



# Office of the State Fire Marshal Fire and Life Safety Division Local Fire Department GOVmotus Priority Inspection Reporting Instructions

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](mailto: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>.

San Diego 1 's Priority Inspection Responsibility

On June 27, 2019, changes to Health and Safety Code Sections 13146.1 and 13217 require that the Chief of any city, county, or city and county fire department or fire protection district shall indicate in writing to the State Fire Marshal by June 30 of each applicable year if the inspections of jails or places of detention and high rise buildings in their response areas will be conducted by the Chief or the Chief's authorized representative. To meet this requirement, please review the list of buildings in the OSFM database located in your area and select whether your department/district or the OSFM will be responsible for the inspection. Within 30 days of your inspection of a building, click on the Report Inspection button to document your inspection.

If you see any schools or R-1/R-2's in the list, please select that your department/district will be performing the inspections unless you are deferring those inspections to the OSFM. For any other type of occupancies that you see listed below that are not mandated to be inspected/reported, please choose OSFM and use the AHJ GOVmotus Inventory Spreadsheet to identify these buildings and email it to [OSFMlocalfireinfoupdate@fire.ca.gov](mailto:OSFMlocalfireinfoupdate@fire.ca.gov) so that we can correct a setting so that you will not see them in the future. If you know of buildings in your area that are missing from this list, please use the AHJ GOVmotus Inventory Spreadsheet to document those buildings and email it to [OSFMlocalfireinfoupdate@fire.ca.gov](mailto:OSFMlocalfireinfoupdate@fire.ca.gov) and we will get the buildings added to the GOVmotus system.

License Verification

<b>SFM File Number:</b> 61212-40-37-44-0001-10001 <b>Street Address:</b> 15430 CAMPO ROAD, JAMUL, CA 93940 <b>Current Status:</b> Open <span style="color: red;">●</span> <b>Inspection Performed By:</b> <input type="radio"/> San Diego 1 <input checked="" type="radio"/> Office of the State Fire Marshal	<b>Facility Name:</b> Testing Jail AHJ Inspected <b>Previous Priority Inspection Performed:</b> 07/15/21 <b>Report To OSFM Required:</b> Yes	<b>Building Name:</b> Testing Jail AHJ Inspected <b>Schedule:</b> Biennial <b>Is High Rise:</b> No	<b>Program Classification:</b> County-Owned Adult Detention facilities <b>Next Inspection Due:</b> 07/15/23
<b>SFM File Number:</b> 87998-75-37-11-0288-75001 <b>Street Address:</b> 250 E. Main St., EL CAJON, CA 93940 <b>Current Status:</b> Open <span style="color: red;">●</span> <b>Inspection Performed By:</b> <input type="radio"/> San Diego 1 <input checked="" type="radio"/> Office of the State Fire Marshal	<b>Facility Name:</b> Testing HR AHJ Inspected <b>Previous Priority Inspection Performed:</b> 09/25/24 <b>Report To OSFM Required:</b> Yes	<b>Building Name:</b> Testing HR AHJ Inspected <b>Schedule:</b> Annual <b>Is High Rise:</b> Yes	<b>Program Classification:</b> Privately-owned high-rise facilities <b>Next Inspection Due:</b> 10/31/23
<b>SFM File Number:</b> 60414-52-37-21-0001-10001 <b>Street Address:</b> 30 N. GLOVER AVENUE, CHULA VISTA, CA 93940 <b>Current Status:</b> Report Not Required <b>Inspection Performed By:</b> <input checked="" type="radio"/> San Diego 1	<b>Facility Name:</b> Testing E AHJ Inspected <b>Previous Priority Inspection Performed:</b> 09/30/24 <b>Report To OSFM Required:</b> No	<b>Building Name:</b> Testing E AHJ Inspected <b>Schedule:</b> Annual <b>Is High Rise:</b> No	<b>Program Classification:</b> Public schools (Grades K through 12) <b>Next Inspection Due:</b> 10/31/23

View Inspection

Figure 1 AHJ Dashboard



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## 2 UNDERSTANDING THE DASHBOARD

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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.

<b>SFM File Number:</b> 61212-40-37-44-0001-10001	<b>Facility Name:</b> Testing Jail AHJ Inspected	<b>Building Name:</b> Testing Jail AHJ Inspected	<b>Program Classification:</b> County-Owned Adult Detention facilities
<b>Street Address:</b> 15430 CAMPO ROAD, JAMUL, CA 93940	<b>Previous Priority Inspection Performed:</b> 07/15/21	<b>Schedule:</b> Biennial	<b>Next Inspection Due:</b> 07/15/23
<b>Current Status:</b> Open <span style="color: red;">●</span>	<b>Report To OSFM Required:</b> Yes	<b>Is High Rise:</b> No	
<b>Inspection Performed By:</b>			
<input type="radio"/> San Diego 1 <input checked="" type="radio"/> Office of the State Fire Marshal			

Figure 2 Building Record Example

## 3 STATE MANDATED INSPECTION RESPONSIBILITIES

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### 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 30<sup>th</sup>.
  - 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 30<sup>th</sup>, 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

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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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San Diego 1's Annual Inspection Report for 88268-75-37-61-0525-75001

Please complete the information below. Click on the Manage Documents button to upload a copy of your inspection report. For your convenience, an Inspection Guide has been developed for use with this report. Any questions concerning the AHJ Inspection Program may be directed to our staff at [OSFMlocalfireinfoupdate@fire.ca.gov](mailto:OSFMlocalfireinfoupdate@fire.ca.gov).

### Building Information

Facility Name: Testing HR AHJ Inspected and OSFM  
Name of Building: Testing HR AHJ Inspected and OSFM  
Address: 910 Broadway Circle, san diego, CA 93940  
Major Occupancy Class: Residential  
Year Constructed: 1800  
Construction Type: Dormitory  
Sprinkler System:

### Inspection Information

\* Date of Inspection:

\* Inspector First Name:

\* Inspector Last Name:

\* Inspector Phone Number:

\* This building is in compliance with the applicable regulations:  Yes  No

\* This building is vacant:  Yes  No

\* A Plan of Correction has been accepted by the Fire Department:  Yes  No

\* If a Plan of Correction has not been accepted by the Fire Department, what action has been taken to achieve compliance? If the plan of correction was accepted or not required, please enter "N/A".

10000 characters remaining

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](mailto:OSFMLocalFireInfoUpdate@fire.ca.gov) so we can update our database.