



Commercial Plan Review Submittal Requirements

Stand Alone (non-finish out or remodel) Projects

Prior to submitting for a building permit, the Planning Department must have approved the facade plan and the site plan must be approved through the Planning and Zoning Commission. Applications that do not have these approvals will not be accepted for permitting.

The following 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
 - Site plan stamped by the Town of Prosper Planning Department as approved
 - Building Plans, including:
 - Architectural Plans
 - Life Safety (Egress) Plans
 - Structural Plans
 - Electrical Plans (Photometric plans must be included)
 - Mechanical Plans
 - Plumbing Plans
- Energy Code Compliance Reports and Worksheets (ComChecks, for example)
- Geotechnical Report
- Architectural Barriers Project Registration Confirmation page showing TAS project number
- Erosion Control Plan
- Civil Plan set stamped by the Town of Prosper Engineering Department as approved. The building permit will not be issued until the Engineering department has approved the civil plans.
- Building elevation and façade plans stamped by the Town of Prosper Planning Department as approved

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.