



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

All contractors who perform this type of work shall be registered with the Town of Prosper 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 by submitting a completed Residential Building Permit application via email to permits@prospertx.gov or in person at the Development Services Department located at 250 W. First Street, Prosper, Texas 75078. Once the work is complete, the contractor shall request a final inspection through eTRAKiT.

General Information:

- Permit must be posted and clearly visible from street.
- Drip Edge is required on all asphalt shingled roofing projects.
- New roof coverings shall be installed per the most currently adopted codes and amendments.
- Damaged, rusted, or deteriorated roof vents and flashing shall be replaced.
- Proper termination for all exhaust vents that penetrate through the roof is required.
- Exhaust vents shall have dampers and screen (clothes dryer vents shall be without screen).
- Fuel fired appliances shall have approved/listed termination caps, as required by manufacturer.
- If existing Solar Panels are removed from the roof and re-installed, a separate electrical permit must also be obtained.

The required Final Inspection shall consist of the following:

Interior Attic Inspection

- The inspector shall verify the vent piping penetrates through the roof, there is proper clearance from all appliance vents, and the appliance vents are connected.

Exterior Inspection

- The inspector shall verify the roofing project is complete.
- The inspector shall verify the installation is compliant with the most currently adopted codes and ordinances.
- The inspector shall verify all construction debris is removed from the jobsite.

The following link may be helpful to homeowners when selecting a roofing contractor:

<https://www.ntrca.com/>