Complete an Intake Request (Non-Permitted Job)

Austin Build + Connect (AB+C)
Step 1. “Register a New Account”

• 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 Step 2 if you already have a registered account). To register, go to https://abc.austintexas.gov and click on the “Register a New Account” link.
Quick Tip

• You may want to familiarize yourself with the City’s online process before starting the Design Intake process. Select the Web Help tab (top right of the screen when you’ve logged in). This will give you all the information you need to address your questions.
Step 2. “Apply for Permits”

- Once registered/logged in you will be taken to the Home Page. Here you will select “Apply for Permits.”

Please note the following steps are NOT for applying for your Electric Permit.
Step 3. “Austin Energy Additional Services”

- Click on the arrow next to “Austin Energy Additional Services.”
Step 3 (cont.). “Austin Energy Additional Services”

- From the Austin Energy Additional Services list choose the service that you have been instructed to select by your AE Contact.
Step 4. “Design Intake”

• For Design Intake you will choose the appropriate selection from the Design Intake list: **Design Consult** or **Design Submission**
Step 5. Follow AB+C Prompts to Completion

• From here you will follow the prompts on each page and give as much detail about your request to help Austin Energy best understand your needs.
Post-Submission Information

• Emails will be sent to you detailing next steps upon completing your Design Intake request.

• You will be assigned a Permit/Case# upon hitting the Submit button. Please reference this Permit/Case# in any correspondence with AE. You will also use this Permit/Case# when logging back in to the system to make payments or check on your request.

• Use the information provided in the Web Help 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.