

# COMMERCIAL BUILDING PERMIT

## APPLICATION & CHECKLIST



Permits Division, P.O. Box 319, Leander, Texas 78646-0319  
Ph. (512) 528-2752, fax (512) 259-0660, <http://www.leandertx.gov>

Project Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
SD File Number: \_\_\_\_\_

*This application and checklist is provided as a service of the City of Leander. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process.*

- **A Pre-Development meeting is recommended prior to submission of a Commercial Building Permit application. Pre-Development meetings are held at 3:00 p.m. on Mondays. Please make an appointment with the Planning Department 528-2750.**
- **Fill out the following application and checklist completely prior to submission.**
- **Use the most current application from the City.**
- **Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your project. This application/checklist is only a guide. All state and local ordinance and code requirements cannot be reflected on this application / checklist. If there are any questions regarding regulations, the applicant should consult source law.**
- **Applicant MUST submit an approved copy of the Site Development application, a copy of the Site Development Permit, and (1) approved set of Site Development (Civil) drawings prior to the issuance of a building permit.**
- **Ordinances can be obtained from the City of Leander at our website ([www.leandertx.gov](http://www.leandertx.gov) , Documents and Forms) or at city hall.**

### PROJECT INFORMATION:

Street Address: _____	TDLR Project # _____
Subdivision Name: _____	Section: _____ Lot: _____ Block: _____
Property within flood plain? Y/N	Flood Zone: _____ Base Flood Elevation: _____
Zoning District: _____	Sq. Foot: _____ Dimension: _____ Value: _____
Brief Summary of Work: _____	

### APPLICANT INFORMATION:

*Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.*

Property Owner: _____	Phone: _____	Fax: _____
Address: _____	City: _____	State: _____ Zip: _____
Email: _____	Mobile: _____	Pager: _____
Agent: _____	Phone: _____	Fax: _____
Address: _____	City: _____	State: _____ Zip: _____
Email: _____	Mobile: _____	Pager: _____

**PROJECT FEE CALCULATIONS (OFFICE USE ONLY):**

Application Complete: Date \_\_\_\_\_ By: \_\_\_\_\_

Building Permit Fee Calculation (base fee includes 1 inspection each):

Frame – \_\_\_\_\_ sq. ft. X \$0.15 per sq. ft. of building (\$40 min) = \$ \_\_\_\_\_  
 Plumbing – \_\_\_\_\_ sq. ft. X \$0.15 per sq. ft. of building (\$40 min) = \$ \_\_\_\_\_  
 Electrical– \_\_\_\_\_ sq. ft. X \$0.15 per sq. ft. of building (\$40 min) = \$ \_\_\_\_\_  
 Mechanical– \_\_\_\_\_ sq. ft. X \$0.15 per sq. ft. of building (\$40 min) = \$ \_\_\_\_\_  
 Plan Review– \_\_\_\_\_ sq. ft. X \$0.13 per sq ft (up to 10,000 sq ft) + \$50 per 1000 sq ft over = \$ \_\_\_\_\_  
 Permanent Power (Meter Release)- \_\_\_\_\_ = \$ \_\_\_\_\_  
 Temporary Power Loop/Pole - \_\_\_\_\_ = \$ \_\_\_\_\_  
 Gas Meter Release (if applicable)- \_\_\_\_\_ = \$ \_\_\_\_\_

Fire Permit Fee Calculation (base fee includes 2 inspections each):

New Construction Review - \$100.00 +( \_\_\_\_\_ sq ft X \$0.10 per sq. ft. of building) = \$ \_\_\_\_\_  
 New Shell Building Review- \$100.00 +( \_\_\_\_\_ sq ft X \$0.05 per sq. ft. of building) = \$ \_\_\_\_\_  
 Certificate of Occupancy Inspection < 10,000 sq. ft = \$ 50.00  
 Certificate of Occupancy Inspection > 10,000 sq. ft = \$ 100.00  
 Other Fire Code Related Tests = \$ 80.00

Additional Fees:

Utility Tap Fee Water: \_\_\_\_\_ = \$ \_\_\_\_\_  
 Wastewater: \_\_\_\_\_ = \$ \_\_\_\_\_  
 Street Cut: \_\_\_\_\_ = \$ \_\_\_\_\_  
 Customer Water Deposit: \_\_\_\_\_ = \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ = \$ \_\_\_\_\_

Impact Fees

Water: \_\_\_\_\_ = \$ \_\_\_\_\_  
 Wastewater: \_\_\_\_\_ = \$ \_\_\_\_\_

**Check #** \_\_\_\_\_ **Receipt #** \_\_\_\_\_ **Date:** \_\_\_\_\_ **TOTAL** = \$ \_\_\_\_\_

**COMMERCIAL CHECKLIST**

*Please note that this checklist is intended to describe the general scope of commercial building permit applications to the City of Leander. Additional information may be required to assure that the proposed construction complies with the International Building Code, Composite Zoning Ordinance or other ordinances. **The owner/agent shall initial each line item confirming the requested information is included with this application.***

**\_\_\_\_4 collated sets of the following submitted with a complete application to be considered ready for processing. Include the title of each sheet and appropriate “section” (i.e. site plan, grading/ drainage, etc.) along the right edge, visible when rolled up. A digital “as-built” copy is required prior to the issuance of a C.O.**

**THE FOLLOWING BUILDING PLANS ARE TO BE PREPARED IN COMPLIANCE  
WITH THE COMPOSITE ZONING ORDINANCE AND THE CURRENT  
INTERNATIONAL CODE CONGRESS BUILDING CODE AND FIRE CODE  
ADOPTED BY THE CITY**

**ARCHITECTURAL:**

1. Floor Plan
  - General usage for each area by name. \_\_\_\_\_
  - Dimensions showing all room sizes, corridors, exits, stairs, etc. \_\_\_\_\_
  - Window and door opening sizes and construction relating to fire protection. \_\_\_\_\_
2. Elevations
  - Proposed building materials. \_\_\_\_\_
  - Heights of building elements. \_\_\_\_\_
3. Sections as provided to describe compliance with fire protection provisions of the code. \_\_\_\_\_
4. A registered architect or engineer must seal architectural plans. The requirement for sealed plans may be waived by the Building Official for buildings less than 5,000 sq. ft. \_\_\_\_\_
5. All rooftop mechanical equipment is screened from view. All rooftop equipment on flat roofs are enclosed with a parapet wall constructed at least 42" high or as high as the equipment it is designed to screen from view, whichever is higher. The parapet is constructed with a building material that matches the structure or is visually compatible with the structure. \_\_\_\_\_
6. Check the applicable site component of the composite zoning district for the subject property and complete the checklist under that component:

**Type A**

- At least eighty-five percent (85%) of the exterior surface area of walls, including all stories of primary buildings / structures, consists of un-painted clay brick, ledge stone, fieldstone, cast stone, marble, granite, tile, painted or tinted stucco, non-reflective glass façade, glass block (or alternative glazing e.g. Kalwall) and factory tinted (not painted) split faced concrete masonry unit (non-residential buildings and structures only) or similar material approved by the Director of Planning. The remaining exterior wall surface is comprised of those materials listed or cementitious-fiber planking (not panels). \_\_\_\_\_
- A minimum of fifteen percent (15%) of the front primary building façade for buildings in commercial or residential districts consists of window or door openings. \_\_\_\_\_
- All building fronts have at least five different design features to break the wall plane, buildings over 50,000 square feet in size have at least seven different design features, and buildings over 100,000 square feet have at least nine different design features. \_\_\_\_\_
- Windows have a maximum exterior reflectivity of twenty percent (20%). \_\_\_\_\_
- No primary structure / building exceeds a height of thirty (30) feet at a distance of twenty (20) feet plus one foot for each one foot of setback beyond twenty (20) feet from a single-family or two-family use district unless such district is utilized for non-residential use. Otherwise, the maximum primary building / structure height for any non-residential or multi-family district does not exceed forty five (45) feet except that a building may be erected to a height of ninety (90) feet if building setbacks for the building or portions of a building exceeding forty five (45) feet are increased one foot in distance for each two feet of additional building height in excess of forty five (45) feet. \_\_\_\_\_

**Type B**

- At least fifty percent (50%) of the exterior surface area (all stories) and at least eighty-five percent (85%) of the exterior surface area of first story walls of primary buildings / structures, consists of un-painted clay brick, ledge stone, fieldstone, cast stone, marble, granite, tile, painted or tinted stucco, glass façade, glass block (or alternative glazing e.g. Kalwall) and factory tinted (not painted) split faced concrete masonry unit (non-residential buildings and structures only) or similar material approved by the Director of Planning. The remaining exterior wall surface is comprised of those materials listed or cementitious-fiber planking (not panels). \_\_\_\_\_
- A minimum of fifteen percent (15%) of the front primary building façade for buildings in commercial or residential districts consists of window or door openings. \_\_\_\_\_
- All building fronts have at least four different design features to break the wall plane, buildings over 50,000 square feet in size have at least six different design features, and buildings over 100,000 square feet have at least seven different design features. \_\_\_\_\_

- Windows have a maximum exterior reflectivity of twenty percent (20%).
- For any non-residential or multi-family district, no primary structure / building exceeds a height of thirty-five (35) feet at a distance of twenty-five (25) feet plus one foot for each one foot of setback beyond twenty-five (25) feet from a permanent single-family or two-family district unless such district is utilized for non- residential use.

**Type C**

- At least thirty five percent (35%) of the exterior surface area of walls (all stories), including at least sixty percent (60%) of the exterior surface area of street facing walls (all stories) of primary buildings / structures consists of un-painted clay brick, ledge stone, fieldstone, cast stone, marble, granite, tile, painted or tinted stucco, glass façade, glass block (or alternative glazing e.g. Kalwall) and, for non-residential buildings and structures, factory tinted (not painted) split faced concrete masonry unit, pre-cast concrete tilt wall with a decorative or textured finish or similar material approved by the Director of Planning. The remaining exterior wall surface is comprised of those materials listed or cementitious-fiber planking (not panels) or, for non-residential applications only, exterior insulating finishing system (E.I.F.S.).
- A minimum of fifteen percent (15%) of the front primary building façade for buildings in commercial or residential districts consists of window or door openings.
- All building fronts have at least three different design features to break the wall plane, buildings over 50,000 square feet of gross floor area have at least five different design features, and buildings over 100,000 square feet have at least six different design features.
- No primary structure / building shall exceed a height of forty (40) feet at a distance of thirty (30) feet plus one foot for each one foot of setback beyond thirty (30) feet from a single-family or two-family district unless such district is utilized for non- residential use. No primary building / structure height shall exceed forty-five (45) feet except as provided in Article VIII, Section 8.

**Type D**

- Unless there are no street facing walls, at least thirty five percent (35%) of the exterior surface area of walls (all stories), including at least sixty percent (60%) of the exterior surface area of street facing walls (all stories) of primary buildings / structures consist of un-painted brick, ledge stone, fieldstone, cast stone, marble, granite, tile, painted or tinted stucco, exterior insulating finishing system (E.I.F.S.), glass façade, glass block (or alternative glazing e.g. Kalwall), factory tinted (not painted) split faced concrete masonry unit, pre-cast concrete tilt wall with a decorative or textured finish or similar material approved by the Director of Planning. The remaining exterior wall surfaces are comprised of those materials listed or cementitious-fiber planking or panels, or painted metal siding except that metal siding is not permitted on any street facing wall.
  - Metal exterior walls are compatible in color with existing surrounding structures and are muted earth tones. Exterior finishes for metal walls are of a permanent material such as baked on enamel finish or painted to the wall manufacturer standards. The use of unpainted exterior metal finish is not proposed. Any metal siding is screened at least 60% from view from the street and any adjacent residential uses with evergreen landscaping, fencing, berms or other approved screening.
  - All building fronts visible from a public street or residential district have at least two different design features to break the wall plane, buildings over 50,000 square feet in size have at least four different design features, and buildings over 100,000 square feet have at least five different design features.
  - No primary building / structure height shall exceed thirty-five (35) feet.
7. Warehouse, mini-warehouse and overhead (commercial service) doors are not oriented to face a street(s) or residential property or shall be screened from view from the street(s) or residential property.
  8. All roof fascia and soffits are constructed of a non-combustible material.
  9. Fascia is not increased (e.g. sign bands) nor are mansard roofs, Quonset roofs, "A" frame designs or other similar roofs to be utilized if they would reduce the normal amount of exterior wall surface area. Sign bands do not exceed three feet in height and do not extend across more than forty percent (40%) of a structure frontage.
  10. Parapets or other similar screening enclosures are utilized to conceal rooftop equipment from view from all sides if such rooftop equipment is proposed.
  11. Roofing materials for peaked roofs are a thirty year laminated dimensional shingle or its equivalent or better product (metal roofing is acceptable).

**STRUCTURAL:**

- 1. Foundation Plans sealed by a registered engineer or architect \_\_\_\_\_
- 2. Framing Plans \_\_\_\_\_
- 3. Details and Specifications sufficient in scope and details to facilitate field verification by City of Leander inspector. A registered architect or engineer must seal framing plans and details. The requirement for sealed plans may be waived by the Building Official for buildings under 5000 sq. ft. \_\_\_\_\_

**MECHANICAL:**

- 1. Details and specifications of ventilation system components and devices. \_\_\_\_\_
- 2. Duct locations and construction. \_\_\_\_\_  
A registered architect or engineer must seal mechanical plans. The requirement for sealed plans may be waived by the Building Official for buildings under 5000 sq. ft.

**ELECTRICAL:**

- 1. Electrical Riser Diagram showing proposed wire sizes, over current protection and grounding. \_\_\_\_\_
- 2. Branch Circuit Calculations showing proposed wire sizes and over current protection. \_\_\_\_\_
- 3. Power Plan
  - Showing proposed circuitry. \_\_\_\_\_
  - GFCI protection and service receptacles to code. \_\_\_\_\_
- 4. Lighting Plan showing proposed lighting, exit and emergency lighting as applicable. \_\_\_\_\_
- 5. Fire alarm system. A registered architect or engineer must seal electrical plans. The requirement for sealed plans may be waived by the Building Official for buildings under 5000 sq. ft. \_\_\_\_\_
- 6. All site utility lines are proposed to be located underground. \_\_\_\_\_
- 7. The following note is shown: *Exterior lighting is shielded such that the light source is not directly visible from the public ROW or adjacent residential districts or uses at the property line. Unshielded "wall pack" lighting is not proposed.* \_\_\_\_\_

**PLUMBING:**

- 1. Plumbing Plan showing location of all fixtures and components, distributing piping, wastewater piping, gas piping and connection to existing utilities. \_\_\_\_\_
- 2. Water Distribution Piping Riser Diagram showing pipe sizes, required back flow and pressure reducing devices. \_\_\_\_\_
- 3. Waste Water Riser Diagram showing pipe sizes and venting. \_\_\_\_\_
- 4. Gas Riser Diagram showing pipe sizes, connected loads, and maximum developed lengths. \_\_\_\_\_
- 5. Fire Suppression System. A registered fire sprinkler engineer must seal fire suppression plans. \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Profession	Name	Information on file at City Y/N
Electrical	_____	_____
Plumbing	_____	_____
Mechanical	_____	_____
General Contractor	_____	_____
Other	_____	_____
	_____	_____
	_____	_____

**ADDITIONAL INFORMATION ATTACHED:**

- Asbestos Survey \_\_\_\_\_
- Utility Information Sheet \_\_\_\_\_
- Other (identify) \_\_\_\_\_

- *Permits cannot be issued without contractor information on file in city offices, in subdivisions that are not accepted for maintenance by the City, for improvements on illegal tracts (not legally subdivided) or for improvements on land that does not have the proper zoning classification.*
- *If any portion of the lot lies in the flood plain you must submit a flood zone application and an elevation certificate.*
- *Double permit fees will be charged if you begin work without a permit.*
- *All re-inspection fees must be paid before the building final will be approved.*
- *Structure not to be occupied until all final inspections have been approved and certificate of occupancy (CO) issued (penalties, as authorized by City Ordinance, will be charged if occupancy occurs prior to issuance of CO).*

**ACKNOWLEDGEMENT:**

The signature below of the property owner or designated agent acknowledges that construction plans and specifications attached herewith generally conform with applicable ordinances of the City of Leander, Texas. Furthermore, it is understood that City review of this application is dependent upon the adequacy of information provided, inaccurate or inadequate information may delay City approvals, and that compliant construction is the responsibility of the applicant.

**Check one of the following:**

- I hereby request a copy of the City's current ordinances applicable to this application and agree to review and be bound by the provisions applicable to the property. Ordinances paid for and received by Owner or Agent:

\_\_\_\_\_ Date: \_\_\_\_\_

**OR**

- I hereby acknowledge that I have obtained and reviewed the City's current ordinances affecting the property identified in this application and hereby reject the need to purchase said ordinances at this time.

Owner or Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_