



Commercial Plan Review Submittal Requirements Stand Alone (non-finish out or remodel) Projects

Prior to submitting for a building permit, the Planning Division must approve the facade plan and the Planning and Zoning Commission must approve the site plan. Applications that do not have these approvals shall not be accepted for permitting. These documents shall be incorporated into the building plan sets.

Submittals shall be compliant with the following codes and amendments:

- 2015 International Building Code and Local Amendments
- 2015 International Mechanical Code and Local Amendments
- 2015 International Energy Conservation Code and Local Amendments
- 2015 International Fire Code and Local Amendments
- Americans with Disabilities (ADA) Requirements
- Texas Accessibility Standards (TAS) Requirements
- 2015 International Plumbing Code and Local Amendments
- 2017 National Electrical Code and Local Amendments

Town of Prosper Commercial Building Plan submittal requirements (per building).

- A completed Town of Prosper Commercial Building Permit [application](#).
- Three (3) complete sets of plans shall be provided (24"x36") and one complete set of plans on CD or flash drive in PDF format.
- One additional complete set of plans shall be provided for Food Establishments.
- A non-refundable plan review of \$300.00 or 10% of the Building permit fee (whichever is less) is due at the time of submittal.

The following plan sheets need to be included within the plan set:

- Cover Sheet
- Site plan stamped by the Town of Prosper Planning Division as approved.
 - Building Plans including:
 - Architectural Plans
 - Life Safety (Egress) Plans
 - Structural Plans
 - Electrical Plans (Photometric plans must be included)
 - Mechanical Plans
 - Plumbing Plans
- Architectural Barrier Registration from the Texas Department of Licensing & Regulation (TDLR#) for all projects valued at \$50,000 or greater.
- Energy Code Compliance Reports and Worksheets (ComChecks, for example)
- Geotechnical Report
- Civil Plan set stamped by the Town of Prosper Engineering Division as approved.
- Building elevation and façade plans stamped by the Town of Prosper Planning Division as approved.

Plan Review Timeline:

- First round: Twenty (20) business days.
- Second round: Ten (10) business days.
- Third and any subsequent rounds: Five (5) business days.

Please note that the plan review goals listed above are with the intent to provide the return of plan review comments or permit approval within said timeline.

The building permit will not be issued until the following divisions have approved your project.

- Planning
- Engineering
- Building Inspections

A Pre-Construction meeting with Building Inspections is required prior to issuance of the Building Permit.

All fire related reviews must be approved and performed by Bureau Veritas. **(All related expenses are the responsibility of the contractor, owner, or designated agent).** Please contact Bureau Veritas at 817-335-8111 for all submittal requirements. Fire suppression systems and fire alarm systems require a separate permit from the Fire Department. Contact the Fire Marshal's Office at 972-346-9469 regarding these requirements. In order for vertical construction to begin, the Fire Marshal's Office must have stamped and approved plans, and all submittal documentation in .pdf format for both the fire suppression system and fire alarm system.