



Building Relocation Permit Application

Application Type: Commercial Residential

Submission Date: _____

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

For Office Use Only – Permit Information

BP- _____ PR- _____ Historic Review: _____ Year built: _____

Referred by: _____ Historic District Name: _____

Release permit

Historic Preservation Office

Date

Download application before entering information.

IMPORTANT: Inspections are required for all relocation projects. If you do not schedule a final inspection, the permit will expire after twelve (12) months from the date of application. To close out an expired permit, applicants must submit a NEW application and associated fees for the project. **DO NOT LET YOUR PERMIT EXPIRE!**

HISTORIC LANDMARKS AND HISTORIC DISTRICTS: If this property is a historic landmark or a contributing property in a local or National Register historic district, additional applications and fees apply. Visit the Historic Preservation Office website at www.austintexas.gov/department/historic-preservation for more information.

Submittal Requirements

- 1. Owner authorization/signature, **notarized** at the bottom of this page; OR **notarized** letter of authorization from the owner giving the applicant permission to apply. Electronically notarized applications are preferred, otherwise a hard copy of the original notarized application must be mailed for City records to, City of Austin – DSD, Attn: Residential Review, PO Box 1088, Austin TX, 78767.
- 2. Dimensioned floor plan of structure to be moved
- 3. Dimensioned site plan of proposed location showing all required setbacks (not required if leaving City of Austin jurisdiction) and location of any protected tree size
- 4. Certified tax certificate of current location from the Travis County Tax Assessor (5501 Airport Boulevard, 512-854-9473)
- 5. Certified tax certificate for proposed location (not required if leaving City of Austin jurisdiction)
- 6. 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.
- 7. Tree survey with all trees 19" or greater shown on plans
- 8. Review Fee (see [fee schedule](#) for applicable fees)
- 9. **Additional requirements for COMMERCIAL:** An approved, red-stamped Site Plan OR Site Plan Exemption Form or Use Determination Application

Current Location

Address: _____

City: _____ Zip: _____

Current Use: _____

Proposed Location

Address: _____

City: _____ Zip: _____

Current Use: _____

Moving Contractor Information	Structural Information
Company: _____ Address: _____ City: _____ Zip: _____ Phone: _____	Square Feet: _____ Building Materials: _____ Foundation Type: _____ Estimated Cost of Move: _____
Owner	Applicant
Name: _____ Address: _____ City: _____ Zip: _____ Phone: _____ Email: _____	Name: _____ Address: _____ City: _____ Zip: _____ Phone: _____ Email: _____

Consent, Authorizations, and Signatures
<p>I understand and will adhere to the following rules or regulations:</p> <ol style="list-style-type: none"> 1. No work may begin prior to issuance of this permit. All required permits must be obtained prior to the start of work. Relocating a building to a new site within the City of Austin’s jurisdiction requires a building review for any remodeling work and a building permit from the Residential or Commercial Plan Review Division of the Development Services Department. A relocation permit will not be issued without the approval of the remodeling application and/or building application. Approved permits may be obtained from the Permit Center. Any additional fees will be assessed at that time. The moving contractor selected must be bonded and insured in accordance with City rules. Call the City of Austin Service Center at 512-978-4000 to verify the contractor’s qualifications. Erosion and sedimentation controls are required by the City of Austin Land Development Code (§23-4D-7; F25-8-181). Failure to comply 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 per day. Inspection of erosion, sedimentation controls, and tree protection must be requested by the owner before construction begins (§23-5B-6050 (B); F25-1-288). Call (512) 974-2278 or email environmental.inspections@austintexas.gov to obtain these inspections. Tree preservation is required per the Land Development Code (Article 23-4C and §23-6D-2020 (E); F25-8-B) and Environmental Criteria Manual (§3.5.2 (A)). Proposed work that will remove, impact the critical root zone, or prune more than 25% of the canopy of a protected size tree must be reviewed for a tree permit. Note: Root zone protection measures (e.g. fencing, boards attached to the trunk, mulch) are required prior to work. Obtain an application from the City Arborist Program at cityarborist@austintexas.gov or www.austintexas.gov/department/community-tree-preservation. If the structure to be relocated is tied into water and/or sewer services provided by the City of Austin, you must contact Austin Water Utility at 512-494-9400 to obtain specific water and sewer service information. If the proposed work will require use of City right of way, a Right of Way Application must be approved. Obtain an application from the Transportation Department at (512) 974-7180 or www.austintexas.gov/rowman. If the proposed relocation route will require removal of vegetation (e.g. shrubs, trees, or branches within the right-of-way or on a City-owned property) a Public Tree Care Permit is required. Obtain an application from the Parks & Recreation Department Urban Forestry Program at (512) 974-9500 or www.austintexas.gov/page/resources-trees.

9. The Historic Preservation Office will determine if the referenced structure meets historic designation criteria as defined by the Land Development Code (Article 23-6E; F25-11-213 to 214; and §23-3C-10090; F25-2-352). Additional review by the Historic Landmark Commission may be required and additional fees may be assessed. If the property is a historic landmark or is located in a local or National Register historic district, the Historic Landmark Commission must review plans for new construction before the relocation permit is released. Call (512) 974-3583, email preservation@austintexas.gov, or visit www.austintexas.gov/department/historic-preservation for more information.
10. A relocation permit will not be issued if the tax certificate indicated that delinquent taxes are due on the property from which the building is removed or the property to which the building is to be moved as defined by Section 25-11-142 of the City of Austin Land Development Code.

I, the undersigned, hereby swear or affirm that the information provided in this application is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

As owner(s) of the property described in this application, I/we hereby authorize the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.

Signature of Applicant (*if different than owner*): _____ **Date:** _____

Signature of Owner: _____ **Date:** _____

Sworn and subscribed before me this ____ day of _____, 20 ____

Signature of Public Notary: _____ My commission expires: _____

Notary Public in and for the State of Texas