

# INSTRUCTIONS FOR COMPLETING APPLICATION FOR TRAVIS COUNTY BASIC DEVELOPMENT PERMIT



**A Travis County Basic Development Permit is required for all development outside corporate city limits in Travis County.** Development is defined as any man-made changes to improved or unimproved real estate, including but not limited to structures or other buildings, mining, dredging, filling, grading, paving, excavation or drilling operations. Please submit the completed application at 411 West 13th Street, Executive Office Building 8th Floor between 8:30 AM and 4:00 PM, or mail it to: Travis County Transportation and Natural Resources, P.O. Box 1748, Austin, Texas 78767, Attention: Permits.

**NUMBER 1:** Classify the proposed development as Residential or Nonresidential. Residential Construction is limited to construction for a single family residence or mobile home (including septic installation, additions, decks, pools, garages, fences, small storage buildings, barns, etc.). Construction of subdivisions, streets and drainage are ultimately is considered Non-residential construction. If it is Non-residential provide the Name of the Project and the Number of Units being built. Contact permits staff with any questions at **(512)-854-4215**.

Provide correct address for property. Contact Emergency 911-Addressing at **(512)-974-0932** for unknown addresses.

**NUMBER 2:** Provide the correct legal description of the property. Provide the Subdivision Name, Lot #, Block, and phase and section if applicable. If the property is raw acreage provide the name and number of the survey, the acreage and most importantly, the **Tax Parcel Identification Number. If the correct legal description is unknown contact Travis Central Appraisal District (TCAD) at (512)-834-9138 or <http://www.traviscad.org>**. Without the correct subdivision name or the correct Tax Parcel I.D. # the application **cannot be processed**.

**NUMBER 3:** State what you are proposing to build or place on your property. (ie: Single Family Residence, Duplex, Mobile Home, Addition, Remodel/Repair, Fill, Streets and Drainage, Water and Wastewater, ect.). If the cost of the work on an existing structure is at or greater than 50% of the structure's value and the structure is located in the flood plain or is a Single Family Residence or Duplex (whether in a flood plain or not) mark the space next to "Substantial Improvement" with an "X". Please indicate in the appropriate spaces the date the construction is proposed to begin, the estimated cost of construction (Engineer's or Contractor's estimates are **required** for Nonresidential Permit Applications), and the H.V.A.C. (Heating, Ventilation, and Air Conditioning) area in square feet. If the proposed development is a New Single Family Residence or Duplex or a Substantial Improvement to an existing Single Family Residence or Duplex being built by a professional home builder or remodeler, indicate which version of the **International Residential Code (IRC)** to be utilized during construction. Effective September 1, 2009, Travis County requires three inspections (foundation, framing mechanical, and final) for new and substantially improved one and two family dwelling built by professional builders or remodelers. The inspection reports are required to be submitted electronically to [Travis\\_County\\_Permits@co.travis.tx.us](mailto:Travis_County_Permits@co.travis.tx.us) upon completion of construction.

**NUMBER 4:** Provide an accurate site plan that clearly shows the location and size of any existing improvements and any proposed improvements on the property. If there is flood plain anywhere on the property, additional information (such as foundation plans (with elevations), structural plans, flood proofing plans, or the location of the flood plain on the property) may be required by the engineer. For Non-residential construction that creates more than 20% impervious cover, an engineer must submit a detailed hydraulic study.

**NUMBER 5:** If the proposed structure is not serviced by a wastewater provider, a Development Permit **can not** be issued until proof of application for an on-site wastewater (septic) permit is submitted. If the proposed construction is located within approximately 1/2 mile of Lake Travis the **Lower Colorado River Authority** is the on-site wastewater permitting authority. Their phone number is **512-473-3333**. If the proposed construction is within the City of Austin's Limited Purpose Annexation for Health and Safety, the City of Austin Health Department is the on-site wastewater permitting authority. Their phone number is **512-972-2015**. All other on-site systems out side corporate city limits and in Travis County are under the jurisdiction of Travis County. Our On-Site Wastewater Division may be contacted at **512-854-9383**.

**ADDITIONAL PERMITS:** Additional permits maybe required for your proposed construction. Some electric providers, water and wastewater providers, and homeowners associations require plan approval prior to construction. Investigate and make sure that all applicable permits have been applied for and issued. If any other permits have been obtained for the proposed development please attach a copy of each to the site plan.

**NUMBER 6:** State the name of the person or business to be permitted and the name of the Property Owner or the party responsible for the proposed development.

**NUMBER 7:** Sign and Date the application. Provide the address for where the permit and any correspondence should be mailed. Please fill in a phone number that we can call during the daytime for any questions or comments.

## Fee Schedule: Effective June 1, 2010

- **\$50.00 for Class "A" residential permits (no 100 year floodplain on property)**
- **\$105.00 for Class "B" residential permits (100 year floodplain anywhere on property)**
- **\$45.00 + \$1.35 per \$1000.00 of construction costs for non-residential permits (an engineered cost estimate is required for all non-residential permit applications)**
- **Cash or Checks Only. Applications will not be accepted without the permit fee.**