City of Austin
Quick Turn Around Permit Process

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# Quick Turn Around Permit Process

## Required Prior to Submittal

<table>
<thead>
<tr>
<th>Item</th>
<th>Lead Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Survey</td>
<td>4 week</td>
</tr>
<tr>
<td>Site Plan Exemption</td>
<td>2 week</td>
</tr>
<tr>
<td>Austin Water Utility (meter)</td>
<td>2 week</td>
</tr>
<tr>
<td>Tap Receipts</td>
<td>2 week</td>
</tr>
<tr>
<td>Tax Certificate</td>
<td>2 day</td>
</tr>
<tr>
<td>Austin Energy (ESPA)</td>
<td>2 day</td>
</tr>
<tr>
<td>Texas Accessibility Standards</td>
<td>Due at time of submittal</td>
</tr>
<tr>
<td>TDLR Confirmation page</td>
<td>Due at time of submittal</td>
</tr>
<tr>
<td>Submit drawings</td>
<td>Due at time of submittal</td>
</tr>
<tr>
<td>Comcheck</td>
<td>Due at time of submittal</td>
</tr>
<tr>
<td>TDH Demolition/Notification form</td>
<td>Due at time of submittal</td>
</tr>
<tr>
<td>(2) sets of Architectural, Structural, and M.E.P. drawings to scale</td>
<td>Due at time of submittal</td>
</tr>
</tbody>
</table>

**NOTE:** All times are just an estimate. Actual lead times will vary greatly.

## COA Quick Turn-around hours

Mon-Thurs, 8:00-11:00 am

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## Flow Chart

### Does your project qualify for Quick Turnaround?

- **Specially authorized by the Building Official?**
  - Yes
  - No

  **Tenant Finish out or Interior Remodel portion for admin/bus/professional offices and retail offices less than 5,000 sqft?**
  - Yes
  - No

  **Exterior Remodel portion that does not increase the square footage of existing building or increase the height by more than 6’?**
  - Yes
  - No

  **Occupancies where hazardous materials are not stored, used or dispensed?**
  - Yes
  - No

  **Permitted uses?**
  - Yes
  - No

### Quick Turnaround

Full Review
# Quick Turn Around Checklist

## Project Info
- **Sheet Index**
- **Applicable Codes**
- **Plumbing Requirements**
- **Site Data**
- **Address**
- **Zoning**
- **Land Use**
- **FEMA Floodplain (yes/no)**
- **Building Use & Area**
  - Number of Stories / Use per Floor
  - Area
  - Sprinkler (yes/no)
  - Construction Type
- **Code Analysis**
  - IEBC
    - Alteration Level & Chapter
  - IBC
    - Chapter 3 - Classification
    - Chapter 5 - General Building Heights & Area
    - Chapter 6 - Types of Construction
    - Chapter 8 - Interior Finishes
    - Chapter 9 - Fire Protection Systems
    - Chapter 10 - Means of Egress
    - Chapter 11 - 1101.1
- **TAS**
- **Titleblock**
- **Submission Date**

## Site Plan
- **Site Plan**
  - **Site Plan**
  - **Key Plan**
  - **HC Parking & Accessible Route**
  - Clearly indicate proposed scope vs not in scope
  - General Sheet Notes
  - Site Plan # or Site Plan Exemption #
  - Parking Calculations
  - North arrow
  - Drawing titles/scale
  - Titleblock
  - Submission date

## Occupancy & Exiting Diagrams
- **Occupancy & Exiting Diagrams**
  - Clearly indicate proposed scope vs not in scope
  - Label each room/space/area.
  - Graphically indicated each occupancy area with corresponding legend. Be sure to call out each occupancy type and associated occupant load factor.
  - Show occupancy calculations for each area
  - Show math producing total occupant load
  - Show exiting path, egress travel distance, common path of travel, etc.
  - Show diagonal distance of fire area.
  - Show egress to egress > 1/2 diagonal distance.
  - Clearly/graphically indicate all exiting doors.
  - Show exit loads, minimum required exit width, and exit width provided.
  - General Sheet Notes
  - North arrow
  - Drawing titles/scale
  - Titleblock
  - Submission date

## Exterior Elevation(s)
- **Exterior Elevation(s)**
  - Clearly indicate proposed scope vs not in scope
  - Clearly indicate proposed scope vs existing to remain
  - Call out important target elevations
  - General Sheet Notes
  - Drawing titles/scale
  - Titleblock
  - Submission date

## RCP(s)
- **RCP(s)**
  - Clearly indicate proposed scope vs not in scope
  - Clearly indicate proposed scope vs existing to remain
  - Legend for fixture types
  - Indicate life safety / emergency equipment (e.g., occupancy sensors, exit signs, etc.)
  - General Sheet Notes
  - North arrow
  - Drawing titles/scale
  - Titleblock
  - Submission date

## Floor Plan(s)
- **Floor Plan(s)**
  - Clearly indicate proposed scope vs not in scope
  - Clearly indicate proposed scope vs existing to remain
  - Label Room Names & Numbers
  - Dashed lines of ADA/TAS required clearances
  - Notes and dimensions placed
  - Doors/windows labeled or otherwise called out
  - Wall types identified
  - Wall assemblies details w/ corresponding UL#
  - Reference tags (elevations, sections, etc.) placed and coordinated
  - North arrow
  - Drawing titles/scale
  - Titleblock
  - Submission date
**Project Information**

**Site Data**
- **Address:** 123 Park Street
- **Zoning:** CS
- **Land Use:** Office
- **FEMA Floodplain:** None Listed

**Building Use and Areas**
- **Use** | **Area** | **Sprinkler**
  - Main Floor | M | 1,225 sf | No

**No. of Stories**
- **1 Stories**

**Construction Type**
- V-B

**Total Building Area**
- 1,225 sf

**Applicable Codes**
- A0.0  Project Info.
- A0.1  Site Plan
- A1.0  Code Plan
- A1.1  Floor Plan
- A1.2  RCP
- A2.0  Elevations
- S0.0  Structural
- M0.0  Mechanical
- E0.0  Electrical
- P0.0  Plumbing

**Code Analysis**

**IEBC**

**Chapter 5 - Alteration Level**
- Classification of work: 2

**IBC**

**Chapter 3 - Classification**
- 304 - Business Group B

**Chapter 5 - General Building Heights and Areas**
- **Table 508.4**
  - Occupancy | Auto Sprinkler | Rated Separation
  - Ground Floor | B to B | No | N/A

**Chapter 6 - Types of Construction**
- **Table 601** - fire resistance rating for building elements
  - Structural Frame | Bearing Walls | Nonbearing Walls | Floor Const. | Roof Const. | V-B | 0 | 0 | 0 | 0 | 0
  - *An approved automatic fire sprinkler system in accordance with Section 903.3.1.1 shall be allowed to be substituted for 1-hour fire-resistance-rated construction, provided such system is not otherwise required by other provisions of the code or used for an allowable area increase in accordance with Section 506.3 or an allowable height increase in accordance with Section 504.2.*

**Chapter 8 - Interior Finishes**
- **Table 803.9** - interior wall and ceiling finish requirements per occupancy
  - Exit Enclosure | Corridors | Rooms and Enclosed Spaces | B | A | B | C
- *Minimum Door Width: 32”* | Provided: 36”

**Chapter 9 - Fire Protection Systems**
- Automatic Fire Sprinkler System not required.

**Chapter 10 - Means of Egress**
- **Table 1004.1-1** - maximum floor area allowances per occupant
  - See Occupant Load Calculation
- **Table 1005.1** - egress width per occupant served (inches per occupant)
  - All Occupancies | Stairways: 0.3 | Other Egress Components: 0.2 | Exception: -
- **Table 1008.1-1** - size of doors
  - Minimum Door Width: 32” | Provided: 36”
- **Table 1016.2** - exit access travel distance
  - Occupancy | Allowance | Provided
  - B | 200 feet (without Automatic Sprinkler System) | 90 feet
  - 1018.2 - corridor width | Minimum 44 inches | -
  - 1018.4 - dead ends | No dead ends in corridors over 20 feet in length | -
  - 1014.3 - common path of travel | 100’ maximum (without automatic sprinkler system) | 20 feet
- **Table 1021** - number of exits
  - Provided first story has a a maximum of 49 occupants: Required: 1 | Provided: 2

**Chapter 11 - Accessibility**
- **1101.1 State law.** Accessibility issues for certain publicly and privately owned buildings and facilities are governed by state law and regulations, including Chapter 469 of the Texas Government Code and various regulations, standards and specifications issued thereunder.

**Plumbing Requirements**

**Total Occupant Load = 8**
- **Men:** 8 / 2 = 4
- **Women:** 8 / 2 = 4

**Fixture counts determined per 2012 Uniform Plumbing Code Table 422.1**
General Notes
1. Lorem ipsum dolor sit amet, urna sem proin, ac elit turpis mi non feugiat, tellus fringilla massa eros eu, etiam quis a eros.
2. Quam justo ut amet sed ipsum duis, quam praesent erat fringilla dapibus.
3. Libero sem orci nibh, non a a suspendisse aliquam penatibus, vel aenean orci tortor vitae a.

TAS Notes
1. Justo augue in scelerisque nec vestibulum, quam sodales mi et sed facilisi a neque magna, felis proident integer lorem, arcu augue praesent quam urna est.
2. Ultrices class accumsan porttitor.
3. Tincidunt aliquam a class vel pharetra, diam venenatis ullamcorper mauris est nonummy, placerat elit eismod orci egest odio, eu facilisi ut sit.

Parking Calculations

<table>
<thead>
<tr>
<th>Space</th>
<th>Ratio</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>1:275</td>
<td>6,685 sqft</td>
</tr>
</tbody>
</table>

Required Parking: 24
Actual Parking Provided: 36

Site Plan # or Site Plan Exemption #