



PROSPER FIRE RESCUE

FIRE MARSHAL'S OFFICE

PO Box 307

1500 E. First Street

Prosper, Texas 75078

Phone (972) 346-9469 Fax (972) 347-3010 www.prosperfire.com

HOW TO REQUEST EMERGENCY RESPONDER COMMUNICATION SYSTEM INSPECTION

The following instructions provide clarity for alignment with the Town of Prosper documents protocol and the minimum compliance requirements for the installation and/or modification of fire alarm systems as prescribed by national codes & standards, state regulations, and as adopted by local ordinance.

1. Inspection fees must be paid in advance. ALL fees are paid at the Prosper Town Hall located at 250 W. First Street, 2nd Floor - Prosper, Texas 75078 - Phone # 972-346-3502.
2. Checks are made payable to "The Town of Prosper" **or** you can pay by phone (972-346-3502) using a credit card.
3. **Please note:** Checks received at the Fire Marshal's Office shall be returned without action.
4. You will receive a receipt for payment. Convert the receipt to ("**PDF**" Format) and email along with your "**Inspection Request Form**", to fire.inspections@prosperfire.com. Please ensure the form fillable Inspection Request Form (on our web page) is complete with all relevant information.
5. Be sure to include all compliance documents in ("**PDF**" Format) with your request ensuring they are legible and complete. If you are requesting final inspections for multiple buildings, a separate email package shall be required for each building, address, project, etc. requested. The "**Final Acceptance**" test shall not be scheduled until such time all required documents are on file with the Prosper Fire Marshal's Office.
 - Statement of Compliance Letter signed & dated by the Company Owner (as a separate attachment)
 - As-Built Drawings (if applicable)
 - Pre-Test system commissioning report (as a separate attachment)
 - Activity report of signals received @ the supervising station from testing (as a separate attachment)
 - The inspection request form (as a separate attachment)
 - A copy of the inspection fee receipt (as a separate attachment)
6. If you do not have access to email or experience electronic difficulties, you may hand deliver all documents referenced in Item #5 to: the Prosper Fire Marshal's office located at 1502 E. First Street, Prosper Texas 75078 – Phone # 972-346-9469.
7. Please submit your request a minimum of 48 business hours in advance. All inspections are scheduled on a first-come, first-served basis. All installations, modifications, or alterations must be pre-tested before scheduling.
8. The Fire Marshal's Office will then schedule your request via return email confirming the date and approximate time. A licensed person associated with the registered contracting company must be present at all Final Acceptance Tests with the AHJ.

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

1. Visual inspection of wiring, boxes & device placement before ceiling cover-up (Fee Applies \$ 150.00)
2. Final acceptance test (Fee Applies \$ 150.00)
3. Re-Inspection Fee \$ 150.00

If you have any questions or unusual circumstances please contact our office at 972-347-2424

The following assist to establish clarity with the minimum compliance requirements for the installation and modification of emergency responder communications systems as prescribed by national codes & standards, state regulations, and as adopted by local ordinance. [Please Note:](#) Links to this information are under the “**Important Website Links**” on the Fire Marshal’s Website Page.

Note #1

International Fire Code, 2015 Edition

- Preface
 - Introduction
 - Development
 - Adoption
 - Maintenance
- Chapter 1 – Scope and Administration
- Chapter 9 – Fire Protection Systems
- Chapter 80 – Referenced Standards

Note #2

Town of Prosper Ordinances 18-95