



## RESIDENTIAL REMODEL SUBMISSION & PLAN CHECKLIST

Apply online through [www.mygovernmentonline.org](http://www.mygovernmentonline.org)

<input type="checkbox"/> Signed Owner Authorization Form	(Separate Form)
<input type="checkbox"/> Responsible Party Form <a href="#">Sec. 101-251. - Designation of responsible person for compliance</a>	(Separate Form)
<input type="checkbox"/> <u>Construction documents</u> required by the International Residential Code, 2015 edition with amendments the International Building Code, as amended from time to time. <a href="#">Sec 101-2- Adoption of Codes</a> <ul style="list-style-type: none"> <li>• Projects meeting the design requirements must be sealed by a state licensed architect or state.</li> <li>• <a href="#">ATS Engineers, Inspectors &amp; Surveyors Minimum Plan Requirements Checklist for Residential Building Application</a> is designed to ensure accurate and correct information is submitted for Building Code Review.           <ul style="list-style-type: none"> <li>– Demolition Plan where applicable</li> <li>– Architectural Existing Floor Plan and Proposed Floor Plan, Elevation drawings and Wall Section details where applicable.</li> <li>– Engineered Foundation Plans and Details where applicable.</li> <li>– Special Inspections Sheet</li> <li>– Framing Plans for Floor, Ceiling, and Roof.</li> <li>– Code Matrix / Means of Egress / Life Safety Plan</li> <li>– Finish Schedule</li> <li>– Fire Rated construction details where applicable.</li> <li>– MEP Plans, Schedules, and Details</li> <li>– COMcheck reports where applicable.</li> <li>– Heating and Cooling Load calculations where applicable</li> </ul> </li> </ul>	ATS minimum plan requirements checklist linked
<input type="checkbox"/> <u>Residential fire sprinkler system</u> – required for all new homes and remodels affecting 50% or more of the square footage of the home. <ul style="list-style-type: none"> <li>• Fire sprinkler system is to be designed and installed in accordance with the latest version of the National Fire Protection Association (NFPA) 13D.</li> <li>• For assistance, contact Travis County ESD No. 9, 512-539-3400, 1301 S Capital of TX Hwy, Bld B Ste 123, Austin, TX 78746.</li> </ul>	
<input type="checkbox"/> Provide the <u>state licenses</u> for mechanical, electrical and plumbing contractors or subcontractors that will be working on the construction project.	

## RESIDENTIAL ADDITION OR REMODEL SUBMISSION & PLAN CHECKLIST (NO CHANGE IN IMPERVIOUS COVER)

- Notice of Application- ([Sec 101-93](#)) The City will provide you these forms to you only after the City considers your application complete.
- Notices must be sent to all property owners within 250 feet of the project.
  - If the notice is served by mail, 3-days shall be added to the prescribed period (now equaling 18-days) to allow public review of your application and plans.
  - The application and plans will be sent to review after the prescribed period has ended.

*NOTE: [Sec. 101-93\(h\)](#) Notice of an application for a building permit shall not be required for the following work or improvements:*

- 1. Residential interior remodel where no work of any kind is to be done to the exterior of any improvement, the size of the affected improvement will not be altered, and the contour or footprint of the affected improvement will not be altered;*
- 2. Replacement of residential bedroom emergency egress windows;*
- 3. Commercial tenant finish-out where all work to be done in conjunction with the permit is to be confined to the interior of the building.*

FAILURE TO PROPERLY  
NOTICE  
MAY RESULT IN YOU  
HAVING TO RE-NOTICE  
AND RESETTING OF  
THE PRESCRIBED  
PERIOD