



## How to Request an Alternative Fire Extinguishing System Inspection

The following instructions provide clarity for alignment with the Town of Prosper documents protocol and the minimum compliance requirements for the installation of alternative fire extinguishing 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 200 S. Main Street, 2<sup>nd</sup> 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](mailto: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 all required documents are on file with the Prosper Fire Marshal’s Office.
  - Fully executed SF-205 “Contractor’s Installation Certification” (as a separate attachment)
  - Statement of Compliance letter signed & dated (as a separate attachment)
  - As-Built Drawings (if applicable)
  - Inspection request form (as a separate attachment)
  - 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 1500 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 prior to 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 shall be present at all Final Acceptance Test with the AHJ.

**Please Note:** A minimum of (1) one inspection is required for kitchen hood suppression:

1. Final acceptance test (Fee Applies \$ 275.00)
2. 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 of alternative fire extinguishing 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

### **Texas Insurance Code Chapter 6001 (formerly Article 5.43-1) Fire Extinguisher Service and Installation and 28 TAC §§ 34.500 The Fire Extinguisher Rules - summer 2016**

- Sec. 6001.001. Purpose
- §34.507. Adopted Standards
- §34.511. Fire Extinguisher Licenses
- §34.517. Installation and Service
- §34.518. Fire Extinguisher Fixed System Plans other than Pre-Engineered Systems
- §34.519. Installation Labels for Fixed Extinguisher Systems
- §34.520. Service Tags
- SF-205 – Fire Extinguisher System Installation Certificate
- SF-234 – Work Permitted by Type of License

#### Note #2

### **International Fire Code, 2015 Edition**

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

### **National Fire Protection Association**

- NFPA 10, 2018 Edition
- NFPA 11, 2016 Edition
- NFPA 12, 2018, Edition
- NFPA 12A, 2018 Edition
- NFPA 15, 2017 Edition
- NFPA 16, 2019 Edition
- NFPA 17, 2017 Edition
- NFPA 17A, 2017 Edition
- NFPA 33, 2018 Edition
- NFPA 96, 2017 Edition
- NFPA 2001, 2018 Edition
- NFPA 2010, 2015 Edition

#### Note #3

### **Town of Prosper Ordinances 14-51, Dated July 22, 2014**