



RESIDENTIAL APPLICATION

(PLEASE PRINT CLEARLY)

Date of Application: _____

Permit #: _____

Address: _____ Subdivision: _____ Sect: _____ Lot: _____ Block: _____

Type of Structure: _____ Total Sq. Ft: _____ Value: _____

Of Stories: _____ Property within flood plain? Y/N Flood Zone: _____ Base Flood Elevation: _____

Is this construction: New Remodel Addition Is the Master Plan on file? Yes No Plan # _____

Owner: _____ Contractor: _____

Contractor Address: _____

Contact Person: _____ Phone: _____ Fax: _____

Contractors: (Must be registered with the City of Leander)

Electrical Contractor: _____

Plumbing Contractor: _____

Mechanical Contractor: _____

- **\$200.00 Application Fee to accompany application applicable to NEW single-family construction only. (Non-Refundable, but credited toward permit fee)**
 - **Permits will not be issued without Contractors being listed on application.**
 - **Double permit fees will be charged for starting work prior to issuance of permits.**
 - **Along with two sets of plans, you must attach a plot plan with tree survey, and Rescheck to your application.**
 - **If any portion of the lot is within the floodplain you must obtain a flood zone permit.**
 - **All reinspection fees must be paid prior to the building final being approved.**
 - **No occupancy is allowed until all final inspections have been approved. (Penalty of Double permit fees will be charged)**
 - **Must meet the requirements of the City of Leander Landscape and Tree Ordinance.**
 - **The Building Inspection Department is not responsible to ensure that your structure is in compliance with all legal requirements and regulation that apply to your property. It is your responsibility to ensure that your property complies with all applicable legal requirements and regulations.**
- PLEASE ALLOW 10 WORKING DAYS FOR CITY PROCESSING**

Signature

Date

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

Check one of the following:

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

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: _____

FOR CITY USE ONLY BELOW THIS LINE

Approved Rejected By _____ on _____

Resubmitted and reviewed

Approved Rejected By _____ on _____

Comments:

Permit Fees:

Building: _____ sq. ft X \$0.15= _____ or \$40.00 (Minimum)
 Plumbing: _____ sq. ft X \$0.15= _____ or \$40.00 (Minimum)
 Electrical: _____ sq. ft X \$0.15= _____ or \$40.00 (Minimum)
 Mechanical: _____ sq. ft X \$0.15= _____ or \$40.00 (Minimum)
 Plan Review (up to 3000 sq. ft) \$50.00 w/o Master - \$20.00 w/Master \$ _____
 Plan Review (3000 sq. ft or greater) _____ sq. ft X \$0.05 per sq. ft \$ _____
 Temporary Meter Loop: \$ 40.00
 Permanent Power: \$ 40.00
 Gas (if applicable): \$ 40.00

Additional Fees:

Utility Tap Fee Water: \$ _____
 Wastewater: \$ _____
 Water Deposit: \$ _____
 Other: \$ _____

Impact Fees:

Water: \$ _____
 Wastewater: \$ _____

Total Permit fee: \$ _____

Total Permit fee less \$200.00 application fee: \$ _____

Application Complete Date: _____ By: _____



General Guidelines for Obtaining Residential Building Permits

To help expedite the plan review and permit approval process the following general guideline is provided. Please feel free to contact the Building Inspection Dept. at 528-2752 for specific questions.

Residential Projects: One (1) set of plans. ** Approved set of plans will not be returned to applicant for Residential Projects**

Check your plans! Be certain that your submittal includes the following information:

- *Completed Residential Building Permit Application.
- *Complete and Accurate Address
- *\$200.00 Application fee (credited to the building permit fee upon issuance)
- *Plot plan of the lot (this can be obtained at the Williamson County Clerk's office)
 - Must indicate the location of the building on the lot with set back dimensions, all easements affecting the lot, Proposed parking and drainage details.
- *Site Plan & Details
- *ResCheck Form (Energy Conservation Code)
- *Engineered Foundation Plan & Details
- *Floor Plan & Details
- *Wall Construction Plan or Cross Section Details
- *Roof Plan & Details or Truss Specifications
- *Other Pertinent Structure Details
- *Elevations
- *Electrical Plan & Details
- *Plumbing Plan & Details
- *Mechanical Plan & Details

Depending upon the project additional data may be required (i.e, details, computations, stress diagrams, soil analysis, handicap requirements, engineer/architect/surveyor seals, electrical riser/diagrams/calculations/analysis, etc.)

****Flood Zone- Must comply with City and Federal Regulations, if applicable****

ATTENTION: CONTRACTORS AND PROPERTY OWNERS

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

For your assistance we are providing the following contacts to answer your questions or concerns.

Inspections & Permits

www.leandertx.org (most applications are available online)

(512) 528-2823- Janet L. Gallagher: Building Official

(512) 528-2744- Al Hamilton: Senior Building Inspector

(512) 528-0723- Monica Sanders: Plan Reviewer / Inspector

(512) 528-2823- Carla Woods: Permits Clerk

(512) 528-2752- Danielle Radecki: Permits Clerk

(512) 528-2742- Michael Dial: Code Enforcement

(512) 528-2748- Inspection Request Line

Community Development

(512) 528-2732- David Hutton: Director

(512) 528-2763- Robin Griffin: Sr. Planner

Engineering- (512) 259-2640

Wayne Watts: Director/City Engineer

Travis County Health District

- Private Sewage Facility (i.e., septic tanks)

(512) 854-4215

U.S. Department of Energy (ResCheck Form/Information)

www.energycode.gov

Federal Emergency Management Agency (FEMA)

- Flood Plain Information, (i.e., elevation certificates)

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

- Caves

(512) 490-4390

RESIDENTIAL- ELECTRICAL SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documents when submitted to the City of Leander for plan review.

*Power, Lighting, and Equipment Layout.

*Locate GFCI receptacles

*Electrical Notes on plans to substantiate items.

*Locate smoke detectors.

*All documentation shall be submitted as integral part of the plans. All additional and revised documentation shall be submitted as an integral part of the plans and must also show Engineer's stamp, must be submitted on the same size and type of material as the original plans. (No papers to be stapled, taped, glued, clipped, etc., to the plans as documentation)

RESIDENTIAL- PLUMBING SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documentation when submitted to the City of Leander.

*Show Plumbing Layout

RESIDENTIAL- MECHANICAL SUBMITTAL OUTLINE

The following minimum requirements shall be included in the documentation when submitted to the City of Leander.

*HVAC Locations

*Indicate Gas or Electric