



Prosper Fire Department

1500 E. First Street, P.O. Box 307, Prosper, Texas 75078
(972) 347-2424 Central Station (972) 347-3010 Facsimile

HOW TO REQUEST AN ABOVE GROUND INSPECTION

1. Inspection fees must be paid in advance. ALL fees are paid at the Building Inspections Department located at 407 E. First Street, Prosper Texas 75078 - Phone # 972-346-3502.
2. Checks are made payable to "The Town of Prosper".
3. **Please note:** Checks and/or requests sent or mailed to the Fire Department will be returned without action.
4. You will be provided with a receipt. Scan the receipt and email it along with the "*Inspection Request Form*" to: fire.inspections@prosperfire.com. Please include "*Inspection Request*" and the respective project address in the email subject line.
5. You must complete the "*Contractor Material and Test Certificate for Aboveground Piping*". Scan to a **"pdf" format** and email to: fire.inspections@prosperfire.com.
6. Be sure to include all relevant documents (**"PDF" Format**) with your request and ensure it is legible.
 - Fully executed SF-041 "Contractor's Material & Test Certification"
 - Statement of Compliance letter signed and dated by the RME-G (**901.2.1 Statement of compliance.**)
 - Inspection request form
 - Receipt
7. If you do not have access to email or experience electronic difficulties, you may hand deliver all documents referenced in Item #6 to: the Prosper Fire Marshal's office located at 1500 E. First Street, Prosper Texas 75078 – Phone # 927-346-9469.
8. Please submit your request a minimum of 48 business hours in advance. All inspections are scheduled on a first come, first serve bases.
9. The Fire Marshal's Office will then schedule your request via return email confirming the date and approximate time.

Please Note: A minimum of (2) two inspections are required:

1. Hydrostatic pressure test & visual inspection of the piping prior to cover-up (**Fees Apply**)
2. Final acceptance test (**Fees Apply**)

If you have any questions or unusual circumstances that you need to discuss. Please contact me directly.

Sincerely,

Bryan Ausenbaugh, Fire Marshal Prosper Fire Dept.
bryan.ausenbaugh@prosperfire.com