



# CITY OF PLANO BUILDING INSPECTIONS DEPARTMENT

## Building Inspections Information Sheet

**Plano Building Inspection**  
 1520 Avenue K, Suite 140  
 Plano, Texas 75074  
 972-941-7140  
 Fax: 972-941-7187  
 Office Hours: Monday - Friday 8:00AM-5PM

Monetary Transactions will not be processed after 4:30PM  
 Visit our Web site: [www.buildinginspections.org](http://www.buildinginspections.org)

**View your Permit Online**  
 Visit [www.buildinginspections.org](http://www.buildinginspections.org): click e-permits type in your permit number check out permit review status and fees inspection results and outstanding inspections

**Noise Violations**  
 It shall be unlawful for any person to knowingly operate or permit to be operated any power or pneumatic equipment outdoors in a residential zone or within one hundred fifty (150) feet of the boundary line of a residence between the hours of 10:00 p.m. and 7:00 a.m. (Plano Code of Ordinances, Section 14-87)

**C & D Program**

**\*C/D Fees must be paid before the final inspection.**

| Project Type                     | Deposit per sq ft | Max Deposit     |
|----------------------------------|-------------------|-----------------|
| New Construction Com             | > 3,000 sq ft     | \$0.25 \$11,250 |
| Com/Add., Alterations & Remodels | "                 | \$0.15 \$11,250 |
| Demo Residential/Commercial      | "                 | \$0.20 \$11,250 |

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**Before your Permit is Printed**  
 Upon approval and release of your permit all Subcontractors and General Contractor must be registered and current with the City of Plano prior to issuance of permit.

**How long is my permit Valid?**  
 Your permit is good for 180 days from the date of approval or the last activity.

**Permit Posted on Job Site**  
 Your permit and plans need to be posted on job site for all your inspections. Be sure to keep all Inspection Result Tickets with your permit packet.

**Residential Submittal**  
 Residential permits require application submittal by registered, licensed (if appl.) contractors. Homeowners may obtain permits to do work at their residence without being registered and list themselves as a general contractor when assuming responsibility of that permit.

**Fees**  
 When submitting an application the following fees need to be paid at the time of submittal.

**Commercial:**  
 65% of building fee, fire plan review fee and health if applicable.

**Residential:**  
 65% of building fee, plan review fee, and any fire review fee if applicable.  
 You may pay the entire amount.  
 We accept the following forms of payment.  
 An Escrow Account can be set up - please inquire.  
 Visa, Master Card, Discover, Checks and Cash.

**Inspection Request**  
 972-941-7144  
 Fax: 972-941-7177  
 Office Hours: Monday - Friday 8:00AM-5PM  
 If you need an inspection for the next day, and it is after 5PM, you may call our Automated Inspection Line up until 11:59 PM and an inspection will be scheduled for the next business day.

**Contractor Requirements**  
**Registration form required for all Contractors**  
**General - Concrete, Demolition, Fence, Foundation, Pool, Roof and Sign Companies:**  
 \$100 registration fee/yr.

**Same Day Inspections \$75 fee**  
**These fees are non-refundable.**  
 Any inspection requested out of sequence may not be honored.  
 Must be requested and Paid for by 11AM

**Mechanical, Irrigator & Electrical:**  
 Complete registration form  
 \$100 registration fee/yr.  
 Current state and driver's license  
 \*Registration may be prorated at \$.27/day based on Master State License expiration.

**How Many Set of Plans Required**  
**New Commercial Bldg.**  
 3 sets (tax, city, & contractor)  
 \* Health Plans will be sent by Plan Examiners via email.  
 \*Add a set for Fire Review if applicable and submit directly to Fire Department

**Interior Finish out Project**  
 2 sets (city, & contractor)  
 \*Health Plans will be sent by Plan Examiners via email.  
 \*Add a set for Fire Review if applicable.

**After Hours/Saturday Inspections \$120 fee**  
**These fees are non-refundable.**  
 Any inspection requested out of sequence may not be honored.  
 requested and Paid for by 3PM on Friday.  
 No Saturday Inspections on Holiday Weekends.

No Fees for Fire, Access Control, and Plumbers, need copy of State License.

**Trash Hauler:**  
 \$10,000 surety bond to the City of Plano  
 \$20 reg. fee includes one vehicle  
 \$10 per additional vehicles  
 renewal, surety bond and \$10/vehicle/yr.

**Please notify Building Inspection Department on any Company changes**

**Automated Inspection Request**  
 Hours: 24 Hours  
 972-424-2534 (972-424--BLDG.)  
 When using Automated Inspection Line, you will need the **Phone Access Code** number. You will find this number on your permit. Each Trade has a different Phone Access Code. This will schedule an inspection for the following business day. (Exception Friday\*)  
 If you call after 12 midnight, the inspection will be scheduled for the next business day.  
 \*Exception: You call at 5:01 PM on Friday, the inspection will be scheduled for sometime Tuesday.

**Residential New/Additions/Alterations**  
 3 sets (tax, city, & contractor)  
 Structural plans must include: engineered foundation plan and details, second floor framing plan (when applicable). Legal description required on foundation, engineering, details, and \*EIFS report.

**Need to talk with an Inspector?**  
**Call 972-941-7140**  
 Our inspectors are in the office to answer your questions. Please call between:  
 Hours: 7AM - 7:30AM & 3:00PM - 3:30PM

**Environmental Waste**  
 Call for approval for waste receptacle during residential construction 972-769-4150

**Energy Conservation Information**

**Architect Seal requires the following:**  
 Signature, Date of Signature

**Engineering Seal requires the following:**  
 Signature and Date of Signature

**Computerized Seal requires the following:**  
 Proper Notation on Plans is Acceptable.

\* If Applicable

**Plan Review Turnaround Time for Projects our goal will be:**  
 RES New Const. - 3 Work days for comments/or/permit  
 RES Altr/Rmdl - 5 Work Days for comments/or/permit  
 Signs - 3 Work Days for comments/or/permit  
**Commercial Interior Finish Out: comments/or/permit**  
 Less than 10,000 Sq. Ft. or \$500,000-5 Work Days  
 More than 10,000 Sq. Ft. and \$500,000-10 Work Days  
 Comment Revisions Submittal: Allow 3-4 days for review

**Garage Sales**  
 Having a Garage Sale? Contact our office or visit our Web site for requirements.

**Call Before You Dig 1-800344-8377**

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 Avenue K, Plano, Texas.