



DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

Download application before entering information.

For Office Use Only – Permit Information	
BP- _____ PR- _____	Historic Review: _____ Year Built: _____
Referred By: _____	Historic District Name: _____
<input type="checkbox"/> Release permit	
_____	_____
Historic Preservation Office	Date

IMPORTANT: Inspections are required for all demolition projects. If you do not schedule a final inspection, the permit will expire after twelve (12) months from the date of application. To close an expired permit, applicants must submit a NEW application for the project and associated fees for the project.

DO NOT LET YOUR PERMIT EXPIRE!

HISTORIC LANDMARKS AND HISTORIC DISTRICTS: If this property is a historic landmark or a contributing property in a local or National Register Historic District, additional applications and fees apply. Visit the Historic Preservation Office website at www.austintexas.gov/department/historic-preservation for more information.

Submittal Requirements	
<input type="checkbox"/> 1. Owner authorization/signature, notarized at the bottom of the next page, OR a notarized letter of authorization from the owner giving the applicant permission to apply. Electronically notarized applications are preferred; otherwise, a hard copy of the original notarized application must be mailed for City records to, City of Austin – DSD, Attn: Residential Review, PO Box 1088, Austin, TX 78767	
<input type="checkbox"/> 2. Dimensioned site plans or survey that shows all existing structures and the structures to be demolished	
<input type="checkbox"/> 3. Certified tax certificate(s) from the Travis County Tax Assessor (5501 Airport Boulevard, 512-854-9473)	
<input type="checkbox"/> 4. Photos of each side of structure. One photo must show the entire elevation visible from the street. Photos must be two megapixels (1200 x 1600 pixels) or larger.	
<input type="checkbox"/> 5. Tree survey with all trees 19" or greater shown on plans	
<input type="checkbox"/> 6. Review Fee (see fee schedule for applicable fees)	
Additional requirements for commercial demolitions:	
<input type="checkbox"/> 7. Approved/Red-stamped Site Plan OR an approved Site Plan Exemption Form	
<input type="checkbox"/> 8. Texas Department of Health Asbestos Notification Form completed by a licensed inspector or contractor	
Property Information	Demolition Type
Address: _____	<input type="checkbox"/> Total <input type="checkbox"/> Partial: identify the exterior wall(s), roof, or portion of wall(s) and roof to be demolished: _____ _____
City: _____ Zip: _____	
Current Use: _____	
Demolition Contractor Information	Structural Information
Company: _____	Square Feet: _____
Address: _____	Building Materials: _____
City: _____ Zip: _____	Foundation Type: _____
Phone: _____	Estimated Cost of Demolition: _____

Owner	Applicant
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Zip: _____	City: _____ Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Additional Questions

Are there trees 19 inches or greater in diameter on the site or along neighboring properties? Yes No

Was the structure inhabited within the last 12 months? Yes No

What is the total number of housing units that will be demolished? _____

What is the total number of bedrooms in the units that will be demolished? _____

How many currently occupied residential units will be demolished? _____

If 5 or more, tenant notification and a certified form may be required with your application per the City of Austin Land Development Code (Division 23-4E-8; F25-1-712 and 713). Visit www.austintexas.gov/page/tenant-relocation-assistance for more information.

Is the property located in a National Register historic district, a historic district (zoned HD), or a historic landmark (zoned H)? _____

Consent, Authorizations, and Signatures

I understand and will adhere to the following rules or regulations:

- No work may begin prior to issuance of this permit. All required permits must be obtained prior to the start of work.**
- Verify with the Development Assistance Center that new construction will be permitted on the property at this location PRIOR to submitting this application.
- If the structure to be demolished is tied into water and/or sewer services provided by the City of Austin, you must contact Austin Water Utility at 512-494-9400 to obtain specific water and sewer service information.
- Erosion and sedimentation controls are required by the City of Austin Land Development Code (§23-4D-7; F25-8-181). Failure to comply 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 per day. Inspection of erosion, sedimentation controls, and tree protection must be requested by the owner before construction begins (§23-5B-6050 (B); F25-1-288). Call (512) 974-2278 or email environmental.inspections@austintexas.gov to obtain these inspections.
- Tree preservation is required per the Land Development Code (Article 23-4C; F25-8-B) and Environmental Criteria Manual (§3.5.2 (A)). Proposed work that will remove, impact the critical root zone, or prune more than 25% of the canopy of a protected size tree must be reviewed for a tree permit. Note: Root zone protection measures (e.g. fencing, boards attached to the trunk, mulch) are required prior to work. Obtain an application from the City Arborist Program at cityarborist@austintexas.gov or www.austintexas.gov/department/community-tree-preservation.
- If the proposed work will require use of City right of way, a Right of Way Application must be approved. Obtain an application from the Transportation Department at (512) 974-7180 or www.austintexas.gov/rowman.
- The Historic Preservation Office will determine if the referenced structure meets historic designation criteria as defined by the Land Development Code (Article 23-6E; F25-11-213 to 214; and §23-3C-10090; F25-2-352). Additional review by the Historic Landmark Commission may be required and additional fees may be assessed. If the property is a historic landmark or is located in a local or National Register historic district, the Historic Landmark Commission must review plans for new construction before the demolition permit is released. Call (512) 974-3583, email preservation@austintexas.gov, or visit www.austintexas.gov/department/historic-preservation for more information.
- Construction projects exceeding 5,000 square feet of new, added, or remodeled floor area and all permitted commercial and multifamily demolition projects are required to divert construction debris from the landfill per the Land Development Code (§23-6C-2060; F25-11-39). Email constructionrecycling@austintexas.gov or visit www.austintexas.gov/department/construction-demolition-recycling-ordinance for more information.

9. Approved permits may be obtained from the Permit Center. Any additional fees will be assessed at that time.

I, the undersigned, hereby swear or affirm that the information provided in this application is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

As owner(s) of the property described in this application, I/we hereby authorize the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.

Signature of Applicant (if different than owner): _____ **Date:** _____

Signature of Owner: _____ **Date:** _____

Sworn and subscribed before me this ____ day of _____, 20____

Signature of Public Notary: _____ My commission expires: _____

Notary Public in and for the State of Texas