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## **Commercial Plan Review Submittal Requirements**

### **Finish Out or Remodel Projects**

The following minimum documents are required to be submitted for Building Inspections plan review:

- Completed Town of Prosper Commercial Building Permit Application
- Construction plan sets. A minimum of three sets need to be provided. One set must be a maximum of 11" x 17" in size (not half size 12" x 18"). The sets must be sorted to make complete individual sets for review and distribution. The following plan sheets need to be included within the plan set:
  - Cover Sheet
  - Building Plans, including (as applicable to the project):
    - Plan showing existing conditions before any work is performed
    - Architectural Plans
    - Life Safety (Egress) Plans
    - Structural Plans
    - Electrical Plans
    - Mechanical Plans
    - Plumbing Plans
  - Energy Code Compliance Reports and Worksheets (ComChecks, for example)
  - Architectural Barriers Project Registration Confirmation page showing TAS project number (if project valuation is over \$50,000)
  - Asbestos Survey or Certification letter (if required by State law)

Fire suppression systems require a separate permit from the Fire Department. Contact the Fire Marshal regarding these requirements. All fire related reviews and inspections must be approved and coordinated with Reed Fire Protection Engineering. **(All related expenses are the responsibility of the contractor, owner, or designated agent).** Please contact them at 1-800-381-5504 for all submittal requirements. In order for vertical construction to begin, the Town must have written approval from Reed Fire Protection Engineering that the entire system has been reviewed and approved. Must provide submittal letter.