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For submittal and fee information, see austintexas.gov/digitaldevelopment

The intended use of this checklist is to aid in the completion of a residential permit application. This checklist provides direction on where the most frequently overlooked zoning requirements can be found. This list is not intended to be exhaustive of all possible requirements. For more specific details related to zoning requirements, please refer to the City of Austin's Land Development Code (LDC).

Applications and forms can be found at the following website: www.austintexas.gov/page/building-applications

General


Please verify the following before submitting your plans:

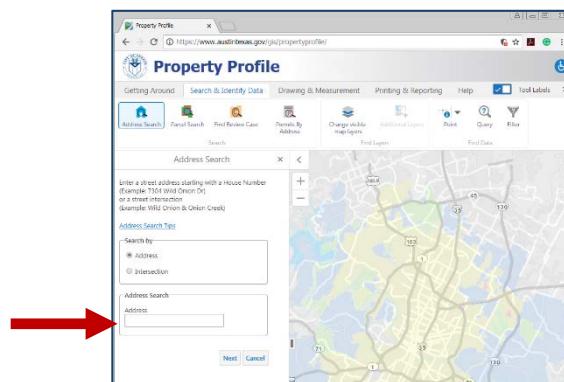
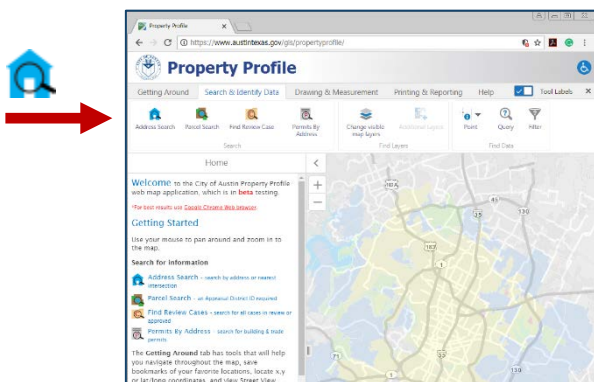
- Permit applications are project specific. Has the correct application been used for the scope of work and filled out in its entirety?
- Has Austin Energy's BSPA form and the project's plot plan been stamped?
- Has Austin Water's WWWSVP form and the project's plot plan been stamped?
- If any portion of the exterior of a structure is being demolished, a Demolition Permit application needs to be filled out and submitted.
- Expired permits for the property will need to be included in the scope of work or the Acknowledgment form is to be submitted.
- Any code violation particular to development will need to be included in the scope of work.

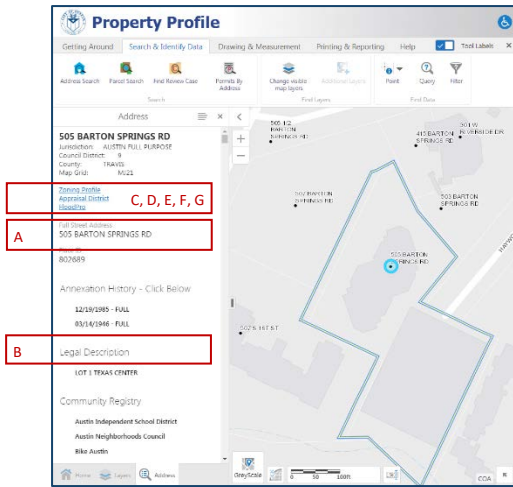
Application

Project Information

The information required in this section of the application can be found by using the Address Search of the Property Profile website: *(please note that this website works best when using Google Chrome or Firefox)*

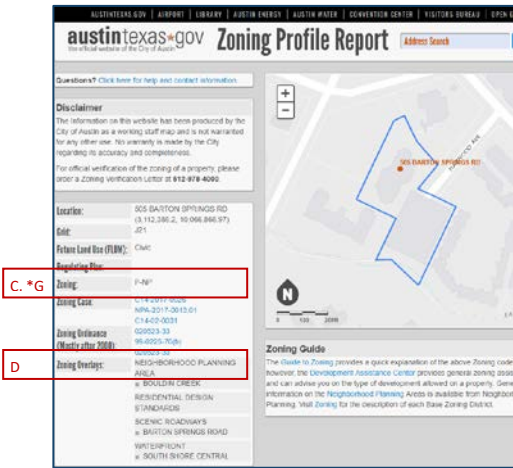
1. Go To: www.austintexas.gov/gis/propertyprofile
2. Click on the Address Search Icon  in the top menu
3. Enter Property Address



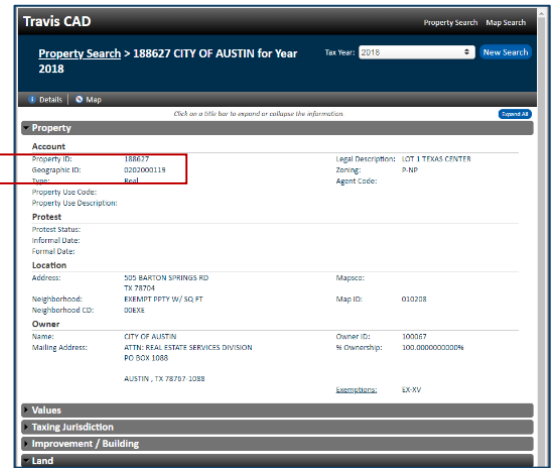


4. Use the information in the left panel to fill out the Project Information

- A. Project Address
- B. Legal Description
- C. Zoning District
- D. Neighborhood Plan Area (if applicable)
- E. Tax Parcel ID
- F. **Lot Area (sq ft)
- G. *Historic District (if applicable)
The property is in a historic district if the zoning has -HD- in the listing



- Click on Zoning Profile
- * Find C. (and G. if applicable) in left-hand column
- Find D. under "Zoning Overlays"




- Click on Appraisal District
- Find E. under "Property" as "Geographic ID"

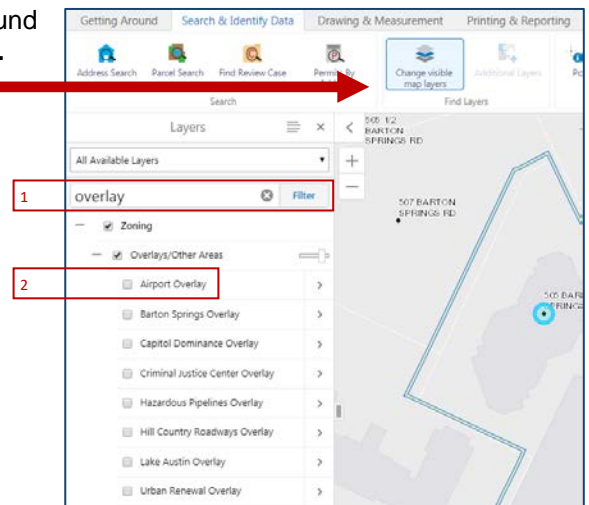
**Official confirmation of a lot's area must be completed by a registered professional land surveyor.

A Land Status Determination (LSD) will be required if the legal description is not a complete lot (i.e. the South 40' of Lot 24 & Lot 25) and an LSD has not been obtained to date for the property.

Required Reviews

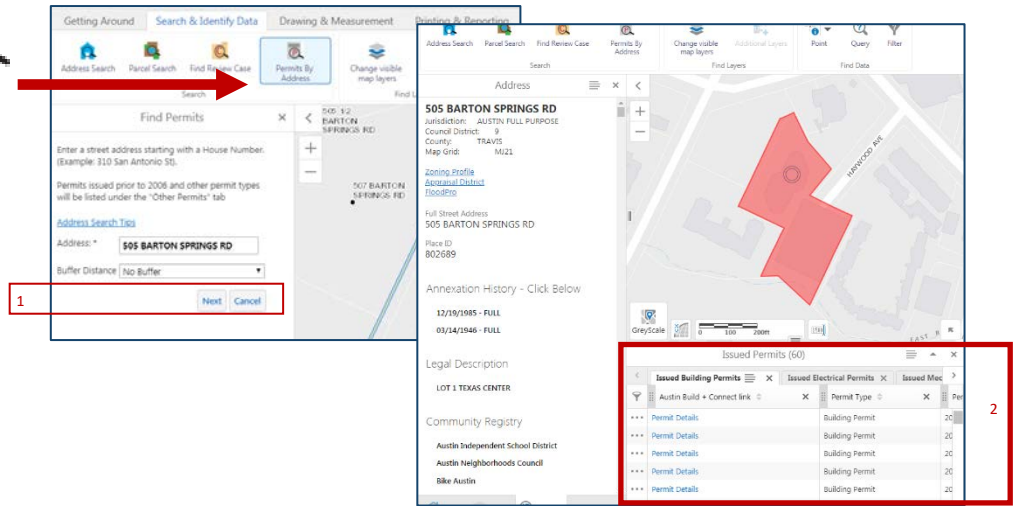
Overlays and Zones required in this section of the application can be found by clicking the Change Visible Map Layers icon  in the top menu.

1. Use the search feature to find the correct layer.
2. Checkbox must be checked for it to be visible.



Use the Permits By Address icon in the top menu to find Expired Permits, Code Violations or if the property has a BOA variance.

1. Enter your address and click Next
2. Search the Tabs and Rows for information



Description of Work

This section of the application is project specific and is to include all work being done.

Job Valuation

This section of the application is project specific and is to include the valuation of the work being done.

Site Development Information

This section of the application is project specific and is to include all existing and proposed built structures on the site.

Subchapter F

This section of the application is project specific and is to be filled out if the property is within the Residential Design Standards area of the city. This information can be found via the layer search as noted above.

Contact Information

This section of the application is project specific and is to include all known parties to the project.

Authorization

- All items in this section need to be reviewed and initialized.
- Everyone listed in the Contact Information section is to sign the form.
- The property owner must sign this form unless an Owner's Letter of Authorization is being submitted.
- If the owner is an LLC or some other group entity, articles of incorporation, or other documentation sufficient to determine signature authority, is required.