \(921022-I\)](#)
- [12. UPC 1997 – 2/4/98 – \(980205-P\)](#)
- [13. UPC 1997 \(amended\) – 9/28/00 – \(000928-106\)](#)
- [14. UPC 2003 – 12/15/05 – \(20051215-108\)](#)
- [15. UPC 2003 \(amended\) – 10/18/07 – \(20071018-086\)](#)
- [16. UPC 2009 – 06/24/10 – \(20100624-146\)](#)
- [17. UPC 2009 \(amended\) – \(20111020-090\)](#)

MECHANICAL CODE ADOPTION DATES

- [1. COA 1960 – 2/11/60 – \(600211-B\)](#)
- [2. UMC 1973 – 8/22/74 – \(740822-B\)](#)
- [3. UMC 1976 – 6/29/76 – \(780629-D\)](#)
- [4. UMC 1979 – 9/11/80 – \(800911-A\)](#)
- [5. UMC 1982 – 11/10/83 – \(831110-B\)](#)
- [6. UMC 1985 – 1/14/88 – \(880114-I\)](#)
- [7. UMC 1988 – 1/4/90 – \(900104-M\)](#)
- [8. UMC 1991 – 10/22/92 - \(921022-H\)](#)
- [9. UMC 1997 – 2/5/98 – \(19980205-O\)](#)
- [10. UMC 2003 – 12/15/05 \(20051215-133\)](#)
- [11. UMC 2009 – 06/24/10 – \(20100624-145\)](#)
- [12. UMC 2009 \(amended\) – \(20111020-088\)](#)

BUILDING CODE ADOPTION DATES

- [1. COA 1931 - 4/30/31 – \(310430-5\)](#)
- [2. COA 1964 – 4/29/65 – \(650429-C\)](#)
- [3. UBC 1970 – 12/21/71 – \(711221-J\)](#)
- [4. UBC 1973 – 11/9/76 – \(761109-E\)](#)
- [5. UBC 1976 – 6/29/78 - \(780629-F\)](#)
- [6. UBC 1979 – 11/11/80 – \(800911-B\)](#)
- [7. UBC 1982 – 11/10/83 – \(831110-A\)](#)
- [8. UBC 1985 – 1/28/88 – \(880128-N\)](#)
- [9. UBC 1988 – 4/6/89 – \(890406-M\)](#)
- [10. UBC 1991 – 11/12/92 – \(921112-B\)](#)
- [11. UBC 1994 – 9/12/96 – 960912 – I](#)
- [12. UBC 1994 \(amended\) – 4/6/00 – \(000406-77\)](#)
- [13. IBC 2003 – 12/15/05 – \(20051215-106\)](#)
- [14. IBC 2009 – 6/24/10 – \(20100624-143\)](#)

ELECTRICAL CODE ADOPTION DATES

- [1. COA 1926 – 6/24/26 – \(19260624-1\)](#)
- [2. COA 1960 – 8/4/60 – \(600804\)](#)

- [3. COA 1967 – 12/21/71 – \(711221-I\)](#)
- [4. NEC 1975 – 11/4/76 – \(761104-B\)](#)
- [5. NEC 1978 – 1/11/79 – \(790111-H\) AND 1/29/79 \(790129-D\)](#)
- [6. NEC 1981 – 5/20/82 – \(820520-A\)](#)
- [7. NEC 1987 – 2/18/88 – \(880218-J\)](#)
- [8. NEC 1990 – 5/30/91 – \(910530-G\)](#)
- [9. NEC 1993 – 9/29/94 – \(940929-P\)](#)
- [10. NEC 1999 – 9/28/00 – \(000928-107\)](#)
- [11. NEC 2002 – 8/28/03 – \(20030828-064\)](#)
- [12. NEC 2005 – 12/15/05 – \(20051215-109\)](#)
- [13. NEC – 2008 – 3/5/09 – \(20090305-047\)](#)
- [14. NEC – 2008 \(amended\) – 6/24/10 – \(20100624-147\)](#)
- [15. NEC – 2011 – 10/20/11 \(20111020-089\)](#)

FIRE CODE ADOPTION DATES

- [1. COA 1966 – 2/17/66 – \(660217-C\)](#)
- [2. UFC 1973 – 8/22/74 – \(740822-E\)](#)
- [3. UFC 1976 – 7/6/78 – \(780706-B\)](#)
- [4. UFC 1979 – 9/11/80 – \(800911-D\)](#)
- [5. UFC 1982 – 11/10/83 – \(831110-D\) and \(831110-S\)](#)
- [6. UFC 1985 – 2/18/88 – \(880218-K\)](#)
- [7. UFC 1988 – 4/6/89 – \(890406-A\)](#)
- [8. UFC 1991 – 10/1/92 – \(921001-61\)](#)
- [9. UFC 1994 – 9/12/96 – \(960912-H\)](#)
- [10. UFC 1997 – 4/6/00 – \(200000406-078\)](#)
- [11. IFC 2003 – 12/15/05 – \(20051215-105\)](#)
- [11. IFC 2009 – 6/24/10 – \(20100624-142\)](#)

SOLAR CODE ADOPTION DATES

- [1. USC 1984 – 3/21/85 – \(850321-I\)](#)
- [2. USC 1987 – 1/14/88 – \(880114-K\)](#)
- [3. USEC 2006 – 10/18/07 – \(20071018-087\)](#)

ENERGY CONSERVATION CODE

- [1. IECC 2000 – 11/29/01 – \(20011129-078\)](#)
- [2. IECC 2006 – 10/18/07 – \(20071018-088\)](#)
- [3. IECC 2009 – 4/8/10 – \(20100408-051\)](#)

Prior to 2001, the Model Energy Code was adopted as part of the Building Code.

4.4 TECHNICAL CODE ACRONYMS

This section provides information regarding the scope and intent of each technical code that the City of Austin has adopted into the Land Development Code.

<u>IRC - International Residential Code</u>	
<u>Scope</u>	<u>Scope - R101.2 The provisions of this International Residential Code for One- and Two-family Dwellings shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of detached one- and two-family dwellings and townhouses not more than three stories above-grade in height with a separate means of egress and their accessory structure.</u>
<u>Intent of Code</u>	<u>Intent of Code - R101.3 The purpose of this code is to provide minimum requirements to safeguard the public safety, health and general welfare through affordability, structural strength, means of egress facilities, stability, sanitation, light and ventilation, energy conservation and safety to life and property from fire and other hazards attributed to the built environment.</u>
<u>IBC - International Building Code</u>	
<u>Scope</u>	<u>Scope - 101.2 The provisions of this code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures. Exception: Detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories above grade plane in height with a separate means of egress and their accessory structures shall comply with the IRS.</u>
<u>Intent of Code</u>	<u>Intent of Code -101.3 The purpose of this code is to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.</u>
<u>IEBC - International Existing Building Code</u>	
<u>Scope</u>	<u>Scope –101.2 The provisions of the International Existing Building Code shall apply to the repair, alteration, change of occupancy, addition and relocation of existing buildings.</u>
<u>Intent of Code</u>	<u>Intent of Code -The intent of this code is to provide flexibility to permit the use of alternative approaches to achieve compliance with minimum requirements to safeguard the public health, safety, and welfare insofar as they are affected by the repair, alteration, change of occupancy, addition and relocation of existing buildings.</u>
<u>IPMC - International Property Maintenance Code</u>	

<u>Scope</u>	<u>Scope – 101.2</u> The provisions of this code shall apply to all existing residential and nonresidential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.
<u>Intent of Code</u>	<u>Intent of Code - This code shall be construed to secure its expressed intent, which is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Existing structures and premises that do not comply with these provisions shall be altered or repaired to provide a minimum level of health and safety as required herein.</u>

NEC - National Electrical Code

<u>Scope</u>	<u>Scope - This code covers the installation of electrical conductors, equipment, and raceways; signaling and communications conductors, equipment, and raceways; and optical fiber cables and raceways for the following:</u> 1) Public and private premises, including buildings, structures, mobile homes, recreational vehicles, and floating buildings; 2) Yards, lots parking lots, carnivals, and industrial substations.
<u>Intent of Code</u>	<u>Intent of Code – The purpose of this Code is the practical safeguarding of persons and property from hazards arising from the use of electricity.</u>

UMC - Uniform Mechanical Code

<u>Scope</u>	<u>Scope - 101.2</u> The provisions of this code shall apply to the addition to or erection, installation, alteration, repair, relocation, replacement, use or maintenance of heating, ventilating, cooling, refrigeration systems; incinerators; or other miscellaneous heat-producing appliances within this jurisdiction.
<u>Intent of Code</u>	<u>Intent of Code – The intent of this code is to provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, installation, quality of materials, location, operation, and maintenance or use of heating, ventilating, cooling, and refrigeration systems; incinerators; and other miscellaneous heat-producing appliances within this jurisdiction.</u>

UPC - Uniform Plumbing Code

<u>Scope</u>	<u>Scope -101.2</u> The provisions of this code shall apply to the erection, installation, alteration, repair, relocation, replacement, addition to, use, or maintenance of plumbing systems within this jurisdiction.
<u>Intent of Code</u>	<u>Intent of Code – This code is an ordinance providing minimum requirements and standards for the protection of the public health, safety, and welfare.</u>

IECC - International Energy Conservation Code

<u>Scope</u>	<u>Scope –This code applies to residential and commercial buildings.</u>
<u>Intent of Code</u>	<u>Intent of Code - This code shall regulate the design and construction of buildings for the effective use of energy. This code is intended to provide flexibility to permit the use of innovative approaches and techniques to achieve the effective use of energy. This code is not intended to abridge safety, health or environmental requirements contained in other applicable codes or ordinances.</u>

IFC - International Fire Code

<u>Scope</u>	<u>Scope – This code establishes regulations affecting or relating to structures, processes, premises and safeguards regarding:</u> <u>1. The hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices;</u> <u>2. Conditions hazardous to life, property or public welfare in the occupancy of structures or premises;</u> <u>3. Fire hazards in the structure or on the premises from occupancy or operation;</u> <u>4. Matters related to the construction, extension, repair, alteration or removal of fire suppressions or alarm systems; and</u> <u>5. Conditions affecting the safety of fire fighters and emergency responders during emergency operations.</u>
<u>Intent of Code</u>	<u>Intent of Code -The purpose of this code is to establish the minimum requirements consistent with nationally recognized good practice for providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises and to provide safety to fire fighters and emergency responders during emergency operations.</u>

4.5 WORK EXEMPT FROM PERMITS

This section is a listing of the permit exemptions from the City of Austin's Local Code Amendments for the following technical codes; Residential Code, Building Code, Electrical Code, Plumbing Code, and Mechanical Code. This code information is current as of the adoption of this Rule.

How to use this chart:

- 1) For one- and two- family dwellings, and townhouse dwellings, refer to the International Residential Code (IRC) list.**
- 2) For Multi- family dwellings, refer to the Building Code (IBC) list.**
- 3) The Electric Code (NEC), Plumbing Code (UPC), and Mechanical Code (UMC) apply to all residential type dwellings.**

2006 International Residential Code (Ordinance 20071018-089)

<u>2006 IRC, Code Section R105.2</u>	<u>Building</u>	<u>Section R105.2 Work exempt from permit.</u> <u>Permits shall not be required for the following.</u> <u>Exemption from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.</u>
		<u>1. One-story detached accessory structures, provided the floor area does not exceed 200 square feet (18.58 m²).</u>
		<u>2. Fences not over 6 feet (1829 mm) high.</u>
		<u>3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.</u>
		<u>4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18927 L) and the ratio of height to diameter or width does not exceed 2 to 1.</u>
		<u>5. Sidewalks and driveways not more than 30 inches (762mm) above adjacent grade and not over any basement or story below.</u>
		<u>6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.</u>
		<u>7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.</u>
		<u>8. Swings and other playground equipment accessory to a one or two-family dwelling.</u>
		<u>9. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.</u>

2009 International Building Code (Ordinance 20100624-0143)

<u>2009 IBC, Code Section 105.2</u>	<u>Building</u>	<u>Section 105.2 Work Exempt from Permit</u> Permits shall not be required for the following: <u>Building:</u>
		<u>1. One-story detached accessory structures, used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet (11 m²).</u>
		<u>2. Fences not over 6 feet (1829 mm) high.</u>
		<u>3. Oil derricks.</u>
		<u>4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.</u>
		<u>5. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18927 L) and the ratio of height to diameter or width does not exceed 2 :1.</u>
		<u>6. Sidewalks and driveways not more than 30 inches (762mm) above adjacent grade, and not over any basement or story below and are not part of the accessible route.</u>
		<u>7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.</u>
		<u>8. Temporary motion picture, television and theater stage sets and scenery.</u>
		<u>9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, do not exceed 5,000 gallons (18925 L) and are installed entirely above ground.</u>
		<u>10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.</u>
		<u>11. Swings and other playground equipment accessory to detached one or two-family dwellings.</u>
		<u>12. Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support of Groups R-3 and U occupancies.</u>
		<u>13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.</u>

2011 National Electrical Code (Ordinance 20111020-089)

<u>2011 NEC, Code Section 80.19(C)3</u>	<u>Electrical</u>	<u>Section 80.19(C) Issuance of Permits. Subsection (3) Exempt Work.:</u> <u>(a) An electrical permit is not required for the following:</u>
		<u>(i) replacement of an approved cable or cord and plug connected motor or portable appliance;</u>
		<u>(ii) replacement of components to approved equipment or to a fixed approved appliance of the same type and rating, in the same location;</u>
		<u>(iii) temporary holiday decorative lighting;</u>
		<u>(iv) replacement of a snap, single, three-way, four-way or dimmer switch, ceiling paddle fan, luminaire and lamps, when the maximum voltage is 480 and the maximum ampacity is 30;</u>
		<u>(v) reinstallation of a receptacle, or replacement of a receptacle with a ground-fault circuit interrupter receptacle, or installation of a tamper resistance receptacle, or installation of an arc-fault circuit interrupter receptacle or weather-resistance receptacle;</u>
		<u>(vi) replacement of an overcurrent protection device, or fuse of the same voltage and amperage, and in the same location, when the service will not be de-energized;</u>
		<u>(vii) repair or replacement of an electrode or transformer of the same size and capacity for a sign or gas tube system;</u>
		<u>(viii) replacement of insulating material to a splice;</u>
		<u>(ix) removal of electrical wiring;</u>
		<u>(x) temporary wiring for experimental purposes in a suitable experimental laboratory;</u>
		<u>(xi) the wiring for a temporary theater, motion picture, or television stage set;</u>
		<u>(xii) installation or repair of an electrical device, appliance, apparatus, equipment, or electrical wiring operating at less than 25 volts;</u>
		<u>(xiii) installation or repair of a low-energy power, control and signal circuit of Class II and Class III as defined in the National Electrical Code;</u>
		<u>(xiv) the following activities, if performed in connection with the transmission of electrical energy: the installation, alteration, or repair of electrical wiring, apparatus, or equipment; or the generation, transmission, distribution, or metering of electrical energy;</u>
		<u>(xvi) the operation of signals or the transmission of intelligence by a public or private utility in the exercise of its function as a serving utility; or</u>
		<u>(xvii) buildings or structures which are owned and occupied by the State or Federal government, except for the electrical service.</u>

2009 Uniform Plumbing Code (Ordinance 20100624-146)

<p><u>2009 UPC Code Section 103.1.2</u></p>	<p><u>Plumbing</u></p>	<p><u>Section 103.1.2 Exempt Work:</u> A plumbing permit is not required for the following:</p>
		<p><u>103.1.2.1 The stopping of leaks in drains, soil pipe, waste pipe or vent pipe, provided, however, that the removal or replacement of a defective concealed trap, drain pipe, soil pipe, waste pipe or vent pipe is new work and a permit shall be procured and inspection made as provided in this Code.</u></p>
		<p><u>103.1.2.2 The clearing of stoppages, the repair of leaks in pipes, valves or fixtures, or the removal and reinstallation of water closets, if the repairs do not involve or require the replacement or rearrangement of valve, pipes, or fixtures. The installation or replacement, of backflow prevention assemblies, or devices are not exempt from plumbing permit and plumbing licensing requirements.</u></p>
		<p><u>103.1.2.3 Repairs or replacement of fixtures and replacement of traps, continuous waste piping, water shut-off valves, faucets, are exempt from permit requirements if the work is performed in accordance with the requirements of the Plumbing Code, and does not involve other city departments or inspections from other trades. Exemption from the permit requirements of this Code is not authorization for the work to be done in violation of this Code or other laws or ordinances of the City.</u></p>
		<p><u>103.1.3 Homestead Permit. A person who is not licensed to perform plumbing work may perform plumbing work within a residence and on property owned by the person if the requirements of this section are met.</u></p> <p><u>(1) The residence is the person's homestead.</u></p> <p><u>(2) The work does not include plumbing work that involves natural gas or liquefied petroleum plumbing systems.</u></p> <p><u>(3) The residence is the person's principal residence.</u></p> <p><u>(4) The person has not secured a homestead permit for another residence within the prior 12 month period.</u></p> <p><u>(5) The person must have owned and occupied the property as of January 1 of the tax year in which the person applies for a homestead permit.</u></p> <p><u>(6) A person must obtain a homestead permit and pay required permit fees before beginning any electrical, mechanical, or plumbing work. A person must apply for a homestead permit in person and must file an affidavit stating that the location at which the work is to be done is the person's homestead.</u></p>

		<p><u>(7) A person who has obtained a homestead permit may not allow or cause any person to perform plumbing work under the permit. The building official may suspend or revoke a homestead permit if work done under the permit is performed by anyone other than the person who obtained the permit.</u></p> <p><u>(8) A person may not transfer a permit to another person.</u></p> <p><u>(9) A person performing plumbing work under a homestead permit shall present a picture identification to verify that the person is authorized to perform work under the homestead permit, when requested by the building official or his designee.</u></p> <p><u>(10) A homestead permit shall not be issued for plumbing work on a mobile, modular or manufactured home unless the homeowner owns the land on which the mobile, modular or manufactured home is located. A homestead permit shall not be issued if the mobile, modular or manufactured home is located in a mobile home park, mobile home community or other commercial premises.</u></p> <p><u>(11) A homestead permit shall not be issued for any auxiliary water system.</u></p>
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2009 Uniform Mechanical Code (Ord. 20100624-145)

<u>2009 UMC, Code Section 112.2</u>	<u>Mechanical</u>	<u>Section 112.2 Exempt Work.</u> A mechanical permit shall not be required for the following:
		<u>112.2.1 A portable heating appliance, portable ventilating equipment, a portable cooling unit, or a portable evaporative cooler.</u>
		<u>112.2.2 A closed system of steam, hot, or chilled water piping within heating or cooling equipment regulated by this code.</u>
		<u>112.2.3 Replacement of any component part or assembly of an appliance that does not alter its original approval and complies with other applicable requirements of this code.</u>
		<u>112.2.4 Refrigerating equipment that is part of the equipment for which a permit has been issued pursuant to the requirements of this code.</u>
		<u>112.2.5 Exemption from the permit requirements of this code shall not be deemed to grant authorization for work to be done in violation of the provisions of this code or other laws or ordinances of this jurisdiction.</u>
		<u>112.3 Offense.</u> A person who violates Section 112.1 (Permit Required) commits an offense. An offense under this section is a class C misdemeanor. Each day a person

		<p><u>commits an offense or remains in violation of Section 112.1 (Permit Required) is a separate occurrence. Proof of a culpable mental state is not required for conviction of an offense under this section.</u></p>
		<p><u>112.4 Persons Authorized to Obtain Permits. An air conditioning and refrigeration contractor licensed by the State of Texas to perform mechanical work and registered with the City may obtain permits required by the Mechanical Code.</u></p>
		<p><u>112.5 Homestead Permit. A person who is not licensed to perform mechanical work may perform mechanical work within a residence owned by the person if the requirements of this section are met.</u></p> <p><u>(1) The residence is the person's homestead.</u></p> <p><u>(2) The work does not include mechanical work that involves reclaiming and charging a ducted heating and air-conditioning system containing refrigerant.</u></p> <p><u>(3) The residence is the person's principal residence.</u></p> <p><u>(4) The person has not secured a homestead permit for another residence within the prior 12 month period.</u></p> <p><u>(5) The person must have owned and occupied the property as of January 1 of the tax year in which the person applies for a homestead permit.</u></p> <p><u>(6) A person must obtain a homestead permit and pay required permit fees before beginning any mechanical work. A person must apply for a homestead permit in person and must file an affidavit stating that the location at which the work is to be done is the person's homestead.</u></p> <p><u>(7) A person who has obtained a homestead permit may not allow or cause any other person to perform mechanical work under the permit.</u></p> <p><u>(8) A person may not transfer a permit to another person.</u></p> <p><u>(9) A person performing mechanical work under a homestead permit shall present a picture identification to verify that the person is authorized to perform work under the homestead permit, when requested by the building official or his designee.</u></p> <p><u>(10) A homestead permit shall not be issued for mechanical work on a mobile, modular or manufactured home unless the homeowner owns the land on which the mobile, modular, or manufactured home is located. A homestead permit shall not be issued if the mobile, modular, or manufactured home is located in a mobile home park, mobile home community, or other commercial premises.</u></p>

4.6 MAINTENANCE AND PERMITTING GUIDELINE BY COMPONENT CHART

Building Criteria Manual (BCM) Section 4.3 provides a Guideline for the minimum life safety maintenance requirement for a building to exist. Applies to all residential occupancies, and includes a guideline for the type of work requiring a Permit.

The chart applies to existing residential structures and is organized by:

1. Building Code Component or Feature in alphabetical order;
2. The corresponding Minimum Property Maintenance Code Requirement for Existing Buildings;
3. Component Definition, Code Section or Reference;
4. General Comments and/or Reference.

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Balcony	Balconies must be properly attached and maintained in sound condition and in good repair, and in accordance with the Code in effect at the time of construction.	Exterior Structure: An exterior floor projecting from and supported by a structure without additional independent support.	See Permit Exemption Code Reference, BCM Section 4.5
Bathroom (one- or two-family dwelling)	1) Bathrooms, Toilet Rooms, and Sinks – Every dwelling unit shall have a bathroom with a tub and/or shower and a water closet (toilet). The lavatory (bathroom sink) must be in the bathroom or toilet room or near the door leading to the bathroom or toilet room. 2) Every dwelling unit must have a kitchen sink, but the kitchen sink cannot substitute for the bathroom sink. All toilet rooms and bathrooms must provide privacy.	Required Facilities (one- or two-family dwelling unit): A group of fixtures consisting of a water closet, one or two lavatories and either a bathtub, a combination bath/shower, or a shower, and may include a urinal or a bidet or an emergency floor drain. A room containing plumbing fixtures including a bathtub and a shower	See Permit Exemption Code Reference, BCM Section 4.5

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Bathroom (Rooming units, Boarding units, and Hotels)	In rooming houses and boarding houses- there must be at least 1 toilet, bathroom sink, and bathtub and/or shower for every four rooming or boarding units. In hotels- that do not provide private toilets, bathroom sinks, and/or tub showers, there must be one of each of these plumbing fixtures for every 10 occupants. The toilet rooms or bathrooms that are not private must not be more than one floor away from rooming units, boarding units, or hotel rooms they serve. In all facilities other than dwelling units,-the toilet room floor must have a smooth, hard, non-absorbent surface.	Required Facilities (not one- or two-family dwelling unit): See kitchen also.	
Bathroom Privacy Requirement (multiple dwellings)	All toilet rooms and bathrooms must provide privacy, and interior locking must be provided for the door for common or shared bathrooms in a multiple dwelling.	Privacy.	
Bedrooms	Must contain at least 70 square feet. A bedroom may not be the only way to access another bedroom or habitable spaces unless the dwelling unit contains fewer than 2 bedrooms. Every bedroom must have access to at least 1 water closet (toilet) and one lavatory (bathroom sink) without passing through another bedroom, and the water closet (toilet) and lavatory (bathroom sink) must be located on the same story as the bedroom. Kitchens and non habitable spaces may not be used for sleeping purposes.	Bedrooms: Any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit. Sleeping Unit refers to a room used for sleeping, which may also include provisions for living, eating, and/or either sanitation or bathing facilities. (such as an efficiency apartment).	
Boarding Houses	Must meet the requirements of a dwelling unit.	Boarding Houses: A building, other than a hotel, where lodging with meals for more than six (6) unrelated persons is provided for compensation.	

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Ceiling Heights - Minimum	In general, the ceiling height of habitable spaces, hallways, corridors, laundry areas, bathrooms, toilet rooms, and habitable basement areas must be at least 7 feet. Ceiling height may comply with the exceptions listed in the International Property Maintenance Code and/or the code adopted when the building was constructed.	Minimum Ceiling Heights	See Common Life Safety Components Chart, BCM Section 4.7.
Chimney	Must be properly attached and maintained in sound condition and in good repair, and in accordance with the Code in effect at the time of construction.	Exterior Structure (Chimney): A primary vertical structure containing one or more flues, for the purpose of carrying gaseous products of combustion and air from a fuel-burning appliance to the outside atmosphere.	See Permit Exemption Code Reference, BCM Section 4.5
Clothes Dryer Exhaust	Clothes dryer exhausts may not be connected to other ventilation systems and must be exhausted according to manufacturer's specifications.		
Deck	Every exterior deck shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads. Structural engineering may be required to verify footings, foundations and attachment to structure.	An exterior floor system supported on at least two opposing sides by an adjoining structure and/or posts, piers, or other independent supports	See Permit Exemption Code Reference, BCM Section 4.5
Doors	Exterior doors, door assemblies and hardware shall be maintained in good condition, and the door and frame shall be kept in sound condition, good repair and weather tight.	An entrance way, a barrier which swings, slides, tilts or folds to enclose an opening in a wall. (Architectural Construction Dictionary)	Exterior door replacement which includes the door frame/jamb requires a permit. For exceptions for door maintenance, See Permit Exemption Code Reference, BCM Section 4.5

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Doors/ Locks	Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge* or effort, except where door hardware conforms to that permitted by the IBC.	*Examples of special knowledge include but are not limited to combination locks or an unlocking device in an unknown, unexpected or hidden location.	Exterior door replacement which includes the door frame/jamb requires a permit. For exceptions for door maintenance, See Permit Exemption Code Reference, BCM Section 4.5
Doors/ Building Security	Must be maintained in sound condition and weather tight. Doors in Dwelling Units – Doors that provide access to and/or egress from a dwelling unit shall be equipped with a deadbolt lock designed to open from inside the dwelling unit without a key or special knowledge*. A sliding bolt is not considered a deadbolt lock complying with this standard. The lock throw must not be less than one inch and shall tightly secure the door. Deadbolt locks shall be installed and maintained to manufacturers' specification. Every interior door must reasonably fit within its frame; be capable of being opened and closed; and be installed with hardware, jambs, and headers as intended by manufacturer's specifications.	*Examples of special knowledge include but are not limited to combination locks or an unlocking device in an unknown, unexpected or hidden location.	Exterior door replacement which includes the door frame/jamb requires a permit. For exceptions for door maintenance, See Permit Exemption Code Reference, BCM Section 4.5
Dwelling Unit		A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.	

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Dwelling Unit minimum plumbing fixtures	Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink which shall be maintained in a sanitary, safe working condition. The lavatory shall be placed in the same room as the water closet or located in close proximity to the door leading directly into the room in which such water closet is located. A kitchen sink shall not be used as a substitute for the required lavatory.		See Permit Exemption Code Reference, BCM Section 4.5
Dwelling Unit Electrical Equipment	All habitable space in every dwelling unit must have receptacles, lights and switches as required by the applicable code at the time the unit was built. The receptacles and switches must meet accessibility height requirements in place at time of original dwelling unit construction. In no case, may any space within a dwelling unit have less than two receptacles that are separate and remote from each other, and all habitable space must have at least one light and switch. Every laundry area/room must have one grounded-type receptacle or a receptacle with a ground-fault circuit interrupter. Every bathroom must contain at least one receptacle, and any new bathroom receptacle shall have a ground-fault circuit interrupter.		See Permit Exemption Code Reference, BCM Section 4.5
Dwelling Unit-Efficiency	An efficiency unit can have 2 occupants if it has a clear floor area of at least 220 square feet, and 320 square feet for 3 occupants. This clear floor area calculation excludes the area of the kitchen sink, cooking appliance, refrigerator, and a separate bathroom that contains a water closet (toilet), lavatory (bathroom sink), and bathtub or shower. The kitchen sink, cooking appliance, and refrigerator must have a clear working space of at least 30 inches in front. Efficiency units must maintain the required accessibility standards adopted when the dwelling unit was built. No more than 3 people can occupy an efficiency		See Common Life Safety Components Chart, BCM Section 4.7

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Electrical System Hazards	All electrical and electrical service equipment must meet and be maintained to applicable Electrical Code standards and accessibility standards. All electrical hazards caused by inadequate service; improper fusing; insufficient receptacles and lighting outlets; improper wiring or installation; deteriorated or damaged wiring must be abated as required by the code official.		See Permit Exemption Code Reference, BCM Section 4.5.
Elevators	Elevators - Elevators must be installed and maintained to all applicable standards, including but not limited to, code and accessibility standards.	The State mandates legal requirements for elevator. http://www.tdlr.state.tx.us/elevator/elelaw.htm Health and Safety Code, Chapter 754.	See Permit Exemption Code Reference, BCM Section 4.5.
Employee Facilities	Employee Facilities – Employees must have access to at least one water closet (toilet); bathroom sink; and drinking facility. The toilet rooms or bathrooms for employees must have access from the employee work area; must not be more than one floor away from the employee work area; and the travel distance to these employee facilities must not exceed 500 feet. All bathrooms, toilet rooms, and sinks must meet the accessibility standards adopted when the building was built.		See Permit Exemption Code Reference, BCM Section 4.5.
Egress	There must be a safe, continuous, and unobstructed path from any point of a building or structure to the public way. Means of egress shall comply with the Fire Code.	Applies to all residential occupancy.	See Permit Exemption Code Reference, BCM Section 4.5. See Common Life Safety Components Chart, BCM Section 4.7.

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Egress, Emergency Escape Openings	Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grills, grates or similar devices are permitted to be placed over emergency escape and rescue openings, provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releaseable or removeable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.	Emergency Escape	Removal of bars, grills or grates is exempt from permitting requirement. See Permit Exemption Code Reference, BCM Section 4.5. Replacing or installing any windows requires a permit. See Replacement Window Requirements, Common Life Safety Components Chart, BCM Section 4.7.
Egress-Emergency Escape Openings and Alternate Methods of Compliance	Alternative Methods (IPMC): 1)The owner of residentially occupied building that has one or more sleeping rooms that lack a window with the dimensions required by Sec.702 of the IPMC may comply through the use of alternate methods. 2)The owner of residentially occupied building that has one or more sleeping rooms in which the height of the sill for the window required by Sec.702 of the IPMC exceed the maximum permissible distance from the floor may comply through the use of alternate methods.		See Replacement Window Requirements, Common Life Safety Components Chart, BCM Section 4.7.
Exterior Surfaces - Protective Treatment of	All exterior surfaces of the building including doors, walls, roofs, windows, porches, etc. must be protected so that they are weather resistant and water tight. Flaking or chipping paint is not permitted.		See Permit Exemption Code Reference, BCM Section 4.5
Exterior Walls	Must be weatherproof and waterproof and free from holes, breaks and rotted and/or damaged material.		See Permit Exemption Code Reference, BCM Section 4.5

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Fire Resistance	All required fire resistance systems and all openings in fire-resistance assemblies must be installed and maintained to the standards required when the building was built. Required fire-resistance rating means the required rating of walls or floors at the time of construction. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.		See Permit Exemption Code Reference, BCM Section 4.5
Fire Safety Facilities and Equipment	All systems, devices and equipment to detect a fire, actuate and alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the Fire Code.	(see Smoke Alarms)	Applies to R2, R3, or R4. See Permit Exemption Code Reference, BCM Section 4.5. For Smoke Alarms, See Common Life Safety Components Chart, BCM Section 4.7
Foundation Walls	Must be maintained plumb and free from open cracks and breaks that could allow rodents and other pests to enter the building.		Repairs to foundations require a permit and approved documentation from an engineer or architect.
Glazing	Glazing – All glazing materials shall be maintained free from cracks and holes.		Replacement of glazing (not including replacement of any part of frame holding the glazing) is exempt from permitting requirement. Replacement glazing in hazardous locations shall comply w the safety glazing requirements of the IBC or IRC)

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Guardrails	Guardrails – Must be maintained to the code standards approved by the City when the building was built and in compliance with the International Property Maintenance Code and local amendments. The rails must be firmly fastened and capable of supporting normally imposed loads. Guardrails that are at least 36 inches high are required for landings, porches, decks, ramps and other walking surfaces that are at least 30 inches above grade of the property.	Guard: A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.	See Permit Exemption Code Reference, BCM Section 4.5. See Common Life Safety Components Chart, BCM Section 4.7.
Handrails	Must be maintained to the code standards approved by the City when the building was built and in compliance with the International Property Maintenance Code and local amendments. The rails must be firmly fastened and capable of supporting normally imposed loads.		See Permit Exemption Code Reference, BCM Section 4.5. See Common Life Safety Components Chart, BCM Section 4.7.
Heating Systems	Heating Systems – The heating systems in every dwelling unit must be capable of creating and maintaining a room temperature of 68 degrees F in every habitable room, bathroom and toilet room. The heating systems in inhabitable work spaces must be capable of creating and maintaining a room temperature of 65 degrees F. Temperature readings are taken at 3 feet above the floor near the center of a room and two feet inward from the center every exterior wall.		See Permit Exemption Code Reference, BCM Section 4.5
Infestation	All structures must be kept free of rodent and insect infestation. The owner must make the premises free of infestation at time of initial lease. If there are two or more dwelling units, the owner remains responsible for preventing re-infestation through extermination. In single occupant buildings, the occupant is responsible for preventing re-infestation. The owner remains responsible for repairing building defects that may cause infestation, and for preventing infestation until repairs are completed.		See Permit Exemption Code Reference, BCM Section 4.5

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Interior Surfaces	Peeling, chipping, and flaking paint must be removed and the surface must be repainted. This includes doors and windows. Decayed wood, cracked and loose plaster or stucco, and other deteriorating surfaces must be repaired or replaced.		See Permit Exemption Code Reference, BCM Section 4.5
Kitchen	Kitchens and nonhabitable spaces shall not be used for sleeping purposes.	Kitchen shall mean an area used or designated to be used for the preparation of food.	
Kitchen Sink	Every dwelling unit must have a kitchen sink, but the kitchen sink cannot substitute for the bathroom sink.	A kitchen sink shall not be used as a substitute for the required lavatory.	
Kitchen/ Cooking Facilities	Cooking is prohibited in Rooming units or Dormitory units – Unless the certificate of occupancy allows cooking in a room in a rooming unit or dormitory unit, occupants are limited to devices such as coffee makers and microwave ovens.		
Landings	Must be maintained to the code standards approved by the City when the building was built and in compliance with the International Property Maintenance Code and local amendments. The landing must be maintained so as not to be warped, worn, loose, torn or otherwise unsafe and shall provide safe and adequate means of egress.	Landings: There shall be a floor or landing on each side of each exterior door. The floor or landing at the exterior door shall not be more than 1.5 inches (38 mm) lower than the top of the threshold. The landing shall be permitted to have a slope not to exceed 0.25 unit vertical in 12 units horizontal (2-percent).	See Permit Exemption Code Reference, BCM Section 4.5 See Common Life Safety Components Chart, BCM Section 4.7.

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Porch	Must be properly attached, maintained structurally sound and in good repair.	Porches: An exterior structure that shelters a building entrance. An exterior structure that extends along the outside of a building usually roofed and generally open sided but may also be partially enclosed, screened or glass enclosed. It is often an addition to the main structure. (Architectural Construction Dictionary)	See Permit Exemption Code Reference, BCM Section 4.5
Lighting of Common Areas and Stairways	Lighting of Common Areas and Stairways – Common halls and stairways in residential occupancies other than one and two family dwellings, must be lit with a 60 watt light bulb for each 200 square feet of floor area. In non-residential areas, all exits and exit systems must have at least one foot-candle of lighting.	Common Halls and Stairways, - Luminaire: A complete lighting unit consisting of one or more lamps or components which are designed to distribute the light, to position and protect the lamps, and to connect the lamps to the electrical power supply. Also called a lighting fixture.	See Permit Exemption Code Reference, BCM Section 4.5
Minimum Room Requirements	Every dwelling unit shall have at least one habitable room that shall have not less than 120 square feet of gross floor area. and every bedroom shall contain at least 70 sq. ft.		
Maintenance of Buildings/ structures	Maintenance of Buildings/ structures - Equipment, systems, devices and safeguards shall be maintained in good working order.		See Permit Exemption Code Reference, BCM Section 4.5

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Mechanical Equipment	<p>Mechanical Equipment – All heating, ventilation, and air conditioning equipment as well as fireplaces, stoves, water heaters, boilers, and solid-fuel burning appliances must meet and be maintained according to applicable Mechanical Code standards, Plumbing Code standards, manufacturers standards, energy conservation standards, and state law. All required clearances from combustible material must be maintained, and safety controls must remain in operable condition. Maintenance of air supply for complete combustion of fuel and for ventilation is required, and all energy conservation devices must be maintained as well. All ducts must be installed and maintained to applicable code standards and manufacturer’s specifications, and must be maintained free of obstructions and leaks.</p>		See Permit Exemption Code Reference, BCM Section 4.5
Natural Light	<p>Natural Light – All habitable space requires a window facing outside or to a courtyard, and the total glazed area for the window must be at least 8% of the floor area of the room.</p>		
Occupancy Limits	<p>Occupancy Limits – Dwelling units, dormitory units, rooming house, and boarding house units must be arranged to provide privacy and be separated from housekeeping units and other adjoining spaces.</p>		
Overcrowding	<p>Overcrowding – A dwelling unit must be large enough to not create conditions that the code official finds would endanger the life, safety, or welfare of the occupants. Each bedroom must be at least 70 square feet in area for the first two adult occupants. Bedroom size must be increased by at least 50 square feet for each additional occupant. Children under 2 years old are not considered as occupants for overcrowding purposes.</p>		

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Plumbing Fixtures	Plumbing Fixtures – Plumbing fixtures must be maintained to the adopted code under which they were installed and manufacturer’s specifications. All plumbing fixtures must be maintained in a safe, sanitary and functional condition. Plumbing fixtures must also comply with applicable accessibility and water conservation standards. Plumbing fixtures must have adequate clearance for cleaning and usage.		See Permit Exemption Code Reference, BCM Section 4.5
Public Lighting	Lighting – Every public hallway, interior and exterior stairway, toilet room, kitchen, bathroom, laundry room, boiler room, and furnace room must have at least one electrical luminaire.		See Permit Exemption Code Reference, BCM Section 4.5
Roofs and Drainage	Roofs and flashing must be sound and tight enough to prevent rain from entering the building; prevent dampness; and prevent deterioration in either the walls or the interior of the building. Roof drains, gutters, and downspouts must convey rainwater away from the building and shall not convey roof water/drainage in a manner that creates a public nuisance.	A secure, nonleaking roof is necessary to keep a building properly maintained.	See Permit Exemption Code Reference, BCM Section 4.5
Rooms - Minimum Width of Rooms	Other than kitchens, all habitable rooms shall not be less than 7 feet wide in any plan dimension. Kitchens must have a 3 foot clear space between counter fronts and appliances and counter fronts and walls.		

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Rubbish and Garbage	<p>The owner must keep the exterior of the property free from the accumulation of rubbish and garbage. The tenant or occupant must dispose of rubbish and garbage in approved, leak-proof containers. Refrigerators and similar appliances not in operation cannot be stored on-site without first removing the door.</p>	<p>Rubbish: Combustible and noncombustible waste materials, except garbage; the terms shall include the residue from burning of wood, coal, coke, and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials. Garbage: The animal or vegetable waste resulting from the handling, preparation, cooking, and consumption of food.</p>	
Sanitary Drainage System	<p>All plumbing fixtures must be connected to a public sewer system or an approved private sewage disposal system. Plumbing stacks, vents, waste, and sewer lines must be maintained and kept free from obstructions, leaks and defects. Repair and replacement of the components of the sanitary drainage system must comply with adopted codes and manufacturer's specifications.</p> <p>NOTE: Building sewer shall not cross property lines.</p>		See Permit Exemption Code Reference, BCM Section 4.5

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Smoke Alarms	All required smoke alarm systems must be maintained to the applicable Code standards required when the structure was built. If interconnected alarms with battery backup were required, the interconnected alarm system and the batteries must be maintained and tested. If buildings were built when alarms were not required or when alarms were not required to be interconnected, interconnection is not required.		See Permit Exemption Code Reference, BCM Section 4.5. See Common Life Safety Components Chart, BCM Section 4.7.
Smoke Alarm Location	Smoke alarm locations must be in accordance with the code in effect at the time of construction for existing dwellings in at least the following locations: On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms; in each room used for sleeping purposes; in each story within a dwelling unit (excluding crawl spaces and uninhabited attic space). In split level dwellings, the smoke alarm may be installed in the upper floor only if there is no intervening door and the lower level is less than a full story below.		See Permit Exemption Code Reference, BCM Section 4.5. See Replacement See Common Life Safety Components Chart, BCM Section 4.7.
Stairway	Shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads. Stairway width and rise and run shall be maintained to the applicable Code standards required when the structure was built. Where no code standards were adopted or for annexed areas, stairway systems must, at a minimum, meet a recognized code standard.	Stairway: One or more flights of stairs, either exterior or interior, with the necessary landings and platforms connecting them, to form a continuous and uninterrupted passage from one level to another.	See Permit Exemption Code Reference, BCM Section 4.5. See Common Life Safety Components Chart, BCM Section 4.7.
Storm Drainage	Drainage of roofs, paved areas, yards, courts and other open areas on the premises must not create a public nuisance.		See Permit Exemption Code Reference, BCM Section 4.5

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Structural Elements of the Building	Structural Elements of the Building - The structural elements of the exterior and interior of the building must be capable of supporting live and dead loads, and be maintained free of deterioration and/or damage.		See Permit Exemption Code Reference, BCM Section 4.5
Swimming Pools, Spas, Hot Tubs- Private (One and Two Family Dwellings)	Must be kept in a clean and sanitary condition and in good repair. Spas, swimming pools, hot tubs, or other human-use water features must be equipped with an approved enclosure. Enclosures must be maintained to the standards adopted when the pool, spa, hot tub, or other human-use water features enclosure was built. Where no code standards were adopted or for annexed areas, the requirements of the Property Maintenance Code shall apply. Potable water cross connection protection is required.		See Permit Exemption Code Reference, BCM Section 4.5
Swimming Pools, Spas, Hot Tubs- Semi-Public (Multi-Family)	Must be kept in a clean and sanitary condition and in good repair. Spas, swimming pools, hot tubs, or other human-use water features must be equipped with an approved enclosure. Enclosures must be maintained to the standards adopted when the pool, spa, hot tub, or other human-use water features enclosure was built. Where no code standards were adopted or for annexed areas, the requirements of the Property Maintenance Code shall apply. Potable water cross connection protection is required.	Health regulations: State Dept. of Health requirements.	See Permit Exemption Code Reference, BCM Section 4.5

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Unlawful Structures	If a structure was built, altered, or occupied contrary to the law, or is occupied by more persons than allowed by the law, the code official may request vacation or partial vacation of the structure until the structure is fully compliant with all applicable laws. The code official may require that portions of the walls, ceilings, floors, or other components to be removed to determine whether the building and/or equipment have been installed according to applicable laws.		See Permit Exemption Code Reference, BCM Section 4.5
Unsafe Structures and Equipment	Structure(s) or equipment determined to be dangerous to the life, health, property or safety of the public or the building occupants must be corrected in accordance with applicable codes.		See Permit Exemption Code Reference, BCM Section 4.5
Ventilation - Process	A local exhaust ventilation system to the exterior of the building is required when fumes, gases, ducts, or mists are generated that may be injurious, toxic, irritating or noxious.		See Permit Exemption Code Reference, BCM Section 4.5
Water Heaters and Water Heating Systems	Must be installed according to adopted codes and manufacturer's specifications. Water heaters must be capable of supplying water at a temperature of at least 110 degrees F. Gas burning water heaters shall not be located in any bathroom, toilet room, bedroom or other occupied room normally kept closed unless installed in accordance with plumbing code in effect at the time of installation. An approved combination temperature and pressure relief valve and relief valve discharge pipe shall be properly installed and maintained on water heaters.		Water Heater replacement and all associated components requires a permit.

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Water Supply	All plumbing fixtures must be connected to a public water system or an approved private water system. Hot and cold water must be provided to kitchen sinks, bathroom sinks (lavatories), laundry facilities, tubs and showers. The water supply must be maintained free of contamination. All devices required to prevent cross-connections must be installed and maintained to adopted codes and manufacturer's specifications. The water supply system must be capable of providing adequate volumes at adequate pressure so that the plumbing system and fixtures can perform properly.		See Permit Exemption Code Reference, BCM Section 4.5
Windows	Must be maintained in sound condition and weather tight.		See Permit Exemption Code Reference, BCM Section 4.5 See Common Life Safety Components Chart - Replacement Window Requirements, BCM Section 4.7
Windows	Windows – Windows, other than fixed windows, must be easily opened without keys or special knowledge. The window hardware must be maintained so that it can hold the window in place while in an open position. When required by code in effect at the time of construction, fall protection on windows shall be maintained. (NOTE: Structures permitted on or after OCT 18, 2007 contain requirements for fall protection in accordance with ASTM 2090)		Window replacement requires a permit. See Common Life Safety Components Chart.- Replacement Window Requirements, BCM Section 4.7

Building Component or Feature	Minimum Property Maintenance Code requirement for Existing Buildings	Definition, Code Section, or Reference	Repairs on Existing Structures (Permit or NO Permit) and general comments (IEBC Section 101.4.1) for Legally Occupied Structures
Windows in Dwelling units	Egress Windows must meet the height, width and net clear opening requirements of the code adopted at the time the building was built. Operable windows within 6 feet of ground level or a walking surface shall be equipped with a window sash locking device if the dwelling unit is rented or leased. Bars, grills, grates, and similar security devices are allowed over emergency egress windows only if the egress net clear opening meets adopted code standards and the security devices do not require a key or special knowledge. See Previous Code Standards Table (get Section #).	Special Knowledge - Examples of special knowledge include but are not limited to combination locks or an unlocking device in an unknown, unexpected or hidden location.	Window replacement requires a permit. See Common Life Safety Components Chart - Replacement Window Requirements, BCM Section 4.7
Windows - Openable	Every habitable space must have at least one openable window. The total openable area of the window in every room shall be equal to 45% of the minimum required glazed area (IPMC 403.1). Bathrooms and toilet rooms are not required to have an openable window if the room is equipped with mechanical equipment capable of discharging bathroom and toilet room air directly to the outside of the building.		See Permit Exemption Code Reference, BCM Section 4.5

4.7 COMMON LIFE SAFETY COMPONENTS BY ADOPTED CODE

Section 4.5 is a reference chart and guideline for the “most common” minimum requirements for life safety components based on the adopted code for each time period. The City has the duty to require minimum life safety components for all residential occupancies.

This chart helps property owners understand the construction requirements based on the Code in effect at the time their house was built. For instance, if your house was built in 1931, find the corresponding requirements and code in effect in 1931.

COMMON LIFE SAFETY COMPONENTS BY ADOPTED CODE - RESIDENTIAL

Residential Single-Family and Multi-Family Occupancy-Life Safety Requirements

	Egress window	Stairs	Landings	Handrail	Guardrails	Ceiling Height	Egress Door	Hallway	Smoke Detector
1931 City of Austin Code Adopted Apr 30, 1931 Ordinance 310430-5	Height N/A Width N/A Sq.Ft N/A Sill N/A	Rise 8" Run 9" Headroom N/A Width 30"	Width 30"	Height 30" all stairways required handrails	Height 42" Openings N/A	Height N/A	Width N/A	Width 36"	N/A
1964 City of Austin Code adopted Apr 29, 1965 Ordinance 650429-C	Height 24" Width 24" Sq.Ft 5.0 Sill 48"	Rise 8" Run 9" Headroom 6'6" Width 30"	Width 30"	Height 30" -34" 4 risers or more	Height 36" Openings 9"	Height 7'6"	Width 34"	Width 36"	N/A
1970 Uniform Building Code Adopted Dec 21, 1971 Ordinance - J	Height 22" Width 22" Sq.Ft 5.0 Sill 48"	Rise 8" Run 9" Headroom 6'6" Width 30"	Width 30"	Height 30" -34" 4 risers or more	Height 42" Openings 9"	Height 7'6"	Width 36"	Width 36"	N/A
1973 Uniform Building Code Adopted Nov 09, 1976 Amended Aug 25, 1977 Ordinance 761109-E	Height 22" Width 22" Sq.Ft 5.0 Sill 48"	Rise 8" Run 9" Headroom 6'6" Width 30"	Width 30"	Height 30" -34" 4 risers or more	Height 42" Openings 9"	Height 7'6"	Width 36" Clear 28"	Width 36"	Hallway & Above stairs
1976 Uniform Building Code Adopted Jun 29, 1978 Ordinance 780629-F	Height 24" Width 20" Sq.Ft 5.7 Sill 44"	Rise 8" Run 9" Headroom 6'6" Width 36"	Width 36"	Height 30" -34" 2 risers or more	Height 36" Openings 9"	Height 7'6"	Width 36" Clear 32"	Width 36"	Hallway & Above stairs
1979 Uniform Building Code Adopted Sep 11, 1980 Ordinance 800911-B	Height 24" Width 20" Sq.Ft 5.7 Sill 44" 30" min from floor	Rise 8" Run 9" Headroom 6'6" Width 36"	Width 36"	Height 30" -34" 2 risers or more	Height 36" Openings 9"	Height 7'6"	Width 36" Clear 32"	Width 36"	Hallway & Above stairs power from house wiring

1982 Uniform Building Code Adopted Nov 10, 1983 Ordinance 831110-A	Height 24" Width 20" Sq.Ft 5.7 Sill 44"	Rise 8" Run 9" Headroom 6'6" Width 30"	Width 30"	Height 30" -34" 4 risers or more	Height 36" Openings 6"	Height 7'6"	Width 36" Clear 32"	Width 36"	Hallway & Above stairs power from house wiring	
1986 CABO Adopted Jan 28, 1988 Ordinance 880128-N	Height 24" Width 20" Sq.Ft 5.7 & 5.0 Sill 44"	Rise 8.25" Run 9" Headroom 6'8" Width 36"	Width 36"	Height 30" -34" 4 risers or more	Height 36" Openings 6"	Height 7'6"	Width 36"	Width 36"	Outside each bedroom & each story primary power from house wiring	
1989 CABO Adopted Apr 06, 1989 Ordinance 890406-M	Height 24" Width 20" Sq.Ft 5.7 & 5.0 Sill 44"	Rise 8.25" Run 9" Headroom 6'8" Width 36"	Width 36"	Height 30" -34" 3 risers or more	Height 36" Openings 6"	Height 7'6"	Width 36"	Width 36"	Outside each bedroom & each story primary power from house wiring	
1992 CABO Adopted Apr 06, 1989 Ordinance 921112-B	Height 24" Width 20" Sq.Ft 5.7 & 5.0 Sill 44"	Rise 8.25" Run 9" Headroom 6'8" Width 36"	Width 36"	Height 30" -38" 3 risers or more	Height 36" Openings 6"	Height 7'6"	Width 36"	Width 36"	Outside each bedroom & each story interconnec ted house wiring	
1995 CABO Adopted Dec 11, 1996 Ordinance 960912-I	Height 22" Width 20" Sq.Ft 5.7 & 5.0 Sill 44"	Rise 7.75" Run 10" Headroom 6'8" Width 36"	Width 36"	Height 30" -38" 3 risers or more	Height 36" Openings 4"	Height 7'6"	Width 36"	Width 36"	Outside each bedroom & each story interconnec ted house wiring	
2000 IRC Adopted May 5, 2003 Ordinance 030424-66	Height 24" Width 20" Sq.Ft 5.7 & 5.0 Sill 44"	Rise 7.75" Run 10" Headroom 6'8" Width 36"	Width 36"	Height 30" -38" 3 risers or more	Height 36" Openings 4"	Height 7'	Width 36"	Width 36"	Outside each bedroom & each story interconnec ted house wiring	
2006 IRC Adopted Oct 18, 2007 Ordinance 20071018-089	Height 24" Width 20" Sq.Ft 5.7 & 5.0 Sill 44"	Rise 7.75" Run 10" Headroom 6'8" Width 36"	Width 36"	Height 30" -38" 4 risers or more	Height 36" Openings 4"	Height 7'	Width 36"	Width 36"	Outside each bedroom & each story interconnec ted house wiring	
Planning & Development Review Dept., Building Inspections Division							Revised: 3/1/2012			

COMMON LIFE SAFETY COMPONENTS BY ADOPTED CODE - COMMERCIAL
Commercial Residential/Multi-Family Occupancy – Life Safety Requirements

	Egress window from the Basement to 3rd story	Stairs	Landings	Handrail	Guard-rails	Ceiling Height	Egress Door	Hallway	Smoke Detector
1931 City of Austin Code	Height N/A	Common Stairs: Rise 7.5" Run 10"	Width 30"	Height 30"	Height 42" Openings N/A	Height N/A	Width N/A	Width 36"	N/A
	Width N/A	Private Stairs: Rise 8" Run 9"							
	Sq.Ft. N/A	Headroom N/A							
	Sill N/A	Width: 30"							
1964 City of Austin Code	Height 24"	Common Stairs: Rise 7.5" Run 10"	No Less than the Width of the Stairs.	Height 30" -34"	Height 36" Openings 9"	Height 7'6"	Width 34"	Width 36"	N/A
	Width 24"	Private Stairs: Rise 8" Run 9"							
	Sq.Ft. 5.0	Headroom 6' 6"							
	Sill 48"	Width: Common Stair: 36" Private Stair: 30"							
1970 Uniform Building Code	Height: 22"	Common Stairs: Rise 7.5" Run 10"	No Less than the Width of the Stairs.	Height 30" -34"	Height 42" Openings 9"	Height 7'6"	Width 36" Clear 28"	Width 36"	N/A
	Width: 22"	Private Stairs: Rise 8" Run 10"							
	Sq.Ft. 5.0	Headroom 6' 6"							
	Sill 48"	Width: Common Stair: 36" Private Stair: 30"							
1973 Uniform Building Code	Height 22"	Common Stairs: Rise 7.5" Run 10"	No Less than the Width of the Stairs.	Height 30" -34"	Height 42" Openings 9"	Height 7'6"	Width 36" Clear 28"	Width 36"	Hallway & Above stairs
	Width 22"	Private Stairs: Rise 8" Run 9"							
	Sq.Ft. 5.0	Headroom 6' 6"							
	Sill 48"	Width: Common Stair: 36" Private Stair: 30"							
1976 Uniform Building Code	Height 24"	Common Stairs: Rise 7.5" Run 10"	No Less than the Width of the Stairs.	Height 30" -34"	Height 36" Openings 9"	Height 7'6"	Width 36" Clear 32"	Width 36"	Hallway & Above stairs
	Width 20"	Private Stairs: Rise 8" Run 9"							
	Sq.Ft. 5.7	Headroom 6' 6"							
	Sill 44"	Width: Common Stair: 36" Private Stair: 30"							
1979 Uniform Building Code	Height 24"	Common Stairs: Rise 7.5" Run 10"	No Less than the Width of the	Height 30" -34"	Height 36" Openings 9"	Height 7'6"	Width 36" Clear 32"	Width 36"	Hallway & Above stairs
	Width 20"	Private Stairs: Rise 8" Run 9"							

	Sq.Ft 5.7		Headroom 6' 6"	Stairs.						
	Sill 44"	Width:	Common Stair: 36"							
	30" min from floor		Private Stair: 30"							
1982 Uniform Building Code	Height 24"	Common Stairs:	Rise 7.5" Run 10"	No Less than the Width of the Stairs.	Height 30" -34"	Height 36" Openings 6"	Height 7'6"	Width 36" Clear 32"	Width 36"	Hallway & Above stairs
	Width 20"	Private Stairs:	Rise 8" Run 9"							
	Sq.Ft 5.7		Headroom 6' 6"							
	Sill 44"	Width:	Common Stair: 36" Private Stair: 30"							
1985 Uniform Building Code	Height 24"	Common Stairs:	Rise Min. 4" Max 7" Run 11"	No Less than the Width of the Stairs.	Height 30" -34"	Height 36" Openings 6"	Height 7'6"	Width 36" Clear 32"	Width 36"	Hallway or Area giving access to bedrooms and above stairs.
	Width 20"	Private Stairs:	Rise 8" Run 9"							
	Sq.Ft 5.7		Headroom 6' 6"							
	Sill 44"	Width:	36" up to 49 occupants							
1988 Uniform Building Code	Height 24"	Common Stairs:	Rise Min. 4" Max 7" Run 11"	No Less than the Width of the Stairs.	Height 34"-38"	Height 36" Openings 6"	Height 7'6"	Width 36" Clear 32"	Width: 36" up to 9 occ. 44" for 10 or more occ.	Hallway or Area giving access to bedrooms and each story.
	Width 20"	Private Stairs:	Up to 10 occupants Rise 8" Run 9"							
	Sq.Ft 5.7		Headroom 6' 8"							
	Sill 44"	Width:	36" up to 49 occupants							
1991 Uniform Building Code	Height 24"	Common Stairs:	Rise Min. 4" Max 7" Run 11"	No Less than the Width of the Stairs.	Height 34"-38"	Height 36" Openings 4"	Height 7'6"	Width 36" Clear 32"	Width: 36" up to 49 occ.	Inside & Outside each bedroom or sleeping area & each story interconn ected.
	Width 20"	Private Stairs:	Up to 10 occupants Rise 8" Run 9"							
	Sq.Ft 5.7		Headroom 6' 8"							
	Sill 44"	Width:	36" up to 49 occupants							
1994 Uniform Building Code	Height 24"	Common Stairs:	Rise Min. 4" Max 7" Run 11"	No Less than the Width of the Stairs.	Height 34"-38"	Height 36" Openings 4"	Height 7'6"	Width 36" Clear 32"	Width: 36" up to 49 occ.	Inside & Outside each bedroom or sleeping area & each story interconn ected.
	Width 20"	Private Stairs:	Up to 10 occupants Rise 8" Run 9"							
	Sq.Ft 5.7		Headroom 6' 8"							
	Sill 44"	Width:	36" up to 49 occupants							
2003 Inter- national Building Code	Height 24"	Common Stairs:	Rise Min. 4" Max 7" Run 11"	No Less than the Width of the Stairs.	Height 34"-38" On Common areas, handrails	Height 42" Openings 4" up to a height of 34". From	Height 7'6"	Width 36" Clear 32"	Width: 36" up to 50 occupan ts and within a	Inside & Outside each bedroom or sleeping
	Width 20"	Within Dwelling:	Rise 7.75" Run 10"							
	Sq.Ft 5.7		Headroom 6' 8"							

	Sill 44" Not required if Sprinklered	Width: 36" up to 50 occupants		must be installed on both sides.	34" to 42" an opening of 8" is allowed.			dwelling unit.	area & each story interconn ected.
Planning & Development Review Dept., Building Inspections Division								Revised:	3/1/2012

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4.8 ACCESSIBILITY, ADA AND VISITABILITY

	<u>Reference</u>	<u>For More Information</u>
<u>Fair Housing Act</u>		Contact Neighborhood Housing and Community Development Dept., Fair Housing Division http://www.austintexas.gov/department/fair-housing-fair-lending/
<u>Austin ADA - Visitability</u>	<u>Visitability standards applies to all Smart Housing projects. Smart Housing includes additional restrictions.</u> <u>City of Austin Local Amendment Ordinance 20040115-45</u>	Contact Neighborhood Housing and Community Development Dept., Smart Housing Division http://www.austintexas.gov/department/housing/
<u>Smart Housing</u>		Contact Neighborhood Housing and Community Development Dept., Smart Housing Division http://www.austintexas.gov/department/housing/

SECTION 5 – HEALTH RELATED GUIDELINES

5.1 FOOD ESTABLISHMENTS - GENERAL

This section describes the specifications, requirements, and procedures necessary to obtain a building permit for the construction or modification of a food establishment.

5.1.2 BUILDING PERMITS, FOOD ESTABLISHMENTS

- 1) Required information for construction or remodeling plans for food establishments shall be submitted to the health officer. <http://www.austintexas.gov/department/food-establishment-requirements>

- 2) Plans must show location of the following:
 - a) Floor Drains (if applicable).
 - b) Hot and cold water outlets, sinks and sink drains.
 - c) Restrooms (must have mechanical ventilation to outside).
 - d) Completely partitioning doors.
 - e) Handwashing lavatories (one must be in any food preparation area, at least one other lavatory must be associated with restrooms).
 - f) Major pieces of equipment such as refrigerators, freezers, stoves, ventilation hoods, ovens, tables.
 - g) Drains for equipment such as refrigerators, freezers and ice machines which produce liquid waste.
 - h) Overhead and underground sewer lines and water lines.
 - i) Utility sink or curbed cleaning facility (one is required).
 - j) Three (3) compartment sink or commercial dishwasher with drain board (one is required).

- 3) Plans must show location of the following if they are to be installed or are in existence:
 - a) Stairways.
 - b) Garbage and refuse storage areas.
 - c) Employee locker or dressing rooms.
 - d) Laundry facilities.

- e) Wait stations
 - f) Storage buildings
 - g) Decks and patios.
- 4) Specifications must provide the following:
- a) Floor surface material in food preparation, food storage, utensil washing and garbage storage areas, walk-in coolers, dressing rooms and restrooms.
 - b) Wall surface material and color in food preparation, food storage, utensil washing and garbage storage areas, walk-in coolers, dressing rooms and restrooms.
 - c) Surfacing material for all work tables.
 - d) Ceiling construction and surfacing.
 - e) Surface material for exterior walking and driving areas.
- 5) (These pages are to replace the previous noted pages to clarify and provide a guide for submission of plans and provide information for quicker review of such plans.)
- 6) Food Service Establishment Structural Requirements:
- a) The facility must have at least one of the following means of sanitizing utensils.
 1. Three compartment sink.
 2. A commercial dishwasher. Or
 3. Absolutely no utensils or tableware in use.
 4. Adequate space around the above for drain boards and fixed or mobile dish tables.
 5. Potable water supplied from an approved source.
 6. Water under pressure supplied to all fixtures and equipment that use water.
 7. Sewage disposed by connection to sanitary sewer or to an approved disposal system.
 8. If other than sanitary sewer system, state type.
 9. No source of pollution or cross-connections with the potable water system whereby it may be contaminated.
 10. Identify and indicate usage of any non-potable water systems.
 11. Non-potable water must be prevented from direct or indirect contact with food, potable water, and equipment that contacts food or utensils.
 12. Backflow or back-siphonage prevention devices installed at all fixtures and equipment where an air gap at least twice the diameter of the water supply

inlet is not provided between the water supply inlet and the fixtures flood level rim.

13. Grease traps must be conveniently located for clean out.
 14. An indirect connection between the sewage systems and drains from equipment in which food, portable equipment or utensils are placed.
 15. Two convenient and accessible restrooms for employees if needed.
 16. Restrooms must be completely enclosed.
 17. Restrooms must have tight-fitting, self-closing and solid doors.
 18. At least one hand wash lavatory must be in the food preparation and utensil washing area.
 19. Restrooms must have at least one hand wash lavatory located in or immediately adjacent to the room.
 20. Lavatories must have mixed or combined hot and cold water.
 21. Garbage or refuse storage room must be large enough, made of cleanable, nonabsorbent, washable material and insect and rodent proof.
 22. The outside garbage or refuse area must be set on a smooth material (e.g., concrete, or machine laid asphalt).
 23. All outside openings must have tight fitting self-closing doors, closed windows, screens or controlled air currents.
 24. Screens must be tight fitting and free of breaks.
 25. Screen material not less than 16 mesh to the inch.
- b) Floors in the following areas must be constructed of durable materials such as sealed concrete, terrazzo, ceramic tile with sealed grout, durable grades of linoleum or plastic or tight wood impregnated with plastic:
1. Food preparation area.
 2. Food storage area.
 3. Utensil washing area.
 4. Walk-in refrigerator.
 5. Dressing room.
 6. Locker room.
 7. Toilet room and vestibules.
 - a. All floors that are water flushed for cleaning, or that receives discharges of water or other fluid waste from equipment, or in areas where pressure spray methods for cleaning equipment are used, must have trapped floor drains.

- b. The floors in the areas listed in this section must be constructed only of sealed concrete, terrazzo, ceramic tile or similar materials and are graded to drain.
 - c. Concrete, terrazzo, ceramic tile or similarly finished floors that are water flushed for cleaning, must have junctures between walls and floors that are coved and sealed.
 - d. For all other floors, the juncture between the floor and wall can be no wider than 1/32 inch.
 - e. No exposed horizontal utility lines or pipes are allowed on the floor.
- c) The walls, non-supporting partitions, wall coverings and ceilings must be smooth, nonabsorbent and easily cleanable in the following areas:
- i) Walk-in refrigerator.
 - ii) Food preparation area, beverage bars and wait stations
 - iii) Food storage area including wait stations and drink stations in dining rooms.
 - iv) Equipment and utensil washing areas.
 - v) Toilet rooms and vestibules.
- d) There must not be exposed studs, joists, rafters or exposed horizontal utility lines or pipes on the floor in food service areas.
- e) There must not be any exposed areas including exposed utility lines or pipes on the floor, all studs, joists and rafters must have a cleanable surface.
- f) There must not be any exposed utility service lines, pipes, conduit, gridwork, duct work or trusses in areas where horizontal utility lines or pipes are located on the floor.
- g) The coverings of walls and ceilings must be attached and sealed so as to be easily cleanable.
- h) There must be at least one (1) utility sink or curbed cleaning facility with a floor drain.
- i) Rooms from which obnoxious odors, vapors, heat gasses, steam or fumes originate must have mechanical ventilation to the outside.
- j) Exterior walking and driving surfaces must be constructed and maintained to minimize dust.
- k) Food surfaces in-food service operations must be separated from any living or sleeping quarters by complete partitioning and solid, self-closing doors and must be graded to prevent pooling of water.
- l) Food service operations must be separated from any living or sleeping quarters by complete partitioning and solid, self-closing doors.
- m) If laundry facilities are provided, they must be separated from food service operations other than storage of packaged food and single-service articles.

5.2 SWIMMING POOLS - GENERAL

This section applies to swimming pools and spas subject to Texas Administrative Code, Title 25, Chapter 265, and addresses the following:

- a) A plan review checklist containing the minimum required information for proposed construction or modification of swimming pools and spas. [See http://www.austintexas.gov/department/pools-and-spas](http://www.austintexas.gov/department/pools-and-spas); and
- b) Reference to the State standards for the construction and/or modification of enclosure devices for swimming pools and spas.

5.2.2 ENCLOSURE DEVICES FOR SWIMMING POOLS

Enclosure devices for swimming pools and spas subject to this section shall be constructed and maintained in accordance with Local and/or State Codes and Standards.

5.2.3 PLANS FOR CONSTRUCTION OR MODIFICATION OF POOLS/SPAS

4 copies of plans for the proposed construction or modification of swimming pools and spas subject to this section must be submitted. The following minimum information must be included on the plans and is not to be considered all-inclusive:

- a) Name and physical address of the facility for which the pool/spa is being built.
- b) Name of the designer with signature and seal (if applicable).
- c) A longitudinal layout diagram with all distances marked, including those which show distances from buildings and the size of the pool deck.
- d) A lengthwise cross-section diagram with specifications, especially those showing depth of the pool at various points. Show depth marker tiles and indicate required signage to be displayed.
- e) On overhead drawing, including all suction outlets and return inlets, lights, skimmers and vacuum hose connections of the pool using one-quarter ($\frac{1}{4}$ "") inch scale.
- f) Detailed cross-section diagram of enclosure device including dimensions/measurements.
- g) Volume of the pool in gallons.
- h) Manner of disposal of backwash, drain water, and sewage from restrooms, when applicable.

- i) Method of water treatment along with specifications of filter type and media.
- j) Method of water disinfection.
- k) Construction materials to be utilized and finished texture for pool interior and decks.
- l) State recirculation system for complete, continuous circulation including turnover rate and pump specifications.
- m) Specify the types of drain covers/grates on all suction outlets, including ANSI/ASME A112.19.8-2007 stamp.
- n) Identify all wall and pool slopes, visual separations, offsetting ledges, benches, lounges, swim-outs, decks, all entry types, including detailed cross section diagram and dimensions/measurements.
- o) Specify the type of enclosure to be constructed and the required latching mechanism as per the applicable Code(s).

SECTION 6 – DEVELOPMENT PERMIT APPLICATION (CHAPTER 245)

6.1 PROCESSING OF DEVELOPMENT APPLICATIONS

UNDER CHAPTER 245 OF THE LOCAL GOVERNMENT CODE

A. Definitions. In this section, regulatory agency and permit have the meanings established in Chapter 245 of the Local Government Code. [For more information, go to: http://www.austintexas.gov/department/land-use-review](http://www.austintexas.gov/department/land-use-review)

B. Regulatory Agency.

1. Except as otherwise provided in this section, for purposes of Chapter 245 of the Local Government Code, the Land Use Review – Intake Section of the [PDRD Watershed Protection and Development Review Department](#) is the regulatory agency for purposes of receiving a subdivision or site plan application.
2. Austin Water Utility is the regulatory agency for purposes of receiving a utility service extension request application.

C. Fair Notice.

1. For a subdivision or site plan application, fair notice under Section 245.002 of the Local Government Code is satisfied by mailing (by certified mail) or delivering an application that includes at a minimum the items identified in Exhibits A and B for the applicable permit to the address below. If a Chapter 245 determination is requested, the information in Exhibit D must also be provided.

City of Austin
[Watershed Protection](#) Planning and Development Review Department
Land Use Review – Intake
505 Barton Springs Road, Suite 400
Austin, Texas 78704

2. For a water or wastewater utility service extension request application, fair notice under Section 245.002 of the Local Government Code is satisfied by mailing (by certified mail) or delivering an application that includes at a minimum the items identified in Exhibit C to the address below.

City of Austin
Austin Water Utility
Utility Development Services Division
625 East 10th Street, Suite 515

Austin, Texas 78701

D. Plan of Development.

For purposes of Section 245.002 of the Local Government Code, a plan of development is a preliminary plan or final plat.

You will need Adobe PDF Reader to view Exhibits A-D.

[Exhibit A Site Plan Fair Notice](#)

[Exhibit B Subdivision Fair Notice](#)

[Exhibit C Austin Water Utility Service Extension Request](#)

[Exhibit D Project Application H.B. 1704/Chapter 245 Determination](#)

6.2 PROJECT DESCRIPTION FORMS

A project description form, attached as Exhibit A, must be submitted with a subdivision, site plan, and building permit application. A project description form must also be submitted with a water or wastewater service extension request.

EXHIBIT A - PROJECT DESCRIPTION FORM

The purpose of this form is to provide information that may clarify the nature of the project. Clarification may affect the City's determination on the application of Chapter 245 to the project. However, the form is not intended to affect the status of a project in progress, unless there are changed circumstances. This form does not preclude presentation of additional information to assist in the Chapter 245 determination. The information contained in this form will not result in any waiver of a Chapter 245 claim. The right to make a Chapter 245 claim, notwithstanding the information below, is reserved to the applicant.

Is the property currently developed? ____ If yes, how

Permit number: _____ **Submittal Date:** _____

Permit type: Preliminary Plan _____; Final Plat _____; Site Plan ----- _____;

Building Permit _____; Water or wastewater service extension request _____

Legal Description/Subdivision Reference:

Lot(s) ID _____

Please check the appropriate project description for this lot within the city limits:

- No defined project
- Residential Mixed Use (contains a mixture of residential uses)
- Commercial Mixed Use (contains a mixture of one or more commercial, industrial and/ or civic uses)
- Commercial and Residential Mixed Use (contains a mixture of one or more residential, commercial, industrial and/ or civic uses)
- Residential Class I (one or more of the residential uses permitted in the SF-5 or more restrictive base zoning districts)
- Residential Class II (one or more of the residential uses permitted in the SF-4A or less restrictive base zoning districts)
- Commercial Class I (commercial uses containing at least 50% Administrative and Business Office, Medical Offices, Professional Office ("Office Uses"))
- Commercial Class II (commercial uses containing no more than 50% Office Uses)
- Industrial Civic Other use not listed. Specify: _____

Please check the appropriate project description for this lot within the city's ETJ:

- Mixed Use Commercial Civic Residential Industrial

FURTHER COMMENTS DESCRIBING PROJECT (OPTIONAL): _____

Owner or Authorized Representative:

I certify that this Project Description Form is true and accurate

Print Name _____ **Signature** _____ **Date:** _____

Address _____ **Phone/Fax** _____