



Stocking/Training Certificate Process Building Inspections Division

250 W. First Street, Prosper, Texas 75078

Phone: 972-346-3502

Stocking/Training Certificate

A Stocking/Training application shall be completely filled out and submitted with the following documentation:

- A letter of request from the applicant on company letterhead stating the reason for the request including the dates the Stocking/Training will be conducted.
- A *Structural Letter of Assurance* prepared, signed, and sealed by the Engineer of Record citing that all structural components of the project have been installed per his/her plans. This letter shall include, but not be limited to, piers, foundations, structural framing, structural steel, etc. **Tenant Finish Outs that are located inside of a Shell Building that has already received a Certificate of Completion are exempt from this requirement.**

All Plumbing, Mechanical, Electrical, and Building Final Inspections shall be complete or to the point where the Inspector of Record can confirm that any outstanding item(s) will not interfere with the re-inspection. All Fire, Health, and Life Safety items shall be satisfied and approved by the Town Fire Marshal or their representative.

Below is a list of Town Divisions that are required to sign off on the Stocking/Training Certificate, with the Building Inspection Division signing off last. If Bureau Veritas is conducting construction-related inspections for the project, they will also conduct the Building Final/CO Inspection

- 1) Fire: The Town Fire Marshal will conduct the Fire Life Safety Inspection.
- 2) Public Works: The Public Works Division will verify water and sewer are accepted.
- 3) Health (if applicable): The Town's Health Inspector will conduct any applicable health-related inspections.
- 4) Building Inspection: The Building Inspection Division will conduct the TCO/Building Final.

Once all of the required signatures are on the Stocking/Training Certificate "Orange Card," the Building Inspector will take the "Orange Card" for Town records and the front counter staff will administratively close out the permit.