



CITY OF AUSTIN Development SERVICES DEPARTMENT

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

Commercial Building Application

FOR OFFICE USE ONLY

Application Date: _____

PR #: _____

Coordinator: _____ Comments Due: _____

C.O. Permit #: _____

Application Expiration Date: _____

Historic Landmark or Historic District: Yes No

Green Building Standards Required: Yes No

Former Landfill Site: Yes No

Flood Plain: Yes No

Compliance Certificate attached: Yes No

Address: _____ Suite #: _____ Building #: _____

Residents of 5 or more currently occupied residential units will be displaced*: Yes** No If Yes, number: _____
*Defined LDC 25-1-701 **If 5 or more, tenant notification may be required and a certified form may be required with your application (LDC 25-1-712)

Total New/Addition & Remodeled Building Area > 5,000 Sq Ft: Yes** No
**Construction material recycling is required (LDC 25-11-39)

Onsite Sewage: Yes** No
**Submit approved onsite sewage document

Auxiliary Water Source: Yes** No
**Submit approved auxiliary and potable plumbing plans

Approved Site Plan #: _____ Site Plan Expiration Date: _____

Approved Site Development Exemption #: _____ D.A.C. Approval Date: _____

Current Use: _____ Proposed Use: _____

Project Name: _____

Description of Work: _____

of Stove Hoods: _____
 New Existing

of Walk-In Freezers: _____
 New Existing

of Walk-In Coolers: _____
 New Existing

Asbestos Being Disturbed: Yes No

Hazardous Waste Materials: Yes No

Hazardous Materials: Yes No

Existing Underground Storage Tanks: Yes No

TOTAL VALUATION (labor + materials): _____

of Floors in Scope of Work: _____

of Bldg Floors: _____

of Units: _____

Fire Sprinklers: Full Partial None Existing New 13R 13D

Fire Alarm System: Full Partial None Existing New

Primary Use
Occupancy Group:

B, E, F, M, S, U A I R H
 Shell Building Parking Garage

REVIEWS REQUESTED

NEW SqFt

REMODEL SqFt

Total Square Feet of Building:

Building Med. Gas
 Design Energy
 Electric Fire
 Mech. Structural
 Plumbing

Enter square footage for the primary use of each building. Parking Garages must be entered in a separate application. For multiple uses where one is not the primary, show square footage broken down per category. (For Examples see Note 2 below)

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Total Project Sq Ft: _____

Type Construction: _____

Occupancy Group: _____

C.O. Required: Yes No

REQUIRED INSPECTIONS

Bldg Elec Mech Plmb Sidewalk Driveway Water Sewer
 Fire Hlth Engy PV (solar) Landscape Environ Medical Gas OSSF

Property Owner _____ Phone: _____

Name of Applicant: _____

Address _____

City: _____ State: _____ Zip: _____

I understand that in accordance with the City of Austin Land Development Code, non-compliance with the Land Development Code may be cause for the Building Official to suspend or revoke a permit and/or license.

Signature (Applicant or Authorized Agent): _____ Phone: _____

Printed Name: _____ Email: _____

Building Sq. Ft. (Floor Area): The area included within the surrounding exterior walls of a building or portion thereof exclusive of courts. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above.

1. Examples:
- a. Office Warehouse shall be entered as an "S" Occupancy Group
 - b. Schools through grade 12 shall be entered as an "E" Occupancy
 - c. Mixed Use Building with attached enclosed parking, retail floors, office floors, and residential floors:
 - i. Enclosed garage shall be entered in a separate building application under "Parking Garage"
 - ii. Retail floors shall be entered on a separate application as a tenant finish out for an "M" Occupancy
 - iii. Office floors shall be entered in a separate application as a tenant finish out for a "B" Occupancy
 - iv. Remainder of building shall be entered on a separate commercial application under the appropriate use or as a "Shell Building"
 - d. Brewery/Distillery with storage, distribution, and tasting room that functions as a bar/restaurant:
 - i. Information to be entered on one application
 - ii. Brewery/Distillery, storage, and distribution shall be entered as an "F" Occupancy
 - iii. Tasting Room shall be entered as an "A" Occupancy

Commercial Building Application Checklist

Project Name: _____

Address: _____



Plan Weight Restrictions: Plans exceeding 50 pounds will not be accepted. If necessary, plans must be separated into multiple sets and by discipline. For projects where one discipline weighs more than 50 pounds, please separate plans accordingly to bring the weight under the 50 pound threshold. Plan sets exceeding 50 pounds will be turned away at Intake or rejected. The applicant will be required to separate the plans sets at their own expense.

<p>To Be Completed by Applicant Please verify required items per the Submittal Information Sheets</p>			PR#: _____ For Office Use Only Are plans complete? Circle & Initial	
	<u>YES</u>	<u>N/A</u>	<u>INTAKE</u>	<u>CYC 1</u> <u>CYC 2</u>
Required Items				
1. Commercial Building Application/Checklist required for all submittals filled out completely for each building.				
2. Quick Turnaround QT's and Small Commercial Remodel 7 Business Day Review require the Eligible Projects/Checklist to be completed and signed prior to submittals.				
3. Three (3) sets of plans required to be submitted, with the exception of QT's require two (2) sets.	___		N ___	N ___ N ___
4. An additional detached copy of all 8-1/2 x 11 documents for each item marked with an asterisk (*) below and any project-related documents (e.g. meeting minutes, AMOC forms, etc.)	___		N ___	N ___ N ___
5. Site Plan:				
a. Approved red-stamped site plan —OR—	___	___	N ___	N ___ N ___
b. Approved Site Plan Exemption Request Form with plot plans —OR—	___	___	N ___	N ___ N ___
c. Concurrent letter and copies of submitted site plan (the same plan that is submitted to Site Plan for review)	___	___	N ___	N ___ N ___
6. Complete Architectural Plans, including key floor plan	___		N ___	N ___ N ___
7. Phasing Plan	___			
8. *Statement of Special Inspections*	___		N ___	N ___ N ___
9. Texas Department of Health (TDH) Demolition/Renovation Form or Asbestos letter, if applicable	___	___	N ___	N ___ N ___
10. Request for Deferred Submittal (if applicable)	___		N ___	N ___ N ___
11. Revisions Only: Original approved-stamped plans (archive set – requested from DAC), scope-of-work narrative, and revised clouded set of plans	___	___	N ___	N ___ N ___
Continued on next page >>>				

	<u>YES</u>	<u>N/A</u>	<u>INTAKE</u>	<u>CYC 1</u>	<u>CYC 2</u>
Prerequisite Reviews, As Applicable					
12. Approved Health Department letter with stamped plans	___	___	N ___	N ___	N ___
13. Approved WWW Industrial Waste letter with stamped plans	___	___	N ___	N ___	N ___
14. Texas Accessibility Standards (TAS) registration confirmation (exempt: residential projects, multi-family projects, and commercial projects less than \$50,000)	___	___	N ___	N ___	N ___
15. *If electrical services are provided by Austin Energy, provide Electrical Services Planning Application (ESPA) form signed by the Austin Energy Utility Official for all projects requiring new services or changes to the existing service*	___	___	N ___	N ___	N ___
16. *Austin Energy Green Building Program (AEGBP) letter of conditional approval*	___	___	N ___	N ___	N ___
17. Historic Landmark Commission letter of approval with one (1) set of approved architectural plans	___	___	N ___	N ___	N ___
Discipline-Specific Items, As Applicable					
18. Alternate Method of Compliance or Modification Qty: ___	___	___	N ___	N ___	N ___
19. Complete Structural Plans including a site-specific geotechnical report for new construction	___	___	N ___	N ___	N ___
20. Complete Mechanical Plans including HVAC, stove-hoods, walk-in coolers/freezers, and Condensate recovery riser illustration for AC systems with a combined cooling capacity greater than or equal to 200 tons.	___	___	N ___	N ___	N ___
21. Complete Electrical Plans including riser diagrams, panelboard schedule, conductor sizes, etc.	___	___	N ___	N ___	N ___
22. Complete Plumbing/Med Gas Plans and, if applicable, Auxiliary Water plans approved by Austin Water	___	___	N ___	N ___	N ___
23. Complete Subchapter E Documentation including facade glazing calculations, building design calculation worksheet, and exterior lighting manufacturer specifications	___	___	N ___	N ___	N ___
24. Complete Commercial Solar Ready requirement in compliance with IECC C402.6 for New Construction/Additions Exception claimed _____	___	___	N ___	N ___	N ___
25. *Complete Energy Documentation*	___	___	N ___	N ___	N ___
a. *Lighting, Envelope, and/or Mechanical ComChecks signed, dated, and sealed. Provide two (2) narratives describing how the project intends to comply with Section C406 of the 2015 IECC*	___	___	N ___	N ___	N ___
b. Commissioning form 2015 IECC section C408	___	___	N ___	N ___	N ___
c. HVAC sizing calculations	___	___	N ___	N ___	N ___
26. Complete Storage Rack Documentation, if applicable. Design drawings shall be sealed by a Texas Registered Engineer and shall include rack height, layout, anchorage, etc.	___	___	N ___	N ___	N ___
Note: COA water meters are distributed with the shell package, meters at tenant finish-out are private sub-meters and not distributed by COA. Water meter upgrades by MEP engineers are COA meters and are more commonly seen with a "Change of Use". A meeting with an Austin Water Representative (Development Assistance Center) is recommended to verify.					
See Commercial Building Plan Review Fees at http://www.austin.gov/department/fees					

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 or if changes are made requiring additional reviews, **I will be subject to ADDITIONAL FEES**. I agree that this building plan review application will expire one year after the date that the application is filed.

You are strongly encouraged to check with the Plan Reviewers if you are unsure of what is required.

Applicant: _____ Date: _____

Commercial Building Application – For Office Use Only

Review Section	Cycle 1			Cycle 2			Cycle 3			Cycle 4		
	A/R	Date	Sign	A/R	Date	Sign	A/R	Date	Sign	A/R	Date	Sign
Building												
Design Standards												
Special Inspections												
Structural Review												
Mechanical												
# Stove Hoods												
# Freezers												
# Walk-In Coolers												
Electric												
Austin Energy												
Plumbing												
Medical Gas												
Energy												
Site Plan												

NOTES: