

Chapter 13 of the City's Local Amendments to the International Property Maintenance Code (IPMC), defines a Boarding House as a building that is not a hotel, motel, bed & breakfast or short-term rental that provides lodging (with meals) for 16 or more unrelated individuals. A license is required to operate a boarding house in Commercial or Residential properties.

Boarding houses located within the Austin city limits with 16 or more adults that provide food for compensation need to obtain an annual operating license from DSD Code Compliance.

REASONABLE ACCOMMODATIONS

An accommodation is a change, exception, or adjustment to a City requirement (City Code provision, uncodified ordinance, rule, policy, or procedure). Examples include increased impervious cover to extend the length of a driveway and extending the deadline to respond to comments during the permitting process. An accommodation is reasonable when it provides an individual with a disability with an equal opportunity to use and enjoy a dwelling.

Questions?

Operating License Application

- Austintexas.gov/boarding-house
- Schedule an Appointment (call Austin 3-1-1)

Reasonable Accommodations

- Americans with Disabilities Act (ADA) Office (call 512-974-3256)

If you have any additional questions, please call the Licensing & Registration Office at 512-974-9144.

Application Process

To Apply For / Renew an Operating License

DSD requires an application, fee, inspection of property and a certificate of occupancy, prior to issuance of an operating license.

1. Submit Application and Fees

- Initial and Annual Renewal fee per property
- Fee per unit (room)
- *Fees are subject to change, per City Council*
- *An invoice will be mailed to you after submitting the application*

2. Submit Application for Reasonable Accommodation (if Applicable)

3. Inspection of Property

- An inspection is required prior to obtaining an annual operating license
- To make an appointment with a Code Inspector, call Austin 3-1-1

4. Applications and fees may be submitted

- By Mail: City of Austin – DSD Code Compliance, Attn: Finance, PO Box 1088, Austin, TX 78767
- In person: 6310 Wilhelmina Delco Dr, Austin, TX 78752 between 9:00am to 2:30pm
- By email: dsd.lodgingestablishment@austintexas.gov

Inspection Process

The Development Services Department will work with the applicant to come into compliance. Included is a step by step process for inspections.

**Disclaimer: this chart is just a representation of how the process could work. Unexpected or extenuating circumstances could alter the process as seen here.*



Inspection Checklist

The Development Services Department conducts initial inspections on rooming and boarding homes, followed by annual inspections, to ensure properties are clean and safe. Inspectors investigate structural conditions, safe exit and ingress, electrical, heating and cooling systems, kitchens and bathrooms, smoke alarms, plumbing, ventilation, hot water heaters, pest and rodent infestation, and over occupancy.

20 Common Code Violations

- Damaged Exterior
- Missing/Broken Handrails
- Leaking/Damaged Roof
- Damaged/Cracked/Broken Windows
- Entry/Exit Does Not Meet Code
- Exposed Wiring
- Tall Weeds & Grass (Over 12" High)
- Work Without Permit
- Unauthorized Additions
- Broken Doors
- Damaged Walls/Floor/Ceiling
- Broken/Leaky Sinks
- Broken/Damaged Appliances
- Leaking Tub/Shower
- No Fire Protection/Smoke Alarms
- Broken Plumbing
- Damaged Interior Stairway
- Damaged Handrail/Guardrail
- Pest/Rodent/Insect Infestation