



Change of Use Submittal Requirements

The following are the minimum submittal requirements on a “Change of Use” occupancy where NO REMODEL work is proposed. For a “Change of Use” where remodel work is being done, please refer to our Remodel Submittal Requirements. Plan reviews expire after one year from date of application.

1. Commercial Building Application

The Application must be completely filled out. Incomplete applications are not accepted.

Address

- State the actual address of the project including suite number and building number if applicable
- If an address has not been established, you must first contact Address Management Services:
Phone: (512) 974-2797
Email: addressing@austintexas.gov
Web: <http://www.austintexas.gov/department/911-addressing>

Approved Site Plan

- Site Plan Case number and expiration date
—OR— Exemption number, if submitting an Approved Site Plan Determination/Exemption form
- Current Use (as per last legal Certificate of Occupancy) and Proposed Use as per definitions of the City of Austin’s Land Development Code must be filled in

Description of Work

- “Change of use from (current use) to (proposed use)”
- Clearly describe the scope of work

Mailing Address

- Owner’s name and phone number
- The permittee or authorized agent for the project – please note that only this person will be contacted for Review Comments and miscellaneous. This should include name, number and email address

Commercial Building Application Checklist

- Verify that the required items are included for the project
- If incomplete, additional fees may apply

2. Building Plans

Floor Plan

- 1/4” = 1’ or 1/8” = 1’ scale recommended
- Three (3) complete sets of plans with the following information, drawn to scale, are **required** for submittal
- Complete floor layout showing restrooms and exits. Showing space in context of building. (**key floor plan**)
- Complete floor layout drawn to scale

- Identify the use of each room
- Show all doors and windows
- Show the complete exiting system
- State the occupancy classification of the adjoining suites
- Show accessible route information from parking to the front door

Site Plan

- Three (3) sets of the city approved Red-stamped Site Plan that includes the cover page, site plan page, utility page, and any page referenced to the Change of Use shown on the site plan. The Change of Use must be reflected on the approved Red-stamped Site Plan, including the building number and suite number if applicable.
- If a Site Development Determination/Exemption form was approved by the Development Assistance Center, then the following must be provided:
 - **Three (3) copies** of the Approved Site Development Determination/Exemption form
 - **Three (3) copies** of a site plat or survey plan showing:
 - Size and shape of the lot
 - Identify the property lines with dimensions
 - Show all buildings and structures
 - Provide the distances between the buildings/structures and to the property lines
 - Show the streets and alleys
 - Indicate the North direction
 - Show the parking spaces (standard and accessible)
 - Show all utilities
 - Provide accessible routes including ramps and parking as required by TAS

3. Fees

Please see Site Plan Review fees at www.austintexas.gov/dsdfees.

- A minimum Plan Review Fee is required with submittal of plans
- Any required item not included in the submittal will be charged an additional Update Fee

Hours of Operation: Please see Service Center (formerly Permit Center) at www.austintexas.gov/page/development-services-hours-operation.