



Intake Checklist for Residential Building Permit

To ensure a smooth review process, please perform a pre-completeness check prior to meeting with a Residential Review Planner. This list is by no means exhaustive. If necessary, your Planner may ask for additional information. The review process expects that applicants will submit an application and all related plans that resemble what will be constructed to the City.

Pre-completeness check at intake

- Is the Residential application filled out completely?
- Does this property have a valid address?
 - o If not contact Address Management Services: 512-974-2797
or <http://www.austintexas.gov/article/prevent-permitting-and-utility-delays>
- Have all expired permits (even from previous owners) been resolved?
- Is application signed by owner and applicant or Owner(s) Letter of Authorization included?
- Are all required documents included?
 - o BSPA form stamped by Austin Energy (if applicable) Obtained in DAC on 1st floor. Needed for an addition to structure.
 - o WWSPV form stamped by Austin Water (if applicable) Obtained in DAC on 1st floor. Needed if dwelling is being added or the tap size is changing
 - o Demolition permit application (if applicable) If a portion of a wall, roof, or exterior structure including windows and doors is being removed.
 - o Historic review application (if applicable) if structure is zoned historic or is in a historic district
 - o BOA decision sheet (if applicable).
 - o Approved septic permit (if applicable).
- Are all required plans included? 3 scaled copies of all of the items listed below 2 full sized sets to scale* (11x17 or greater paper size constitutes "full size"), and 1 set reduced to scale* (8 ½ x 11, 8 ½ x 14, or 11 x 17)
 - o Plot plans/surveys/or site plans with the following identified:
 - Trees greater than 19" in diameter, including those on adjacent properties
 - Property lines
 - Easements identified by type, size, and location
 - Setbacks
 - All pavement or flatwork (patios, drives, sidewalks, walkways, etc)
 - Roof overhang lines (dashed)
 - Parking spaces and dimensions
 - o Floor plans – Proposed and existing (if applicable)
 - o Elevations with height of the structure(s) and measurement points identified
 - o Structural plans – New construction generally requires the following:
 - Foundation plan & details (Must be designed by a licensed Engineer
 - Framing plan & details (Must be designed by a licensed Engineer or Architect)
 - Brace wall plan (Must be designed by a licensed Engineer or Architect)

Additional attachments required if in Subchapter F (McMansion) area

- Structures that are more than two stories or greater than 20' in height are required to be designed by a licensed Architect or a Certified Building Designer.
- For setback averaging, the following should be provided:
 - o Survey showing properties used for averaging, including location of existing building and setbacks
- Setback plane exhibits if new construction/additions

* "To scale" means that staff must be able to verify the scale with an architect's or engineer's ruler/scale