



As a measure to ensure the safety of a home, the Town of Prosper requires a building permit on all reroofing projects.

All contractors who perform this type of work shall be registered with the Town and a building permit shall be applied for and issued prior to the start of work. Registered contractors may obtain their building permit for the roof repair through eTRAKiT at <http://prosper.trakit.net/eTRAKiT3/> or in person at the Development Services Department located at 409 E. First Street, Prosper, Texas 75078. Once the work is complete, the contractor shall request a final inspection through eTRAKiT.

The final inspection will consist of the following:

Interior Attic Inspection

- Verify the vent piping penetrates through the roof, there are proper clearance from all appliance vents and the appliance vents are connected.

Exterior Inspection

- Verify the roofing project is complete.
- Verify the installation is compliant with the most currently adopted codes and ordinances.
- Verify all construction debris is removed from the site.

The homeowner may choose to **waive the interior inspection** by completing the following information. This document shall be submitted, via email or fax, to the Building Inspection Division prior to requesting for final inspection.

Email Submittal: permits@prospertx.gov

Fax Submittal: 972-347-2842

Waiver Request

I, _____ certify that upon completion of the roofing project at the below
(Homeowner Name)
noted address, the roofing contractor _____ has inspected and
(Contractor Name)
verified that all interior requirements have been satisfied.

Project Address: _____ Permit Number: _____

Homeowner Signature: _____ Date: _____

Contractor Signature: _____ Date: _____