



COMMERCIAL ALTERATION/REMODEL BUILDING PERMIT REQUIREMENTS

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of the complete set of construction documents are required for plan review (Three (3) for food establishments) Construction documents must be submitted along with completed permit application form and information sheet.

TEXAS ACCESSIBILITY STANDARDS (TAS) REVIEW: On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR).

Proof of Submittal Form provided by Building Inspections shall be completed with permit application.

For submittal requirements, please contact TDLR: Website: www.license.state.tx.us Phone: (800) 803-9202

Texas Department of Health Asbestos Survey: On application to a local governmental entity for a building construction permit related renovation or demolition; the owner shall submit to the entity proof that an asbestos survey has been conducted. <http://www.dshs.texas.gov/asbestos/default.aspx> or 1-800-572-5548. Proof of Survey Form provided by Building Inspections shall be completed with permit application.

PROFESSIONAL LICENSE: Drawings and documents shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

NECESSARY DRAWINGS: The following is a general outline of drawings necessary for plan review (Building Inspections may request additional information if necessary).

1. Site plan (provide complete parking analysis if there is a change in use).
2. Floor plans (include the location of the project within the building for additional/alterations) and roof plan (when applicable).
3. Exterior elevations, building sections and wall sections.
4. Door schedules, window schedules and hardware schedules.
5. Construction details; interior elevations and interior finish schedule.
6. Structural plans must include; foundation plans, roof and floor framing plans, wall sections and details.
7. Mechanical, electrical and plumbing site plans and schedules.
8. Plumbing plans (must include riser diagram)
9. Mechanical plan.
10. Electrical plans (must include riser diagram.)
11. Energy Conservation information and ComCheck Compliance Sheet, www.energycodes.org

FEES: Refer to the fee schedule for application fees.

NOTES:

1. Contact Fire Department for fire sprinkler requirements.
2. Required fire assemblies (other than assemblies listed in Table 720 of the currently adopted I.B.C.) Shall be accompanied by an approved fire resistance rating and corresponding design or file number on plans and details.
3. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
4. Plan review fees are non-refundable.
5. Permit holder is responsible for requesting and completing all required inspections.
6. Contact the Health Department regarding construction requirements for food establishments. [Opening a Food Establishment](#)

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at www.plano.gov or at the CITY OF PLANO Municipal Center at 1520 K Avenue, Plano, Texas.



Building Inspections Department ~ 1520 K Ave, Suite 140 Plano, TX 75074 ~ 972-941-7140 fax 972-941-7187
www.buildinginspections.org ~ email address ~ buildingpermits@plano.gov
FM624CG002 REV. 10/16/19