

March 19, 2020 Update – Online Submittals

Due to current events, effective March 23, 2020 the City of Plano Engineering Department will only accept online submittals of Small Cell permit applications. In-person submittals or resubmissions are not currently being accepted.

Applications shall be electronically submitted to ENGPermits@plano.gov

It is **critical** that the email's **subject line** follows the **format below** or else the **submission WILL NOT** be processed.

- ✓ If it is a **current** permit application, respond to the Engineering reviewer's email
- ✓ If it is a **new permit application** submission, use subject line formatting:
Small Cell New Application – <Agency/Contractor>
- ✓ If it is a **small cell inquiry**, use subject line formatting:
Small Cell – Inquiry Re <item>

New Application Form

Effective March 23, 2020, all new submittals must use the newest version of the application form available on [Engineering Permits page](#) on the plano.gov website

Submittal & Resubmittal Process

1. Complete the Small Cell Application form
2. Submit this with all applicable information including plans and additional approvals to ENGPermits@plano.gov
 - Engineering will verify correct information and payment amount, sending an invoice with a payment option and permitting IDs by email.
3. The applicant then needs to pay the permit fees.
 - The submittal of a new application is not complete until payment has been made.
 - Engineering then performs an administrative check for completeness. If not complete, the Engineering reviewer will email the incomplete items.
4. Resubmittals are to be emailed back to the Engineering reviewer by responding to the email they sent out.
 - Once deemed complete, Engineering will review the permit and plans. If there are deficiencies, the Engineering reviewer will email them those out.
5. Once a permit has been approved, Engineering will send an approval email with the E911 Address and approved plans.
6. The City of Plano Right of Way Ordinance requires that a copy of the approved permit and plans 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.