



# Garage Conversion and Carport/Porch Enclosure Permit Application

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*Download application before entering information.*

Criteria for this Application:			
This application may only be used for converting the following into interior space:			
<ul style="list-style-type: none"> <li>- Legally established garages</li> <li>- Legally established carports</li> <li>- Legally established porches</li> </ul>			
The following is NOT PERMITTED with this application:			
<ul style="list-style-type: none"> <li>- A change of use for the property. (If the property is currently single-family, the property must remain single-family. This permit does not allow for the creation of a duplex or any additional dwelling unit)</li> <li>- If intending to create an additional dwelling unit, please apply using the Residential New Construction and Addition Application.</li> <li>- An increase or modification to the building footprint or to the building height.</li> <li>- Any proposed interior remodel work outside of the existing garage/carport/porch area requires the submission of an Interior Remodel permit application in addition to this permit application.</li> </ul>			
Property Information			
Project Address:			
Legal Description:			
Zoning District:		Lot Area (sq ft):	
Neighborhood Plan Area (if applicable):		Historic District (if applicable):	
If there is a Neighborhood Plan, does it include Garage Placement?		Y	N
Required Reviews			
Does project have a Green Building requirement? (If yes, attach signed conditional approval letter from Austin Energy Green Building.)		Y	N
Is this site within an <b>Airport Overlay Zone</b> ? (If yes, approval through Aviation is required.)		Y	N
Does this site have a <b>septic system</b> ? (If yes, submit a copy of approved septic permit. <b>OSSF review required</b> )		Y	N
Will the structure <b>exceed 3,600 square feet</b> total under roof?		Y	N
Is this property within 200 feet of a <b>hazardous pipeline</b> ?		Y	N
Is this property within 100 feet of the <b>100-year floodplain</b> ? (Proximity to <b>floodplain</b> may require additional review time.)		Y	N
Are there trees <b>19" or greater in diameter on/adjacent</b> to the property? <b>If yes, how many?</b> _____ (Provide plans with a tree survey, <b>tree review required</b> .)		Y	N
Was there a pre-development consultation for the Tree Review?		Y	N
Proposed impacts to trees: (Circle all that apply) Root zone   Canopy   Removal   None/Uncertain			
Is this site within the <b>Residential Design and Compatibility Standards</b> Ordinance Boundary Area? (LDC 25-2 Subchapter F)		Y	N
Does this site have a <b>Board of Adjustment (BOA)</b> variance? If yes, provide a copy of decision sheet. Note: A permit cannot be approved within 10 days of approval of a variance from BOA.		Y	N
Case # _____ (if applicable)			
Description of Work			
The proposed work is to convert/enclose a (choose all that apply):		Garage	Carport   Porch
Will Total Completed Building Area > 5,000 sq ft?		Y	N
(If yes, construction material recycling is required per LDC 25-11-39.)			
Use of Property:		single-family residential	duplex residential   two-unit residential   other: _____
The garage/carport is:		attached	detached
Is this structure 45 years or older per records of the Travis Central Appraisal District (TCAD), contributing to a National Register historic district, or zoned H for historic landmarks or HD for properties in locally designated historic districts?		Y	N
<b>Historic review required:</b> Provide photos of each side of structure. One photo must show the entire elevation visible from the street. Photos must be two megapixels (1200 x 1600 pixels) or larger.			

# existing bedrooms:	# bedrooms upon completion:	# baths existing:	# baths upon completion:			
Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary.)						
Circle if the conversion/enclosure will include:    electric                  plumbing                  mechanical (HVAC)                  concrete (R.O.W.)						
<b>Job Valuation – For Properties in a Floodplain Only</b>						
Total Job Valuation: \$ _____	Amount for Dwelling Unit(s):    \$ _____ Elec: <input type="checkbox"/> Y <input type="checkbox"/> N   Plmbg: <input type="checkbox"/> Y <input type="checkbox"/> N   Mech: <input type="checkbox"/> Y <input type="checkbox"/> N					
Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar.	Amount for Accessory Structure:    \$ _____ Elec: <input type="checkbox"/> Y <input type="checkbox"/> N   Plmbg: <input type="checkbox"/> Y <input type="checkbox"/> N   Mech: <input type="checkbox"/> Y <input type="checkbox"/> N					
<b>Site Development Information</b>						
<b>Area Description</b> Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.	<b>Existing sq. ft. to Remain</b>		<b>New/Added sq. ft.</b>		<b>Total sq. ft.</b>	
	<b>Bldg 1</b>	<b>Bldg 2</b>	<b>Bldg 1</b>	<b>Bldg 2</b>	<b>Bldg 1</b>	<b>Bldg 2</b>
a) 1 <sup>st</sup> Floor conditioned area						
b) 2 <sup>nd</sup> Floor conditioned area						
c) 3 <sup>rd</sup> Floor conditioned area						
d) Basement						
e) Covered parking (garage or carport)						
f) Covered patio, deck, porch, and/or balcony area(s)						
g) Other covered or roofed area						
h) Uncovered wood decks						
<b>Total Building Area</b> (total a through h)						
i) Remodeled Floor Area, excluding Addition/New Construction						
<b>Setbacks</b>						
Are any existing structures on this site non-compliant based on a yard setback requirement? (LDC 25-2-492)					Y	N
Does any structure (or an element of a structure) extend over or beyond a required yard? (LDC 25-2-513)					Y	N
If the front porch is proposed to be enclosed, does it encroach into the required front setback?					Y	N
Is front yard setback averaging being utilized on this property? (LDC 25-2, Subchapter F, Sec. 2.3* or 25-2-778)					Y	N
*applicable to single-family residential use only						
<b>Parking</b>	# of spaces provided: _____					
<b>Right-of-Way Information</b>						
Is a sidewalk required for the proposed construction? (LDC 25-6-353)					Y	N
*Sidewalks are to be installed on any new construction of a single family, two-family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50 % or more.						
Will a Type I driveway approach be installed, relocated, removed or repaired as part of this project?					Y	N
Width of approach (measured at property line): _____ ft      Distance from intersection (for corner lots only): _____ ft						
Are <b>storm sewer inlets</b> located along the property or within ten (10) feet of the boundaries of the property? (If yes, <b>drainage review</b> is required)					Y	N

**Subchapter F (for single-family residential use)**

**Gross Floor Area**

This section is only required for single-family residential projects **located within the Residential Design and Compatibility Standards Ordinance Boundaries** as defined and illustrated in Title 25-2 Subchapter F of the Land Development Code. The Gross Floor Area of each floor is measured as the area contained within the outside edge of the exterior walls.

		Existing sq. ft. to remain	New/Added sq. ft.	Proposed Exemption (check article utilized)	Applied Exemption sq. ft.	Total sq. ft.
1 <sup>st</sup> Floor						
2 <sup>nd</sup> Floor						
3 <sup>rd</sup> Floor						
Area w/ ceilings > 15'				Must follow article 3.3.5		
Ground Floor Porch <sup>1</sup> (check article utilized)				<input type="checkbox"/> Full Porch sq. ft. (3.3.3.A) <input type="checkbox"/> 200 sq. ft. (3.3.3 A 2)		
Basement <sup>4</sup>				Must follow article 3.3.3B, see note below		
Attic <sup>5</sup>				Must follow article 3.3.3C, see note below		
Garage <sup>2</sup> (check article utilized)	Attached			<input type="checkbox"/> 200 sq. ft. (3.3.2 B 1)		
	Detached			<input type="checkbox"/> 450 sq. ft. (3.3.2 A 1 / 2a) <input type="checkbox"/> 200 sq. ft. (3.3.2 B 2a / 2b)		
Carpport <sup>2</sup> : (check article utilized)	Attached			<input type="checkbox"/> 450 sq. ft. (3.3.2 A 3) <input type="checkbox"/> 200 sq. ft. (3.3.2 B 1) <sup>3</sup>		
	Detached			<input type="checkbox"/> 450 sq. ft. (3.3.2 A 1)		
Accessory Building(s) (detached)						
Totals				TOTAL GROSS FLOOR AREA		

(Total Gross Floor Area ÷ Lot Area) x 100 = \_\_\_\_\_ Floor-To-Area Ratio (FAR)

Is a sidewall articulation required for this project?      Y      N

(Yes, if: a wall, 15' tall or higher, within 9 feet of a side property line extends further than 36 feet in length per article 2.7.1)

Does any portion of the structure extend beyond a setback plane/exemption exhibit (aka "tent")?      Y      N

(If Yes, indicate applicable section of Subchapter F and length of protrusion on the drawings.)

- 1. Ground Floor Porch exemption:** A ground floor porch, including a screened porch, may be exempted, provided that the porch is not accessible by automobile and is not connected to a driveway; and the exemption may not exceed 200 square feet if a porch has habitable space or a balcony above it.
- 2. Garage and carport exemptions (in relation to primary structure):** Exemptions must follow the code as outlined in Title 25-2 Subchapter F 3.3.2. Each amount listed (450 or 200) is the maximum exclusion allowed per the article designated. Note: Article 3.3.2 C, "An applicant may receive only one 450-square foot exemption per site under paragraph A. An applicant who receives a 450-square foot exemption may receive an additional 200-foot exemption for the same site under paragraph B, but only for an attached parking area used to meet minimum parking requirements."
- 3. Ordinance article 3.3.2 B 1 is 200 sq. ft. exemption may be combined with a 450 sq. ft. exemption. Otherwise only one 450 exemption or one 200 sq. ft. exemption may be taken.**
- 4. Basement exemption:** A habitable portion of a building that is below grade may be exempted if the habitable portion does not extend beyond the first-story footprint and is below natural or finished grade, whichever is lower; and it is surrounded by natural grade for at least 50% of its perimeter wall area and the finished floor of the first story is not more than three feet above the average elevation at the intersections of the minimum front yard setback line and the side property lines.
- 5. Habitable Attic exemption:** A habitable portion of an attic may be exempted if: 1) The roof above it is not a flat or mansard roof and has a slope of 3 to 12 or greater; 2) It is fully contained within the roof structure; 3) It has only one floor; 4) It does not extend beyond the footprint of the floors below; 5) It is the highest habitable portion of the building, or a section of the building, and adds no additional mass to the structure; and 6) Fifty percent or more of the area over 5 feet has a ceiling height of seven feet or less.

Contact Information			
Owner		Applicant/Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
General Contractor		Design Professional	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	

**Authorization**

- I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.
- I further understand that no portion of any roof structure may overhang in any public utility or drainage easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction. Water services, meters, and wastewater cleanouts are not permitted within or beneath driveways or sidewalks. Private plumbing appurtenances will not be located in public right-of-way or public easements. Private plumbing lines will not cross lot lines.
- I agree that this application is good for twelve (12) months after the date it is filed, and will expire if not approved for compliance within that time frame. If the application expires, a new submittal will be required and compliance with current code may be required. A one-time extension may be granted if requested in writing prior to the application expiration date.**
- I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate. I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.
- Erosion and Sedimentation Controls are required per Section 25-8-181 of the LDC. **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.**
- I am the record owner of this property and authorize the agent/applicant listed above to apply for and acquire a permit on my behalf.
- I have checked for any property-specific information that may affect the review and/or construction of this project, including but not limited to: any subdivision notes, deed restrictions, restrictive covenants, zoning conditional overlays, and/or other requirements specific to proposed development on this property (collectively, the "Property Information"), located at:  
\_\_\_\_\_.
- I understand that the review of this project by the City of Austin will not include a review of any private restrictive covenants or deed restrictions that may apply to this property.
- I am responsible for any conflicts between the Property Information and the request submitted to the City of Austin. I further acknowledge that I understand the implications of use and/or development restrictions that are a result of the Property Information. Additionally, I understand that the issuance of a City permit for this project does not affect the enforceability of any private restrictive covenants applicable to the property.
- I understand that if requested I must provide copies of any and all of the Property Information that may apply to this property.

Owner's name & signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's name & signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Contractor's name & signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application Process

For instructions of digital submissions, please visit [Digital Development](#).

- Completed application
- Austin Water Utility W&WW Service Plan Verification, if water demand is to increase or a dwelling is added. (e.g. addition of a bath)  
Note: The AWU form and the small-format plot plan must be stamped by AWU in the Development Assistance Center on the first (1st) floor of the One Texas Center prior to submittal
- Required documentation if any portion of an exterior wall or roof is to be removed or modified for structures that are 45 years of age or older per records of the Travis Central Appraisal District (TCAD), contributing to a National Register historic district, or zoned historic (H zoning for historic landmarks or HD zoning for properties in locally designated historic districts). If submitting for a total demolition for new construction, demolition application must be submitted separately.

All drawings must be to a City of Austin verifiable scale, see [Building Criteria Manual](#) for additional details and a list of acceptable scales.

Residential duplex, two-unit residential, and three-unit residential uses are defined in Title 25-2-3 of the Land Development Code.

For submittal and additional information, go to our [website](#).

Check for [expired permits](#). If there are expired permits associated with this property, they must be resolved. This can be done in the following ways:

Submit an Acknowledgement of Expired Permits form with this application if the work is not related to the work being permitted. OR Include it in the description of work on this application and reference expired permits to be resolved

If the Acknowledgement of Expired Permits form is used for this project, information about what will be required to resolve the expired permit(s) can be obtained during Residential Review General Information Walk-in hours.

## About the Review Disciplines

**Technical Review** – Any permit exhibits not sealed and signed by a Texas-registered architect or certified building designer will be subject to a limited technical review. The technical review is not intended to be exhaustive of all possible building code requirements.

**Floodplain Review** – Any work requiring a permit on property located within 100 feet of the 100-Year floodplain will require additional review. If review is anticipated, include supporting information such as FEMA elevation certificate form 086-0-033 and/or topographic surveys referencing NAVD88. To check your property for proximity to a flood plain visit [www.ATXFloodPro.com](http://www.ATXFloodPro.com) or the City's [Floodplain Development Information](#) website.

**Historic Review** – There is additional review of exterior changes if property is a City Landmark or located in a Local Historic District, National Register Historic District, H or HD zoned district, or partial demolition of exterior features on property over 40 years old.

## Documentation Explanations and Definitions

### Permit Exhibits

**Plot Plan** – Plot Plans must be drawn to a standard scale and are to include but are not limited to the following items: property address and legal description, north arrow, drawing scale, trees within the ROW or trees equal to or greater than 19 inches in diameter located on the property and immediately adjacent to the property, property lines, building lines for both existing and proposed improvements, easements, required zoning setbacks and roof overhangs, water meter and wastewater cleanout locations, underground and overhead utility lines and appurtenances, and water and/or wastewater line size and material.

**Floorplan(s)** – Floorplans must be drawn to a standard scale and are to include (but are not limited to) the following items: drawing scale, room labels, new wall measurements, new ceiling heights, new door and window schedule, smoke detector\* and carbon monoxide detector\*\* specifications and locations, dimensioned locations of new plumbing fixtures, handrail/guardrail locations and room square footages. Please provide Existing and Proposed Floor plan if part of the improvements includes removing or adding any wall, window, door, plumbing fixtures, etc. Clearly differentiate between existing, demolished, and new items.

\*provide smoke detector system (hardwired, interconnected, battery back-up) at each sleeping room and vicinity in accordance with IRC R314

\*\*provide carbon monoxide detector in immediate vicinity of sleeping rooms in accordance with IRC R315.

**Exterior Elevations** – Elevation plans must be drawn to a standard scale are to include front, rear, and sides of the structure. For additions, elevations are required of all sides of the new portion of the structure. Height deminsions are required on all elevations. If building height exceeds 20' or building is multi-story include deminsions of high, low, and average elevations at grade.

**Structural Drawing(s)** – Foundation plan will be needed for structures without existing foundations.

### Additional Requirements

**Non-complying Structures** (applicable to all work types) – A separate exhibit must be submitted showing the existing building footprint location in relation to the property boundaries and required setbacks. Exterior walls and supporting structural elements must be clearly labeled and dimensioned showing walls to be removed per Land Development Code Section 25-2-963.