



**Cultural Arts Division**  
Economic Development Department  
**Art Tour Registration Form**



City of Austin Ordinance No: [20110922-087](#) establishes the requirements for residential tours and garages sales, as well as clarifies requirements for art production on residential properties. Under this ordinance, Art Tour organizers must provide the dates of the tour as well as the addresses of all participating properties to the City of Austin Cultural Arts Division.

**Organizational Information:**

Please fill out the information below:

Name of art tour: \_\_\_\_\_

Dates of entire tour: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Total number of days: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Tour website: \_\_\_\_\_

Art tour organizer: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Property Information:**

Tour organizers must submit a list of all **residential properties** participating in the tour, along with all guest artists besides the property owner presenting at that residence (a maximum of 6 guest artists are allowed per the ordinance). Commercial properties with a current certificate of occupancy and site plan for public use do not need to be registered.

This list may be submitted by

- 1) Attaching a spreadsheet which lists an address, owner name(s), phone number, email address, and guest artists (if applicable) for each participating residence. This spreadsheet must be submitted at the same time as the registration form.

**OR**

- 2) Filling out **Attachment 1**. Attachment 1 must be submitted at the same time as the registration form.

**Mark One:**

**I am attaching a spreadsheet with residential property information**

**I am using Attachment 1 to submit residential property information**

**Total number of residential properties participating in the tour:** \_\_\_\_\_

**Note:**

*This form does not exempt your organization from other permits that may be required for your event. For more information on permit requirements and the permitting process, please contact the **City of Austin's Special Events Office** at [SpecialEvents@austintexas.gov](mailto:SpecialEvents@austintexas.gov).*

**Submission:**

Tour organizers must submit their Art Tour Registration Form no later than 4 weeks before the first day of the tour. Completed forms and residential property lists can be sent to the Cultural Arts Division through email, fax, or mail.

Email: [jim.butler@austintexas.gov](mailto:jim.butler@austintexas.gov)

Mail: City of Austin- Economic Development Department  
Cultural Arts Division

Fax: 512-974-6379

ATTN: Art Tour Registration

P.O. Box 1088

Austin, TX 78767

*I certify the information in this application is complete and accurate.*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

**Attachment 1**

*Copy this form as many times as needed*

**Property Owner:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**List Guest Artists (6 max):**

_____	_____
_____	_____
_____	_____

**Property Owner:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**List Guest Artists (6 max):**

_____	_____
_____	_____
_____	_____

**Property Owner:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**List Guest Artists (6 max):**

_____	_____
_____	_____
_____	_____