

# Plano *Express* Permit Checklist (Residential)

**Plano Express Permit** Program guarantees that your project will be reviewed, redlined, approved, and released for construction within 72 hours (3 working days). In order for the City of Plano Building Inspections Department to accept your permit application under this process [all checklist items below shall be provided at time application is made for permitting of proposed project.](#)

**The following documents shall be provided as minimum requirements, as applicable, for Attached Patio Covers, Garage Conversions, Attached Arbors, and Minor Alterations/Remodels through the Express permit process (Minor is defined by Code Compliance Rep.[CCR] based on complexity of project):**

- Provide three (3) full sets of plans (to scale) that shall include the following (as applicable):
  - a. **Site Plan\*** -- (Plot Plan scale: 1" = 20') Shade or hatch area to show alteration/addition on existing house and provide on plans, all setback dimensions to any property line(s) and to any accessory structures.
  - b. **Floor plans\*** – Show dimensions and measurements of new/addition floor areas (include all windows and door sizes to be added and/or changed). Show and label all existing and adjoining rooms (before and after drawings are preferred).
  - c. **Roof Framing Plan** – Show how new roof ties into the existing home; new roof can not attach/anchor to brick or other non-masonry veneers.
  - d. **Full Exterior Elevations** – Show elevation (exterior side views with overall heights) of each side of the addition or alteration. Show location of doors & windows & exterior materials of existing & new walls.
  - e. **Construction Details** – Show all framing, spans, spacing and wall section.
  - f. **Structural Plans** – Engineered foundation plans and details required when adding on to an existing post-tension slab or when constructing on slab over 500 sqft. Engineered plans also required for second floor joist framing plans(when applicable or for detached accessory buildings greater than 500 sqft.
  - g. **Engineering Letter** - For foundations. This is required when building a new addition on top of an existing slab. Engineer's letter shall note existing slab's ability to support the proposed addition.
  - h. **Electrical & Plumbing Plans** (may be shown on floor plans) – electrical to show lighting as well as electrical outlet spacing.
- Completely filled out residential permit application with proposed GC and Subs listed on application. (changes may be made to this GC/Subs list up to day permit is released).
- Provide two copies of Energy Compliance Reports (RESCheck, etc...).
- Sign, date, and notarize the **Plan Review Compliance Letter**. (Per the "Plan Review Compliance Letter," Architect, Engineer, Contractor, or Homeowner accepts full responsibility for complying with all Code Compliance Representative's mark ups (red line) on plans sets.)
- Permit Tech required to attach Fault Current Calculation forms to plans set as needed. Not all Express Permits will need the Fault Current Calculation forms. Please check with CCR.

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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.



# Plan Review Compliance Letter

City of Plano Building Inspections Department  
Plano **Express** Permit

The undersigned duly authorized representative of, \_\_\_\_\_, hereby acknowledges the requirements of participation in the Plano Express Permit Program of the City of Plano Building Inspections Department regarding the Finish Out work of the space at the following address: \_\_\_\_\_.

By signing this letter, I acknowledge that the project is designed to be in compliance with and shall be constructed in accordance with the City of Plano Codes and Ordinances and any applicable local, state and/or federal laws. I acknowledge that I have full knowledge and understanding of the laws that govern this project. I further understand that the project has gone through a full Plan Review Process with the City of Plano Building Inspections Department and in lieu of providing revised plans and documents for a second review of my project, it is my responsibility to read, understand, and acknowledge all mark-ups, red lines, and comments as noted within the plans and documents approved herein. I shall construct the project according to all mark-ups, red lines, and comments noted specifically within the approved plans set for this project. My construction work shall be inspected and reviewed by the City of Plano Building Inspections Department's Inspectors and at the Inspectors' discretion, I shall make appropriate changes on plans during the construction process to adhere to the City of Plano Adopted Codes and Ordinances.

All changes to plans and documents shall be done through the standard Building Inspections' Addendum process. I shall be solely responsible for all work done on the project noted above and if, for any reason I am relieved of my duties on this project, I shall have a new responsible party/person sign a new acknowledgement letter with the City of Plano Building Inspections Department for this project. The new responsible party/person shall fill out a new "Plan Review Compliance Letter" prior to continuation of this project. Until and unless a new "plan Review Compliance Letter" is submitted to the City of Plano Building Inspections Department, I accept full responsibility for the project.

I understand that this letter is NOT a contractual agreement between the City of Plano and any responsible party but is merely a recitation of the expectations of the requirements for participation in the City of Plano Express Permit program. The City of Plano does not waive its sovereign immunity by implementation or participation in this program or by issuance of this letter. The City of Plano Building Inspections Department has the right to suspend or terminate this program or process at any time at its sole discretion.

By signing below, I represent that I have fully read and understand the Plan Review Compliance Letter:

Responsible party/person **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Responsible party/person **printed** name: \_\_\_\_\_

Responsible person/party as: \_\_\_\_\_ (Owner, Architect, Interior Designer, Engineer, Contractor)

Subscribed and sworn to before me by Affiant on this the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_

**Notary Public Seal**

*If responsible party/person is a professional Architect, Interior Designer, or Engineer, then Please provide the following:*

\_\_\_\_\_  
Notary Public in and for the State of Texas

\_\_\_\_\_  
Architect, Interior Designer, or Engineer  
Seal, Signature, Date

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