

COMMERCIAL PLAN REVIEWS

TEMPORARY SUBMISSION

Due to the WCID 17 Administration Offices being closed to the Public, the following procedures will allow Commercial plans to be accepted beginning April 16, 2020.

- 1) Complete the following and email both documents to Nancy Cardoso at ncardoso@wcid17.org
 - a. **Application for Commercial/Subdivision Plan Review** (located on District website <https://www.wcid17.org/for-builders-plumbers/>)
 - b. A **full electronic set of plans** for review*

- 2) Payments must be made on Monday or Thursday, prior to beginning review:
 - a. **Call 512-266-1111 ext. 110. Payments are processed Mondays and Thursdays only, from 9:00 a.m. to noon.**
 - b. Payments by credit card only at this time
 - i. A fee of \$2.00 for transactions less than \$100 and a 3% convenience fee on any transactions of \$100 and over.
 - c. No other payment methods acceptable at this time.

*IMPORTANT – If your plans are larger than 50 megabytes, you will need to submit by an alternate method. Submission in a form that the District can access is the responsibility of the submitter. Options include, but are not limited to:

- 1) Use Drop Box and email a link to Nancy, ncardoso@wcid17.org so that she can retrieve the application and plans; or
- 2) You can drop off a jump drive with the completed application by placing them together into a sealed envelope to the ATTENTION: PLAN REVIEW – NANCY CARDOSO; the labeled submission box is located in front of the Administration Office near the flag pole and adjacent to the District payment drop box. If you have any questions please call [512-266-1111 ext. 110](tel:512-266-1111).