

Residential Remodel/Addition Permit Submittal

Definitions:

- **Residential Remodel:** The changing of the structure or form of an existing residential home, within the existing building envelope.
- **Residential Addition:** The process of adding to the existing building envelope on a residential home.

Please submit the following documentation through our [online permitting portal](#) to apply for a residential remodel/addition:

Required Submittal Documents:

ENERGOV SUBMITTAL TYPE: RESIDENTIAL BUILDING REMODEL

1. **OSSF permit from Collin County Development Services (CCDS):** required if property has septic.
2. **Site Plan (Survey). (Required for residential additions.)**
 - “BEFORE” plan: clouded site plan showing the area where changes are proposed.
 - “AFTER” plan: clouded site plan showing the area where changes are proposed.
3. **Energy Report. (Required for residential additions 400 sq ft +.)**
4. **Engineered Plan. (Required for 400 sq ft + as applicable and/or at Building Official’s discretion.)**
 - Foundation Plans
 - Shear Wall
 - Ceiling Framing
 - Roof Framing
5. **Construction Plan.**
 - “BEFORE” plan: clouded floor plan and electrical plan showing the area where changes are proposed.
 - “AFTER” plan: clouded floor plan and electrical plan showing the area where changes are proposed.
 - Façade Plans: “BEFORE” and “AFTER”. *(Required for changes to façades.)*

Specific Requirements:

1. Exterior walls located within 5’ of and adjacent property line shall have a minimum fire-resistance rating of 1-hour, per Section R302.1 of the 2021 IRC.
2. A Fire Suppression System is required if the home is three stories or greater in height, a/c area equals 5,500 sq ft or greater, and/or the overall height of the building exceeds 35’.

Reference Documents (as applicable):

- 2021 International Residential Code
- 2023 National Electrical Code & Local Amendments
- [Town of Prosper Zoning Ordinance](#)
- [Town of Prosper Planned Development Ordinances](#)
- Subdivision Plat for the property