



HOW TO REQUEST AN INSPECTION

The following instructions provide clarity for alignment with the Town of Prosper document protocols and minimum compliance requirements for the fire & life safety features as prescribed by national codes & standards, state regulations and as adopted by local ordinance.

Please review all of your approved plans and documents. Contained in these documents are guidelines for a successful acceptance test. In addition, always refer to your IBC & IFC as well as familiarizing yourself with Prosper Amendments and processes found on our website <http://www.prospertx.gov/fire-department/fire-marshal/>.

1. Please email 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.
2. Please submit your request a minimum of 48 business hours in advance. All inspection schedules are on a first come, first serve basis. All installations, modifications or alterations must be pre-tested prior to scheduling.
3. If you do not have access to email or experience electronic difficulties, you may hand deliver all documents to; the Prosper Fire Marshal's office located at 1500 E. First Street, Prosper Texas 75078 - Phone # 972-346-9469.
4. The Fire Marshal's Office will schedule your request via return email confirming the date and approximate time. The general contractor's superintendent must be present at all Final Acceptance Test with the AHJ.

After Hours Inspections are billed @ \$ 150.00 per/hour – (one hour minimum)

1. Inspection fees must paid in advance. ALL fees are paid at our Town Hall located at 200 S. Main 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.

Please note: Checks received at the Fire Marshal's Office shall be returned without action.

3. 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.
4. The Final Fire & Life Safety Inspection **shall not** be scheduled until such time all required documents are on file with the Prosper Fire Marshal's Office.

Please Note: Release for Vertical Construction & Final Fire & Life Safety Inspections – **No Fee**

1. After-Hours Inspection (**\$150.00 per hour – 1 hour minimum**)
2. Re-Inspection Fee **\$150.00**

Page two (2) contains items to assist with your final Fire & Life Safety inspections.

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

The following assists to establish clarity with the minimum compliance requirements for the fire & life safety features 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 at www.prospertx.gov/fire-department/fire-marshal/

Release for Vertical Construction

- a. See web page for instruction & requirements www.prospertx.gov/fire-department/fire-marshal/
- b. All construction approved/stamped drawings

Required on-Site at Final Fire & Life Safety Inspection (see web page for instructions, requirements & examples)

- a. All construction approved/stamped drawings
- b. Labeling & door identification (electrical, mechanical, sprinkler riser, fire alarm control panel rooms etc.)
(see signage requirements on our web page)
- c. Indoor & outdoor signage
- d. Building address visible from the road @ speed or suite address on front & back doors (6” minimum)
- e. Emergency exit door identification and locking requirements (lock indicator, panic bar, signage, etc.)
- f. Exit and emergency light illumination
- g. Fire wall marking and integrity “____ HOUR FIRE AND/OR SMOKE WALL
- h. Clearance around electrical panels and housekeeping issues i.e. construction materials
- i. Fire lane marking and other fire service features (where applicable)
- j. State elevator certification form
- k. All elevator keys to secure in the Knox Box(s)
- l. All vendor approved & stamped drawings (sprinkler, fire alarm, hood suppression, etc.)
- m. All vendor valid licenses and proof of identification
- n. Hand portable fire extinguishers (inspection tags, size & placement)
- o. Sprinkler work with SFMO material certification forms (SF-041 & SF-042)
- p. Backflow prevention device certification & testing documents
- q. Fire alarm and/or audio/visual notification work with SFMO material certification form (SF-035)
- r. Hood ventilation and suppression work with SFMO material certification form (SF-205)
- s. Controlled access gates and/or doors
- t. HVAC testing with smoke bomb (HVAC smoke detectors are required for any unit over 5 ton or over 2000 cfm on the return side and must be connected to the fire alarm system)
- u. Knox Box(s) (see web page for size & installation instructions)
- v. Keys with identification tags to secure in the Knox Box(s) (one set of all keys for each Knox Box)

We are fully aware projects differ in scope therefore; it is incumbent upon the general contractor to prepare accordingly for compliance with national codes & standards, state regulations and adopted by local ordinance for the successful outcome of his or her final fire & life safety inspection.

Requesting a final fire and life safety inspection, please email your request along with a copy of the receipt (if applicable) to fire.inspections@prosperfire.com. An inspector will contact you within 48 to 72 hours.