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INTRODUCTION

This is a comprehensive handbook to assist you in understanding the City of Plano's development process. The handbook is divided into two principal sections: Residential Development; and Non-residential and Multi-family Development. Each section contains a brief overview of the plans, land studies, and plats required for development. Annexations, disannexations, zoning, and miscellaneous permits are also addressed. Flow charts are provided to illustrate most processes.

The developer or his representative is encouraged to meet with a Development Review Division staff member to review development plans before they are submitted for review. Call a planner at (972) 461-7151 to schedule a meeting. The planner can arrange to have a representative from the Engineering Division and the Building Inspection Department or other City departments available at the meeting if requested when scheduling the meeting.

The developer or his representative is encouraged to review plans with homeowners associations (HOA) in adjacent subdivisions before submitting plans to the City. The planner will provide the names of HOAs and contact persons upon request. Although land studies, plans, and plats do not require public hearings, the Planning & Zoning Commission will allow homeowners to speak on these items.

Fee schedules are included in the back of this book. However, you should contact the appropriate department to insure that the fee schedule is current before submitting plans. Changes may have occurred in the fee schedule since the last printing of this handbook.

Should you encounter any problems in the development process or need clarification of the process, please contact the planner in charge of your project for assistance.

This handbook should be useful. However, if you feel that a section is unclear, or more information should be provided please let us know. The handbook does not include actual ordinances and specifications, and those documents should be consulted. Contact the Development Services Department for assistance.

NOTE: The City will make every effort to keep this document up to date. However, changes may occur after printing that may not be included in this handbook. Please contact the Development Services Department at (972) 461-7151 for updates.

ANNEXATION

Annexation is the process of incorporating land into the corporate City limits. Land must be annexed to receive City services, including planning, zoning, fire and police services, utilities, community services, and refuse collection.

SUBMISSION PROCESS

Contact the Development Services Department to discuss annexation of the property.

The second step is the submission of an annexation application to the Development Services Department. Applications are available in the Development Services Department. (No fees are required for processing an annexation request.) The application shall include the following items:

1. Two copies of a legal description prepared by a Registered Surveyor; and
2. Two copies, on 24" x 36" size sheets, showing the boundaries of the property, its relationship to existing roads, and current City limits.

APPROVAL PROCESS

The annexation process requires two public hearings. Staff publishes notice of the public hearings in the newspaper not less than ten days and no more than twenty days prior to the scheduled City Council meeting.

Staff develops a service plan for future utilities and thoroughfares which will be necessary to service the annexed tract. The service plan includes information on:

1. Police
2. Fire
3. Solid Waste
4. Maintenance of water and wastewater facilities
5. Maintenance of public roads and streets and street lighting
6. Parks and their maintenance
7. Any other facilities or services

8. A program for capital improvements which states such a program will commence within two years or upon developer initiation of infrastructure within the area, whichever is later.

A copy of the service plan will be included with notice of the public hearings. The applicant has seven days from the receipt of the service plan to make any amendments, which must be approved by the City Council. The service plan with the applicant's signature is incorporated into the ordinance annexing the property.

The two public hearings are held before the City Council approximately twenty to thirty days following the submission.

If the annexation request is approved, the City Attorney will prepare the annexation ordinance. The City Council will approve the ordinance not less than twenty days nor more than forty days after the approval date.

The annexation request fails if denied by City Council.

The average processing time usually does not exceed sixty days.

DISANNEXATION

Disannexation is the process of removing land from the corporate City limits. It may be desirable to disannex land if:

1. City services are not available or forthcoming in the near future; and/or
2. Municipal boundaries are irregular, or if it is sensible to align boundaries with thoroughfares or logical service divisions with an adjacent municipality.

Contact the Development Services Department to discuss the feasibility of the request before submitting your request.

SUBMISSION REQUIREMENTS

The second step is the submission of a disannexation application to the Development Review Division. The application is available in the Development Services Department. (No fees are required for processing a disannexation request.) The application shall include these items:

1. Two copies of the legal description of the property prepared by a Registered Surveyor;
2. Two copies, on 24" x 36" size sheets, showing the boundaries of the property, its relationship to existing roads, and current City limits;
3. A letter from the property owner stating the reason(s) for the disannexation; and
4. If the disannexation request is due to the city's failure to provide services, a petition of the majority of qualified voters in the area supporting disannexation shall be submitted to the City Secretary, in accordance with the provisions of the Texas Local Government Code Chapter 43, Subchapter G.

If the disannexation is approved because of the City's failure to provide services, the property may not be annexed again for a period of five years.

APPROVAL PROCESS

Staff schedules a public hearing for the request for a regularly scheduled City Council meeting.

A public hearing notice is published in the newspaper ten days in advance of the public hearing at the City Council meeting.

The average processing time usually does not exceed 30 days.

ZONING

Zoning establishes the types of land uses permitted on a tract of land. The City uses zoning to implement the Comprehensive Plan. Zoning requests are reviewed with respect to their compliance with the Comprehensive Plan to ensure compatible land use patterns, to minimize conflicts between uses, and to provide for an orderly development of the City.

Zoning also regulates building square footage, height, lot coverage and setbacks, among other things. Specific information for each zoning category can be obtained from the Development Services Department or the Zoning Ordinance.

ZONING CHANGE

The applicant should contact the Development Services Department to discuss the appropriate zoning before submitting a zoning application. The applicant should also contact adjacent homeowners associations. The Development Services Department will provide a list of registered homeowners associations and contact persons upon request.

The second step is the submission of the zoning application to the Development Services Department. (The same application is used for requesting a specific use permit.) The following shall be included with the zoning application:

1. Filing fee;
2. Consolidated tax statement from the Collin County Tax Assessor Collector's Office, 1434 North Central Expressway, #116, McKinney, TX 75070.
3. Traffic Impact Analysis (TIA), if required;¹
4. Legal description of the property to include in the ordinance;
5. A list of special zoning district provisions for Planned Development requests where the applicant proposes to modify, delete, or add to any of the standard regulations of a requested zoning district;

¹ Contact the Development Services Department to determine if a TIA is required.

6. Four (4) prints - drawn at an engineer scale on 24" x 36" size sheets. An approved preliminary site plan or site plan is sufficient for specific use permit requests; and²
7. Two copies of an interior floor plan for private club requests. The plan shall clearly delineate the bar and waiting areas and include square footage calculations for these areas. Show tables and chairs.

The application must be submitted before or on a scheduled submission date. Zoning applications, list of submission dates, and zoning fees are available in the Development Services Department. The property owner(s) must sign the application.

Development Review Division staff will contact the applicant with comments approximately eleven days after the scheduled submission date. The applicant will have seven (7) days to address the comments.

The Development Review Division will prepare and mail public hearing notices stating the requested zoning change and the place, date, and time the meeting will be held. Notices are sent to:

1. Property owners within 200 feet of the property;
2. Property owner(s) of the land considered for rezoning;
3. Plano Homeowners Council President;
4. Plano Homeowners Association President;
5. Adjacent Homeowners Association Presidents;
6. Plano Star Courier; and
7. Dallas Morning News.

The Planning & Zoning Commission will consider the zoning request at the scheduled meeting. The applicant or representative must be present at the meeting. The Planning & Zoning Commission may approve, approve with amendments and conditions, table, or deny in whole or in part the zoning request. The zoning request and ordinance are automatically scheduled for City Council's review generally three weeks after the Planning & Zoning Commission reviews the item. (If the ordinance is not ready then it is placed on a future City Council agenda for its approval. The zoning change becomes official with the approval of the ordinance.)

² Consult the backside of the zoning application for information to appear on the drawings.

The zoning request will not be forwarded to the City Council if the Commission denies the request. The applicant may appeal the Commission's denial within 30 days by submitting a letter to the Development Services Department. Upon receipt of the written request, the zoning request shall be scheduled for a future City Council meeting. The zoning request must be approved by a favorable vote of three-fourths of the City Council.

RESIDENTIAL DEVELOPMENT

INTRODUCTION

Three to four steps of approval, depending on the size of the development, are required to develop a residential subdivision. The developer should call to schedule a meeting with Development Review Division staff to discuss the development process before submitting plans. Plans are scheduled for a Planning & Zoning Commission meeting within 30 days of the scheduled submission date. The required steps are explained below. Please call the Development Services Department for answers to your questions.

DEVELOPMENT PROCESS OVERVIEW

Preparing a land study is the first step in developing a residential subdivision. The purpose of the land study is to show the general plan for the development of property including the layout of streets, lots, open space, sites for public facilities, and utilities. There are two types of land studies. A Phase I land study is for larger developments that are to be developed in multiple phases. This land study shows the layout of streets, open space, and sites for public facilities. The Phase II land study is a more detailed plan showing lots and utilities. The preliminary plat shows the detailed layout of the subdivision. Full engineering plans are submitted with the preliminary plat. The final plat is the last step. The final plat records the property and all rights-of-way, easements, building lines, and street names.

PHASE I LAND STUDY

The purpose of the land study is to show the general plan for the development of property including the layout of streets, open space, and sites for public facilities. The Phase I land study is for larger subdivisions being developed in multiple phases.

Submission/Review Process

The Phase I land study, along with a completed development application, is submitted to the Development Services Department on a scheduled submission date. A list of scheduled submission dates is available in the Development Services Department. After submission, the land studies are routed to several departments for their review. Development Review Division staff will notify the applicant approximately eleven days after the scheduled submission date of necessary corrections and comments. The applicant or his representative shall make the necessary modifications to the land study by the following Monday morning for review by staff that afternoon. The applicant will be informed after the second review of the status of the project. After the second review, the land study will be placed on the next Planning & Zoning Commission agenda, generally the following Monday.

Approval

Development Review Division staff will present the case to the Planning & Zoning Commission. Either the applicant or the representative must be present at the meeting to answer any questions regarding the development. The Planning & Zoning Commission will either approve the land study as submitted, approve with stipulations, or deny the land study. After the Planning & Zoning Commission acts on the land study, the Development Services Department will send a follow-up letter to the applicant explaining the Planning & Zoning Commission's action. If the applicant disagrees with the Commission's ruling on the plan, an appeal may be filed within ten days after the Planning & Zoning Commission meeting in the Development Services Department (See Subdivision Ordinance Article III 3.9 Appeals.)

PHASE II LAND STUDY

The purpose of the Phase II land study is to show the layout of streets, lots, open space, and sites for public facilities and utilities.

The applicant submits a Phase II land study after the Planning & Zoning Commission approves the Phase I land study.³ The submission, review, and approval procedures are the same as for the Phase I land study. After receiving approval of this land study, the applicant shall submit a preliminary plat.

PRELIMINARY PLAT

The purpose of the preliminary plat is to allow the Planning & Zoning Commission to evaluate the plat for conformity with requirements and conditions identified at the time of the land study approval and to evaluate construction plans for public improvements.

The preliminary plat is submitted after the Planning & Zoning Commission approves the Phase II land study. The submission, review, and approval procedures are basically the same as that for the Phase I land study but with some additional information. Two complete sets of engineering plans shall be submitted with the preliminary plat (See Engineering Plans, page 16.) Construction shall commence after the Planning & Zoning Commission approves the preliminary plat and the City Engineer releases the engineering plans for construction (See Full Engineering Plan Release, page 20.) Landscaping plans must be submitted with the preliminary plat if the plat includes screening, common areas, and/or amenities.

³ The Development Services Department may waive the Phase I land study should it find that the Phase II land study will be adequate.

FINAL PLAT

The purpose of a final plat is to record the subdivision of property including the accurate description of blocks, rights-of-way, easements, building lines, and street names. The submission, review, and approval procedures are the same as that for the Phase I land study.

The final plat should be submitted after the City Engineer accepts the subdivision's public improvements. (See City Acceptance of Public Improvements, page 24.) The public improvements must be installed, or an improvement agreement and surety provided before the Planning & Zoning Commission reviews the plat. All public improvements must be completed, except screening walls, sidewalks, and landscaping (for which adequate surety must be provided to insure completion). These fees must be paid before the final plat is approved:⁴

1. Water and sewer impact fee
2. Screening wall maintenance
3. Landscape maintenance

The standards for approval of the final plat include the following:

1. The plat substantially conforms to the preliminary plat;
2. Required public improvements have been constructed and accepted or an improvement agreement has been accepted by the Engineering Division providing for the subsequent completion of improvements;
3. The plat conforms to applicable zoning and other regulations;
4. Provision has been made for adequate public facilities under the terms of the Subdivision Ordinance; and
5. The plat meets all other requirements of the Subdivision Ordinance.

The City will issue the applicant a Certificate of Compliance after the Planning & Zoning Commission approves the final plat. Final approval shall not occur until all conditions for approval have been met.

⁴ Refer to the fee schedule at the end of this document for determining amounts due or call the Development Services Department at (972) 461-7151.

MINOR PLAT

The purpose of a minor plat is to record a subdivision that results in four or fewer lots and does not require the creation of any new streets or the extension of municipal facilities. Land study and preliminary plat approval are not required prior to approval of the minor plat. The minor plat provides a description of the blocks, easements, and building lines. The submission and review procedures are the same as that for the Phase I land study. The Director of Development Services approves the minor plat.

AMENITIES AND ENTRYWAYS

A homeowners association is required when open space areas, amenities, or elaborate entryways are provided. All phases of the development shown on the land study shall be included in the overall homeowners association to ensure maintenance of these features.

Two copies of the homeowners association documents must be submitted with the preliminary plat. One copy will be forwarded to the City Attorney for review. The City Attorney's comments will be forwarded to the developer for amendments. The developer must resubmit the homeowners association document to the City Attorney after making the changes. The City Attorney must approve the homeowners association document before the final plat is approved. The homeowners association documents shall be filed with the final plat. (See Recording the Final Plat on page 26.)

RESERVATION OF LAND

Land studies, preliminary plats, and final plats shall reserve land for future public use as designated in the Comprehensive Plan and associated plans for future public facilities and utilities. These uses include, but are not limited to:

Parks	Pump Stations
Libraries	Water Storage Tanks
Police and Fire Stations	Lift Stations

Land reserved shall be of a suitable size dimension, topography, and character for the designated purpose. Refer to Subdivision Ordinance, Article 5.12, Public Uses for procedures for reserving land.

STREET DEDICATIONS AND RESERVATIONS

The property owner shall provide all right-of-way required for existing or future streets, including perimeter streets, as shown on the Thoroughfare Plan or other valid development plans approved by the Planning & Zoning Commission or City Council. The City may require stubbing streets for future connection of subdivisions, to ensure reasonable access, and to avoid excessive street length. Refer to Subdivision Ordinance, Article 5.4, Street and Thoroughfares for design standards, street dedications and reservations, etc.

STREET NAME APPROVAL

The developer shall submit a letter containing proposed street names to the Development Services Department with the submission of the Phase II land study. A minimum of two weeks is required to review street names. Approved street names must be used on the preliminary plat when it is submitted for review. Street names should not be changed after the preliminary plat is approved.

ADDRESSING

The Planning & Information Division will assign and release addresses in the following manner:

- Residential Property - When the Engineering Division releases the lots for construction or the final plat is filed at the county.
- Irrigation Meters - When the Engineering Division releases the irrigation meters.

REVIEW TIME

Land studies, preliminary plats, final plats, and minor plats will be acted upon within 30 days of filing from a scheduled submission date. A list of scheduled submission dates is available in the Development Services Department. All land studies and plats not acted upon within this time frame will be considered approved. Minor plats are processed in a shorter period, since they only require staff approval. All other approvals require the action of the Commission.

CITY TAXES

A completed tax status form must be attached to the development application when submitted to the Development Services Department. The application will be accepted if City taxes are delinquent; however, the delinquent taxes must be paid before the item is placed on the Planning & Zoning Commission agenda or before any other approvals.

AMENDMENTS TO LAND STUDIES OR PRELIMINARY PLATS

At any time following the approval of a land study or preliminary plat, and before the lapse of such approval, a property owner may request an amendment. Refer to Subdivision Ordinance, Article III, Section 3.4, Amendments to Land Study or Preliminary Plat for further details.

LAPSE OF APPROVAL FOR LAND STUDIES AND PRELIMINARY PLATS

The approval of any phase or phases of a land study, which is intended for development, shall automatically expire unless such phase or phases have been submitted and approved by the Planning & Zoning Commission or City Council as a preliminary plat within two (2) years of the date of approval of such land study.

The approval of a preliminary plat shall be effective for a period of two (2) years from the date that the preliminary plat is approved by the Planning & Zoning Commission or the City Council, at the end of which time the applicant must have submitted and received approval for a final plat. If a final plat is not submitted and approved within two (2) years, the preliminary plat approval shall be null and void, and the applicant shall be required to submit a new plat for land study review subject to the then existing zoning restrictions and subdivision regulations.

EXTENSION AND REINSTATEMENT PROCEDURE

Sixty days prior to or following the lapse of approval for a land study or preliminary plat, the property owner may request the Planning & Zoning Commission to extend or reinstate the approval. Refer to Subdivision Ordinance, Article III, Section 3.5, Extension and Reinstatement Procedure for further details.

APPEALS

The applicant, Director of Development Services, or two members of City Council may appeal the decision of the Planning & Zoning Commission with regard to a land study, plat or variance by filing a Notice of Appeal in the office of the Director of Development Services, no later than ten (10) days after the date on which the Planning & Zoning Commission notifies the applicant of its decision. Refer to Subdivision Ordinance, Article III, Section 3.9, Appeals to City Council for further details.

The action of staff concerning a minor plat may be appealed to the Planning & Zoning Commission. The action of the Planning & Zoning Commission regarding subdivision approval may be appealed to the City Council.

ENGINEERING PLANS

Two complete sets of engineering plans are required to be submitted with the preliminary plat. The engineer's name, registration number, and date must appear on all plan sheets. Any plans prepared by an architect or landscape architect must include the seal, signature, and date.

A complete set of engineering plans should include the following stapled together:

1. Drainage area map with all drainage calculations using City of Plano Drainage Design Manual specifications;
2. Paving plans for streets and alleys;
3. Water and sewer plans using the design criteria in the City of Plano Water and Sewer Design Manual. Check with the Engineering Division for the latest information;
4. Special detail sheets for any additional construction details that are not addressed in the City's Standard Construction Details. Check with the Development Services Department for the latest information;
5. Landscape plans, if applicable;
6. Screening wall plans, if applicable;
7. Erosion control plan and storm water pollution prevention plan.
8. Hydraulic analysis if the development abuts or crosses a drainage channel or natural stream;
9. Hydraulic study and hydraulic analysis if the development abuts a Federal Emergency Management Agency (FEMA) designated floodplain. The City Engineer will forward this information to FEMA for their approval. FEMA processing will take between three to nine months.
10. Lot grading plan.

PLAN REVIEW

The engineering plans are submitted with the preliminary plat on a scheduled submission date, generally on a Thursday. Engineering plans are reviewed for compliance with the:

1. Subdivision Ordinance
2. Thoroughfare Standards Ordinance
3. Thoroughfare Plan
4. Standard Construction Details
5. Standard Specifications for Public Works Construction
6. Water and Sewer Design Manual
7. Storm Drainage Design Manual
8. Water Distribution Plan

Development Review Division staff will notify the applicant approximately ten days after the scheduled submission date of necessary corrections and comments. Contact the staff member listed on the plat for questions regarding comments on the plans.

Resubmission of two sets of corrected engineering plans along with the prior marked-up plans will be required until "conditional approval" is given to the engineering plans. The deadline for resubmitting revised engineering plans is Wednesday noon for review in the same week.

CITY PARTICIPATION IN PUBLIC IMPROVEMENTS

The City will participate in the cost of public improvements which are not for the primary benefit of the development and which have been oversized to serve developments other than for which the plat has been submitted for approval, only to the extent and according to the standards stated in the Subdivision Ordinance, Article VI, Participation and Escrow Policies.

WATER AND SEWER TAPS

The Utility Operations Department will make all water service connections two inches (2") or less in size and sanitary sewer service connections less than six inches (6") in size to an existing City water or sanitary sewer main. An independent utility contractor shall make the water service connection if greater than two inches in size. The independent utility contractor shall install the manhole, if required. Manholes are required for any lateral six inches (6") or larger.

Fees for installing water and sewer taps, service lines, and laterals are based on the Utility Operations Department estimated cost of making the connections. The Utility Operations Department will provide the estimate after payment of the estimate fee. The work is scheduled after payment of the estimated costs. A refund or additional charges must be paid if the actual cost is not within 5% of the estimate. Cost estimate and fee payment will be coordinated through the Building Inspection Department.

WATER METERS

Water meter(s) are obtained from the Utility Operations Department after payment of the impact fees and connection fees. Deposits for the meters are based on current contract cost per meter plus warehouse charges, labor, and materials necessary for the City to install the meter.

FIRE HYDRANT METERS

A temporary meter can be installed on a fire hydrant by executing an agreement with the City with a deposit. The deposit is returned upon payment of water use and the return of the meter and fittings. Additional charges are required each time the temporary meter is relocated.

WORK WITHIN CITY RIGHT-OF-WAY (R-O-W)

A permit from the Development Services Department is required to work in the City or State R-O-W. Refer to Construction Permits on page 21 for the permit procedure.

FENCING OR IMPROVEMENTS IN PUBLIC EASEMENTS

Fencing or improvements in public easements dedicated to the City will require Engineering Division review. The review is made after the permit application is submitted to the Building Inspection Department. The Engineering Division will approve the improvements if they do not interfere with the City's use or maintenance of the facilities located in the easement.

EXISTING UTILITY LOCATIONS

The location of water, sewer, and storm sewer mains are obtained from the Development Services Department. Final plats and site plans are also available.

CITY FEES FOR DEVELOPMENT

All fees will be determined during the plan review process. The Inspection Fee for the public improvements is made prior to release of the engineering plans for construction. All other fees may be paid at any time; however, all fees must be paid before the Planning & Zoning Commission reviews the final plat.

Pro Rata - This fee is collected when properties are platted adjacent to off-site improvement installed to serve earlier developments. The money is used to reimburse developer(s) who installed these improvements.

Street Light Availability Fee - The money is used to reimburse the City for the electrical bill cost for the first three years. The City assumes all costs after the three years.

Street Sign Fee - The City uses the money to make and install the street sign(s).

Water and Sewer Impact Fee - The money is used to make improvements to the water and sewer systems.

Developer Escrow Fee - The money is used for future construction of streets, sidewalks, left turn lanes and other public improvements that are not constructed with the current development.

Highway Permit Fee - The money is used to process the highway permit submitted to the State.

Screening Wall or Landscape Maintenance Fee - The fee is collected when the development includes required thoroughfare screening. The money is used for maintenance.

Inspection Fee - The inspection fee is charged for improvements for future City maintenance located in City R-O-W and easements dedicated to the City. Fire lanes are excluded from this fee.

Abandonment Ordinance - The fee is used to record the abandonment ordinances with the County.

CONDITIONAL APPROVAL OF ENGINEERING PLANS

Grading may commence after receiving a grading permit from the Engineering Division. The grading permit will be issued after the Engineering Division conditionally approves the engineering plans and the Planning & Zoning Commission approves the preliminary plat. Conditional approval means that minor corrections are required on the engineering plans.

Grading Permit

Two sets of plans containing only those sheets pertaining to grading (i.e. preliminary plat, paving, lot grading, and erosion control) are submitted to the Engineering Division for their review. Once the plans are approved, they are stamped and released for construction, "Grading Only."

The grading contractor shall apply for a construction permit at the Development Services Department counter. The applicant shall attach the following information to the construction permit application:

1. Proof of insurance meeting the City's requirements. A copy of these requirements is available in the Development Services Department;
2. Three copies of the Contractor's contract applicable to the work being released and three copies of the cost estimate of the work to be performed; and
3. Payment of the Inspection Fee (3.7% of the cost of grading streets, alleys, and drainage channels). Costs relating to lot grading or lot benching are not included in this fee.

The "grading only" permit is issued after the Planning & Zoning Commission approves the preliminary plat.

FULL ENGINEERING PLAN RELEASE

Full engineering plan release is given when all of the comments on the mark-ups are addressed. The developer's engineer shall submit five complete sets of the engineering plans, including landscaping plans and screening wall plan if applicable. The following fees must be paid prior to full engineering plan release:

1. Fees:
 - i. Inspection fee - 3.7% of the cost of all items that when constructed will be future City maintenance;
 - ii. Street light fee; and
 - iii. Street sign fee.
2. All pro rata fees; and
3. All escrowed amounts. This covers all site improvement obligations not being constructed with the development. A copy of the engineer's estimate of the cost of future improvements shall be attached.

The Engineering Division will send a letter to the engineer/developer stating the fees for street light(s) and street sign(s) after the first engineering plan submission.

The following items must be acquired, completed, and submitted prior to full engineering plan release:

1. Highway permits from the Texas Department of Transportation for any work along state roads, if applicable;

2. Channel hydraulic analysis completed, if applicable;
3. Required off-site easements submitted to the City for filing;
4. On-site and off-site engineering plans are complete;
5. Application for City participation is completed and approved, if applicable. The application shall include a breakdown of anticipated costs, based on contract amount, and a completed "Subdivision Improvement Agreement (Oversize Improvements)". Refer to Subdivision Ordinance, Article VI, Participation and Escrow Policies for items eligible for City participation;
6. Three copies of all contracts relating to site development;
7. Excavation safety plans, prepared by a registered professional engineer, for utility excavation(s) exceeding a five foot depth; and
8. Approved landscape and screening wall plans from the Development Review Division.

The construction permit can be obtained after the City Engineer affixes the "Release of Construction" stamp to the engineering plans.

STARTING CONSTRUCTION

Construction Permits

The developer should inquire if the contractors and/or subcontractors are familiar with the City's insurance requirements. In the past, projects have been delayed because the contractors and/or subcontractors did not meet all the insurance requirements. The contractor and/or subcontractors should contact the Engineering Division about insurance requirements before applying for construction permits to avoid delays.

Contractors apply for construction permits after the approval of the engineering plans. All contractors and sub-contractors shall obtain a construction permit at the Development Services Department counter. The construction permit application includes the following items:

1. Certificate of Insurance stating that the contractor/sub-contractor meets the City's minimum liability insurance requirements for the term of the contract. The insurance companies affording coverage ratings will be checked through the AM Best Guide. An "A-" rating or better is required along with a license to do business in Texas. All contractors/subcontractors shall have a Certificate of Insurance; and

2. Three copies of all the contractor's contracts for construction. Contract items are those items that will be turned over to the City for future maintenance (i.e. streets, alleys, water lines, sanitary sewer lines, storm sewer lines, fire hydrants, box culverts, manholes, inlets, screening walls, etc.). The contracts shall include an estimate of the construction of the public works facilities, unit prices, and total price of all items to be installed.

Construction

Each contractor/sub-contractor shall contact the engineering inspector assigned to the project at least 48 hours prior to starting the work. The phone number is (972) 461-7152. The inspector will meet the individual contractors/sub-contractors on the project site to review the following requirements and procedures:

1. Excavation Contractor
 - a. Erosion control measures to be installed prior to construction; and
 - b. Review standards and testing requirements for grading.
2. Utility Contractor
 - a. Erosion control requirements relating to utility work;
 - b. Plans, standard details, and standard specifications for public works construction;⁵
 - c. Testing procedures for water lines (pressure test) and sanitary sewer lines (air test); and
 - d. Scheduling video taping of the sanitary sewer line(s) installed by the contractor.
3. Lime Stabilization Contractor
 - a. Testing (laboratory and field) of sub-grade surface prior to and after lime installation.
4. Paving Contractor

⁵ North Central Texas Council of Governments Blue Book. City revisions to the book are available in the Development Services Department.

- a. Construction plans, standard details, and construction specifications; and⁵
 - b. Concrete testing procedures (laboratory and field) for streets, alleys, and sidewalks.
5. Screening Wall Contractor
- a. Construction plans for the screening wall and the sidewalk adjacent to the wall; and
 - b. Brick type and brick supplies for city records.⁶

RELEASING LOTS FOR BUILDING PERMITS

The City Engineer may authorize the release of building permits for up to six (6) lots prior to final plat approval. These lots must be identified early in the development process to insure they have full paved access, city utilities, and fire protection before issuance of the building permit. No lot may be sold or transferred until the final plat is recorded. Street signs must be installed prior to release of the building permit.

FINAL INSPECTION OF PUBLIC IMPROVEMENTS

The engineering inspector will prepare a punch list detailing the outstanding items that must be completed before scheduling the final inspection. Copies of this list are distributed to the contractors/subcontractors. The developer shall call to schedule the final inspection when all the items on the punch list are completed and all public improvements are installed or adequate surety is provided for completion of the public improvements.

Permanent erosion control, including grassing of street parkways, must be installed prior to the final inspection. If adequate vegetation coverage has not been provided, then surety must be provided to insure completion of the erosion control. However, the developer is responsible for the erosion control until final acceptance of all the improvements.

Final inspection is made before the Planning & Zoning Commission approves the final plat. The Chief Engineer and the engineering inspector will conduct the final inspection on a Thursday. To expedite the final acceptance, a final inspection can be made with a 48-hour notice.

⁶ The inspector will verify that the brick color and type matches the existing screening wall, if applicable.

City Acceptance of Public Improvements

The engineering inspector shall verify the acceptable completion of the items on the punch list and send the Subdivision Final Acceptance Checklist to the city engineers for their review. The Subdivision Final Acceptance Check List includes:

1. Inspector verification of documents.
 - a. As-Built Plans - The contractor shall provide a set of engineering plans noting all the changes and revisions upon completion of the project. The construction inspector will review and approve the plans. After approval, the engineering plans will be returned to the engineer to be microfilmed.
 - b. Contract Documents - Each contractor shall provide an executed construction contract and a one year 10% maintenance bond involved in the construction of any public improvements.
 - c. Computer Aided Design Documents (C.A.D.) - The engineer or surveyor provides a C.A.D. drawing of the final plat on a floppy disk.
2. Verification that the final plat is ready to be filed.
3. FEMA/City of Plano stream hydraulics submission - (Only applicable if the development is adjacent to a FEMA floodplain.) Verification of the completion and submission of hydraulic analysis for creeks and channels in FEMA designated streams. The following information must accompany the submission:
 - a. HEC-2 hydraulic model;
 - b. Topography map showing proposed and existing fully developed floodplain and access easements;
 - c. Brief description of project and method of analysis with the recommended modifications; and
 - d. Applicant and certification forms for:
 - i. Conditional letters of map revision;
 - ii. Letters of map revisions; and
 - iii. Physical map revisions.
4. Microfilming - Verification of completion of all necessary microfilming.

The Engineering Division will send a final acceptance letter after the final acceptance check list is complete. Copies of the letter are sent to all the parties involved in the development including the contractors and public utilities. This letter authorizes the Building Inspection Department to issue building permits. The developer can request the return of the surety bond, if applicable, after receiving this letter.

Final Plat Approval Prior to Acceptance of Public Improvements

The final plat can be approved prior to acceptance of the public improvements if the developer enters into an improvement agreement with the Engineering Division to insure completion of the public improvements. Surety must be provided with this agreement. The acceptable surety provisions are:

1. Cash escrow
2. Irrevocable letter of credit or "set aside letter"
3. Performance bond

The surety provisions must be in the full amount of the actual contract cost of the public improvements. The City Attorney must approve all surety provisions except for cash escrow.

The improvement agreement must be completed prior to the Planning & Zoning Commission approving the final plat.

Copies of the improvement agreement are available in the Engineering Division. The developer should work with the Engineering Division on the improvement agreement before the final plat is submitted to avoid delays. The final plat will not be forwarded to the Planning & Zoning Commission until the improvement agreement is completed.

RECORDING THE FINAL PLAT

The developer submits the final plat with signatures to the Development Services Department. The City of Plano lies in two counties, Collin and Denton. The filing requirements differ between the two counties. The filing requirements for Collin County are:

1. Three 24" x 36" clean mylars⁷ of the plat. The county no longer accepts sepia. Please provide clean mylar.
2. Two microfilm aperture cards for the county with signatures and seals affixed⁷. (The city will get the Planning & Zoning commission Chairman's and staff signatures, notarize, and return to the client to have the aperture cards made.)

The filing requirements for Denton County are:

1. One 18" x 24" mylar⁸
2. Five 18" x 24" blacklines or bluelines prints⁸
3. Two 24" x 36" mylars⁸
4. A check payable to the Denton County Clerk for the plat filing fee
5. Clear film positives of the final plat (plan positive) at a scale of 1" = 1,200' and 1" = 400'
6. A tabulation showing the square footage of each lot (to an accuracy of $\pm 0.2\%$)
7. An affidavit stating whether or not the land being platted lies within an Extraterritorial Jurisdiction

The Development Services Department will file the plat with the County Clerk. The Development Services Department will also record any agreements of dedication and legal documents required by the City Attorney. The plat shall be recorded within five working days of its receipt. The Development Services Department will forward one copy of the recorded final plat, with street addresses, to the property owner.

⁷ The aperture cards are made from the 24" x 36" signed mylars.

⁸ Original signatures and seals are required on all the mylars and prints.

BUILDING PERMITS

INTRODUCTION

The Building Inspection Department issues permits for buildings, accessory buildings, fences, swimming pools, spas, signs, plumbing, mechanical, and electrical work. This department also conducts inspections for compliance with the Property Code and works with the public and other departments to assure compliance with all City regulations.

OBTAINING A BUILDING PERMIT FOR A SINGLE FAMILY OR TWO-FAMILY STRUCTURE

To obtain a building permit for a single family structure, submit a permit application, plan review deposit, and two sets of building plans to the Building Inspection Department. To obtain a building permit for a two-family structure, two permit applications, two plan review deposits, and four sets of building plans are required.

Permit Application

Permit applications are available in the Building Inspection Department. The application requires:

1. The physical address and legal description of the property;
2. Names, addresses, and phone numbers for the general contractor and property owner;
3. Names, addresses, phone numbers, and validation forms for plumbing, electrical, mechanical, and solid waste contractors; and⁹
4. Valuation of work and breakdown of square footages (i.e. first floor, second floor, garage, porches, patios, and total under roof).

Fees

Fee schedules are available from the Building Inspection Department. The plan review deposit fee must be submitted with the permit application.

⁹ Validation forms are available in the Building Inspection Department.

Required Plans

Two copies of these plans must be submitted with the permit application:

1. Plot plan (Scale 1-inch equal 20 feet);
2. Floor Plan(s) (Scale 1/4-inch equal 1-foot);
3. Floor Plan(s) (Scale 1/4-inch equal 1-foot);
4. Foundation Plans, designed, signed, and sealed by a State of Texas Registered Professional Engineer (Scale 1/4-inch equal 1-foot);
5. Foundation letter stating design criteria, signed, and sealed by a State of Texas Registered Professional Engineer;
6. Floor Plan(s) (Scale 1/4-inch equal 1-foot);
7. Second Floor Framing Plan(s) (Scale 1/4-inch equal 1-foot);
8. Roof Plan(s) (Scale 1/4-inch equal 1-foot);
9. Exterior Elevations (Scale 1/4-inch equal 1-foot);
10. Plumbing Plan(s) - May be shown on the floor plan (Scale 1/4-inch equal 1-foot);
11. Electrical Plan(s) - May be shown on the floor plan (Scale 1/4-inch equal 1-foot);
and
12. Construction Details (any appropriate scale).

Residential additions/alterations may not be required on all of these plans. Please contact the Building Inspection Department for information regarding submission of plans.

Additional Items

The applicant should contact the Fire Department if the air conditioned section of the structure of 6,000 square feet or greater. Fire sprinklers may be required. Complete structural drawings and specifications shall be submitted, signed, and sealed by a State of Texas Licensed Professional Engineer for any structures over 7,000 square feet.

PLAN REVIEW

Building plans are reviewed for compliance with the:

1. Uniform Building Code;
2. Uniform Plumbing Code;
3. Uniform Mechanical Code;
4. National Electric Code; and
5. All applicable City ordinances.

A plans examiner will be assigned to review the building plans. Contact the plans examiners or building inspectors in the Building Inspection Department for the applicable codes and ordinances, as well as any other questions.

Residential permits are generally issued within two working days of the submission. Any required revisions to the plans will delay the issuance of the building permit. The plans examiner will contact the applicant after reviewing the plans. The permit is issued after the plans are approved.

INSPECTION PROCESS

Periodic inspections are required for most permits issued by the Building Inspection Department. Refer to the permit descriptions for details regarding which inspections are required. Inspections are performed from 8:30 a.m. to 4:00 p.m. (7:30 a.m. to 3:00 p.m. during the summer).

An inspection is scheduled by completing an inspection request form in the Building Inspection Department or by calling (972) 461-7144 or 461-7145 between 8:00 a.m. and 5:00 p.m. on weekdays. Inspections are made the following workday. Fire Department inspections are scheduled by calling the Fire Department at 461-7161. Health Department inspections are scheduled by calling the Health Department at 461-7143. These inspections are also performed the following working day.

Same Day Inspection

An inspection may be scheduled and performed on a Monday, if the inspection is requested on that day between 6:30 a.m. and 7:30 a.m. Same day, after hours, and weekend inspections may be requested for an additional fee, if the fee is paid and the inspection is requested by 11:00 a.m. for same day or after hours inspections, or before 3:00 p.m. on Friday for weekend inspections. Same day, after hours, and weekend inspections only apply to inspections performed by the Building Inspection Department.

New construction will usually require the following inspections:

- | | |
|---------------------------|-----------------------------|
| 1. Temporary Pole | 9. Gas Test |
| 2. Plumbing Rough | 10. Rough Mechanical |
| 3. Water Service | 11. Fireplace |
| 4. Yard sewer | 12. Framing |
| 5. Gas Wrap | 13. Veneer |
| 6. Mechanical Underground | 14. Sidewalk/Drive Approach |
| 7. Electrical Underground | 15. Drywall |
| 8. Footing/Pier | 16. Final Electric |
| 17. Slab | 20. Final Mechanical |
| 18. Rough Electric | 21. Final Plumbing |
| 19. Plumbing Top Out | 22. Final Building |

Additional Items

1. A foundation form survey must be completed and on the job site prior to the slab/foundation inspection. The survey should be done before the plumbing rough.
2. A finished floor elevation certificate filled out by the surveyor. This is only required when the plat shows a finish floor elevation for the lot.
3. A tensioning letter, submitted by an approved agency, stating that the foundation cables are tensioned per engineered specifications. This letter must be available on the job site or submitted to the Building Inspection Department before final inspection.

Inspection Report(s)

Inspectors will leave report(s) at the job site stating whether the building passed inspection. The report(s) will explain the reason for a failed inspection. Contact the Building Inspection Department with questions regarding the inspection process. To speak to a particular inspector, call Monday through Friday between 8:00 a.m. and 8:30 a.m. or 4:00 p.m. and 4:30 p.m.

Reinspections/Reinspection Fees

If an inspector from the Building Inspection Department fails a particular inspection, that inspection must be re-requested. There is no fee for the first reinspection. However, if a reinspection is failed for the same item(s) that the first one failed, a \$50 reinspection fee is required prior to requesting the second reinspection. If the second reinspection fails for the same reason(s), a \$75 fee is assessed. Third and subsequent failed reinspections are assessed a \$100 reinspection fee.

OCCUPYING THE BUILDING

The building may be occupied after it has passed all required inspections and the release of the permanent utilities. A Certificate of Occupancy (CO) is not issued for a single family or two-family structure.

A CO is required for a model home and the permit is valid for two years. A permit is required before the model home is converted into a residence. The building can be legally occupied as a residence after all the final inspections are passed.

NON-RESIDENTIAL & MULTI-FAMILY DEVELOPMENT

INTRODUCTION

Three steps of site plan and two steps of plat approval are generally required to develop a non-residential or multi-family site. The developer is encouraged to meet with Development Review Division staff to discuss the development process before submitting plans. After the submission, the plans are scheduled for a Planning & Zoning Commission meeting within 30 days of the scheduled submission date.¹⁰ The three site plan steps are explained in sequential order and the platting process is explained later. Please call the Development Services Department for assistance.

DEVELOPMENT PROCESS OVERVIEW

Preparing a concept plan is the first step in the site plan review process to develop a commercial tract or multi-family tract. The concept plan establishes a general schematic for site development, primarily focusing on vehicular access and circulation. Concept plans may be used to separate large properties into parts for phasing site planning and development. The preliminary site plan is the second step in the site plan review process. This plan provides more detailed information on building layout, parking, drives, landscaping, screening, and other site improvements. Preliminary site plan approval assures the applicant that the general layout is acceptable prior to proceeding with detailed engineering and design.

After the approval of the preliminary site plan, the final site plan,¹¹ preliminary plat with full engineering plans and landscape plans, and facade plans are submitted as a package. The site plan is a detailed, scaled drawing of all surface improvements, structures, and utilities proposed for development. Site plan approval is required prior to the release of engineering plans and building permits. The landscape plans show the type and height of the plants to be installed. A facade plan is required for retail developments. The facade plan shows the proposed exterior building materials and the general color scheme of the building exterior. The final step is approval of the final plat. The final plat is submitted after the Engineering Division has accepted the public improvements required for the project or a surety is provided, guaranteeing the completion of the public improvements. The Building Inspection Department is authorized to issue the Certificate of Occupancy after the final plat is recorded.

¹⁰ Staff will approve the site plan if the plan conforms to the valid approved preliminary site plan.

¹¹ Generally referred to as site plan.

CONCEPT PLAN

The concept plan is the initial plan required in the site plan review process. This plan is a general site assessment and development concept that defines basic schematic design for development. The purpose of the plan is to:

1. Evaluate the site's natural condition, including vegetation, topography, drainage, surface, and subsurface factors affecting the site's development;
2. Determine building sites and the use, intensity, bulk, and height of structures to be constructed;
3. Locate public streets and rights-of-way, and determine points of ingress and egress between the development and public streets, including median breaks and turn lanes;
4. Determine primary routes of vehicular circulation and parking areas internal to the development;
5. Delineate development phasing; and
6. Other purposes related to the establishment of a Planned Development district (see Section 4-101 of the Zoning Ordinance).

Applicability

A concept plan is required for these developments:

1. Developments within an area zoned Planned Development (see Section 4-100 of the Zoning Ordinance);
2. All non-residential developments except for:
 - a. Agricultural buildings; and
 - b. Temporary structures permitted under Section 3-103 of the Zoning Ordinance.
3. Multi-family developments with more than four dwelling units, including single family attached housing and condominiums;
4. Mobile home parks; and
5. Parking lot developments, including the reconstruction or restripping of more than 20 spaces.

The concept plan must include all property contained within a Planned Development district. For property outside of a Planned Development district, the plan must include all contiguous property of common ownership unless the site is an approved platted lot. Refer to the Zoning Ordinance, Section 5-203 Application, Procedure, and Requirements for information required on the plan. A preliminary site plan may be submitted in lieu of a concept plan as explained in Section 5-300 of the Zoning Ordinance.

The approval of a concept plan by the Planning & Zoning Commission (or City Council) authorizes the property owner to submit a preliminary site plan for review.

Submission/Review Process

The concept plan, along with a completed development application is submitted to the Development Services Department on a scheduled submission date. A list of scheduled submission dates is available in the Development Services Department. After the submission, the plans are routed to several departments for their review. Development Review Division staff will notify the applicant approximately eleven days after the scheduled submission date of necessary corrections and comments. The applicant or his representative shall make the necessary modifications to the plan by the following Monday morning for review by staff that afternoon. The applicant will be informed after the second review of the status of the project. After the second review, the plan will be placed on the next Planning & Zoning Commission agenda, generally the following Monday.

Approval

Development Review Division staff will present the case to the Planning & Zoning Commission. Either the applicant or the representative must be present at the meeting to answer any questions regarding the development. The Planning & Zoning Commission will either approve the concept plan as submitted, approve with stipulations, table, or deny the plan. After the Planning & Zoning Commission acts on the concept plan, the Development Services Department will send a follow-up letter to the applicant explaining the Planning & Zoning Commission's action on the plan. If the applicant disagrees with the Planning & Zoning Commission's ruling on the plan, an appeal may be filed within ten days after the Planning & Zoning Commission meeting in the Development Service Department, refer to Appeals on page 44.

PRELIMINARY SITE PLAN

The preliminary site plan is the second step in the site plan approval process. The submission, review, and approval procedures are the same as for concept plans. The purpose of the preliminary site plan is to:

1. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;
2. Determine the placement, configuration, coverage, size, and height of buildings;
3. Determine the design of public street improvements and right-of-way, the design and location of drives, aisles, and parking;
4. Determine location and preliminary design of open space, landscaping, walls, screens, and amenities; and
5. Determine the preliminary design of drainage facilities and utilities.

Contact the Development Services Department to determine if the following ordinances and guidelines will apply to your project:

- Preston Road Overlay District
- Tollway Overlay District
- U.S. 75 Design Guidelines
- S.H. 190/Plano Parkway Guidelines
- S.H. 121 Guidelines
- Retail Corner/Service Station Guidelines
- Multi-Family Guidelines
- Downtown Development Plan
- Douglass Area Study
- White Rock Creek and Tributaries Floodplain Management Study

Applicability

The preliminary site plan must include all property contained within a Planned Development district, except as permitted as a free-standing phase of development shown on an approved, valid concept plan. For property outside of a Planned Development district, the plan must include all contiguous property of common ownership unless the site is an approved platted lot or is permitted as a free-standing phase of development shown on an approved, valid concept plan. Refer to the development application with attachments, available in the Development Services Department, for information required on the plan. The submission and review of plans and approval process are the same as for concept plans.

The approval of a preliminary site plan by the Planning & Zoning Commission (or City Council) authorizes the property owner to submit a site plan for review for the entire site, or a portion thereof, provided that the site plan conforms to the preliminary site plan and any conditions attached to its approval.

SITE PLAN

The site plan is the final step required in the site plan approval process. The submission and review procedures are the same as for the concept plan, but the approval process may differ. Refer to Approval of the Site Plan on page 41. The site plan is a detailed plan of the public and private improvements to be constructed. The purpose of the plan is to:

1. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;
2. Coordinate and document the design of public and private improvements to be constructed; and
3. Coordinate the subdivision of land, including the granting of easements, development agreements, and provision of surety.

Applicability

An approved, valid site plan shall be required prior to the approval of any construction plan and permit for and development defined in Section 5-101 of this ordinance. An approved, valid preliminary site plan is required prior to the consideration of a site plan except as provided below:

1. Development of a single building on a corner lot (see Subdivision Ordinance, Section 5.2) not exceeding one acre (net).
2. Development of a single building on one lot not exceeding five acres (net) and where the lot is not being subdivided from a larger property.
3. Development of parking or outside storage areas.
4. Development of utilities and non-occupied structures.
5. Development of outdoor recreation structures and amenities.

Refer to the development application with attachments, available in the Development Services Department, for a description of information to appear on the plan. The submission and review of plans are the same as for concept plans.

Additional Requirements

In addition to meeting the requirements for site plan approval, the following items may be required to be submitted with the site plan and approved prior to authorization for development:

1. Preliminary or final plat/replat, (See page 45.)
2. Engineering plans
3. Traffic Impact Analysis
4. Landscape plans
5. Tree preservation and protection plan
6. Facade plan (See page 44.)
7. Other approvals as required by ordinance

Contact the Development Services Department to discuss items required to be submitted with the site plan. Failure to submit the required items will postpone reviewing the site plan.

Approval of the Site Plan

Approval of a site plan is the City's authorization to apply for approval of building permits. Refer to Building Permits for processing on page 56.¹² The Director of Development Services shall approve site plans for sites where an approved valid preliminary site plan exists. The Planning & Zoning Commission shall consider all applications for site plan approval for development not requiring a preliminary site plan as explained in the Zoning Ordinance, Section 5-402, or the proposed site plan constitutes a major amendment to an approved, valid preliminary site plan. The Planning & Zoning Commission may approve, conditionally approve, table, or deny a site plan based on the criteria in the Zoning Ordinance, Section 5-403-4.

Site plan approval is separate and distinct from other permits and approvals as may be required by the City and other regulatory agencies.

¹² Building plans can be submitted to the Building Inspection Department at any time prior to site plan approval. The building permit is issued when the site plan is approved and the Engineering Division has given approval to issue the permit.

AMENDMENTS

At any time following the approval of a concept plan, preliminary site plan or site plan and before the lapse of such approval, the property owner(s) may request an amendment. Refer to Zoning Ordinance Section 5-500 Amendments for further details.

RESERVATION OF LAND

Land studies, preliminary plats, and final plats shall reserve land for future public use as designated in the Comprehensive Plan and associated plans for future public facilities and utilities. These uses include but are not limited to:

Parks	Pump Stations
Libraries	Water Storage Tanks
Police and Fire Stations	Lift Stations

Land reserved shall be of a suitable size dimension, topography, and character for the designated purpose. Refer to Subdivision Ordinance, Article 5.12, Public Uses for procedures for reserving land.

STREET DEDICATIONS AND RESERVATIONS

The property owner shall provide all right-of-way required for existing or future streets, including perimeter streets, as shown on the Thoroughfare Plan or other valid development plans approved by the Planning & Zoning Commission or City Council. The City may require stubbing streets for future connection of subdivisions, to ensure reasonable access and to avoid excessive street length. Refer to Subdivision Ordinance Article 5.4 Street and Thoroughfares for design standards, street dedications and reservations, etc.

STREET NAME APPROVAL

The developer shall submit a letter containing proposed street names to the Development Services Department with the submission of the preliminary site plan. A minimum of two weeks is required to review street names. Approved street names must be used on the preliminary plat when it is submitted for review. Street names should not be changed after the preliminary plat is approved.

APPEALS

The applicant, Director of Development Services, or two members of City Council may appeal the decision of the Planning & Zoning Commission with regard to a concept plan, preliminary site plan, or site plan by filing a Notice of Appeal in the Office of the Director of Development Services, no later than ten (10) days after the Planning & Zoning Commission notifies the applicant of its decision. Refer to Zoning Ordinance, Section 5-800, Appeals for further details.

The applicant may appeal the decision of the Director of Development Services with regard to a site plan by filing a Notice of Appeal in the Office of the Director of Development Services, no later than ten (10) days after the Director notifies the applicant of his action. Refer to Zoning Ordinance, Section 5-800, Appeals for further details.

ADDITIONAL DEVELOPMENT AND REDEVELOPMENT

Following the completion of improvements shown on an approved site plan, additional development site modifications or redevelopment of the site shall be permitted subject to the approval of a revised site plan. Minor expansions and redevelopment may be approved by the Director of Development Services under the terms of Section 5-500 of the Zoning Ordinance. All other expansions or redevelopment shall require submission of a revised site plan and the approval of the Planning & Zoning Commission under the requirements and procedures then in effect.

FACADE PLAN

A building permit will not be issued until the Development Services Department approves the facade plan. Facade plans are generally required for retail developments. Contact the Development Services Department to determine if a facade plan will be required.

DEVELOPMENTS EXEMPT FROM SITE PLAN APPROVAL

See Zoning Ordinance, Section 5-402, or contact Development Services Department for identification of developments exempt from site plan approval by the Planning & Zoning Commission.

PRELIMINARY PLAT OR PRELIMINARY REPLAT

The purpose of the preliminary plat/replat is to:

1. Ensure compliance with applicable development regulations and previously approved, valid plans affecting development of the property;
2. Coordinate and document the design of public and private improvements to be constructed; and
3. Coordinate the subdivision of land, including the granting of easements, development agreements, and provision of surety.

The submission and review procedures are the same as that for the preliminary site plan. The preliminary plat or preliminary replat with two full sets of engineering plans (see Engineering Plans, page 46) and landscape plans must be submitted with the site plan. An approved, valid site plan and landscape plan are required prior to the approval of construction plans and the issuance of permits. Construction shall commence after the Planning & Zoning Commission approves the site plan and preliminary plat and the City Engineer releases the engineering plans (see Full Engineering Plan Release, page 50).

FINAL PLAT

The purpose of a final plat is to record the subdivision of property including the accurate description of blocks, rights-of-way, easements, and street names. The submission and review procedures are the same as that for the preliminary site plan.

The final plat shall be submitted after the City Engineer accepts the required public improvements (see City Acceptance of Public Improvements, page 53). The public improvements must be installed or other arrangements made before the Planning & Zoning Commission reviews the plat. All public improvements must be completed, except sidewalks and landscaping (for which adequate surety is provided to insure completion).

All fees must be paid and the improvement agreement completed, if applicable, before the final plat is placed on the Planning & Zoning Commission agenda. The Building Inspection Department is authorized to issue the Certificate of Occupancy after the final plat is recorded (see Occupying the Building(s), page 61).

ENGINEERING PLANS

Two complete sets of engineering plans are required to be submitted with the preliminary plat. The engineer's name, registration number, and date must appear on all plan sheets. Any plans prepared by an architect or landscape architect must include the seal, signature, and date.

A complete set of engineering plans should include the following for commercial projects, stapled together:

1. Fire lane and parking lot paving and grading;
2. Street paving, median opening, and left turn lane construction;
3. Water and sewer plan construction detailing;
4. Drainage plan and drainage area determinations;
5. Erosion control plan;
6. Hydraulic analysis if the development abuts or crosses a drainage channel or natural stream; and
7. Hydraulic study and hydraulic analysis if the development abuts a Federal Emergency Management Agency (FEMA) designated floodplain. The City Engineer will forward this information to FEMA for their approval. FEMA processing will take three to nine months.

A complete set of engineering plans should include the following for multi-family projects, stapled together:

1. Drainage area map with all drainage calculations using City of Plano Drainage Design Manual specifications;
2. Paving plans for streets, fire lanes, and parking areas;
3. Water and sewer plans using the design criteria in the City of Plano Water and Sewer Design Manual. Check with the Engineering Division for the latest information;
4. Special detail sheets for any additional construction details that are not addressed in the City's Standard Construction Details. Check with the Development Services Department for the latest information;
5. Landscape plans, if applicable;

6. Screening wall plans, if applicable;
7. Erosion Control Plan;
8. Hydraulic analysis if the development abuts or crosses a drainage channel or natural stream; and
9. Hydraulic study and hydraulic analysis if the development abuts a Federal Emergency Management Agency (FEMA) designated floodplain. The City Engineer will forward this information to FEMA for their approval. FEMA processing will take from three to nine months.

PLAN REVIEW

Engineering plans are submitted with the preliminary plat on a scheduled submission date, generally on a Friday. Engineering plans are reviewed for compliance with the:

1. Subdivision Ordinance
2. Thoroughfare Standards Ordinance
3. Thoroughfare Plan
4. Standard Construction Details
5. Standard Specifications for Public Works Construction
6. Water and Sewer Design Manual
7. Storm Drainage Design Manual
8. Water Distribution Plan

Development Review Division staff will notify the applicant approximately ten days after the scheduled submission date of necessary corrections and comments. Contact the staff member listed on the plat for any questions regarding comments on the plans.

Resubmission of two sets of corrected engineering plans along with the prior marked-up plans will be required until "Conditional Approval" is given to the engineering plans. The deadline for resubmitting revised engineering plans is Wednesday noon for review during that same week.

CITY PARTICIPATION IN PUBLIC IMPROVEMENTS

The City will participate in the cost of public improvements which are not for the primary benefit of the development and which have been oversized to serve developments other than for which the plat has been submitted for approval, only to the extent and according to the standards stated in the Subdivision Ordinance, Article VI, Participation and Escrow Policies.

WATER AND SEWER TAPS

The Utility Operations Department will make all water service connections two inches (2") or less in size to an existing City water main. An independent utility contractor shall make the water service connection if greater than two inches in size. Minimum sanitary sewer lateral is six inches (6") and requires a manhole for connection to main. This work shall be done by an independent contractor.

Fees for installing water taps and service lines are based on the Utility Operations Department estimated costs of making the connections. The Utility Operations Department will provide the estimate after payment of the estimated fee. The work is scheduled after payment of the estimated costs. A refund or additional charges must be paid if the actual cost is not within 5% of the estimate. Application for cost estimate and fee payment will be coordinated through the Building Inspection Department.

WATER METERS

Water meter(s) are obtained from the Utility Operations Department after payment of the impact fees and connection fees. Deposits for the meters are based on current contract cost per meter plus warehouse charges, labor, and materials necessary for the City to install the meter.

FIRE HYDRANT METERS

A temporary meter can be installed on a fire hydrant by executing an agreement with the City along with a deposit. The deposit is returned upon payment of water use and the return of the meter and fittings. Additional charges are required each time the temporary meter is relocated.

WORK WITHIN CITY RIGHT-OF-WAY (R-O-W)

A permit from the Development Services Department is required to work in the City R-O-W. Refer to Construction Permits on page 51 for the permit procedure.

FENCING OR IMPROVEMENTS IN PUBLIC EASEMENTS

Fencing or improvements in public easements dedicated to the City will require the Engineering Division's review. The review is made after the permit application is submitted to the Building Inspection Department. The Engineering Division will approve the improvements only if they do not interfere with the City's use or maintenance of the facilities located in the easement.

EXISTING UTILITY LOCATIONS

The location of water, sewer, and storm sewer mains are obtained from the Development Services Department. Final plat and site plans are also available.

CITY FEES FOR DEVELOPMENT

All fees will be determined during the plan review process. The Inspection Fee for the public improvements is made prior to release of the engineering plans for construction. Fees may be paid at any time; however, all fees must be paid prior to release of the engineering plans for construction.

1. Pro Rata - This fee is collected when properties are platted adjacent to off-site improvement installed to serve earlier developments. The money is used to reimburse developer(s) who installed these improvements.
2. Water and Sewer Impact Fee - The money is used to make improvements to the water and sewer systems.
3. Developer Escrow Fee - The money is used for future construction of streets, sidewalks, left turn lanes, and other public improvements not constructed with the development.
4. Highway Permit Fee - The money is used to process the highway permit submitted to the State.
5. Inspection Fee - The inspection fee is charged for improvements for future City maintenance located in City R-O-W and easements dedicated to the City. Fire lanes are excluded from this fee.
6. Abandonment Ordinance - The fee is used to record the abandonment ordinances with the County.

FULL ENGINEERING PLAN RELEASE

Full engineering plan release is given when all of the comments on the mark-ups have been addressed. The developer's engineer shall submit five complete sets of the engineering plans, including landscaping plans and screening wall plans, if applicable. The following items must be paid prior to full engineering plan release:

1. Inspection fee - 3.7% of the cost of all items that when constructed will be future City maintenance responsibilities;
2. Water and sewer impact fee;
3. All pro rata fees; and
4. All escrowed amounts. This covers all site improvement obligations not being constructed with the development. A copy of the engineer's estimate of the cost of future improvements shall be attached.

The following items must be acquired, completed, and submitted prior to full engineering plan release:

1. Highway permits from the Texas Department of Transportation for any work along state roads, if applicable;
2. Channel hydraulic analysis completed, if applicable;
3. Required off-site easements, submitted to the City for filing;
4. Complete on-site and off-site engineering plans;
5. Application for City participation, completed and approved, if applicable. The application shall include a breakdown of anticipated costs, based on contract amount, and a completed "Subdivision Improvement Agreement (Oversize Improvements)"; refer to the Subdivision Ordinance Article VI, Participation and Escrow Policies, for items eligible for City participation;
6. Three copies of all contracts relating to site improvements that will be maintained by the City in the future;
7. Excavation safety plans, prepared by a registered professional engineer, for utility excavation(s) exceeding a five foot depth; and
8. Approved landscaping and screening plan from the Development Review Division.

The construction permit is obtained after the City Engineer affixes the "Release of Construction" stamp to the engineering plans.

STARTING CONSTRUCTION

Construction Permits

The developer should inquire if the contractors/subcontractors are familiar with the City's insurance requirements. In the past, projects have been delayed because the contractors/subcontractors did not meet all the insurance requirements. The contractors/subcontractors should contact the Engineering Division about insurance requirements before applying for construction permits to avoid delays.

Contractors apply for construction permits after the release of the engineering plans. All contractors/sub-contractors shall obtain a construction permit at the Development Services Department counter. The construction permit application includes the following items:

1. A Certificate of Insurance stating that the contractor/sub-contractor meets the City's minimum liability insurance requirements for the term of the contract. The insurance companies affording coverage ratings will be checked through the AM Best Guide. An "A-" rating or better is required along with being licensed to do business in Texas. All contractors/subcontractors shall have a Certificate of Insurance; and
2. Three copies of all the contractor's contracts for construction. Contract items are those items that will be turned over to the City for future maintenance (i.e. streets, alleys, water lines, sanitary sewer lines, storm sewer lines, fire hydrants, box culverts, manholes, inlets, screening walls, etc.). The contracts shall include an estimate of the construction of the public works facilities, unit prices, and total price of all items to be installed.

Construction

Each contractor/sub-contractor shall contact the engineering inspector assigned to the project at least 48 hours prior to starting the work. The phone number is (972) 461-7152. The inspector will meet the individual contractors/sub-contractors on the project site to review the following requirements and procedures:

1. Excavation Contractor -
 - a. Erosion control measures to be installed prior to construction; and
 - b. Review standards and testing requirements for grading.

2. Utility Contractor -
 - a. Erosion control requirements relating to utility work;
 - b. Plans, standard details, and standard specifications for public works construction;¹³
 - c. Testing procedures for water lines (pressure test) and sanitary sewerlines (air test); and
 - d. Scheduling video taping of the sanitary sewer line(s) installed by the contractor.
3. Lime Stabilization Contractor, if required - Testing (laboratory and field) of subgrade surface prior to and after lime installation.
4. Paving Contractor -
 - a. Construction plans, standard details, and construction specifications; and¹⁴
 - b. Concrete testing procedures (laboratory and field) for streets, alleys and sidewalks.

FINAL INSPECTION OF PUBLIC IMPROVEMENTS

The engineering inspector will prepare a punch list detailing the outstanding items that must be completed before scheduling the final inspection. Copies of this list are distributed to the contractors/subcontractors. The developer shall call to schedule the final inspection when all the items on the punch list are completed and all public improvements are installed or adequate surety is provided for completion of the public improvements.

¹³ North Central Texas Council of Governments Blue Book. City revisions to the book are available in the Development Services Department.

¹⁴ North Central Texas Council of Governments Blue Book. City revisions to the book are available in the Development Services Department.

Permanent erosion control, including grassing of street parkways, must be installed prior to the final inspection. If adequate vegetation coverage has not been provided, then surety must be provided to insure completion of the erosion control. However, the developer is responsible for the erosion control until final acceptance of all the improvements.

Final inspection is made before the Planning & Zoning Commission approves the final plat. (See Final Plat Approval Prior to Acceptance of Public Improvements, page 54.) The Chief Engineer and the engineering inspector will conduct the final inspection on a Thursday. To expedite the final acceptance, a final inspection can be made with a 48-hour notice. The final plat must be recorded at the County prior to the City's acceptance of the public improvements.

City Acceptance of Public Improvements

The engineering inspector shall verify the acceptable completion of the items on the punch list and send the Subdivision Final Acceptance Checklist to the city engineers for their review. The Subdivision Final Acceptance Check List includes:

1. Inspector verification of documents -
 - a. As-Built Plans - The contractor shall provide a set of engineering plans noting all the changes and revisions upon completion of the project. The construction inspector will review and approve the plans. After approval, the engineering plans will be returned to the engineer to be microfilmed.
 - b. Contract Documents - Each contractor shall provide an executed construction contract and a one year 10% maintenance bond involved in the construction of any public improvements.
 - c. Computer Aided Design Documents (C.A.D.) - The engineer or surveyor provides a C.A.D. drawing of the final plat on a floppy disk.
2. Verification that the final plat is ready to be filed.
3. FEMA/City of Plano stream hydraulics submission. (Only applicable if the development is adjacent to a FEMA floodplain.) - Verification of the completion and submission of hydraulic analysis for creeks and channels in FEMA designated streams. The following information must accompany the submission:
 - a. HEC-2 hydraulic model;
 - b. Topography map showing proposed and existing fully developed floodplain and access easements;

- c. Brief description of project and method of analysis with the recommended modifications; and
- d. Applicant and certification forms for:
 - i. Conditional letters of map revision;
 - ii. Letters of map revisions; and
 - iii. Physical map revisions.

4. Microfilming - Verification of completion of all necessary microfilming.

The Engineering Division will send a final acceptance letter after the final acceptance check list is complete. Copies of the letter are sent to all the parties involved in the development including the contractors and public utilities. This letter authorizes the Building Inspection Department to issue building permits. The developer can request the return of the surety bond, if applicable, after receiving this letter.

Final Plat Approval Prior to Acceptance of Public Improvements

The final plat may be approved prior to acceptance of the public improvements if the developer enters into an improvement agreement with the Engineering Division to insure completion of the public improvements. Surety must be provided with this agreement. The acceptable surety provisions are:

- 1. Cash escrow
- 2. Irrevocable letter of credit or "set aside letter" or
- 3. Performance bond.

The surety provisions must be in the full amount of the actual contract cost of the public improvements. The City Attorney must approve all surety provisions except for cash escrow.

The improvement agreement must be completed prior to the Planning & Zoning Commission approving the final plat.

Copies of the improvement agreement are available in the Engineering Division. The developer should work with the Engineering Division on the improvement agreement before the final plat is submitted to avoid delays. The final plat will not be forwarded to the Planning & Zoning Commission until the improvement agreement is completed.

RECORDING THE FINAL PLAT

The developer submits the final plat with signatures to the Engineering Division. The City of Plano lies in two counties, Collin and Denton. The filing requirements differ between the two counties. The filing requirements for Collin County are:

1. Three 24" x 36" clean mylars¹⁵ of the plat. The county no longer accepts sepia. Please provide clean mylar.
2. Two microfilm aperture cards for the county with signatures and seals affixed.¹⁶ (The city will get the Planning & Zoning commission Chairman's and staff signatures, notarize, and return to the client to have the aperture cards made.)

The filing requirements for Denton County are:

1. One 18" x 24" mylar¹⁶
2. Five 18" x 24" blacklines or bluelines prints¹⁶
3. Two 24" x 36" mylars¹⁶
4. A check payable to the Denton County Clerk for the plat filing fee
5. Clear film positives of the final plat (plan positive) at a scale of 1" = 1,200' and 1" = 400'
6. A tabulation showing the square footage of each lot (to an accuracy of $\pm 0.2\%$)
7. An affidavit stating whether or not the land being platted lies within an Extraterritorial Jurisdiction

The Engineering Division will file the plat with the County Clerk. The Engineering Division shall also record any other agreements of dedication and legal documents as required by the City Attorney. The plat shall be recorded within five working days of its receipt. The Engineering Division will forward one copy of the recorded final plat, with street addresses, to the property owner. The Building Inspection Department is authorized to issue the Certificate of Occupancy after the final plat is recorded (see Occupying the Building(s), page 61).

¹⁵ The aperture cards are made from the 24" x 36" signed mylars.

¹⁶ Original signatures and seals are required on all the mylars and prints.

BUILDING PERMITS

INTRODUCTION

The Building Inspection Department issues permits for buildings, accessory buildings, fences, swimming pools, spas, signs, plumbing, mechanical, and electrical work. This department also conducts inspections for compliance with the property code and works with the public and other departments to assure compliance with all City regulations.

OBTAINING A BUILDING PERMIT FOR A NON-RESIDENTIAL OR MULTI-FAMILY STRUCTURE, INCLUDING COMMERCIAL ADDITIONS/ALTERATIONS

To obtain a building permit for a multi-family or non-residential structure, submit the following to the Building Inspection Department:

1. Permit application;
2. Plan review deposit fee;
3. Fire Department plan review fee;
4. Other applicable fees; and¹⁷
5. Building plans.

Permit Application

Permit applications are available in the Building Inspection Department. The application requires:

1. The physical address and legal description of the property;
2. The name, address, and phone number of the owner of the property;
3. The name, address, and phone number of the general contractor;
4. The names, addresses, phone numbers, and validation forms for the electrical, mechanical, plumbing, and solid waste contractors; and¹⁸

¹⁷ Contact the Building Inspection Department for other applicable fees.

¹⁸ Validation forms are available in the Building Inspection Department.

5. The valuation of work and total square footage of the structure.

A building permit may be applied for at any time; however, the permit cannot be issued prior to site plan approval and construction and acceptance of any public improvements.

Fees

A fee schedule is available in the Building Inspection Department. The plan review deposit fee and the Fire Department review fee shall be submitted with the permit application.

Required Plans

Three complete sets of plans, as described below, must be submitted with the permit application.¹⁹ The following plans shall be drawn at an appropriate scale, designed, signed, and sealed by a State of Texas architect if required by the Architecture Practice Act: (Contact the Building Inspection Department to determine applicability.)

1. Site plan
2. Floor plans
3. Exterior elevations
4. Roof plan
5. Interior elevations
6. Building sections
7. Door schedules
8. Window schedules
9. Hardware schedules
10. Interior finish schedules

¹⁹ Four complete sets of plans are required when any food service or potentially hazardous chemicals are involved.

11. Construction details
12. Foundation plan²⁰

The following plans shall be designed, signed, and sealed by a State of Texas Registered Professional Engineer if required by the Engineering Practice Act:²¹

1. Structural plans
2. Site mechanical, electrical, and plumbing plans
3. Plumbing riser diagram
4. Mechanical plans
5. Electrical plans
6. Electrical riser diagram
7. Project specifications

Additional Items

Fire protection and fire alarm plans (if applicable) shall be submitted to the Fire Protection Engineer. Contact the Fire Protection Engineer in the Building Inspection Department for these requirements.

A Health Department Permit is required for all food service establishments. Please contact the Health Department for detail at (972) 461-7143.

²⁰ Designed, signed, and sealed by a State of Texas Registered Professional Engineer.

²¹ Contact the Building Inspection Department to determine if applicable.

PLAN REVIEW

Building plans are reviewed for compliance with the:

1. Uniform Building Code
2. Uniform Plumbing Code
3. Uniform Mechanical Code
4. Applicable City Ordinances

A plans examiner will be assigned to review the building plans and will be the contact person throughout the plan review process. Contact the plans examiners or building inspectors in the Building Inspection Department for the applicable codes and ordinances as well as any other questions.

The Fire Protection Engineer will review the fire protection/alarm plans and the Health Department will review all plans relating to food service and/or chemical use.

Review comments on new commercial building plans are generally forwarded to the applicant within seven to fourteen days, depending on the scope of the project. Architects and/or contractors are encouraged to meet with a plans examiner prior to a formal permit application to expedite the plan review. Required revisions could delay issuance of a building permit.

The permit application and plans can be submitted between 8:00 a.m. to 5:00 p.m, Monday through Friday.

BUILDING PERMIT

The building permit is issued when:

1. The plans examiner approves the plans;
2. The Engineering Division signs off for construction; and
3. The Building Inspection Department receives an approved site plan from the Development Services Department (see Site Plan, page 40).

INSPECTION PROCESS

Periodic inspections are required for most permits issued by the Building Inspection Department. Refer to the permit descriptions for details regarding which inspections are required. Inspections are performed from 8:30 a.m. to 4:00 p.m. (7:30 a.m. to 3:00 p.m. during the summer).

An inspection is scheduled by completing an inspection request form in the Building Inspection Department or by calling (972) 461-7144 or (972) 461-7145 between 8:00 a.m. and 5:00 p.m. on weekdays. Inspections are made the following workday. Fire Department inspections are scheduled by calling the Fire Department at (972) 461-7161. Health Department inspections are scheduled by calling the Health Department at 461-7143. These inspections are also performed the following workday.

Same Day Inspection

An inspection may be scheduled and performed on a Monday if this inspection is requested on that day between 6:30 a.m. and 7:30 a.m. Same day, after hours, and weekend inspections may be requested for an additional fee, if the fee is paid and the inspection is requested by 11:00 a.m. for same day or after hours inspections, or before 3:00 p.m. on Friday for weekend inspections. Same day, after hours, and weekend inspections only apply to inspections performed by the Building Inspection Department.

New construction will usually require these inspections:

- | | |
|---------------------------|-----------------------------|
| 1. Temporary Pole | 12. Gas Test |
| 2. Plumbing Rough | 13. Rough Mechanical |
| 3. Water Service | 14. Fireplace |
| 4. Yard sewer | 15. Framing |
| 5. Gas Wrap | 16. Veneer |
| 6. Mechanical Underground | 17. Sidewalk/Drive Approach |
| 7. Electrical Underground | 18. Drywall |
| 8. Footing/Pier | 19. Final Electric |
| 9. Slab | 20. Final Plumbing |
| 10. Rough Electric | 21. Final Mechanical |
| 11. Plumbing Top Out | 22. Final Building |

Additional Items

Engineering reports may be required for:

1. Reinforcing steel
2. High strength bolting

3. High strength concrete
4. Spray-on fireproofing and other special applications

An approved agency shall submit a tensioning report stating that the foundation cables meet the engineered specifications for post-tensioned foundations.

If these reports are necessary, they must be available on the job site or submitted to the Building Inspection Department prior to the final building inspection.

Inspection Reports

Inspectors will leave report(s) at the job site stating whether the requested inspection passed. The report(s) will explain the reason for a failed inspection. Contact the Building Inspection Department for questions regarding the inspection process. To speak to a particular inspector, call Monday through Friday between 8:00 a.m. to 8:30 a.m. or 4:00 p.m. to 4:30 p.m.

Reinspections/Reinspection Fees

If an inspector from the Building Inspection Department fails a particular inspection, that inspection must be re-requested. There is no fee for the first reinspection. However, if a reinspection is failed for the same item(s) that the first one failed, a \$50 reinspection fee is required prior to requesting the second reinspection. If the second reinspection fails for the same reason(s), a \$75 fee is assessed. Third and subsequent failed reinspections are assessed a \$100 reinspection fee.

OCCUPYING THE BUILDING(S)

The building(s) may be occupied after the Certificate of Occupancy (CO) is issued for the building(s). The CO will be issued when the following conditions have been satisfied:

1. All required building inspections are approved;
2. Engineering Division completes their inspections and issues a release letter to the Building Inspection Department;
3. The Fire Department completes their inspections and issues a release letter to the Building Inspection Department;
4. The Health Department completes their inspections and issues a release letter to the Building Inspection Department; and

5. Permanent utilities are released by Lone Star Gas and/or TU Electric.
6. The final plat approved by the Planning & Zoning Commission is recorded at the county (see Recording the Final Plat, page 55).

Occupancy Prior to Issuance of a Certificate of Occupancy

Partial occupancies, phased occupancies, and early occupancies may be granted prior to issuance of a Certificate of Occupancy in extraordinary cases. Contact the Building Inspection Department for details.

OTHER PERMITS

"SIMPLE" MECHANICAL, ELECTRICAL, AND PLUMBING PERMITS

Simple mechanical, electrical, and plumbing permits are issued by the Building Inspection Department for work such as fixture additions/replacements or mechanical equipment upgrades. Refer to the fee schedule for applicable permit costs. A Building Permit Application form must be submitted to the Building Inspection Department, along with a validation form(s) filled out by the appropriate contractor(s). For minor work, plans are not required, and the permit may be issued while the applicant waits. For more complex work, plans are required and the permit turnaround time could be several days.²² (Contact the Building Inspection Department to determine if plans are required.) Please refer to page 73 for details on the inspection process.

IRRIGATION PERMITS

Irrigation permits are obtained from the Building Inspection Department. Please refer to the fee schedule for permit cost. A permit application must be submitted, along with a site plan showing the location of the backflow prevention device(s) on the property. Permits can only be issued to licensed irrigators or licensed plumbers (or a homeowner, if he is performing the work himself, and the property is his homestead). Permits are usually issued while the applicant waits. A final irrigation inspection is required when the work is complete. Please refer to page 73 for details on the Inspection Process.

FENCE PERMITS

Fence permits are obtained by submitting a permit application to the Building Inspection Department. Please refer to the fee schedule for permit cost. Two copies of the plot plan, showing the location of the fence on the property, are required with the application. Footing construction drawings are required for masonry fences, or fences with masonry columns. The footing design must be signed and sealed (original) by a State of Texas Registered Professional Engineer if the masonry portion of the fence exceeds four (4) feet in height. In lieu of the engineering requirement, the applicant may elect to utilize a standard detail that has City of Plano approval, contact the Building Inspection Department for details. Fence permits are generally issued while the applicant waits. A footing inspection (if applicable) and a final fence inspection are required. Please refer to page 73 for details on the Inspection Process.

²² By ordinance, homeowners are permitted to perform work on their homestead without being a registered contractor; however, permits are still required.

RESIDENTIAL ACCESSORY BUILDINGS

Permits for residential accessory buildings are issued after the applicant submits a building permit application and two copies of the plot plan showing the building's location on the property. Refer to the fee schedule for the application fee. The plot plans are reviewed for compliance with the Zoning Ordinance and permits are generally issued while the applicant waits. If the accessory building is a premanufactured type, no building plans are required. However, if the structure is to be site-built, construction drawings are required. Typically, foundation, framing, and final building inspections are required. Please refer to page 73 for details on the Inspection Process.

SIGN AND BANNER PERMITS

A permit is required for most signs and banners. Contact the Building Inspection Department for information regarding exemptions. To obtain a sign or banner permit, submit a permit application and two copies of a site plan showing the sign location on the property as well as a detail of the sign itself. Pole signs will require a footing detail. Illuminated signs require a validation form signed by the registered electrician who will perform the wiring. Please refer to the fee schedule for applicable fees. Permits are generally issued while the applicant waits. Inspections required are: pre-installation (for free-standing signs, to verify proper location), footing (for pole signs), and final sign inspection. Please refer to page 73 for details on the Inspection Process.

SPECIAL PROMOTIONAL SIGN PERMITS

Special promotional sign permits are issued by the Building Inspection Department. These permits allow any and all signage allowed by the sign ordinance to be placed on the property for a period of two weeks (or in the case of a grand opening, 3 weeks, if the permit is obtained within 90 days of issuance of the CO). Two such permits may be issued per property per year. Please refer to the fee schedule for applicable permit fees. If any of the signage is illuminated, or if searchlights are used, a validation form filled out by the licensed electrician performing the work is required. A final sign inspection and an electrical inspection (if applicable) are required as well as a follow-up inspection to insure that the signage has been removed. Please refer to page 73 for details on the Inspection Process.

FOUNDATION REPAIR PERMITS

Foundation repair permits are issued by the Building Inspection Department. Please refer to the fee schedule for available permit fees. To obtain a foundation repair permit, the following are required:

1. A completed building permit application; and
2. Two sets of plans, including a pier or footing location plan as well as complete pier/footing details and specifications. These plans and specifications must be signed and sealed by a State of Texas Registered Professional Engineer and the seal and signature must be original on at least one set.

These permits are generally issued while the applicant waits. Required inspections are generally for:

1. Pier/footing and
2. Final

Please refer to the Inspection Process beginning on page 73.

SWIMMING POOL/SPA PERMITS

Swimming pool/spa permits are issued by the Building Inspection Department. Please refer to the fee schedule for applicable permit fees. To obtain a swimming pool and/or spa permit, the following are required:

1. Building permit application;²³
2. Two sets of pool plans, drawn at 1/8" = 1'0" scale and showing the pool location on the property (with all dimensions) as well as a section through the pool structure with all depths dimensioned; and
3. Validation forms from a licensed and registered plumber and electrician. (Not required for self-contained units with no hardwiring.)

Pool permits are generally issued while the applicant waits. The type of inspections required vary with the type of pool or spa, but the applicant will be informed of the necessary inspections. Please refer to the Inspection Process below.

INSPECTION PROCESS

Periodic inspections are required for most permits issued by the Building Inspection Department. Refer to the permit descriptions for details regarding which inspections are required. Inspections are performed from 8:30 a.m. to 4:00 p.m. (7:30 a.m. to 3:00 p.m. during the summer).

An inspection is scheduled by completing an inspection request form in the Building Inspection Department or by calling (972) 461-7144 or 461-7145 between 8:00 a.m. and 5:00 p.m. on weekdays. Inspections are made the following workday. Fire Department inspections are scheduled by calling the Fire Department at 461-7161. Health Department inspections are scheduled by calling the Health Department at 461-7143. These inspections are also performed the following workday.

Same Day Inspection

An inspection may be scheduled and performed on a Monday if this inspection is requested on that day between 6:30 a.m. and 7:30 a.m. Same day, after hours, and weekend inspections may be requested for an additional fee, if the fee is paid and the inspection is requested by 11:00 a.m. for same day or after hours inspections or before 3:00 p.m. on Friday for weekend inspections. Same day, after hours, and weekend inspections apply only to inspections performed by the Building Inspection Department.

²³ Prior to application, the pool plans must be taken to TU Electric for approval.

Inspection Reports

Inspectors will leave report(s) at the job site stating whether the requested inspection passed. The report(s) will explain the reason for a failed inspection. Contact the Building Inspection Department for questions regarding the inspection process. To speak to a particular inspector, call Monday through Friday between 8:00 a.m. and 8:30 a.m. or 4:00 p.m. and 4:30 p.m.

Reinspections/Reinspection Fees

If an inspector from the Building Inspection Department fails a particular inspection, that inspection must be re-requested. There is no fee for the first reinspection. However, if a reinspection is failed for the same item(s) that the first one failed, a \$50 reinspection fee is required prior to requesting the second reinspection. If the second reinspection fails for the same reason(s), a \$75 fee is assessed. Third and subsequent failed reinspections are assessed a \$100 reinspection fee.

CERTIFICATE OF OCCUPANCY (NO CONSTRUCTION WORK)

A Certificate of Occupancy (CO) is required prior to occupying a multi-family or non-residential building. COs are also required for a change of tenant, business name, and ownership change. Please see fee schedule for fees. A permit application must be submitted to the Building Inspection Department. Plans are not usually required when no work is to be done; however, in some cases, floor plans and/or a site plan may be required, especially when a building or space is to have a change in use. Contact the Building Inspection Department to determine if plans are required. Typically, all final inspections (mechanical, electrical, plumbing, and building) are performed prior to issuance of a CO. Restaurants require a Health Department inspection and buildings/spaces with fire protection systems require a Fire Department inspection. After all inspections are performed, the applicant may pick up their CO at the Building Inspection Department. Please refer to page 73 for details on the Inspection Process.

IMPORTANT INFORMATION REGARDING CHANGING THE USE OF A BUILDING OR SPACE WITHIN A BUILDING

It is often difficult to change the use of a building or space and comply with building and fire codes as well as the Zoning Ordinance. A building that was designed and constructed as a retail or office use will usually not comply with code and ordinance requirements for an auto repair facility, church, chemical manufacturing plant, day care center, etc. Expensive modifications including the addition of fire protection systems are often required. If a change in use is anticipated, contact the Building Inspection Department prior to signing any contracts to avoid any problems. Prospective buyers should obtain building plans and meet with a Building Inspection Department representative about the proposed change in use.

CONTRACTOR REGISTRATION

All Mechanical, Electrical, and Plumbing Contractors who work in the City of Plano must be licensed by the State of Texas for Mechanical and Plumbing Contractors and by the City of Plano for Electricians and registered in the City of Plano. Solid Waste Contractors must only be registered by the City of Plano. The following are registration requirements for each:

Mechanical

Mechanical Contractors must bring their state license (original) to the Building Inspection Department and fill out a registration form. Registration will be completed while the applicant waits. Following registration, a registration number will be issued. No fees are required.

Electrical

Electrical Contractors must be licensed by the City of Plano. In order to obtain this license, an Electrical Contractor must:

1. Successfully pass the City of Plano Master Electricians Exam or
2. Present a license and a reciprocal letter from a city that Plano has a reciprocal agreement with.

For information regarding the City's electrician examination dates and requirements, or for details regarding cities that have reciprocal agreements with Plano, contact the Building Inspection Department during business hours at 461-7140. Refer to fee schedule for applicable registration fees.

Plumbing Contractors

Plumbing Contractors must bring their State License (original) to the Building Inspection Department and fill out a registration form. Registration will be completed while the applicant waits. Following registration, a registration number will be issued. No fees are required.

Solid Waste Contractors

Solid Waste Contractors must be registered with the City of Plano. To obtain registration, submit a completed registration form and a bond in the amount of \$10,000. Registrations are issued while the applicant waits and a registration number will be assigned. Tags are issued for each vehicle and must be prominently displayed on the vehicle during solid waste removal operations. Please refer to fee schedule for appropriate fees.

Note: Even if a contractor is licensed by the City, validation forms are still required for every project on which they work.

BUILDING STANDARDS COMMISSION

AND

BOARD OF ADJUSTMENT

BUILDING STANDARDS COMMISSION

The Building Standards Commission considers relief requests from the City's requirements for building, plumbing, electric, trash, and fire. The applicant may seek relief by challenging the Building Official's interpretation of the code or by presenting an alternative material or method of construction that will equal or exceed the performance level required by the code. This Commission also reviews cases regarding substandard properties.

To appear before the Commission, the applicant must submit a letter to the Building Official outlining the circumstance and the proposal and pay the submission fee. (See Fee Schedule.) Contact the Building Inspection Department for additional details.

BOARD OF ADJUSTMENT

The Board of Adjustment reviews appeals from the City's Zoning Ordinance and Sign Ordinance. The board can only grant a variance when a hardship exists preventing the property owner from complying with the ordinance. To appear before the board, the applicant must complete the application and pay a submission fee. (See fee schedule.) The application is submitted to the Building Inspection Department. Contact the Code Compliance Specialist in the Building Inspection Department at (972) 461-7140 for details.

