



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

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

## **1 TABLE OF CONTENTS**

---

2	UPLOADING APPROVED PAPER PLANS.....	2
3	CHANGE ORDERS.....	2
4	SCHEDULE INSPECTIONS.....	3
5	SIGNING REPORTS.....	4



# Office of the State Fire Marshal

## Fire and Life Safety Division

### After Permit Issuance/During Construction Information

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

## 2 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)

## 3 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.

### 3.1 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 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 will be slip sheeted into the construction set and uploaded into the Manage Documents of the permit application



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

### 3.2 ELECTRONIC FORMAT

- The uploading of change orders to ProjectDox should be coordinated with the Deputy State Fire Marshal assigned to your project. They will need to ensure that ProjectDox is set up to receive your change order documents.
  - If you do not know who your field deputy is, please contact the supervisor who services that county in which the project is taking place [OSFM Fire & Life Safety Contact List](#)
- Provide a change narrative to assist reviewer in identifying changes made and upload it to the Reference Docs folder
- Once you have been notified that ProjectDox is ready, upload your revised drawings and documents to the “Change Order” folder of your project and notify your field deputy that they are ready for review
  - Upload and submit only your revised sheets following all of the requirements and processes defined for electronic plan review (including new version indicators)
- 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.

## 4 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](#). You can also schedule any inspection the OSFM has pre-identified on your permit by logging into GOVmotus and clicking on Schedule Inspections in the control panel on the left side of the screen. When selecting a date, choose a date that the project can guarantee the inspection will be ready. The date you choose is not guaranteed but we will coordinate a date as close to the date you identify as possible.



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

## **5 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 to receive report signature requests and sign the reports.

To sign a report, log into the GOVMOTUS account that will be used for signing a report. Review the information shown under the Signatures Required section of the GOVMOTUS dashboard. Review and sign any reports identified as needing a signature. Field Deputies will be able to assist in the process of creating an account and how to sign a report.