



Commercial Plan Review Submittal Requirements

Finish Out or Remodel Projects

Prior to submitting for a building permit, the Planning Division must approve the addressed suite layout. Applications that do not have this approval shall not be accepted for permitting. This document 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.

- A completed Town of Prosper Commercial Building Permit [application](#).
- Three (3) complete sets of plans shall be provided and one complete set of plans must be either a maximum of 11"x17" in size or 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 (whichever is less) is due at the time of submittal.

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

- Cover Sheet
 - Building Plans including:
 - Architectural Plans
 - Life Safety (Egress) Plans
 - Structural Plans
 - Electrical Plans
 - 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)
- Asbestos Survey or Certification letter (if required by State law).

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
- Building Inspections

A Pre-Construction meeting with Building Inspections is available at the request of the permit holder.

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.