

SEARCH GUIDE FOR DEVELOPMENT AND PERMITTING INFORMATION

1. Go to www.austintexas.gov/devservices (Homepage for the Development Services Department).
2. Click on the link titled [Search Cases/Permits/Inspections](#)

When you arrive at the page, there are several ways to search for a case or a particular collection of cases. The instructions below correspond to the image below.

1. Permit Number: Enter the Permit Number and click on the Submit button to the right.
2. Case Number: If you receive a notice in the mail about a project near you, enter that Case Number here. Click on the Submit button to the right.
3. Address: Use drop-downs where available. Use just the street name if exact address is unknown.
4. Project Name: Does not have to be exact or complete.
5. Permit/Case Type: Click on drop-down arrow and select type.
6. Expandable Date Range: Do not search for more than 12 months at one time, unless at least one other variable in the Search by Property/Project Name/Types/Date Range section is specified.

The screenshot shows a web browser window at https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp. The page has a green sidebar on the left with navigation links: PUBLIC INFORMATION (Public Search, Issued Permit Report), REGISTERED USERS (New Registration, Update Registration, My Permits/Cases, My Licenses, Request / Cancel / View Inspections, My Escrow Accounts), Reports, Login, HELP (Web Help), and FEEDBACK (Email Us). The main content area has three search sections: 1. 'Search By Permit Number' with a text input for 'Permit Number' and a 'Submit' button. 2. 'Search By Case Number or Old PIER Permit Number' with a text input for 'Case Number' and a 'Submit' button. 3. 'Search By Property/Project Name/Types/Date Range' with fields for 'Number', 'Prefix', 'Street', 'Dir', 'Suite#', and 'Zip', a 'Project Name' text input, 'Permit/Case Type', 'Sub Type', and 'Work Type' dropdowns, and 'Start Date' and 'End Date' date pickers. A 'Submit' button is at the bottom. Yellow arrows numbered 1 through 6 point from the sidebar to the corresponding search options.

For more detailed explanations of the various functions of this software, click on the “Web Help” link toward the bottom of the left-side green bar on this page.

Guide to Case Types and Codes as they appear in the City of Austin's [Online Interactive Development Review / Permitting / Inspection Database](#)

Blank box=entire number is the same as Permit/Case number; none=no reference file name for this permit/case type. NOTE: These are the Permit Types and Case Types that are available to the public online. There are many more types of permits and cases that are issued by the City of Austin.

| Permit / Case Type Search (drop-down list to select type) | Permit / Case SUFFIX | Reference File Name PREFIX | #SubTypes |
|---|-----------------------------|-----------------------------------|------------------|
| Board of Adjustment | BA | C15 | 4 |
| Sign Review Board Variance | BA | C16 | |
| Building Permit | BP | | 39 |
| Concrete License | LC | | 0 |
| Development Assistance Center | DA | DA | 3 |
| Driveway / Sidewalks | DS | | 4 |
| Electrical Permit | EP | | 2 |
| Environmental Inspection | EV | SP | 3 |
| General Permit | GP | GP | 4 |
| Mechanical Permit | MP | | 2 |
| Neighborhood Planning | NP | NP | |
| Neighborhood Plan Amendment | NP | NPA | 2 |
| Operating License | OL | none | |
| Plan Review | PR | | 0 |
| Plumbing Permit | PP | | 40 |
| Right of Way Excavation Permit | EX | | 6 |
| Right of Way Use Permit | RW | | 1 |
| Sign / Banner Permit | SB | | 8 |
| Site Plan (Administratively Approved) | SP | SP | 2 |
| Site Plan (Commission-Approved) | SP | SPC | |
| Site Plan Correction | SC | Various (SP, C8) | 4 |
| Sound Ordinance | SO | SO | |
| Subdivision | C8 | C8 | 0 |
| Subdivision Joint City/County | C | C8J | 6 |
| TAP (Water) Permit | W | none | 4 |

| | | | |
|--------------------|----|------|---|
| Trade Registration | TR | TR | 4 |
| Tree Permit | TP | none | 2 |
| Zoning | ZC | C14 | 7 |
| Zoning - Historic | ZC | C14H | 0 |
| Zoning - PUD | ZC | C814 | 9 |

| FOLDER DETAILS | | | | | | | |
|----------------|---------------------|-------------|----------|-----------|--------------|--------|------------------|
| Permit/Case | Reference File Name | Description | Sub Type | Work Type | Project Name | Status | Application Date |
| | | | | | | | |

Deciphering the “Reference File Name”

PLEASE NOTE:

- **Not all Case Types and SubTypes are listed below**-only the most commonly searched.
- Formats below apply to the number in the **Reference File Name** column of the online record.
- For **queries**, you may use the % symbol as a wild card anywhere in the number, as many times, particularly at the end of the **prefix** and at the very end of the case number. There are too many variations to list here.
- For Descriptions of document images (under **Folder Attachments**): the ~### refers to Sheet # of the applicant’s drawings that have been scanned and posted online. Please read **Sheet ~001** to see the index of sheets. Any (#) notation following the Sheet # refers to a modified sheet, and the highest (#) of any page is the latest revision of that page.
- Case numbers prior to March 2007 may denote the year in two digits rather than four digits (example, **C14 - 04 - 0001** rather than C14-2004 - 0001).
- SMART Housing suffix **.SH** (example C14-2012-0001.SH or SP- 2012 -0001.SH) may be attached to various types of cases: Zoning, Subdivision, Site Plan, etc.

Board of Adjustment:

- C15 - yyyy - ##### (example C15-2012-0001)
- Variance from Zoning Regulations
- Interpretation of PDRD Director’s determination

Zoning:

- C14 - yyyy - ##### (example C14 - 2012 - 0001)
- Historic Designation: C14H - yyyy -##### (example C14H- 2012 - 0001)
- Planned Unit Development: C814 - yyyy - ##### (example C814 - 2012 - 0001)

Subdivision, Resubdivision:

- Amended Plat or Preliminary Plan: C8-yyyy-#### (example C8-2012-0001)
- Preliminary Plan Revision: Revision # follows original case #, with a decimal (example C8-2012-0001.1)
- Joint City & County Subdivision (subdivisions in Austin 's ETJ): prefix C8J -(example C8J-2012-0001)

Site Plan (Administrative)

- Staff review only; does not involve public hearing at PC or ZAP
- Land Use only: SP-yyyy-####A (example SP-2012-0001A)
- Construction Plan only (associated with Land Use type) SP-yyyy-####B (example SP-2012-0001B)
- Consolidated Plan (land use & construction): SP-yyyy-####C (example SP-2012-0001C)
- Construction only (no land use required): add suffix D SP -yyyy-####D (example SP-2012-0001D)
- Small Project Site Plan: additional suffix of S (example SP-2012-0001CS)
- Site Plan Extension: added suffix of (XT) or (XT2) : SP-yyyy-####(XT)
- Managed Growth Agreement: added suffix of .MGA : SP-yyyy-####.MGA
- Site Plan Revisions: Revision # follows the case number, in parentheses (example SP-2012-0001(1))

Site Plan (Commission)

- Requires Planning Commission or Zoning & Platting Commission hearing, but not Council)
- Same format as Administrative SP, except for prefix (example SPC-2012-0001 instead of SP-2012-0001)
- All Change of Use / Conditional Use Permits go to Commission

Building Permit:

- Format: yyyy-##### BP (six digits) (example 2012-012345 BP)
- There are 39 BP Sub Types (Commercial and Residential)
- Examples:
 - Single Family Houses
 - Two Family Buildings
 - Renovations/Remodel
 - Residential Garage/Carport Addition
 - Commercial Nonresidential
 - Demolition

[How to Find the online GIS Development Web MAP for the first time](#)