

SPECIAL EVENT REQUIREMENTS

CITY OF PLANO BUILDING INSPECTIONS DEPARTMENT

Effective November 16, 2009, all special events may require additional inspections by the City of Plano Building Inspections Department.

1. If you are using an electrical contractor, please list this contractor on your special event permit application. Be sure to include a contact number where the contractor can be reached at all times and his or her State of Texas Electrician License number.
2. All temporary wiring regardless of generator size shall comply with NEC 2008 Article 590 for temporary installations. Contact a qualified electrical contractor if unsure of these requirements.
3. All 125-volt, 15, 20, and 30 ampere receptacle outlets shall have ground-fault circuit-interrupter (GFCI) protection for personnel.
4. Protective mats or other approved means shall be placed over cables in common walkways.
5. All violations shall be corrected prior to energizing power to temporary wiring for special events.
6. If your event requires the use of fencing, please list your fence contractor on your special event permit application. Be sure to include a good contact number where the contractor can be reached at all times.
7. Please provide the type and size of fencing being utilized if any.
8. Provide a site plan with location of fencing, generator(s), power distribution boxes and/or electrical outlets.
9. Some fencing and generators may require inspection and approval by City of Plano Building Inspectors prior to the commencing of a special event. Please note that these inspections need to be scheduled with the Building Inspection Department by your contractor(s). Inspections are performed Monday through Friday between 7:30 am and 3:00 pm.
 - Inspections that are scheduled for same day (Monday through Friday) must be called in prior to 11:00 am and shall incur a \$75 fee.
 - If inspections are needed outside of normal business hours, a \$120 fee will be required and shall be paid prior to the release of your special event permit. Please note that all fencing and/or electrical equipment will need to be installed and ready prior to inspection and approval.

If you have any questions, please contact Robert Whitley, Building Inspections Department, at 972-941-5997.

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.



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FM624MP057 REV. 03/16/10