

<h2 style="margin: 0;">City of Austin</h2> <h3 style="margin: 0;">Residential Permit Application</h3> <p style="margin: 0; font-size: small;">Residential Review, 2nd floor, One Texas Center 505 Barton Springs, Austin, TX 78704 (512) 974-2747/978-4000</p>	For Departmental Use Only	PR #:	BP #:
		Assigned:	Due Date:
		Review Date:	Issue Date:
		Reviewed/Approved:	Issued:

Project Information	
Project Address:	Tax Parcel ID:
Legal Description:	
Zoning District or PUD:	Lot Size (square feet):
Neighborhood Plan Area (if applicable):	Historic District (if applicable):
Is this site within the Residential Design and Compatibility Standards Ordinance Boundary Area? Y N <small>Note: Boundaries are defined under Title 25-2 Subchapter F of the Land Development Code.</small>	
Does this site currently have water availability? Y N wastewater availability? Y N <small>If no, contact Austin Water Utility to apply for water/wastewater taps and/or service extension request.</small>	
Does this site have or will it have an auxiliary water source? Y N <small>If yes, submit approved auxiliary and potable plumbing plans (Auxiliary water supplies are wells, rainwater harvesting, river water, lake water, reclaimed water, etc.)</small>	
Does this site have a septic system? Y N <small>If yes, submit a copy of approved septic permit to construct</small>	
Does this site require a cut or fill in excess of four (4) feet? Y N <small>If yes, contact the Development Assistance Center for a Site Plan Exemption.</small>	
Does this site front a paved street? Y N	Is this site adjacent to a paved alley? Y N
Does this site have a Board of Adjustment (BOA) variance? Y N Case # _____ (if applicable)	
Does this site have a Residential Design and Compatibility Commission (RDCC) waiver? Y N <small>If yes, provide a copy of decision sheet. Note: A permit cannot be approved within 10 days of approval of a variance from BOA.</small>	
Does the project impact a tree protected by ordinance? This includes canopy and/or critical root zone impacts to nearby trees. Y N <small>Note: If yes, application for a tree permit with the City Arborist may be required.</small>	
Is this site within one hundred-fifty (150) feet of the one hundred (100) year floodplain? Y N <small>Note: Proximity to a floodplain may require additional review time.</small>	

Description of Work					
Existing Use:	vacant	single-family residential	duplex residential	two-family residential	other _____
Proposed Use:	vacant	single-family residential	duplex residential	two-family residential	other _____
Project Type:	new construction	addition	addition/remodel	remodel/repair	other _____
# of bedrooms existing bedrooms:	# of bedrooms proposed upon completion:	# of baths existing baths:	# of baths proposed upon completion:		
Will all or part of an existing exterior wall be removed as part of the project? Y N <small>Note: Removal of all or part of a structure requires a demolition permit.</small>					
Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary)					
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
Trades Permits Required:	electric	plumbing	mechanical (HVAC)	concrete (right-of-way)	
<small>(circle all that apply)</small>					

Job Valuation

Total Job Valuation: \$ _____	Portion of Total Job Valuation Dedicated to Addition/New Construction: \$ _____	Portion of Total Job Valuation Dedicated to Remodel/Repair: \$ _____
Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.	Bldg: \$ _____ Elec: \$ _____	Bldg: \$ _____ Elec: \$ _____
	Plmbg: \$ _____ Mech: \$ _____	Plmbg: \$ _____ Mech: \$ _____
	Primary Structure: \$ _____	
	Accessory Structure: \$ _____	

Building and Site Area			
Area Description	Existing Sq Ft	New/Added Sq Ft	Total Sq Ft
Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.			
a) 1 st floor conditioned area			
b) 2 nd floor conditioned area			
c) 3 rd floor conditioned area			
d) Basement			
e) Covered Parking (garage or carport)			
f) Covered Patio, Deck or Porch	/	/	
g) Balcony			
h) Other			
i) Uncovered Wood Deck			
Total Building Coverage (exclude b, c & d from total)			
j) Driveway			
k) Sidewalks			
l) Uncovered Patio			
m) Uncovered Wood Deck (counts at 50%)			
n) AC pads			
o) Other (Pool Coping, Retaining Walls)			
Total Gross Building Area Site Coverage (total A through I)			
p) Pool			
q) Spa			

Site Development Information	
Building Coverage Information Note: Building Coverage means the area of a lot covered by buildings or roofed areas, but excludes ground level paving, landscaping, open recreational facilities, incidental projecting eaves, balconies, and similar features. Pools, ponds, and fountains are not included in this measurement. (LDC 25-1-21)	
Existing Building Coverage (sq ft): _____ % of lot size: _____ Proposed Total Building Coverage (sq ft): _____ % of lot size: _____	
Impervious Cover Information Note: Impervious cover is the total horizontal area of covered spaces, paved areas, walkways, and driveways. The term excludes pools, ponds, fountains, and areas with gravel placed over pervious surfaces that are used only for landscaping or by pedestrians. For an uncovered wood deck that has drainage spaces between the deck boards and that is located over a pervious surface, 50 percent of the horizontal area of the deck is included in the measurement of impervious cover. (LDC 25-1-23)	
Existing Impervious Cover (sq ft): _____ % of lot size: _____ Proposed Total Impervious Cover (sq ft): _____ % of lot size: _____	
Setbacks Are any existing structures on this site a non-compliant structure based on a yard setback requirement? (LDC 25-2-513) Y N Does any structure (or an element of a structure) extend over or beyond a required yard? (LDC 25-2-513) Y N Is front yard setback averaging being utilized on this property? (LDC 25-2, Subchapter F, Sec. 2.3) Y N	
Height Information (LDC 25-1-21 or 25-2 Subchapter F, Section 3.4) Parking (LDC 25-6 Appendix A & 25-6-478) Building Height: _____ ft Number of Floors: _____ # of spaces required: _____ # of spaces provided: _____	
Right-of-Way Information Is a sidewalk required for the proposed construction? (LDC-6-353) Y N *Sidewalks are to be installed on any new construction of a single family, two-family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50 % or more. Will a Type I driveway approach be installed, relocated, removed or repaired as part of this project? Y N Width of approach (measured at property line): _____ ft Distance from intersection (for corner lots only): _____ ft Are storm sewer inlets located along the property or within ten (10) feet of the boundaries of the property? Y N	

Subchapter F – ‘McMansion’

Gross Floor Area

This section is only required for projects located within the Residential Design and Compatibility Standards Ordinance Boundaries as defined and illustrated in Title 25-2 Subchapter F of the Land Development Code. The Gross Floor Area of each floor is measured as the area contained within the outside edge of the exterior walls. Areas with ceiling height over 15 feet are counted twice.

	Existing	New	Exemption	Total
1 st Floor	_____	_____	_____	_____
2 nd Floor	_____	_____	_____	_____
3 rd Floor	_____	_____	_____	_____
Basement	_____	_____	_____	_____
Attic	_____	_____	_____	_____
Garage (attached)	_____	_____	_____	_____
(detached)	_____	_____	_____	_____
Carport (attached)	_____	_____	_____	_____
(detached)	_____	_____	_____	_____
Accessory building(s) (detached)	_____	_____	_____	_____
<u>Ceilings over 15 ft</u>	_____	_____	_____	_____

TOTAL GROSS FLOOR AREA _____

(Total Gross Floor Area /lot size) x 100 = _____ **Floor-To-Area Ratio (FAR)**

Is this project claiming a “parking area” exemption as described under Article 3?	Y	N
Is this project claiming a “ground floor porch” exemption as described under Article 3?	Y	N
Is this project claiming a “basement” exemption as described under Article 3?	Y	N
Is this project claiming a “habitable attic” exemption as described under Article 3?	Y	N
Is a sidewall articulation required for this project?	Y	N
Does any portion of the structure extend beyond a setback plane?	Y	N
<u>Are any ceilings over 15 feet in height?</u>	<u>Y</u>	<u>N</u>

Parking Area exemption: Up to 450 square feet of a parking area may be deducted if it is a detached rear parking area that is separated from the principal structure by not less than 10 feet; or attached by a covered breezeway that is completely open on all sides, with a walkway not exceeding 6 feet in width and a roof not exceeding 8 feet in width; or a parking area that is open on two or more sides, if: it does not have habitable space above it; and the open sides are clear and unobstructed for at least 80% of the area measured below the top of the wall plate to the finished floor of the carport. Up to 200 square feet may be deducted if it is an attached parking area used to meet the minimum parking requirement; or a garage that is less than 10 feet from the rear of the principal structure, provided that the garage is either detached from the principal structure; or attached by a covered breezeway that is completely open on all sides, with a walkway not exceeding 6 feet in width and a roof not exceeding 8 feet in width. An applicant may receive only one 450-square foot exemption per site under Article 3. An applicant who receives a 450-square foot exemption may receive an additional 200-foot exemption for the same site under Article 3, but only for an attached parking area used to meet minimum parking requirements.

Ground Floor Porch exemption: A ground floor porch, including a screened porch, may be exempted, provided that the porch is not accessible by automobile and is not connected to a driveway; and the exemption may not exceed 200 square feet if a porch has habitable space or a balcony above it.

Basement exemption: A habitable portion of a building that is below grade may be exempted if the habitable portion does not extend beyond the first-story footprint and is below natural or finished grade, whichever is lower; and it is surrounded by natural grade for at least 50% of its perimeter wall area and the finished floor of the first story is not more than three feet above the average elevation at the intersections of the minimum front yard setback line and the side property lines.

Habitable Attic exemption: A habitable portion of an attic may be exempted if: 1. The roof above it is not a flat or mansard roof and has a slope of 3 to 12 or greater; 2. It is fully contained within the roof structure; 3. It has only one floor; 4. It does not extend beyond the footprint of the floors below; 5. It is the highest habitable portion of the building, or a section of the building, and adds no additional mass to the structure; and 6. Fifty percent or more of the area has a ceiling height of seven feet or less.

Contact Information

Owner		Applicant or Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Fax		Fax	
General Contractor		Design Professional	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Fax		Fax	

Acknowledgments

Is this site registered as the owner’s homestead for the current tax year with the appraisal district? Y N

I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.

I understand that I am responsible for complying with any subdivision notes, restrictive covenants and/or zoning conditional overlays prohibiting certain uses and/or requiring certain development restrictions (i.e., height, access, screening, etc.) on this property.

If a conflict should result with any of these restrictions, it will be my responsibility to resolve it. I understand that, if requested, I must provide copies of all subdivision plat notes, restrictive covenants, and/or zoning conditional overlay information that may apply to this property.

I acknowledge that this project qualifies for the Site Plan Exemption as listed in Section 25-5-2 of the LDC. I understand that nothing may be built upon or over an easement.

I further understand that no portion of any roof structure may overhang in any public utility or drainage easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction.

I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.

I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.

I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.

I also understand that if there are any trees greater than 19 inches in diameter located on the property and immediately adjacent to the site, I am required to complete a Tree Ordinance Review Application by contacting (512) 974-1876 or cityarborist@austintexas.gov. This initiates the tree permitting requirement needed to proceed with the development review process.

Erosion and Sedimentation Controls are required per Section 25-8-181.

I acknowledge that a sidewalk will be required on any new construction of a single family, two-family or duplex residential structure and any addition to an existing building that increases the building’s gross floor area by 50 % or more.

I acknowledge if my plans are subject to a technical review it will not be construed to be a permit for, or an approval of any violation of any of the provisions of the current adopted building codes or another ordinance of the City of Austin.

Applicant’s signature: _____ Date: _____

Design Professional’s signature: _____ Date: _____

APPLICATION PROCESS

Remodel/Repair – Single and Multi-Story

This process is applicable to interior remodel/repair projects where no additional square footage is being added to or demolished from the exterior of the structure. The conversion of non-habitable space to habitable space is not considered remodel/repair.

Application Requirements:

- a) Completed Application
- b) Owner's Authorization Letter
- c) Certified Tax Certificate (if partial demolition is included)
- d) Prerequisite Review - Austin Water Utility Service Plan Application (if applicable)
- e) Historic review of exterior changes if property is a City Landmark or located in a Local Historic District or National Register Historic District, or partial demolition of exterior features on property over 40 years old.
- f) Permit Exhibits
 1. Plot Plan
 2. Floorplan(s)

Single Story - (New Construction, Addition, Addition/Remodel)

This process includes single-story projects where height does not exceed 20 feet.

Application Requirements:

- a) Completed Application
- b) Owner's Authorization Letter
- c) Certified Tax Certificate (if total or partial demolition is included)
- d) Prerequisite Reviews (if applicable)
 - a. Electrical Service Plan Application
 - b. Austin Water Utility Service Plan Application
 - c. Tree Ordinance Review Application (e.g. removal or root zone impacts)
 - d. Historic review of exterior changes and demolition if property is a City Landmark or located in a Local Historic or National Register Historic District.
 - e. Historic review of demolition if property over 40 years old.
- e) Permit Exhibits
 1. Plot Plan
 2. Floorplan(s)
 3. Exterior Elevations – Front, Rear and Sides – including high, low and average elevations at grade and building height.
- f) Structural Drawings (can be submitted after zoning review has been approved and before building permit issued)
 1. Foundation plan of sufficient detail to show conformance to the provisions of the currently adopted IRC including but not limited to: 1) size, spacing and strength of reinforcing steel 2) foundation requirements for braced wall panels required in braced wall plan.
 2. Wall and floor/ceiling/roof sections and details, framing plans and/or framing design information as follows:
General – lumber size, grade, species and spacing of all wood elements.
Wood framed floors – spans and intermediate girders
Wood framed walls – wall type (2X4's @ 16 in. o.c. as example), wall height, headers.
Wood framed roofs – roof framing plan to include rafters and girders as a minimum.
 3. Brace wall plan showing compliance with the currently adopted IRC. The plan shall clearly indicate the braced wall lines and the braced wall method use for compliance to expedite review.

APPLICATION PROCESS (continued)

Multi-Story - (New Construction, Additions, Addition/Remodel)

This process includes multiple-story projects as well as single story projects that exceed 20' in height.

Application Requirements:

- a) Completed Application (property owner must sign the application)
- b) Owner's Authorization Letter
- c) Certified Tax Certificate (if total or partial demolition is included)
- d) Prerequisite Reviews (if applicable)
 1. Electrical Service Plan Application
 2. Austin Water Utility Service Plan Application
 3. Tree Ordinance Review Application (e.g. removal or root zone impacts)
 4. Historic review of exterior changes and demolition if property is a City Landmark or located in a Local Historic District or National Register Historic District.
 5. Historic review of demolition if property over 40 years old.
- e) Permit Exhibits
 1. Plot Plan
 2. Floorplan(s)
 3. Exterior Elevations – Front, Rear and Sides – including high, low and average elevations at grade and building height.
 4. Setback Plane Compliance Plan
 5. Exemption Exhibits (attic exemption and/or basement exemption, if applicable)
- f) Structural Drawings (can be submitted after zoning review has been approved and before building permit issued)
 1. Foundation plan of sufficient detail to show conformance to the provisions of the currently adopted IRC including but not limited to: 1) size, spacing and strength of reinforcing steel 2) foundation requirements for braced wall panels required in braced wall plan.
 2. Wall and floor/ceiling/roof sections and details, framing plans and/or framing design information as follows:
General – lumber size, grade, species and spacing of all wood elements.
Wood framed floors – spans and intermediate girders
Wood framed walls – wall type (2X4's @ 16 in. o.c. as example), wall height, headers.
Wood framed roofs – roof framing plan to include rafters and girders as a minimum.
 3. Brace wall plan showing compliance with the currently adopted IRC. The plan shall clearly indicate the braced wall lines and the braced wall method use for compliance to expedite review.

ADDITIONAL INFORMATION

Permit Exhibits

Provide 2 large-format sets (11" X 17", 12" X 18," 18" X 24" or 24" X 36") and 1 small-format (not reduced) set (8.5" X 11", 8.5" X 14" or 11" X 17").

Plot Plan

Plot Plans must be drawn to a standard scale and are to include but are not limited to the following items: property address and legal description, north arrow, drawing scale, trees within the ROW or trees equal to or greater than 19 inches in diameter located on the property and immediately adjacent to the property, property lines, building lines for both existing and proposed improvements, easements, required zoning setbacks and roof overhangs. *Please refer to the attached graphic for more information.*

Floorplan(s)

Floorplans must be drawn to a standard scale and are to include (but are not limited to) the following items: drawing scale, room labels, wall measurements, ceiling heights, door and window schedule, smoke detector locations, dimensioned locations of new plumbing fixtures, handrail/guardrail locations and room square footages. *Please refer to the attached graphic for more information.*

Setback Plane Compliance Plan

A separate exhibit must be submitted showing topographic elevations on 1-foot intervals on the property, including the top of foundation spot elevation and intersections of the property boundary with the building line segments per Subchapter F, Section 2.6. *All topographic information must be prepared and sealed by a Texas-registered professional land surveyor.*

Non-complying Structures (applicable to all work types)

A separate exhibit must be submitted showing the existing building footprint location in relation to the property boundaries and required setbacks. Exterior walls and supporting structural elements must be clearly labeled and dimensioned showing walls to be removed per Land Development Code Section 25-2-963.

Setback Averaging

If using setback averaging, one copy of the Contextual Site Plan showing four adjacent properties with location of existing buildings and existing front yard setbacks identified for front yard setback averaging per the provisions of Subchapter F, Residential Design and Compatibility Standards, Section 2.3.

Surveys must be provided by a Texas-registered professional land surveyor showing existing buildings and their distance from the front lot line.

Design Professionals

For any project exceeding 20 feet in height within the Subchapter F boundaries, all permit exhibits must be sealed and signed by a Texas-registered architect or certified building designer (National Council of Building Designers or Texas Institute of Building Design).

Technical Review

Any permit exhibits not sealed and signed by a Texas-registered architect or certified building designer will be subject to a limited technical review. The technical review is not intended to be exhaustive of all possible building code requirements.

Floodplain Review – Properties within 150 horizontal feet of the 100-year floodplain are subject to review to ensure compliance with City floodplain regulations. Visit the City's website (austintexas.gov) or the Development Assistance Center to verify the floodplain location. If floodplain review is anticipated, please include any additional supporting information available such as elevation certificates and/or surveys.

Localized flooding – If there is a storm drain inlet or pipe, drainage ditch, or drainage easement on or near the property or the property is at the low point of a roadway, there may be a chance of flooding from the local drainage system. The proposed development cannot cause additional flooding on other property nor have an adverse impact on the existing local drainage system. Contact the Development Assistance Center for more information.

Certified Tax Certificates

Travis County	http://www.traviscountytax.org	512 854 9473
Bastrop County	http://www.co.bastrop.tx.us	512 581 7161
Hays County	http://hayscountytax.com	512 393 5545
Williamson County	http://williamson-county.org	512 244 8644