



Certificate of Occupancy Process
Building Inspections Division

250 W. First Street, Prosper, Texas 75078

Phone: 972-346-3502

Change of Owner/Business/Business Name/Occupancy

A Certificate of Occupancy application shall be completely filled out and submitted with a fee of \$50.00.

Is this a Food Establishments facility? If yes, follow the additional submittal requirements for Food Establishments.

Do you need an Electrical Release or Gas Release?

If an Electrical Release is needed, this may be scheduled for the next business day, but approval of the use by the Planning Division is required, and no additional inspections shall be performed until this approval is received.

If a Gas Release is needed, a Registered Master Plumber shall pull a separate permit and a Gas Test shall be performed. This may be scheduled for the next business day, approval of the use by the Planning Division is required, and no additional inspections shall be performed until this approval is received.

Once the Planning Division has approved the proposed use and associated parking, and the applicant has electricity and/or gas on the property, the applicant shall schedule the following inspections in the order listed below. The Planning Division may request a detailed outline of operations in order to determine if the proposed use is permitted. Contact information is available on the Certificate of Occupancy "Blue Card."

- 1) Fire Life Safety Inspection. This inspection is performed by the Town Fire Marshal.
- 2) If applicable, the Town's Health Division conducts all health-related inspections.
- 3) CO/Building Final. This inspection is performed by the Building Inspections Division.

Once all of the required signatures are on the Certificate of Occupancy "Blue Card," the front counter staff will process the official placard and notify the applicant when it is ready to be picked up.

Commercial Tenant Finish Out

A **MINIMUM** of four (4) weeks before the anticipated opening date, the applicant shall apply for the required Certificate of Occupancy.

A Certificate of Occupancy application shall be completely filled out and submitted with a fee of \$50.00.

The applicant shall be aware that the Certificate of Completion for the Shell Building Permit must be obtained prior to the Final Inspection of the Tenant Finish Out Permit.

For Tenant Finish Out Permits, the Building Final may be scheduled and inspected but cannot be approved until all applicable Town departments have signed off on the Certificate of Occupancy "Blue Card."

Below are the required inspections that must be performed, as well as the documents that are required to be on-site at the Building Final/CO.



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- **Prior to the Building Final, the Plumbing, Mechanical and Electrical Finals shall be approved.**
- **Prior to the Building Final, all separate permits that are issued shall have the final inspection completed (signs, etc...).**
- **Prior to the Building Final, the approved Energy Inspection Report, including Rough/Pre-Drywall and Final Inspection, stating that the structure has passed both inspections and meets the minimum requirements of the Town of Prosper. Paperwork shall include the 3rd party inspector's ICC# and/or appropriate credentials on each inspection report or letter.**
- **Prior to the Building Final, all Town-approved Backflow Test Reports shall show that the backflow devices are tested and certified.**

Below is a list of Town staff/Divisions that are required to sign off on the Certificate of Occupancy Blue Card, with the Building Inspection Division signing off last. If Bureau Veritas is conducting construction-related inspections for the project, they will also conduct the Building Final/CO inspection. Contact information is available on the Certificate of Occupancy "Blue Card."

- 1) The Fire Marshal or Bureau Veritas conducts the Fire Life Safety Inspection.
- 2) If applicable, the Town's Health Division conducts all health-related inspections.
- 3) The Building Inspections Division will conduct the Building Final/CO inspection.

Once all of the required signatures are on the Certificate of Occupancy "Blue Card," the front counter staff will process the official placard and will notify the applicant that it is ready to be picked up.

Commercial Stand-alone

A **MINIMUM** of eight (8) weeks before the anticipated opening date, the applicant shall apply for the required Certificate of Occupancy. This permits sufficient time for all required documents and fees to be submitted to the Town.

A Certificate of Occupancy application shall be completely filled out and submitted with a fee of \$50.00.

The Building Final may be scheduled and inspected, but cannot be approved until all applicable Town departments have signed off on the Certificate of Occupancy "Blue Card."

Below is a list of departments that are required to sign off on the Certificate of Occupancy Blue Card, with the Building Inspections Division signing off last. If Bureau Veritas is conducting construction-related inspections for the project, they will also conduct the Building Final/CO inspection. Contact information is available on the Certificate of Occupancy "Blue Card."

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|---------------------------|-------------------------|
| 1) Public Works | 5) Parks |
| 2) Engineering | 6) Fire Marshal |
| 3) Health (if applicable) | 7) Building Inspections |
| 4) Planning | |

Below are the required inspections that must be performed, as well as the documents that are required to be on-site at the Building Final/CO.



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- Prior to the Building Final, the Plumbing, Mechanical and Electrical Finals shall be approved.
- Prior to the Building Final, all separate permits that are issued shall have the final inspection completed (fence, irrigation, signs, etc...).
- A *Structural Letter of Assurance*, prepared, signed and sealed by the Engineer of Record shall be provided addressing that all structural components of the project have been installed per his/her plans. This letter shall include but not be limited to piers, foundations, structural framing, structural steel etc.
- Prior to the Building Final, the approved Energy Inspection Report, including Rough/Pre-Drywall and Final Inspection, stating that the structure has passed both inspections and meets the minimum requirements of the Town of Prosper. Paperwork shall include the 3rd party inspector's ICC# and/or appropriate credentials on each inspection report or letter.
- Prior to the Building Final, all Town approved Backflow Test Reports shall show that the backflow devices are tested and certified.
- A complete set of Building Plan as-builts in .pdf format.

Commercial Certificate of Completion for Shell Buildings

A **MINIMUM** of eight (8) weeks before the desired opening date, the applicant shall apply for the required Certificate of Occupancy. This permits sufficient time for all required documents and fees to be submitted to the Town.

A Certificate of Occupancy application shall be completely filled out and submitted with a fee of \$50.00. The Building Final may be scheduled and inspected, but cannot be approved until all applicable departments have signed off on the Certificate of Occupancy "Blue Card."

Below is a list of departments that are required to sign off on the Certificate of Occupancy Blue Card, with the Building Inspections Division signing off last. If Bureau Veritas is conducting construction-related inspections for the project, they will also conduct the Building Final/CO inspection. Contact information is available on the Certificate of Occupancy "Blue Card."

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|---------------------------|-------------------------|
| 1) Public Works | 5) Parks |
| 2) Engineering | 6) Fire Marshal |
| 3) Health (if applicable) | 7) Building Inspections |
| 4) Planning | |

Below are the required inspections that must be performed, as well as the documents that are required to be on-site at the Building Final/CO.

- Prior to the Building Final, the Plumbing, Mechanical and Electrical Finals shall be approved.
- Prior to the Building Final, all separate permits that are issued shall have the final inspection completed (fence, irrigation, signs etc...).
- A *Structural Letter of Assurance*, prepared, signed and sealed by the Engineer of Record shall be provided addressing that all structural components of the project



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have been installed per his/her plans. This letter shall include but not be limited to piers, foundations, structural framing, structural steel etc.

- Prior to the Building Final, the approved Energy Inspection Report, including Rough/Pre-Drywall and Final Inspection, stating that the structure has passed both inspections and meets the minimum requirements of the Town of Prosper. Paperwork shall include the 3rd party inspector's ICC# and/or appropriate credentials on each inspection report or letter.
- Prior to the Building Final, all Town approved Backflow Test Reports shall show that the backflow devices are tested and certified.
- A complete set of Building Plan as-builts in .pdf format.



Planning Division

Certificate of Occupancy Checklist

The Planning Division will inspect the following items, which are reflected on the approved Site Plan and approved Façade Plan:

- **Façade Plan** – Building elevations shall match the Town stamped, approved Façade Plan with regard to design, colors, location, percentage, and type of materials.
- **Parking Spaces** – All parking spaces shall be provided in the location and to the dimension, as shown on the approved Site Plan.
- **Loading Spaces** – All loading spaces shall be provided in the location and to the dimension, as shown on the approved Site Plan.
- **Dumpster Enclosure** – Dumpster enclosures shall be constructed in the location and to the dimensions shown on the approved Site Plan, and shall be constructed of materials to match the main structure.
- **Screening** – All screening devices shall be constructed of the material, in the location, and to the dimensions, as shown on the approved Site Plan. Rooftop mechanical equipment shall be screened with parapet walls in accordance with the Town stamped, approved Façade Plan.
- **Lighting** – All light poles, fixtures, and light spillover/cutoff shall be provided in accordance with the approved lighting plan.
- **Plat** – Upon final inspection of subdivision improvements by the Public Works Department, the Final Plat will be signed by the Town. The applicant shall submit a check set via email to the Planning Department for review. This is to ensure all easements or other have been shown correctly. Once deemed acceptable, applicant shall be notified to submit a minimum of two (2) copies of the Final Plat for signature to the Development Services Department and allow up to fourteen (14) days for the plat to receive all necessary signatures. The applicant shall file the plat at the County and return the following of the filed plat to the Town: one (1) 24" x 36" blackline copy of the recorded plat, and one (1) CD with the recorded plat in .pdf format.

To schedule an inspection, please contact the Planning Division at 972-569-1095.



Parks and Recreation Department

Certificate of Occupancy Checklist

The Parks and Recreation Department will inspect the following items, which are reflected on the approved Site Plan and approved Landscape Plan:

- **Landscape Plan** – Required plantings and overall landscaping shall match the Town stamped, approved landscape plan with regard to species, quantity, placement, location and type of landscaping materials, and installation of required trails/berms/hardscape. All plantings must be healthy and established at the time of inspection. A digital copy of As-Built plans must be submitted upon completion of all landscaping.
- **Landscape setbacks/easements** – All landscape setbacks/easement shall be provided in the location and to the dimension as shown on the approved landscape plan, in accordance with the Town Zoning Ordinance.
- **Tree Mitigation** – All required tree mitigation must be satisfied in accordance with the Detailed Tree Survey and Landscape Plan prior to final acceptance.
- **Hike and Bike Trail** – All required hike and bike trails shall match the Town stamped, approved landscape plan with regards to location, placement, and compliance with Town hike and bike trail standards. Trail forms are to be inspected prior to pouring of concrete by either the Parks and Recreation Department or Construction Inspector.
- **Irrigation** – All irrigation shall be installed in accordance with the approved irrigation plan. Irrigation plans are subject to a separate review, permit, and inspection by the Building and Code division.
- **Park Improvement Fee and Park Dedication Fees** – All park improvement and/or dedication fees must be received by the Town prior to issuance of the C.O. (when required)
- **Landscape and Screening Escrow** – Required landscaping/hardscape or screening installation may be delayed through the use of escrow/bond/letter of credit/other means of surety if approved by the Town. For single family developments, required screening along thoroughfares shall be installed within three (3) months from the date of Town issuance of a final acceptance certificate and/or prior to Town conducting a building final inspection for occupancy for a home in the subdivision, excluding model homes, whichever comes first. Required landscaping/hardscape shall be installed within six (6) months from the date of Town issuance of a final acceptance certificate and prior to Town conducting a building final inspection for occupancy for a home in the subdivision, excluding model homes, whichever comes first. After the required landscaping/hardscape or screening has been installed an inspection by the Parks and Recreation Department will be required prior to issuance of the C.O. and refund of surety amount.

To schedule an inspection, please contact the Parks Department at 972-569- 1160.



Engineering Department

Certificate of Occupancy Process

Final Acceptance of the public infrastructure shall be required before the Engineering Department can sign off on a Certificate of Occupancy "Blue Card". Steps for final acceptance include:

- **Final inspection of Civil Development** - Once preliminary inspection issues have been corrected, a final inspection may be scheduled by contacting David Stover, Town Construction Inspector, at (972) 322-4068 or email david_stover@prospertx.gov. A 24-hour notice is required. In addition, an Engineering site inspection is required. To schedule this inspection, contact Engineering at engineer@prospertx.gov.

- **Submittal of final acceptance materials for Public Infrastructure**

The following materials must be submitted to the Town for acceptance of public infrastructure improvements:

- One (1) blackline set of final Civil as-built / record plans
- Two (2) CD's of Civil as-built / record plans and landscape plans (include both .dwg and .pdf formats on each CD)
 - .dwg files should include all files as they relate to the civil set in AutoCAD 2012 or older format
 - individual .pdf files for each individual sheet and labeled as shown on the cover sheet of the civil set
- All CD's to be labeled with "Record Drawings" as title and shall include project name and date.
- A two-year maintenance bond for 100% of public improvement costs
- An affidavit of construction costs
- Final pay estimate of public improvements (Final bid tabs showing line items and unit costs, or similar. No lump sum estimates allowed).
- Payment of inspection fees (3% of construction costs of public improvements, 1% of fire lane construction costs)
- Final Plat recorded at County (see detailed description under Planning Division section)
 - All offsite easements required for development shall be filed at the county and reflected on the plat prior to plat recordation. Easements by separate instrument must follow Town procedures. Please contact an Engineering representative by going to their webpage or engineer@prospertx.gov for more detail. Allow ten (10) business days to review and process accordingly.
- Final cost estimates of required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.). Estimate to be done on Town spreadsheet template accompanied by exhibit showing location of future improvements.



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- Escrow funds for required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.) based on above final cost estimate.
- Property Owners Association Covenants, Conditions, and Restrictions (CC&Rs), deed restrictions, and/or other documents pertaining to the maintenance of amenities as applicable

In addition to final acceptance of the public infrastructure, the Engineering Department shall inspect the following items for Certificate of Occupancy:

- All items reflected and approved in the civil plans including, but not limited to:
 - Parking Stalls and Drive Aisles – checking proper dimensions and locations
 - Drainage patterns (no lot-to-lot-drainage)
 - Grading and Retaining Walls (max 3:1 slopes)
 - Landscaping - to verify not in public easements
 - All other ancillary facilities important to function of development
- All disturbed areas (onsite and offsite) shall be fully vegetated (100% coverage/70% density) with approved planting material.
- Re-inspection of surface public infrastructure if substantial time transpires between final acceptance and C.O. request.

To schedule an inspection, please contact the Engineering Department at engineer@prospertx.gov. Site must be clean and 95% overall complete.