

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.

The instructions below are for local authority having jurisdictions (Local AHJs) to notify and report state mandated inspections to the Office of the State Fire Marshal (OSFM) as required by law.

1 LOGGING INTO THE AHJ DASHBOARD

The OSFM will be creating an account in GOVmotus for each Local AHJ using the email address provided to our office. If you have not submitted an account email to the OSFM or do not remember what it was, please reach out to our office at OSFMLocalFireInfoUpdate@fire.ca.gov for assistance. DO NOT use the "Register" option on our website to set up an AHJ account.

First time users will get an email with a temporary password that they will need to change after logging in at https://calfire.govmotus.org.

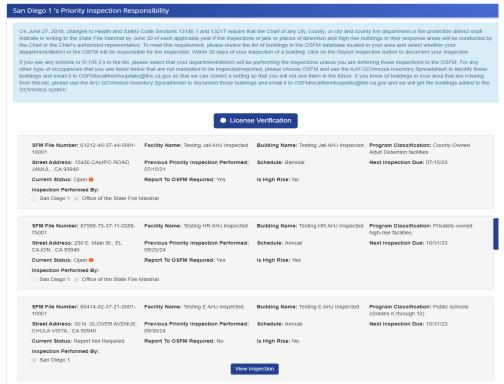


Figure 1 AHJ Dashboard

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2 UNDERSTANDING THE DASHBOARD

Once you are logged in, you will see your jurisdiction's dashboard. The dashboard will display a list of all buildings under your jurisdiction on record with the OSFM that have State mandated inspections per the California Health and Safety Code (HSC). This will include all high-rises, jails and places of detention, Group E schools, and R-1/R-2's.

Each building inspection listed on the dashboard contains several pieces of data about the building, the last known date it was inspected, and an option to select whether your jurisdiction or the OSFM will be performing the inspection for the current year. This selection takes the place of the written notification to the OSFM that was previously required.

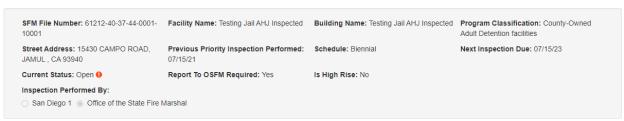


Figure 2 Building Record Example

3 STATE MANDATED INSPECTION RESPONSIBILITIES

3.1 OSFM SPECIFIED STATE-OCCUPIED BUILDING INSPECTIONS

 Buildings or portions of a building that contain one of the following specified State-occupied conditions per CBC Section 1.11, shall be inspected by both the paid Local AHJ and the OSFM for their respective portions of the building. If the building is a high-rise, the Local AHJ may defer their portion of the building inspection to the OSFM per HSC 13217.

3.2 LOCAL AHJ MANDATED INSPECTIONS

- All Group E schools and all R-1/R-2 occupancies shall be inspected annually.
 These are not required to be reported to the OSFM but are required to be reported in accordance with HSC 13146.4
 - Group E schools in areas outside of corporate cities and districts providing fire protection services are the responsibility of the OSFM.

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- All high-rise structures shall be inspected annually. Reports shall be submitted to the OSFM within 30 days of inspection. If your jurisdiction is not performing the inspection, notify the OSFM no later than June 30th.
 - Structures that meet the definition of both a high-rise and a Group E school or R-1/R-2 occupancy will be the responsibility of the Local AHJ and cannot be deferred to the OSFM.
- All jails or places of detention shall be inspected at least once every two years.
 They are by default the responsibility of the OSFM, but if your jurisdiction wishes to perform the inspection, notify the OSFM no later than June 30th, and provide the inspection report within 30 days of the inspection to the following:
 - Official in charge of the facility
 - Local governing body
 - State Fire Marshal (through the GOVmotus Fire dashboard)
 - Board of Corrections
- For areas that rely on an all-volunteer fire department to provide fire protection services, the volunteer Local AHJ will elect whether the inspections described above will be performed in cooperation with a neighboring paid Local AHJ, or the OSFM.

4 SUBMITTING REPORTS

Inspection reports required to be submitted to the OSFM will be documented using the Report Inspection button that appears after you elect to perform the inspection and save your choices. The reporting screen will have a few basic questions and a place for you to upload your department's inspection report, called "Manage Documents". Once all fields are filled out and your report has been attached, select "Submit Inspection" to finalize your report to us, or use the "Save Draft" option if you need to come back to it.

If you do not complete the reporting process for a building that is a jail or place of detention for the year the inspection is due, our system will require an inspection report to be completed the next year. This will reset the two (2) year inspection cycle starting with the current year.

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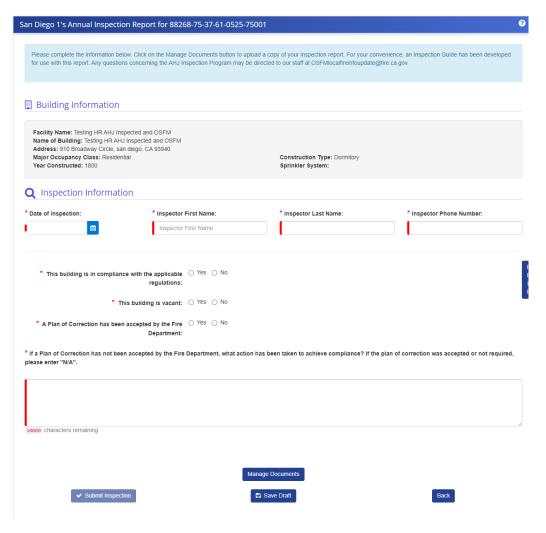


Figure 3 Inspection Reporting Screen

5 **UPDATING YOUR INVENTORY LIST**

Should you find that there are buildings that are:

- On your list but not within your jurisdiction
- Within your jurisdiction that are not on your list
- On your list but the building(s) no longer exists
- Information about a building on your list is incorrect

Please fill out an Inventory Spreadsheet and email it to OSFMLocalFireInfoUpdate@fire.ca.gov so we can update our database.

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