

**TOWN OF PROSPER
FINISH-OUT SUBMITTAL REQUIREMENTS
FOR COMMERCIAL CONSTRUCTION PERMIT APPLICATIONS**

1. General Contractor forms, signed and dated by the applicant (Please add printed name and checkmark who is the signer: Architect, Owner, Contractors, etc.). Use the town provided forms. Please attach the Town approved “Contractor Validation” form.
2. Three (3) bound (not loose) sets of code-conforming construction documents (working dwgs and specs). One set must be reduced. One book of specs (unless included in the dwgs). Dwgs must be suitable for construction. Plans with only conceptual design sketches shall be rejected. Show compliance with Town adopted Codes. 2012 IBC, IPC, IMC, IECC, IFC, IFGC and 2011 NEC.
3. Project’s full address, suite number and gross square footage must be indicated on the drawings in addition to the tenant’s name and type of business. TDLR number must be provided.
4. Plans showing existing conditions (surveyed if necessary) before any design change.
5. Site reference and updated Key Plan of the building floor on which the project is located. egress calculations showing required width of all egress. All common exit corridors, leading to the exit discharge, must be shown).
6. Construction plan with labeled rooms identifying areas according to their use (omitted area identification will stop the review process). Open plan areas must show the location of furniture and office cubicles clearly indicating the circulation pattern. Stock shelving systems, must be shown on plan if any, must be made of all metal or metal frames and at least fire resistant wood shelves as required.
7. Architectural “Working Drawings” including all the necessary construction details and corresponding UL Design reference numbers for rated walls (such as exit corridors, demising walls, separation walls, etc.), partition and door schedules, safety glazing, interior elevations, reflected ceiling plans, etc. Building insulation or glazed storefronts included as part of the finish-out scope of work, when not provided by the shell, must meet or exceed the minimum requirements of the 2012 I.E.C.C. Proof of compliance must be submitted i.e. ComCheck with preparers ICC# shown on the report.
8. ComCheck or approved energy analysis for Mechanical, Electrical Lighting and Plumbing must be submitted.
9. Basic Furniture Plan and Finish Schedule. (Flame-spread and smoke-density values of all finish materials must be referenced and made available to inspectors).
10. Engineer stamped MEP plans with schedules, quantities, riser diagrams, etc. Electrical upper level floor outlets must be UL-listed fire-rated poke-thru type for core drilling only. If structural alteration work is necessary for additional finish out loads, the owner is responsible for providing the alteration dwgs as designed by a structural engineer.
11. Type of construction as defined by the 2012 International Building Code.
12. Maximum occupancy permitted by the 2012 IBC must be shown on drawings.
13. Asbestos Survey or Arch/Engr certification of no contained asbestos for any demolition or alteration (Senate Bill 509) and the mfr’s Material Safety Data Sheets (MSDSs for new construction parts, as applicable (House Bill 1927). See attached statement form.

NOTES: ALL CONSTRUCTION DRAWINGS MUST BE PROFESSIONALLY SEALED. INCOMPLETED SUBMITTAL PACKAGES WILL NOT BE REVIEWED. EXPECT A MINIMUM OF TWO TO FOUR WEEKS FOR REVIEW TIME AND PERMIT ISSUANCE.

ASBESTOS RELATED STATEMENTS

PROJECT: _____
(Name and location)

1. ASBESTOS SURVEY

In accordance with the Texas Asbestos Health Protection Rules (TAHPR), the National Emission Standards for Hazardous Air Pollutants (NESHAP) and Asbestos Hazard Emergency Response Act (AHERA), as applicable, I hereby certify that an asbestos survey

Has been done () Date of survey: _____ TDH Inspector License No. _____

Shall follow () Senate Bill 509 states that a permit may not be issued without copy of Asbestos Survey or Architect/Engineer's certification stating that the project does not contain asbestos.

for the areas planned to be renovated and/or demolished.

I understand that it is my responsibility to have this asbestos survey conducted prior to a permit being issued by the Town of Prosper and to notify the Texas Department of Health (TDH) not later than ten working days, as required, before starting any demolition project regardless of whether the site contains asbestos or not.

Name _____ Phone _____
(Owner, owner's agency or authorized representative)

Signature _____ Date _____
Please print

AND/OR

2. ARCHITECT/ENGINEER CERTIFICATION

- A. () Having reviewed the Material Safety Data Sheets (MSDS) for the materials used in the original construction, the subsequent renovations or alterations of all parts of the building affected by the planned renovation or demolition, and any asbestos surveys of the building previously conducted in accordance with this Act: and
- B. () In accordance to the Senate Bill 509 regulations, to the best of my knowledge, information and belief, I certify that all parts of the buildings affected by the alteration, renovation, and demolition or all the materials planned for the new construction do not contain asbestos; and.
- C. () The above referenced project is designed, specified and intended to be constructed using asbestos-free materials in accordance to the Texas Asbestos Health Protection Act. It shall be the responsibility of the undersigned to procure and verify that all the MSDS are conforming to the House Bill 1927 regulations and transmit a record copy to the Bldg Dept. as stipulated by the Town of Prosper. It is also stipulated that the contractor shall provide the building official, upon project completion, with final documentation stating that no prohibited asbestos-containing materials have been installed in the project.

Arch/Engr _____ Date and Seal:

Company _____

Phone _____ Ext _____