

GUIDE TO THE  
**Commercial Building Application**  
October 2020



**Development**  
CITY OF AUSTIN  
SERVICES DEPARTMENT

*Building a Better and Safer Austin Together*

# Guide to the Commercial Building Application

This guide serves to guide unfamiliar customers with the [Commercial Building Application](#). Please be aware that this document follows the application on each application field from start to finish. For further questions related to the application, please direct these questions to the Commercial Intake staff at [CommercialReview@austintexas.gov](mailto:CommercialReview@austintexas.gov).

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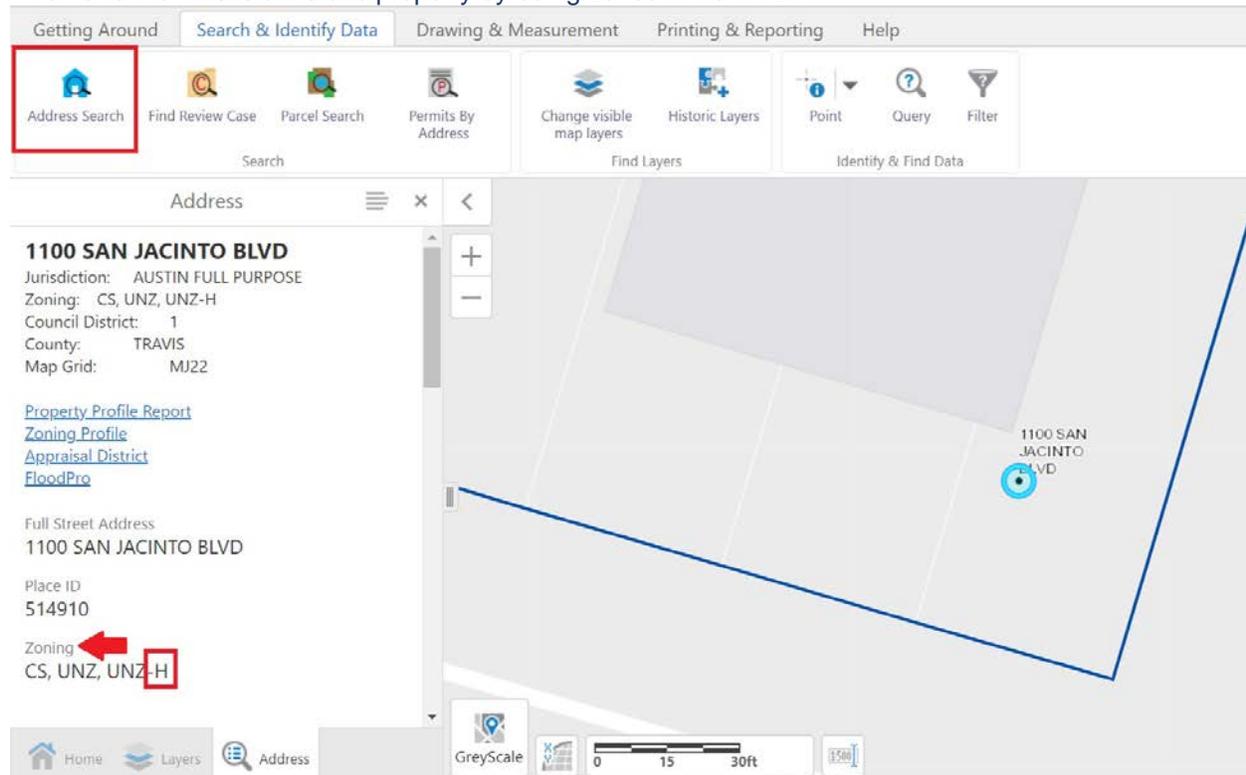
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# Historic Landmark or Historic District

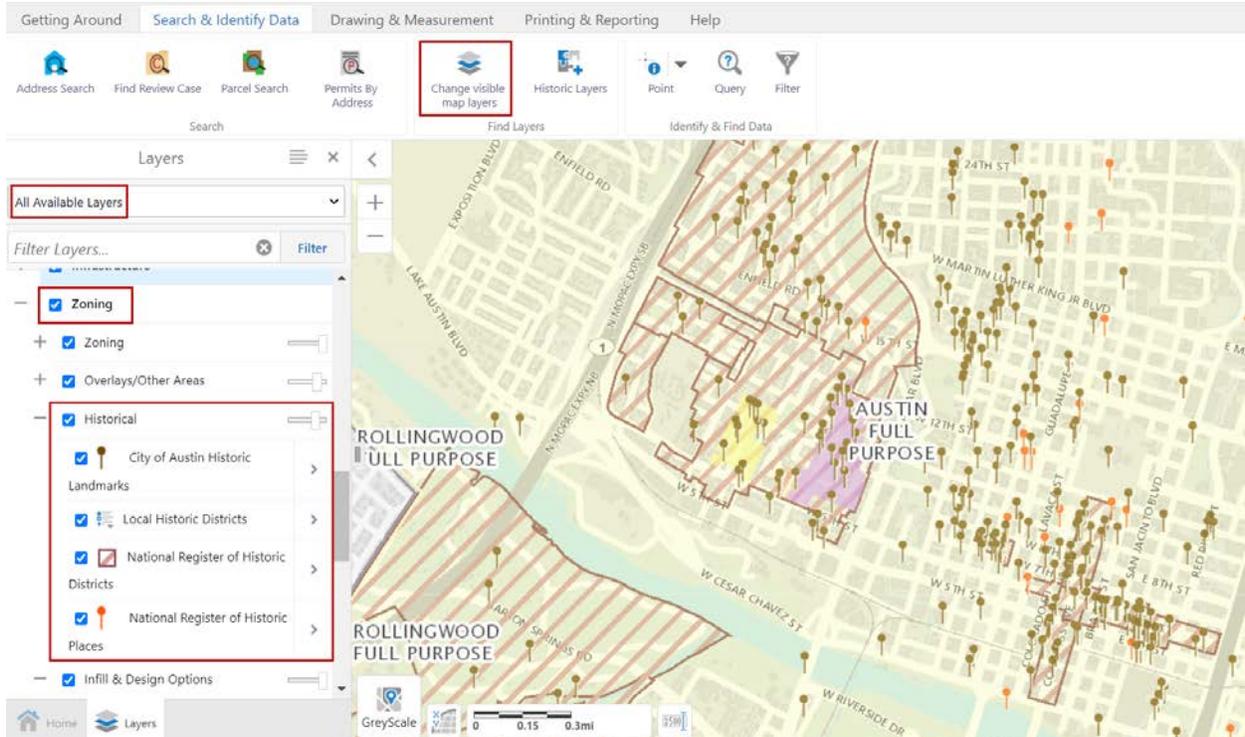
## (If yes, Historic Review Application required prior to submittal):

This is applicable if the property is zoned Historic (H) or Historic District (HD), or is designated as a historic property. A historic designated property are properties located in a Local Historic District, National Register of Historic Districts (NRHD), or are City of Austin Historic Landmarks or National Register of Historic Places. This information can be looked up using the [Property Profile](#) tool. More information can be found at <https://www.austintexas.gov/department/historic-preservation>. Currently, the Historic Review application is a prerequisite and is obtained prior to submittal for plan review. You may contact Historic Review at [preservation@austintexas.gov](mailto:preservation@austintexas.gov) for additional information about this step.

To determine if the property is zoned “H” or “HD”, search the property address. The zoning will indicate whether or not this is a historic property by being zoned “H” or “HD”.



After looking up the property address, select “Change Visible Map Layers” on the dashboard, ensure “All Available Layers” are on, and turn on the City of Austin Historic Landmarks, Local Historic Districts, National Register of Historic Districts, and National Register of Historic Places layers under the Zoning layer.



## Density Bonus

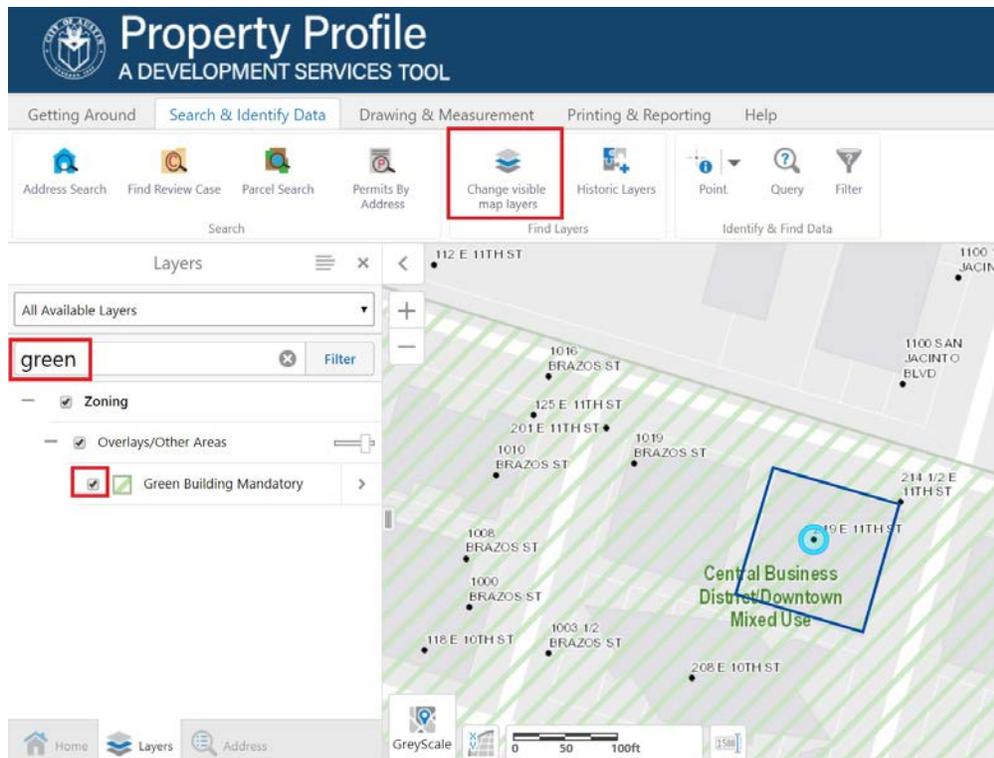
**(If yes, attach the Density Bonus approval letter and check this box):**

This is a program established to promote a dense and pedestrian-friendly downtown. The Downtown Density Bonus Program allows developments in the downtown area to achieve greater height and density in exchange for providing a high quality building and streetscape as well as community benefits. For more information on program requirements, please visit <https://www.austintexas.gov/department/downtown-density-bonus-program>.

## Green Building Standards Required

**(If yes, attach signed conditional approval letter from Austin Energy Green Building):**

This information is located within the [Property Profile](#) tool. After searching for the property address, select "Change Visible Map Layers" on the dashboard. Then, click on the search bar which displays the text "Filter Layers" and type "Green". Then, select the "Green Building Mandatory" layer to see if your property is required to adhere to these standards. More information can be found at <https://austinenergy.com/ae/energy-efficiency/green-building/>. You may contact Austin Energy at [greenbuilding@austinenergy.com](mailto:greenbuilding@austinenergy.com) for additional information about this step.



## Former Landfill Site

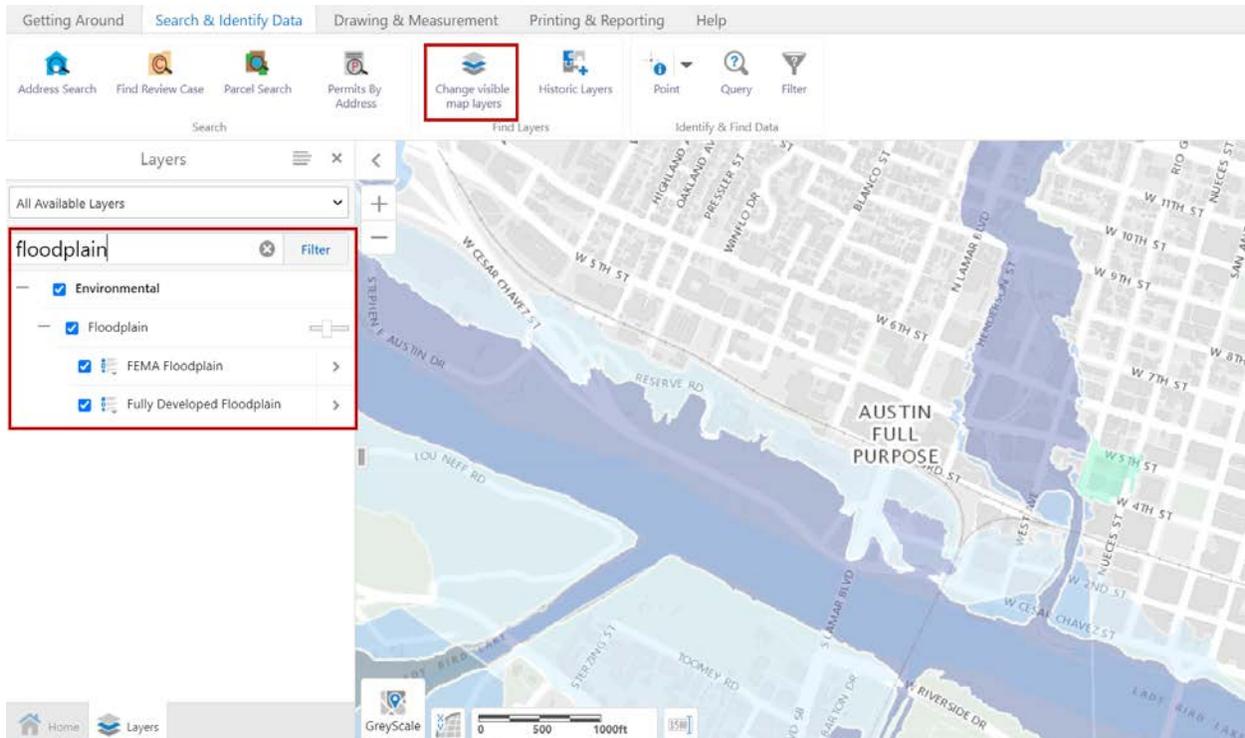
(If yes, follow rules outlined on <https://www.austintexas.gov/department/development-over-closed-landfills>):

This information is located on <https://www.austintexas.gov/department/development-over-closed-landfills>. For further questions about requirements, please visit <https://www.austintexas.gov/department/development-over-closed-landfills>.

## Floodplain

(If yes, a **Site Plan Exemption form** or updated **Site Plan** is required):

This information is located within the [Property Profile](#) tool. After searching for the property address, select “Change Visible Map Layers” on the dashboard. Then, click on the search bar which displays the text “Filter Layers” and type “Floodplain”. Then, select the “FEMA Floodplain” and “Fully Development Floodplain” layers to see if your property is required to adhere to these standards.



## Floodplain Compliance Certificate attached

Please mark this field as “no” unless otherwise directed by staff. Please contact Commercial Review Intake at [commercialreview@austintexas.gov](mailto:commercialreview@austintexas.gov) if there are further questions.

## Address

An address, including the suite and building number, is required for a property prior to submitting the application. Please note that if the address, including the suite and building number, are not accurate, issues may occur with subsequent processes. If an address is needed or needs to be changed, contact Address Management Services: <https://www.austintexas.gov/department/address-management-services>

- **Address:** This is the address of the project. The official address can be confirmed using the [Property Profile](#) tool.
- **Suite #:** Suite or Unit # of the project, if applicable (e.g. necessary if work is proposed on apartments, condos, etc.). A suite or unit number is applicable if there are multiple within a single building.
- **Building #:** Indicate the building number of the project, if applicable (e.g. necessary if work is proposed on apartments, condos, etc.). This is applicable if there are multiple buildings located on a single property which have the same address.

## Residents of 5 or more currently occupied residential units will be displaced

**(If yes, tenant notification may be required and a certified form may be required with your application; [\(LDC 25-1-712\)](#))**

If 5 or more currently occupied residential units will be displaced, select "Yes". If you have further questions about this requirement, please consult with Alex Radtke in Neighborhood Housing at [Alex.Radtke@austintexas.gov](mailto:Alex.Radtke@austintexas.gov).

## Total New/Addition & Remodeled Building Area > 5,000 sq ft

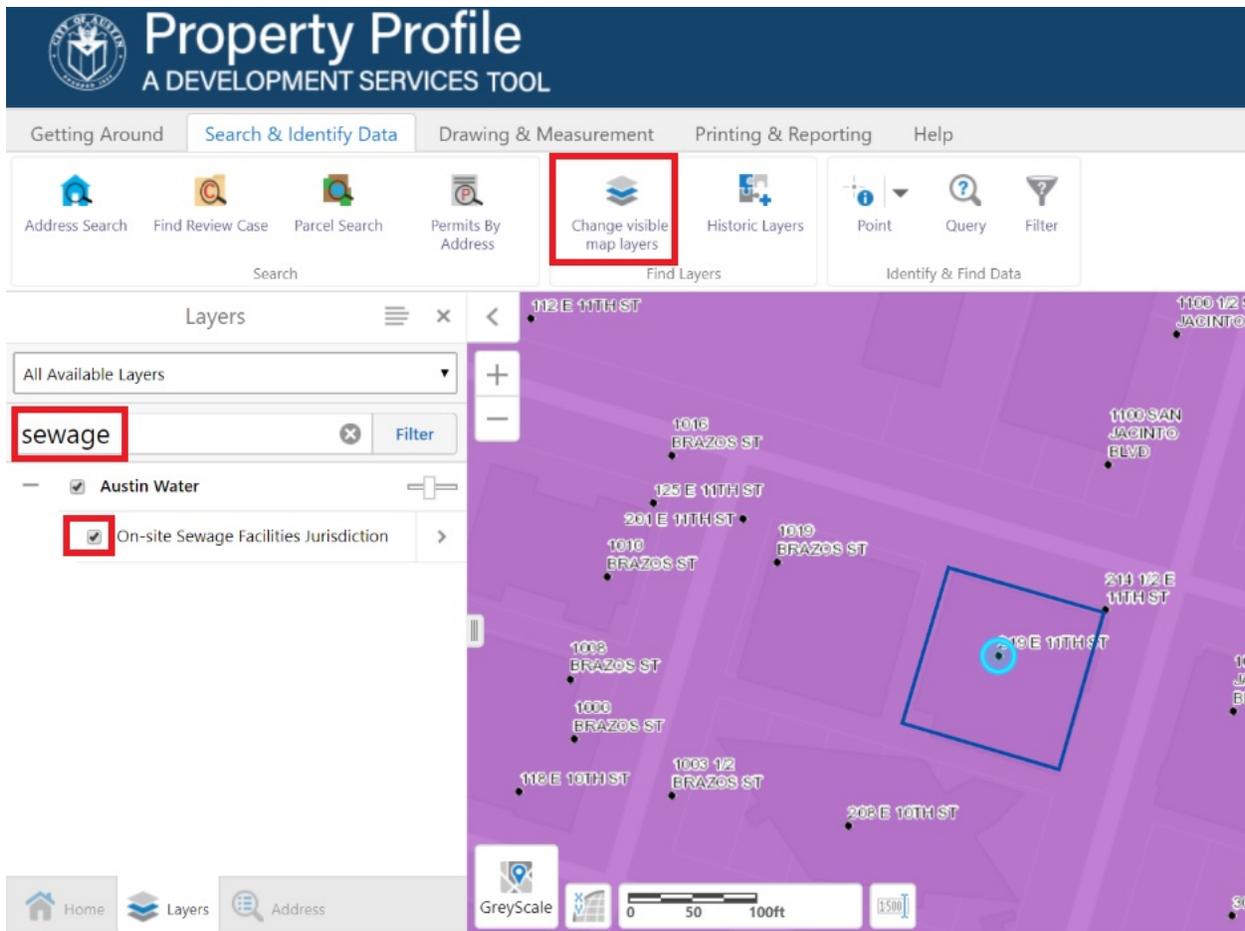
**(If yes, construction material recycling is required; [\(LDC 25-11-39\)](#))**

If the project area exceeds 5,000 square feet, select "Yes". The recycling requirement will be verified during the inspections phase of construction. For more information, please visit <https://www.austintexas.gov/department/construction-demolition-recycling-ordinance> or contact [ARRConstructionRecycling@austintexas.gov](mailto:ARRConstructionRecycling@austintexas.gov).

## Onsite Sewage

**(If yes, OSSF will contact the applicant at the time of submittal)**

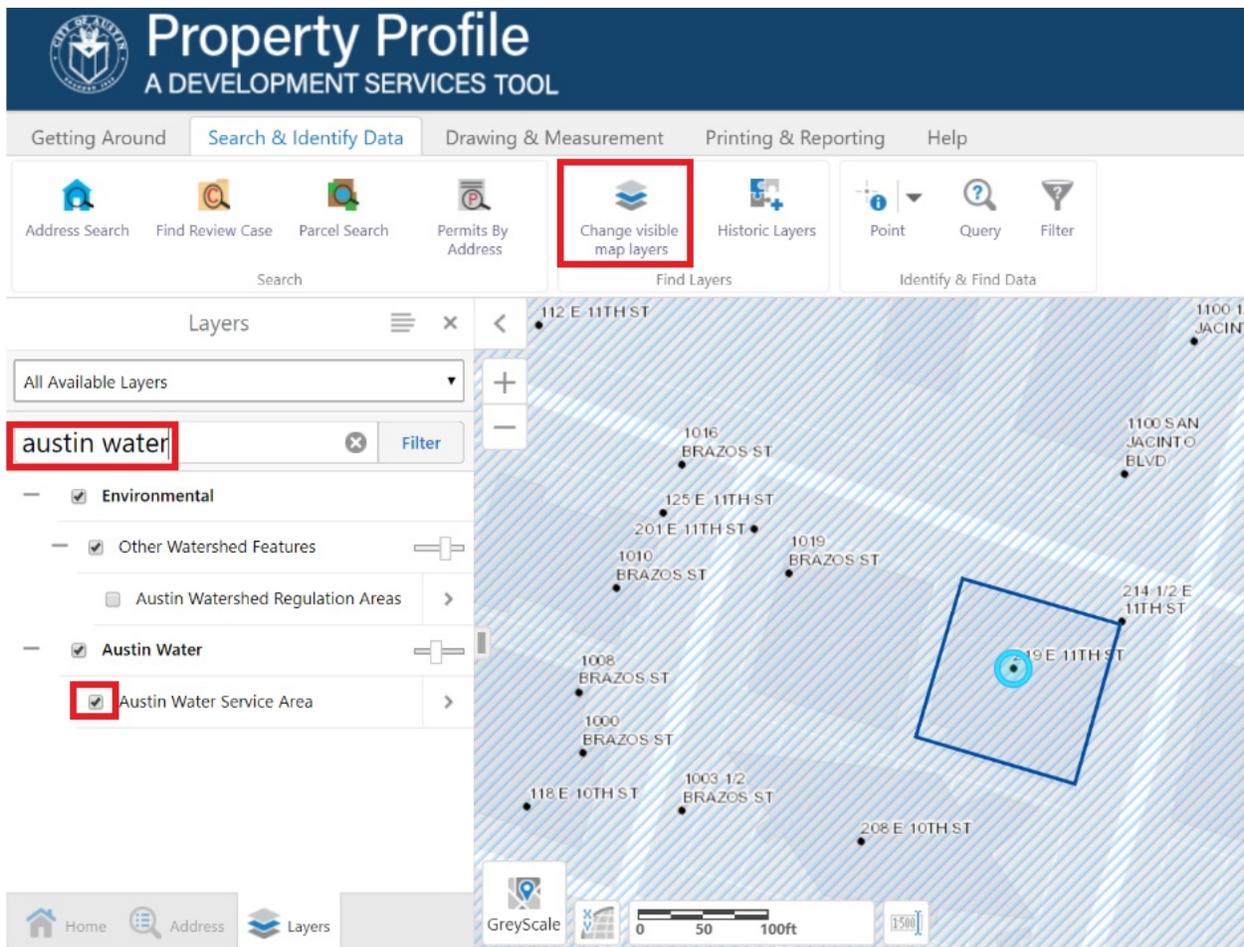
Onsite Sewage is largely based upon the property's location. Any onsite sewage will trigger a review from OSSF (on-site sewage facility). You may look this up in Property Profile by searching for "Sewage" and toggling the map layer labeled "On-site Sewage Facilities Jurisdiction". For more information, please visit <https://austintexas.gov/department/site-sewage-facilities>.



## Auxiliary Water Source

### (If yes, submit approved auxiliary and potable plumbing plans)

Auxiliary Water Source is largely based on the property's location. Any auxiliary water source will trigger an additional review. You may look this up in Property Profile by searching for "Austin Water" and toggling the map layer labeled "Austin Water Service Area". If your property is located with the Austin Water Service Area, please select "no" on this field. If the property has an Auxiliary Water source, select "Yes" and submit the approved auxiliary and potable plumbing plans with your commercial application. Contact Austin Water Utility to submit and obtain approval and then submit these approved plans with your application. For more information, please visit <http://www.austintexas.gov/page/auxiliary-water-source-plan-review-process>.



## Approved Site Plan

The site plan # is the site plan case number. This number begins with “SP-”. You may look up this information on AB+C by logging into your account (if the account is linked) or by searching for the address on the AB+C public search portal: <https://abc.austintexas.gov/web/permit/public-search-other>. Site Plan #s are also on the site plan sheets and approved permit. This can be left blank if a Site Development Exemption # is applicable.

- Home
- Public Search
- Issued Construction Permits
- Apply for Permits/Cases
- Apply for Right Of Way Permits / Special Events
- Assign Permit
- My Permits/Cases
- My Incomplete Applications
- My Bills
- My Licenses
- My Inspections
- My Escrow Account
- My Reports
- My Profile
- My Notifications



**FOLDER DETAILS**

<b>Permit/Case:</b>	2018-213601 SP
<b>Reference File Name:</b>	SP-2018-0612C.SH
<b>Description:</b>	The applicant proposes to construct a multi-family development and all associated improvements.
<b>Sub Type:</b>	Site Plan Administrative
<b>Work Type:</b>	Consolidated
<b>Project Name:</b>	Norwood Park
<b>Status:</b>	Approved and Released
<b>Application Date:</b>	Dec 21, 2018
<b>Issued:</b>	Mar 6, 2020
<b>Expiration Date:</b>	Mar 6, 2023
<b>Related Folder:</b>	<a href="#">Yes</a>

## Site Plan Expiration Date

The site plan expiration date is associated with the approved site plan application. Site plans expire 3 years from the issued date, unless approved for an extension. The date will be located on the site plan sheets and approved permit. However, you may look up this information on AB+C by logging into your account (if the account is linked) or by searching for the address on the [AB+C portal](#). This can be left blank if a Site Development Exemption # is applicable.

- Home
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<b>Issued:</b>	Mar 6, 2020
<b>Expiration Date:</b>	Mar 6, 2023
<b>Related Folder:</b>	<a href="#">Yes</a>

## Approved Site Development Exemption #

The site development exemption # is the site plan exemption case number. This number begins with “DA-”. You may look up this information on AB+C by logging into your account (if the account is linked) or by searching for the address on the [AB+C portal](#). This can be left blank if a Site Plan # is applicable.

- Home
- Public Search
- Issued Construction Permits
- Apply for Permits/Cases
- Apply for Right Of Way Permits / Special Events
- Assign Permit
- My Permits/Cases
- My Incomplete Applications
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FOLDER DETAILS	
<b>Permit/Case:</b>	2020-094989 DA
<b>Reference File Name:</b>	DA-2020-0636
<b>Description:</b>	Approved Exemption
<b>Sub Type:</b>	Site Plan Determination/Exemption
<b>Work Type:</b>	
<b>Project Name:</b>	96 MILDRED STREET
<b>Status:</b>	Agreed
<b>Application Date:</b>	Jun 26, 2020
<b>Issued:</b>	Jul 15, 2020
<b>Expiration Date:</b>	
<b>Related Folder:</b>	No

## DAC Approval Date

The DAC approval date is the date the Site Development Exemption # was approved. You may look up this information on AB+C by logging into your account (if the account is linked) or by searching for the address on the [AB+C portal](#). This can be left blank if a Site Plan # is applicable.

- [Home](#)
- [Public Search](#)
- [Issued Construction Permits](#)
- [Apply for Permits/Cases](#)
- [Apply for Right Of Way Permits / Special Events](#)
- [Assign Permit](#)
- [My Permits/Cases](#)
- [My Incomplete Applications](#)
- [My Bills](#)
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FOLDER DETAILS	
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<b>Application Date:</b>	Jun 26, 2020
<b>Issued:</b>	Jul 15, 2020
<b>Expiration Date:</b>	
<b>Related Folder:</b>	No

## Current Use

The Current Use is the current land use associated with the address for the project. A single address can have multiple land uses if there are multiple buildings or suite numbers; therefore, identify the land use for this specific suite or building number for the project. The land use for the specific address can be found on the Site Plan Sheet of the approved Site Plan or the approved Site Development Exemption. The Current and Proposed Use will be the same if the land use was approved with a Site Development Exemption; however, they might be different if a Site Plan application or Site Plan Correction is under review by staff.

## Proposed Use

The Proposed Use is the proposed land use associated with the address for the project. A single address can have multiple land uses if there are multiple buildings or suite numbers; therefore, identify the proposed land use for this specific suite or building number for the project. The land use for the specific address can be found on the Site Plan Sheet of the approved Site Plan or the approved Site Development Exemption. The Current and Proposed Use will be the same if the land use was approved with a Site Development Exemption application; however, the uses might be different if a Site Plan application or Site Plan Correction is under review by staff.

## Project Name

Provide a project name for this field.

## Description of Work

Be as specific as possible in this field. Generally, aim to answer the question with all proposed work including all unpermitted work. If existing construction or other previous changes require a permit, it should be included in the description of work. The more specific you are on this description, the better staff is able to generate the correct permits for your project and result in fewer rejection comments with subsequent reviews. The following questions should be answered in the description of work at a minimum, if applicable:

- Is there a change of use?
- Is there an expansion or addition to a building?
- Is something being added to the property that wasn't there before?
- Will the project be phased (i.e. will the project be completed in multiple phases)? An application will be required for each phase. Phases must be able to be completed and finalized independent of each other and not rely on each other for completeness.
- Will the building be occupied while the building is under construction? This will be considered a phased project.
- Is something existing that will need to be permitted with this application?

## Number of Stove Hoods/Walk-In Freezers/Walk-In Coolers

Indicate the number of stove hoods, walk-in freezers, and walk-in coolers for the project space specifically. If these are not proposed, indicate N/A or 0.

## Asbestos Being Disturbed

This field is asking if the asbestos report you have provided found that your project will indeed disturb asbestos or not. Asbestos is considered disturbed when any type of demolition or concrete is altered. Most projects trigger this (e.g. siding, exterior remodel, insulation, ceiling tiles, etc.).

## Hazardous Waste Materials and Hazardous Materials

**(If yes, the Aboveground Hazardous Materials Permit review will be required)**

Indicate if hazardous waste materials and/or hazardous materials will be present for this project. If answered yes, then the Fire Department will review for this requirement during the plan review. As reference, here is the [Aboveground Hazardous Materials Permit application](#). For questions on this application or for application submittal, contact the Fire Department directly at [AFDhazmat@austintexas.gov](mailto:AFDhazmat@austintexas.gov) or call (512) 974-0160 option 3. More information can be found at <https://www.austintexas.gov/department/hazmat-permit>.

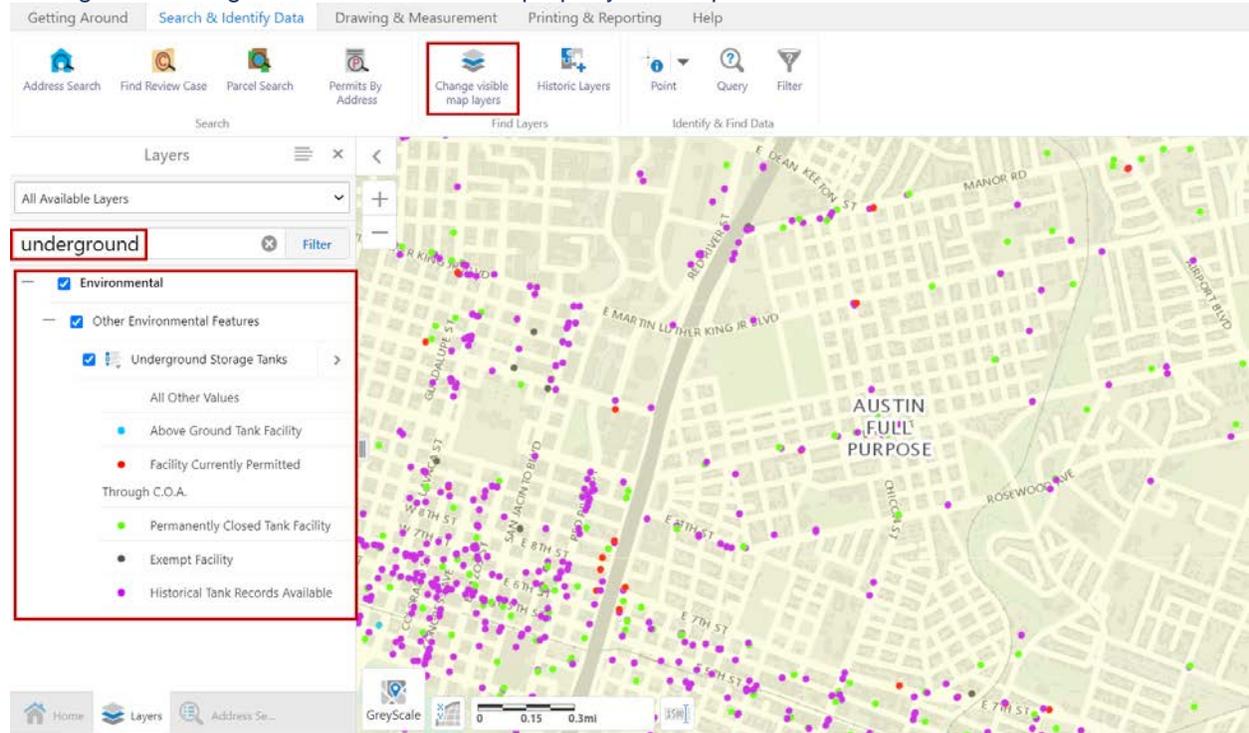
## Existing Underground Storage Tanks

**(If yes, provide the Underground Storage Tank System Construction Permit Application)**

Indicate if an existing underground tank is located on the property. Existing Underground Storage Tanks typically store things like propane or other materials. To determine if an already identified underground storage tank exists, search within the [Property Profile](#) tool. Provide the Underground Storage Tank (UST) System Construction Permit Application approval with the initial submittal of the commercial application. To receive the application or for questions on this application or requirements, please contact [UST@austintexas.gov](mailto:UST@austintexas.gov).

After searching for the property address, select "Change Visible Map Layers" on the dashboard. Then, click on the search bar which displays the text "Filter Layers" and type "Underground". Then, select the

“Underground Storage Tanks” layer under the “Other Environmental Features” layer to see if an underground storage tank is located on the property and required to adhere to these standards.



## Total Valuation

Indicate the total project value of labor and materials.

## Number of Floors in Scope of Work

Indicate the number of floors that will be under construction within the scope of work for the project. The number of floors in the scope of work should be equal to or less than the number of floors within the building associated with the address of the project. If there is not more than one floor included in the scope of work, indicate “1” (one).

## Number of Bldg Floors

Indicate the total number of floors within the building associated with the address of the project. If there is not more than one floor in the building, indicate “N/A”.

## Number of Units/Suites

Indicate the total number of units/suites within the building associated with the address of the project. If there is not more than one unit or suite in the building, indicate “N/A”.

## Fire Sprinklers

Fill out each portion of this field (i.e. select Full, Partial, or None, then select Existing or New, then select 13R or 13D). If selecting “none”, the other fields are not necessary to select. 13R and 13D are typically associated with “New” fire sprinklers. If there are specific questions on how to fill out this portion, contact the Fire Department at [fireprevention@austintexas.gov](mailto:fireprevention@austintexas.gov). Additionally, an existing structure’s fire systems should also be listed on previous building permits.

## Fire Alarm System

Fill out each portion of this field (i.e. select Full, Partial, or None, then select Existing or New). If selecting “none”, the other fields are not necessary to select. If there are specific questions on how to fill out this portion, contact the Fire Department at [fireprevention@austintexas.gov](mailto:fireprevention@austintexas.gov).

## Primary Use Occupancy Group

The Primary Use Occupancy Group is dictated by the current adopted International Building Code (IBC), 2015 Edition. If you are unsure of your Primary Use Occupancy Group, please reference Chapter 3 of the 2015 International Building Code at <https://codes.iccsafe.org/content/IBC2015>. A licensed architect or engineer can determine the use as well.

## Reviews Requested

Select the reviews that your project will require. The selected reviews will dictate the type of plans that will need to be submitted for review along with the type of permits that will be generated for the project and could, subsequently, require the correlated generated permits. If you are unsure if you have selected all correct reviews, please consult with Commercial Intake staff at [CommercialReview@austintexas.gov](mailto:CommercialReview@austintexas.gov) within the Development Services Department, Commercial Plan Review. Some reviews will potentially be added after the application is submitted if it is determined these reviews are appropriate and necessary. However, excluding any necessary reviews from this section will result in a delayed and sometimes rejected review of your application.

## New Sq Ft

Indicate the total amount of new square footage added to the property or structure. If multiple floors are being added, include the square footage for each floor. If the scope of work does not include adding new square footage to the property or structure, indicate “0”. Please note: retaining walls are calculated by linear square feet. For solely mechanical, electrical, or plumbing work, the square footage should reflect the total work area of the system involved. This may or may not be the same as the total building square footage or the total remodel square footage.

## Remodel Sq Ft

Provide the total square footage of the scope of work associated with an interior remodel to an existing building. This should only be the square footage that will be improved and not the square footage of the entire structure. For example, if an applicant is remodeling a bathroom, please only provide the square footage of the bathroom and not the entire structure. If the existing structure is not being remodeled in any way, indicate “0”. For solely mechanical, electrical, or plumbing work, the square footage should reflect the total work area of the system involved. This may or may not be the same as the total building square footage or the total remodel square footage.

## Total Square Feet of Building

Indicate the new total square feet of the building. This should include the existing square feet and the new square feet of the building. If new square footage is not being added, this should be the total square footage of the existing building. If you are unsure of the total existing square footage of the building, you may find this information on the property's record on the [TCAD website](#).

## General Contractor

Please input the information for the General Contractor. Please note: this individual will be the one who will be assigned to the building permit. It is ok for this field to be blank if you are unsure who the General Contractor is at the time of filling out the application.

## Property Owner

Please input the information for the property owner, property management entity, or other legally recognized agent of the property owner.

## Name/Address/City/State/Zip of Applicant

Please input the information for the primary applicant. Please note this individual is who all staff will communicate with for the duration of this application's review; therefore, provide accurate contact information.

## Email

### **(of applicant or authorized agent)**

Provide an email address and ensure it matches the email address associated with the AB+C account. Any communication regarding the application will be to this individual via email and phone; therefore, provide accurate contact information.

## Fees

Regarding fees, the Development Services Department does not provide quotes on total development fees as the total amount can vary greatly from project to project. Broadly speaking, the Development Services Department is an enterprise fund (i.e. not funded by taxpayer dollars), so everything is cost of service. All current fee schedules can be found here: <https://www.austintexas.gov/dsdfees>.

Generally, there are fees related to:

- Application Processing: There is a processing fee specifically for the application and all subsequent document submittals. These fees are independent of the fees associated with plan review.
- Plan Review: This will depend on the application submitted. Additionally, fees might be incurred if other discipline reviews are triggered (i.e. health review, industrial waste review, etc.) and if revisions are needed, or if the plans need to be resubmitted.
- Activation of Permits: The scope of work will depend on the type of permits needed. Permit fees are based on square footage and occupancy type of the building.
- Scheduling Inspections: While paying to activate the permit pays for the inspection(s), re-inspection fees are charged each time (1) work is not complete; (2) corrections from prior deficiency were not completed; and (3) the site is not accessible.