

City of Austin Development Services Department

Submittal Requirements for Site & Sub Inspections

-**All required items** listed must be submitted to our office in order for your project to be processed to the field, get an Inspector assigned and get your preconstruction meeting scheduled.

-**Incomplete submittals WILL NOT BE ACCEPTED.**

-All submittals will include the required listed plans, documents, Fee Summary Sheet & fees.

-**These items are to be submitted to the One Texas Center, 505 Barton Springs Road, 3rd Floor Ste. 360.**

-**DO NOT** leave plans or paperwork with the Front Desk. Items left at the front desk **will be disposed of.**

Requirements: If your Project is a: →	Subdivision Plan	Site Plan	Site Plan Exemption	TAP
...please Submit all required items and plan sets listed.	I I V	I I V	I I V	I I V
Development Permit →	required	required	required	n/a
Engineer's Estimate → If Applicable (needed to clear review comment)	n/a	n/a	n/a	n/a
Contractors Executed Contract - Signed → (see notes 1 & 2)	required	required	required	required
Geotechnical Report → (EMAIL PDF for projects with street construction)	if applicable	if applicable	n/a	n/a
Legal Documents regarding Water → Quality Pond or Drainage Facility maintenance (see note 4)	if applicable	if applicable	n/a	n/a
Construction Plans (see note 2)				
Half Size → (Full Sets)	2	2		
Full Size → (Full Sets)	2	2	5 (3 if there is no WWW work)	5
Water and/or Wastewater → (Full size Utility Sets)	4	4		

NOTES:

1. For Fee assessment, prior to project submittal please provide costs & quantities of the work to be inspected via email to Stephen.Castleberry@austintexas.gov or Alma.Molieri@austintexas.gov. Once you have received our Fee Summary Sheet please include it with your project submittal.
2. It is your responsibility to submit all required documentation for the work requiring inspection. Any missing information will delay project setup and place your project back to the end of the line. Our office inspects all public infrastructures in the ROW and Public Easements except that which fall under TXDOT or Travis County Jurisdiction.
3. Plans must be bound and include approval signatures and all current corrections and revisions. All corrections approved during construction will require the submittal of four (4) sets of the approved corrected sheets including the cover sheet to this office for distribution.
4. Subdivision projects with ponds will require 1 additional set of plans for city maintained ponds.
5. **All Plan Sets** should include Cover, Plat, Plan, Note & Detail sheets for the work being done.