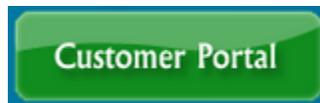


Online Permitting using MyPermitNow Effective September 1, 2014

Commercial Finish-Out Permit Application

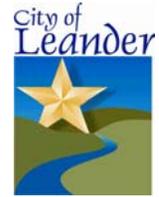
Please scroll below to see what required documents will need to be submitted when applying for a commercial permit. All applications need to be submitted online at www.mypermitnow.org or click the below Customer Portal.

Apply



COMMERCIAL FINISH-OUT

APPLICATION



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: _____

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.

- *Fill out the following application and checklist completely prior to submission.*
- *Use the most current application from the City.*

TENANT INFORMATION:

Contact Name: _____	Phone: _____		
Fax: _____	Email: _____		
Street Address: _____	TDLR Project # _____		
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 (CITY USE ONLY):

Application Complete: Date _____ By: _____

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

Building – _____ sq. ft. X \$0.15 per sq. ft. of building (\$40 min) = \$ _____
 Plumbing – _____ sq. ft. X \$0.10 per sq. ft. of building (\$40 min) = \$ _____
 Electrical– _____ sq. ft. X \$0.05 per sq. ft. of building (\$40 min) = \$ _____
 Mechanical– _____ = \$ \$100.00
 Plan Review– _____ sq. ft. X \$0.06 per sq ft of building (\$40 min) = \$ _____
 Permanent Power (Meter Release) - _____ = \$ _____
 Temporary Power Loop/Pole - _____ = \$ _____
 Gas Meter Release (if applicable) _____ = \$ _____

Fire (Review and inspections):

Tenant Finish-Out 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** = \$ _____

3 collated sets of plans and a complete application to be considered ready for review.

CONTRACTOR INFORMATION:

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

- *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.*
- *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 to 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: _____