

Agency (Franchise Utility) Electronic Permit Submittal Procedures

1. Blank Agency permit applications are available on line at <https://plano.gov/507/Engineering-Permits>.
2. Franchise Utility ROW applications will use the Agency (Franchise Utility) Permit Application.
 - a. All Franchise companies shall use Agency Permit Application, <https://plano.gov/DocumentCenter/View/21015>.
 - b. Fully complete the Contractor and Responsible Agency information, including phone numbers and e-mail. Incomplete permit forms will greatly delay processing.
 - c. Under PROJECT INFORMATION, provide a valid, existing, address (cross streets are not acceptable). Applications without a valid address cannot be processed and will be returned.
 - d. Provide brief details of what you plan to do.
 - e. If a Traffic Control Plan is required, include it with your permit application.
 - f. Forms can be electronically signed, or printed out for signature.
 - g. Email completed and signed forms to Engpermits@plano.gov, (and only to this address). Combine all documents for each application into one document.
 - h. In the Subject line of the e-mail, please include the term "ROW Permit Application".
3. Once a permit has been approved, it will be returned by e-mail to the contact provided on the application.
4. The City of Plano Right of Way Ordinance requires that a copy of the approved permit be available at the work site. It is the applicant's responsibility to print a copy of the approved permit, and provide it to the contractor doing the work.
5. The size limit on e-mail attachments is 20 MB.
 - a. If you are sending a very large plan, we recommend you remove extraneous pages.
 - b. We only need to see the permit application, a cover page, a list of symbols, construction drawings, TCP (if applicable), and TxDOT or NTTA permit (if required). We do not need any in house construction details.