

CITY OF PLANO BUILDING INSPECTION DEPARTMENT
CO Inspection Information Sheet

1. _____ **POST YOUR PERMIT** - Tape the permit to the **front window** or **front door** and **HAVE SPACE OR BUILDING OPEN** from the hours of **7:30 A.M. – 3:00 P.M.** on day of inspection.
2. _____ **CALL** : If an Electrical Inspection for power is required, call Building Inspections at **972-941-7140**. **Electrical Power must be ON** prior to Fire Dept. Inspections or a re-inspection fee will be charged.
3. _____ **CALL**: If a **Fire Inspection** is required, call Fire Department at **972-941-7161**.
4. _____ **CALL**: If a **Health Inspection** is required, call Health Department at **972-941-7143**. The Health Dept. also issues permits relating to Food Service, etc...
Please contact the Health Dept. for additional information.
5. _____ **CALL**: If a **Gas Test Inspection** is required, call Building Inspections at **972-941-7140**. Note: a diaphragm gauge must register 15 lbs. and be holding at time of inspection.
6. _____ **CALL**: **Final / C.O. Inspection** is required, to **Schedule**:

Public Login Instructions:

- Visit **E-TRAKiT** go to our website www.buildinginspections.org look on the right hand side. Click on eTRAKiT logo.
- If you are a first time user and have not created an account, please select **“Set up Account”** in the blue bar and create an account. After login it will prompt you to create a security question and password.
- If you have already created an account please select **“Public”** and Fill in **Username** and **Password** and click Login.

Schedule Inspections:

- Please contact the Building Inspection Department at **972-941-7140** and please include the following information: Permit number, type of inspection and the requested date. If your inspection is for Health or Fire see above contact information, see number 3 or 4.

Smoking Establishments:

Must comply with Chapter 14, Article 4, (Smoking) of the Plano Code of Ordinances. Please contact Health Dept. at **972-941-7143**. Copies of the ordinance are available upon request.

All items must be completed before Certificate of Occupancy is issued. If you have any questions, please contact the Building Inspection Department at **972-941-7140** during business hours 8:00 A.M. - 5:00 P.M.

IF APPLICABLE: 30 TO 60 DAYS AFTER THE CERTIFICATE OF OCCUPANCY IS ISSUED, THE UTILITY OPERATIONS DEPT. WILL AUTOMATICALLY INSPECT FOR BACKFLOW PREVENTION OF WATER SUPPLY.

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 K Avenue, Plano, Texas.



CERTIFICATE OF OCCUPANCY INSPECTIONS

CITY OF PLANO BUILDING INSPECTION DEPARTMENT

Commercial Business Locations: A (C.O.) Certificate of Occupancy is required for change of ownership, change of tenant, and name change.

- Please post your permit at the front door

Each CO requires inspections. The following inspections are typical examples and **Do not represent all inspections required to obtain a Certificate of Occupancy.**

This list of most frequently listed items as observed by City of Plano Inspectors is provided below for your information.

- Suite number on front and back doors of suite, and building address numbers on front and back of building in contrasting colors.
- Address on electrical service meter.
- Handicap accessible restrooms (grab bars & under sink pipe protection, etc..)
- Backflow protection (vacuum breakers on hose bibs, etc..)
- Electrical cords not allowed through ceiling grid/tiles.
- Exit lights must be operational.
- Emergency backup lights must be working.
- Thumb latch on locks or Code compliant signage on exit doors (panic hardware, lever hardware, no bar lock, etc...)
- Post occupant load signs (assembly uses only).
- Mechanical violations (unsafe conditions).
- Electrical violations (unsafe conditions).
- Plumbing violations (unsafe conditions).
- Building violations (unsafe conditions).

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www.buildinginspections.org ~ email address ~ buildingpermits@plano.gov
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