



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

How to Request a Mobile Food Vendor Vehicle Inspection

The following instructions provide clarity for alignment with the Town of Prosper documents protocol and the minimum compliance requirements for scheduling a fire & life safety inspection under the Town of Prosper annual mobile food vendor vehicle certification program.

1. Inspection fees must be paid in advance. ALL fees are paid at the Prosper Town Hall located at 250 W. First 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**)
5. Prior to scheduling your inspection, please utilize the "Mobile Food Vendor Inspection Checklist" to ensure the vehicle is in compliance with all fire & life safety codes and standards. There are additional documents on our web page @ www.prospertx.gov/fire-department/fire-marshall that will assist towards a successful inspection and help mitigate the possibility of a \$ 150.00 re-inspection fee.
6. Be sure to include all compliance documents in (**"PDF" Format**) with your inspection request ensuring they are legible and complete. Email all documents to fire.inspections@prosperfire.com
 - A legible copy of your "Request for Inspection" form (**as a separate attachment**)
 - Inspection fee receipt (**as a separate attachment**)
7. If you do not have access to email or experience electronic difficulties, you may hand deliver all documents referenced in Item #6 to: the Prosper Fire Marshal's office located at 911 Safety Way, 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. All inspections shall be performed at 250 W. First St., Town of Prosper Town Hall parking lot.
9. The Fire Marshal's Office will then schedule your request for inspection via return email confirming the date and approximate time.

Please Note:

1. Annual inspection Fee **\$ 150.00**
2. Re-Inspection Fee **\$ 150.00**

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