

CERTIFICATE OF OCCUPANCY (C.O.) INFORMATION SHEET

CITY OF PLANO BUILDING INSPECTION DEPARTMENT

Commercial Business: A Certificate of Occupancy (C.O.) is required for change of ownership, change of tenant, and name change.

- Please post your permit at the front door

The following is a list of typical inspection items that will be observed by the City of Plano Building Inspector.

- Suite number on front and back doors of suite, and building address numbers on front and back of building in contrasting colors.
- Address on electrical service meter.
- Handicap accessible restrooms (grab bars & under sink pipe protection, etc.)
- Backflow protection (vacuum breakers on hose bibs, etc.)
- Electrical cords not allowed through ceiling grid/tiles.
- Exit lights must be operational.
- Emergency backup lights must be working.
- Thumb latch on locks or Code compliant signage on exit doors (panic hardware, lever hardware, no bar lock, etc...)
- Post occupant load signs (assembly uses only).
- Mechanical violations (unsafe conditions).
- Electrical violations (unsafe conditions).
- Plumbing violations (unsafe conditions).
- Building violations (unsafe conditions).

“Additional inspections may be required to obtain a Certificate of Occupancy depending on the use of the tenant space/building”.

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

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- _____ **POST YOUR PERMIT** - Tape the permit to the **front window** or **front door** and **HAVE SPACE OR BUILDING OPEN** from the hours of **7:30 A.M. to 3:00 P.M.** the day of inspection.
- _____ **Electrical Inspection** for power is required if the power is not on, call Building Inspections at **972-941-7140**. **Electrical Power must be ON** prior to Fire Dept. Inspections or a re-inspection fee will be charged.
- _____ **Fire Inspection**, go to www.plano.gov/fireinspectionform . Complete the simple electronic form, the fire department will call or email to schedule inspection.
- _____ **Health Inspection**, call Health Department at **972-941-7143**. The Health Dept. issues permits relating to Food Service, etc. [Health Department Requirements](#)
- _____ **Gas Test Inspection**, a plumber must pull a plumbing permit to perform the gas test.
- _____ **Final / C.O. Inspection, Scheduling procedure below:**

Online Scheduling Procedures via E-TRAKIT: Thru TRAKIT you can schedule and monitor the status of your inspections. **Instructions:**

1. Visit E-TRAKIT go to our website [E-Trakit Webpage](#)
2. If you are a first time user and have not created an account, please select “Set up Account” in the blue bar and create an account. After login it will prompt you to create a security question and password.
3. If you have already created an account please select “Public” and Fill in Username and Password and click Login.

Scheduling Inspections via Phone:

Please contact the Building Inspections Department at **972-941-7140** and please include the following information: Permit number, type of inspection and the requested date. If your inspection is for Health or Fire see above contact information, see number 3 or 4.

(Prior to scheduling the Final/C.O. Inspection the Fire and Health Inspections must be passed.)

Smoking Establishments: Must comply with Chapter 14, Article 4, (Smoking) of the Plano Code of Ordinances. Please contact Health Dept. at **972-941-7143**. Copies of the ordinance are available upon request.

All items must be completed before Certificate of Occupancy is issued. If you have any questions, please contact the Building Inspection Department at **972-941-7140** during business hours 8:00 A.M. to 5:00 P.M.

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