

IMPORTANT INFORMATION for CO APPLICANTS
CITY OF PLANO BUILDING INSPECTION DEPARTMENT

TO RECEIVE AN INSPECTION FOR “CERTIFICATE OF OCCUPANCY” PLEASE FOLLOW THESE STEPS:

1. **POST YOUR PERMIT** - Tape the permit to the **front window** or **front door** and **HAVE SPACE OR BUILDING OPEN** from the hours of **7:30 A.M. – 3:00 P.M.** on day of inspection.
2. **CALL:** If a **Fire Inspection** is required, call Fire Department at **972-941-7161**. **IMPORTANT:** If electrical power is not ON, please call 972.941.7140 and ask city staff to add and request the “EL-ELECTRIC REL FOR FIRE ON CO” inspection. Electrical Power must be ON prior to Fire Dept. Inspections or a re-inspection fee will be charged.
3. **CALL:** If a **Health Inspection** is required, call Health Department at **972-941-7143**. The Health Dept. also issues permits relating to Food Service, etc...Please contact the Health Dept. for additional info.
4. **CALL:** If a **Final / C.O. Inspection** is required, call Building Inspection Dept. at **972-941-7144**. **Must pass FIRE and HEALTH inspections** before requesting for Final /C.O. inspection. The inspection will occur the following business day.
5. If a **Gas Test** is required, a diaphragm gauge must register 15 lbs. and be holding at time of inspection.

Smoking Establishments: Must comply with Chapter 14, Article 4, (Smoking) of the Plano Code of Ordinances. Please contact Health Dept. at 972-941-7143. Copies of the ordinance are available upon request.

All items must be completed before Certificate of Occupancy is issued. If you have any questions, please contact the Building Inspection Department at 972-941-7140 during business hours 8:00 am. ~ 5:00 P.M.

IF APPLICABLE: 30 TO 60 DAYS AFTER THE CERTIFICATE OF OCCUPANCY IS ISSUED, THE UTILITY OPERATIONS DEPT. WILL AUTOMATICALLY INSPECT FOR BACKFLOW PREVENTION OF WATER SUPPLY.

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.



Building Inspections Department ~ 1520 Ave K, Suite 140 Plano, TX 75074 ~ 972-941-7140 fax 972-941-7187
www.buildinginspections.org
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