

WHEN IS A PERMIT REQUIRED?

CITY OF PLANO BUILDING INSPECTION DEPARTMENT

Permits are required when building, remodeling or enlarging a building. Permits are also required for other improvements to your property. Projects that are cosmetic, such as painting, wallpapering, carpeting, cabinets and trim work, etc., do not require permits. Additionally, permits are not required when replacing fixtures on existing wiring or plumbing.

The following is a list of projects for which a permit is **required**:

- Construction of a building:
 - Main building
 - Accessory building (including permanent and portable storage sheds, gazebos, carports, patio covers).
- Foundation repairs.
- Additions to a building.
- Remodeling of a building requiring the addition or replacement of walls or windows.
- Building or replacing a deck more than 30" above grade.
- Electrical work. (Repair work such as replacing switches, plugs and ballasts is exempt).
- Plumbing work.
- Water heaters (replacing or adding).
- Water softeners.
- Replacing water or sewer lines. (Repair work such as exchange of washers and faucets is exempt.)
- Irrigation systems (lawn sprinklers).
- Installing or replacing a furnace.
- Installing or replacing an air conditioning system.
- Building or replacing a fence. A permit is not required for repairs if the repairs do not exceed 25% of the area of the fence over a 12-month period.
- Building or replacing a retaining wall over four feet in height measured from grade to the top of the wall.
- Replacing a roof.
- Installing or replacing a driveway approach (the portion of the drive connecting to the street).
- Installing a circular drive.
- Installing a satellite dish (more than 39 inches in diameter).
- Building a swimming pool, repairing or filling in a swimming pool.
- Building a spa (self-contained portable plug-in type spas require electrical permit and shall comply with safety glazing requirements, Chapter 24 of 2003 IBC).
- Demolition of a building.
- Security bars.

This is not an all-inclusive list. Questions concerning your specific project should be forwarded to the Building Inspection Department.

NOTE: Please contact Homeowner's Association for additional requirements from Deed Restrictions and Covenants.

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at www.plano.gov or at the CITY OF PLANO Municipal Center at 1520 K Avenue, Plano, Texas.



TIPS ON CONTRACTOR SELECTION

CITY OF PLANO BUILDING INSPECTIONS DEPARTMENT

On occasion, we have received complaints from disgruntled citizens expressing their displeasure with the performance of their contractors. In an effort to help avoid this reoccurrence, we have formulated a list of items to consider and offer the following suggestions:

- It is advisable to get at least three bids on a project. This can help you make an informed decision.
- NEVER pay for a project in advance. You should be wary of any contractor asking for a total payment up front prior to any work being started. A small retainer fee or payment for necessary materials may be appropriate.
- Never use a contractor who says no permits or inspections are required. Be careful of contractors intending to do work without established safety or structural standards. Additions or alterations to your home contrary to city ordinances can drastically affect any title transfers or insurance requirements, should you ever decide to sell your home.
- **Be especially wary of contractors suggesting you obtain permits for their work.** If you obtain the permit for a contractor, then you will be responsible for their work. Contractors like to do this to relieve themselves of responsibility.
- ALWAYS use only licensed contractors. Insist on seeing evidence of a current license. The following trades require a license:
 - A. Electricians
 - B. Plumbers
 - C. Air Conditioning Contractors
 - D. Irrigation Contractors
- Contractors must be registered with the city before doing any work.
- ALWAYS ask for a list of previous jobs similar to your proposed project. Ask for references AND check them.
- Ask for the address of the contractor's place of business. Drive by his place of business to get a good idea of his business practices.
- Check with the Better Business Bureau for any complaint records on your contractor.
- Before your project begins, insist on seeing the permit. During the course of your project, monitor your contractor's inspection records. This will protect you from being responsible for code violations and ensure project completion.

We hope your job goes well and call us with any questions to help with your next construction project.

NOTE: This is not an exhaustive list. It is merely suggestive and not legally binding on either party.

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