

Over the past few months, the AIA Advocacy committee has worked with City of Austin staff to modify the current "Certificate of Compliance" form. As of Monday, April 15th, the City has temporarily adopted the form for a 3 month trial basis ending July 29th created by AIA Advocacy to replace the COC form. The program's success will depend largely on the professional judgment and discretion of the Architect who choose to use this form.

In general, the process will be as follows:

The Architect will submit the applicable items to the Residential Intake Desk on the 2nd Floor of 505 Barton Springs during normal intake hours. (MWF 8-11, W 1-3) The intake staff will perform a completeness check at the intake counter for the following items:

- *Complete Residential Building Permit Application where the Architect is the applicant*
- *Architect Certification form (attached) with both Architect's and Owner's signatures*
- *Required Exhibits (plot plan, floorplan, exterior elevations, etc.)*
- *Foundation & Framing Plans (New Construction + Remodel/Additions only)*
- *Owner's Authorization Letter*
- *Electric Service Plan Application approval (if applicable)*
- *Austin Water Utility application approval (if applicable)*
- *Demolition Permit Application (if applicable)*
- *Tree Review Application (if applicable)*

After intake, the application will be assigned immediately to a reviewer where they will only check for the following:

- *Floodplain proximity (if the project is within 150 feet of the 100 year floodplain - requires approval)*
- *Historic applicability (either in a local or national historic district or a partial demo permit is required)*
- *Zoning district (to verify use is allowable in the zoning district)*
- *Legal lot status (to check if it is a legally divided lot or a land status determination is required)*
- *Hazardous pipeline location*

Upon completion, the Architect will be notified that the permit has been approved and can be picked up at the Permit Center.

**ARCHITECT'S AND OWNER'S SUBMISSION FOR APPROVAL
OF SINGLE-FAMILY RESIDENTIAL CONSTRUCTION PERMIT**

The undersigned Architect hereby certifies that he/she is a Registered Architect in the State of Texas, bearing Registration No. _____, and that he/she is submitting this form to the City of Austin Planning & Development Review Department ("PDRD") for approval and issuance of a permit for single-family residential construction work.

The undersigned Architect hereby further certifies:

- That the Architect has created the plans and specifications attached hereto (the "Plans") regarding proposed single-family residential construction at the following Project:

- That the plans have been reviewed for compliance with the City of Austin codes, ordinances, regulations, and rules, including but not limited to the applicable requirements of City Code Chapter 25-2, Subchapters C (*Use and Development Regulations*) and F (*Residential Design and Compatibility Standards*) applicable to the Project; and

- That, to the undersigned Architect's knowledge, information, and belief, the Plans meet the requirements of the above-referenced design standards, and the Plans may be used for regulatory approval, permitting, or construction in accordance with Rule 1.101 of the Texas Board of Architectural Examiners.

The undersigned Owner or Owners hereby certify:

- That, notwithstanding the plan approval self-certification process undertaken pursuant to this and the accompanying documents, the PDRD shall have continuing authority to (a) review the plans submitted herewith and/or inspect the work with regard thereto, and (b) withdraw its approval thereto upon the discovery of material departure(s) from the above-referenced design standards.

- That the Owner or Owners have a continuing obligation to make any changes required by the PDRD to comply with the standards applicable to the Project, whether or not the construction is complete; and

- That the Owner or Owners are ultimately responsible for compliance with the above-referenced design standards applicable to the Project.

ARCHITECT/APPLICANT

DATE

[ARCHITECT'S SEAL]

OWNER/APPLICANT

DATE

OWNER/APPLICANT

DATE