

Construction projects shall comply with the following codes:

- 2021 International Building Code and local amendments
- 2021 International Plumbing Code and local amendments
- 2021 International Mechanical Code and local amendments
- 2021 International Energy Conservation Code and local amendments
- 2021 International Fuel Gas Code and local amendments
- 2023 National Electrical Code and local amendments

Purpose

This guideline has been prepared to assist commercial contractors and field supervisors. Builders are encouraged to share the content of this guideline with administrative staff, architects, engineers, subcontractors, trades, and material suppliers. This guideline is not a full disclosure of all codes and ordinances. It shall only be used as a supplement to help commercial contractors and Town of Prosper business owners.

Periodically, the Town may update this guideline to reflect building code changes, newly adopted ordinances, and any other information pertinent to commercial construction. All contractors currently building commercial projects within the Town of Prosper shall be responsible for obtaining the most current publication available.

General Information

1. **Working Hours:** Per the Town's Noise Ordinance, construction work that generates noise shall be conducted:

➤ Monday - Friday:	➤ Saturday:	➤ Sunday:
7 AM to 7 PM	8 AM to 5PM	12 PM to 7 PM
2. **Site Parking:** Builders shall instruct subcontractors and employees to park in such a way that emergency vehicular traffic will not be obstructed (i.e. police cars, fire trucks, and ambulances).
3. **Construction Site Maintenance:** Before any work for which an inspection is required may be approved by the inspector, the following construction site maintenance and inspection items shall be completed:
 - a. **Jobsite Address Posting:** The approved construction address shall be posted at the entry of all jobsites and remain visible, legible, and in good condition throughout the project. The minimum size of the lettering shall be six (6) inches in height.
 - b. **Sanitary Facilities:** Portable chemical toilets shall be provided to construction workers when permanent sanitary facilities are not available. Portable chemical toilets shall be placed within 400 feet of the jobsite per local policy and shall conform to ANSI Z4.3. Portable chemical toilets shall be serviced on a regular basis or as deemed necessary by the Building Official.
 - c. **Trash Control:** Republic Services shall be used for all solid waste removal services during and after construction in the Town of Prosper. Please contact 945.234.1924 regarding your project.

4. **Additional Permits/Approvals Requirements:**

- a. **Separate Permits:** Separate permits, plan review, and inspections are required for, but not limited to, signs, fences, retaining walls, irrigation systems, and Certificate of Occupancy.
- b. **Certificate of Occupancy:** Tenant finish-out permits shall not be granted a Certificate of Occupancy of any kind until the Shell building has received the permanent Certificate of Completion.
- c. **Fire Marshal:** Prior to going vertical, the Fire Marshal's Office (or their approved third party inspection agency) shall give their approval. Please contact the Fire Marshal's Office at fire.inspections@prosperfire.com to request an inspection. Failure to obtain vertical construction approval will result in a stop work order on the project.
- d. **Rights-of-Way:** Any work conducted in an easement, public right-of-way, or fire lane shall be inspected by the Public Works Construction Inspector assigned to your project.
- e. **TCEQ:** All construction projects shall maintain compliance with the TCEQ Construction General Permit and shall submit a copy of the authorization to stormwater_info@prospertx.gov.

5. **Contractor Registration Required** – Please go to the [Citizens Self-Service Portal](#), set up login credentials, and confirm the login through email (sent from tylerhost.net) within 24-hours. Once logged in, select *Apply* from the top menu ribbon, use the Application Assistant to search and select the appropriate contractor type and follow the prompts to complete the registration.

Once it has been submitted, you will receive an invoice if required to pay within 24 hours. The contractor license will be activated 24 hours after the invoice is paid.

6. **Online Inspection Scheduling Required:** Inspections shall be scheduled, cancelled, and results viewed using the [Citizens Self Service Portal](#). For further assistance, please contact the Permit Technicians at 972.346.3502 or send an email request to permits@prospertx.gov.

- a. **Inspection Requests** Inspection requests are made through the [Citizens Self Service Portal](#) and must be received prior to the 7:00 AM cut-off time on the day of the requested inspection. If the 7:00 AM cut-off time is missed, the application will automatically bump the inspection request to the next business day. The Town of Prosper has no obligation to schedule any commercial inspection after the cut-off time.
- b. **Partial Inspection Requests** – Partial inspections are only allowed for structures exceeding 5,000 square feet or at inspector's discretion.
- c. **Inspection Cancellations** – All inspection cancellations shall be made online through the [Citizens Self Service Portal](#) prior to 8:00 AM the day of the scheduled inspection. If issues arise, send an email directly to the inspector scheduled to conduct the inspection. All inspectors can view emails out in the field. The inspector may also be stopped from conducting the inspection before he steps onto the jobsite. Inspections shall not be cancelled if the inspector has already been on the jobsite.

7. **Inspector Office Hours** – Every effort is made to have an inspector available from 7 - 8 AM and 3 – 3:30 PM each business day. Please contact the inspector assigned to your project if you need to discuss a time to meet at the jobsite. Summer hours may have an earlier start time each business day.

8. **Technical Questions** – Technical questions regarding specific correction items shall be directed to the inspector who conducted the inspection. Other technical questions may be directed to any Building Inspector. Please do not call the front counter and request technical information or ask the status of a particular inspection. For general questions or permit submittal information, please contact the front counter at 972-346-3502.
9. **Reinspection Fee:** A reinspection fee may be assessed, and no inspection made when any of the following conditions apply:
 - An inspection is requested and not ready.
 - The approved construction address is not posted.
 - Previous disapproved inspection item(s) are not corrected.
 - The structure is locked or not accessible.

Please Note:

- Reinspection fees assessed shall be paid before any additional inspections are made on the same permit.
- Also, per Town of Prosper Fee Schedule, the first reinspection fee assessed will be \$50, the second and subsequent fee for the same inspection type shall increase in \$25 increments.

10. **Re-Stamp/Plan Review**– Any significant changes to the approved set of plans are required to be submitted for Re-stamp and approved prior to an inspection request being scheduled. Re-stamp/Plan Review may take up to twenty (20) business days to process. Do not schedule an inspection unless the re-stamp has been approved and the re-stamped plans are in the permitting system available to the inspector.

Please verify with the inspector on the jobsite whether a re-stamp submittal is required for the proposed changes. Oftentimes, the inspectors can handle minor changes out in the field.

11. **Permit Expiration:** Every permit issued shall become invalid unless the work on the site is commenced within 180 days after its issuance, unless otherwise specified. Every permit shall become invalid if work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

The term *suspended or abandoned* is defined as an elapsed time of 180 days between any two (2) approved inspections. In addition, any approved permit application that has not been picked up and paid for within 180 days of approval shall become invalid and shall be disposed of.

12. **Inclement Weather:** No Concrete inspections, Plumbing Rough inspections, or Underground inspections shall be conducted if it has been determined that it is too wet by the Building Official or Chief Building Inspector. Plumbing Rough inspections may be conducted in wet conditions provided that an approved hydrostatic test is in place. *It is the contractor's responsibility to reschedule all cancelled inspections during inclement weather, after checking their jobsites.*

Required Inspections: The required inspections listed below are the most common inspections for all commercial projects. Additional inspections may be required for specific projects and are assigned to the project during plan review.

ELECTRICAL:

- T-Pole
- Electric Underground
- Electrical Wall Rough
- Ceiling Cover
This is to be scheduled when all electrical components above the ceiling are complete.
- Electrical Release
- Electrical Final

PLUMBING:

- Plumbing Rough
A form board survey is required to be on-site prior to requesting a plumbing rough inspection.
- Grease Trap (if applicable)
- Plumbing Top-out
- Plumbing In-wall
- Gas Test
- Ceiling Cover
This is to be scheduled when all plumbing components above the ceiling are complete.
- Gas Release
- Plumbing Final

MECHANICAL:

- Duct Rough
- Type I or II Hood and Duct (if applicable)
- Ceiling Cover
This is to be scheduled when all mechanical components above the ceiling are complete.
- Mechanical Final

BUILDING:

*****These inspections are laboratory controlled. These require special inspection per the 2021 IBC and as amended by the Town. The contractor is required to schedule these inspections and the inspector will verify the lab is on-site and/or perform a secondary inspection in addition to the lab to verify compliance with the adopted codes and approved plans, if necessary.**

- Piers ***
- Slab on Grade and Deck***
- Grade Beams***
- Paving
- Sheathing
- Frame***
- Brick Tie
- Insulation Rough and Final
Inspected by a third party inspection agency, not inspected by the Town.
- Drywall/Screw
- Building Ceiling Cover
This inspection shall not be requested until the plumbing, mechanical, and electrical ceiling inspections have been approved. The Fire Marshal's Ceiling inspection shall be approved before the Building Inspections Division can approve the Building Ceiling Cover.
- Building Final
This inspection shall not be requested until the plumbing, mechanical, and electrical finals have been approved. All separate issued permits (sign, fence, irrigation, etc.) for the jobsite shall have the final inspection approved prior to the Building Final.

Departmental Final Requirements:

- **Final Inspection Checklist**

Building, Planning, Landscape, Health, Engineering and Public Works

- **Certificate of Occupancy Process**

This document outlines the Certificate of Occupancy process for:

- Commercial Stand-Alone
- Commercial Shell Building (Certificate of Completion)
- Planning Division - Certificate of Occupancy Checklist
- Landscape Planning Division - Certificate of Occupancy Checklist
- Engineering Department - Certificate of Occupancy Process

- **Fire Department - Final Inspection Checklist**

- **Engineering Department - Preliminary/Final Inspection Checklist**

- **Engineering Department - Non-Residential Final Acceptance Checklist**

- **Engineering Department - Final Acceptance Process**