



CAL FIRE - OFFICE OF THE STATE FIRE MARSHAL

Information Bulletin 24-010

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Fire and Life Safety Construction Inspections and Other Related Processes

CAL FIRE - Office of the State Fire Marshal (OSFM) Fire and Life Safety (FLS) Division is releasing this information to provide guidance for construction inspections and other related processes performed by the OSFM on all State Owned, Specified State-Occupied Buildings and State Institution projects. These inspections and other related processes are necessary to ensure compliance with California Statutes and Regulations for fire and panic safety.

Currently, the FLS Division utilizes specific permitting, plan review and inspection platforms: GOVMOTUS Fire, ProjectDox, and Procore.

A. GOVMOTUS Fire: Permit Software

1. GOVMOTUS is the permitting software which shall be utilized for issuing all permits regardless of type.
2. GOVMOTUS will serve as the official Job Card for all construction projects, functioning as the central platform for final approvals and the issuance of final acceptance for inspections conducted by the OSFM.
3. GOVMOTUS is the permitting software which shall be used to issue Temporary Certificate of Occupancy (TCO) and Certificate of Occupancy (CO).

B. ProjectDox: Plan Review

1. ProjectDox is the software which shall be utilized for submitting, reviewing, and approval for all electronically submitted plan reviews.
2. ProjectDox is the software which shall be utilized for submitting, reviewing and approval for all change orders, construction bulletins, Architectural Supplemental Information (ASIs) or amended construction documents under the GOVMOTUS permit number associated with the project for its respective scope of work.
3. Once a permit has been issued and any work has commenced, all change orders, construction bulletins, ASIs or amended construction documents shall be reviewed by the OSFM Field Deputy and not by plan review staff.

C. Procore: Inspection

1. Procore is the software which shall be utilized for all construction projects effective Sept. 01, 2024, regardless of size or scope. This includes any site work, tenant improvements, etc.



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2. All construction inspections, Request for Information (RFI), deferred submittals, and any other project related documents or correspondence requiring OSFM review shall be submitted to the OSFM via Procore.
3. The OSFM shall create the project in Procore after the holder of a permit or their duly authorized agent has notified the OSFM that work is about to start or is requesting field review of any items.
4. All amended construction documents shall be in accordance with Item B.

Projects shall work through the FLS Area Supervisor, and the Deputy assigned to the project to ensure collaboration and communication within the project.

If you have any questions, please call (916) 568-3801.