

IMPORTANT INFORMATION

This checklist can be used during the development and approval of tap plans for the installation of service lines (to include fire lines) for commercial sites that *are not* covered by a site plan *and* qualify for a site plan exemption as outlined in City Code Section 25-5-2 related to Site Plan Exemptions. It is the responsibility of the design engineer to ensure the proposed project meets the conditions outlined in §25-5-2 *before* submitting a tap plan to Austin Water.

COVER SHEET

Tap plan Information. The items outlined in the “COVER SHEET” section of the [Water and Wastewater Tap Plan Checklist](#) for residential users.

Project Information Table. An example can be located in the [Austin Water General Information and Construction Notes for Site and Subdivision Plans](#).

Fire Flow. Projects proposing to add fire lines must include the following:

- **FIRE DEPARTMENT NOTE**

- UNDERGROUND MAINS FEEDING NFPA 13 SPRINKLER SYSTEMS MUST BE INSTALLED AND TESTED IN ACCORDANCE WITH NFPA 13 AND THE FIRE CODE, BY A LICENSED SPRINKLER CONTRACTOR WITH A PLUMBING PERMIT. THE ENTIRE MAIN MUST BE HYDROSTATICALLY TESTED AT ONE TIME UNLESS ISOLATION VALVES ARE PROVIDED BETWEEN TESTED SECTIONS.

- Austin Fire Department flow information related to fire flow test results, water demands for fire suppressing sprinkler systems, and approved fire protection plans.

Certification statement. The following certification statement must be included:

“I certify that all of the information contained within this tap plan is accurate and correct to the best of my knowledge. This site is not covered under a site plan and the proposed improvements qualify for a Site Plan Exemption as noted by City Code Section 25-5-2. I understand that this tap plan will become null and void should City staff determine the proposed developments meet the requirements for a site plan”

Site plan (DA) exemption number. Projects involving the installation of fire lines, grease traps, and/or change of use require the applicant to obtain a site plan exemption determination from the City’s Development Service Department. These types of projects require a site plan exemption (DA) number to be included as part of the coversheet *before* the tap plan can be approved by Austin Water staff. A DA number *is not* required to submit a tap plan nor for Austin Water to initiate its review.

Approval of the site plan exemption application *is not* required to obtain commercial tap plan approval.

Submit tap plans via the [Austin Build + Connect Portal](#) | Tap_PlanReview@Austintexas.gov

PLAN SHEET

- Tap plan Information.** The items outlined in the “PLAN SHEET” section of the [Water and Wastewater Tap Plan Checklist](#) for residential users.
- Private Plumbing.** No internal private plumbing should be included in the plan sheet of the commercial tap plan. Commercial tap plans are associated to their corresponding site plan exemption, by eliminating private plumbing from the plan sheet the need for a new tap plan to accommodate internal plumbing changes will be eliminated/reduced. Please see the section entitled “Reference Sheet” for more information.
- Thrust Restraints.** Thrust restraint, when required, shall be shown on the plan view. Restraint calculation must be provided.
- Limits of Construction (LOC).** The limits of construction must be clearly outlined on the plans and the total area (in square feet) clearly noted. The LOC must include the entire work area (full trench width, the area needed for construction workers and vehicles, etc.) as well as material and vehicle staging areas. The total LOC may not exceed 3,000 sf.
- Building addition(s).** All building additions must be clearly delineated on the plans and the total area (in square feet) clearly noted. Total building addition(s) may not exceed 1,000 sf.

REFERENCE SHEET

This sheet will not be stamped as reviewed by AW Tap Plan Review staff.

- Reference Plumbing Sheet.** This sheet must include all water and wastewater yard lines impacted by the project. Each yard must be labeled. Mechanical, Electrical, and Plumbing (MEP) plans for the building do not need to be included.
- Fire Lines.** Note the location, size, and type of the proposed backflow prevention assembly.

SUBMITTALS, REVISIONS, AND CORRECTIONS

- A B+C Portal.** All new tap plan applications, revisions, and corrections must be submitted via the [Austin Build and Connect Portal](#) and by the engineer of record. See [AW's AB +C User Guide for Engineered Tap Plans and Water Meter Upgrades](#) for more information.