

Online Permitting using MyPermitNow Effective September 1, 2014

## Commercial Finish-Out Permit Application

Please scroll below to see what required documents will need to be submitted when applying for a commercial permit. All applications need to be submitted online at [www.mypermitnow.org](http://www.mypermitnow.org) or click the below Customer Portal.

Apply

A rectangular button with a green gradient background and a blue border. The text "Customer Portal" is centered in white.

Customer Portal

# City of Leander

## Commercial Plan Check List

Note: The following Information must be provided with the Building Permit Application Submitted On-Line at [www.mypermitnow.org](http://www.mypermitnow.org)  
**In compliance with City of Leander Adopted 2015 Building Codes, 2014 National Electrical Code and Adopted Building Code Amendments**  
**All Documents shall be submitted in One Single PDF File**

**SITE PLAN**

Architectural Site Plan, separate from the Site Development Permit Set

**USE AND OCCUPANCY CLASSIFICATION**

**TYPE OF CONSTRUCTION**

**FLOOR PLAN WITH CODE ANALYSIS**

Occupant Loads, Means of Egress, Plumbing Requirements, TDLR Registration Number

**FIRE AND SMOKE PROTECTION INFORMATION**

**STRUCTURAL DRAWINGS**

Soils Analysis, Foundation Plan and details; Framing Plans and Details

**EXTERIOR ELEVATIONS**

Dimensions of Building Height, Exterior Finish Materials

**BUILDING AND WALL SECTIONS**

**ROOM FINISH SCHEDULE**

**MECHANICAL PLANS AND DETAILS**

**ELECTRICAL PLANS AND DETAILS**

**PLUMBING PLANS AND DETAILS**

**COMCHECK FOR BUILDING ENVELOPE, MECHANICAL AND LIGHTING**

**ARCHITECT SEAL, SIGNATURE AND DATE ON ALL ARCHITECTURAL DRAWINGS**

**ENGINEER SEAL, SIGNATURE AND DATE ON ALL MEP AND STRUCTURAL DRAWINGS  
IF OVER 5,000 SF BUILDING**