



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 Inspection Department located at 407 E. First Street, Prosper TX. 75078. Please note: Mailed checks and request forms will be returned to you. Checks are made out to The Town of Prosper.
2. You will be provided with a receipt. Scan the receipt and email it along with the "*Inspection Request Form*" to bryan.ausenbaugh@prosperfire.com. Please include "*Inspection Request*" and the respective project address in the subject line.
3. You must complete the "*Contractor Material and Test Certificate for below ground piping*". Scan into a "pdf" and email to bryan.ausenbaugh@prosperfire.com.
4. Please submit your request a minimum of 48 business hours in advance. All inspections are scheduled on a first come, first serve bases.
5. Be sure to include all requested information, and ensure it is legible.
6. The Fire Marshal's Office will then schedule your request via a returned email confirming the date and approximate time.

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