

# COMMERCIAL NEW/ADDITION BUILDING PERMIT REQUIREMENTS CITY OF PLANO BUILDING INSPECTION DEPARTMENT

**CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of the completed set of construction documents are required for plan review (a Third (3<sup>rd</sup>) set of construction documents is required when any food service or potentially hazardous chemicals are involved or C.I.P. Project to be sprinklered). A site plan, floor plan, and elevations are required to be submitted for tax purposes. Construction documents must be submitted along with completed permit application form and information sheet.

**Note:** Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

**TEXAS ACCESSIBILITY STANDARDS (TAS) REVIEW:** On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR). Article 9102, Section 5(k) Senate Bill 959.

Proof of Submittal Form provided by Building Inspections shall be completed with permit application.

For submittal requirements, please contact TDLR:

Website: [www.license.state.tx.us](http://www.license.state.tx.us)

Phone: (800) 803-9202

**TEXAS DEPARTMENT OF HEALTH ASBESTOS SURVEY:** On application to a local governmental entity for a building construction permit related renovation or demolition; the owner shall submit to the entity proof that an asbestos survey has been conducted. <https://www.dshs.texas.gov/asbestos/default.aspx> or (888) 963-7111. Proof of Survey Form provided by Building Inspections shall be completed with permit application.

**PROFESSIONAL LICENSE:** Drawings and documents shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

**NECESSARY DRAWINGS:** The following is a general outline of drawings necessary for plan review (Building Inspections may request additional information if necessary).

1. Site plan.
2. Floor plans and roof plans.
3. Exterior elevations, building sections and wall sections.
4. Door schedules, window schedules, hardware schedules.
5. Construction details; interior elevations and interior finish schedules.
6. Structural plans must include; foundation plans, roof and floor framing plans, wall sections and details.
7. Mechanical electrical and plumbing site plans and schedules.
8. Plumbing plans (including riser diagram).
9. Mechanical plans.
10. Electrical plans (including riser diagrams).
11. Energy Conservation information and ComCheck Compliance Sheet, [www.energycodes.org](http://www.energycodes.org)

## FEES:

Refer to the fee schedule for applicable fees.

## NOTE:

1. Contact Fire Department for fire sprinkler requirements. Fire sprinkler and fire alarm system plans shall be submitted and approved by the Fire Department prior to any framing inspection by the Building Inspections Department.
2. Required fire assemblies (other than assemblies listed in Table 720 of the 2012 IBC) shall be accompanied by an approved fire resistance rating and corresponding design or file number on plans and details.
3. Outdoor lighting shall comply with Article XI. Outdoor Lighting (Sec 6-466 thru Sec 6-472) of the Plano Code of Ordinances.
4. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
5. Site plan must be released by the Engineering Department before a permit will be issued.
6. Plan Review fees are non-refundable.
7. Permit holder is responsible for requesting and completing all required inspections.
8. A separate permit is required for each building.

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](http://www.plano.gov) or at the CITY OF PLANO Municipal Center at 1520 K Avenue, Plano, Texas.



***If you are changing anything outside the envelope of the current building, including the facade, you must visit the Planning Department to discuss the potential requirements for site plan and/or plat review and approval. Considerations include, but are not limited to the following changes:***

***Height, floor area, or footprint of the building***

***Landscaping or screening***

***Vehicle parking, access, or circulation***

***Accessory structures (such as fuel dispensing stations, sheds, cell towers, dumpster screens)***

***Site boundaries***

***Fire lanes or driveways***

***Easements or utility locations***

***Façade***

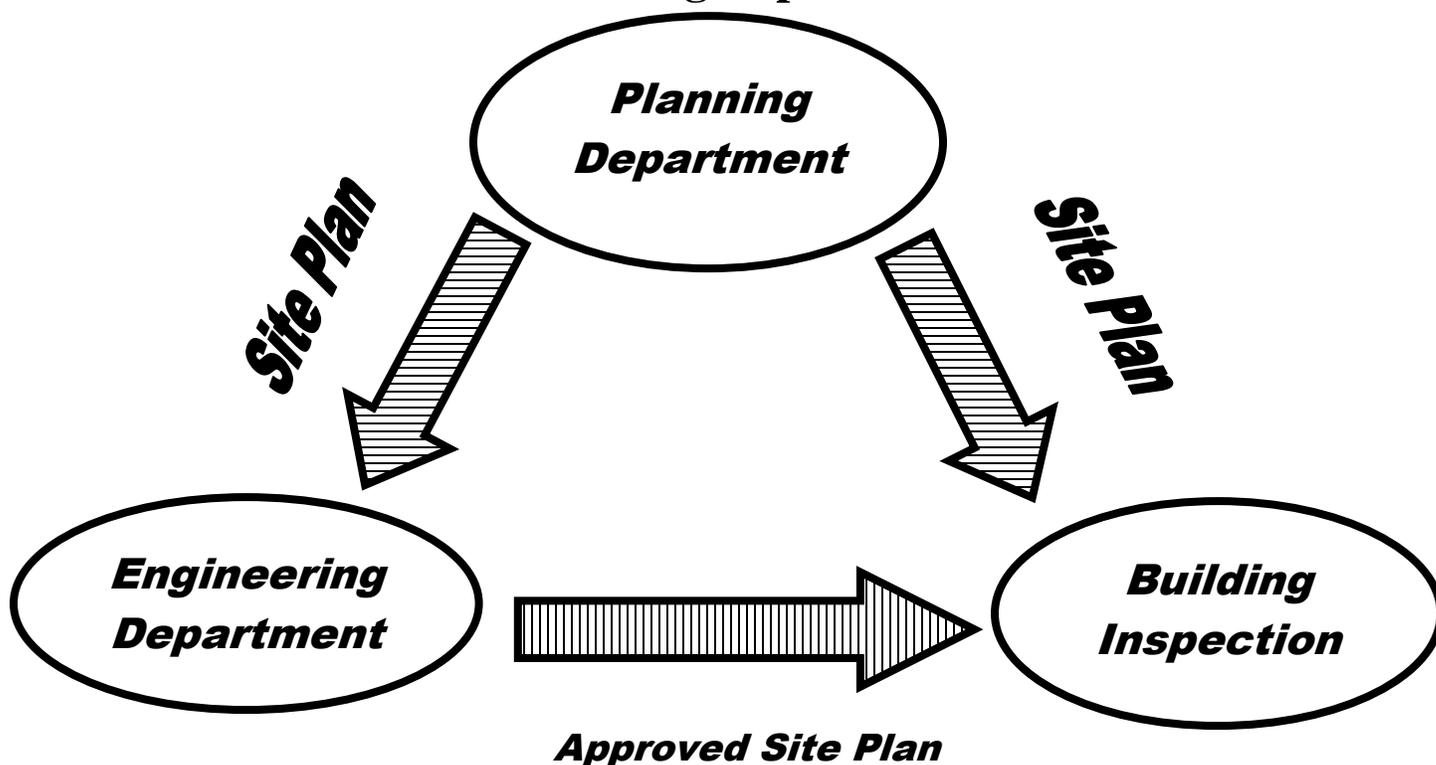
***Dock doors in the RT district or dock doors that impact parking or circulation***

***Uses that trigger SUP or Residential Adjacency Requirements***

***Please consult the Planning staff as soon as possible to avoid potential delays to your project.***

## **ROUTING OF APPROVED SITE PLAN**

### **Planning Department**



**The building permit will be issued upon receipt of Approved Site Plan from the Engineering Department.**

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