



COMMERCIAL BUILDING PLAN REVIEW DIVISION
505 BARTON SPRINGS RD, 2ND FLR
AUSTIN, TX 78704
(512)974-1376

QUICK TURNAROUND (QT) PERMIT PROCESS

The Quick Turn-Around Permit process is limited to:

- Tenant finish-outs and interior remodel projects of 5,000 square feet or less for admn/bus/professional offices and retail sales occupancies where hazardous materials are not stored, used or dispensed.
- Exterior remodels that do not increase the square footage of the building or increase the height by more than six (6) feet (roof repairs, mansards, etc.)
- Any other project specifically authorized by the Building Official.

SUBMITTAL REQUIREMENTS:

- A completed Commercial Building Application
- A completed Site Development Determination/Exemption **OR** Two (2) sets of the city approved Red-Stamped Site Plan for tenant finish-outs
 - **note:** Prior approval from the Development Assistance Center (DAC) may be required, please verify with a Zoning or Building Plan Reviewer
- Two (2) sets of plans drawn to scale including Mechanical, Electrical and/or Plumbing plans sufficient to illustrate the full scope of proposed work.
 - NOTE: Revisions to permits issued through this process may result in rescinding ALL permits and a full submittal required. Refunds will not be issued. Please verify all proposed work before going through the Quick Turnaround process.**
- Two (2) key floor plans (lease space in relation to the building)
- Two (2) plot plans (lease space/building in relation to the site)
- Two (2) Complete Lighting, Envelope and/or Mechanical energy calculations if required (Comcheck-EZ). (www.energycodes.gov)
- Texas Accessibility Standards (TAS) – TDLR Confirmation page
 - Residential projects, multi-family projects, and commercial projects less than \$50,000 are exempted
- Tx Dept of Health Demolition/Renovation Notification Form or Asbestos survey summary page (do not attach the actual survey) or certification from a licensed engineer or architect or statement from a licensed asbestos inspector stating all parts of the building affected by the planned renovation do not contain asbestos.
- Electric Service Planning Application (ESPA) form signed by an Austin Energy representative, required for ANY and ALL electrical plan review Austin Energy requires a completed ESPA form, Electrical Riser Diagram and a photograph picture of the existing gutter and meter numbers. (Please see the AE Representative in the Development Assistance Center – 1st floor)
- Plan Review Fee + Quick Turnaround fee: see Commercial Review Fees at <http://www.austintexas.gov/department/fees>. (Note that the Plan Review fee now must be paid during the zoning/submittal process.)
- **NOTE: Finish-Outs in SHELL buildings may require new water meters. A meeting with an Austin Water Representative (Development Assistance Center – 1st Floor) is recommended to verify.**

PROJECTS INELIGIBLE FOR QT:

- New construction and additions
- Change of Use
- Businesses which store or sell hazardous materials
- Medical offices
- Restaurants
- Food service establishments
- Pubs
- Clubs
- Lounges
- Food storage
- Food warehousing
- Nursing homes
- Health care
- Child care facilities
- Beauty/tattoo salons
- Veterinary clinics
- Animal shelter
- Laundry or cleaning facilities
- Swimming pools
- Building Corridors

QUICK TURN-AROUND HOURS:

NEW HOURS BEGINNING SEPTEMBER 30TH 2013

MONDAY THROUGH THURSDAY: 8:00 am – 11:00 am

These hours are subject to change without prior notice

BUILDING CODES W/LOCAL AMENDMENTS

(Effective September 16, 2013)

(www.austintexas.gov/page/codes-and-technical-information)

2012 INTERNATIONAL BUILDING CODE
2012 INTERNATIONAL EXISTING BUILDING CODE
2012 UNIFORM MECHANICAL CODE (IAPMO)
2012 UNIFORM PLUMBING CODE (IAPMO)*
2011 NATIONAL ELECTRICAL CODE
2012 INTERNATIONAL ENERGY CONSERVATION CODE
2012 INTERNATIONAL FIRE CODE**

*The Laundry to Landscape requirements of the 2012 Uniform Plumbing Code will become effective on June 17, 2013.

**The Pre-submittal Plan Review Check List requirements of the 2012 International Fire Code will become effective on June 30, 2013