

- 1) To schedule, cancel, or view an inspection result, it is required to use eTRAKiT. The link is found at <http://etrakit.prospertx.gov/eTRAKiT/>.

**If the project is required to be inspected by Bureau Veritas (BV), please contact 877-837-8775 to request for inspections by 5:00 PM the day prior.**

- 2) All inspection requests shall be requested by 7:00 AM the day of the requested inspection through eTRAKiT at the link noted above.
- 3) All inspection cancellations shall be made prior to 8:30 AM on the day of the requested inspection. You may cancel online through eTRAKiT until this time. If you run into an issue, send an email directly to the inspector that has your inspection. If any inspection is cancelled due to weather, it is the contractor's responsibility to reschedule the inspection.
- 4) Construction work that generates noise per the Town of Prosper Noise Ordinance shall be done between the following hours. Monday –Friday 7:00 am to 7:00pm. Saturday from 8:00 am to 5:00 pm and Sunday 12:00 pm to 7:00 pm.
- 5) The approved construction address shall be posted at the entry of all jobsites and remain visible, legible and in good condition throughout the project. The minimum size of the lettering shall be 6" in height.
- 6) Approved Town plans shall be on-site at all times. The inspectors shall use the approved plans for construction verification as well as a tracking tool. If a construction office trailer is not onsite, the approved plans shall be located at the construction address sign in a watertight container. **If the plans are not on-site, the inspection may be disapproved with a fee and no inspection will be performed.**
- 7) When permanent sanitary facilities are not available to construction workers, portable chemical toilets are required. These toilets shall remain in the upright position and cleaned on a regular basis.
- 8) Concrete, Plumbing Rough or other Underground inspections will NOT be made if it has been determined that it is too wet by the Building Official or Chief Building Inspector. Plumbing Rough inspections may be conducted in wet conditions provided that an approved hydrostatic test is in place.
- 9) A re-inspection fee may be assessed and no inspection performed, when any of the following conditions apply:
  - An inspection is requested and not ready.
  - The approved construction address is not posted.
  - Previous disapproved inspection item(s) are not corrected.
  - The Town approved plans are not on-site.
  - The structure is locked or not accessible.

- 10) The Town of Prosper requires compliance to the following codes as minimum standards:
  - 2012 International Building Code with Town Amendments
  - 2012 International Plumbing Code with Town Amendments
  - 2012 International Mechanical Code with Town Amendments
  - 2012 Energy Code with Town Amendments
  - 2012 Fuel Gas Code with Town Amendments
  - 2011 National Electrical Code with Town Amendments
- 11) Prior to going vertical, the Fire Marshal's Office (or their approved third party inspection agency) shall give their approval. Please contact the Fire Marshal's Office at 972-346-9469 to request an inspection. Failure to obtain vertical construction approval will result in a stop work order on the project.
- 12) Any work conducted in an easement, public right of way or fire lane shall be inspected by the Public Works Construction Inspector assigned to your job.
- 13) All construction projects shall maintain compliance with the TCEQ Construction General Permit and shall submit a copy of the authorization to [stormwater\\_info@prospertx.gov](mailto:stormwater_info@prospertx.gov).
- 14) Progressive Waste shall be used for all solid waste removal services in the Town of Prosper. Please contact 469-452-8000 regarding your project.
- 15) Separate permits, plan review, and inspections are required for, but not be limited to, signs, fences, retaining walls, irrigation systems, and Certificate of Occupancy.
- 16) Certificates of Occupancy for tenant finish-out permits shall not be granted a Certificate of Occupancy of any kind until the shell building has received the permanent Certificate of Completion.
- 17) Partial inspections are only allowed for structures exceeding 6,000 square feet.
- 18) The required inspections listed below are the most common inspections for all commercial projects. Additional inspections may be required for specific projects and are available through the drop down inspections list in eTRAKiT.

**ELECTRICAL:**

- T-Pole
- Electric Underground
- Electrical Wall Rough
- Electrical Ceiling Cover  
This is to be scheduled when all the electrical components above the ceiling are complete.
- Electrical Release
- Electrical Final

**PLUMBING:**

- Plumbing Rough  
*A form board survey is required to be on-site prior to requesting a plumbing rough inspection.*
- Plumbing Top-out
- Plumbing In-wall
- Gas Test

- Plumbing Ceiling Cover  
This is to be scheduled when all the plumbing components above the ceiling are complete.
- Gas Release
- Plumbing Final

### **MECHANICAL:**

- Duct Rough
- Type I or II Hood and Duct (if applicable)
- Mechanical Ceiling Cover  
This is to be scheduled when all the mechanical components above the ceiling are complete.
- Mechanical Final

### **BUILDING:**

*\*\*\*These inspections are laboratory controlled. These require special inspection per the 2012 IBC and as amended by the Town. The contractor is required to schedule these inspections and the inspector will verify the lab is on-site and/or perform a secondary inspection in addition to the lab to verify compliance with the adopted codes and approved plans, if necessary.*

- Piers \*\*\*
- Slab on Grade and Deck\*\*\*
- Grade Beams\*\*\*
- Paving
- Sheathing
- Frame\*\*\*
- Brick Tie
- Insulation Rough and Final  
*Inspected by a third party inspection agency, not inspected by the Town.*
- 4' Brick
- Drywall/Screw
- Building Ceiling Cover  
*This inspection shall not be requested until the plumbing, mechanical, and electrical ceiling inspections have been approved.  
**The Fire Marshal's Ceiling inspection shall be approved before the Building Inspections Division can approve.***
- Building Final  
This inspection shall not be requested until the plumbing, mechanical, and electrical finals have been approved.  
**Prior to the Building Final inspection, all separate permits that are issued shall have the final inspection completed (sign, fence, irrigation, etc...).**

### 19)Project Specific Requirements: Commercial Finish Out

A **MINIMUM** of four (4) weeks prior to the anticipated opening date, the applicant shall apply for the required Certificate of Occupancy. This allows 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 applicant shall be aware that the Certificate of Completion for the Shell Building Permit shall be obtained prior to the Final Inspection of the Finish Out Permit.

For 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 is a list of departments 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.”

- Planning
- Fire
- Health (if applicable)
- Building Inspections

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

Below are the required documents that are required to be on-site at the Building Final/CO.

- **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 3<sup>rd</sup> party inspector’s ICC# and/or appropriate credentials on each inspection report or letter.**
- **All Town-approved Backflow Test Reports shall show that the backflow devices are tested and certified.**

## 20)Project Specific Requirements: Commercial Stand-alone

A **MINIMUM** of four (4) weeks prior to the anticipated opening date, the applicant shall apply for the required Certificate of Occupancy. This allows 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 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.”

- Planning
- Fire
- Health (if applicable)
- Public Works
- Engineering
- Parks and Recreation
- Building Inspections

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

Below are the required documents that are required to be on-site at the Building Final/CO.

- **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.**

- **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 3<sup>rd</sup> party inspector's ICC# and/or appropriate credentials on each inspection report or letter.**
- **All Town approved Backflow Test Reports shall show that the backflow devices are tested and certified.**
- **A complete set of as-builts in .pdf format.**

## 21)Project Specific Requirements: Certificate of Completion for Shell Buildings

A **MINIMUM** of four (4) weeks prior to the anticipated opening date, the applicant shall apply for the required Certificate of Occupancy. This allows 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 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."

- Planning
- Fire
- Health (if applicable)
- Public Works
- Engineering
- Parks and Recreation
- Building Inspections

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

Below are the required documents that are required to be on-site at the Building Final/CO.

- **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.**
- **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 3<sup>rd</sup> party inspector's ICC# and/or appropriate credentials on each inspection report or letter.**
- **All Town approved Backflow Test Reports shall show that the backflow devices are tested and certified.**
- **A complete set of as-builts in .pdf format.**

## 22)Departmental Checklists: **Planning Division**

**The Planning Division shall conduct their inspection based on 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.
- **Plat** – Prior to the issuance of a Certificate of Occupancy, the associated plat for the subject property shall be filed for record with the County Clerk’s Office.

**To schedule an inspection or if you have any questions, please contact the Planning Division at 972-346-3502.**

### 23) Departmental Checklists: **Parks and Recreation Division**

**The Parks and Recreation Department shall conduct their inspection based on 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. All plantings shall be healthy and established at the time of inspection.
- **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 shall 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 Inspections Division.
- **Park Improvement Fee and Park Dedication Fees** – All park improvement and/or dedication

fees shall be received by the Town prior to issuance of the C.O. (when required).

**To schedule an inspection or if you have any questions, please contact the Parks and Recreation Department at 972-569-1060.**

#### 24) Departmental Checklists: **Engineering Division**

##### **Final inspection of civil development**

Once preliminary inspection issues have been corrected, a final inspection may be scheduled by contacting the Public Works Department at (972) 347-9969. A twenty-four (24) hour notice is required. In addition, a landscape inspection shall be scheduled by contacting the Parks and Recreation Department, Landscape Architect at (972) 346-3502, and an engineering site inspection by contacting Engineering Department at (972) 569-1196.

##### **Signature and filing of the Final 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 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 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.

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

The following materials shall be submitted to the Town prior to acceptance of public infrastructure improvements by the Town and before Engineering's sign-off on certificate of occupancy (C.O.):

- One (1) blackline set of final as-built / record plans and landscape plan
- Two (2) CD's of 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 (2) year maintenance bond for ten (100) percent 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 (three (3) percent of construction costs of public improvements, one (1) percent of fire lane construction costs)
- Address Plats: one (1) 24" x 36" copy of the original, one (1) 24" x 36" copies, and one (1) CD (include both .dwg and .pdf formats on the CD, and scanned copy of the original address plan with the Fire Department label)
- Copies of the Final Plat to be filed with owner, surveyor, and notary signatures (no addresses)
- 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.
- 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

### **Final acceptance of public infrastructure improvements by the Town Staff**

After final inspection and submittal of final acceptance materials, the Town shall notify the Subdivider in writing as to his acceptance or rejection of the construction. The Town shall reject such construction only if it fails to comply with the standards and specifications contained herein or otherwise existing. If the Town rejects such construction, the Town Attorney shall, on direction of the Town proceed to enforce the guarantees provided in the Town's Subdivision Ordinance. If the Town accepts the construction, the final acceptance certificate stating that the requirement standards for the Town of Prosper have been met and that the public improvements and dedications have been approved, shall be given to the Subdivider.

### **Application for Certificate of Occupancy (Blue Card)**

Upon an application for a CO, the developer will be given a blue card, and it will be their responsibility to acquire all necessary Town staff signatures on the card in order to receive issuance of a CO. Note that all public improvements shall be constructed and final accepted prior to the Engineering Department sign off on the blue card.

**If you have any questions or need additional information, please contact the Engineering Department at 972-346-3502 or by visiting the webpage at <http://www.prospertx.gov/business/land-development/engineering/>.**