

CERTIFICATE OF OCCUPANCY INSPECTIONS

CITY OF PLANO BUILDING INSPECTION DEPARTMENT

Commercial Business Locations: A (C.O.) Certificate of Occupancy is required for change of ownership, change of tenant, and name change.

- Please post your permit at the front door

Each CO requires inspections. The following inspections are typical examples and **Do not represent all inspections required to obtain a Certificate of Occupancy.**

This list of most frequently listed items as observed by City of Plano Inspectors is provided below for your information.

- Suite number on front and back doors of suite, and building address numbers on front and back of building in contrasting colors.
- Address on electrical service meter.
- Handicap accessible restrooms (grab bars & under sink pipe protection, etc..)
- Backflow protection (vacuum breakers on hose bibs, etc..)
- Electrical cords not allowed through ceiling grid/tiles.
- Exit lights must be operational.
- Emergency backup lights must be working.
- Thumb latch on locks or Code compliant signage on exit doors (panic hardware, lever hardware, no bar lock, etc...)
- Post occupant load signs (assembly uses only).
- Mechanical violations (unsafe conditions).
- Electrical violations (unsafe conditions).
- Plumbing violations (unsafe conditions).
- Building violations (unsafe conditions).

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.

