



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 A BELOW 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 Belowground 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-042 "Contractor's Material & Test Certification"
 - Statement of Compliance letter signed and dated by the RME-G/U (**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 (1) one inspection is required:

1. Hydrostatic pressure test & visual inspection of the piping prior to cover-up and a complete flush of the belowground piping. (**Fees Apply**)

Failure of any of these components would warrant a re-inspection with a re-inspection fee.

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

Sincerely,

JBK # 57

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