



PROSPER FIRE RESCUE

FIRE MARSHAL'S OFFICE

PO Box 307

1500 E. First Street

Prosper, Texas 75078

Phone (972) 346-9469 Fax (972) 347-3010 www.prosperfire.com

Plan Review

All "New and Remodel Commercial Construction Access Control" related projects will be reviewed and permitted by the Prosper Fire Marshal's Office. **(All related expenses are the responsibility of the contractor, owner, or designated agent).**

Please contact us at fire.inspections@prosperfire.com for all submittal review requirements or questions. System types shall include:

- Building access control systems
- Gate access control systems

Please visit the Fire Marshal's web page at www.prospertx.gov/fire-department/fire-marshal for further information & instructions.

Permit

The permit shall be issued through the Prosper Fire Marshal's Office at no charge when the stamped approved drawings, equipment data package, and approval review letter are received. Bureau Veritas will email our office with the approved submittal package. It is the contractor's responsibility to assure through Bureau Veritas, we receive all of the documentation in the following manner:

- Stamped approved drawings in PDF format **(as a separate attachment)**
- Equipment data package in PDF format **(as a separate attachment)**
- Approval review letter in PDF format **(as a separate attachment)**

Contact the Fire Marshal's Office at 972-347-2424 regarding these requirements. The Fire Marshal's Office must receive the above via email at fire.inspections@prosperfire.com before permit issuance:

The policies & procedures established under the Prosper Fire Department Ordinance/Amendments for documentation collection shall remain unchanged.

Inspections

Before scheduling a final inspection with the Prosper Fire Marshal's Office, we must receive the following at fire.inspections@prosperfire.com:

- Statement of Compliance letter signed and dated by the owner of the company **(as a separate attachment)**
- As-Built Drawings **(as a separate attachment)**
- The inspection request form **(as a separate attachment)**
- Receipt **(as a separate attachment)**

* Inspections will not be scheduled until all documentation requirements are satisfied.

An email will be sent with the scheduled Day and Time of the inspection with a required return email confirmation.

Please visit the Fire Marshal's web page at www.prospertx.gov/fire-department/fire-marshal for further information & instructions.

This policy/procedure shall remain in effect until further notice.