

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 14, 2020.

All necessary forms can be found on the District website: <https://www.wcid17.org/for-builders-plumbers/>

- 1) Submit both:
 - a. **Application for Commercial/Subdivision Plan Review**; and
 - b. A **full electronic set of plans** for review*
- 2) Payments must be made prior to beginning review:
 - a. Call 512-266-1111 ext. 123.
 - b. Payments by credit card:
 - i. A fee of \$2.00 for transactions less than \$100 and a 3% convenience fee on any transactions of \$100 and over.
 - c. Business check can be placed in the District's Lock-box with "Attn: Nancy Cardoso"

*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 the Permit Coordinator so that the application and plans can be retrieved; or
- 2) You can drop off a jump drive with the completed application by placing them together into a sealed envelope to the ATTENTION: PERMIT COORDINATOR; the labeled submission box is located in front of the Administration Office near the flag pole adjacent to the District payment drop box. If you have any questions, please call 512-266-1111 ext. 123.

Permit Coordinator: Nancy Cardoso
ncardoso@wcid17.org
512-266-1111, ext. 123