

# Application for Commercial Permit

Building Inspections Department  
1520 K Ave. Suite 140 Plano, TX 75074  
email: [buildingpermits@plano.gov](mailto:buildingpermits@plano.gov)  
o: 972-941-7140 f: 972-941-7187  
[www.buildinginspections.org](http://www.buildinginspections.org)



Permit Number:

<b>Part 1. Project Location Information ** A separate permit is required for each building. **</b>				
Project Address:			Suite #:	
Subdivision:			Block:	Lot:
Property Owner or Tenant Name:			Phone:	
			Email:	
<b>1. Part 2. Description of Work</b>				
DBA Business Name:			Previous Business:	
Type of Business:			(Check one) New Existing Tenant	
Description of activity at this location:				
<input type="checkbox"/> Interior Finish (C.O.) <input type="checkbox"/> New Construction <input type="checkbox"/> Shell Only <input type="checkbox"/> Number of Dwelling Units (for apartments) _____ <input type="checkbox"/> Alteration/Remodel <input type="checkbox"/> Demolition <input type="checkbox"/> Additions <input type="checkbox"/> Other _____ Describe the work:				
Valuation of work:			Square footage (only work being performed)	
<b>Gas required:</b> <input type="checkbox"/> Y <input type="checkbox"/> N <b>Electric:</b> <input type="checkbox"/> Y <input type="checkbox"/> N <b>Fire Alarm:</b> <input type="checkbox"/> Y <input type="checkbox"/> N <b>Fire Sprinklered:</b> <input type="checkbox"/> Y <input type="checkbox"/> N <b>RPZ Installation:</b> <input type="checkbox"/> Y <input type="checkbox"/> N				
<b>Part 3. Contractor</b>		<b>Address</b>	<b>City/State/Zip</b>	<b>Phone</b>
General:				
Electric:				
Plumbing:				
Mechanical:				
Trash Hauler:				
<p><small>ISSUED PERMITS BECOME INVALID IF WORK ON SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE, OR IF WORK ON SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. <b>ALL PERMITS REQUIRE FINAL INSPECTION.</b> FEES ARE NON-REFUNDABLE ON PERMITS FOR WHICH WORK HAS COMMENCED, AND THE PERMIT MAY NOT BE WITHDRAWN UNLESS A SUBSEQUENT PERMITTEE HAS OBTAINED A PERMIT TO COMPLETE THE WORK, OR WHEN WORK HAS STARTED UNLESS AN INSPECTION HAS BEEN MADE AND THE BUILDING OFFICIAL HAS DETERMINED THAT THE EXISTING WORK HAS CREATED NO VIOLATION OF ANY CODE OR ORDINANCE. PERMIT FEES EXCEEDING \$100.00 MAY BE PARTIALLY REFUNDED. WHERE APPLICABLE, FEES WILL BE REFUNDED AT 80 PERCENT OF THEIR ORIGINAL VALUE, EXCLUDING THE PLAN REVIEW AND FIRE PROTECTION PLAN REVIEW DEPOSITS. PERMITS MAY BE WITHDRAWN BY THE APPLICANT IF NO WORK HAS COMMENCED ON THE PROJECT. WITHDRAWN PERMITS WITH FEES OF (\$100) DOLLARS OR LESS ARE NON-REFUNDABLE. CONTRACTOR REGISTRATION FEES ARE NON-REFUNDABLE.</small></p> <p><b>I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER, AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</b></p>				
Date:		Your name (Printed):		Signature:
Email:		phone:		fax:
<small>***** Office use only *****</small>				
Zoning:	Use per Zoning Ord:	Type of Const.:	High Rise:	Occupancy:
Permit Technician Approval:			Date:	
Plans Examiner Approval:			Date:	
Planning Approval of Use:			Date:	
Permit Received By:			Date:	

# CITY OF PLANO

PERMIT NUMBER: (To be completed by Staff): \_\_\_\_\_

DBA BUSINESSINESS NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

Please indicate by placing a "check" in the appropriate area with regard to your business (production/use/by products).

## Police Department Approval Required

Sexually Oriented Business as defined in Chapter 17.5 of the Plano Code of Ordinances requires a permit from the Police Department. I acknowledge that it is my responsibility to comply with Chapter 17.5. A Certificate of Occupancy does not permit operation of a Sexually Oriented Business.

### FIRE DEPT PLAN SUBMITTAL

- ☐ Fire Sprinkler System ♦
- ☐ Fire Sprinkler Underground Piping ♦
- ☐ Fire Alarm System ♦
- ☐ Sprinkler Monitoring System ♦
- ☐ Alternate Agent System ♦  
(Example: CO2, Halon extinguishing system)
- ☐ Smoke Control/Stair Pressurization ♦
- ☐ Fireworks ♦
- ☐ Liquid Nitrogen/Oxygen/Cryogenic Tank ♦
- ☐ Liquid Propane Gas
- ☐ High Piled Storage Layout/Rack Plan  
(Bales or loose combustible fibers.  
Commodity stored above 12' 0" high.  
Tire or pallet storage over 5'0" high.)
- ☐ Flammable liquid storage tanks
- ☐ Hazardous Materials Inventory Statement  
(Required for storage or use of  
Hazardous Materials)
- ☐ Fixed Extinguishing System (Inspection  
Only, no submittal required)
- ☐ Emergency Generator Test Report  
(Submitted after installation and testing)

### HEALTH INSPECTIONS \*

- ☐ Carpet Cleaning Ops.
- ☐ Car Washes/Sand Trap/Oil Separator
- ☐ Electronic Assemblies
- ☐ Gold Platers
- ☐ Jewelry Fabrication &/or Repair
- ☐ Landscape/Nurseries
- ☐ Machine Shop
- ☐ Metal Forming
- ☐ Oil & Lube Shop/Sand Trap/  
Oil Separator
- ☐ Outside/Open storage of equipment  
material or commodities
- ☐ Pesticide Formulations
- ☐ Photo Processing
- ☐ Plastic Extrusions
- ☐ Power Wash System
- ☐ Restoration System
- ☐ Towers/Cooling Systems
- ☐ Transmission Shops
- ☐ Vending Machines

### HEALTH INSPECTIONS \*

- ☐ Body Shops
- ☐ Circuit Boards
- ☐ Commercial Hot Tub/Spas/Swimming Pools
- ☐ Dental Office
- ☐ Dog Boarding Facility
- ☐ Dry Cleaning (with flammable solvents)
- ☐ Electro Platers
- ☐ Fiberglass
- ☐ Food &/or beverage (alcoholic or non-  
alcoholic processing storage)  
(Type 1 Hood)
- ☐ Garage/Auto Repair Shops
- ☐ Large Industries
- ☐ Print Shop Operations
- ☐ Mfg/Research of semi-conductors
- ☐ News Papers
- ☐ Print Shops
- ☐ Poisonous or Hazardous chemicals/  
Acids exceeding 500 gallons
- ☐ Reclaiming Waste Materials
- ☐ X-Ray Processes

♦ Requires Fire Department Review of Design Documents Submit plans directly to Fire Dept. For all Fire Dept. Plan Submittals

### ANIMAL SERVICES

☐ Animal Establishment (such as boarding facilities,  
pet stores, or grooming shops but not veterinary clinics)

\*No plans required for CO Permits

### **PROJECTS REQUIRING HEALTH PLAN SUBMITTAL REVIEWS (EXCLUDING C.O. PERMITS)**

Please indicate by placing a "check" in the area that applies

Any items in this area require plans to be interofficed to the Health Department

This is not an all exclusive list possibly other establishments may also be in need of a Health review.

- ☐ All Day Cares (Including Church Day Cares)
- ☐ All Schools (Exception classrooms & gymnasiums)
- ☐ All Churches and Hospitals (Exception kitchens not being affected by construction)
- ☐ Convenient Stores (7-11, beer stores, candy stores, dollar stores)
- ☐ All food for public consumption (including free food, pre-packaged food, vitamin stores, coffee stores, restaurants)  
Exceptions:
  - Private Residences
  - Baby Showers
  - Employee Break rooms
  - Mother's day out where only juice and crackers are served
  - Vending Machines

Signature of Owner or Authorized Agent: \_\_\_\_\_ DATE: \_\_\_\_\_

Person to Contact: \_\_\_\_\_ Telephone #: \_\_\_\_\_



## CITY OF PLANO BACKFLOW PREVENTION INFORMATION SHEET

PROJECT ADDRESS: \_\_\_\_\_ APPLICATION NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

Please indicate by placing an X in the appropriate box with regard to the backflow items provided. Completion of this form will be forwarded to the Utility Operations Division. **To prevent delays at time of final inspection, this form must be completely and accurately filled out.**

Place "X" here	Backflow Items**	Type of Protection Required	Type of Protection Provided	Number of Assemblies Provided
	Auxiliary water supply - mainline & isolation	RPZ		
	Boilers/Chillers for space heating - mainline & isolation	RPZ		
	Building containing a reclaimed water system - mainline & isolation	RPZ		
	Carbonated Drink Dispensers	RPZ- Assembly and all downstream piping shall be non-corrosive when in contact with CO2 gas.		
	Car Wash - mainline & isolation	RPZ		
	Commercial Laundry Washers, Dry Cleaners mainline & isolation	AIR GAP or RPZ		
	Cooling Towers/Evaporative Coolers mainline & isolation	AIR GAP or RPZ		
	Dishwasher (Residential type)	AIR GAP fitting on drain line (loop option prohibited)		
	Fire protection systems utilizing chemicals or additives (new installations or remodels of existing system)	RPZ (Assembly must have UL or FM and USC approvals)		
	Fire protection commercial and residential systems without chemicals or additives (new installations or remodels of existing system, after March 1, 2014 with a cumulative total of 10,000 or more square feet of floor space in the building during the life of the sprinkler system)	DC (Assembly must have UL or FM and USC approvals)		
	Food and beverage processing plants - mainline & isolation	RPZ		
	Fountains/Outdoor Decorative Pool (must be supplied from a domestic water supply)	AIR GAP, RPZ, PVB or SVB (PVB and SVB shall not be subject to back pressure)		
	Funeral home and mortuary - mainline & isolation	RPZ		
	Green house or nursery (with toxic chemicals)	RPZ		
	Hospital / Dental / Doctor / Veterinarian Equipment (All medical equipment) - mainline & isolation	RPZ or AIR GAP		
	Irrigation Commercial / Residential	DC, PVB, SVB or RPZ		
	Irrigation with chemical injection, hose connections or quick couplers	RPZ		
	Laboratories (including medical, dental & research labs, and labs at educational facilities) - mainline & isolation	RPZ		
	Main supply line for: Hospital - mainline & isolation	RPZ (parallel system required)		
	Main supply line for Buildings 3 or more stories in height	RPZ		
	Manufacturing plant (toxic) - mainline & isolation	RPZ		
	Mop sink utility faucet with hose threads	AVB with no downstream shut-off valves & an air gap on hose		
	Photography equipment	RPZ		
	Plants using radioactive materials - mainline & isolation	RPZ		
	Plating or chemical plants - mainline & isolation	RPZ		
	Temporary construction fire hydrant meters	RPZ or AIR GAP		
	Trap Primers	Air Gap		
	Sewage lift stations - mainline & isolation	RPZ		
	Sewage treatment plants - mainline & isolation	RPZ		
	Stationary construction fire hydrant meters	RPZ or AIR GAP		
	Swimming Pools	AIR GAP or RPZ		
	Wall Hydrants / Commercial Landscape Areas	AVB unless chemical injectors are to be used.		

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



Place "X" here	Backflow Items**	Type of Protection Required	Type of Protection Provided	Number of Assemblies Provided
	Wall Hydrants / Commercial Garage Areas	AVB except Radiator Shop, Chemical Tanker Repair Shop etc. then RPZ		
	Water Filtration Systems	RPZ		
	Water Heaters	AIR GAP (2 inch minimum) on T&P Drain Line		
	Water Injected Soap Dispensers	RPZ or Air Gap		
	Water Softeners	RPZ		
	Other: _____	RPZ, PVB, SVB, DC, AVB		
	None of the Above			

**\*\* Situations which are not covered in the Table above shall be evaluated on a case-by-case basis by the City, and the required backflow prevention assembly shall be determined by the Utility Operations Superintendent.**

*Containment Assemblies that create closed systems must have measures taken to address thermal expansion concerns in closed systems.*

*Containment (main line) – Reduced Pressure Backflow Assembly or Air Gap only. No closer than 3 feet from meter, and no tee's or branches before assembly.*

*Isolation (point of hazard) – Backflow Assembly to be installed at point of water connection to equipment.*

*AIR GAP – A separation of 1-inch minimum or twice the diameter of the pipe whichever is greater.*

*AVB – Atmospheric Vacuum Breaker. AVB's are not allowed in any Health situation and no downstream shut-off valves. Vacuum Breakers shall not be subjected to any type of backpressure situation.*

*DC – Double check Valve Backflow Assembly (Assembly required to be tested)*

*PVB – Pressure Vacuum Breaker (Assembly required to be tested)*

*RPZ – Reduced Pressure Backflow Assembly (Assembly required to be tested)*

*SVB – Spill Resistant Vacuum Breaker (Assembly required to be tested)*

**REGISTRATION:** Prior to performing any testing of backflow prevention assemblies within the City of Plano, a backflow prevention assembly tester (BPAT) must be registered with the City of Plano Utility Operations Backflow Division.

**TESTING OF BACKFLOW PREVENTION ASSEMBLIES:** The backflow prevention assemblies shall be tested by a Plano BPAT. In order to properly register a backflow prevention assembly with the City of Plano, a City of Plano Backflow Prevention Assembly Test Report form shall be completed by a Plano BPAT on each backflow prevention assembly tested. Each completed original form, together with the records of such tests, repairs, or replacement, shall be received by the Utility Operations Division of the City of Plano within ten (10) calendar days after the testing, repair, replacement or work performed upstream of the assembly.

**BACKFLOW PREVENTION ASSEMBLIES REQUIRED:**

- (a) Each service connection from the public water system to premises having an auxiliary water supply shall be protected against backflow of water from the premises into the public water system with a Reduced Pressure Backflow Prevention Assembly.
- (b) For all newly constructed premises on which a substance is handled so that it may enter the public water system, each service connection from the public water system to such premises shall be protected against the backflow of water from the premises into the public water system. This requirement shall apply to each premise on which persons handle process water and water originating from the public water system, which has been subjected to deterioration in sanitary quality.
- (c) For all existing premises on which a substance is handled so that it may enter the public water system, each service connection from the public water system to such premises may be required to be protected against the backflow of water from the premises into the public water system upon the determination of the Superintendent. This requirement shall apply to each premise on which persons handle process waters and waters originating from the public water system, which have been subjected to deterioration in sanitary quality.
- (d) Backflow prevention assemblies shall be installed on a service connection to premises: (1) having internal cross-connections that cannot be permanently corrected and controlled, (2) upon the appropriate City official's determination that an intricate plumbing and piping arrangement exists which makes it impractical to ascertain whether cross-connections therein, or (3) where a portion of the Premises cannot be readily accessed for inspection purposes making it impractical or impossible to ascertain whether cross-connections exist. The customer connected to the public potable water system shall make all necessary arrangements, at its sole expense, to remove without delay security barriers or other obstacles to access by the Superintendent.
- (e) If an interstreet main flow may result from two or more services supplying water to the same building, structure, or premises, then a standard check valve shall be installed adjacent to the respective meters and on the owner's property. If a check valve is not adequate to protect the public water system's mains from pollution or contamination, the installation of an approved backflow prevention assembly may be required by the Utility Operations Superintendent. Approval will be given if a backflow prevention assembly is functioning. A determination by the Utility Operations Superintendent, Building Official, or their respective designee(s) that a check valve is inadequate or that an approved backflow prevention assembly is required may be appealed.

***For more information, contact the City of Plano Utility Operations Backflow Division by phone at 972-769-4170 or in person at 4120 W. Plano Pkwy, Plano, TX, 75093.***

## City of Plano, Building Inspections Department

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

On application to a local governmental entity for a building construction permit related to the plans and specifications, the owner shall submit to the entity proof that the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR). Article 9102, Section 5(k) - Senate Bill 959

I hereby certify that I comply with the requirements of Article 9102, Section 5(k) and have submitted plans and specifications for Texas Accessibility Standards (TAS) review to TDLR as required or this project is exempt.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
TDLR Project Number

(may be obtained at <http://www.license.state.tx.us>)

or reason for exemption: \_\_\_\_\_

.....  
Asbestos Survey Texas Department of Health, <http://www.dshs.state.tx.us/asbestos/default.shtm>  
or [Asbestos Program: Home Page](#)  
1-800-572-5548 or 1-512-834-6610

Was an asbestos survey performed in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP)? Yes \_\_\_\_ No\*  
\_\_\_\_\_

Date of survey: \_\_\_\_/\_\_\_\_/\_\_\_\_

TDH Inspector License No. \_\_\_\_\_

\*If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Plano.