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

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.

<u>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.</u>

1 TABLE OF CONTENTS

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.

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

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 35 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.
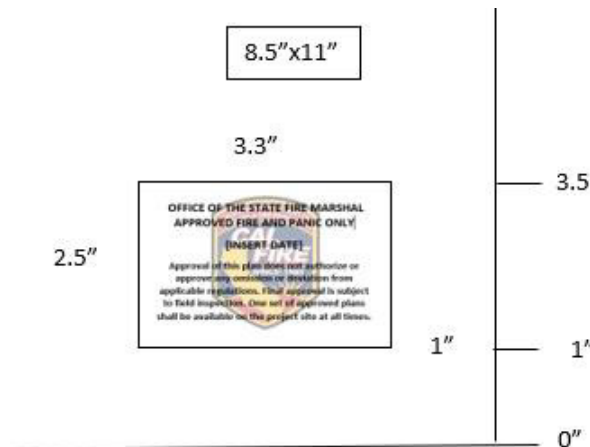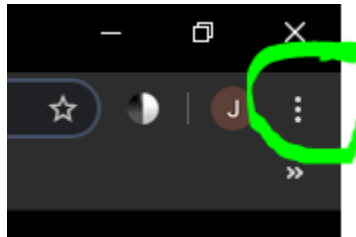
4   GETTING STARTED – SPECIAL EVENTS

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.

- Click on settings from the menu that appears.
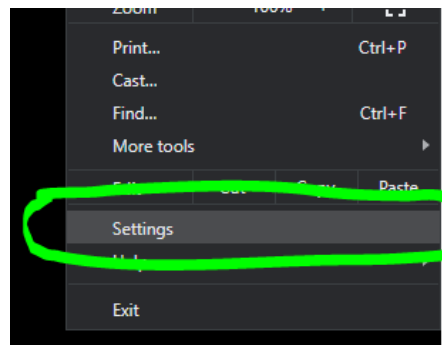
- Under the section titled "Privacy and Security" click on "Site Settings" (on some versions of Chrome this is called "Content Settings")
  - If you do not see this section, scroll to the bottom of the page, and click on Advanced. This may also be accessible from the left side of your browser page.
  - 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.

- 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.
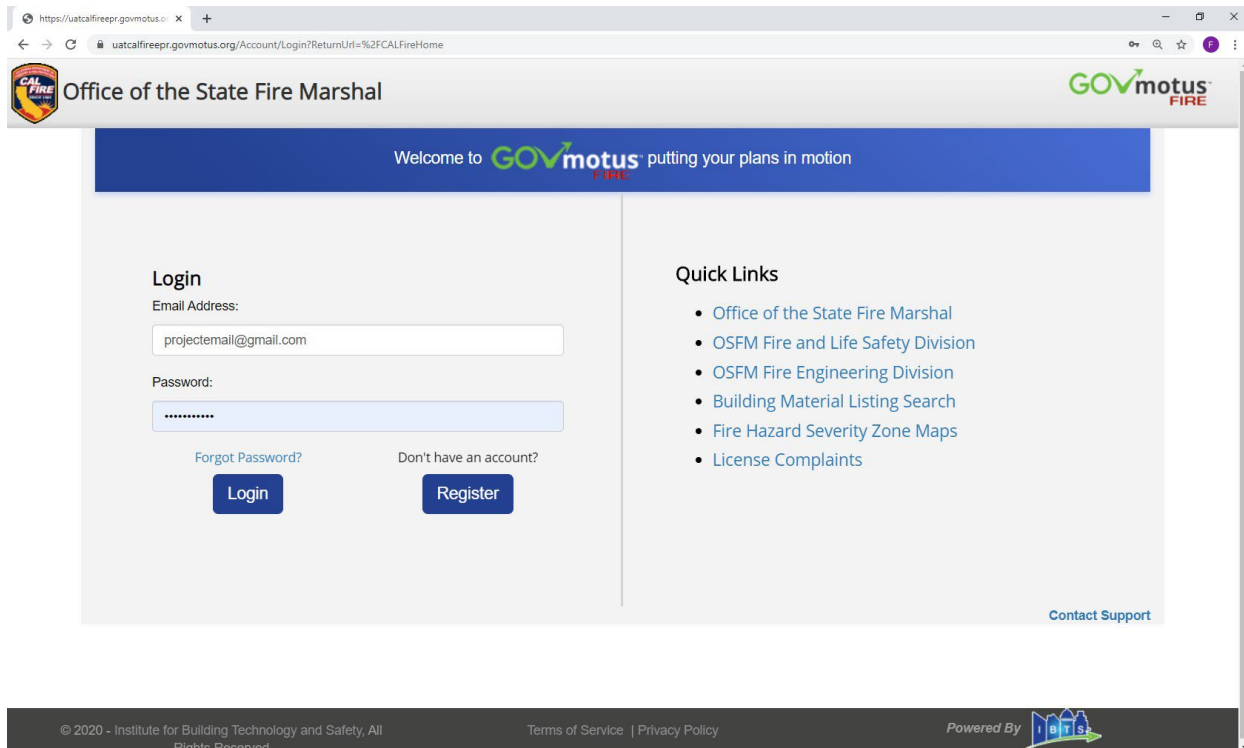
SE Step 3: Once logged in to your existing or new GOVmotus account, a list of the user's projects, if any, will appear under "My Permits" service bar. Left mouse click on the "Apply for New Permit" button at the bottom left-hand side of the "My Permits" service bar to start a new application.

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

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.

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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SE STEP 7: Selecting the electronic plan document format at GOVmotus application submittal will require these additional steps to complete the application process.
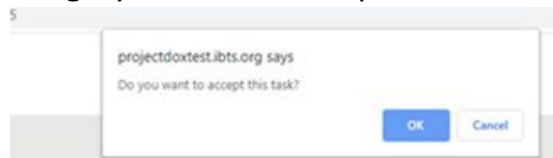
- Left mouse click on the "Upload Plans" button to be taken to Project Dox for electronic document submittal.
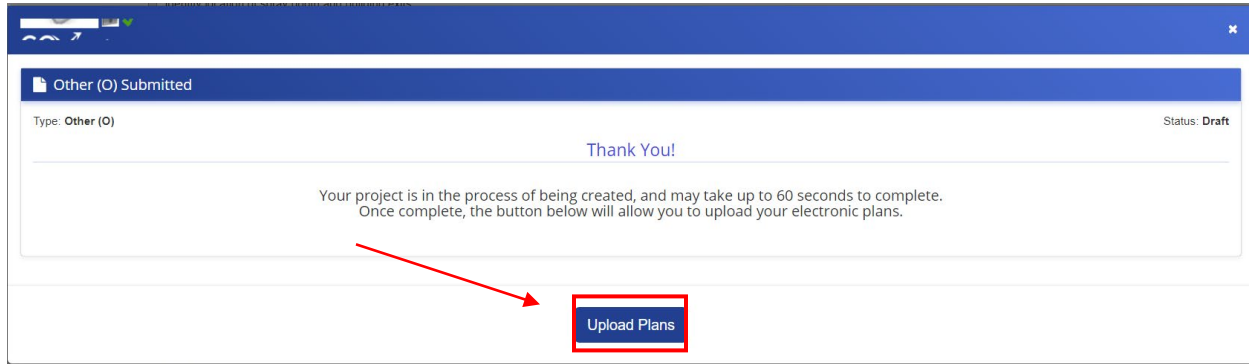
- Select the "Upload and Submit" task hyperlink and left mouse click to upload design documents.
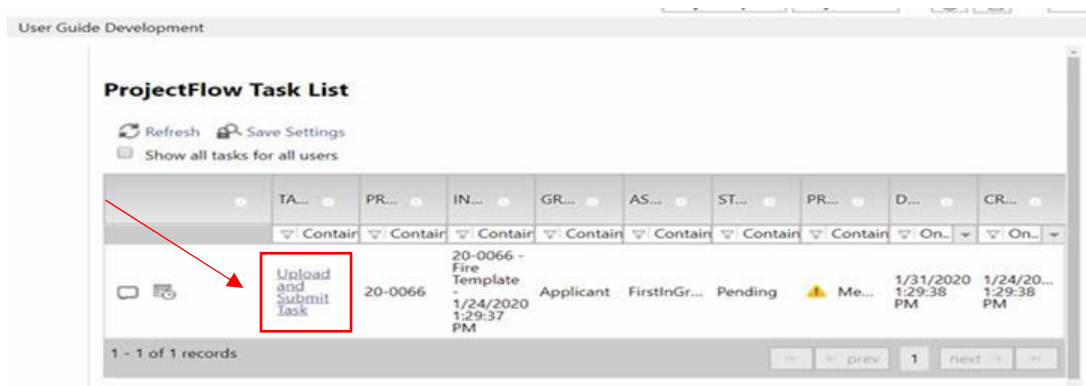
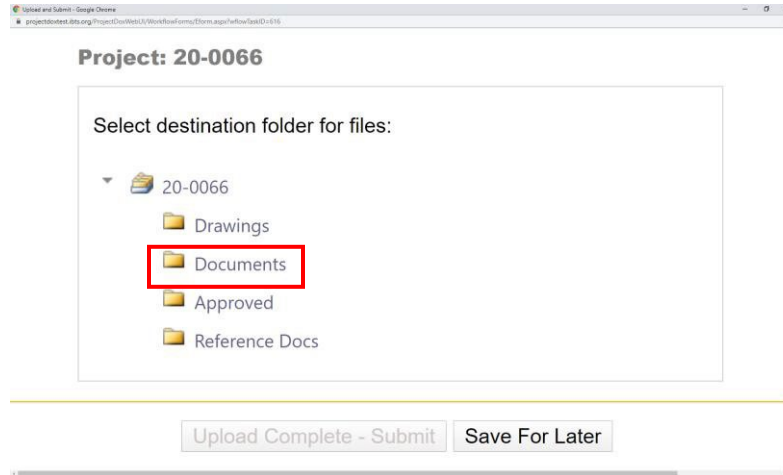- A window pops-up asking if you want to accept the task. Left mouse click "OK".

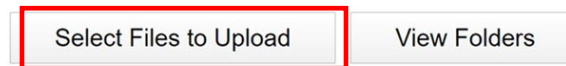- The "Upload and Submit" window will pop-up.

- Select the file destination and left mouse click the fold hyperlink.

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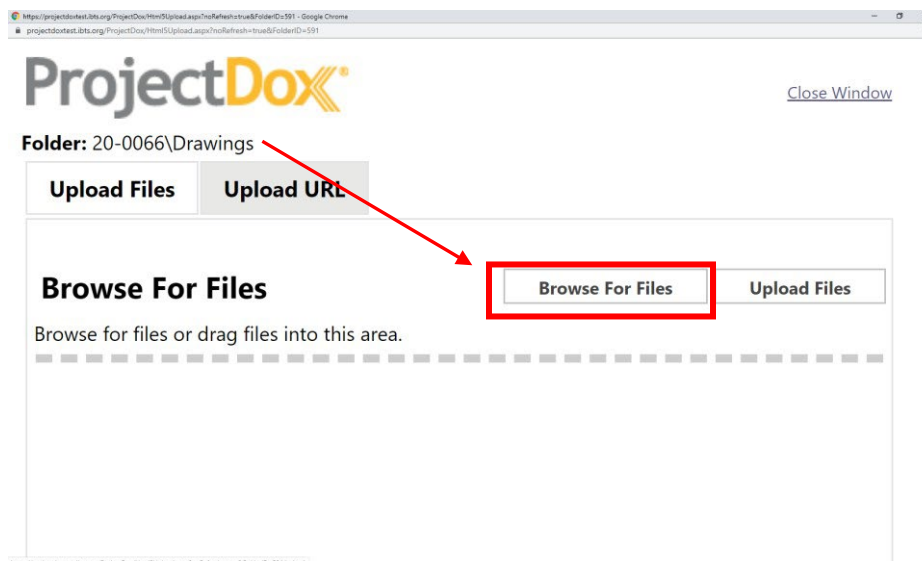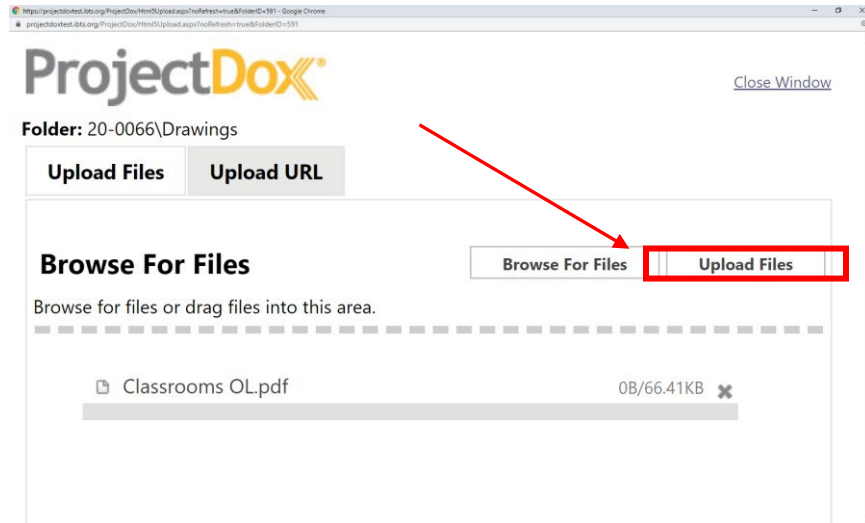
- Left mouse click on the "Upload" Files" button to transfer the data over to Project Dox.

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

- Then left mouse click the "Upload Complete - Submit" button at the bottom right-hand side of the page
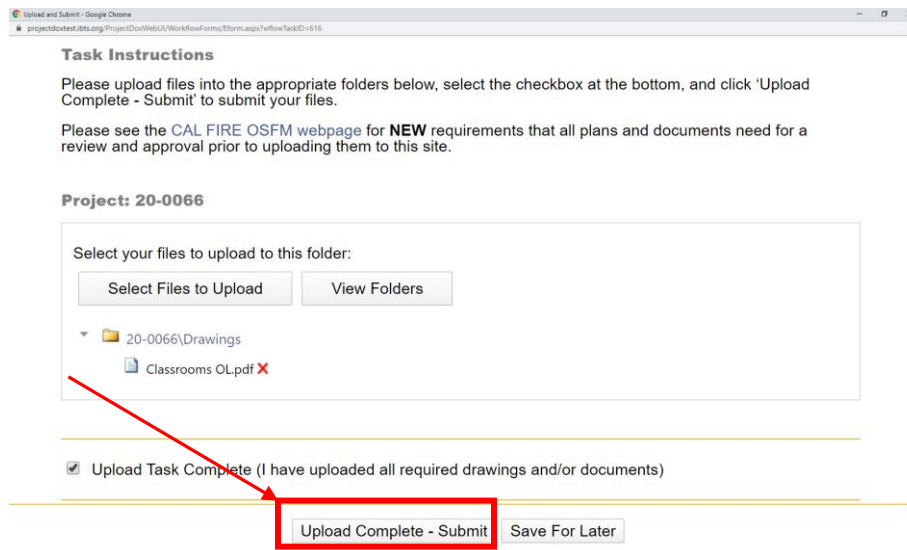
- Upload Completed: A thank you window will pop-up and inform the user that the project has been successfully submitted into the prescreen process of Office of State Fire Marshal plan review.

5 RESPONSE TO PLAN REVIEW COMMENTS AND BACKCHECK RESUBMITTAL

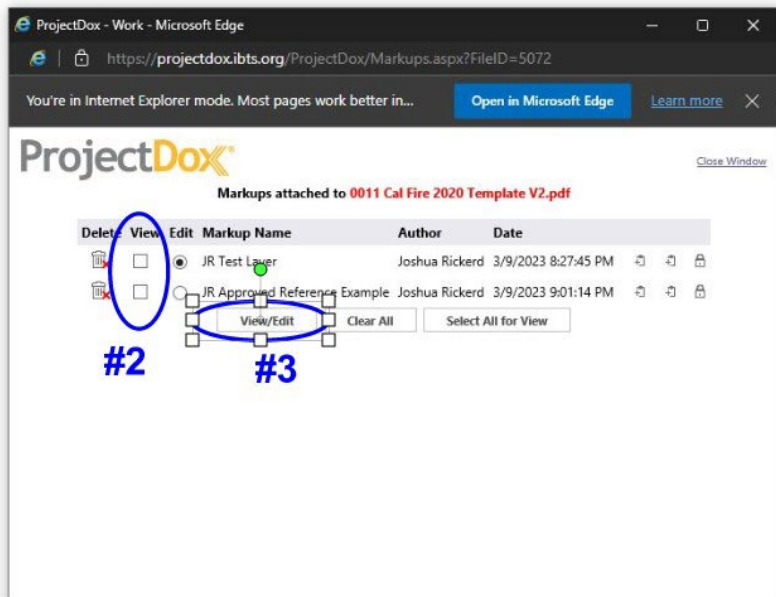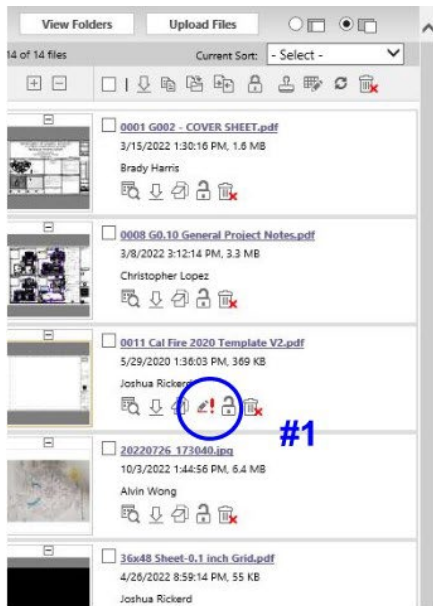**Electronic Format**
- Comments can come in two forms:
  - Plan Review Changemark – a page specific correction relating to a code deficiency
  - Prescreen Checklist Item – identifies general intake requirements noted in these instructions that were not followed
- All correction items will require a response 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 task and the task window appears. To access this list, click on the "View/Edit Changemark Items" or "View/Edit Checklist Items" button. Please ask if you have any questions.
  - 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.

    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 include the uploading of the revised documents
  - See **ELECTRONIC FILE NAMING STANDARDS**
  - Verify the task instructions have been completed by clicking the checkboxes
  - Click the "Response Complete" – Resubmit button

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. 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 event 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.

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 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.

7 COMMON MISTAKES

Uploading files into the wrong folders
- Special Events shall have the one multipage submittal uploaded into the drawing folder.

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.