

# ADDENDUM/RE-STAMP

## CITY OF PLANO BUILDING INSPECTION DEPARTMENT

Addendums/Re-stamps are changes that occur on a project/job that has already been released for construction (permitted) and must be reviewed and approved by the original plans examiner of your project. One copies of drawings are required. Please allow a minimum of two (2) working days for this process. There will be a \$20 charge collected at time of submittal for the initial 30 minutes of review. After the initial 30 minutes, the charge is \$40 per hour. Once an Addendum is approved by the Plans Examiner, the City of Plano will call "contact person" to pick up the approved Addendum drawings. Approved Addendum drawings shall be on job site prior to calling in inspections.

Project Address: \_\_\_\_\_ Permit#: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Changes: \_\_\_\_\_

\*\*\*\*\*DO NOT WRITE BELOW THIS AREA:\*\*\*\*\*

Approved By: \_\_\_\_\_ Number of Minutes/Hours: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

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.



Building Inspections Department ~ 1520 K Ave, Suite 140 Plano, TX 75074 ~ 972-941-7140 fax 972-941-7187  
[www.buildinginspections.org](http://www.buildinginspections.org) ~ email address ~ buildingpermits@plano.gov  
FM624MP017 REV. 12/20/13

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