Complete an Intake Request

Austin Build + Connect (AB+C)

Register a New Account/Login

- Use the City of Austin's, Austin Build + Connect Portal to submit or check on your permits and fees.

- You will need to register with the City of Austin online in order submit your Design Intake Request (move to "Apply for Permits/Cases" if you already have a registered account). To register, go to https://abc.austintexas.gov and click on the "Create Account" link.

Quick Tip

- You may want to familiarize yourself with the City's online process before starting the Design Intake process . Select the AB+C Manual tab (top right of the screen when you've logged in). This will give you all the information you need to address your questions regarding navigating permitting and payment options available on Austin Build + Connect.

austintexas.gov   Home   Bills   My Reports   My Profile   Permits▾   Assign Permit   Advanced Search   Public Search   AB+C Manual   ↦ Logout

My Permits/Cases   Older Permit/Cases   My Incomplete Applications   Final Permits/Cases   My Licenses   My Inspections

My Escrow Account   My Notifications

My Permits/Cases

Shown are latest permits and cases associated with your account(s) created within the past year. You can view the permit or case details by clicking the Detail button. You can find all your remaining older permits and cases using the Advanced Permit Search button.

The My Bills link on the top menu bar displays all permits and cases eligible for payment.

You can find Issued Construction Permits here.

Advanced Permit Search

⊕ Apply for Permit/Cases   **⊕ Apply for ROW/Special Events**

You do not have any Permit/Case at this time.

Apply for Permits/Cases

• Once registered/logged in you will be taken to the Home Page. Select the blue button "**+ Apply for Permits/Cases**"

Please note the following steps are **NOT** for applying for your Electric Permit, this is only used for Design Intake Purposes. For permit information, please visit the Development Services Departments, Understanding the Development Process, page.

Step 1: New Application – Select Type

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- From the "**Application Type**" drop down, select the first option "**Austin Energy Additional Services**" referred to as **AEAS.**

① — Select Type
② — Property Details
③ — Additional Information
④ — Supporting Documents
⑤ — Review
⑥ — Fees & Payment

New Application
Please select an application type from the list.

Application Type

[⌄]

Austin Energy Additional Services
Austin Water - General Permit
Austin Water - Onsite Water Reuse System
Board of Adjustment
Electrical Permits
Historic Review
Land Status Determination
Mechanical Permits

Continue

Step 1 (cont.) New Application – Select Type

- From the "**Sub Type**" drop down, select the second option, **"Design Intake"**

Step 1 (cont.) New Application – Select Type

- From the "**Work Type**" drop down, select either, "**Design Consult or Design Submission**".

- Click "**Continue**"

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① 1 Select Type   ② 2 Property Details   ③ 3 Additional Information   ④ 4 Supporting Documents   ⑤ 5 Review   ⑥ 6 Fees & Payment

New Application
Please select an application type from the list.

Application Type

Austin Energy Additional Services   ⌄

Sub Type

Design Intake   ⌄

Design Intake

A Design Consult is to answer customer questions, provide order of magnitude estimates and any other items that the customer needs prior to the official Design Submission which place projects into the Design queue. Fees may apply.

A Design Submit is an official request for a design of projects that are over 350 Amp Single-Phase or 225 Amp Three-Phase or are located in the downtown Network area . All Streetlight and Nightwatchmen requests go here - Streetlight Intake Form

For projects outside of these parameters, please submit an ESPA form to the DAS business unit as directed on the top of the ESPA form.

Work Type

          ⌄

          Work Type

Design Consult
Design Submission
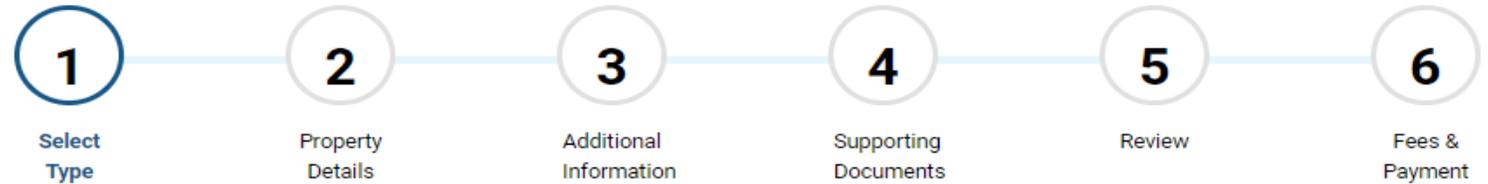
Continue

Step 1 (cont.) Application Information

- From the "**Applicant**" drop down, select your name.

- In the "**Folder Description**" field, please be as descriptive as possible regarding your scope of work for the project.

- Click "**Continue**".

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Application Information

Applicant

(Crystal Taylor)

Folder Description **(1934 characters left)**

Please be as descriptive as possible regarding your scope of work.

Back   Cancel - I do not meet these criteria   Continue

Step 2: Property Details

- Type the project address in the "**Street/Segment Number AND Street Name**" field.

- * Try shortening the street name if results are not initially found.

- Click "**Search**"

- Find the correct address and click "**Select**"

- Click "**Continue**".

Step 3: Additional Information

- From the "**Submission Type**" drop down, select the best option for your project submission.

Step 3 (Con't) Additional Information

- From the "**Service Area**" drop down, select if your project is in North or South Austin.

Application Details

Application Type:	AE Additional Services - Design Intake - Design Submission
Application Number:	13439490
Application Date:	Dec 05, 2024

Please provide additional details for your application.

Additional Services Information

Additional Information

Submission Type

Commercial

Service Area

Territory boundaries: Please choose North or South based on the dividing line of: Martin Luther King Blvd. / FM 969 / Colorado River.

North

South

Principal Contact

11

Step 3 (Con't) Additional Information

- AE maintains a single point of contact for projects. Please put this person's name and contact information in the "**Principal Contact**" fields.

- Click "**Continue**".
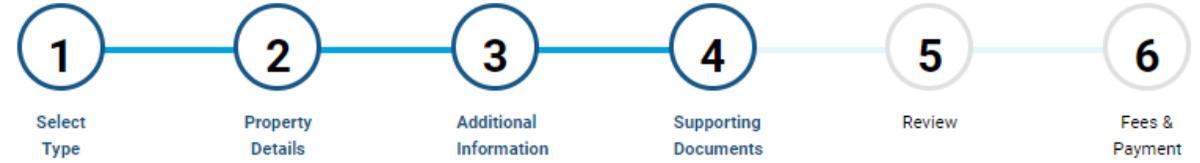
Principal Contact

First Name

Austin

Last Name

Energy

Phone Number

512-494-9400

Email Address

Cancel Application   Save for Later   Continue

Step 4: Supporting Documents

- Please see the list of required documents per project submission type and attach ALL required documents and enter a description for each attachment.

- Please submit your ESPA's in the fillable/editable format.

- Click "**Continue**".

Supporting Documents

Please attach the following documents:

1. Apartments - Must provide completed ESPA, riser diagram ,911 address validation form and current AutoCAD file of AE approved site plan.
2. Commercial - Must provide completed ESPA riser diagram, 911 address validation form and current AutoCAD file of AE approved site plan.
3. Multifamily/Mixed Use - Must provide completed ESPA, riser diagram, 911 address validation form and current AutoCAD file of AE approved site plan.
4. Subdivisions/Small Residential - Must provide completed ESPA, 911 address validation form and current AutoCAD file of AE approved site plan.
5. Downtown Network - Must provide completed ESPA, riser diagram, layouts for UNO or Great Streets, 911 address validation form and current AutoCAD file of AE approved site plan.
6. Dual Feed - Must provide completed ESPA, riser diagram, 911 address validation form and current AutoCAD file of AE approved site plan.
7. Relocation/Removal/Maintenance - Please provide the address, AE pole number, and brief description of the project needs in the Customer Comments box above.
8. Streetlights - Please provide the address or area and brief description of the project needs in the Customer Comments box above.
9. Temporary/Construction Power - Must provide completed ESPA, riser diagram, 911 address validation form (with unit identifier for temp power) and current AutoCAD file of AE approved site plan.

Upload Attachment

Step 1: Drag and drop your files, or select BROWSE

Drag or **Browse** to select file(s) to upload

Step 2: Enter a description for your attachment or batch of attachments

* Required Field

Step 3: Click "Upload"

Upload

Back   Save for Later   Continue

Step 5: New Application Summary - Review

- Please make sure to click "**Submit**" on this page and that you get a confirmation email.

- Please note, at this time, there is no fee to submit a Design Intake entry.

Post-Submission Information

- An email will be sent to you confirming that your application has been received by Design Intake. As long as you receive this confirmation email, your entry was submitted successfully.

- Please note the AEAS "Permit" is only used for Design Intake purposes and will close automatically within 90 days after it's Released to Design once reviewed by Intake staff. You will receive an email telling you the AEAS "permit" has closed in 90 days. This does NOT affect your Design status or place in queue.

- Use the information provided in the AB+C Manual tab if you have any questions or need help.

- PLEASE NOTE: This process is NOT applying for your Electric Permit. This is ONLY submitting your project to AE Design.

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