



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 FIRE ALARM 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 Fire Alarm Installation Certificate*". 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-035 "Fire Alarm Installation Certificate"
 - Pre-Test system commissioning report per NFPA 72, Chapters 7 & 14
 - Confirmation activity report of signals received @ the supervising station from testing
 - 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. Visual inspection of wiring, boxes & device placement 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,

JBA #57

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