

**CERTIFICATE OF OCCUPANCY
REQUIREMENTS
CITY OF PLANO BUILDING INSPECTION DEPARTMENT**

DOCUMENT SUBMITTALS: A completed Permit Application and a Commercial Information form must be submitted. These forms must be completed with all necessary information requested by the Building Inspection Department. This permit is only applicable for one (1) specific project address.

FEE: Refer to the fee schedule for applicable fees

GENERAL REQUIREMENTS:

1. Certificate of Occupancy is required to legally occupy a commercial or multi-family building.
2. Certificate of Occupancy are required for a change of tenant, business name change and single tenant building ownership change.
3. Construction alterations to the existing project site are not allowed with this type of permit.
4. A Certificate of Occupancy application form is required for a house light inspection. A house light inspection is required for change of ownership of a multi-tenant building. A Certificate of Occupancy is not issued under a "house lights only" permit.
5. Multi family buildings are issued one certificate of occupancy for ownership change. The fee is \$75.00 per building on site.
6. Main sign for the business must match the name on the certificate of occupancy.

NOTES:

1. The permit holder is responsible for requesting required inspections.
2. If required, Fire and/or Health inspections must be approved prior to calling the C.O. inspection.
3. **When an inspection is requested, the permit must be posted in a visible location and the project site must be open and accessible to the inspector between 7:30 a.m. and 3:30 p.m. A reinspection fee of \$50.00 will be assessed if project site is not available and unlocked for the inspection.**
4. A Certificate of Occupancy will be issued by the inspector at the project site once the required inspection has been passed.
5. It is often difficult to change the use of a building or space and comply with building and fire codes as well as the Zoning Ordinance. For example, a building that was designed and constructed as a retail or office use will usually not comply with code and ordinance requirements for an auto repair facility, church, chemical manufacturing plant, daycare center, etc. Expensive modifications to the building including the addition of fire protection systems are often required. If a change in use is anticipated, it is highly advised to contact the Building Inspection Department prior to signing any contract. The best idea is to obtain building plans and visit with a Plans Examiner regarding the proposed change in use. You may visit with a Plans Examiner and review drawings regarding the proposed change in use during business office hours.
6. Smoking Establishments: For approval with Chapter 14, Article 4, (Smoking) of the Plano Code of Ordinances, please contact Environmental Health at 927-941-7143. A copy of Chapter 14, Article 4 will be provided upon request through the City of Plano Building Inspection Department.
7. Release of gas or installation of RPZ devices requires a City of Plano registered plumber and additional fees added to Certificate of Occupancy permit.
8. If the power is not on prior to the Fire Department Inspection a reinspection fee will be charged and required to be paid prior to further inspections scheduled.

LAND OCCUPANCY PERMIT:

Where property is proposed for a use without a building, it may not be occupied, used, or changed in use until a Land Occupancy Permit has been issued by the Building Official stating that the proposed use and occupancy of Land complies with the provisions of this Ordinance and other laws of the City of Plano. The provisions of this section shall apply to non-residential properties, excluding agricultural (and shall not apply to parcels of land on which there is a building that houses the primary use).

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 or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.

