

# REQUIREMENTS FOR FAXED APPLICATIONS/CREDIT PAYMENTS CITY OF PLANO BUILDING INSPECTION DEPARTMENT

The City of Plano Building Inspection Department will accept faxed applications and credit card payment of fees. This step is being taken in response to the concerns of our customers and we hope it will provide a higher level of customer service for all our users.

Requirements for the use of fax machines and credit cards for obtaining permits, paying fees and requesting inspections:

- 1) All permit applications may be submitted via fax machine. Permit applications may be obtained from the Building Inspection Department or online at [www.buildinginspections.org](http://www.buildinginspections.org). All applications must be completely filled out; the customer will be notified on **any incomplete application received**. Only documents 8 ½ x 11 or smaller will be accepted by fax. If additional information needs to accompany the permit application, please submit via fax directly to the Building Inspection Department.
- 2) Mastercard, Visa and Discover payments are accepted for all fees and fees for all permit types. Permit fees will only be accepted when accompanied by a faxed or mailed application and associated drawings and paperwork.
- 3) Credit Card on File:  
For your convenience you may register your credit card on file in our office by doing the following procedure: The cardholder or authorized representative of the company must register in person at the Building Inspection Department. Imprint of your card, your signature and a signed acknowledge form will be kept on file.
- 4) Additional documents accepted by fax are as follows: Inspection requests. All submittals must include both **permit number and project address**.

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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](http://www.plano.gov) or at the CITY OF PLANO Municipal Center at 1520 Avenue K, Plano, Texas.

