



**Office of the State Fire Marshal
Fire and Life Safety Division
Plan Review Submittal Requirements Information**

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.

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Please see the information provided below prior to submitting your documents, and then see the [GETTING STARTED SECTION](#) when you are ready to submit.

2 DO YOU NEED A PERMIT?

- Work that requires a permit can be determined by reviewing California Code of Regulations (CCR) Title 24, Part 2 California Building Code (CBC) §105.2, and CCR Title 24 California Fire Code (CFC) §105.6 through §105.6.24. Additional information regarding required permits may be found at: [Project Elements That Can Be Started Ahead of OSFM Permitting](#)
- A separate GOVMOTUS permit application is required for each building and/or structure involved in a project
 - You no longer need to submit a separate permit application for each package and deferred items. These items will now be additional review approvals within the permit for the project.
 - For multiple buildings submitted in one plan set, each building will need a permit application. See the [MULTIPLE BUILDINGS IN ONE SET](#) section for more information

3 PRELIMINARY PROJECT REVIEW MEETINGS (OPTIONAL)

- Requires a GOVMOTUS application to be saved in DRAFT status prior to the meeting
- The application permit number shall be provided at time of a meeting request
- Staff time will be billed to the respective State agency via the identified application permit number

4 STATUS INQUIRIES

Plan Review queue times

- Plans are reviewed on a first come, first served basis
- Actual review time is dependent on the size, complexity, and quality of the documents provided



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Notifications

- **Updates are not provided during the review**
- GOVMotus and ProjectDox will auto-generate e-mail notifications at each review milestone within the process

5 DEFERRED APPROVALS

Deferred approvals will not be accepted for review until after the construction plans for the project have been approved and issued a permit.

The OSFM only allows the following elements to be deferred (unless otherwise previously approved):

- Fire Alarms/Emergency Voice Evacuation systems
- Fire Sprinklers/Suppression systems
- Emergency Responder Radio Coverage systems

Please state the types of systems being deferred (Ex: NFPA 13 (or 13R or 13D) Fire Sprinklers; NFPA 72 Manual (or Automatic) Fire Alarm system with Emergency Voice Evacuation; UL 300 or Clean Agent Fire Suppression system).

5.1 PAPER FORMAT

- Prior to mailing your deferred approval plans to our office, you need to make a New Review Request from within your GOVMotus permit application.
 - Once in your GOVMotus permit application, click on Create New Review Request in the Control Panel on the left side of the screen.
 - Choose the Plan Review Type from the dropdown. If the review type that you are submitting is not in the list provided, please email OSFMFireLifeSafetyGOVMotus@fire.ca.gov for assistance.
 - After you submit your review request, wait until you receive a notification from the OSFM that your request has been approved before mailing your plans to our office per the **PAPER PLAN REVIEW** section of this document.
 - All submittals should follow all requirements in the **PAPER PLAN REVIEW** section of this document.
- Provide the approved GOVMotus application number with submittal



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- Ensure the original approved construction plans have been uploaded into Manage Documents in the permit application

5.2 ELECTRONIC FORMAT

- Prior to uploading your deferred approval plans to ProjectDox, you need to make a New Review Request from within your GOVmotus permit application.
 - Once in your GOVmotus permit application, click on “Create New Review Request” in the Control Panel on the left side of the screen.
 - Choose the Plan Review Type from the dropdown. If the review type that you are submitting is not in the list provided, please email OSMFireLifeSafetyGOVmotus@fire.ca.gov for assistance.
- Your review request will be evaluated by our intake staff. If the requested review poses no issues, the review request will be accepted. After this acceptance, a new workflow will be created 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 your deferred approval 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.
 - Once all of your files are uploaded, complete your task.

6 BID AND REFERENCE DRAWINGS AND DOCUMENTS

6.1 PAPER AND ELECTRONIC PLANS

- All bid drawings and documents shall be clearly marked with a large label with the following text:
 - BID DOCUMENT – NOT FOR CONSTRUCTION
- All reference drawings and documents shall be clearly marked with a large label with the following text:
 - FOR REFERENCE ONLY – NOT FOR CONSTRUCTION
- Drawings from previous projects that are being submitted for reference shall be provided as a reduced scan onto a sheet for the new project (see example below)



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- If the reference drawings are part of a previously approved GOVmotus permit, the approved drawings can be referenced by identifying the GOVmotus permit number the plans were approved under in a note on the new submittal.

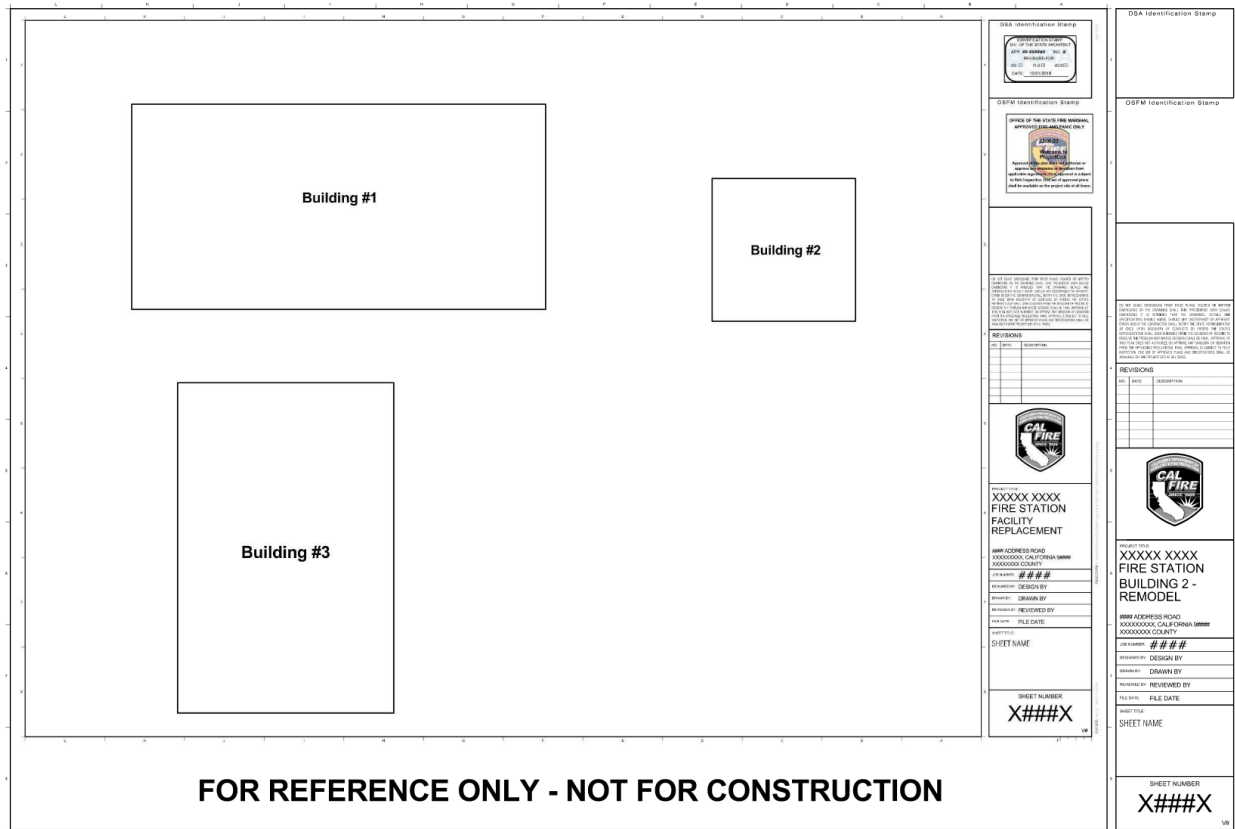


Figure 1 Example of For Reference Only

7 PARTIAL PERMITTING

For large projects wishing to utilize a partial review process, please see the [Partial Permitting Guidelines](#) document. Ensure each building in the scope of work has a permit as noted under the **DO YOU NEED A PERMIT?** section. For multiple buildings submitted in one plan set, each building will need a permit application. See the [MULTIPLE BUILDINGS IN ONE SET](#) section for more information



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8 LOCAL FIRE AUTHORITY – ACCESS APPROVAL FORM

This [form](#) must be submitted to the local fire department for them to review and approve the elements that directly impact their response to emergencies. The form shall accompany applicable plan sheets for the project. Once signed, the form must be scanned onto the plans prior to submission to the OSFM.

9 ALTERNATE MEANS AND METHODS REQUEST (AMMR)

- AMMR's shall utilize the existing GOVMOTUS project application
- AMMR's shall utilize the [REQUEST FOR ALTERNATE MEANS OF PROTECTION](#) form and be submitted with the plans for review
- If approved, the OSFM signed AMMR shall be scanned and placed on the construction drawings prior to permit approval.
- See a sample AMMR [here](#)

10 PERMIT EXTENSIONS

- Permits shall remain valid if the work is commenced within 12 months of their issuance unless the work authorized by the permit has been abandoned
- One or more extensions of time may be granted for periods of not more than 180 days per extension. Permit extensions shall not be extended beyond a 180-day period into a new code cycle that has taken effect
- The permittee shall request an extension in writing and demonstrate justifiable cause for the extension in accordance with the [OSFM permit extension process](#)



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11 OSFM ITEMS REQUIRED ON ALL PLANS

This is not an all-inclusive list of items that need to be included on a plan review. Please reference applicable codes and regulations for what other items may be needed based on the scope of the project.

- Building Data Analysis (*this section is to be provided in full on your drawing set with responses to each prompt*)
 1. Occupancy classification and use
 2. Building construction type
 3. Number of stories
 4. Actual building height
 5. Building area in Square Feet
 6. Area of project in Square Feet. (i.e. Tenant Improvements)
 7. Separated or Non-separated Use
 8. Allowable area per C.B.C.
 9. Area increase
 10. Height increase
 11. Fire Sprinklers (yes or no) Type: (Wet, Dry, Pre-action or Deluge)
 12. Fire Alarm (yes or no) Type: (Manual, Automatic, etc.)
 13. Other Fire Protection System, if any (yes or no)
 14. Smoke Control System (yes or no)
 15. Occupant load for entire building and each floor
 16. Year building was constructed
 17. Is building in High Fire Hazard Severity Zone (yes or no)
 18. Seismic Joints (yes or no) if yes, provide location
 19. Emergency Responder Radio Coverage (yes or no)
 20. High-rise (yes or no)
- GOVmotus Permit Application Number(s) (e.g. 24-N-1234-CP)



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12 OVER THE COUNTER (OTC) REVIEWS

12.1 WHAT CAN BE REVIEWED AS AN OTC?

Examples of projects that are acceptable for OTC review, limited to 60 minutes:

- Minor interior tenant improvements which do not affect the means of egress
- Reroofing
- Removal and replacement of roof or ground HVAC units
- Exterior and interior barrier removal & accessible path of travel improvements
- Exterior site improvements, such as fences, walls, utilities, and landscaping, etc. which do not affect the means of egress or the emergency vehicle access.
- Removal and replacement of existing exterior siding, windows, doors, and similar for Type V-B construction
- Alterations to fire sprinkler systems involving no more than 20 sprinklers
- Alterations to existing fire alarm systems involving no more than 20 devices or appliances.

Examples of projects that do not qualify for OTC review:

- Addition or expansion to an existing building
- New buildings
- Projects that include hazardous materials
- Projects that include high-piled storage
- Projects that take longer than 60 minutes to review
- Projects that include a change of occupancy classification
- Project that includes alterations to the means of egress such as rated corridors, interior and exterior stairs, ramps, or exit passageways
- Projects that include emergency power systems (Level 1) or stand-by power systems (Level 2) requiring compliance with CCR Title 24 California Electrical Code (CEC) Article 700, 701, California Fire Code (CFC) Section 1207, and National Fire Protection Association (NFPA) 110 or NFPA 111



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12.2 OTC INFORMATION

- Starting 2/5/2025, OTC hours will be held on Wednesdays from 8:30am to 12:30pm. Check-in starts at 8:00 am
- Projects are handled on a first come, first served basis with no guarantee of review depending on the number of applicants at the time of arrival
- Reviews are limited to one hour with the last appointment starting at 12:30pm
- Applications for a permit shall be completed in GOVmotus prior to arrival
 - Provide a copy of application when signing in for review
 - If the OTC is for a **BACKCHECK RESUBMITTAL, ADDENDUM**, or a **DEFERRED APPROVAL** review item for a project that has already been issued a permit, please complete the steps outlined in those sections of this document. You must already have the request for those types of reviews accepted by OSFM intake prior to arriving for an OTC review.
- Plans shall be in accordance with the requirements found under [PAPER PLAN REVIEW](#)
- Plans that have already been submitted through our normal process will not be taken out of the queue for an OTC review
- Due to limited space, one project representative and one design professional with signature authority will be allowed to attend the review
- **Electronic OTCs are not permitted at this time**

13 ADDENDUMS

For the purposes of our office, addendums are changes requested to be made to approved documents before work has commenced. Requests for addendums will utilize the existing permit that the original plans were approved under.

13.1 PAPER FORMAT

- Prior to mailing your revised plans to our office, you need to request an addendum review from within your GOVmotus permit application.
 - Once in your GOVmotus permit application, click on Create New Review Request in the Control Panel on the left side of the screen.
 - Choose the Plan Review Type from the dropdown. If the review type that you are submitting is not in the list provided, please email OSFMFireLifeSafetyGOVmotus@fire.ca.gov for assistance.



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- After you submit your review request, wait until you receive a notification from the OSFM that your request has been approved before mailing your plans to our office per the [PAPER PLAN REVIEW](#) section of this document.
- All submittals should follow all requirements in the [PAPER PLAN REVIEW](#) section of this document.
- Provide the approved GOVmotus application number with submittal
- Provide only the revised sheets for review
- Ensure the original approved plans have been uploaded into Manage Documents in the permit application
- Ensure that all revisions are clouded
- Provide a change narrative to assist the reviewer in identifying the changes made
- After approval, amended construction documents shall be slip sheeted into the previously approved set and the entire submittal shall be scanned and uploaded again as a complete set

13.2 ELECTRONIC FORMAT

- Please email OSFMFireLifeSafetyGOVmotus@fire.ca.gov to get a new workflow started in ProjectDox. In the email, include the permit number and the name of the addendum (Ex: Addendum #1).
- 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 addendum 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.



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14 MULTIPLE BUILDINGS IN ONE SET OF PLANS

As a submittal option, when there is work at the same facility location for multiple buildings in the scope of the project, all buildings may be submitted on one single set of plans, with a separate permit application for each building in the plan set. **This option does not allow ANY work on the buildings to commence until the entire plan set has been approved. If there is a need to start work on any building prior to full plan approval, that building must be submitted in a separate set of plans and must be removed from the multi-building submittal. Once a multi-building plan set has been submitted, this cannot be undone without starting the entire process over; please plan accordingly.**

The following are the requirements for submitting a multi-building plan set:

- Provide one single set of plans that complies with the OSFM [PAPER PLAN REVIEW](#) or [ELECTRONIC PLAN REVIEW](#) requirements
- Provide one application for each building in the plan set
 - List all permit application numbers on the cover sheet of the plan set with the building names next to them
 - Identify the permit application that will be the primary application for the project with the word “primary” next to the application number and building name. This should be the building that is scheduled to be completed last in the project. All plan review will occur under the primary permit application
 - The primary application shall be noted in the Master Permit Application field on the applications for the other buildings in the submittal.
 - If submitting on PAPER plans, all applications shall identify the format as “paper”
 - If submitting on ELECTRONIC plans, the “primary” permit application shall have the format identified as “electronic”, and all other applications for the set shall be identified as “paper”
- The multi-building plans will only need to be submitted under the primary application number



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15 PAPER PLAN REVIEW

All plans submitted for review must meet the following requirements or they will be returned unprocessed:

- Plans must be mailed to **2251 Harvard Street, Suite 130, Sacramento, CA 95815**
- Paper plans are accepted in the following sizes:
 - 22" x 34" (ANSI D)
 - 24" x 36" (ARCH D)
 - 30" x 42" (ARCH E1)
- 8 ½" x 11" for documents such as specification packages
- Appropriately bound (per item/volume)
- Weight of 40 pounds or less (per item/volume)
- Title Block and document cover page configurations shall be in accordance with the [**TITLE BLOCK CONFIGURATION AND STAMP LOCATION**](#)
- Plans shall be in accordance with the [**DRAWING SCALE REQUIREMENTS**](#)
- Plans shall be signed and stamped by the responsible licensed design professional
- Shall not contain pre-printed OSFM approval stamp block and language
- Only one copy of the submittal is required for review
- Once submitted, plans submitted in the paper plan format cannot be changed to the electronic format
- Plans ready to be picked up from our office are the responsibility of the applicant. Outgoing plans will be held for a maximum of 5 business days, after which they will be recycled if the applicant is unresponsive. Upon notification that your plans are ready to retrieve, there are two options:
 - Provide a mailing label and pickup service through a courier such as FedEx, UPS, or GLS. We have mailing supplies on hand if needed
 - Pick up the plans at our Sacramento office located at **2251 Harvard St., Suite 130, Sacramento, CA 95815**
- Once Paper plans are stamped approved and have been issued a Permit:
 - Drawings and other approved Project Documents must be scanned by you and uploaded into "Manage Documents" in the GovMotus permit application
 - Paper plans with multiple buildings in the plan set will only be uploaded to the primary permit designated for plan review



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- Amended construction documents shall be slip sheeted into the previously approved set and the entire submittal shall be uploaded again

16 ELECTRONIC PLAN REVIEW (EPR)

All plans submitted for electronic review must meet the following requirements or will be returned unprocessed:

- Shall not contain pre-printed OSFM approval stamp block and language
- File types for uploading shall be in accordance with the [DRAWING FILE REQUIREMENTS](#)
- Accepted sheet sizes shall be in accordance with the [TITLE BLOCK CONFIGURATION AND STAMP LOCATION](#)
- Title Block and document cover page configurations shall be in accordance with the [TITLE BLOCK CONFIGURATION AND STAMP LOCATION](#)
- Plans shall be in accordance with the [DRAWING SCALE REQUIREMENTS](#)
- Files shall be in accordance with [ELECTRONIC FILE NAMING STANDARDS](#)
- Files shall be electronically stamped and signed by the responsible licensed design professional
- Once submitted, plans submitted in the electronic format cannot be changed to a paper plan review format
- Once Electronic plans are approved, they can be downloaded from the Approved folder in ProjectDox

16.1 DRAWING FILE REQUIREMENTS

- **Drawing Files:** Each sheet/page of the drawing shall be uploaded as a separate file and in landscape view. Drawing files will be rejected if uploaded as a multi-page document or in an incorrect orientation. ***Every sheet must contain a version identifier in the bottom right corner of the drawing reflected as V1, V2, V3, etc. V1 is the first time the sheet has been submitted; V2 is after the full initial review; V3 is the after the second full review; etc. This will help identify sheets that you want removed from the review process after already being reviewed.***
- **Supporting Document Files:** All files required as part of the application submission, other than drawing files, e.g., Specifications, Structural Calculations, Geo-Tech Reports, Easement Letters, Product Data Sheets, shall be uploaded as individual multi-page documents in an appropriate orientation



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for the content they contain. ***The cover page for each supporting document must contain a version identifier in the bottom right corner of the page reflected as V1, V2, V3, etc. V1 is the first time the document has been submitted; V2 is after the full initial review; V3 is the after the second full review; etc. This will help identify documents that you want removed from the review process after already being reviewed.***

16.2 FILE TYPE REQUIREMENTS

- ALL Drawings and Documents shall be provided in PDF format
- Flatten all PDF files to the smallest possible size
- Supporting Documents: Searchable PDF files are required for calculations, reports, and other non-drawing files.
- ProjectDox does not support 3D files.

16.3 ELECTRONIC FILE NAMING STANDARDS

- All files should be numbered and named according to their order listed on your provided Title Sheet, Cover Sheet, or Table of Contents.
- As all submittals for a project will now be under one permit application number, we have created subfolders in the Drawings and Documents folders in ProjectDox to organize submissions.
 - Each folder is named for the type of submittals we typically receive and on the OSFM Partial Permitting process.
 - Each folder is named with a two-digit prefix number. Your Drawings and Document files will need to include this prefix to help provide clarity and help group the documents once they have been stamped and placed in the Approved folder
 - See Document File Naming Standards and Drawings File Naming Standards below for further file naming information. See the list of subfolders and prefixes below.
 - Please email OSFMFireLifeSafetyGOVmotus@fire.ca.gov if you have any questions on where to upload your files.



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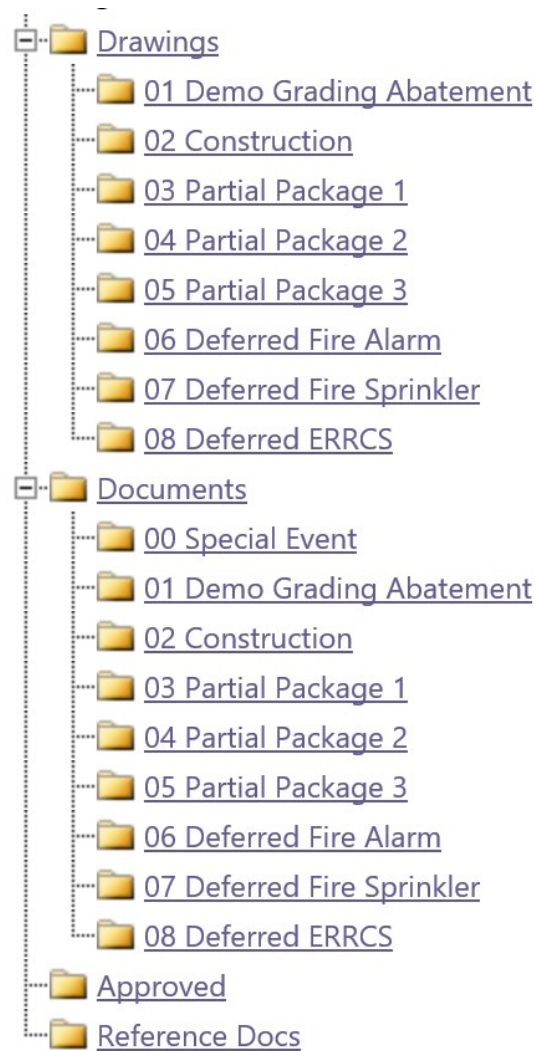


Figure 2 ProjectDox subfolder information

- Please limit the number of characters in the file name to 45 characters or less, no dashes, no special characters (&, %, #, etc.), do not include the date or version numbers
- Resubmittals: After a review by the OSFM, all sheets must be uploaded again and must be named exactly the same as the original file to allow for versioning. Do not put the version indicator in the file name. If there are sheets that need to be deleted or if you need assistance, please ask the review coordinator at OSFMFireLifeSafetyGOVmotus@fire.ca.gov



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16.3.1 Document File Naming Standards

Document files shall start with a two-digit subfolder prefix number to designate which Documents subfolder it should go in, followed by “-D” and then numbered in sequence with two-digits starting with “01”, followed by the name of the document. This revised naming convention will help group the documents once they have been stamped and placed in the Approved folder.

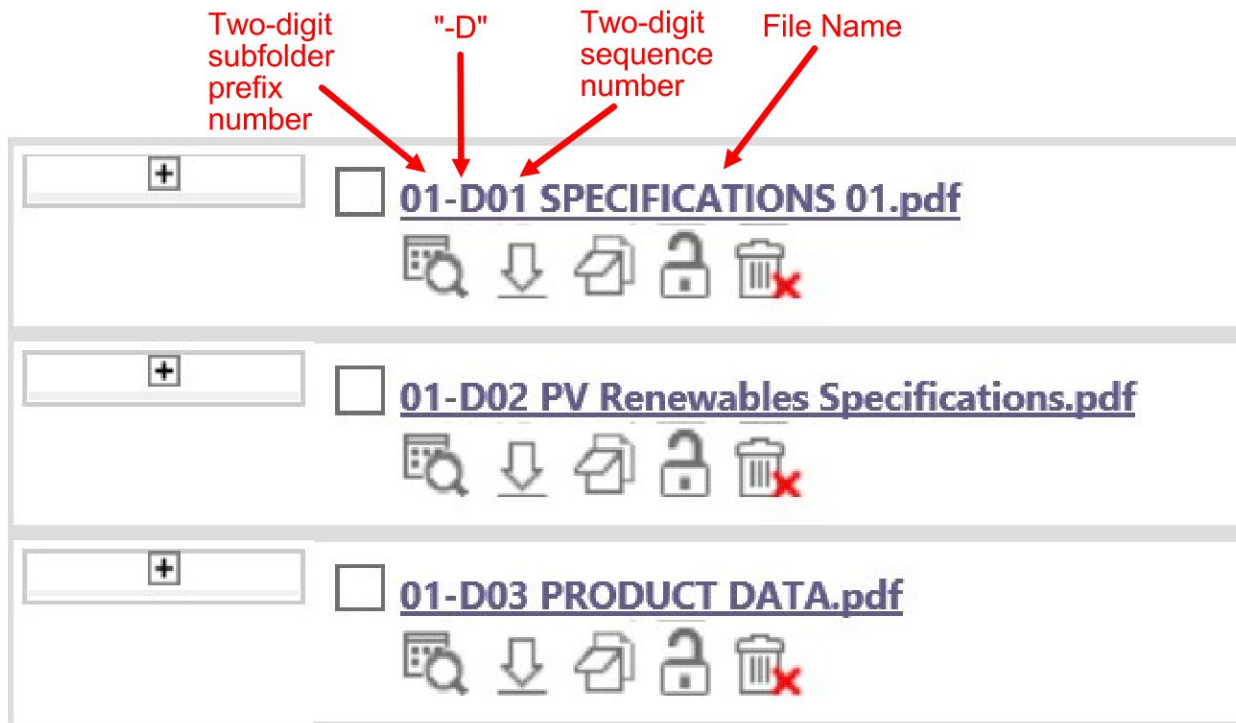


Figure 3 Document File Naming example

16.3.2 Drawings File Naming Standards

Drawing files shall start with a two-digit subfolder prefix number to designate which Drawings subfolder it should go in, followed by a dash. Then the rest of the file name follows our existing naming standard of a four-digit sequence number, the sheet number, and sheet name. This revised naming convention will help group the documents once they have been stamped and placed in the Approved folder.



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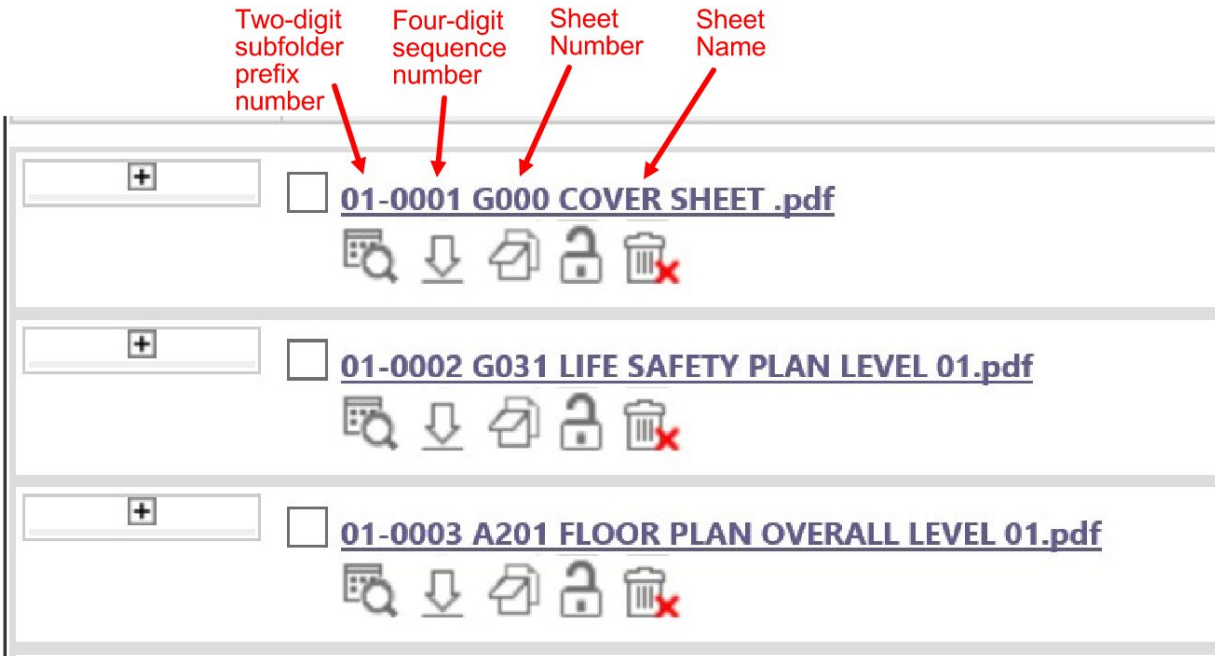


Figure 4 Drawings File Naming example

16.3.3 Adding Files to Your Completed Upload

After you have completed your initial upload, if you find that you need to add files between existing sheets, notify the review coordinator at OSMFireLifeSafetyGOVmotus@fire.ca.gov for assistance. To add your new documents or drawings to your already uploaded files, add a decimal to the four-digit sequence number as shown below:

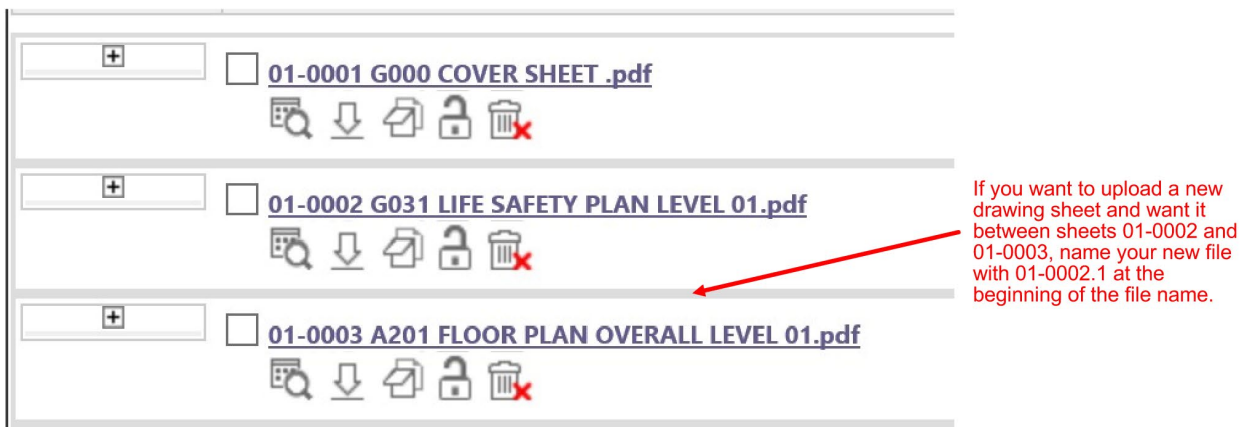
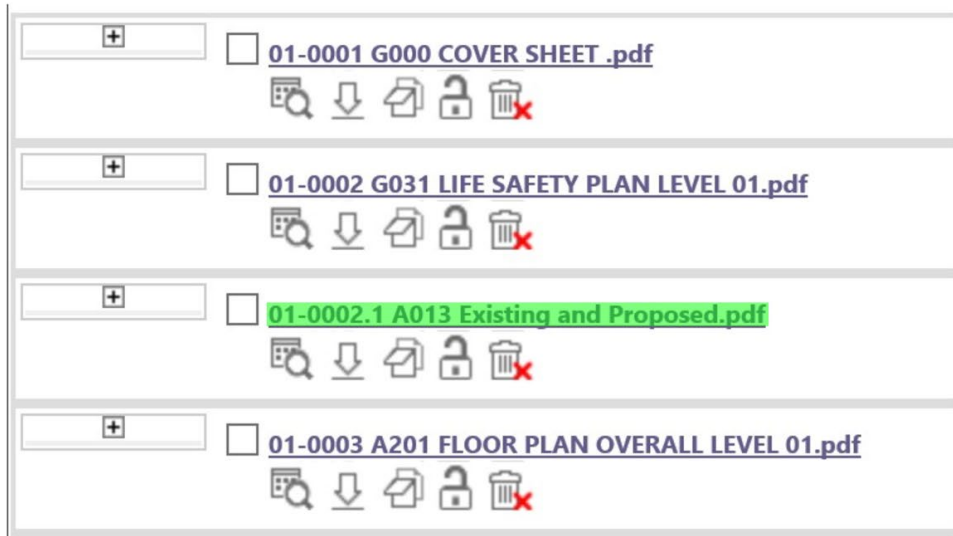


Figure 5 Adding Files to Your Completed Upload scenario



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Adding “01-0002.1” to the front of the file name of the additional document uploaded placed it in order between the files “01-0002 G031 LIFE SAFETY PLAN LEVEL 01” and “01-0003 A201 FLOOR PLAN OVERALL LEVEL 01”.



This inserts the file into the uploaded files in the order you want it to be in. If you need to insert more than nine (9) files in a row, add a zero after the decimal to keep them in order (Ex: 0002.01)

Figure 6 Adding Files to Your Completed Upload example



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17 TITLE BLOCK CONFIGURATION AND STAMP LOCATION

The location of the OSFM batch stamp has been coordinated with the Department of the State Architect (DSA) electronic stamp location. The OSFM batch stamp will be placed below the space allocated for the DSA stamp. The following locations are identified to ensure that when viewed, the OSFM Approval Stamp is visible and not truncated.

SHEET SIZE	TYPE	STAMP LOCATION	BOX DIMENSIONS
8.5" x 11"	Documents such as specification packages	From bottom righthand corner of the SHEET <ul style="list-style-type: none"> • Bottom of box is 1" up. • Top of box is 3.5" up. • Right side of box is 1" from righthand edge of sheet 	3.3" x 2.5" Cover page only
22" x 34"	(ANSI D) Paper plans Electronic Plans	From upper righthand corner of the SHEET <ul style="list-style-type: none"> • Top of box is 3.5" down Bottom of box is 6" down 	3.3" x 2.5" Provide dedicated space on each sheet
24" x 36"	(ARCH D) Paper plans Electronic Plans	From upper righthand corner of the SHEET <ul style="list-style-type: none"> • Top of box is 3.5" down • Bottom of box is 6" down 	3.3" x 2.5" Provide dedicated space on each sheet
30" x 42"	(ARCH E1) Paper Plans Electronic Plans	From upper righthand corner of the SHEET <ul style="list-style-type: none"> • Top of box is 3.5" down • Bottom of box is 6" down 	3.3" x 2.5" Provide dedicated space on each sheet
36" x 48"	(ARCH E) <u>Electronic Only</u>	From upper righthand corner of the SHEET <ul style="list-style-type: none"> • Top of box is 3.5" down • Bottom of box is 6" down 	3.3" x 2.5" Provide dedicated space on each sheet



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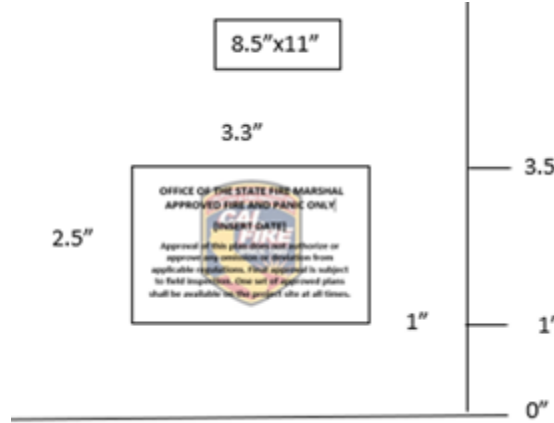


Figure 7 Stamp location on Documents

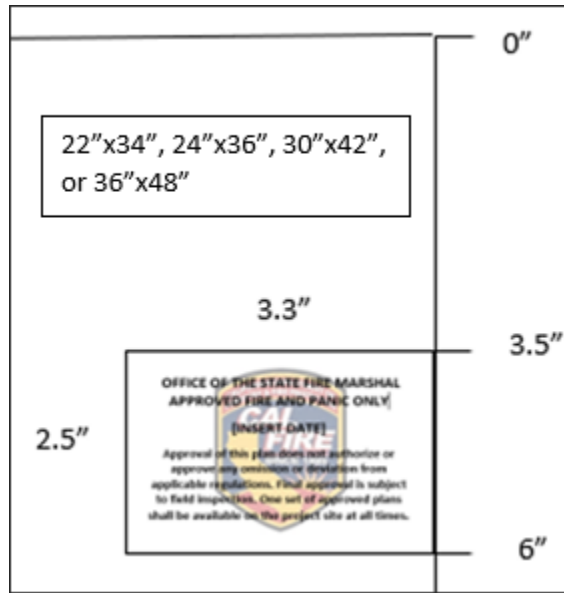


Figure 8 Stamp location on Drawings



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18 DRAWING SCALE REQUIREMENTS

- All plans must be drawn to scale
- Each sheet must have an independent scale:
 - e. 1in = 40ft or 3/16in = 1ft
- Each sheet must have a scale bar for each scale used on its respective sheet. Reflect a 3” bar for the designated scale.
- When more than one scale is used on a sheet, an independent scale must accompany the applicable detail.
- Fire alarm plans shall utilize 1/8” scale
 - Fire alarm plans shall contain a sheet with a legend of scale square outlines for wall and ceiling mounted strobe coverage areas for all candela ratings and ceiling heights per NFPA 72. See examples below. The legend shall identify the following for each outline:
 1. Mounting location: Wall or Ceiling
 2. Candela rating
 3. Max lens height
 4. Size of outline (same scale as the drawings)
- Specific requirements for ELECTRONIC plans
 - All drawings must be calibrated. This calibration shall be saved in the drawing ensuring it is available to the reviewer.
 - Fire alarm plans shall contain:
 1. A general note identifying required detector spacing based on NFPA 72
 2. To scale spacing outline templates shall be provided per the examples below



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**SMOKE DETECTOR COVERAGE
TEMPLATE
30' DIAMETER OR 21' TO CORNER**

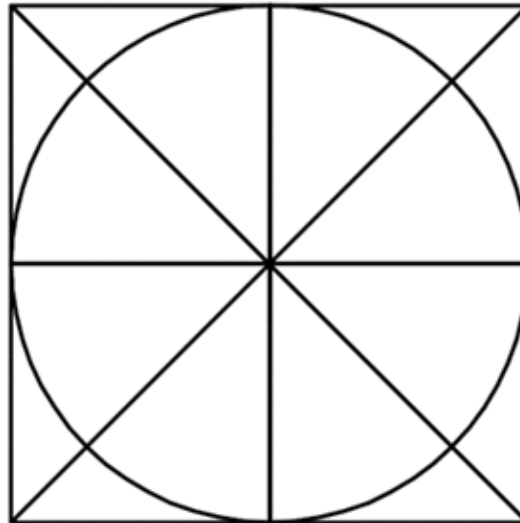


Figure 9 Smoke Detector Coverage Template

**HEAT DETECTOR COVERAGE
TEMPLATE
50' DIAMETER OR 35' TO CORNER**

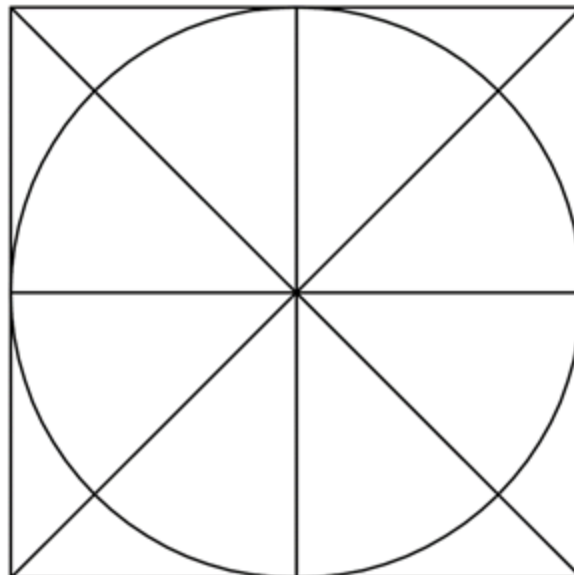


Figure 10 Heat Detector Coverage Template



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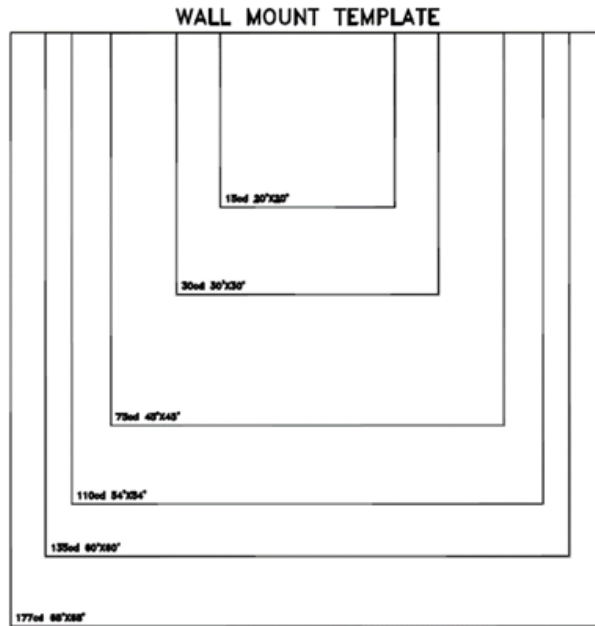


Figure 11 Wall mounted fire alarm coverage template

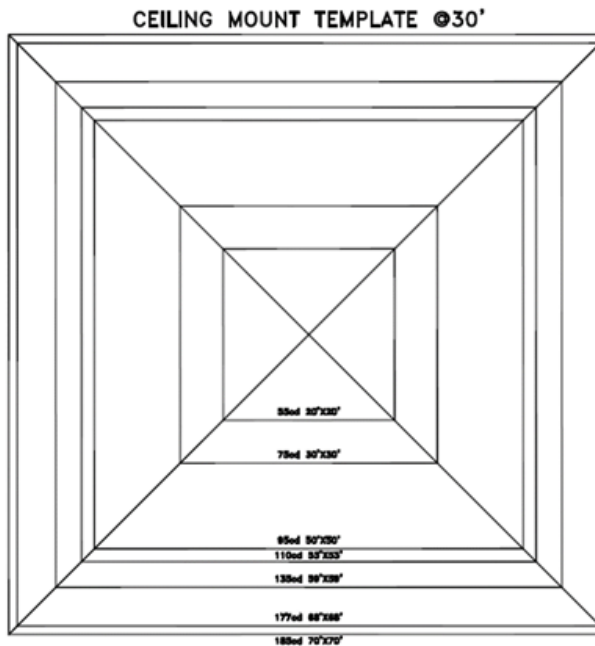


Figure 12 Ceiling mounted fire alarm coverage template at 30 feet high



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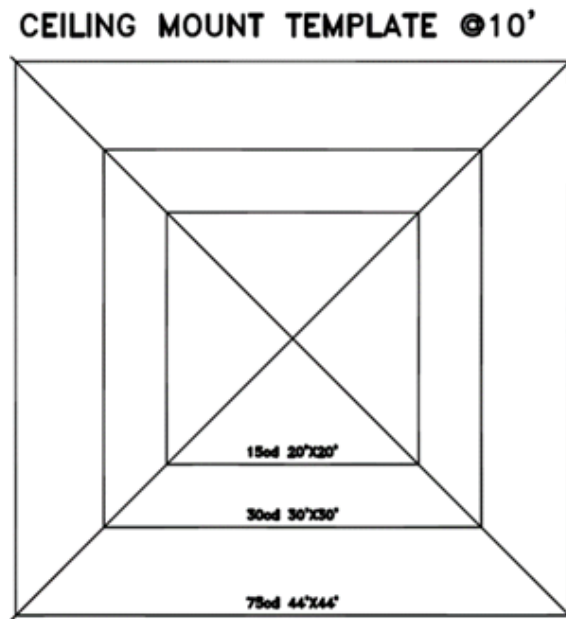


Figure 13 Ceiling mounted fire alarm coverage template at 10 feet high

19 GETTING STARTED – PLAN REVIEW APPLICATION AND SUBMISSION

Please ensure you have read all of the other requirements prior to following the steps below.

19.1 STEP 1 - SETTING UP YOUR INTERNET BROWSER

Utilize and Configure Google Chrome. (**if you can't access your settings or are using a different browser, consult with your IT department or look online for instructions on how to set your browser up as shown below)

- Access your browser settings from the upper right corner of the browser window by click on the vertical “three dot” menu.



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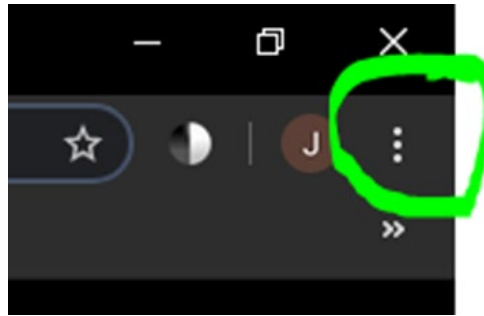


Figure 14 Google Chrome vertical "three dot" menu

- Click on settings from the menu that appears.

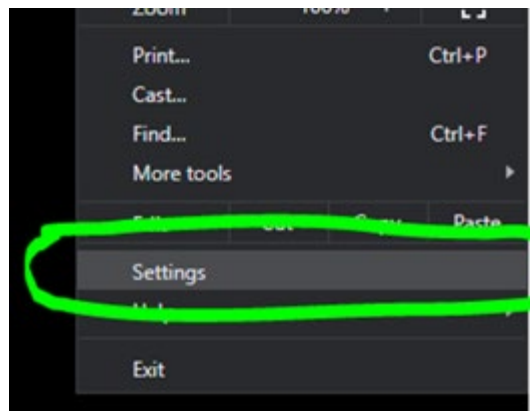


Figure 15 Google Chrome Settings option

- Under the section titled "Privacy and Security" click on "Site Settings" (on some versions of Chrome this is called "Content Settings")
 - If you do not see this section, scroll to the bottom of the page, and click on Advanced. This may also be accessible from the left side of your browser page.
 - Once the advanced features appear look for the "Privacy and Security" section and click on "Site Settings" or "Content Settings"
- Once under "Site/Content Settings", Look for "Pop-ups" or "Pop-ups and redirects" and click on it.

Under the "Pop-ups" section, go the "Allow" section and click on Add.



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Figure 16 Location to add sites to allow Pop-ups

- Once the add window appears, add the following sites, and ensure they appear under the allowed sites once completed:
 - <https://calfire.govmotus.org/>
 - <https://projectdox.ibts.org/>
- Close and re-open the browser and proceed to **Step 2**.

19.2 STEP 2 - ACCESSING THE PLAN REVIEW APPLICATION PORTAL

Log in to your existing GOVmotus account at <https://calfire.govmotus.org/>

If you do not have an account or forgot the user password, left mouse click on the respective “Register” button or “Forgot Password” hyperlink from this page to obtain or access a GOVmotus account.

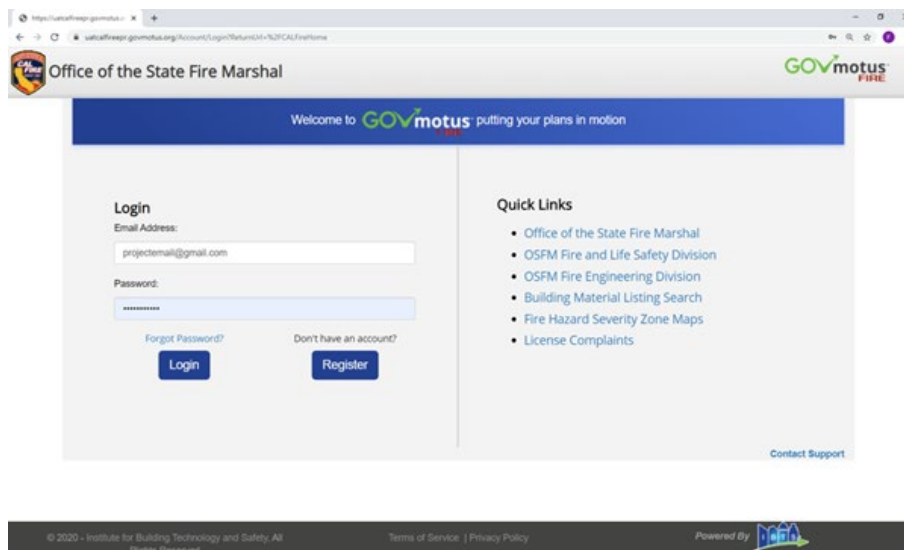


Figure 17 GOVmotus login screen

19.3 STEP 3 – STARTING A NEW PERMIT

Once logged in to your existing or new GOVmotus account, a list of the user’s projects, if any, will appear under “My Permits” service bar. Left mouse click on the “Apply for



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New Permit” button at the bottom left-hand side of the “My Permits” service bar to start a new application.

20-S-0049-SE-ER	Special Event	Pending Electronic Review	1/13/2020
20-S-0048-FA-ER	Fire Alarm	Pending Electronic Review	1/13/2020

Navigation: < 1 2 >

Apply for New Permit

Figure 18 Public User's dashboard and Apply for New Permit button

19.4 STEP 4 – COMPLETING THE PLAN REVIEW PERMIT APPLICATION

Complete the new application’s mandatory fields indicated with a red asterisk (*) on the left-hand side of each data field.

Below is helpful information for some of the fields on the GOVmotus application

- Project Name – identify the name of the building the application applies to after the Project Name
- Project Description – please enter a brief description of the scope of work
- Master Permit Number – This field is utilized on multi-building submittals. Please enter the complete approved construction permit number for the project in this field with the last two letters being “PI” regardless of permit status. (ex: 22-N-1234-C-PI)
- Schematic Drawing Checkbox – please select this if your plans are not ready for construction, such as bid documents.
- Building Contractor – this section is optional.
- Agency Name – is the name of the State agency the project is related to
- Agency Billing Code – is the billing account name for the State agency that is paying for the project
- Agency Contact Info section – is for the representative of the State agency that the project is related to, such as the Project Director
- Construction Cost – this is the overall construction cost for all elements of the project
 - For multi-building submittals on the same project, the construction cost should be entered on the primary permit application. The other buildings shall enter “0”.



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19.5 STEP 5 – IDENTIFY THE PLAN REVIEW FORMAT THE PROJECT WILL UTILIZE

Choose Electronic or Paper plan review:

- If choosing paper plans, complete **Steps 6 and 7**. After you submit your application, wait until you receive a notification from the OSFM that your application has been accepted before mailing your plans to our office per the **PAPER PLAN REVIEW** section of this document.
- If choosing electronic plans, complete **Steps 6 and 7**, then see **ELECTRONIC PLAN REVIEW** before continuing to **Step 8**.

* Plan Document Format Electronic Paper

Note: If your application is submitted indicating an Electronic plan format, you will be automatically re-directed to upload your plans after submission.

Figure 19 Plans can be submitted via paper or electronic plans

19.6 STEP 6 – FINISHING THE APPLICATION

When all mandatory fields are complete, the grey “Submit Application” button at the bottom of the screen will turn blue. Left mouse click to submit the application.

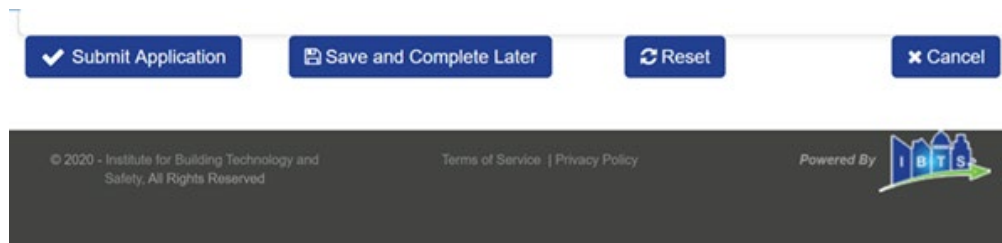


Figure 20 Public User's permit application control options

19.7 STEP 7 – COMPLETING THE PLAN SUBMITTAL CHECKLIST


Submitting the application will prompt the plan review checklist window to pop-up. All required fields with a red asterisk (*) must be verified and selected before the



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system will allow the application to be submitted by left clicking the submittal button at the bottom left-hand side of the page.

Plan Submittal Checklist

 Please check all required items noted below, as well as any additional items, indicating that you have included them in your submitted Plans.

* Indicates required field

Figure 21 Plan Submittal Checklist information

19.8 STEP 8 – SUBMITTING ELECTRONIC PLANS IN PROJECTDOX

Selecting the electronic plan document format on the GOVmotus application will require these additional steps to complete the application process.

To ensure projects are not continuing to create multiple permits within a project, the application process now requires the application to be accepted by the OSFM intake staff before you can upload your electronic plans into ProjectDox. You will receive an email informing you if your application has been accepted and the instructions below is how you will proceed. If OSFM intake staff determine that your permit application is an additional permit for the same project, they will reject it and provide direction on which permit application your additional review items need to be submitted under.

- After receiving the email that your GOVmotus application has been accepted, log into GOVmotus and open your permit application.
- In the Control Panel on the left side of the screen, click on Manage Plans to be taken to ProjectDox.



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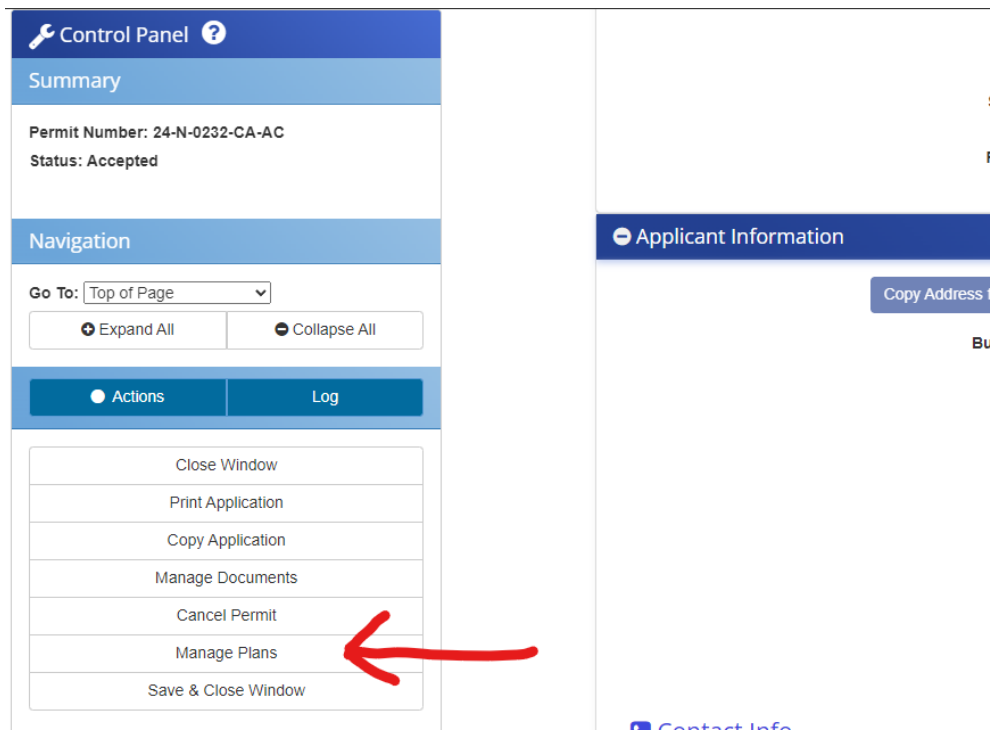


Figure 22 Manage Plans option to transition to the ProjectDox site

- Select the “Upload and Submit” task hyperlink and left mouse click to upload design documents.

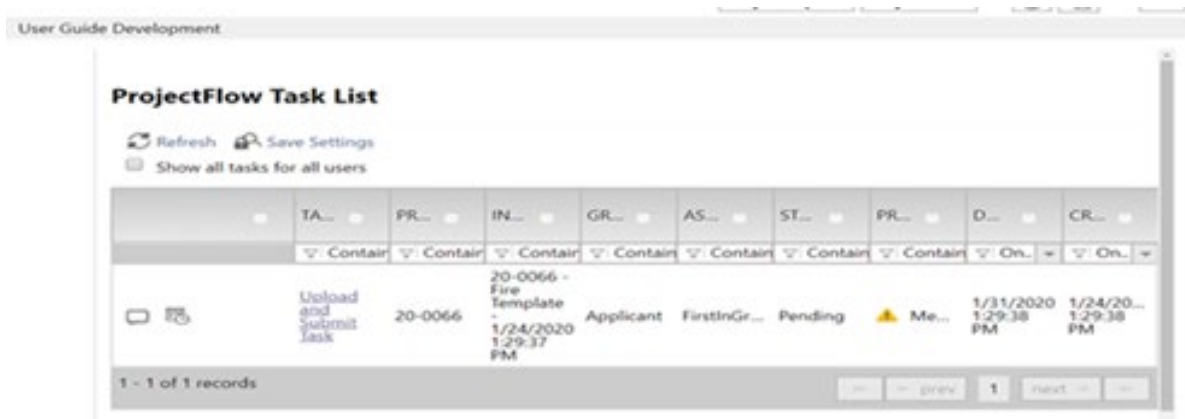


Figure 23 ProjectDox task hyperlink location

- A window pops-up asking if you want to accept the task. Left mouse click “OK”.



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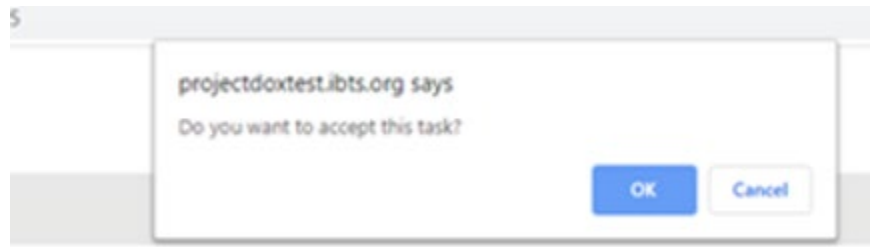


Figure 24 ProjectDox task acceptance confirmation

- The “Upload and Submit” window will pop-up.
- For our new process of reviewing all submittals for a project under one permit application number, click on the arrows next to the folder names to show the subfolders. Based on how your project is set up to be submitted, choose the appropriate folders to upload your Drawings and Documents.

Select destination folder for files:

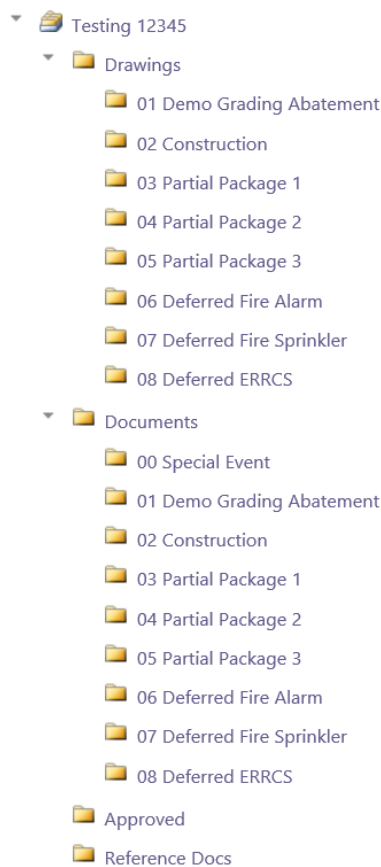


Figure 25 ProjectDox subfolders



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- Left mouse click “Select Files to Upload” button.

Select your files to upload to this folder:



Figure 26 Select Files to Upload button

- Left mouse click “Browse For Files”. Then find the files to be uploaded from the computer then double left mouse click or drag files to the window in preparation for upload.

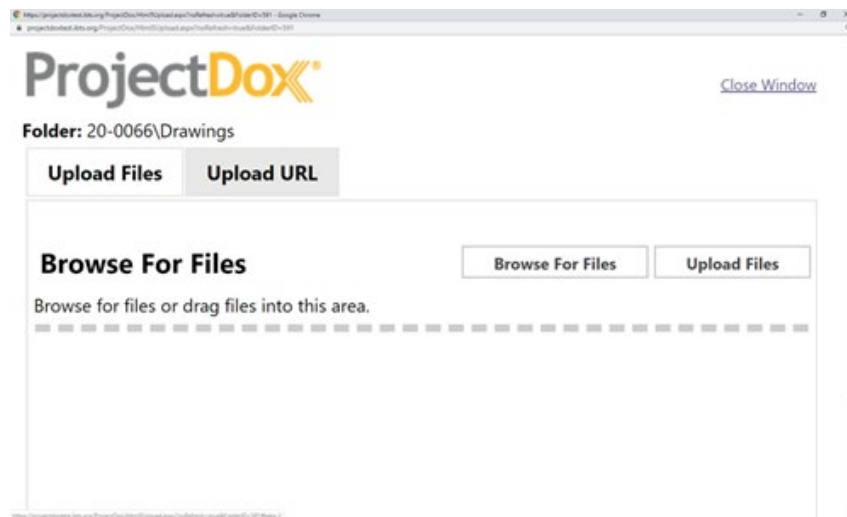


Figure 27 Browse for Files screen

- Left mouse click on the “Upload” Files” button to transfer the data over to Project Dox.



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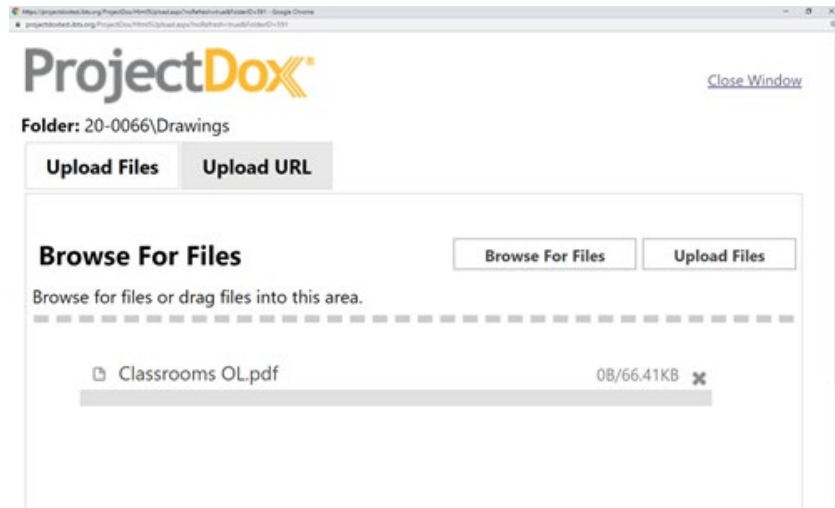


Figure 28 Browse for Files screen after a file has been selected

- Once the data transfer is complete, left mouse click the “Upload Task Complete” box

Upload Task Complete (I have uploaded all required drawings and/or documents)

Figure 29 Task Complete checkbox

- Then left mouse click the “Upload Complete - Submit” button at the bottom right-hand side of the page.

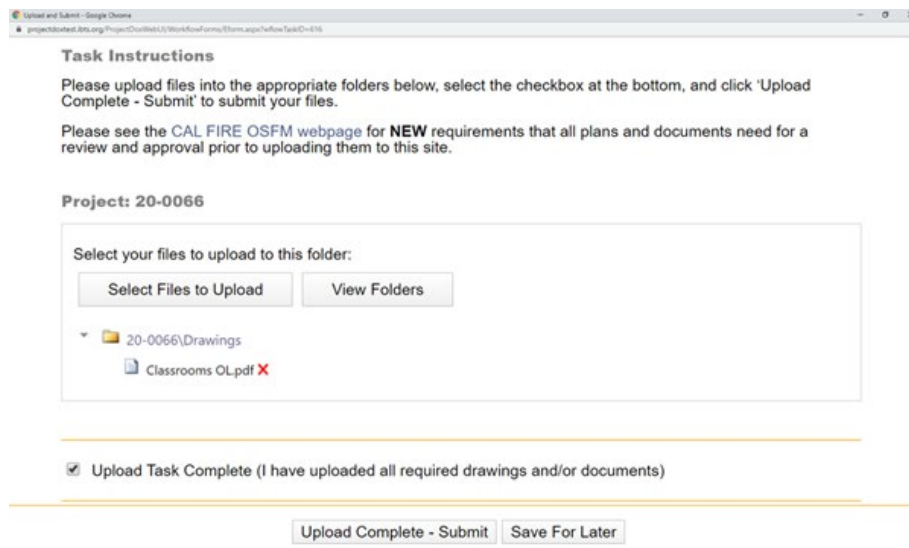


Figure 30 Task screen with Upload Complete - Submit button



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- Upload Completed: A thank you window will pop-up and inform the user that the project has been successfully submitted into the prescreen process of Office of State Fire Marshal plan review.

20 RESPONSE TO PLAN REVIEW COMMENTS AND BACKCHECK RESUBMITTAL

20.1 PAPER FORMAT

- To submit your revised plans for a backcheck review:
 - Prior to mailing your revised plans to our office, you need to request a backcheck review from within your GOVMotus permit application.
 - Once in your GOVMotus permit application, click on Create Backcheck Request in the Control Panel on the left side of the screen.
 - Choose the deficient plan review for which you are submitting revised plans. If the review that you are submitting for is not shown, please email OSFMFireLifeSafetyGOVMotus@fire.ca.gov for assistance.
 - After completing the backcheck review request, your review request will be evaluated by our intake staff. If the requested review poses no issues, the review request will be accepted.
 - After you receive this acceptance, you may mail your plans.
 - Provide the approved GOVMotus application number with your submittal
 - Provide a change narrative to assist the reviewer in identifying the changes made
 - Provide an entirely new set of plans that includes your revisions
 - Provide most recent redline check set.
 - Provide deficiency responses.
 - Ensure that all revisions are clouded.

20.2 ELECTRONIC FORMAT

- Comments can come in two forms:
 - Plan Review Changemark – a sheet specific correction relating to a code deficiency. This will be under a Respond and Resubmit task.
 - Prescreen Checklist Item – identifies general intake requirements noted in these instructions that were not followed. This will be under a Prescreen Corrections task.



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- All correction items will require a response in ProjectDox from the Applicant on how the item was corrected.
 - This is similar to a narrative response, but comes in an electronic form that can be viewed after accepting the Respond and Resubmit or Prescreen Correction task and the task window appears.
 - To access this list, first make sure you are clicking on the appropriate task link near the middle of the screen for the workflow you are working under. Our new process can allow multiple workflows to be active in the same ProjectDox Project at the same time (Ex: Deferred Fire Alarm and Deferred Fire Sprinklers). If you do not see a task for the workflow you are working under, please email OSFMFireLifeSafetyGOVmotus@fire.ca.gov for assistance.
 - Once you have opened the appropriate task, the Task Window will open up. Scroll down and click on the “View/Edit Changemark Items” or “View/Edit Checklist Items” buttons to view the deficiencies we have noted. Provide your responses in the far right column of the Changemark Viewer labeled “Applicant Response”. If you have any questions, email OSFMFireLifeSafetyGOVmotus@fire.ca.gov for assistance.
 - To help clarify comments, you can also “publish” the red line comments into a PDF. To do this (see instructions and example below):
 - Opening each drawing or documents markup layer by clicking on the symbol shown as item #1, clicking “View” as shown in item #2 for all layers shown, then clicking the “View/Edit” button marked item #3
 - Once the viewing window opens with markups shown, click on “Publish” at the top of the viewing window.
 - When the Publish window appears, choose the criteria for a PDF of the document with markups.



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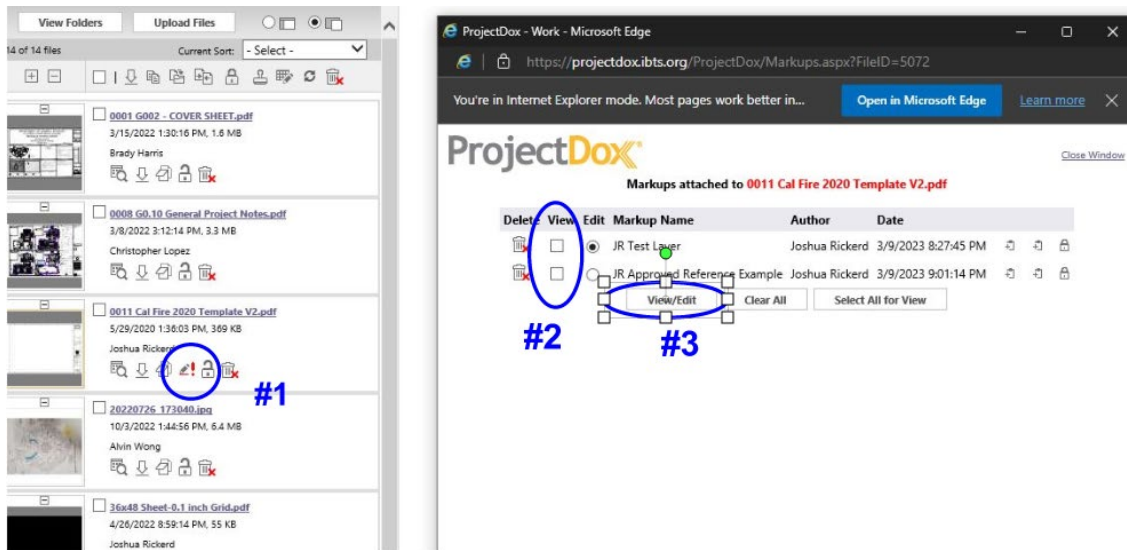


Figure 31 Steps to view markups



Figure 32 Publish markups location

- If you do not see “Publish” at the top of the viewing window, please reach out to our staff at OSFMFireLifeSafetyGOVmotus@fire.ca.gov for assistance.
 - Complete the Prescreen Corrections or Respond and Resubmit task:
 - Upload the revised documents and drawings to the correct folders. If you have a Respond and Resubmit task, you need to make sure your file names match the previous names in the file you will upload them to. The only exception is if you are adding new files. See [FILE NAMING STANDARDS](#)
 - If you need previously submitted sheets or documents removed because they are no longer part of your submittal, email OSFMFireLifeSafetyGOVmotus@fire.ca.gov for assistance.
 - Verify the task instructions have been completed by clicking the checkboxes
 - Click the “Complete” button to finish the task.



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21 COMMON MISTAKES

Uploading files into the wrong folders

- Drawing sheets should be uploaded into the drawing folder and documents should be uploaded into the documents folder.
- Based on our new process, make sure you are in the correct subfolder for the files you are submitting.

Incorrect document orientation

- Drawing sheets should be uploaded in landscape. Supporting documents should be in an appropriate orientation for the content they contain.

Drawing file requirements not followed

- Each drawing sheet needs to be uploaded as a singular file. Documents should be uploaded as a whole and not individual sheets.

File naming standards not followed

- Drawing sheet file names should follow our drawing file naming convention.

Tasks not being completed

- Complete your task when you are done uploading all applicable drawing and documents.

Automatic Sign Outs

- The system will time automatically sign you out after 120 minutes of inactivity. Please save and save often.