



HOW TO REQUEST AN UNDERGROUND INSPECTION

The following instructions provide clarity for alignment with the Town of Prosper documents protocol and the minimum compliance requirements for the installation of underground fire service 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, 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. The final acceptance inspection shall include the visual inspection of all related piping installation, hydrostatic pressure testing of all related pipe and flushing of all related piping during one visit. The contractor shall make all necessary arrangements to complete all items listed including but not limited to manpower, hoses for flushing, securing devices to prevent damage from hoses, certified & calibrated liquid filled gauges and so forth.
 - Fully executed SF-042“Contractor’s Material & Test Certification” to follow at the conclusion of testing
 - Statement of Compliance letter signed & dated by the RME-U or RME-G to follow at the conclusion of testing
 - As-Built Drawings (if applicable)
 - Inspection request form (as a separate attachment)
 - Receipt (as a separate attachment)
6. Once the required documentation as been received, reviewed for accuracy, accepted and filed, the final acceptance inspection report shall be emailed to the appropriate party.
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 served basis.
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 (1) one inspection is required:

1. Hydrostatic pressure test, visual inspection of the piping and flushing of the pipe prior to cover-up. (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

Prosper Fire Department ● 1500 E. First Street Prosper, Texas 75078
972-347-2424 Phone ● 972-347-3010 Fax ● www.prosperfire.com

The following assist to establish clarity with the minimum compliance requirements for the installation of underground fire service 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-042 - Contractor's Material and Test Certificate for Underground 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 & Prosper Ordinance/Amendments

NFPA 24, 2019 Edition

- Chapter 1 – Administration
- Chapter 4 – General Requirements
- Chapter 5 – Water Supplies
- Chapter 10 – Underground Piping
- Chapter 10 – System Acceptance

Note #3

Town of Prosper Ordinances/Amendments