



RESIDENTIAL TOWNHOMES NEW BUILDING PERMIT REQUIREMENTS

CITY OF PLANO BUILDING INSPECTIONS DEPARTMENT

CONSTRUCTION DOCUMENT SUBMITTALS: Two (2) copies of complete set of construction documents are required for plan review. Copies will be distributed for tax, contractor. Construction documents must be submitted along with a completed permit application form.

PROFESSIONAL LICENSE: For Buildings over 20,000 square feet, drawings shall be sealed, signed, and dated by a State of Texas Registered Architect. Items 6, 7 and 8 below are required to be sealed, signed and dated by a State of Texas Registered Engineer. The seal and signature shall be original or blue line (copied) on all sets.

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

1. Site plan (Plot Plan scale: 1" = 20' – 0"). Refer to the [Residential Plot/Site Plan Submittal Requirements](#).
2. Floor plans
3. Roof plan
4. Exterior elevations
5. Construction details
6. Structural plans required: Engineered foundation plans and details, second floor framing plans (when applicable, provide 2 copies).
7. Engineering letter for foundation design is required. This letter should include a statement that the foundation has been designed specifically for soils conditions of listed lot.
8. Masonry or Wood/Engineering Requirements
9. Electrical plan (may be combined with floor plan).
10. Plumbing plan (may be combined with floor plan).
11. EIFS (Exterior Insulation Finish Systems). Plans shall indicate control joints and horizontal expansion joints (if applicable). Provide ICC Evaluation Service Report (reports may be downloaded at this site: [ICC Evaluation Reports Program](#))
12. Energy Conservation information: Method of compliance must meet the current adopted International Energy Conservation Code (IECC) requirements. Proof of compliance must be provided utilizing software like "Energy Star, IC-3, etc." [Residential Energy Code review sheet](#) and [IECC energy report](#).
13. Floor plans shall be marked to comply with the Energy Conservation requirements.
14. Provide UL design cut sheets from UL directory for all rated assemblies (example: 2-Hr walls or 1-Hr walls).

NOTE: Foundation plan, details and engineer's letter shall include: Address, Subdivision, Lot, Block, and Plan number. The testing lab and the report number along with information of the soils condition (i.e. P.I. and Qu) may be combined with the foundation plans to eliminate the engineer's letter.

FEES: Refer to the fee schedule for applicable fees.

NOTE:

1. 100 % of fees may be paid at time of application. Minimum deposit of 65% of the building permit fee, plan review fee, and applicable Fire Fees are due upfront. Balance of all fees must be paid prior to issuance of building permits.
2. Enclosed rooms within the attic when constructed with floor joist must be included with the second floor area for applicable fees.
3. Fire separation between dwelling units when divided by a property line is a minimum of two hours. Refer to the International Residential Code.
4. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
5. Fire sprinkler system is required for all townhome buildings over 6000 square feet. Contact the Fire Department for fire sprinkler requirements.
6. Permit holder is responsible for requesting and completing all required inspections.
7. Please contact Homeowner's Association for additional requirements from Deed Restriction and Covenants.
8. Additional information may be required at time of submittal.

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.

