

# RESIDENTIAL ADDITION / ALTERATION PERMIT REQUIREMENTS & CHECKLIST

## CITY OF PLANO BUILDING INSPECTION DEPARTMENT

**CONSTRUCTION DOCUMENT SUBMITTALS:** Two (2) copies of complete set of construction documents are required for plan review. Construction documents must be submitted with a completed permit application form.

**PROFESSIONAL LICENSE:** Residences over 6,000 square feet require all structural drawings and details to be sealed, signed, and designed by a State of Texas Registered Engineer (except for pre-engineered systems). The seal and signature must be original on all sets.

**NECESSARY DRAWINGS AND DOCUMENTS:** Using this **checklist** will help speed up the review process time by supplying us with the proper documents at the time of application.

- Site Plan\*** -- (Plot Plan scale: 1" = 20') Shade or hatch area to show addition on existing house and setback dimensions from property lines and any accessory structures. Refer to the [Residential Plot/Site Plan Requirements](#).
- Floor plans\*** – Show Dimensions and measurements of new addition floor areas (include all windows and door sizes to be added and/or changed). Show and label all existing and adjoining rooms.
- Roof Framing Plan** – Show how new roof ties into the existing home; new roof cannot attach/anchor to brick or other non-masonry veneers.
- Full Exterior Elevations** – Show elevation (exterior side views with overall heights) of each side of the addition or alteration. Show location of doors & windows & exterior materials of existing & new walls.
- Construction Details** – Show all framing, spans, spacing and wall section.
- Structural Plans** – Engineered foundation plans and details\* required when adding on to an existing post-tension slab. Engineered plans also required for second floor joist framing plans (when applicable).
- Engineering Letter\*** - For foundations. This is required when building a new addition on top of an existing slab. Engineer's letter shall note existing slab's ability to support the proposed addition.
- Electrical & Plumbing Plans** (may be shown on floor plans) – electrical to show lighting as well as electrical outlet spacing.

\*Foundation plans and details (new re-bar slabs up to 500 sqft are acceptable without engineering drawings if attaching to existing re-bar (non-post tension) slab. For engineered foundations, engineer's letter shall include: Address, Subdivision, Lot, and Block number. All plans dimensions shall match (for example, foundation dimension shall match site plan & floor plan dimensions).

**Note: Building Inspections Dept. may request additional information if necessary.**

**FEES:** Refer to the fee schedule for applicable fees.

**NOTE:**

1. 100% of fees may be paid at time of application. A minimum deposit consisting of 65% of the building permit fee, the Plumbing Certificate fee and the plan review fee are due upfront. The balance of all fees must be paid prior to issuance of a building permit.
2. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
3. Fire sprinkler system is required for buildings over 6,000 square feet. The usable area for determining the 6,000 s.f. limit for automatic fire extinguishing system does not include garages. However, attic spaces constructed with floor joist must be calculated as part of the 6,000 s.f. and shall be included with the second floor area for applicable fees. Contact the Fire Department for fire sprinkler requirements.
4. Permit holder is responsible for requesting and completing all required inspections.
5. Please contact Homeowner's Association for additional requirements from Deed Restriction and Covenants.

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.