



HOW TO REQUEST A CONTROLLED ACCESS INSPECTION

The following instructions provide clarity for alignment with the Town of Prosper documents protocol and the minimum compliance requirements for the installation of controlled access 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 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. 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 systems, 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 and dated by the owner of the company (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 serve basis. All installations, modifications or alterations shall 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. (where applicable)

Please Note: A minimum of (1) one inspection is required:

1. Final acceptance test. (Fee Applies \$ 75.00)
2. Re-Inspection fee \$ 150.00

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