



Development
SERVICES DEPARTMENT

Residential Review – One Texas Center
505 Barton Springs Road, Austin, TX 78704; (512) 978-4000

**Residential Pool and/or
Uncovered Deck 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

Does this site have or will it have an auxiliary water source? Y N (If yes, submit approved auxiliary and potable plumbing plans.) (Auxiliary water supplies are wells, rainwater harvesting, river water, lake water, reclaimed water, etc.)	
Is this site within an Airport Overlay Zone? Y N (If yes, approval through Aviation is required.)	Is this property within 200 feet of a hazardous pipeline? Y N (If yes, Fire review is required.)
Are there existing water/wastewater infrastructure, appurtenances or existing water/wastewater easements located on site? Y N (If yes, contact Austin Water Utility Pipeline Engineering for review and approval.)	
Is this site an historic landmark, in a local historic district, or National Registered Historic District? Y N (If yes, historic review is required.)	
Does this site have a septic system? Y N (If yes, OSSF review is required.)	
Is this site located within an Erosion Hazard Zone? Y N (If yes, EHZ 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, click here for more information on the tree permit process.) Note: Include tree location(s) on plot plan.	

Description of Work

Property Use:	Single-Family Residential	Duplex Residential	Two-Family Residential
Other:	_____		

Will this pool have an autofill or heating system?	Y	N
Does this project include an uncovered deck?	Y	N
If Yes: Is the structure attached to a dwelling?	Y	N
Is the structure more than 200 sq. ft.?	Y	N
Is the structure 30 in. above grade at any point?	Y	N
Does the structure service a door?	Y	N
Is the structure located within a flood hazard area?	Y	N

If answers to any of the above questions are yes, then technical review may be required and applicant may be subject to providing structural drawings or third party verification letters authorized by professionals.

If the scope of work increases or decreases the square footage of a structure, the submission of a Residential Addition and New Construction Permit Application is required for review.

Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary.)

Job Valuation

Total Job Valuation: \$ _____

Note: Labor and materials only, rounded to nearest dollar.

Site Development Information

Impervious Cover Information

Impervious cover is the total horizontal area of covered spaces, paved areas, walkways, and driveways. The term excludes pools, ponds, fountains, and areas with gravel placed over pervious surfaces that are used only for landscaping or by pedestrians. Uncovered wood decks with drainage spaces between deck boards located over a pervious surface are counted at 50%. (LDC 25-1-23)

Existing Impervious Cover (sq ft): _____ % of lot size: _____

Proposed Impervious Cover (sq ft): _____ % of lot size: _____

Building Area Information

Area Description	New/Added Sq. Ft.	Total Sq. Ft.
Uncovered Deck		
Other (Pool Coping, Retaining Walls)		
Pool		
Spa		

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 acknowledge that this project qualifies for the Site Plan Exemption as listed in Section 25-5-2 of the LDC. I understand that nothing may be built upon or over an easement.

I further understand that no portion of any roof structure may overhang in any easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction. Water services, meters, and wastewater cleanouts are not permitted within or beneath driveways or sidewalks. Private plumbing appurtenances will not be located in public right-of-way or public easements. Private plumbing lines will not cross lot lines.

Erosion and Sedimentation Controls are required per Section 25-8-181 of the LDC. **Failure to comply with this requirement may result in a Stop Work Order and/or legal action by the City of Austin including criminal charges and fines of up to \$2,000.00 per day.**

I also understand that if there are any trees greater than 19 inches in diameter located on the property and immediately adjacent to the site, I am required to complete a Tree Ordinance Review Application by contacting (512) 974-1876 or cityarborist@austintexas.gov. This initiates the tree permitting requirement needed to proceed with the development review process.

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

Please submit all documents single-sided.

Submission requirements:

- Completed application
- 2 large-format plot plans, and structural drawings* (11"x17", 12"x18", 18"x24", or 24"x36")
- 1 small-format plot plan, and structural drawings* (11"x17", 8.5"x14", or 8.5"x11")
- Austin Energy Building Service Plan Application (BSPA)

Note: The BSPA and the small-format plot plan must be stamped by AE in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal.

If the plot plan does not provide sufficient readability for new construction dimensions, please provide an enlarged dimensioned detail of the plan (also 2 large-format and 1 small-format).

* If your application includes an uncovered deck that is attached to a dwelling, and/or located in a flood hazard area, and/or more than 200 sq. ft. in area, and/or rises more than 30 in. above grade at any point, and/or services a door then you will be required to submit structural drawings for technical review. The documents required will be: floor plans, elevations, framing plans and details, and foundation plans and details.

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

Check for expired permits: https://www.austintexas.gov/devreview/a_queryfolder_permits.jsp

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

Erosion Hazard – There is a review of structural design if a property is located in the Erosion Hazard Zone, as defined by the boundaries located on the City of Austin GIS map. These zones align with locations where water flow and watershed could lead to erosion damage of the surrounding land features (e.g. creeks, stream beds, etc.).

Pool and/or Uncovered Deck, 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. They are generally used for existing improvements over two years old, often related to expired permits and code violations.

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 water meter and wastewater cleanout locations, underground and overhead utility lines and appurtenances, and water and/or wastewater line size and material.

Structural Drawing(s) – Structural Drawings will include the following:

Foundation plan of sufficient detail to show conformance to the provisions of the currently adopted IRC including but not limited to:

- 1) size, spacing and strength of reinforcing steel
- 2) foundation requirements for braced wall panels required in braced wall plan

Framing Plan of sufficient detail to show floor 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

Elevation plans must be drawn to a standard scale are are to include front, rear, and sides of the structure. Height dimensions are required on all elevations.

Floor Plan of sufficient detail to show perimeter of deck, portion of adjacent dwelling including any windows and doors opening onto deck, stairs, handrails and guards.