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

Prior to submitting for a building permit the Planning Department must have approved the facade plan and the site plan must be approved through the Planning and Zoning Commission. Applications that do not have these approvals will 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:

- 2012 International Building Code and Local Amendments
- 2012 International Mechanical Code and Local Amendments
- 2012 International Energy Conservation Code and Local Amendments
- 2012 International Fire Code and Local Amendments
- Americans with Disabilities (ADA) Requirements
- Texas Accessibility Standards (TAS) Requirements
- 2012 International Plumbing Code and Local Amendments
- 2011 National Electrical Code and Local Amendments

**Town of Prosper Commercial Building Plan submittal requirements.**

- 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.

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

- Cover Sheet
- Site plan stamped by the Town of Prosper Planning Department 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
- Erosion Control Plan
- Civil Plan set stamped by the Town of Prosper Engineering Department as approved.
- Building elevation and façade plans stamped by the Town of Prosper Planning Department as approved.
The building permit will not be issued until the following departments have approved your project.

- Planning
- Engineering
- Building Inspections

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

Plan Review time line is 20 Business days and is reviewed in the date it was received.

A non-refundable plan review of $200.00 or 10% of the Building permit whichever is less is due at the time of submittal.

All fire related reviews and inspections 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.