

# **Commercial Building Inspection Guidelines**

**City of Leander  
Inspections and Permits**



Revised March 30, 2020

## **Preface**

The following information has been arranged as a guideline for the construction process for builders and contractors working within the inspection jurisdiction of the City of Leander. Some items are clearly defined within the current City of Leander Ordinance, while others are standard procedures set forth by the Inspections and Permits Division of the City of Leander.

This material is to be used as a guideline only and may not include all circumstances or building practices that occur in the field.

In order to provide for quality, cost effective construction, please familiarize yourself with these guidelines.

## **Contents**

- MGO Required Inspections
- Inspection Descriptions
- Common Turndowns
- Requirements for a Certificate of Occupancy
- Contact Information – City of Leander
- Contact Information – Outside Entities
- Building Permit and Inspection Fees

# MGO Required Building Department Inspections

## Priority 6

- Layout Inspection (upload survey on MGO)
- Electrical Underground
- Temporary Electric Loop
- Plumbing Rough Inspection
- Water / Sewer Yard Lines and Backflow

## Priority 7

- Engineer's Pre-Pour Report (upload on MGO)
- Plumbing Rough Test
- Pre-Pour Inspection

## Priority 8

- Frame Inspection
- Electrical Rough
- Mechanical Rough
- Gas Test
- Plumbing Top Out

## Priority 9

- Insulation Inspection
- Sheetrock/Firewall Inspection
- Permanent Power (Electric Meter Release)
- Ceiling Cover Up Inspection
- 2<sup>nd</sup> Gas Test (Gas Meter Release)

## Priority 10

- Building Final
- Electrical Final
- Mechanical Final
- Plumbing Final
- Backflow Report Received (upload on MGO)
- Commercial Site Development Inspection (Call 512-528-2751 to Schedule)

## Priority 11

- Certificate of Completion
- Close Project

# Inspection Descriptions

The City Noise Ordinance considers the construction of any building or structure between the hours of 9:00 p.m. and 7:00 a.m. a nuisance. Please review the noise ordinance in detail on the city's website at [www.leandertx.gov](http://www.leandertx.gov).

## Layout (uploaded on MGO)

Foundation form boards to be in place and "form survey" to be posted on site and uploaded on MyGovernmentOnline (MGO). String lines shall be allowed to mark property lines if the geographical layout of the property permits. Portable toilet facilities shall be in place for every two adjacent work sites. Trash/building material containers shall be in place for every two work sites if using a "roll off" type dumpster or, every single work site if using a minimum eight foot by eight foot (8' x 8') plywood box, constructed to withstand its purpose. Safety fence shall be in place when construction site is adjacent to a building completed or near completion. Silt fence shall be in place if deemed necessary for erosion control. Tree protection shall be in place. Address posted, visible from the street. **Current Ordinance requires the use of Clawson Disposal (512.259.1709) for all trash and haul-off service. Clawson Fee Schedule available online.**

## Temporary Electric Loop

The visual inspection of a temporary power pole or pedestal located at the work site, according to the 2014 National Electrical Code.

## Water/Sewer Yard Lines

A visual inspection and testing of the building sewer and water service installed from the structure to the utility taps. This inspection requires proper separation of services and burial depths as required by the 2015 International Codes. Sewer line tests shall consist of a ten foot head (10') of water column above the highest fitting. Backwater valves are required on applications deemed necessary by the 2015 International Codes. Water lines do not need to be connected to the water supply lines within the structure. Water meter boxes/vaults shall be properly installed for proper placement of meter(s). Water meter boxes shall not be damaged or missing. Required backflow devices and customer shut-off valves shall be in place. Pressure reducing valves shall be in place, if required.

## Plumbing Rough

The visual inspection and testing of proper installation according to the current adopted Plumbing Code (2015 International Codes). This inspection requires a ten foot head (10') of water column above the highest fitting. Plumbing system shall not be buried or covered.

## Engineer's Pre-Pour Report (uploaded on MPN)

This inspection is currently being performed by the Engineer of record for said construction. The Engineer's approved inspection report shall be on site and uploaded on MyGovernmentOnline (MGO).

**Plumbing Top-Out**

Visual inspection and test of the water supply and building drainage system, in accordance with the 2015 International Codes, within the building envelope. The water supply shall maintain a minimum 50 psi gauge test. The DWV shall be water tested 42" above the highest fitting. Tubs/showers shall be tested to the flood rim level and/or overflow drain.

**Gas Test (if applicable)**

A visual inspection and testing of the gas piping in accordance with the 2015 International Fuel Gas Codes. The inspection requires a minimum 20 psi gauge test with all valves in the open position. Bubble testing shall be required if deemed necessary by the Building Inspector.

**Electrical Rough**

A visual inspection of the electrical wiring and panel(s) in accordance with the 2014 National Electrical Code.

**Mechanical Rough**

A visual inspection of the mechanical ducts and equipment in accordance with the 2015 International Mechanical Code.

**Frame**

A visual inspection of the structural components of the building envelope. The Frame Pack inspection shall be approved prior to the installation of masonry and/or insulation.

**Sheetrock/Firewall**

Not currently a required inspection but may be performed if deemed necessary by the Building Inspector. All required fire rated walls shall be inspected by the Building Inspector and/or the Fire Marshal.

**Insulation**

A visual inspection in accordance with the 2015 International Energy Conservation Codes.

**Permanent Power (Meter Release)**

A visual inspection in accordance with the 2014 National Electrical Code. All wiring shall be properly terminated or contained within a covered outlet box prior to the issuance of a permanent electric meter. This inspection may be scheduled any time after the installation of electrical trim components. All equipment and panels (including meter can) shall be properly bonded. Panels shall be labeled

**2<sup>nd</sup> Gas (Meter Release)**

The visual inspection and testing of the gas piping system prior to the release of the gas meter. The system shall maintain a minimum 20 psi gauge test. All gas stops shall be in place at this time.

**Plumbing Final**

Visual inspection and testing of the plumbing system in accordance with the 2015 International Plumbing Code. All properties required to discharge to a private sewage disposal system shall have an approved certificate of completion from the County in which the property is located.

**Electric Final**

Visual inspection and testing of electrical components in accordance with the 2014 National Electrical Code.

**Mechanical Final**

Visual inspection and testing of mechanical components in accordance with the 2015 International Mechanical Code. Air conditioning start-up is required.

**Landscaping**

Visual inspection for compliance with the current City of Leander Landscape Ordinance. All landscaping shall be completed at the time of Building Final.

**Site**

Visual inspection for completion of required/necessary components of the property. This shall include, but not limited to, sidewalks, flatwork, fences, parking, drainage and signage (if required).

**Building Final**

Includes visual inspection of the proper completion, allowing for the issuance of a Certificate of Occupancy.

**Backflow Prevention**

Backflow prevention assembly test and maintenance report is required. Use most current TCEQ form.

# Common Turndowns

## LAYOUT

- Form survey not uploaded on MGO
- Trash receptacle not provided
- Safety fence not provided
- Erosion control not in place
- Portable toilet not provided
- Trees not protected

## TEMPORARY ELECTRIC LOOP

- Not supported / secure properly
- Ground termination not to code
- Provide 220 A receptacle
- Receptacle(s) not GFCI protected
- Damaged / needs repair
- Missing / not complete
- Not ready

## PLUMBING ROUGH

- Buried/covered, unable to inspect
- Provide 10' head of water
- Water test on DWV not holding
- Building drain not sleeved through exterior beam(s)
- Maintain ¼ inch per foot
- Provide proper bed/fill material
- Clear debris from trench
- Damaged / needs repair
- Missing / not complete
- Not ready

## WATER / SEWER YARDLINES

- Separate water and sewer
- Burial depth not to code
- Maintain 1/8 inch per foot
- Provide 10' head on DWV
- Clean trench
- Provide proper bed/fill material
- Pipe not supported properly
- Backflow not installed
- Damaged / needs repair
- Missing / not complete
- Not ready

## PLUMBING TOP OUT

- Venting requirements not met
- Water test on DWV not holding
- Air/water test on copper not holding
- Tub drains not open for proper test
- Copper in contact with dissimilar metal
- Gas vents not to code
- Gas test not holding at 20 psi
- Gas piping not protected through masonry
- Pipe not supported or properly secured
- Protect pipe
- Damaged / needs repair
- Missing / not complete
- Not ready

## ELECTRICAL ROUGH

- Wire to be in raceway
- Wire damaged, needs repair
- Receptacles spaced greater than 12'
- Nail plates required at studs/plates
- Secure wires in panel
- Aluminum wiring not allowed (per City Ordinance)
- Smoke detector placement not to code
- Stairway lighting not to code
- Wire not supported or properly secured
- Protect wire
- Ground termination not to code
- Missing / not complete
- Not ready

## MECHANICAL ROUGH

- Crimped duct
- Duct not properly sealed
- Not supported / secure properly
- Dryer vent not to code
- Vent hood duct not to code
- Exhaust fans not to code
- Plenums not properly sealed
- Combustion air not to code
- Return / supply air too close to gas burning appliance
- Damaged / needs repair
- Missing / not complete
- Not ready

## GAS TEST

- Pipe not protected through masonry
- Test not holding at 20 psi
- Damaged / Needs repair
- Not Ready

# Common Turndowns

## FRAME

- ☒ Seal/secure exterior sheathing
- ☒ Seal untreated lumber
- ☒ Seal/secure exterior penetrations
- ☒ Engineered trusses not installed per design
- Provide Engineer's repair detail
- ☒ Over cut studs/plates
- ☒ Glue/shim headers
- ☒ Rafters not to code
- ☒ Joist hangers missing
- ☒ Double studs where required
- ☒ Windows do not meet egress
- ☒ Wind brace not to code
- ☒ Attic access not to code
- ☒ Tempered glass where required
- ☒ Stair risers/treads not to code
- ☒ Fire block not to code
- ☒ Not supported / secure properly
- ☒ Masonry requirements not met
- ☒ Headers/joists over spanned
- ☒ Draft stop not to code
- ☒ Provide moisture barrier
- ☒ Bottom plates not secured
- ☒ Fireplace clearances not met
- ☒ Truss hangers / ledgers not to code
- ☒ Make site safe and sanitary
- ☒ Strap plates / studs
- ☒ Nail schedule not to code
- ☒ Attic ventilation requirements not met
- ☒ Damaged / needs repair
- ☒ Missing / not complete
- ☒ Not ready

## PERMANENT POWER

- ☒ Wire termination not to code
- ☒ Exposed wire
- ☒ Fixture / cover plates missing
- ☒ Wire not properly secured
- ☒ Service equipment not properly bonded

## 2<sup>nd</sup> GAS TEST

- ☒ Provide 20 psi gauge test
- ☒ Gas stub-out not connected to riser
- ☒ Damaged pipe / riser
- ☒ Not ready

## PLUMBING FINAL

- ☒ Vent termination not to code
- ☒ Paint plumbing vents
- ☒ Provide anti-siphon device on hose bibs

- ☒ Water heater drain termination not to code
- ☒ Water heater not to code
- ☒ Drain pan required
- ☒ Expansion tank required
- ☒ Leak in DWV
- ☒ Leak in water supply
- ☒ T & P relief not to code
- ☒ Gas vents in contact with combustibles
- ☒ Copper in contact with dissimilar metal
- ☒ Low water pressure
- ☒ Water closet / faucets / valves run continuous
- ☒ Clean / repair meter box
- ☒ Insulate copper
- ☒ Private sewage disposal certificate not posted.
- ☒ Damaged / needs repair
- ☒ Missing / not complete
- ☒ Missing / Backflow Report
- ☒ Not ready

## ELECTRICAL FINAL

- ☒ Wire termination not to code
- ☒ Smoke detectors not to code
- ☒ Smoke detectors beeping or not functioning (low or bad battery)
- ☒ ARC fault not to code
- ☒ Fixture/cover plates missing
- ☒ Stairway illumination not to code
- ☒ Wire not properly secured
- ☒ Power not on
- Label GFCI's
- ☒ Label electrical panel(s)
- ☒ Label panel with ground termination locations
- ☒ Caulk around exterior devices
- ☒ Duplex receptacle not permitted for vent hood
- ☒ Wire damaged
- ☒ Ground / bond termination not to code
- ☒ Provide knock-out plug(s)
- ☒ Provide panel cover
- ☒ Not ready

## MECHANICAL FINAL

- ☒ SEER requirements not met
- ☒ Programmable thermostat required (Commercial)
- ☒ Energy Efficiency requirements not met
- ☒ Not supported / secure properly
- ☒ Gas vent in contact with combustibles
- ☒ Gas vent termination not to code
- ☒ Drain pan required



# Common Turndowns

## MECHANICAL FINAL CONT.

- Condensate drain not to code
- Combustion air not to code
- Dryer vent to code
- Crimped duct
- Raise / level A/C pad
- Protect duct
- Missing / not complete
- Damaged / needs repair
- Not ready

## BUILDING FINAL

- Seal/secure exterior penetrations
- Landscape requirements not met
- Flatwork damaged / needs repair
- Clean flatwork
- Clean site/street
- Exterior seal not complete
- Screens missing
- Occupied prior to finals
- Weep holes to be 33" on center
- Maintain 6" clearance from finished floor to grade
- Provide weather strips
- Provide insulation certificate
- Finish yard / grade to drain
- Provide street address
- Provide anti-tip device on range
- Attic access not to code
- Catwalk not to code
- Adjust doors
- Hardware missing
- Provide fire rated attic access
- Address not posted
- Work in progress
- Missing / not complete
- Damaged / needs repair
- Not Ready

# Requirements for a Certificate of Occupancy

Please use this checklist for project completion and issuance of a Certificate of Occupancy. Some items do not pertain to Commercial Finish-outs and Remodels. If your project required a Site Development Permit or site improvements, you will need a Certificate of Completion.

## **Building Inspector:**

- Building Final
- Electrical Final
- Plumbing Final
- Mechanical Final

## **Fire Inspector:**

- Fire Final
- Fire Sprinkler
- Fire Alarm
- Fire Lanes/Egress/Life Safety
- Hydrant Pre-Install

## **Planning Department:**

- Certificate of Completion
- Landscaping
- Parking
- General Site Requirements

## **Engineering:**

- Drainage and Detention

## **Permits Department:**

- Outstanding Fees
- Issuance of Certificate of Occupancy

It is the Contractor's responsibility to contact each department directly to schedule an inspection.

Building Inspection - [www.mygovernmentonline.org](http://www.mygovernmentonline.org)

Fire Inspections - (512)528-2748

Planning Department Inspection - (512)528-2751

Engineering Department Inspection – (512)528-2721

# Contact Information

## City of Leander

Approval of permits by the City of Leander does not exempt you from complying with current or future federal, state, or regional development requirements.

### Permits/Building Inspections

- Building Official – Linda Alger  
(512) 528-2746
- Chief Building Inspector – Chris Wheat  
(512) 528-2868
- Commercial Permit Clerk – Carla Woods  
(512) 528-2823
- Residential Permit Technician – Brenda DiTullio  
(512) 528-2815
- Permit Technician – Julie Dominguez  
(512) 528-2752
- Plan Reviewer – Deborah Slocum  
(512) 528-2885
- Plan Reviewer - German Saiz  
(512) 528-2985
- Plan Reviewer - Heather Watkins  
(512) 528-2793
- Senior Building Inspector – Al Hamilton  
(512) 528-2744
- Senior Building Inspector – Mike Wells  
(512) 528-2867
- Senior Building Inspector – Lee Bruno  
(512) 528-2794
- Inspector – Uriel Villasenor  
(512) 528-2996
- Inspector - Chad McTeer  
(512) 528-2789
- Inspector – Mitchell Richard  
(512) 528-2869
- Zoning Compliance Inspector – Jason Falconer  
(512) 528-TBD
- Zoning Compliance Inspector – Chuck Simonovic  
(512) 528-2982

P.O. Box 319, Leander, Texas 78646-0319

[permits@leandertx.gov](mailto:permits@leandertx.gov)

### Fire Department

- Inspection Request Line – for Fire Department Inspections  
(512) 528-2748
- Fire Chief – Billy Wusterhausen  
(512) 528-2848
- Fire Marshal – Joshua Davis  
(512) 528-2847
- Fire Admin – Kimberly Penberg  
(512) 528-2983

- Code Enforcement Officer – Alma Trevino  
(512) 528-2884
- Code Enforcement Officer – Tonnia Gibbs  
(512) 528-2742

**Planning and Community Development** (512) 528-2750

**Engineering Department** (512) 259-2766

## **Contact Information Outside Entities**

### **MyGovernmentOnline (MGO)**

(866) 957-3764

<https://www.mygovernmentonline.org>

### **Private Sewage Facility**

- Williamson County OSSF  
(512) 943-3330
- Travis County Septic  
(512) 854-4215

### **U.S. Department of Energy (COMCheck Form/Information)**

[www.energycodes.gov](http://www.energycodes.gov)

### **Federal Emergency Management Agency (FEMA)**

- Flood Plain Information  
1-800-638-6620

### **Texas Commission on Environmental Quality (TCEQ), formerly TNRCC**

- Drainage Issues  
(512) 239-1000

### **U.S. Fish & Wildlife Services**

- Habitat/Endangered Species and Caves  
(512) 490-4390

## Building Permit and Inspection Fees

**All permits will have a technology fee/s associated with them.**

*This list is subject to change. Please refer to the City of Leander Code of Ordinances for the most updated information.*

### (1) Residential Permits (New Construction)

Master Plan Review	\$50.00 per plan
Plan Review (up to 3000 sq ft)	\$50.00 w/o Master - \$20 w/ Master (up to 3000 sq ft)
Plan Review (3000 sq ft or greater)	\$0.05 per sq ft
Building Permit	\$0.15 sq ft (total foundation/floor) (\$40 minimum)
Mechanical Permit	\$0.15 sq ft (total foundation/floor) (\$40 minimum)
Plumbing Permit	\$0.15 sq ft (total foundation/floor) (\$40 minimum)
Electrical Permit	\$0.15 sq ft (total foundation/floor) (\$40 minimum)

### (2) Residential Permits (Remodel or Additions)

Plan Review	\$50.00
Building Permit	\$40.00
Mechanical Permit (If Applicable)	\$40.00
Electrical Permit (If Applicable)	\$40.00
Plumbing Permit (If Applicable)	\$40.00

### (3) Manufactured Homes

Plan Review	\$50.00
Building Permit	\$0.15 per sq ft
Mechanical Permit	\$40.00
Electrical Permit	\$40.00
Plumbing Permit	\$40.00

### (4) Commercial Permits (New Construction)

Plan Review	\$0.13 per sq ft (up to 10000 sq ft)+\$50 per 1000 over
Building Permit	\$0.15 per sq ft (\$40.00 minimum)
Mechanical Permit	\$0.15 per sq ft (\$40.00 minimum)
Electrical Permit	\$0.15 per sq ft (\$40.00 minimum)
Plumbing Permit	\$0.15 per sq ft (\$40.00 minimum)
Flatwork	\$0.15 per sq ft (\$40.00 minimum)
Temporary Certificate of Occupancy	\$40.00

### (5) Commercial Permits (Remodel)

Plan Review	\$0.06 per sq ft
Building Permit	\$0.15 sq ft (calculated work area) (\$40.00 minimum)
Mechanical Permit	\$0.15 sq ft (calculated work area) (\$40.00 minimum)
Electrical Permit	\$0.15 sq ft (calculated work area) (\$40.00 minimum)
Plumbing Permit	\$0.15 sq ft (calculated work area) (\$40.00 minimum)
Flatwork	\$0.15 per sq ft (\$40.00 minimum)
Temporary Certificate of Occupancy	\$40.00

(6) Commercial Shell Building

Plan Review	\$0.13 per sq ft – 1 <sup>st</sup> 10,000 sq ft + \$50 per 1000 sq ft
Building Permit	\$0.15 per sq ft (\$40.00 minimum)
Mechanical Permit (if applicable)	\$0.15 per sq ft (\$40.00 minimum)
Electrical Permit	\$0.10 per sq ft (\$40.00 minimum)
Plumbing Permit	\$0.05 per linear ft of all lines (excluding fire lines)(\$40 min)
Flatwork	\$0.15 per sq ft (\$40.00 minimum)

(7) Commercial (New) Lease Space Finish-out

Plan Review	\$0.06 per sq ft
Building Permit	\$0.15 per sq ft (\$40.00 minimum)
Mechanical Permit	\$100.00
Electrical Permit	\$0.05 per sq ft (\$40.00 minimum)
Plumbing Permit	\$0.10 per sq ft (\$40.00 minimum)
Coolers / Freezers	\$40.00 ea
Flatwork	\$0.15 per sq ft (\$40.00 minimum)
Temporary Certificate of Occupancy	\$40.00

(8) Temporary Construction / Sales Trailer

Plan Review	\$20.00
Building Permit	\$0.15 per sq ft (\$40.00 minimum)
Mechanical Permit	\$40.00
Electrical Permit	\$40.00
Plumbing Permit	\$40.00

(9) Accessory Structure Permits

(Includes solar installation, garages, buildings, decks/patios and covers, pergolas, etc.)

Plan Review	\$20.00
Building Permit	\$0.15 per sq ft (\$40 minimum)
Plumbing Permit (if applicable)	\$40.00
Electrical Permit (if applicable)	\$40.00

(10) Swimming Pool (Above and In-Ground)

Plan Review	\$20.00
Building Permit	\$160.00
Electrical Permit	\$40.00
Gas Test (if gas heated)	\$40.00

(11) Gasoline Storage Permits

Fuel Pumps	\$50.00 each
Underground Bulk Storage	\$100.00 each

(12) Miscellaneous Building Permits

Mechanical (Stand Alone)	\$40.00
Electrical (Stand Alone)	\$40.00
Plumbing (Stand Alone)	\$40.00
Water Heater Install / Change out	\$40.00
Water Softener Install	\$40.00
Demolition Permit	\$100.00
Driveway Culvert Permit	\$100.00
Plan Review	\$20.00
Irrigation Plan Review	\$20.00
Residential Irrigation plus plan review fee	\$50.00
Commercial Irrigation plus plan review fee	\$50.00 per backflow device
Sign Permit (including copy changes)	\$40.00 or \$2.00 per sq ft whichever is greater
Fence Permit	\$10.00 (per address)
Garage Sale Permit	No charge
Search Light	\$50.00
Structure Move Permit	\$55.00
Community Impact Fees	Per Community Impact Fee Ordinance
Tap Fees	Per Water / Wastewater & Tap Fee Ordinance
Water Meter Replacement	\$40.00 (plus water meter cost)
Street Cut – Water / Sewer Taps	\$750.00 ea
Street Boring / Cut	\$100.00 ea
Reinstatement of Expired Permit within 60 days	\$40.00
Administration Changes	\$25.00
Re-Inspection Fees	\$40.00 ea
Outsource Building Plan Review	In accordance with consultant rate, plus City’s permit fees

(13) Real Estate Open House Signs

Annual Real Estate Office Registration Fee	\$50.00 per office or brokerage
Annual Open House Sign Fee	\$5.00 per sign
Sign Recovery Fee	\$15.00 per sign if retrieved from the city within 7 days

(14) Misc Fees

Soliciting Permit	Per Peddler/Vendor Ordinance
Return Check Fee	\$25.00
Insufficient Funds Fee	\$30.00
Technology Fee – Master fee “Parent” on all permits Using MyGovernmentOnline (MGO)	\$10.00
Technology Fee – MEP fee “Child” on permits Using MyGovernmentOnline (MGO)	\$5.00

**NOTES:**

1. Double Permit Fees will be charged for any work started before receiving the permit.
2. A Stop Work Order will be issued on all permits where re-inspection fees of \$300 or more are owed.
3. A fee statement will be sent any time a builder owes more than \$300 in TOTAL re-inspection fees.