



Job Valuation		
Total Remodeled Floor Area _____ sq ft (work within existing habitable square footage)	Amount for Primary Structure: \$ _____ Elec: <input type="checkbox"/> Y <input type="checkbox"/> N   Plmbg: <input type="checkbox"/> Y <input type="checkbox"/> N   Mech: <input type="checkbox"/> Y <input type="checkbox"/> N	Total Job Valuation: \$ _____  Note: The total job valuation should be the sum total of all valuations noted to the left. Labor and materials only, rounded to nearest dollar.
	Amount for Accessory Structure: \$ _____ Elec: <input type="checkbox"/> Y <input type="checkbox"/> N   Plmbg: <input type="checkbox"/> Y <input type="checkbox"/> N   Mech: <input type="checkbox"/> Y <input type="checkbox"/> N	

Please utilize the Calculation Aid on the last page of the Additional Information, page 7, as a guide to complete the following calculations and to provide supplemental information for thorough review.

Site Development Information						
Area Description Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.	Existing Sq Ft		New/Added Sq Ft		Total Sq Ft	
	Bldg 1	Bldg 2	Bldg 1	Bldg 2	Bldg 1	Bldg 2
a) 1 <sup>st</sup> Floor conditioned area						
b) 2 <sup>nd</sup> Floor conditioned area						
c) 3 <sup>rd</sup> Floor conditioned area						
d) Basement						
e) Covered parking (garage or carport)						
f) Covered patio, deck, porch, and/or balcony area(s)						
g) Other covered or roofed area						
h) Uncovered wood decks						
<b>Total Building Area</b> (total a through h)						
i) Pool						
j) Spa						
k) Remodeled Floor Area, excluding Addition/New Construction						
<b>Setbacks</b>						
Are any existing structures on this site non-compliant based on a yard setback requirement? (LDC 25-2-492)      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 or 25-2-778)      Y      N						
If the front porch is proposed to be enclosed, does it encroach into the required front setback?      Y      N						
Is there a Neighborhood Plan governing this property?      Y      N			If there a Neighborhood Plan, does it include the Front Porch Infill Tool?      Y      N			
<b>Parking</b> (LDC 25-6 Appendix A & 25-6-478)      # of spaces required: _____      # of spaces provided: _____						
<b>Right-of-Way Information</b>						
Is a sidewalk required for the proposed construction? (LDC 25-6-353)      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 (If yes, drainage review is required)						

**Subchapter F**

**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.

Will this conversion affect a garage, carport or porch taking an exemption found in Subchapter F?      Y      N

		Existing Sq Ft	New/Added Sq Ft	Proposed Exemption (check article utilized)	Applied Exemption Sq Ft	Total Sq Ft
1 <sup>st</sup> Floor						
2 <sup>nd</sup> Floor						
3 <sup>rd</sup> Floor						
Area w/ ceilings > 15'				Must follow article 3.3.5		
Ground Floor Porch* (check article utilized)				<input type="checkbox"/> Full Porch sq ft (3.3.3 A) <input type="checkbox"/> 200 sq ft (3.3.3 A 2)		
Basement				Must follow article 3.3.3B, see note below		
Attic				Must follow article 3.3.3C, see note below		
Garage**: (check article utilized)	Attached			<input type="checkbox"/> 200 sq ft (3.3.2 B 1)		
	Detached			<input type="checkbox"/> 450 sq ft (3.3.2 A 1 / 2a) <input type="checkbox"/> 200 sq ft (3.3.2 B 2a / 2b)		
Carport**: (check article utilized)	Attached			<input type="checkbox"/> 450 sq ft (3.3.2 A 3) <input type="checkbox"/> 200 sq ft (3.3.2 B 1)***		
	Detached			<input type="checkbox"/> 450 sq ft (3.3.2 A 1)		
Accessory Building(s) (detached)						
Totals						

TOTAL GROSS FLOOR AREA (add Total Sq Ft column) \_\_\_\_\_

(Total Gross Floor Area ÷ Lot Area) x 100 = \_\_\_\_\_ Floor-To-Area Ratio (FAR)

Is a sidewall articulation required for this project?      Y      N

(Yes, if: a wall, 15' tall or higher, within 9 feet of a side property line extends further than 36 feet in length per article 2.7.1)

Does any portion of the structure extend beyond a setback plane/exemption exhibit (aka "tent")?      Y      N

(If Yes, indicate applicable section of Subchapter F and length of protrusion on the drawings.)

**\*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.

**\*\*Garage and carport exemptions (in relation to primary structure):** Exemptions must follow the code as outlined in Title 25-2 Subchapter F 3.3.2. Each amount listed (450 or 200) is the maximum exclusion allowed per the article designated. Note: Article 3.3.2 C, "An applicant may receive only one 450-square foot exemption per site under paragraph A. An applicant who receives a 450-square foot exemption may receive an additional 200-foot exemption for the same site under paragraph B, but only for an attached parking area used to meet minimum parking requirements."

**\*\*\*Ordinance article 3.3.2 B 1** is the only 200 sq ft exemption that may be combined with a 450 sq ft exemption. Otherwise only one 450 exemption or one 200 sq ft exemption may be taken.

**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/Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
General Contractor		Design Professional	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Authorization			
<p>___ 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.</p> <p>___ 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.</p> <p>___ 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. Water services, meters, and wastewater cleanouts are not permitted within or beneath driveways or sidewalks. Private plumbing appurtenances will not be located in public right-of-way or public easements. Private plumbing lines will not cross lot lines.</p> <p>___ <b>I agree that this application is good for twelve (12) months after the date it is filed, and will expire if not approved for compliance within that time frame. If the application expires, a new submittal will be required and compliance with current code may be required.</b></p> <p>___ I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.</p> <p>___ I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.</p> <p>___ I also understand that if there is a septic system located on the property, I am required to complete an On-site Sewage Facility (a.k.a. an OSSF or septic system) application by contacting Austin Water at (512) 972-0050 or <a href="mailto:ossf@austintexas.gov">ossf@austintexas.gov</a> . This initiates the septic system permitting requirement needed to proceed with the development review process.</p> <p>___ Erosion and Sedimentation Controls are required per Section 25-8-181 of the LDC. <b>Failure to comply with this requirement may result in a Stop Work Order and/or legal action by the City of Austin including criminal charges and fines of up to \$2,000.00 per day.</b></p> <p>___ 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.</p> <p>___ 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.</p> <p>___ I am the record owner of this property and authorize the agent/applicant listed above to apply for and acquire a permit on my behalf.</p> <p>Owner's signature: _____ Date: _____</p> <p>Applicant's signature: _____ Date: _____</p> <p>General Contractor's signature: _____ Date: _____</p>			



# Garage Conversion and Carport / Porch Enclosure Permit Application

## Additional Information

### Application Process

Please submit all documents single-sided.

**Submission requirements:**

- Completed application
- 2 large-format sets of permit exhibits (11"x17", 12"x18", 18"x24", or 24"x36")
- 1 small-format set of permit exhibits (11"x17", 8.5"x14", or 8.5"x11")
- Austin Energy Building Service Plan Application (BSPA)  
 Note: The BSPA and the small-format plot plan must be stamped by AE in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal
- Austin Water Utility W&WW Service Plan Verification, if water demand is to increase (e.g. addition of a bath)  
 Note: The AWU form and the small-format plot plan must be stamped by AWU in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal
- Completed Demolition application with all required documentation, if any portion of an exterior wall is to be removed or modified. If submitting for a total demolition for new construction, demolition application must be submitted separately.

All drawings must be to a City of Austin verifiable scale, see [Residential Building Permit Customer Submittal Checklist](#) for additional details and a list of acceptable scales.

Check for expired permits: [https://www.austintexas.gov/devreview/a\\_queryfolder\\_permits.jsp](https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp)

If there are expired permits associated with this property, they must be resolved. This can be done in the following ways:

Submit an Acknowledgement of Expired Permits form with this application. OR

If the work qualifies for an express permit, include it in the description of work on this application.

If the Acknowledgement of Expired Permits form is used for this project, information about what will be required to resolve the expired permit(s) can be obtained during Residential Review General Information Walk-in hours.

Submit application package during Intake hours. Please note limited hours for total demolition application submittal.

For hours and additional information go to our website at <http://www.austintexas.gov/department/residential-building-review>

### About the Review Disciplines

**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** – Any work requiring a permit on property located within 150 feet of an identified flood plain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88. To check your property for proximity to a flood plain visit [www.ATXFloodPro.com](http://www.ATXFloodPro.com) or the City's [Floodplain Development Information](#) website.

**Historic Review** – There is additional review of exterior changes if property is a City Landmark or located in a Local Historic District, National Register Historic District, H or HD zoned district, or partial demolition of exterior features on property over 40 years old.

**Erosion Hazard** – There is a review of structural design if a property is located in the Erosion Hazard Zone, as defined by the boundaries located on the City of Austin GIS map. These zones align with locations where water flow and watershed could lead to erosion damage of the surrounding land features (e.g creeks, stream beds, ...).

**Fire Review** – There is additional review of a project if the square footage of a structure exceeds 3,600 square feet in area. The 3,600 sq. ft. includes the total gross building area: all first, second, and additional floor areas; attached covered porches, patios, decks, and balconys; attached garages; and any other attached roofed areas. The review ensures adequate proximity to fire hydrants and sufficient water supply to the hydrants based on the total gross area of the structure. Properties within 200 feet of a hazardous pipeline may also require additional review.

## Additional Information, Continued

### Documentation Explanations and Definitions

#### Permit Exhibits:

**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, water meter and wastewater cleanout locations, underground and overhead utility lines and appurtenances, and water and/or wastewater line size and material.

**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, new wall measurements, new ceiling heights, new door and window schedule, smoke detector\* and carbon monoxide detector\*\* specifications and locations, dimensioned locations of new plumbing fixtures, handrail/guardrail locations and room square footages. Please provide Existing and Proposed Floor plan if part of the improvements includes removing or adding any wall, window, door, plumbing fixtures, etc. Clearly differentiate between existing, demolished, and new items.

\*provide smoke detector system (hardwired, interconnected, battery back-up) at each sleeping room and vicinity in accordance with IRC R314

\*\*provide carbon monoxide detector in immediate vicinity of sleeping rooms in accordance with IRC R315.

**Exterior Elevations** – Elevation plans must be drawn to a standard scale and are to include front, rear, and sides of the structure. For additions, elevations are required of all sides of the new portion of the structure. Height dimensions are required on all elevations. If ceiling height exceeds 20' or building is multi-story include dimensions of high, low, and average elevations at grade.

#### **Structural Drawing(s)** –

Foundation plan will be needed for structures without existing foundations.

### Criteria for this Application

#### Criteria:

This application may only be used for converting the following into interior space:

- Legally established garages
- Legally established carports
- Legally established porches

The following is NOT PERMITTED with this application:

- A change of use for the property. (If the property is currently single-family, the property must remain single-family. This permit does not allow for the creation of a duplex or any additional dwelling unit)
- An increase or modification to the building footprint or to the building height.