

Small Business Week

VIRTUAL SESSION



Webinar Etiquette

- **Mute:**
 - All guests will be muted
 - To ask your question verbally during the Q&A, please raise your hand and we will unmute you
- **Questions (Q&A Button):**
 - Submit questions through the Q&A button on the bottom of the screen throughout the presentation or at the end
 - You have an option to submit anonymously
 - We will address all questions during and after the presentation
- **Use Chat Button** to communicate with the hosts privately
- **Presentation Slides** will be provided after the presentation
- **Follow-up Survey** will be provided after the presentation



Development CITY OF AUSTIN
SERVICES DEPARTMENT

Commercial Development Process from Start to Finish

Presented by:



Development CITY OF AUSTIN
SERVICES DEPARTMENT

Development
Process Team

Supporting homeowners and small businesses through the development process

Angela Baker

Greg Dutton

Alejandra Muniz

Marilyn Rodriguez

Natalia Rodriguez, CNU-A

Topics

- Work Exempt From Permits
- Zoning
- Subdivision
- Site Plan & Site Plan Exemption
- Commercial Building Review
- Permitting
- Inspections
- Certificate of Occupancy
- Development Process Team





CITY OF AUSTIN
Development
SERVICES DEPARTMENT

The Commercial Development Process from Start to Finish

Work Exempt From Permits

- Examples:
 - Fences not over 7 feet high; provided they are not located within a flood hazard area.
 - Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish or cosmetic work.
 - One-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, provided the floor area is not greater than 120 square feet; provided they are not located within a flood hazard area.
- Your full scope of work must be listed to be exempt from permits.
- For full list: [Work Exempt From Permits](#)

Commercial Process in Visual Form



Commercial Process in Visual Form



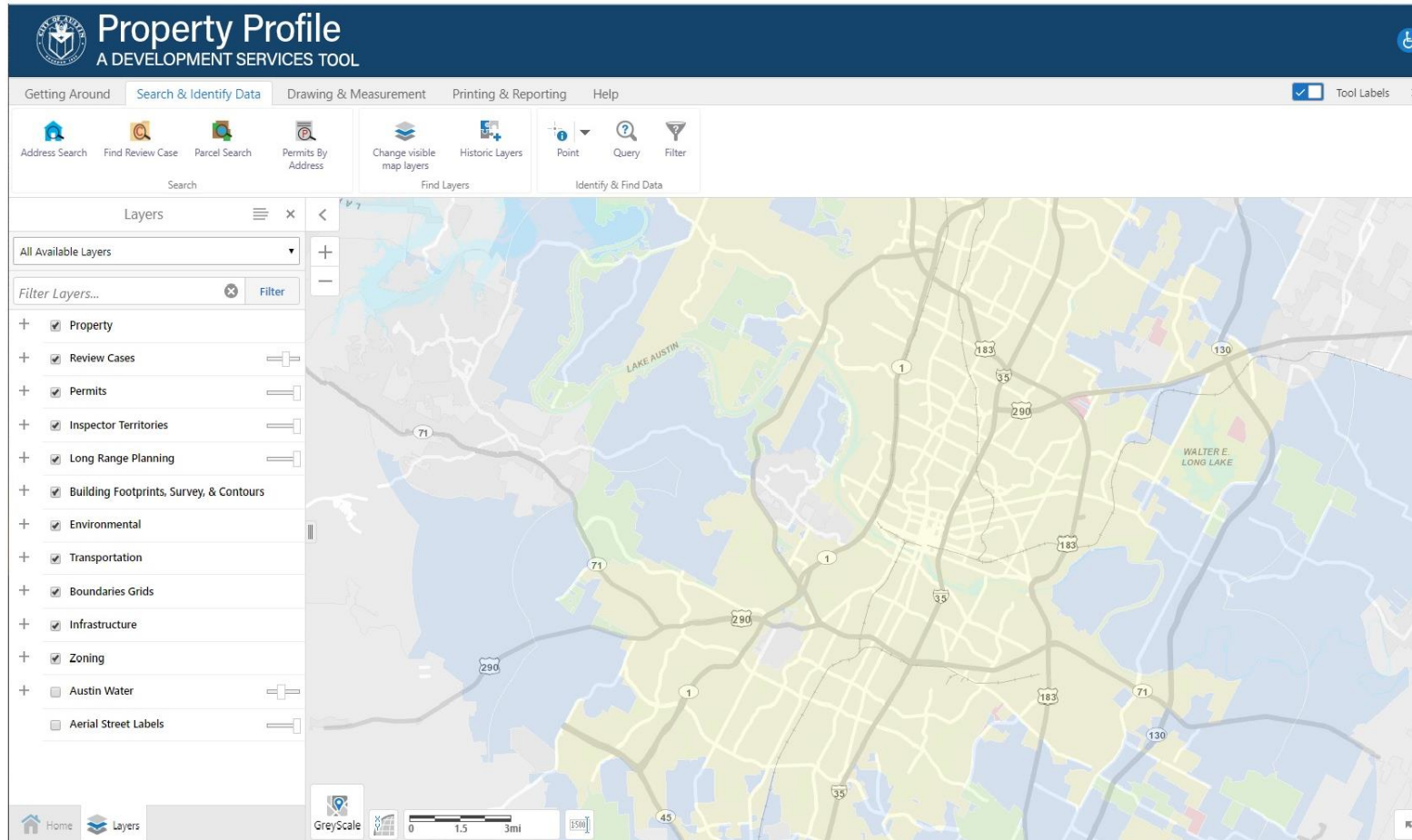
Zoning



What is zoning?

- Zoning establishes the types of land uses on a parcel of land within the full or limited purpose jurisdiction of the City of Austin.
- Creates:
 - Compatible land uses
 - Proper design and construction standards
- Not applicable for properties within the 2-mile and 5-mile Extra Territorial Jurisdiction (ETJ)

Property Profile



<https://maps.austintexas.gov/GIS/PropertyProfile/>

Zoning Resources



- [Code Section with Uses](#) (municode)
- [Zoning Resources and Site Regulations webpage](#)
- For zoning questions, [please schedule an appointment](#) listed under Zoning (Land Use)

Commercial Process in Visual Form



Subdivision

What is a subdivision?



- Required when a property owner within the Austin City Limits or Extra Territorial Jurisdiction divides a tract of land into two or more parts
- Additional types of subdivision include combining lots by resubdivision or adjusting lot lines

Subdivision

When is a site exempt from the subdivision process?



- Legal lots
- Platting Exception (Land Status Determination)
- Legal lot can be verified by using
 - [Property Profile Tool](#)
 - [AB+C Public Search](#)
 - [Subdivision Review staff](#)

Subdivision



- [Subdivision webpage](https://www.austintexas.gov/subdivision-apps)
(<https://www.austintexas.gov/subdivision-apps>)
- For both subdivision and land status determination questions, [please schedule an appointment](#) listed under Subdivision / Land Status Determination



CITY OF AUSTIN
Development
SERVICES DEPARTMENT

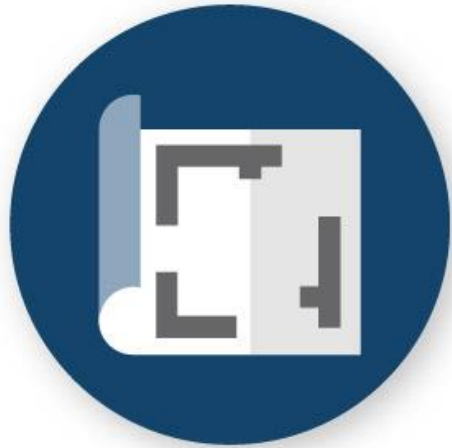
Questions?

Please submit questions using the Q&A button or raise your hand and we will unmute you to ask your question

Commercial Process in Visual Form



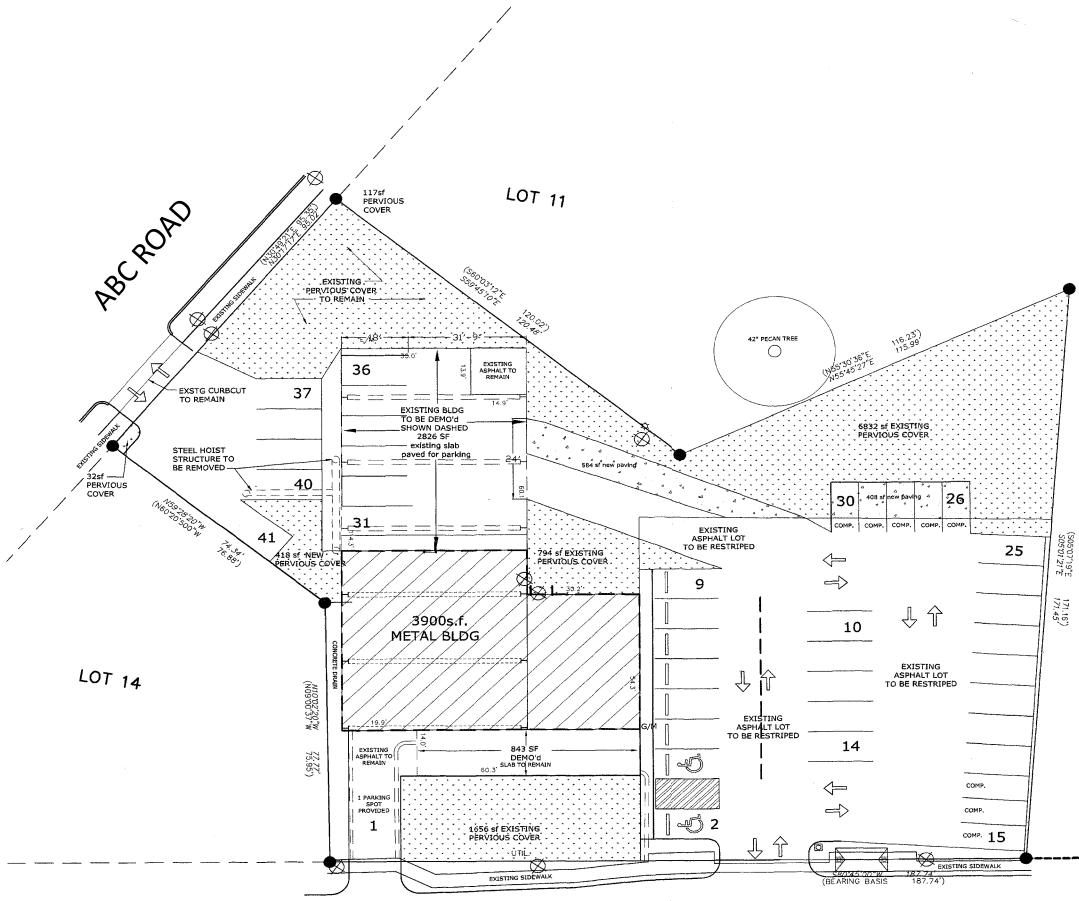
Site Plan



What is a Site Plan?

- Establishing how land is used: residential, commercial, industrial, etc.
- Looks at everything that is happening on the lot *horizontally* as opposed to *vertically*.
 - Parking lots, driveways, roadway access, etc.
 - Trees, landscaping, impervious coverage, etc.

Site Plan Example



LOT 20

PROPOSED NEW PAVING AREA = 992 sf

IMPERVIOUS COVER CALCULATIONS	
2310 MANOR ROAD	
SITE AREA REQUIREMENTS	
SITE AREA = 36,176 S.F.	
PERVIOUS COVER * = 8,700 S.F.	
IMPERVIOUS COVER = 27,476 S.F.	
[30.7% IMPERVIOUS COVER (existing to remain)]	

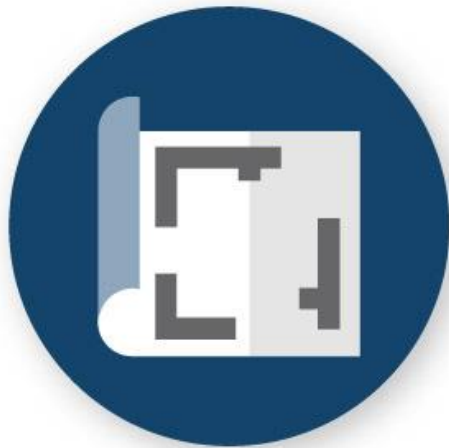
TREE SURVEY	
2310 MANOR ROAD	
TREE SURVEY	
NO EXISTING TREES ON SITE	
*ADJACENT PROPERTY - (1) 42' PECAN TREE WITHING CRITICAL ROOT ZONE	

PARKING CALCULATIONS			
BLDG 1: METAL BUILDING BEFORE DEMO = 7569 S.F.			
TOTAL BLDG AREA TO BE DEMO'D = 3468 S.F.			
TOTAL REMAINING BUILDING AREA = 3900 S.F.			
2310 MANOR ROAD			
BUILDING SQUARE-FOOTAGE AND PARKING CALCULATIONS			
USE	BLDG	SQ.FT.	PARKING PROVIDED
ZONING: CS	BLDG 1	3900	41
TOTAL SPACES PROVIDED FOR 2310 MANOR RD			41
EXISTING ON-SITE PARKING AVAILABLE = 41 SPACES			
(1 HANDED IN CONTRACT, 31 STANDARD)			
MINIMUM PARKING PROVIDED FOR PROJECT = 41 SPACES			

XYZ STREET

DEMOLITION SITEPLAN
SCALE: 1/8" = 1'-0"

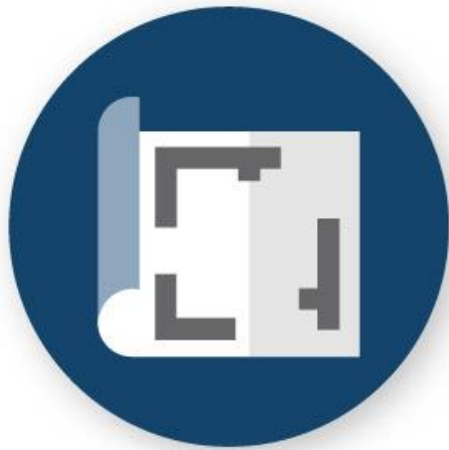
Site Plan



Site Plan Exemption vs Site Plan

Site Plan Exemption	Site Plan
Process is typically ~1-2 months	Process is typically ~1+ year
Costs are typically ~\$500	Costs are typically \$7,000+
Has specific requirements to be eligible: <ul style="list-style-type: none">• 1k sq ft of work or less• 3k sq ft Limits of Construction (LOC) or less• Foundation and layout of shell must remain the same	All Exemption ineligible projects must do full Site Plan
Appointments available.	Appointments available.

Site Plan



- [Site Plan webpage \(https://www.austintexas.gov/siteplans\)](https://www.austintexas.gov/siteplans)
- Expectations for hiring design professionals (e.g. engineer)
- For both site plan and site plan exemption questions, [please schedule an appointment](#) listed under Site Plans

Commercial Process in Visual Form



Commercial Building Review



What is Commercial Building Review?

- As opposed to the “horizontal” review conducted in Site Plan Review, Commercial Building reviews the “vertical” or the actual structure(s) that are being constructed.

Standard Commercial Review	Expedited Commercial Review
Standard “cycle” style review	Work session between city review staff and hired design professionals
Review times depend on project scope	Review times depend on available appointments
Fees based upon project scope	Fees based on hourly rate

Commercial Building Review



- [Commercial Building Review webpage \(https://www.austintexas.gov/page/commercial-plan-review\)](https://www.austintexas.gov/page/commercial-plan-review), including the Interactive Application Guide
- Consult with Commercial Review prior to doing any work
- Expectations for hiring design professionals (e.g. architect, engineer, etc.)
- For Commercial Building Review questions, [please schedule an appointment](#) listed under Building Permits and Inspections - Commercial



Development CITY OF AUSTIN
SERVICES DEPARTMENT

Questions?

Please submit questions using the Q&A button or raise your hand and we will unmute you to ask your question

Commercial Process in Visual Form



Permitting



What is permitting?

- Once building plans are reviewed and approved, permits will need to be linked, activated and paid by the Contractor(s)
- Building & Standalone Trade (MEP) Permits
- Contractor Assignment
- Permit Reactivation, Extension, and Withdrawal
- For permit history, please visit the [AB+C Public Search](#)
- [Building and Trade Contractor Services webpage \(https://www.austintexas.gov/page/building-and-trade-contractor-services\)](https://www.austintexas.gov/page/building-and-trade-contractor-services)
- For permitting questions, [please schedule an appointment](#) listed under Building and Trade Contractor Services Questions

Commercial Process in Visual Form



Inspections



What are Inspections?

- Inspections occur to verify the proposed project is built according to the previously approved building plans
- Once permits are paid for, activated, and have contractors assigned, the inspections phase can begin
- Questions about the construction itself best answered by hired contractor
- Questions related to the inspections order of process best answered by assigned Inspector

Inspections Resources



- [Building Inspections webpage](https://www.austintexas.gov/page/building-inspections)
(<https://www.austintexas.gov/page/building-inspections>)
 - “Find My Inspector” tool
 - Top 10 Tips for a Successful Inspection
 - How to Schedule an Inspection
 - Inspections Flowcharts
 - New Policies and Procedures including Virtual Inspections
- Work with assigned inspector (identified through the “Find My Inspector” tool)
- For inspection process questions, [please schedule an appointment](#) listed under Building Permits and Inspections - Commercial

Commercial Process in Visual Form



Certificate of Occupancy



What is a Certificate of Occupancy (CO)?

- Document provided by the City that proves a structure is:
 - Habitable based on its legal use and type of property
 - Meets all housing and building codes
- CO provided upon a successful Final Building Inspection

How can I request my CO?

- DSDCertificateofOccupancy@austintexas.gov
- COs issued after August 9, 2019 are available on the [AB+C Portal](#)
- Visit the [Certificate of Occupancy webpage](#) (<https://www.austintexas.gov/page/certificate-occupancy>) for more information

Resources

PDC Appointment Webpage	PDC Appointment Webpage	Schedule appointments with subject matter experts from the City of Austin
Directory of Services	Directory of Services	Directory of development-related services and resources provided by the City of Austin
Development Process Team	Development Process Team	Covers the DPT's duties and provides contact info
Work Exempt From Permits	Work Exempt from Permits	Provides full list of all projects that are exempt from permit requirements
Zoning	Property Profile	Interactive tool to determine zoning, among many other useful functions
Zoning	Code Section with Uses	Land Development Code Section with zoning-specific building details
Zoning	Zoning Resources	More details & contact info
Subdivision; Permitting; Certificate of Occupancy	AB+C Public Search	Tool to determine Land Status Determination and permit history, among other features
Subdivision	Subdivision Review	More details & contact info
Site Plan	Site Plans	More details & contact info
Commercial Plan Review	Commercial Plan Review	Information and resources, including interactive application guide
Permitting	Building and Trade Contractor Services	Contact info and resources, including standalone permit application
Inspections	Building Inspections	Resources including the "Find My Inspector" tool
Certificate of Occupancy	Certificate of Occupancy	Information on how to request and find existing Certificate of Occupancies for existing structures



Development CITY OF AUSTIN
SERVICES DEPARTMENT

Development Process Team

Supporting homeowners and small businesses through the development process

Development Process Team: Services

- Provide optional support for small business owners & residential homeowners navigating:
 - Review Process
 - Permitting Process
 - Inspections Process
- Offer a single point of contact for the duration of the project
- Provide information about the development process
- Connect the owner with the right resources every step of the way

Development Process Team: Customer Base

Our team typically supports:

- Homeowner / Small Business Owner
- Those that are unfamiliar with the development process
- This may be the first or second time they submit a development application
- Going through the development process themselves



Development Process Team: Contact Info

- Phone: (512) 974-1040
- Email: DevelopmentProcessTeam@austintexas.gov
- Appointments/Website: austintexas.gov/DevelopmentProcessTeam

Other Team Presentations

- What to Know Before You Buy or Lease
 - Discuss the red flags of the development process before buying or leasing a commercial property. Development topics including zoning, land use, commercial building uses, and permits, as well as demo some free interactive tools to navigate the development process.
 - Wednesday, May 1st, 2 p.m. – 3 p.m.
- Learn more and register at <https://www.austintexas.gov/event/what-know-you-buy-or-lease-austin-small-business-week-webinar>



Questions?

Please submit questions using the Q&A button or raise your hand and we will unmute you to ask your question

- **Follow-up questions or guidance requests** – please email DevelopmentProcessTeam@austintexas.gov
- **Presentation Slides** will be provided after the presentation via email
- **Follow-up Survey** will be provided after the presentation

Small Business Week

VIRTUAL SESSION

