



# Residential Interior Remodel Permit Application

### Property Information

Project Address:	Tax Parcel ID#:
Legal Description:	Fees from Escrow?    Y    N Escrow Account Row ID:
Zoning District:	Lot Size (sq ft):
Neighborhood Plan Area (if applicable):	Historic District (if applicable):

### Required Reviews

Is project participating in S.M.A.R.T. Housing?    Y    N (If yes, attach signed certification letter from NHCD, and signed conditional approval letter from Austin Energy Green Building)	Does project have a Green Building requirement?    Y    N (If yes, attach signed conditional approval letter from Austin Energy Green Building)
Is this site within an Airport Overlay Zone?    Y    N    (If yes, approval through Aviation is required if project proposes exterior modifications)	
Is this property within 200 feet of a hazardous pipeline?    Y    N    (If yes, Fire review is required)	
Does this site have a septic system?    Y    N    (If yes, OSSF review is required)	
Is this property within 100 feet of the 100 year floodplain?    Y    N    (Proximity to floodplain may require additional review time)	
Is there a protected sized tree on this lot or adjacent lot(s)?    Y    N    (If yes, application for a tree permit with the <a href="#">City Arborist</a> is required) (Note: Include tree location(s) on plot plan)	

### Description of Work

Is Total Remodeled Floor Area > 5,000 Sq Ft?    Y    N    (If yes, construction material recycling is required per LDC 25-11-39)
Land Use:      Single-Family Residential      Duplex Residential      Two-Family Residential Other: _____
Is a “change of use” within the scope of this project?    Y    N    If yes, what is the existing use? _____
Will all or part of an existing exterior wall, structure, or roof be removed as part of the project?    Y    N (Note: Removal of all or part of a structure requires a Demolition Permit Application)

# baths existing:	# baths upon completion:	# bedrooms existing:	# bedrooms upon completion:	Total Remodeled Floor Area: _____ sq ft.
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Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary)

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Trades Permits Required:      Electric      Plumbing      Mechanical (HVAC)      Concrete (R.O.W.)  
(circle as applicable)

**Site Development Information****Setbacks**

Are any existing structures on this site a non-compliant structure based on a yard setback requirement?      Y      N      (LDC 25-2-492)  
 Does any structure (or an element of a structure) extend over or beyond a required yard?      Y      N      (LDC 25-2-513)

**Job Valuation**

Total Job Valuation: \$ \_\_\_\_\_  
 Note: Labor and materials only, rounded to nearest dollar.

Remodel Square Footage \_\_\_\_\_ sq ft  
 (work occurring within existing square footage)

**Contact Information**

Owner		Applicant/Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	

**Authorization**

\_\_\_ I agree that this application is good for twelve (12) months after the date it is filed, and will expire if not approved for compliance within that time frame. If the application expires, a new submittal will be required and compliance with current code may be required.

\_\_\_ I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.

\_\_\_ I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.

\_\_\_ I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.

\_\_\_ I acknowledge if my plans are subject to a technical review it will not be construed to be a permit for, or an approval of any violation of any of the provisions of the current adopted building codes or another ordinance of the City of Austin.

\_\_\_ I acknowledge if the proposed scope of work includes removal or construction of any framing components, the applicant may be subject to providing structural drawings or third party verification letters by authorized professionals.

\_\_\_ I am the record owner of this property and authorize the agent/applicant listed above to apply for and acquire a permit on my behalf.

Owner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Additional Information

### Application Process

This process is applicable to interior remodel/repair projects where no additional square footage is being added to or demolished from the exterior of the structure.

The conversion of non-habitable space to habitable space is not considered interior remodel.

Please submit all documents single-sided.

Submission requirements:

- Completed application
- 2 large-format sets of: plot plan, floor plan(s), and structural drawing(s)\* (11"x17", 12"x18", 18"x24", or 24"x36")
- 1 small-format set of: plot plan, floor plan(s), and structural drawing(s)\* (11"x17", 8.5"x14", or 8.5"x11")

\*If structural drawings are required. Unless substituted by third party verification letters.

- Austin Water Utility (AWU) W&WW Service Plan Verification, if water demand is to increase (e.g. addition of a bath)  
Note: Provide water service line (from main to meter) size if known. The AWU form and the small-format plot plan must be stamped by AWU in the Development Assistance Center on the first (1<sup>st</sup>) floor of the One Texas Center prior to submittal
- Completed Demolition application with all required documentation, if any portion of an exterior wall is to be removed or modified. This includes creating new window or door openings or the enlargement of existing openings.

All drawings must be to a City of Austin verifiable scale, see [Building Criteria Manual](#) for additional details and a list of acceptable scales.

Incomplete submittals will result in review delays.

Check for expired permits: [https://www.austintexas.gov/devreview/a\\_queryfolder\\_permits.jsp](https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp)

Submit complete application package during Intake hours. For hours and additional information go to our website at <http://www.austintexas.gov/department/residential-building-review>

**If the scope of work increases or decreases the square footage of a structure, or converts non-habitable space to habitable space, the submission of a Residential Addition and New Construction Permit Application is required for review.**

### About the Review Disciplines

**Technical Review** – Any permit exhibits not sealed and signed by a Texas-registered architect or certified building designer will be subject to a limited technical review. The technical review is not intended to be exhaustive of all possible building code requirements.

**Floodplain Review** – Any work requiring a permit on property located within 150 feet of an identified flood plain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88.

To check your property for proximity to a flood plain visit [www.ATXFloodPro.com](http://www.ATXFloodPro.com) or the City's [Floodplain Development Information](#) website.

**Historic Review** – There is additional review of exterior changes if property is a City Landmark or located in a Local Historic District, National Register Historic District, H or HD zoned district, or partial demolition of exterior features on property over 40 years old.

**Green Building** – Check for mandatory Green Building Zoning Overlays online: <http://www.austintexas.gov/GIS/DevelopmentWebMap/Viewer.aspx>

## Interior Remodel – Additional Information, Continued

### Documentation Explanations and Definitions

**What is a third party verification letter?**

It is a letter furnished by a registered design professional like an architect or engineer.

**When should I employ an Engineer/Architect?**

Any time you are removing a load bearing wall, re-permitting any work already performed and covered up, and/or have fire/flood/termite damage and are replacing structural wood such as floor and ceiling joists or rafters. We reserve the right to have you employ a Registered Design Professional if it is determined necessary for permitting.

**Plot Plan** – Plot Plans must be drawn to a standard scale and are to include but are not limited to the following items: property address and legal description, north arrow, drawing scale, trees within the ROW or trees equal to or greater than 19 inches in diameter located on the property and immediately adjacent to the property, property lines, building lines for both existing and proposed improvements, easements, required zoning setbacks and roof overhangs.

**Floorplan(s)** – Floorplans must be drawn to a standard scale and are to include (but are not limited to) the following items: drawing scale, room labels, new wall measurements, new ceiling heights, new door and window schedule, smoke detector\* and carbon monoxide detector\*\* specifications and locations, dimensioned locations of new plumbing fixtures, handrail/guardrail locations and room square footages. Please provide Existing and Proposed Floor plan if part of the improvements includes removing or adding any wall, window, door, plumbing fixtures, etc. Clearly differentiate between existing, demolished, and new items.

\*provide smoke detector system (hardwired, interconnected, battery back-up) at each sleeping room and vicinity in accordance with IRC R314

\*\*provide carbon monoxide detector in immediate vicinity of sleeping rooms in accordance with IRC R315.

**Structural Drawing(s)** – If framing reconfiguration is proposed, provide structural drawings, which may include wall and floor/ceiling/roof sections and details, framing plans and/or framing design information as applicable:

General – lumber size, grade, species and spacing of all wood elements.

Wood framed floors – spans and intermediate girders

Wood framed walls – wall type (2X4's @ 16 in. o.c. as example), wall height, headers.

Wood framed roofs – roof framing plan to include rafters and girders as a minimum.