

PERMIT TRACKING PROCESS

CITY OF PLANO BUILDING INSPECTIONS DEPARTMENT

With Permit Tracking view your application/permit through the entire review and inspection process.

In order to access the information you must obtain an application/permit number. Please contact a permit technician prior to issuance of the permit.

-or-

Reference the top of the permit for the application number. The sequence will be i.e. 12 (year of the application/permit), followed by a series of zeros and numbers, for the application/permit number you will only need the numbers following the zeros (0001234), enter 12-1234.

1st step is to access the Building Inspections Permit Tracking Process page, either from www.plano.gov, or www.buildinginspections.org, both will offer access to the Permit Tracking Process section on the website. Click "Online".

2nd select "Permit Status".

3rd click "Select Permit", from the menu on the left hand side of the page.

Enter the application/permit number in the 2 boxes, as mentioned above. The year of the application/permit in the first box, the application/permit number in the second box and click "Submit" or just hit "Enter".

The menu on the left hand side of the page lists your viewing options:

Status Detail: General application information; address of the project, project name, valuation of the project, general contractors name and status of application, etc.

View Application Fees: Offers itemized charges and balances due; including application/permit fees, water meter fees, impact fees, re-inspection fees, etc. Fees are subject to change based on application activity. Fee totals may not reflect all of the charges for the permit. Please contact a permit technician before sending payment.

Permit Status: Itemized listing of permits attached to the application; i.e. building, mechanical, electrical, plumbing permits, etc. The general and sub-contractors are also listed. Click each individual permit link listed in the (Str/Seq/Permit) field. On the second screen you may click the "View Related Inspections" link for more information.

Inspection Status: Itemized listing, inspection results and inspector comments; click each individual permit link listed in the (Str/Seq/Permit) field for inspections scheduled, status and result dates. Click each individual inspection link listed in the (Inspection Type) field for detailed inspector comments.

Plan Tracking Status: Lists all the steps in the application review process including dates and action summary prior and up to the issuance of the permit. Reference the list of "Action Summary Types" at the top of the page. Click on any link listed in the (Agency Description) field for more information.

Reference easy "Navigating Instructions" found at the bottom of all pages and click on any links listed throughout for more detailed information.

If you have any questions or need assistance please ask a Permit Technician.

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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