



Office of the State Fire Marshal Fire and Life Safety Division After Permit Issuance/During Construction

These instructions are for projects submitted AFTER February 6, 2025

The contents of this document may change periodically. Please visit our website at <https://osfm.fire.ca.gov/what-we-do/fire-and-life-safety> for the most up to date version of these instructions.

After Permit Issuance/During Construction

Please review this information for what is required after receiving approved plans and a permit for construction.

1 UPLOADING APPROVED PAPER PLANS

If the plans for the project were submitted to the OSFM on paper, the approved plans will need to be scanned and uploaded into the Manage Documents section of the GOVmotus permit application. Please log into the account the permit is created under and upload the approved plans. This requirement is noted at the bottom of your plan review approval form. The OSFM will not schedule an inspection unless the approved plans have been uploaded.

(This step is not necessary for projects that utilized electronic plans)

2 CHANGE ORDERS

For the purposes of our office, change orders are changes requested to be made to approved documents after work has commenced. Requests for change orders will not need a new permit application.

2.1 PAPER FORMAT

- Change orders should be delivered directly to the Deputy State Fire Marshal (DSFM) assigned to your project.
 - If you do not know who your field deputy is, please contact the supervisor who services the county in which the project is taking place [OSFM Fire & Life Safety Contact List](#)
- Provide the approved GOVmotus application number with submittal
- Ensure the original approved construction plans have been uploaded into Manage Documents in the permit application



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- Provide the revised materials to be reviewed
- Ensure that all revisions are clouded
- Provide a change narrative to assist the DSFM in identifying changes made
- Once approved, the amended sheets shall be slip sheeted into the construction set, scanned and uploaded into the Manage Documents of the permit application as an approved set.

2.2 ELECTRONIC FORMAT

- Please email OSFMFireLifeSafetyGOVmotus@fire.ca.gov to get a new workflow started in ProjectDox. In the email, include the permit number, the name of the change order (Ex: ASI #1), and the name of the DSFM on your project.
- Our intake staff will create a new workflow under your permit in ProjectDox and you will receive a notification that a new Upload and Submit task has been assigned to you.
- Once a new Upload and Submit task is received:
 - Upload and submit only your revised files to the correct subfolder under the Drawings and Documents folders following all of the requirements and processes defined in the [ELECTRONIC PLAN REVIEW](#) section of the Plan Review Submittal Requirement Information document.
 - Provide a change narrative to assist the reviewer in identifying changes made and upload it to the Reference Docs folder
 - Once all of your files are uploaded, complete your task.
- The change order submission will go through the same cycles and process as a normal plan review. This will allow comments to be tracked and responded to within ProjectDox.
- Once approved, the revised documents will be stamped and added to the “Approved” folder in ProjectDox, superseding any previous files with the same name in the revised set.

3 SCHEDULE INSPECTIONS

To schedule a construction inspection, please reach out to the OSFM Supervisor for the county the project is located in as noted in the [OSFM Fire & Life Safety Contact List](#). After your project has been assigned a Deputy, you can coordinate directly with the Deputy.



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4 SIGNING REPORTS

All OSFM reports must be signed prior to issuance of a Certificate of Occupancy/Completion. Field Deputies will need all project staff that are signing personnel to either have access to the GOVMOTUS account for the project to sign reports, or each project staff member that needs to sign a report will need their own account.

There are two ways a field Deputy may obtain a signature

- Directly from their inspection screen, they can review the report and any deficiencies with you and then they can have you sign the report right on their screen with your finger.
- They can send the report to a GOVMOTUS account to receive a remote signature.
 - To sign a report, log into the GOVMOTUS account that will be used for signing a report. Review the information shown under the My Signatures Required section of the GOVMOTUS dashboard. Review and sign any reports identified as needing a signature.

Inspection Report Name	Address	Date Sent	Status
Inspection #88773	391 University Hall/2199 Addison st., Berkeley, CA 94720	8/23/2024	All Reports Signed
24-N-0021-CA-PI	240 E Hacienda Ave., Campbell, CA 95008	7/25/2024	Signature Required
24-N-0125-C-PI - InspectionID 90334	835 Airport Blvd, Burlingame, CA 95815	7/15/2024	Signature Required
23-N-0009-C-PI	123 Test Street, Test City, CA 22222	3/21/2023	All Reports Signed
Inspection #88784	1 Harpat, Arcata, CA 95521	8/10/2022	Signature Required
Inspection #88783	112 gold hill road, Oroville, CA 95612	8/10/2022	All Reports Signed
17-N-2503-C-PI - InspectionID 88782	2920 Kilgore Road, Rancho Cordova, CA 95670	8/10/2022	Signature Required
Inspection #88774	24900 Highway 202, Tehachapi, CA 93311	8/10/2022	All Reports Signed
Inspection #88775	1234 Fake Street, Sacramento, CA 99999	8/10/2022	Signature Required
Inspection #88764	5181 Highway 140, MARIPOSA, CA	8/10/2022	Signature Required

Figure 1 Public User dashboard My Signatures Required section

Date of Inspection	Inspection Type	Inspection ID	Status	Action
5/20/2024	Labeling	90329	Unsigned	Sign
5/20/2024	Labeling	90330	Unsigned	Sign
7/25/2024	Exit Signs	90348	Unsigned	Sign
5/20/2024	Underground Piping	90296	Signed	View

Figure 2 Public User project reports list



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- You have two options to sign the reports via remote signature:
 - You can sketch your signature using your mouse on your computer, or your finger on a device with a touch screen.

The screenshot shows a web application interface for signing an inspection report. At the top, there are navigation links for Home, Permitting, Licensing, and Help and Instructions. Below this is a header area with a 'ReportType' dropdown set to 'permitting' and a 'View Report' button. A search bar and navigation icons are also present. The main content area is titled 'DEPARTMENT OF FORESTRY AND FIRE PROTECTION' and 'OFFICE OF THE STATE FIRE MARSHAL'. It contains an 'INSPECTION REPORT' section with the following details:

PROJECT INFORMATION	
PERMIT NUMBER: 24-N-0021-CA-PI	JURISDICTION: Life Safety North
PROJECT NAME: Draft Comments field test	
TYPE: Clean Agent (CA)	ALTERNATE NUMBER:
OWNER/AGENCY: A F Bray Superior Court	FHS ZONE: Non-Very High (Default)
SFM #	
PROJECT ADDRESS: 240 E Hacienda Ave., Campbell, CA 95008	

Below the project information is the 'INSPECTION INFORMATION' section:

Inspection Number : 90329	Inspection Type: Labeling
Inspection Date : 05/20/2024	Inspection Status : Partial Pass
Inspector: Josh Rickerd	
Inspector Signature: <i>JR Test</i>	
Inspection Comments: Testing.	
Total Inspectable Items: 1	
Inspectable Items:	
Accompanied By: JoshUAT RickerdUAT	Title: TEst
Discussed With: JoshUAT RickerdUAT	Title: TEst
Accompanied By:	
Signed:	

At the bottom of the report, there is a section for 'COMMENTS OR QUESTIONS ABOUT INSPECTION SERVICES' with contact information for CAL Fire Life Safety North at (916) 445-8550. The page is labeled 'Page 1 of 1'.

Signature Options

Choose a signature method: you may either Sketch to Sign or Upload a Signature Image.

Sketch to Sign

Upload Signature Image

Please Sign Below

Signature Preview

Click and drag in the box below to draw your signature

Your saved signature will appear here

A large empty rectangular box for drawing a signature. A red arrow points to the bottom-left corner of the box.

Save Clear

Submit Signature

Back

Figure 3 Public User inspection report signing screen, sketch to sign



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- You can upload an image of your signature that you have stored on your computer or device.

Home Permitting Licensing Help and Instruction

ReportType: permitting View Report

1 of 1 Find

DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
Fire and Life Safety Division - North
1131 S Street, Sacramento, CA 95811
(916) 445-8550

INSPECTION REPORT

PROJECT INFORMATION

PERMIT NUMBER: 24-N-0021-CA-PI JURISDICTION: Life Safety North
PROJECT NAME: Draft Comments field test
TYPE: Clean Agent (CA) ALTERNATE NUMBER:
OWNER/AGENCY: A F Bray Superior Court FHS ZONE: Non-Very High (Default)
SFM #
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Inspector Signature: J R Test
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Total Inspectable Items: 1
Inspectable Items:
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Discussed With: JoshUAT RickerdUAT Title: TEst
Accompanied By:
Signed:

COMMENTS OR QUESTIONS ABOUT INSPECTION SERVICES
Please contact CAL Fire Life Safety North at (916) 445-8550 for assistance.
Page 1 of 1

Signature Options

Choose a signature method, you may either Sketch to Sign or Upload a Signature Image.

Sketch to Sign Upload Signature Image

Upload Signature Signature Preview

Upload only one image Your saved signature will appear here

Choose File No file...osen Upload

Submit Signature Back

Figure 4 Public User inspection report signing screen, upload signature



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- Once you have sketched or uploaded your signature, ensure you see that your signature was saved and you can see it in the Signature Preview area.

Home Permitting Licensing Help and Instruct

ReportType: permitting View Report

1 of 1 Find

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Inspectable Items:
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Discussed With: JoshUAT RickerdUAT Title: TEst
Accompanied By:
Signed:

COMMENTS OR QUESTIONS ABOUT INSPECTION SERVICES
Please contact CAL Fire Life Safety North at (916) 445-8550 for assistance.
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Signature Options

Choose a signature method: you may either **Sketch to Sign** or **Upload a Signature Image**.

Sketch to Sign

Upload Signature Image

Please Sign Below

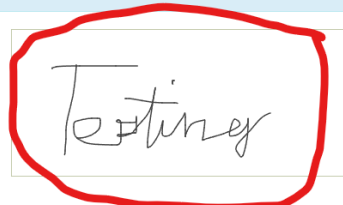
Click and drag in the box below to draw your signature

Save Clear

Submit Signature

Signature Preview

Your saved signature will appear here



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Figure 5 Public User inspection report signing screen, signature preview



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- Once you have verified your signature preview is OK, click the Submit Signature button to complete the signing process.

Home Permitting Licensing Help and Instruct

ReportType: permitting View Report

1 of 1 Find

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Sketch to Sign

Upload Signature Image

Please Sign Below

Signature Preview

Click and drag in the box below to draw your signature

Your saved signature will appear here

Save Clear



Submit Signature

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Figure 6 Public User inspection report signing screen, submit signature



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- Unfortunately, at this time and how shared access works for different projects and facilities, your signature cannot be saved for signing future reports. You will need to sketch or upload your signature for each report you need to sign.

Field Deputies will be able to assist in the process of creating an account and how to sign a report.