

Townhome Permit Submittal

Definition: ***Townhome***: a multi-story house in a modern housing development which is attached to one or more similar houses by shared walls.

Please submit the following documentation through our [online permitting portal](#) to apply for a townhome:

Required Submittal Documents:

ENERGOV SUBMITTAL TYPE: RESIDENTIAL NEW

1. OSSF permit from Collin County Development Services (CCDS): required if property has septic.
2. Site Plan (Plot Plan)
3. Landscape Plan
4. Energy Report
5. [**NCTCOG Residential Energy Compliance Path Form**](#)
6. Engineer-sealed Plans
 - Engineer's Letter
 - Foundation
 - Shear Wall
 - Ceiling Framing
 - Roof Framing
 - Firewall Details
 - Floor System Details
(if applicable)
7. Architectural Plans
 - Floor Plans
 - Electrical Plans
 - Elevations
 - Roof Plans

Specific Requirements:

1. Exterior walls located within 5' of and adjacent property line shall have a minimum fire-resistance rating of 1 hour, per Table R302.1(1) of the 2021 IRC.
2. Fire Suppression System is **required** in all cases, per Fire.

Reference Documents (as applicable):

- 2021 International Residential Code
- 2023 National Electrical Code & Local Amendments
- [**Town of Prosper Zoning Ordinance**](#)
- [**Town of Prosper Planned Development Ordinances**](#)
- Subdivision Plat for the property