



PROSPER FIRE RESCUE

FIRE MARSHAL'S OFFICE

PO Box 307

911 Safety Way

Prosper, Texas 75078

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

3rd Party Plan Review and Inspections Procedures

Plan Review

Please contact Bureau Veritas for all fire plan reviews. (All related expenses are the responsibility of the contractor, owner, or designated agent).

Bureau Veritas

100 E. 15th St.

Fort Worth, Texas 76102 Phone:

817-335-8111

txfirereview@bureauveritas.com

Permit

Permits will be issued by the Prosper Fire Marshal's Office in accordance with our fee schedule in the Town Fire Code when the stamped approved drawings, equipment data package and the approval review letter are received. Bureau Veritas will email our office with the approved submittal package. Our office will provide instructions to the contractor on how to submit for the permit through the Town's Online CSS Portal. All fees will be assessed in the CSS Portal.

It is the contractor's responsibility to submit all required documentation to Bureau Veritas 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 [\(as a separate attachment\)](#)

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

Inspections

Inspections can be requested online in [CSS](#); however, it is the contractor's responsibility to request the inspection directly from the Fire Marshal's Office at fire.inspections@prosperfire.com.

Please visit the Fire Marshal's web page at <https://www.prospertx.gov/238/Fire-Marshall> for further information & instructions.

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