



Residential Change-Out Permit Application

One- and Two-Family Occupied Dwellings Only

MEMORANDUM

The Residential Change Out Program provides a timed inspection as a convenience and courtesy to a home owner, who may be required to take off work to provide access for the inspector.

The Residential Change Out Program is designed to give customers a specific time for an inspection. The inspections are being scheduled one hour apart to make allowances for drive time, performing the inspection, and updating the permit in the computer system. All of our inspection vehicles are equipped with a computer system for this purpose.

It is the contractor's responsibility to schedule the inspection. The contractor must contact the Inspection Department at 512-978-4000. Inspection staff will assist in setting up an appointment time which works for the customer and the inspector. All outstanding fees must be paid prior to Placing the inspection on the calendar for a scheduled inspection.

If the *house is not occupied*, the contractor must request and obtain a regular permit by using the required application, and call the inspection in on the Interactive Voice Recorder (IVR) system.

Life safety items such as smoke alarms, carbon monoxide detectors and hose bib vacuum breakers are required as part of this program. It is the Permit holder's responsibility to ensure these are installed and working. **It is solely the responsibility of the permit holder to keep a permit active by actively performing work toward the completion of the project as permitted and by scheduling an inspection until the permit receives a Final status for the permit.**

If you have any questions regarding the Residential Change Out Program please contact Carlos Botello @ 512-974-1289.

Revised 07/15/2015



Development SERVICES DEPARTMENT

Service Center – One Texas Center
505 Barton Springs Road, Austin, TX 78704; (512) 978-4000

Residential Change-Out Permit Application

One- and Two-Family Occupied Dwellings Only

This process implements section R109.11 (Residential Change-Out Program) of the Residential Code; Section 103.1.7 of the Plumbing Code; and Section 80.19(1) of the Electrical Code. Contact Phone 512-978-4000.

Apply for a Change-Out Permit ON LINE (Austin Build + Connect): <https://abc.austintexas.gov>

Apply for a Change-Out Permit by FAX: (512) 974-1226 (allow 24 hours to process)

If a building permit has been issued on this project, do not use this form: Apply for permit ON LINE.

TOWNHOUSE (Condo): A single-family dwelling unit in which each unit extends from foundation to roof with a yard or public way on at least two sides and must have independent cooling, heating and water heating appliances. All units must be occupied and individually owned in order to qualify for this program.

Change-Outs for Heating, Ventilation, AC systems (HVAC Systems), and Water Heaters include:

- Replacement of an existing central heat and air system with or without ductwork
- Replacement or the addition to an existing unit of four or more supply or return duct runs
- Replacement of any self-contained packaged units
- Replacement of mini split systems
- No work shall be allowed which involves circuits larger than 50 amps
- Replacement of an existing water heater not exceeding 100 gallons

1. The contractor must complete all questions on the application. Incomplete applications will not be processed.
2. If a contractor performs work under this program after regular City work hours, the contractor must submit an application for the permit no later than 9 a.m. the next business day. Failure to do so will be violation of this program.
3. A permit fee established under separate ordinance will be charged.
4. Permits issued under this program will **expire 180 days** after issuance. If a permit issued for this program expires, then that participant may not continue to participate in this program.
5. There will be no refunds issued under this program.
6. A structure must be occupied. If this form is used and the structure is **NOT** occupied the inspector will fail the inspection and you will be charged an investigation fee.
7. Under this section "responsible contractor" is defined as follows:
 - a. HVAC replacement – the responsible contractor is the Licensed Mechanical Contractor
 - b. Water Heater replacement – the responsible contractor is the Licensed Plumbing Contractor

Complete All Information – Please Print or Type

To complete this form electronically: Open with Internet Explorer, then [Click Here to Save and continue.](#)

Type of work being performed at location (select all that apply): ☐ Mechanical ☐ Plumbing

Company Name: _____ Master License Holder Name: _____

PIN #: _____ Phone #: (____) ____ - ____ Fax #: (____) ____ - ____

Authorized Agent Name: _____

Dwelling Type (select one): ☐ Single-Family Residence ☐ Duplex ☐ Condominium

Job Address (include Suite and/or Suffix #): _____

Location Inside City Limits? ☐ Yes ☐ No In a MUD district? ☐ Yes ☐ No In the ETJ? ☐ Yes ☐ No

Full Description of Work: _____

Proposed Work total valuation: \$ _____ Is this a Water Heater? ☐ Yes ☐ No Gas Unit? ☐ Yes ☐ No

Is this a replacement of HVAC? ☐ Yes ☐ No Replacement of Duct? ☐ Yes ☐ No

Gas Inspection required (structure must be occupied)? ☐ Yes ☐ No



Residential Change-Out Completeness Form

Fax (512) 974-6466

Building.inspections@austintexas.gov

To complete this form electronically: Open with Internet Explorer, then [Click Here to Save](#) and continue.

Job Address: _____ Permit Number: _____

Project Performed Date: _____ Date Submitted: _____

Replacement (select all that apply): ☐ HVAC All Electric ☐ Electric Unit Heater ☐ Duct

Code Requirements – Completeness Check	N/A	Yes	Existing
Connection of new equipment to existing circuit wiring			
Changing of circuit breaker (in breaker box or in disconnect) to meet equipment condenser nameplate of 50 amp maximum rating			
Installations of equipment maintenance disconnect			
Installation of required plug, switch, and light in attic or crawl space			
Attic access working space to code (Heating Unit in attic)			
Min. R-8 ductwork installed except plenum and boots			
Min. R-6 plenum and boots installed			
Ductwork supported every 4' (attic floor can be used as support)			
Flex duct supported at top tap and 45° boots to provide smooth transitions			
Balancing dampers installed at takeoffs on plenums and distribution boxes			
Ductwork sealed to code			
Refrigerant line locking caps as required by code			
Existing smoke detectors tested and working (do not test monitored system)			
– Where no smoke detectors exist in the residence, installed battery operated			
– Smoke detector outside of each sleeping area in the immediate vicinity of the bedrooms			
C.O. detector to code			

I acknowledge that all submittal items listed above are accurate and complete. I understand that any incorrect information provided will be considered grounds for the licensee to be removed from the Residential Change-Out Program.

Company Name: _____

Master License Holder Name: _____ Master License #: _____

Master Signature: _____

Installer Name: _____

Installer Signature: _____

***Fax or email Completeness Form to the number or email
listed at the top right.***