

ELECTRONIC PERMIT APPLICATION SUBMITTAL REQUIREMENTS

CITY OF PLANO BUILDING INSPECTION DEPARTMENT

Electronic Plans Submittals Required for all projects 10,000 square feet or larger.

1. **A completed Commercial Permit Application** (Application can be downloaded from our website: <http://www.plano.gov/Departments/Building+Inspections/permits/>).
2. **Appropriate Fees** for permit submittal (Fee Schedule can be downloaded from our website: <http://www.plano.gov/Departments/Building+Inspections/Fee+Schedule/>).
3. **Construction Documents Submittal:**
 - a. **Three Options: FTP Upload (see instructions below), USB flash drive, or CD-ROM** with all **Architectural (include structural plans) and MEP** files.
(Architectural & MEP files shall be **PDF** format - bound in one file if possible).
 - i. Note for electronic files: Please make sure that both Architectural and Engineered drawings show electronic seals, signatures, and dates.
 - ii. USB drives will be returned to customers at time of permit approval.
 - b. **Along with PDF files, pick one scenario below for paper sets submittals:**
 - i. **For Food related projects (ex: restaurants):** Two paper sets of plans (for Health Dept. review) include architectural and MEP.
 - ii. **For New “green field” projects (ex: shell buildings):** Two paper sets of plans (for County Tax Office) include architectural and MEP.
 - iii. **For projects that include both “green field” and food services (ex: new big box grocery stores):** Three paper sets of plans (one for Health and one for Tax Office) include architectural and MEP.
 - iv. **For projects that are not “green field” and not food related (ex: corporate office finish out):** One paper sets include architectural and MEP.
 - c. **Specifications:** PDF files or two paper copies.
4. **Final Approved plans with all Plan Review Comments addressed:** Customer shall provide **only revised sheets** affected by plan review comments (unless there are so many revisions that a full set is needed) via FTP Upload, USB flash drive, or CD-ROM with all revised PDF files per plan review comments.
 - a. Final drawings shall be sealed, signed, and dated per Texas Board of Architectural Examiners and Texas Engineering Practice Act.
 - b. Architect and Engineer’s signature may be scanned into the PDF files.
5. **Questions?** Please contact a Plans Examiner in the Building Inspections Dept.

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.





ELECTRONIC PLANS ‘FTP’ SUBMITTAL REQUIREMENTS

CITY OF PLANO BUILDING INSPECTION DEPARTMENT



**Instructions for Electronic Plans Submittals through Plano’s FTP site
in lieu of providing USB Thumb Drives or CD-ROMs for permits**

1. **Logon to the City of Plano FTP site:** <ftp://ftp.plano.gov>
2. **Enter User Name:** PlanoBI
3. **Enter Password:** BIPerm1t\$
4. **Follow Instructions on Screen to open the FTP window (see below):**



- a. If the “Page” option is not displayed in your Windows Explorer as shown above, follow these steps to turn on the “Page” option:
 - i. Click “Tools”
 - ii. Select “Toolbars”
 - iii. Select “Customize”
 - iv. Look for “Page” option on the left
 - v. Click and drag “Page” option to the right
 - vi. Click “Close”
- b. Once you have the “Page” option turned on, click “Page” and select “Open FTP Site in Windows Explorer.”
- c. You will be prompted to enter User Name and Password once again. Use the same User Name and Password as noted in Step 2 and 3.



5. **Create Folder and Copy Project Files to FTP site:** Once you have successfully logged in to the FTP site, create a new **Folder** with your specific project name for the folder. Next, copy your Architectural and MEP PDF files into the folder.
6. **E-mail City of Plano Building Inspections:** Please notify the Plan Review Supervisor that the folder and files on the FTP site is now ready for Plan Review. E-mail: cliffb@plano.gov
7. **To Submit Revisions or Addenda:** Use same steps as noted above for submitting revisions or addenda documents to Building Inspections.
8. **If you have questions:** Please contact a Plans Examiner or Plan Review Supervisor in the Building Inspections Dept.