

COORDINATION OF WORK WITH OTHER DEPARTMENTS-NEW COMMERCIAL BUILDING*

CITY OF PLANO BUILDING INSPECTION DEPARTMENT

1. Permit application and related drawings are submitted to the Building Inspection department for processing and approval.
2. Copies of the documents are routed internally to the Health department if the project has food service or potentially hazardous chemicals.
3. Separate submittals, which may be simultaneously submitted with the building permit submittal, to the Planning and Engineering departments are required. Applicant should contact the Planning Dept. at 972-941-7151 and Engineering Dept. at 972-941-7152 for the plan submittal requirements and processes for those departments.
4. Building code and M.E.P. plan review takes place simultaneously while the site plan is being reviewed by Planning, Engineering, as well as plans requiring Fire, and Health review and approval.
5. Optional pre-construction meetings are encouraged to explain the review and inspection processes. Every department that is involved with the development process will have department representatives available to meet with the Architect, Engineer, Owners, and General Contractor. Please call 972-941-7140 to schedule these meetings.
6. Permit is issued only after Building Inspection plan review comments are corrected, along with revised drawings and documents, by the applicant and the site plan is approved by Planning and Engineering. If plans and documents needed a Health review, the release from Health is also required prior to issuing the permit.
7. On new buildings only, a "Foundation Only" permit is allowed to be issued prior to the code review of the building design being 100% complete. The applicant is responsible for working with the Planning and Engineering Departments to receive full site plan approval prior to Building Inspections releasing the foundation only permit. All fees, including meter and impact fees shall be paid at time of foundation permit pick up. The General Contractor and all sub-contractors shall register with the Building Inspections' Dept. and be listed on the permit. Under this permit, only underground utilities (water, sewer, electrical, etc...) and foundation work are approved for installation. All above slab work is prohibited until the full building permit is released.



8. Once the building permit application (for either foundation only or whole building) has been approved by Plan Review the permit is issued and printed. A list of required inspections is also printed and attached to the permit. These inspections are specific to the project and are sequenced to insure that the inspections are made in a timely manner. Inspections for other departments are included and are part of the required inspections list.
9. All inspections, not relating to the Building Inspections Department, that are for other departments such as Health, Fire, Public Works, and Engineering, must be scheduled directly with each department. Final approval and Certificate of Occupancy will only be given after all inspection approvals are recorded in the permit tracking system that is administered by the Building Inspection Department.

*this is a typical work flow process that is applicable to all construction permits that require a new or revised site plan to be approved by the Planning department.

