



**BUILDING INSPECTION DEPARTMENT**  
**407 EAST FIRST STREET**  
**Phone 972.346.3502**

**RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS**

All contractors are responsible for complying with the most current zoning and building codes in effect. Along with permit application forms, the following is required with a permit application submittal:

1. Three (3) plot plans containing lot dimensions, plan footprint, set backs (front, rear and sides) complete address, lot and block, subdivision and phase, easement locations, Engineer's and Builder's names, finished pad elevations and finished floor elevations, driveways, sidewalks and fence locations, lot area, slab area and coverage percent. Plans must show driveway edges to property lines in feet. A minimum of two feet (2') is required on all driveway edges to property lines to ensure proper drainage. Driveways cannot be installed in drainage swales and/or designated drainage flows. Utility and any other easement locations are required to be shown.
2. Two (2) foundation designs, soils reports and Engineer's letters. One of which must have the original signature. Foundation designs shall include the Texas State Engineer Stamp on the foundation design.
3. Three (3) complete sets of drawing submissions. **Two copies must be 11'x 17' maximum.**
4. Floor plans, elevations, framing, and roof plan, electrical and "to be built options" must be clearly shown and detailed. Single sheet submittals are not acceptable. HVAC and Plumbing design drawings are also required. Options reflecting additional future space must be identified in the actual square footage calculations.
5. Elevation drawing must clearly state that the structure meets the exterior requirements set by the Town of Prosper. Or provide masonry calculations (i.e. Front % + Right % + Left % + Rear % = total masonry %). This can be on a cut sheet for address specific plan submittals.
6. All drawings must be legible and show proper square footage for HVAC and total building areas.
7. One (1) Energy Analysis (i.e.; MecCheck, ResCheck or Energy-Star) this must include the ICC # or rater # and name of the person doing the 3<sup>rd</sup> party plan review.
8. Subcontractor Validation Sheet with the Company name of each subcontractor printed clearly. **All contractors must be registered to work in town before plans can be accepted.**
9. Public Works request for water meter.

You can access the Residential Contractor Guidelines by going to [www.prospertx.gov](http://www.prospertx.gov) and look under **Departments**, then **Inspections** or obtain a copy in our office.