



Office of the State Fire Marshal
Fire and Life Safety Division
Special Event Submittal Requirements Information

These instructions are for events 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.

Special event applications and associated documents shall be submitted to the OSFM FLS per the requirements below no later than 10 business days before the opening of the event.

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Please see the information provided below prior to submitting your documents and the **[GETTING STARTED SECTION](#)**.

2 DO YOU NEED A PERMIT?

A special event scheduled to occur within a State-Owned Building, property, or Specified State-Occupied buildings require an OSFM Special Event permit. Further information defining State-Owned and Specified State-Occupied buildings may be found in CCR Title 24, Part 1 California Administrative Code Chapter 3.



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3 ELECTRONIC PLAN REVIEW

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

- Must contain the [OSFM Special Events Cover Page](#) as the first page of the submittal in accordance with the [DRAWING FILE REQUIREMENTS](#)
- Must not contain pre-printed SFM approval stamp block and language
- File types for uploading shall be in accordance with the [FILE TYPE REQUIREMENTS](#)
- Accepted sheet sizes will 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](#)
- Files shall be in accordance with [ELECTRONIC FILE NAMING STANDARDS](#)

3.1 DRAWING FILE REQUIREMENTS

- **Drawing Files:** For Special Events, all documents will be required to be uploaded as one, multi-page PDF document, with the OSFM Special Events Cover Page as the first page. ***Every sheet must contain an identifier in the bottom right corner of the document reflected as V1, V2, V3, etc. V1 is the first time the sheet has been submitted; V2 is the second time; V3 is the third; etc.***

3.2 FILE TYPE REQUIREMENTS

ACCEPTABLE FORMATS	
Drawings/Documents	.PDF



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3.3 ELECTRONIC FILE NAMING STANDARDS

- The file name shall be the name of the event. No abbreviations.
- 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, the entire submittal must be uploaded again and must be named exactly the same as the original file to allow for versioning. ***All sheets in the resubmittal must have an identifier in the bottom right corner of the document 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 after the second full review; etc. Sheets you want removed from the resubmittal do not need to be included in the upload with the rest of the sheets in the resubmittal.*** If you need help with this, please ask.

3.4 TITLE BLOCK CONFIGURATION AND STAMP LOCATION

The following locations are identified to ensure that when viewed, the OSFM Approval Stamp is visible and not truncated. Special Events are required to have the first page of the submittal be the OSFM Special Events Cover Page, which already has the area cleared for the approval stamp on the 8.5” x 11” page.

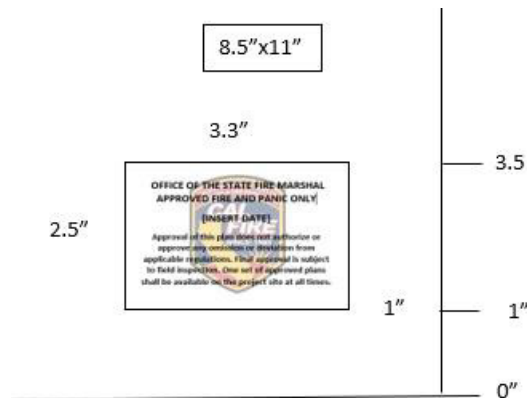


Figure 1 Document Stamp Location Example



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4 GETTING STARTED – SPECIAL EVENTS

SE STEP 1: 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.

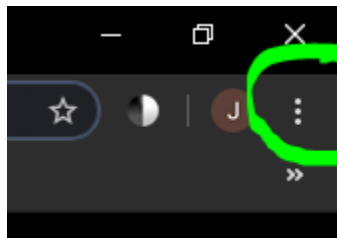


Figure 2 Google Chrome vertical "three dot" menu

- Click on settings from the menu that appears.

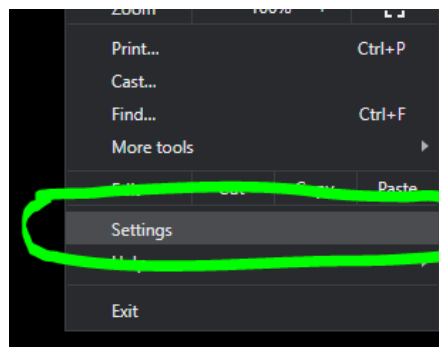


Figure 3 Google Chrome settings option

- 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



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- 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.



Figure 4 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**.

SE STEP 2: 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.

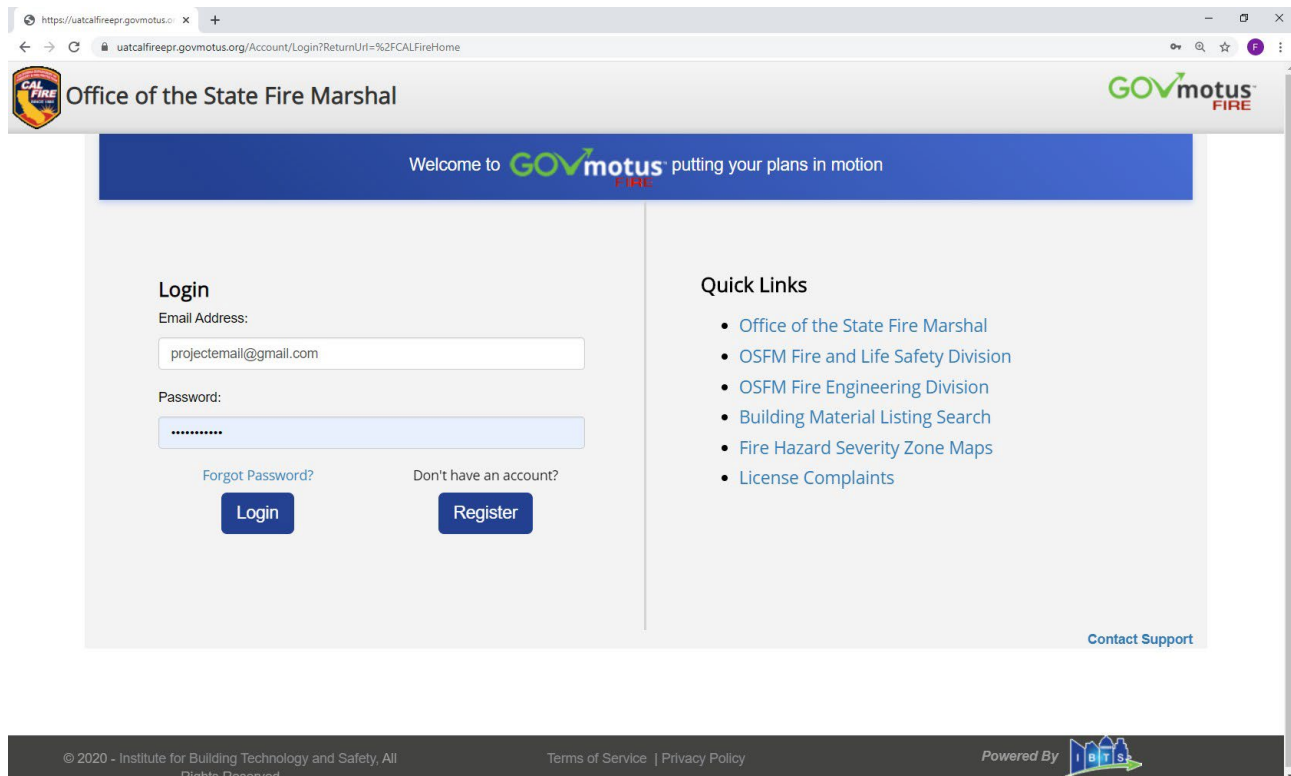


Figure 5 GOVmotus login screen



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SE STEP 3: 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 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

« 1 2 »

Apply for New Permit

Figure 6 Public User's dashboard and Apply for New Permit button

SE STEP 4: Complete the new application’s mandatory fields indicated with a red asterisk (*) on the left-hand side of each data field.

SE STEP 5: Choose Electronic plans format and complete **Steps 6 and 7.**

* 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 7 Special Events must choose electronic format

SE STEP 6: 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.

Submit Application Save and Complete Later Reset Cancel

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Figure 8 Public User's permit application control options



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SE STEP 7: Selecting the electronic plan document format at GOVmotus application submittal will require these additional steps to complete the application process.

- 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.

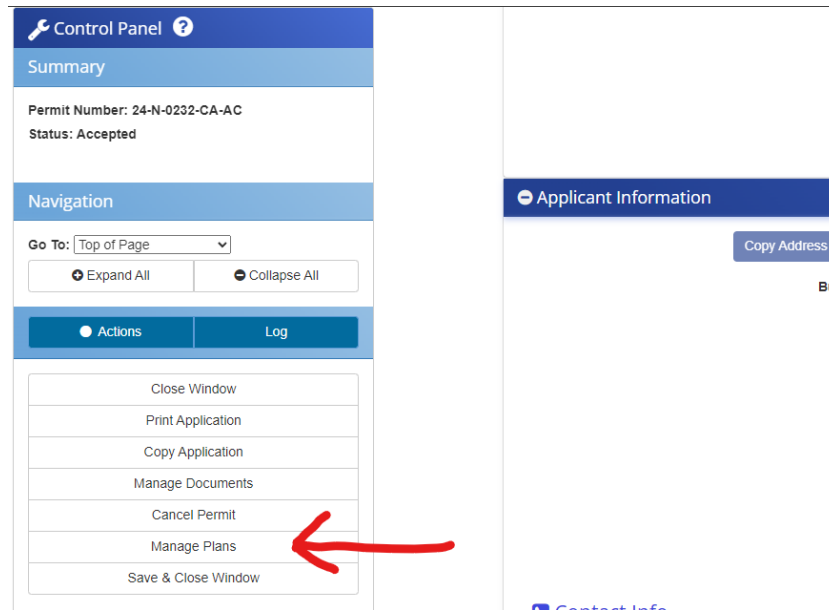


Figure 9 Manage Plans option to transition to the ProjectDox site

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

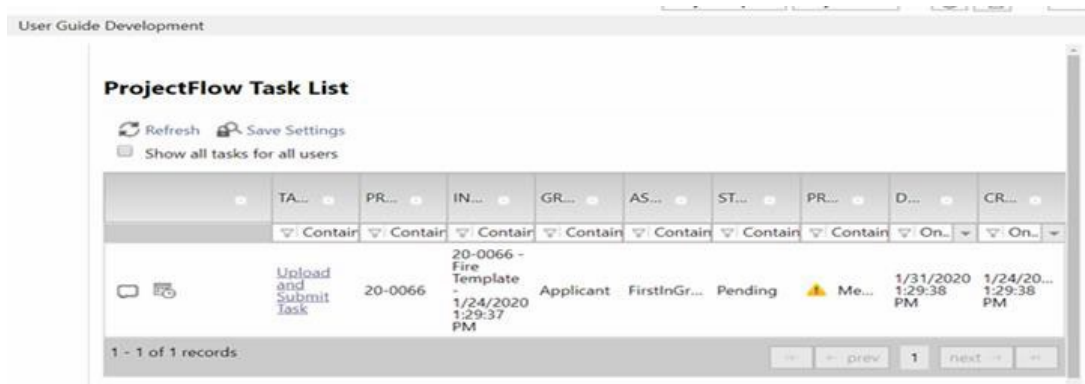


Figure 10 ProjectDox task hyperlink location



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

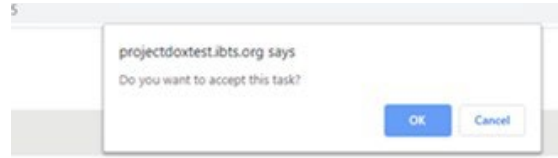


Figure 11 ProjectDox task acceptance confirmation

- The “Upload and Submit” window will pop-up.
- Select the subfolder in the Documents folder labeled “00 Special Event and left mouse click the folder hyperlink.

Select destination folder for files:

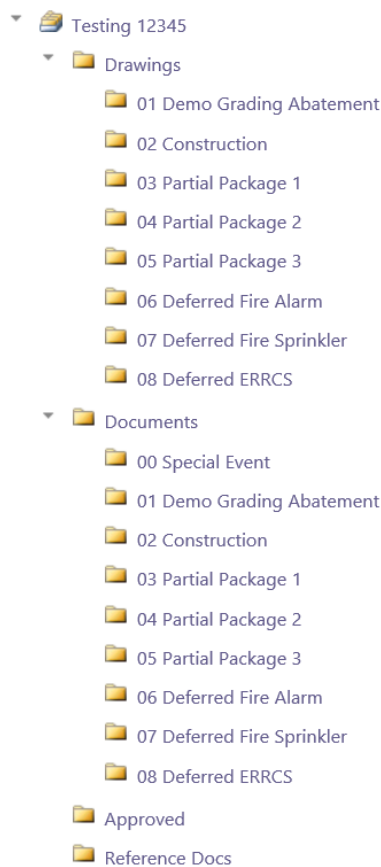


Figure 12 ProjectDox subfolders



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

Select your files to upload to this folder:

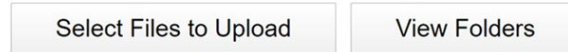


Figure 13 Select Files to Upload button

- 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.

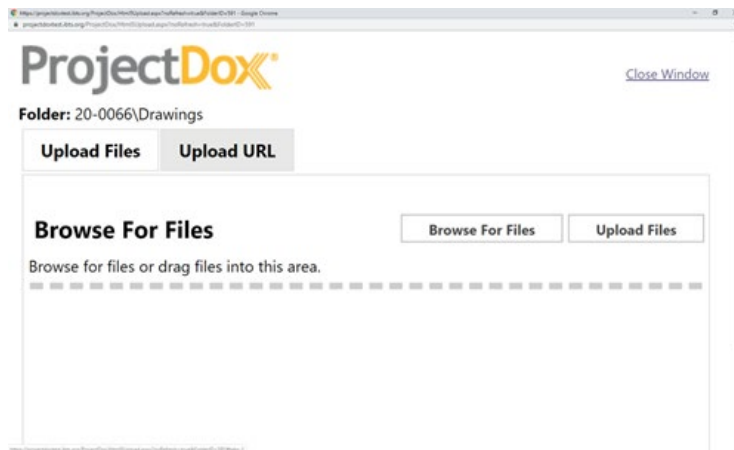


Figure 14 Browse for Files screen

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

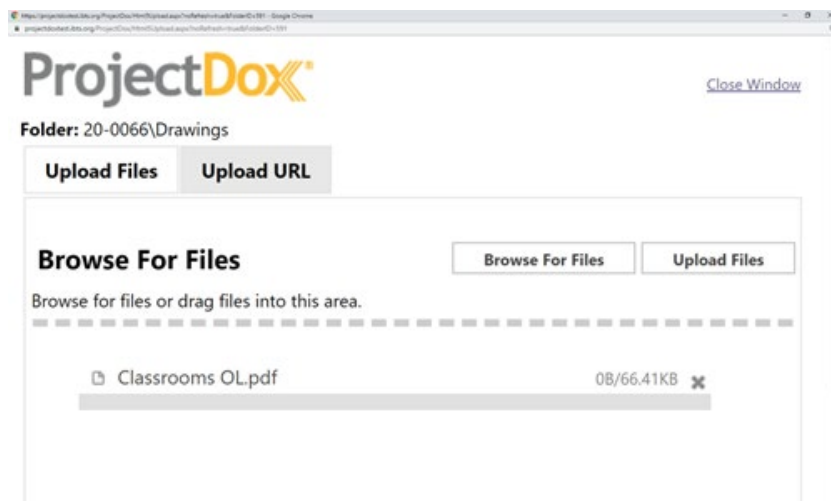


Figure 15 Browse for Files screen after a file has been selected



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- 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 16 Task Complete checkbox

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

Task Instructions

Please upload files into the appropriate folders below, select the checkbox at the bottom, and click 'Upload Complete - Submit' to submit your files.

Please see the CAL FIRE OSFM webpage for **NEW** requirements that all plans and documents need for a review and approval prior to uploading them to this site.

Project: 20-0066

Select your files to upload to this folder:

Select Files to Upload View Folders

20-0066\Drawings

Classrooms OL.pdf

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

Upload Complete - Submit Save For Later

Figure 17 Task screen with Upload Complete

- 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.



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5 RESPONSE TO PLAN REVIEW COMMENTS AND BACKCHECK RESUBMITTAL

Electronic Format

- Comments can come in two forms:
 - Plan Review Changemark – a page 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.
- All correction items will require a response from the Applicant in ProjectDox 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 PrescreenCorrection task and the task window appears.
 - To access this list, first click on the task link near the middle of the screen. 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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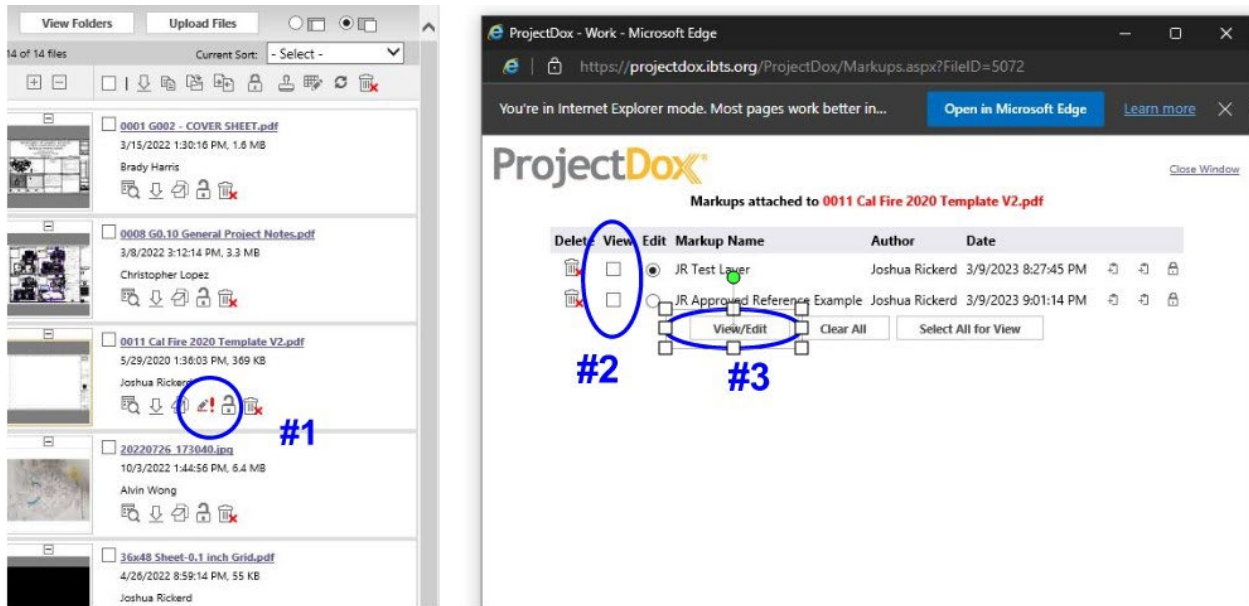


Figure 18 Steps to view markups



Figure 19 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 Respond and Resubmit task which includes uploading the revised file to the Documents subfolder labeled Special Event, and make sure your file name matches the previous name of the file you uploaded the first time. See **[ELECTRONIC FILE NAMING STANDARDS](#)**
 - If you need documents removed, 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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6 AFTER PERMIT ISSUANCE

6.1 SCHEDULE INSPECTIONS

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

6.2 SIGNING REPORTS

All OSFM reports must be signed prior to issuance of a Certificate of Occupancy/Completion. Field Deputies will need all event staff that are signing personnel to either have access to the GOVmotus account for the event to sign reports, or each event 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 #86773	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 #86784	1 Harpst, Arcata, CA 95521	8/10/2022	Signature Required
Inspection #86783	112 gold hill road, Orville, 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 #86774	24900 Highway 202, Tehachapi, CA 93311	8/10/2022	All Reports Signed
Inspection #86775	1234 Fake Street, Sacramento, CA 95999	8/10/2022	Signature Required
Inspection #86764	5181 Highway 140, MARIPOSA, CA	8/10/2022	Signature Required

Figure 20 Public User's My Signature Required section and status



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My Signatures Required				
Permit No: 24-N-0021-CA-PI				
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 21 Public User's project reports screen

- 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.

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 #
PROJECT ADDRESS: 240 E Hacienda Ave., Campbell, CA 95008

INSPECTION INFORMATION

Inspection Number: 90329 Inspection Type: Labeling
Inspection Date: 05/20/2024 Inspection Status: Partial Pass
Inspector: Josh Rickard
Inspector Signature: *JR Test*
Inspection Comments: Testing
Total Inspectable Items: 1

Inspectable Items:

Accompanied By: JoshUAT RickardUAT Title: TEst
Discussed With: JoshUAT RickardUAT 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

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 Back

Figure 22 Public User area to sketch their signature



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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

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OWNER/AGENCY: A F Bray Superior Court FHS ZONE: Non-Very High (Default)
SFM #
PROJECT ADDRESS: 240 E Hacienda Ave., Campbell, CA 95008

INSPECTION INFORMATION

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

COMMENTS OR QUESTIONS ABOUT INSPECTION SERVICES
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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

Upload Signature Signature Preview

Upload only one image Your saved signature will appear here

Choose File No file chosen

Upload

Submit Signature Back

Figure 23 Pubic User's upload signature option



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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

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Accompanied By:
Signed:

COMMENTS OR QUESTIONS ABOUT INSPECTION SERVICES
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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

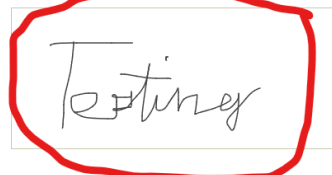
Click and drag in the box below to draw your signature

[Save](#) [Clear](#)

[Submit Signature](#)

Signature Preview

Your saved signature will appear here



[Back](#)

Figure 24 Public User's signature preview area



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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

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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

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

Back



Figure 25 Signature submit button



Office of the State Fire Marshal Fire and Life Safety Division Special Event Submittal Requirements Information

- 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.

7 COMMON MISTAKES

Uploading files into the wrong folders

- Special Events shall have the one multipage submittal uploaded into the Documents “00 Special Event” subfolder.

Not adding the OSFM Special Events Cover Page

- This is required to be the first page of your multipage submittal.

Incorrect document orientation

- All pages shall be orientated so that text is upright when loaded and will not require page rotation to read.

Drawing file requirements not followed

- Special Event file should be uploaded as a multipage file and not individual files.

File naming standards not followed

- Special Event file shall be the event name. No abbreviations.

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.