



COORDINATION OF WORK WITH OTHER DEPARTMENTS NEW COMMERCIAL BUILDING

CITY OF PLANO BUILDING INSPECTIONS DEPARTMENT

1. Permit application and related drawings are submitted to the Building Inspection department for processing and approval.
2. Copies of the documents are routed internally to the Health department if the project has food service or potentially hazardous chemicals.
3. All civil or site plan submittals must be directly submitted to the Planning and Engineering departments for review. Applicant should contact the Planning Dept. at 972-941-7151 and Engineering Dept. at 972-941-7152 for the plan submittal requirements and processes for those departments.
4. Building code, mechanical, electrical, plumbing, and health plan review takes place simultaneously while the site and civil plans are being reviewed by the Planning and Engineering Departments.
5. Optional pre-construction meetings are encouraged to explain the inspection processes. Every department that is involved with the development process will have department representatives available to meet with the Architect, Engineer, Owners, and General Contractor. Please call 972-941-7140 to schedule these meetings.
6. Permit is issued only when all plan review comments have been addressed and the full site and civil plans have been approved and released by the Planning and Engineering Departments.
7. New construction permits may request a “Foundation Only” permit. The “Foundation Only” early release request is allowed once the 100% for construction plan set has been reviewed and there are no outstanding comments related to the construction of the foundation. The applicant is responsible for working with the Planning and Engineering Departments to receive full site plan approval prior to Building Inspections releasing the foundation only permit. All fees, including meter and impact fees shall be paid at time of foundation permit pick up. The General Contractor and all sub-contractors shall register with the Building Inspections’ Dept. and be listed on the permit. Under this permit, only underground utilities (water, sewer, electrical, etc...) and foundation work are approved for installation. All above slab work is prohibited until the full building permit is released.
8. Once the building permit application (for either foundation only or whole building) has been approved by Building Inspections the permit is issued and printed. A list of required inspections is also printed and attached to the permit. These inspections are specific to the project and are sequenced to insure that the inspections are made in a timely manner. Inspections for other departments are included and are part of the required inspections list.
9. All inspections, not relating to the Building Inspections Department, such as Health, Fire, Public Works, and Engineering, must be scheduled directly with the individual department. Final approval and Certificate of Occupancy will only be given after all inspection approvals are recorded in the permit tracking system that is administered by the Building Inspection Department.

***This is a typical work flow process that is applicable to all construction permits that require a new or revised site plan to be approved by the Planning department.**

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.



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