

## Development Electronic Permit Submittal Procedures

1. Development permit applications are available on line at <https://plano.gov/507/Engineering-Permits>.
2. Development and all other Right of Way engineering permits will use the Development Permit Application Form, <https://plano.gov/DocumentCenter/View/20713>.
  - a. Please fill out all section completely. If this permit is part of a Development project, include the ENG project number.
  - b. Email completed and signed forms to [Engpermits@plano.gov](mailto:Engpermits@plano.gov).
  - c. In the Subject line of the e-mail, please include the term "Development Permit".
3. Once a Development permit has been approved, the applicant will be contacted and instructed how to pick up the Development permit, along with stamped civil plans.
4. For all other permit applications (Traffic Control, Paving, etc), once the permit is approved, it will be returned by e-mail to the contact provided on the application.
5. 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.
6. The size limit on e-mail attachments is 20 MB. If you are sending a very large plan, we recommend you remove extraneous pages.