

Contact and Location Information

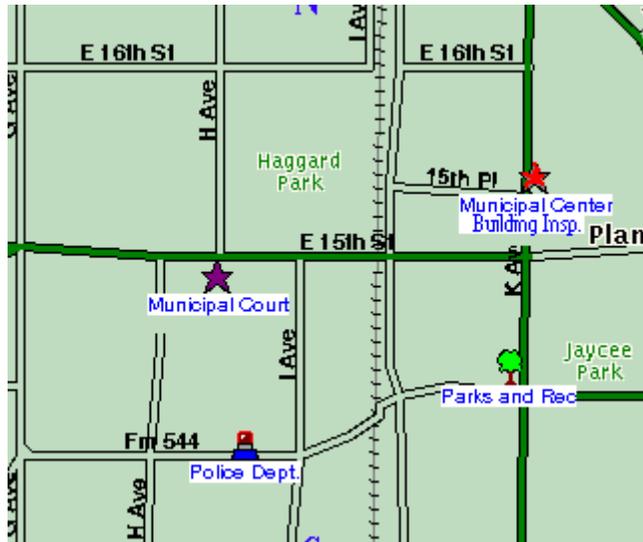
We are Located at:

1520 Ave K, # 150, Plano, TX 75074
Phone: (972) 941-7140 Fax: (972) 941-7177

Need step by step driving instructions to our office?

[Click here](#)

Email: selsom@plano.gov



TELEPHONE NUMBERS

MAIN NUMBER

(972) 941-7140

SATELLITE OFFICE

(972) 208-8100

INSPECTION REQUEST

(972) 941-7144 AND 941-7145

AUTOMATED INSPECTION REQUEST

(972) 424-BLDG (424-2534)

FAX NUMBER (Permits)

(972) 941-7187

FAX NUMBER (Satellite Office)

(972) 208-8107

FAX NUMBER (Inspections)

(972) 941-7177

MAIN OFFICE HOURS 8:00 A.M. - 5:00 P.M.

INSPECTOR'S OFFICE HOURS 7:00 A.M. - 7:30 A.M. & 3:30 P.M. - 4:00 P.M.

INSPECTOR'S FIELD HOURS 7:30 A.M. - 3:30 P.M.

SATELLITE OFFICE HOURS 8:00 A.M. - 5:00 P.M.

FREQUENTLY ASKED QUESTIONS

1. Where is the Building Inspections Department located, and hours of business?

Main Office: 1520 Avenue K, Suite 140 Plano, Texas 75074

Office hours: Monday-Friday 8 am.- 5 pm. (monetary transactions end at 4:30 pm.)

Satellite Office: 7501 Independence Parkway Plano, Texas 75025

Office hours: Monday-Friday 8 am. - 5 pm. (monetary transactions end at 4:30 pm.)

2. What form of payment do you accept?

We accept Discover, Visa, Master Card, Check, Cash, and Escrow (please inquire).

3. When is a permit required?

Permits are required when building, remodeling or enlarging a building. Permits are also required for other improvements to your property. Projects that are cosmetic, such as painting, wallpapering, carpeting, cabinets and trim work, etc., do not require permits. Additionally, permits are not required when replacing fixtures on existing wiring or plumbing. Questions concerning your specific project should be forwarded to the Building Inspection Department.

4. Is a permit required to build a residential fence?

When alterations, additions or changes exceed more than 25% of the area of the fence, a permit is required.

5. Is a permit required to build a storage building?

As of September 1, 2004 Storage buildings 120 sq. ft. and less are exempt from permit.

6. What is a Certificate of Occupancy Permit?

When a tenant leases a new space, or the ownership of an existing space changes, a Certificate of Occupancy Permit is required. Upon approval of required inspections utilities will be released in the new tenant's name.

7. What Building, Mechanical, Plumbing and Electrical Codes have the City of Plano adopted?

2003 International Building Code

2003 International Mechanical Code

2003 International Plumbing Code

2003 International Fuel Gas Code

2003 International Fire Code

2003 International Residential Code

2003 International Energy Conservation Code

2002 National Electric Code

Effective Date: September 1, 2004

8. Does the City of Plano validate subcontractor information?

The City of Plano does not require validation of subcontractor information. The General contractor is responsible for the subcontractor listed on the permit application. Please reference "Contractor and Subcontractor Requirements".

BUILDING INSPECTIONS DEPARTMENT
Main Office – 1520 Ave K, Suite 140, Plano, TX 75086-0358
Phone # 972-941-7140
www.buildinginspections.org



Satellite Office Located at the Davis Library,
7501 Independence Pkwy.
Phone # 972-208-8100

9. Where do I post my permit and plans (if applicable)?

Post permit and plans (if applicable), on job site in a visible place @ the front door or front window accessible to inspectors.

10. What is the cost of a permit?

Permits will vary in cost according to type of application, please reference Fee Schedule and required deposits.

11. Can inspections be scheduled the same day?

Same day inspections can be schedule for a \$60 non-refundable fee (per trade), by 11 am. with cash, Visa, MasterCard, check or escrow account (if applicable). The request may be called in if using a Visa or MasterCard. When requesting a final trade inspection, any outstanding fees for that trade must be paid at that time. When requesting a final building inspection, all outstanding fees must be paid at that time.

12. How long does the approval process take on residential and commercial projects?

The Building Inspection's goal on review process is as follow:

Residential project: 2 working days

Commercial project interior finish out less than 10,000 sq. ft.: 6-10 days

Commercial project interior finish out more than 10,000 sq. ft.: 10-15 days

New commercial project: 15-20 days

13. Can I pickup my permit without my General or Subcontractors listed on the permit?

Upon approval of your permit, General Contractor and all Subcontractors must be registered and current with the City of Plano and listed on the permit prior to issuance.

14. Can the Building Inspection Department recommend a contractor?

The Building Inspection Department has available a Contractor Binder for your convenience to reference.

15. How many sets of plans are required for application submittal?

The number of plans varies according to the type of application, please reference specific information sheets.

16. Do I need a permit to have a garage sale on my property or set up sales on public property?

Yes, permits are required for both types of situations. Please reference 'Temporary/Seasonal Sale Requirements', and "Garage/Occasional Sale Information Sheet". For your convenience garage sales can now be processed online.

17. Can I as a homeowner pull a permit for a contractor I have hired to do work in my home?

The contractor you have hired to do the work is required to be registered with the City of Plano and apply for the permit unless written permission by the contractor is submitted. A homeowner can apply for a permit and assume responsibility as the contractor when doing work on their own property that would require a permit.



