



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

Plan Review Submittal Process **New Home Permits**

(Effective 03/08/2021)

Please be advised effective March 8, 2021, all new home submittals are required to be in the following order when electronic plans are submitted for review.

Required Submittal Documents (Paper)

- Residential Building Permit Application, completed in its entirety, signed, and dated.
- Water Meter Work Order Form, completed in its entirety, signed, and dated.
- Non-Refundable Plan Review Fee of \$300 in the form of check.

Required Electronic Plans

- Plot Plan
- Developer's Approval Letter (Lakewood only)
- Energy Report
- Engineering Plans
 - Engineer Sealed Foundation Letter
 - Engineer Sealed Foundation Plan
 - Engineer Sealed Ceiling Framing Plan
 - Engineer Sealed Roof Framing Plan
 - Engineer Sealed Shear Wall Plan
 - Engineered Floor System Detail, when applicable
- Architectural Plans
 - Floor Plan
 - Electrical Plan
 - Elevations
 - Roof Plan
- Miscellaneous (if applicable)

Electronic Plan Submittal Options

Option #1: Drop off Required Submittal Documents only. After processing, you will receive an email from permits@prospertx.gov requesting the Required Electronic Plans. Please reply to the email with the requested files in the above noted format or supply a shared link that allows us to access and download the required files.

Option #2: Provide a USB flash drive with the appropriate files at the time of paper submittal. The flash drive will not be returned.

Please note that as reviews are completed, comments and statuses are updated and available for contractor lookup through eTRAKiT: <https://etrakit.prospertx.gov/eTRAKiT/>.