

BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

PERMIT APPLICATION: The following information must be completed on the permit application before submittal for a permit:

1. The physical address (including Suite number).
2. Legal description (Lot number, block and subdivision).
3. Names, addresses and phone numbers for the general contractor and property owner.
4. Names, addresses and phone numbers for the electrical, plumbing, mechanical and solid waste subcontractors. (Solid Waste Removal Sub Contractor is required when valuation of work is \$10,000.00 or more.)
5. Class of work (i.e., new, addition, alteration, repair, move or demolition).
6. Description of work.
7. Gas required (yes or no).
8. Breakdown of square footage (i.e., first floor, second floor, garage, porches, patios and total under roof).
9. Number of fireplaces, metal or masonry.
10. Number of stories.
11. Number of dwelling units (when applicable).
12. Valuation of work.

INFORMATION SHEET:

1. An information sheet must be filled out and attached to the permit application form upon submittal or all commercial projects.
2. Information sheets are available in the Building Inspection Department.

NOTES:

1. Two (2) separate permits are required for two-family (single-family attached structures).
2. A separate permit is required for each building located on a lot.
3. Two (2) complete sets of construction documents are required (three (3) sets if food establishment). Plans must be scaled and dimensioned with sufficient clarity.
4. 100 % of fees may be paid at time of application. A minimum fee deposit of 65% of the building permit fee plus the plan review fee is due up front. The balance of all fees must be paid prior to issuance of a building permit.
5. Permit holder is responsible for requesting and completing all required inspections.
6. Permit package must be posted at the temporary power pole, until such time as the structure is dried-in, at that point the permit must be posted inside by the front door. Pool permit package must be located adjacent to the back door of the house.
7. Permits for items such as water heaters, electrical services, etc., should be adjacent to the item to be inspected or adjacent to the door leading into rooms housing the equipment.

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 Avenue K, Plano, Texas.