

City of Plano Building Inspections

Frequently Asked Questions (FAQs) for Commercial Projects

1. Does Plano have an expedited permit process?

- Answer: Yes, Plano has an “Express Permit” review and approval process. Currently express permits are accepted for business occupancy only (offices). Express permits are guaranteed to be reviewed, approved, and issued for construction within 3 business days from date of submittal. A checklist and notarized compliance letter are required at time of submittal. See requirements on our website at the following link:

<http://www.plano.gov/Departments/Building+Inspections/news/>

2. I have a new 30,000 sq ft commercial office building project starting. What is the plan review turn-around time for this project?

- Answer: Regardless of square feet, all new building projects (Greenfield or redevelopment) take between 5 to 10 business days for a complete plan review and initial comments are sent to the contact person noted on the permit application. Once we receive revisions from the designer/contractor per our initial comments, we take an additional 3 business days to re-review those revised documents. If all of the revisions address our comments correctly, we will issue the permit for construction after the re-review period. Please note that if Full Engineering approval has not been granted by the city engineering office, then we will hold your building permit until the engineering release is done.

3. What construction documents do I need to submit for a new construction or finish out permit?

- Answer: For new construction and finish out, all projects greater than 5,000 square feet require engineered mechanical, electrical, and plumbing plans. Floor plans do not require architect seals, signatures, and dates until the project is 20,000 square feet or larger. One exception: Finish out projects in shopping strip with less than 5,000 square feet require only the plumbing riser to be engineered.

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4. **How many sets of construction documents do I need to submit for a new construction or finish out permit?**
- Answer: New buildings require 3 full sets (architectural and MEP). Finish outs require 2 full sets. Submittal shall also include asbestos survey information on existing buildings, TAS EAB numbers, Energy Code Comcheck Reports, and any additional documents to support the project during plan review. Note that another option to submit for permits include electronic submittal noted below.
5. **What about electronic plan review?**
- Answer: The City of Plano currently accepts plans electronically. The format for electronic submittals shall be Adobe[®] PDF. Please see web link below for more info on electronic plans submittals:
<http://pdf.plano.gov/BI/FM624CG027%20Electronic%20Permit%20Application%20Submittal%20Requirements.pdf>
6. **Do I have to list General Contractor and Sub-contractors on the permit application at time of submittal?**
- Answer: The General Contractor and Sub-contractors do not need to be listed on the permit application at the time of submittal, however, all contractors will need to be listed on the application and registered and current with the city before the permit can be approved and released.
7. **How do I calculate the fees required at time of permit submittal?**
- Answer: Our Fee Schedule can be accessed through our website at:
<http://www.buildinginspections.org> and click on Fee Schedule.
8. **What about water meter fees and impact fees?**
- Answer: The Fee Schedule contains water and impact fees and can be accessed through our website at <http://www.buildinginspections.org>. Fees will be calculated based on the Water Meter Schedule sizes found on the approved site plan from the city's Engineering Department.

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- 9. Do I have to get an Asbestos Survey for my new construction or finish out project?**
- Answer: New buildings or first finish outs of shell buildings do not require an asbestos survey. Existing buildings/spaces where renovation or demolition will occur require asbestos surveys.
- 10. Do I have to get a third party TAS (Texas Accessibility Standards) review on my new construction or finish out project?**
- Answer: If your project's total estimated cost is less than \$50,000, you are not required to submit the project for third party TAS review, however, the project is still required to comply with TAS. Projects with costs of \$50,000 or more are required to be submitted for third party TAS review through the Texas Department of Licensing and Regulation. For more information contact TDLR at 512-463-3211 or <http://www.license.state.tx.us/AB/taa.htm>
- 11. I have a project in a shopping strip that would like to expand into the adjacent suite, what are some typical requirements?**
- Answer: A building permit would be required to combine the lease spaces. Additionally, the electrical services would need to be combined. Sprinkler requirements may apply if the building is not already sprinklered. The overall space will also need to meet exiting as well as restroom requirements.
- 12. What current codes has Plano adopted? What about amendments to these codes?**
- Answer: Plano has adopted the following codes: 2009 IBC, 2009 IMC, 2009 IPC, 2009 IFC, 2009 IFGC, 2009 IECC, and 2011 NEC. City amendments to these codes can be accessed on our website at: www.buildinginspections.org and click on Ordinances.
- 13. When do I need to submit energy code reports relating to the International Energy Conservation Code (IECC)?**
- Answer: New buildings with complete finish out of interior space require Envelope,

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- Lighting, and Mechanical energy reports. New shell buildings with no interior finish out only require Envelope report for submittal. Existing buildings with changes to envelope, lighting, and/or mechanical systems will require Envelope, Lighting, and/or Mechanical energy reports respectively, as applicable. Note: Additional sustainable building requirements may apply upon future adoption.

14. Can I check the plan review status of my project online?

- Answer: Visit our website at www.buildinginspections.org and click on Online Permits, then Online Services, then Select Permit. Next, type in your application number. Viewing options are listed on the left such as Application Fees, Permit Status, Plan Tracking Status, etc.

15. Once I have received the approved construction permit for my project, how do I handle inspections? How long does it take to get an inspection on my project?

- Answer: All required inspections are listed on the back of each permit. Call 972-941-7144 (Monday-Friday 8am-5pm) or the Automated Inspection Request line (24 hours) at 972-424-2534 to schedule an inspection. When using the Automated Inspection Line, you will need the Phone Access Code shown for each trade on your permit. Inspections are scheduled for the next business day.

16. Do I have to apply for a Certificate of Occupancy after my construction work is completed?

- Answer: The last inspection on the building permit should be a Certificate of Occupancy/Final Building Inspection. When this inspection passes, a Certificate of Occupancy will be issued. Applying separately for a Certificate of Occupancy is not necessary.

17. Is it necessary or required for me to set up a construction meeting with city inspectors before I start construction work on my project?

- Answer: It is not necessary to schedule a meeting with city inspectors prior to construction unless there are specific construction phases to discuss and coordinate.

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18. If I have construction changes on my project (due to owner's request, etc...) do I need to let the city know? What type of changes on my project requires me to notify the city?

- Answer: Addendums 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. Two copies of drawings, \$20.00, and a completed Addendum form are required.

19. How long does it take for an addendum to be reviewed and approved?

- Answer: Please allow a minimum of 2 days for processing.

20. Do I need to get a permit for commercial re-roof projects?

- Answer: A commercial re-roof project does require a permit. Note: Additional sustainable building requirements may apply upon future adoption of codes.

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