



Preliminary Plan Review Meetings General Information

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

The Development Services Department offers residential and commercial Preliminary Plan Review (PPR) meetings to allow the owner or owner's agent(s) to meet with staff to discuss preliminary design or code issues. These meetings are designed to identify items that need to be addressed or modified before construction plans are submitted to the City for permit review. The PPR is not a review of building plans and does not guarantee approval of plans.

Procedures:

1. The individual requesting the PPR meeting shall complete and sign the Preliminary Plan Review Request Form. Check the box next to the disciplines that you wish to be present during the meeting. E-mail PPR_Request@austintexas.gov the completed and signed PPR Form and a meeting agenda that includes the topics you wish to discuss. You will be contacted with the scheduled date and time of the meeting.
2. Fees for PPR meetings are per hour, per discipline. Fees may be viewed at austintexas.gov/dsdfees and select "Expedited Plan Review." After the Request Form is received, an invoice and a tentative meeting date and time will be e-mailed. **NOTE:** The invoice must be paid, and an agenda must be submitted before the meeting date is formally scheduled.
3. Payment may be made online at austintexas.gov/abc. Create a user account, then select "My Profile" on the left-hand side. Please provide your AB+C ID# so that we can link your account to your project.
4. PPR meetings are limited to one or two hours. It is up to the customer to manage the meeting agenda and discussion as well as take notes during the meeting. Whether in-person or virtual, plan to arrive prior to the start time of the meeting. Meetings will begin at their scheduled start time and will end on time. The customer will take meeting minutes during the PPR. Those minutes will be e-mailed to the reviewer and will be uploaded in the City's database and linked to your project.



Preliminary Plan Review Commercial Request Form

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New Construction/Addition Finish Out/Remodel

Project Name: _____

Project Address: _____

Project Square Footage: _____ Number of Stories: _____

Brief Project Description (separate agenda must be attached):

PPR Request by (Name): _____

Agent: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Signing this form verifies that the information provided is deemed accurate and complete based on available records. The customer may be responsible for costs associated with corrections due to invalid information provided.

Signature: _____

Please check the review disciplines you would like present at the meeting. A per hour, per discipline fee applies. Fees may be viewed at austintexas.gov/dsdfees and select "Expedited Plan Review."

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|--|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Building/Design Standards | <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Health |
| <input type="checkbox"/> Industrial Wastewater | <input type="checkbox"/> Fire | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Structural |

Requested Meeting Date: _____

Requested Meeting Duration: _____

Number of Applicant Attendees (For space planning purposes, please limit to 8 attendees): _____

For Office Use Only

GF#: _____

Scheduled Meeting Date: _____ Time Slot: _____