



Building Inspections
P.O. Box 307
250 W. First Street
Prosper, TX 75078
Phone: 972-346-3502

Plan Review Submittal Process **Miscellaneous Permits**

(Effective 01/01/2021)

- Accessory Structures*
- Pools*
- Fences*
- Garage Sales
- Electrical, mechanical, or plumbing
- Irrigation*
- Re-roofs
- Sign permits*
- Foundation Repairs
- Flatwork*
- Remodels*
- Additions*

Please email in all small permits to permits@prospertx.gov

Documents must be provided in .pdf format and be named as follows:

- Application
- Plot Plan (required when denoted with a * above)
- Plans (plans are required in all cases except for Garage Sales, Re-roofs, and “over the counter” MEP permits)

Electronic Plan Issuance:

After the plan review is complete, you will receive an email from permits@prospertx.gov informing you that your permit is ready to be issued along with the amount due. You may make payment either by delivering a check to our office or via credit card through eTrakit: <https://etrakit.prospertx.gov/eTRAKiT/>. Please note that a 4% processing fee will apply for all credit card payments.