



CITY OF AUSTIN
Development
SERVICES DEPARTMENT

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

Demolition Permit Application

Application Type: Commercial Residential

Fee Paid: \$ _____ Submission Date: _____

For Office Use Only – Permit Information

BP- _____ PR- _____ LHD_NRD_HDP- _____ Ca. _____

Referred By: _____ NRHD/LHD: _____

Release Permit Do Not Release Permit HLC Review- _____

Historic Preservation Office

Date

IMPORTANT: Inspections are required for all demolition projects. If you do not call for a final inspection, the permit will expire after twelve (12) months from the time of applying for the permit. In order to close out an expired permit, an applicant will be required to submit a NEW application for the project and all fees will be assessed again.

DO NOT LET YOUR PERMIT EXPIRE!!!!

HISTORIC LANDMARKS AND DISTRICTS: If this property is a Historic Landmark or is within a Local Historic District or National Register Historic District, additional applications and fees will apply. For more information, contact the City Historic Preservation Office (see <http://www.austintexas.gov/department/historic-preservation>).

Submittal Requirements

- 1. Owner authorization/signature, **NOTARIZED** at the bottom of the next page of this application, **OR a NOTARIZED** letter of authorization from the owner giving the applicant permission to apply
- 2. Dimensioned Site Plan or Survey that shows all existing structures and what is being demolished
- 3. Certified tax certificate(s) from the Travis County Tax Assessor’s Office (5501 Airport Boulevard, 512-854-9473)
- 4. Photos of each side of structure; the front photo needs to show the entire front of the structure that is visible from the street
- 5. Review Fee (see [fee schedule](#) for applicable fees)

Additional requirements for Commercial Demolitions:

- 6. Approved/Red-stamped Site Plan OR an approved Site Plan Exemption Form
- 7. Completed Texas Department of Health Asbestos Notification Form; must be filled out by a licensed inspector or contractor

Property Information

Address: _____

City: _____ Zip: _____

Current Use: _____

Demolition Type

Total Partial – identify the exterior wall(s), roof, or portion of wall(s) and roof to be demolished:

Demolition Contractor Information

Company: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Structural Information

Structures: _____ Square Feet: _____

Building Materials: _____

Foundation Type: _____

Estimated Cost of Demolition: _____

Applicant	Owner
Name: _____ Address: _____ City: _____ Zip: _____ Phone: _____ Email: _____	Name: _____ Address: _____ City: _____ Zip: _____ Phone: _____ Email: _____

If the structure was used for housing, please complete the following:

Total Number of Housing Units to be Demolished for this Permit: _____

Was the structure inhabited within last 12 months? Yes No

Current Tenant Notification

How many **currently occupied residential units** will be demolished? _____

If 5 or more, tenant notification may be required and a certified form may be required with your application (LDC 25-1-712).

Consent, Authorizations, and Signatures

I understand and will adhere to the following rules or regulations:

- No work may begin prior to issuance of this permit.**
- It is important to verify with the Development Assistance Center (DAC) that new construction will be permitted on the property at this location PRIOR to filing this application.
- If the structure to be demolished is currently tied into water and/or sewer services provided by the City of Austin, you must contact Austin Water Utility at 512-494-9400 to obtain specific water and sewer service information.
- Erosion and Sedimentation Controls are required per Section 25-8-181 of the City of Austin Land Development Code.** 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.
 - Inspection of erosion, sedimentation controls, and tree protection shall be requested by the owner** before construction begins (25-1-288.A & 25-1-288.F): (512) 974-2278 or environmental.inspections@austintexas.gov.
- If the proposed work will require the removal of any tree protected by ordinance, impact the critical root zone, or prune more than 25% of tree canopy as defined by the Environmental Criteria Manual (3.5.2.A), a Tree Ordinance Review Application is required prior to any such activity.**
 Note: root zone protection measures (e.g. fencing, boards attached to the trunk, mulch) are required prior to work commencing. For information please email the City Arborist Program at cityarborist@austintexas.gov or visit the website at <http://www.austintexas.gov/department/city-arborist>.
- If the proposed work will require use of City right-of-way, a Right of Way Application must be approved prior to any such activity. Applications may be obtained from the City of Austin Transportation Department (512-974-7180) or on the website at <https://austintexas.gov/rowman>.
- The Historic Preservation Office will review this application to determine if the structure that is subject of this application is potentially historic as defined by Section 25-11-214 of the City of Austin Land Development Code. Additional review by the Historic Landmark Commission may be required and additional fees may be assessed.**
- Once this review is complete and approved, the permit may be obtained from the Permit Center and additional fees will be assessed at that time.

I, the undersigned, hereby swear or affirm that the information provided in this application is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

As owner(s) of the property described in this application, I/we hereby authorize the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.

Signature of Applicant *(if different than owner)*: _____ **Date:** _____

Signature of Owner: _____ **Date:** _____

Sworn and subscribed before me this ____ day of _____, 20 ____

Signature of Public Notary: _____ My commission expires: _____
Notary Public in and for the State of Texas



Demolition Permit Application

OPTIONAL DEMOGRAPHIC INFORMATION OF LAST TENANTS

Property Address: _____

If structure was Multi-family, please list number of units to be demolished by bedroom count:

Efficiency: _____ 1 bdrm: _____ 2 bdrm: _____ 3 bdrm: _____ 4 bdrm: _____ Other: _____

If the structure was inhabited within the last 12 months, please provide the average monthly rent for each unit:

Single Family: \$ _____ Duplex: \$ _____

Efficiency: \$ _____ 1 bdrm: \$ _____ 2 bdrm: \$ _____ 3 bdrm: \$ _____ 4 bdrm: \$ _____ Other: \$ _____

If the structure was inhabited within the last 12 months, please provide the number of tenants by age range:

<18 yrs _____ 18-30 yrs _____ 31-40 yrs _____ 41-50 yrs _____ 51-60 yrs _____ >65 yrs _____

Please provide an approximate number of tenants by race/origin:

White _____ Hispanic/Latino _____ Black/African American _____ Asian _____ Middle Eastern _____ Other _____

Number of units with annual household income of:

< \$15,000 _____

\$15,001 - \$25,000 _____

\$25,001 - \$45,000 _____

\$45,001 - \$55,000 _____

\$55,001 - \$70,000 _____

\$70,001 or greater _____

Total Number of Families with small children: _____

****STAFF INSTRUCTIONS****

Please separate this page from the application Record Set.
 Only scan for internal use only.