



Commercial Plan Review Revision Form

Allows active commercial projects to be revised. Additional square footage is not permitted. Plan submittals are reviewed and evaluated by all appropriate review teams. Only those sheets being revised should be included in the plan set. Plans must be submitted along with approved plan set from COA archive, which can be requested in the DAC, 1st Floor, OTC. Revisions are required to be clouded and a detailed commentary describing changes to each sheet is required.

Revision Project Checklist

Please mark the appropriate category that captures the scope of your project. Projects without a completed Revision Checklist will not be accepted. A Commercial Building Application and a Commercial Building Application Checklist must also accompany all revision submittals.

Remodels and Tenant Finish-Outs

New Construction

Major revisions
Completed in same review cycle as originally permitted


- Applies to more than one review discipline
- **Cannot increase square footage**
- **Cannot include Change of Use**

Disciplines to be revised

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Mechanical |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Fire | |

Minor Revisions
Completed in 7 Business Day Review

- Limited to only one review discipline
- Deferred Submittals
- **Cannot increase square footage**
- **Cannot include Change of Use**

 NOTE: By signing below, you acknowledge that once a revision is submitted, all permits will be placed in an Inactive Pending Revision status and that new permits cannot be issued.

Signature: _____ Date: _____

Printed Name: _____

Building Codes with Local Amendments

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

SAVE Form