

# AUSTIN WATER GENP/CIP APPLICATION SUBMITTAL GUIDE

April 1, 2024



# Austin Build + Connect (AB+C) Portal

- To create a new account or log into an existing account, [register here](#).
- Registered users can find details about their permits, submit applications.
- If you are having technical difficulties navigating AB+C Portal while submitting your application, please contact Mary Ann Cramer at [Elvira.Yescas-Flores@austintexas.gov](mailto:Elvira.Yescas-Flores@austintexas.gov).
- Once you have created your account, follow the step-by-step instructions.
- Preferred browser [Microsoft Edge](#).



# Login using your email address and password

## REGISTERED USER

Your email address \*

Your password \*

Login

# Applying for Permits

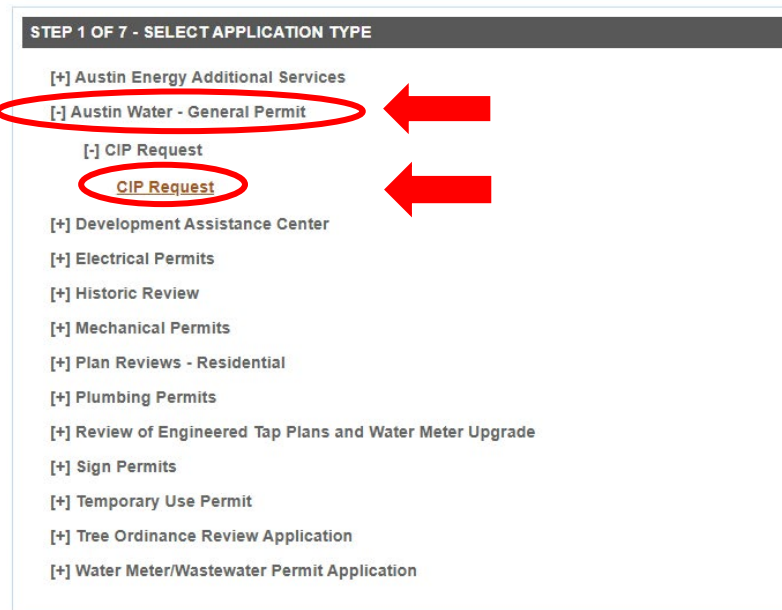


- Click 'Apply for Permits/Cases' in the left navigation bar and select the application you need.



[Return to the first view](#)

**IMPORTANT NOTICE TO APPLICANTS:** If your permit application is for repairs resulting from the February winter storm, please note Winter Event 2021 Repairs on your description.



# Select applicant and click 'Continue'.

- Click 'Apply for Permits/Cases' in the left navigation bar and select the application you need.

Austin Build + Connect

STEP 2 OF 7 SELECT TO APPLY

Select	Type
City of Austin (Natacha Delusca) ▾	Applicant *

Back Continue

# Qualification/Type of Work

**STEP 3 OF 7 - QUALIFICATION/TYPE OF WORK**

You must acknowledge the following statements before submitting an application request using this system.

- I acknowledge responsibility for the adequacy of the information within this submittal.
- I acknowledge that this project completed the scoping process with the sponsor department.
- I acknowledge that this project does not require a submittal to Development Services Department.

Enter the description and scope of work for this permit. \*

Testing Testing

Cancel - I do not meet these criteria

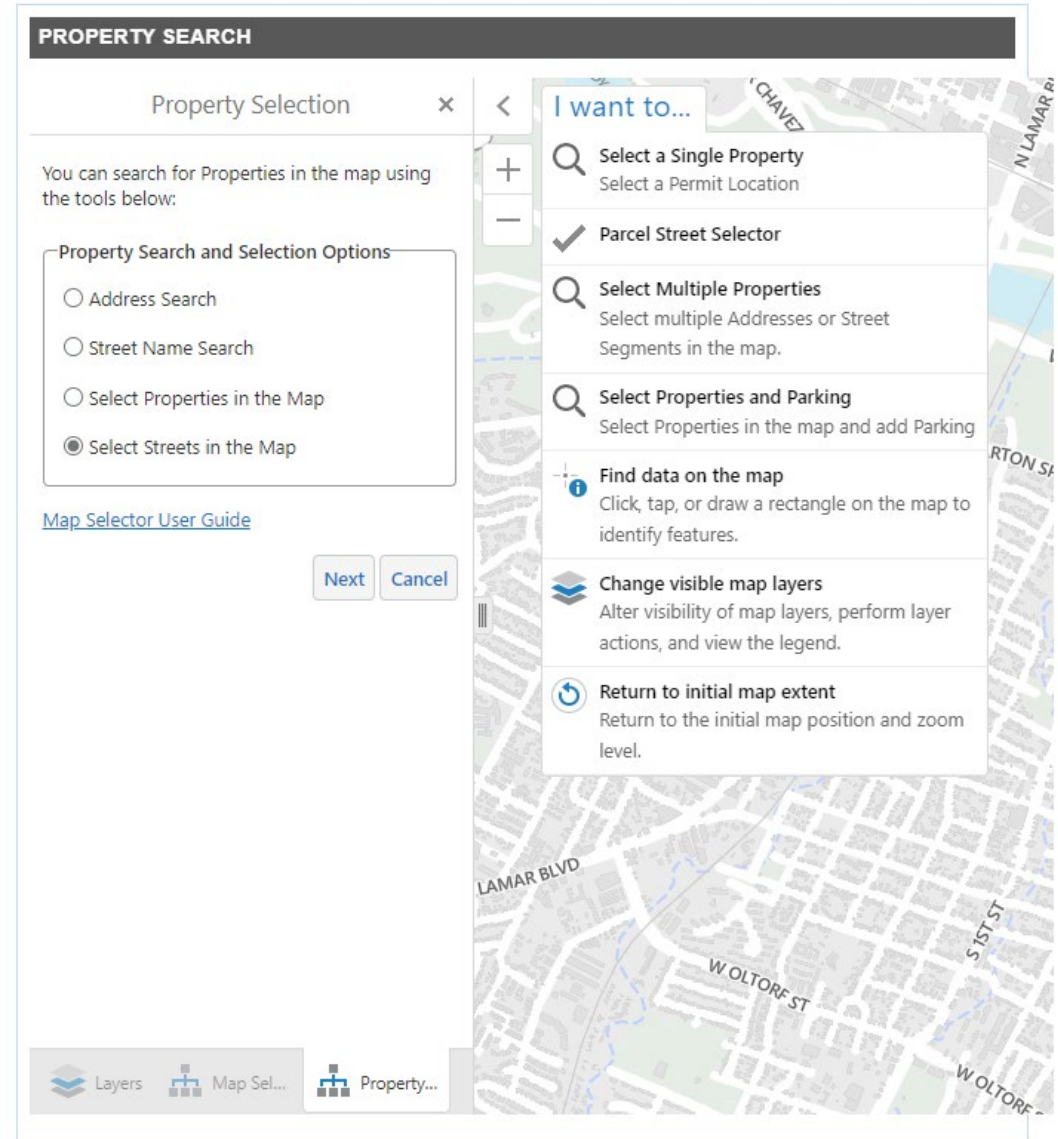
Continue - Apply Online

Back

- Check all three boxes
- Fill in required description box
- Click 'Continue – Apply Online'.

# Property Search

- Use Search Tool for Property Search and Selection Options
- Click 'Next'.
- Select a capture tool and select Street Segments in the map
- Click 'Next' to add additional streets, remove streets, confirm selection is complete.



# Please confirm the following details

- 💧 If multiple streets were selected, a list will appear.
- 💧 Click 'Continue'.

**STEP 5 OF 7 - PLEASE CONFIRM THE FOLLOWING DETAILS:**

Application Type: CIP Request  
Application Date: Oct 05, 2022

**SELECTED PROPERTIES**

Address
1501-1514 JULIET ST
601-718 JESSIE ST
701-720 JOSEPHINE ST
1301-1316 JULIET ST
1301-1318 BLUFF ST
501-620 S LAMAR BLVD
701-720 S LAMAR BLVD
701-910 ETHEL ST

Add a custom description (so you can tell it apart from your other applications):

TEST

Back

Continue



# Application Details

- Please fill in required fields notated by '\*'.
- Click 'Save – Finish Later' button, if you are unable to complete your application at this point.
- Click 'Continue' if you are ready to move to Step 7.

\* required field

[Return to the first view](#)

## STEP 6 OF 7 - APPLICATION DETAILS

Application Type: General Permit Review CIP Request  
Application Number: 12875219  
Application Date: Oct 05, 2022

## PROPERTY INFORMATION

Street Address: 300-317 W 8TH ST  
Legal Description:  
City, State and Postal code: AUSTIN TX

ADDITIONAL INFORMATION:

**PROJECT INFORMATION**

Does this project involve Travis County Review? \*  Yes  No

Type of Submittal: \*

Name of Eng. Firm: \*

Firm Registration No.: \*

**PROJECT MANAGEMENT INFO**

Name: \*

Phone No.: \*

Email: \*

**ASSET MANAGEMENT DATA**

Linear Footage of W:

Linear Footage of WW:

Linear Footage of RW:

**DISTRIBUTION**

Is there a protected size tree on this or adjacent lot? \*  Yes  No

[Tree Permit Help](#)

Cancel this Application Save - Finish Later **Continue**



# Application Attachments

- Drag and drop or click 'Choose File' to select plans to be uploaded from your PC.
- Click 'Add Attachment'. You should see the "Attachment Successfully Uploaded" message to confirm plans are uploaded.
- Click 'Continue' when all required attachments have been uploaded.

ATTACHMENT LIST		
Attachment Description	Attachment Details	Delete
Inserted through Internet	New Plans	Delete

UPLOAD NEW ATTACHMENT	
Attachment Details	New Plans ▾
Attachment File (PDF or JPG only):	Choose File No file chosen
<b>Add Attachment</b>	
Attachment Successfully Uploaded ←	
<b>Cancel this Application</b>	<b>Continue</b>

# Summary Review and Submit

- Click 'Submit' to complete your application.

NEW APPLICATIONS SUMMARY		
Permit Number	Address	Fee Amount
2022-020089 GENP	100-119 W 11TH ST 1000-1017 LAVACA ST 100-125 E 11TH ST 200-217 W 10TH ST 100-119 W 10TH ST 900-917 LAVACA ST 1000-1019 BRAZOS ST 100-121 E 10TH ST 900-921 COLORADO ST 200-217 W 9TH ST 200-217 E 10TH ST 100-120 W 9TH ST 800-817 LAVACA ST 300-317 W 8TH ST 900-918 BRAZOS ST 100-121 E 9TH ST 800-819 COLORADO ST 200-221 E 9TH ST 800-817 BRAZOS ST 200-220 E 8TH ST 1000-1011 COLORADO ST	\$0.00

Number of Application(s): 1

Create new application with same info

Create new application with new info

Submit

Save - Finish Later

By clicking Submit, your application will be submitted to our Intake staff. Applicable fees will be assessed once it is accepted by Intake. Once your application has been processed, you will receive an email verification with your next steps.

# There should not be any invoice or fee.

[Return to the first view](#)

NOTE: You do not have any invoice to pay for now.

## FEES

Permit Number: [22 020089 GENP](#)

Fees due to this point are \$0.00

## CREDIT CARD AND CHECK PAYMENT

Attention: No more than 25 invoices are allowed per payment transaction. Total amount must be between \$10 and \$99,999.99. Clicking the "Pay Now" button will redirect you to CityBase secure website to complete the payment process.

Payments made on CityBase may take a few minutes to reflect on the Austin Build + Connect website. ACH payments take 24 hours to be processed. Once on the CityBase site ONLY use the "Continue" link located towards the bottom of the page to return to Austin Build + Connect. If you select "Cancel" before the payment is confirmed your payment will be cancelled and you will be redirected to Austin Build + Connect website.

[Return to My Permits/Cases](#)

💧 Return to My Permits/Cases to view your submittal.

## VIEW STATUS OF MY PERMITS/CASES

#	Check	Permit/Case Number	Project Name	Description	Application Date	Status (Expiration Date)	Related Folders	Balance
1		<a href="#">2022-020089 GENP</a>	300-317 W 8TH STREET	Summarize description of work on water, wastewater, and/or reclaimed water. Include scope of work for this project.	10/05/22	Internet Pending(02/02/23)	No	\$0.00



# Need help with your application?

Contact “Maggie” at [Elvira.Yescas-Flores@austintexas.gov](mailto:Elvira.Yescas-Flores@austintexas.gov)

