

**PRIORITY PERMIT**  
**REQUIREMENTS FOR COMMERCIAL INTERIOR FINISH PROJECTS**  
**CITY OF PLANO BUILDING INSPECTION DEPARTMENT**

**CONSTRUCTION DOCUMENT SUBMITTAL:** Two (2) copies of the complete set of construction documents are required for plan review ( a third set of construction documents is required when any food service or potentially hazardous chemicals are involved or C.I.P. which are sprink). Construction documents must be submitted along with completed permit application form and information sheet.

**TEXAS ACCESSIBILITY STANDARDS (TAS) REVIEW:** On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR).

Proof of Submittal Form provided by Building Inspections shall be completed with permit application.

For submittal requirements, please contact TDLR: Website: [www.license.state.tx.us](http://www.license.state.tx.us) Phone (800) 803-9202

**TEXAS DEPARTMENT OF HEALTH ASBESTOS SURVEY:** On application to a local governmental entity for a building construction permit related renovation or demolition, the owner shall submit to the entity proof that an asbestos survey has been conducted. <http://www.tdh.state.tx.us> or 1-888-963-7111. Proof of Survey Form provided by Building Inspections shall be completed with permit application.

**PROFESSIONAL LICENSE:** Drawings and documents shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where required by the State of Texas Engineering and Architect Practice Act.

**NECESSARY DRAWINGS:** The following is a general outline of drawings necessary for plan review (Building Inspection may request additional information if necessary).

1. Site plan (provide complete parking analysis if there is a change in use).
2. Floor plans (include the location of the project within the building for addition/alterations) and roof plan (when applicable).
3. Exterior elevations, building sections and wall sections.
4. Door schedules, window schedules and hardware schedules.
5. Construction details; interior elevations and interior finish schedule.
6. Structural plans must include; foundation plans, roof and floor framing plans, wall sections and details.
7. Mechanical, electrical and plumbing site plans and schedules.
8. Plumbing plans (must include riser diagram).
9. Mechanical plan.
10. Electrical plans (must include riser diagram).
11. Energy Conservation information and Com Check Compliance Sheet, [www.energycodes.org](http://www.energycodes.org)

**FEES:**

Building Fee - \$10.00 per \$1,000.00 valuation of project (minimum \$350.00)

Fire Plan Review Fee – (see Fee Schedule)

Electrical, Plumbing and Mechanical Fees – (when applicable – see Fee Schedule)

Health Plan Review – new projects or remodel greater than \$25,000 in value (\$200.00)

**\*\* All fees must be paid at the time of permit submittal. \*\***

**NOTE:**

1. Permit application and drawings must be accurately completed in order to submit for a priority permit.
2. There is 72-hour turn around review on priority projects. However, if for any reason any information is incomplete at the time of actual review, the review time will be extended until all corrections have been made.
3. Contact Fire Department for fire sprinkler requirements.
4. Required fire assemblies (other than assemblies listed in Table 719 of the 2000 IBC) shall be accompanied by an approved fire resistance rating and corresponding design or file number on plans and details.
5. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
6. Plan review fees are non-refundable.
7. Permit holder is responsible for requesting and completing all required inspections.
8. Smoking Establishments: For approval with Chapter 14, Article 4, (Smoking) of the Plano Code of Ordinances, please contact Environmental Health at 972-941-7143. A copy of Chapter 14, Article 4 will be provided upon request through the City of Plano Building Inspection Department.

BUILDING INSPECTIONS DEPARTMENT  
Main Office – 1520 Ave K, Suite 140, Plano, TX 75086-0358  
Phone # 972-941-7140 Fax 972-941-7187  
[www.buildinginspections.org](http://www.buildinginspections.org)



FM624-CG003 REV. 1/02

Satellite Office Located at the Davis Library,  
7501 Independence Pkwy.  
Phone # 972-208-8100 Fax # 972-208-8107