



## HOW TO REQUEST AN ABOVEGROUND 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 automatic sprinkler suppression 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 our 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-041 “Contractor’s Material & Test Certification” (as a separate attachment)
  - Statement of Compliance letter signed & dated by the RME-G (as a separate attachment)
  - As-Built Drawings (if applicable)
  - Inspection request form (as a separate attachment)
  - Receipt (as a separate attachment)
6. **Please Note:** Final inspections of systems utilizing “Concealed Heads” shall be performed without the plates installed.
7. 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.
8. Please submit your request a minimum of 48 business hours in advance. All inspections are scheduled on a first come, first serve basis. All installations, modifications or alterations must be pre-tested prior to scheduling.
9. 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 (2) two inspections are required:

1. Hydrostatic pressure test & visual inspection of the piping prior to cover-up (Fee Applies \$ 275.00)
2. Final acceptance test (Fee Applies \$ 275.00)
3. Re-Inspection Fee \$ 150.00

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

Prosper Fire Department ● 1500 E. First Street Prosper, Texas 75078  
972-347-2424 Phone ● 972-347-3010 Fax ● [www.prosper.tx.gov](http://www.prosper.tx.gov)

The following assist to establish clarity with the minimum compliance requirements for the installation and modification of automatic sprinkler suppression 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 6003 (formerly Article 5.43-3) Fire Protection Sprinkler System Service and Installation and 28 TAC §§ 34.700 The Fire Sprinkler Rules - summer 2016**

- Sec. 6003.003. Effect on Local Regulation
- §34.707. Adopted Standards
- §34.711. Responsible Managing Employee (RME) License
- §34.716. Installation, Maintenance and Service
- §34.717. Sprinkler System Plans
- §34.718. Installation Tags
- §34.720. Inspection, Test & Maintenance Service (ITM) Tag
- SF-041 - Contractor's Material and Test Certificate for Aboveground Piping
- SF-040 - Work Permitted by Type of License

#### Note #2

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

- Preface
  - Introduction
  - Development
  - Adoption
  - Maintenance
- Chapter 1 – Scope and Administration
- Chapter 5 – Fire Protection Water Supplies
- Chapter 9 – Fire Protection Systems
- Chapter 80 – Referenced Standards

### **NFPA 13, 2019 Edition**

- Chapter 1 – Administration
- Chapter 23 – Plans & Calculations
- Chapter 24 – Water Supplies
- Chapter 25 – System Acceptance

#### Note #3

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