

250 W. First Street, Prosper, TX 75078
Phone 972-346-3502

Plan Addendum/Re-Stamp Application

Please submit the completed application and all amended documents via email to permits@prospertx.gov.

Please be advised that (at minimum) \$100 fee will be assessed for a Plan Addendum/Restamp submittal.

Incomplete application and/or submittal will delay the review process.

Addendums/Re-Stamp submittals shall be reviewed and approved by the original Plans Examiner of your project.

Please check the status of your Plan Addendum/Re-Stamp request through the [Citizens Self-Service Portal](#).

Project Address: _____ Existing Permit #: _____

Contact Person: _____

Email: _____ Phone: _____

Amended Documents with Description of Changes (reference page numbers)

Any uploaded documents shall be labelled to match the category as noted below to avoid delays in processing.

- ☐ Plot Plan/Site Plan
 - ☐ Engineered Plans
 - ☐ Architectural Plans
 - ☐ Combined M/E/P (commercial only)
 - ☐ Structural Plans (commercial only)
 - ☐ Egress (Life Safety) Plan (commercial only)
 - ☐ Photometrics (commercial only)
 - ☐ Façade Plan (commercial only)
 - ☐ Kitchen Floor Plan - Health (commercial only)
 - ☐ Other: _____

[illegible]

I hereby certify that I have the authority to make the necessary application and that all information provided on this application is correct to the best of my knowledge. The project described herein will be built in accordance with the plans and specifications submitted at time of application. All work will comply with the most recently adopted International Building Codes and all other applicable state and local laws, ordinances, and regulations.

Signature _____ **Date** _____