



Office of the State Fire Marshal
Fire and Life Safety Division
Permitting and Inspection Requirements and Guidelines

These instructions are for projects effective February 5th, 2026

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?

2.1 CONSTRUCTION

- Work that requires a permit can be determined by reviewing California Code of Regulations (CCR) Title 24, Part 2 California Building Code (CBC) §105. Additional information regarding required permits may be found at: [Project Elements That Can Be Started Ahead of OSFM Permitting](#)
- A separate GOVmotsus 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



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2.2 SPECIAL EVENTS

- 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.
- 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. Applications submitted less than 10 business days before the event may be canceled at the OSFM Supervisor's discretion.

3 PRELIMINARY PROJECT REVIEW MEETINGS (OPTIONAL)

THIS SECTION IS FOR CONSTRUCTION ONLY

- 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



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4 STATUS INQUIRIES

Application Intake Queue duration

- Applications are reviewed on a first-come, first-served basis

Review Queue duration

- Plans are reviewed on a first-come, first-served basis
- Queue time is approximately 8 weeks prior to a review taking place depending on the number of projects in the queue
- Actual review time is dependent on the size, complexity, and quality of the documents provided

Notifications

- **Updates and estimated timelines will not be provided**
- GOVmotus and ProjectDox will auto-generate e-mail notifications at each review milestone within the process

GOVmotus Permit Number Status Indicators

You can get a general idea of where your permit application is in the permitting process by logging into GOVmotus and checking the permit number in GOVmotus.

The current status of the application is reflected in the last two letters of the permit application number (Ex: 25-N-1234-C-**DR**). These letters change throughout the permitting process, so keep an eye on them. The list below identifies each of the statuses you might see and provides a brief explanation of what they mean.

- DR = Draft status; the application has not yet been submitted to the OSFM
- NW = New status; the application has been submitted and is in the NEW applications queue
- RJ = Rejected Status; this can mean one of two things:
 - The application was not filled out correctly and was returned to the applicant for revision
 - The application has gone through a full PAPER plan review cycle and was returned with corrections needed from the applicant



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- AC = Accepted status; we have looked over the application and determined that it is valid. At this point you are permitted to submit plans:
 - If you elected to submit plans on PAPER, you can now mail/drop off plans in accordance with the [PAPER PLAN REVIEW](#) section
 - If you elected to submit plans electronically, you will receive a notification that a review workflow has been created in ProjectDox and you can upload in accordance with the [ELECTRONIC PLAN REVIEW](#) section
- ER = Pending Electronic Review; the plan review process has moved into ProjectDox. You'll need to access ProjectDox and review the Workflow Routing Slip report for the current status in ProjectDox
- PR = Reviewed; the plan review was approved but the permit was not issued. A few things that prevented the permit from being automatically issued are:
 - Something on the OSFM side of the application process is incomplete and we need to update some information
 - The Schematic Drawing checkbox on the application was checked which means the drawings were not for construction and would not receive a permit
- PI = Permit Issued; the permit has been issued, and construction can begin on the project
- IS = Inspected; all required inspections for the project have been passed and the project has been recommended to be issued a certificate of completion or occupancy
- AP = Approved; the project has been approved to receive a certificate of completion or occupancy, but the certificate has not been issued yet
- CO = Complete; this project has been issued a certificate of completion or occupancy and is now closed
- CN = Cancelled; the project/special event has been cancelled and is now closed

Please remember that using permit number information received through emails, PDF's, or printed documentation may not reflect the current status. Logging in and checking is the only way to see the current status.



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5 DEFERRED APPROVALS

THIS SECTION IS FOR CONSTRUCTION ONLY

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



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5.2 ELECTRONIC FORMAT

- Please email FLS.HelpDesk@fire.ca.gov to get a new workflow started in ProjectDox. In the email, include the permit number and the name of the deferred submittal item (Ex: Deferred Fire Sprinklers).
- 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 [**INITIALLY SUBMITTING ELECTRONIC PLANS IN PROJECTDOX**](#) and [**WHEN THERE IS MORE THAN ONE WORKFLOW**](#)

6 BID AND REFERENCE DRAWINGS AND DOCUMENTS

THIS SECTION IS FOR CONSTRUCTION ONLY

6.1 PAPER AND ELECTRONIC PLANS

- All bid drawings and documents shall be clearly marked with a large label in size 48 font with the following text:
 - BID DOCUMENT – NOT FOR CONSTRUCTION
- All reference drawings and documents that are included in your package to be reviewed and approved shall be clearly marked with a large label in size 48 font with the following text:
 - FOR REFERENCE ONLY – NOT FOR CONSTRUCTION
 - Drawings and documents uploaded to the Reference Docs folder that are not intended to be approved with your package do not need to have this label or example layout.



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- 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)
- 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.

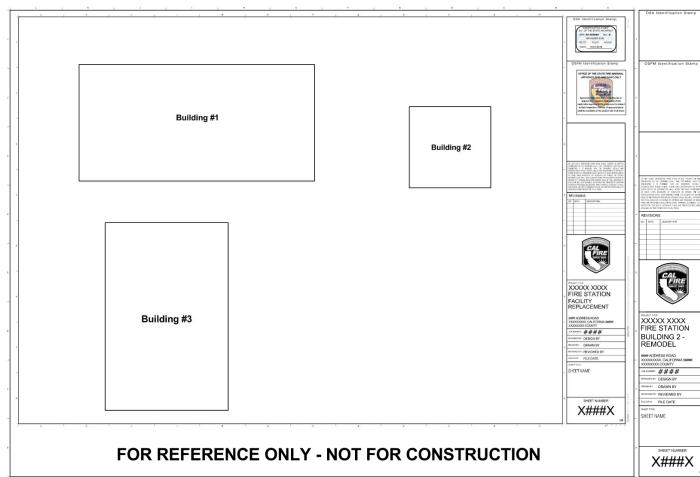


Figure 1 Example of For Reference Only

7 PARTIAL PERMITTING

THIS SECTION IS FOR CONSTRUCTION ONLY

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 SECTION IS FOR CONSTRUCTION ONLY

A [Local Fire Authority – Access Approval 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)

THIS SECTION IS FOR CONSTRUCTION ONLY

- 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 request](#)



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10 APPLICATION & PERMIT INACTIVITY

10.1 CONSTRUCTION & SPECIAL EVENT APPLICATIONS

- A DRAFT application (never been submitted to the OSFM) shall be canceled after 365 days of inactivity.
- An application for a permit for any proposed work shall be deemed to have been abandoned after 180 days of inactivity at any stage of the plan review process.
- Applications and reviews not pursued in good faith will be canceled

10.2 PERMIT EXTENSIONS

THIS SECTION IS FOR CONSTRUCTION ONLY

- A permit issued for any proposed work shall be deemed to have been abandoned/inactive 12 months after the date of permit issuance or last date of inspection, unless the proposed work has been pursued in good faith
- **Only two** extensions of time may be granted, at OSFM discretion, for periods of not more than 180 days per extension. Permit extensions shall not be extended beyond 180 days into a new code cycle that has taken effect
- If an extension is not submitted prior to the expiration of the permit application or the first approved extension request, the permit application will be cancelled.
- The permittee shall request an extension in writing and demonstrate justifiable cause for the extension in accordance with the [OSFM permit extension process](#)
- Abandoned permits without approved extensions will be cancelled by the OSFM



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11 OSFM ITEMS REQUIRED ON ALL PLANS

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This is not an all-inclusive list of items that need to be included on your plans. 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

THIS SECTION IS FOR CONSTRUCTION ONLY

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, 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 APPOINTMENTS

12.2.1 PAPER FORMAT

- A GOVmotus permit application must be submitted to the OSFM and in Accepted (AC) status prior to arriving at our office for an OTC review. The GOVmotus system will email you when we have accepted your application.
 - Provide a copy of application when signing in for review
 - If the OTC is for a [**BACKCHECK RESUBMITTAL**](#) of a previous OTC review, [**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

12.2.2 ELECTRONIC FORMAT

- **Starting March 4th, 2026, we will start an appointment-based process for electronic “OTC” reviews.**
 - Appointments are on Wednesdays and are limited to 1-hour, including paperwork processing.
 - Only 1 project/permit will be allowed per time slot
 - Only 2 time slots will be given to each person each Wednesday
 - Multi-building submissions following our [**MULTIPLE BUILDINGS IN ONE SET**](#) process may be allowed at OSFM discretion.
 - Appointments will be held at the following times:
 - 08:00am
 - 09:30am
 - 11:00am
 - 1:00pm
 - 2:30pm
 - To request an electronic OTC:



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- A GOVmotus permit application must be accepted by the OSFM and the project must have successfully passed Prescreen in ProjectDox before requesting an electronic OTC review.
 - The ProjectDox system will email you when we have accepted your drawings and documents and placed you in the review queue.
- After you have successfully passed Prescreen and received the email that you are in the review queue, please email FLS.OTC@fire.ca.gov and request an OTC review.
 - The email subject line should include the permit number, State Agency, and location (Ex: 25-1234 – CDCR – VSP)
 - The email should include:
 - Permit application number
 - List 3 dates (Wednesdays only) you would like to try to schedule for
 - List our time slots (shown above) that you are available for in your order of preference for each date
 - Do not include more than the maximum of 2 projects/permits that are allowed for each person per week

I would like an electronic OTC review for permit number 25-1234.

I am available:

3/4/26 08:00am, 11:00am

3/11/26 08:00am, 1:00pm, 2:30pm

3/18/26 11:00am, 2:30pm

Figure 2 Example of OTC request email information

- Electronic OTC request emails will be reviewed, processed, and scheduled every Wednesday for the upcoming weeks.
- If a reviewer has already picked up your plans for review, your OTC request will be rejected as it is already under review.
- Prior to scheduling the review, OSFM staff will confirm your scope of work can be reviewed in the 1-hour time limit. If it cannot be reviewed in that amount of time, your request will be rejected, and we will leave your project in the main review queue.



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- If your project meets OTC requirements, we will provide you with a calendar appointment and a Microsoft Teams link.
- If the OTC is for a [BACKCHECK RESUBMITTAL](#) of a previous OTC review, [ADENDUM](#), 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 and successfully passed Prescreen prior to requesting an OTC review.
- Plans shall be in accordance with the requirements found under [ELECTRONIC PLAN REVIEW](#) following all of the requirements and processes defined in the [INITIALLY SUBMITTING ELECTRONIC PLANS IN PROJECTDOX](#) and [WHEN THERE IS MORE THAN ONE WORKFLOW](#) sections.
- A design professional must attend the review in case the reviewer has questions.



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13 ADDENDUMS

THIS SECTION IS FOR CONSTRUCTION ONLY

For the purposes of our office, addendums, are changes requested to be made to approved documents before work commences. 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 FLS.HelpDesk@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
- 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



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13.2 ELECTRONIC FORMAT

- Please email FLS.HelpDesk@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 **INITIALLY SUBMITTING ELECTRONIC PLANS IN PROJECTDOX** and **WHEN THERE IS MORE THAN ONE WORKFLOW** sections
 - 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

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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

THIS SECTION IS FOR CONSTRUCTION ONLY

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**
- A GOVmotus permit application must be submitted to the OSFM and in Accepted (AC) status prior to mailing your plans to our office for a review. The GOVmotus system will email you when we have accepted your application.
- Paper plans are accepted in the following sizes:
 - 22" x 34" (ANSI D)
 - 24" x 36" (ARCH D)
 - 30" x 42" (ARCH E1)
- 8 1/2" 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 for pickup, 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:



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- 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
- 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 (construction and special events) must meet the applicable requirements of this section or they will be returned unprocessed:

- Shall not contain pre-printed OSFM approval stamp block and language
- Files for Special Events must contain the [**OSFM Special Events Cover Page**](#) as the first page of the submittal in accordance with the [**DRAWING FILE REQUIREMENTS**](#)
- File types for uploading shall be in accordance with the [**FILE TYPE 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



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16.1 DRAWING FILE REQUIREMENTS

16.1.1 CONSTRUCTION

- **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 after the second full review; etc.***
- **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 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 after the second full review; etc.***

16.1.2 SPECIAL EVENTS

- **Event 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.***

16.2 FILE TYPE REQUIREMENTS

- ALL Drawings, Supporting Documents and Special Event packages 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.



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16.3 ELECTRONIC FILE NAMING STANDARDS

- All files should be numbered and named according to the [**DOCUMENT & SPECIAL EVENT FILE NAMING STANDARDS**](#) and [**DRAWING FILE NAMING STANDARDS**](#).
- They shall be provided in the 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 for 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 the list of subfolders and prefixes below.
 - Please email FLS.HelpDesk@fire.ca.gov if you have any questions on where to upload your files.

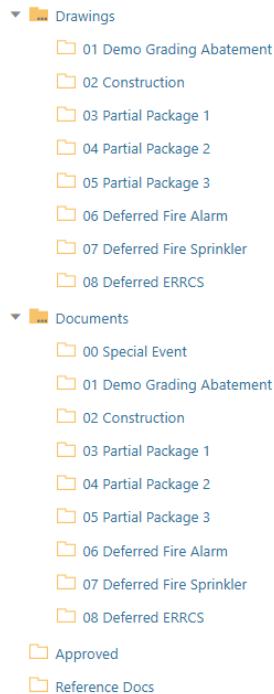


Figure 3 ProjectDox subfolder information



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16.3.1 DOCUMENT & SPECIAL EVENT FILE NAMING STANDARDS

Supporting Documents and Special Event packages 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/event. Please keep file names to 70 characters or less (including the ".pdf" file ID type) and do not use special characters other than (#&_). This revised naming convention will help group the documents once they have been stamped and placed in the Approved folder.

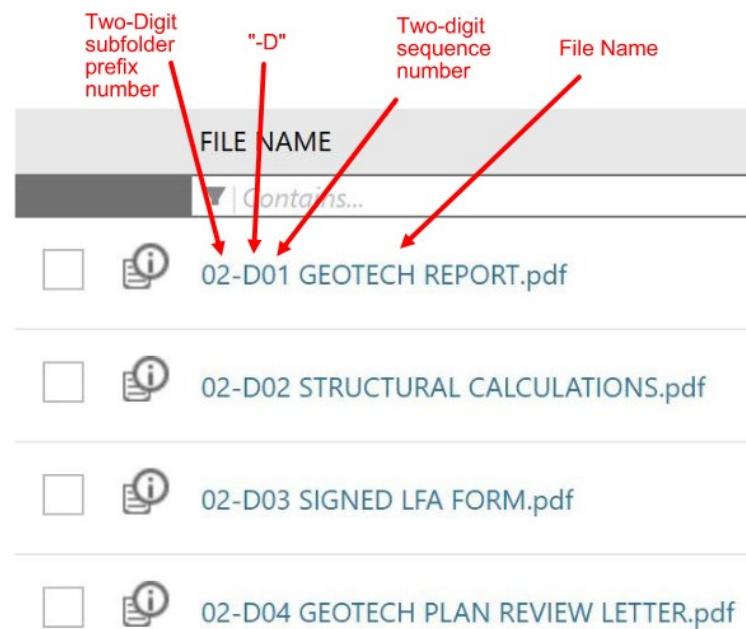


Figure 4 Document File Naming example



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16.3.2 DRAWINGS FILE NAMING STANDARDS

THIS SECTION IS FOR CONSTRUCTION ONLY

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. Please keep file names to 70 characters or less (including the ".pdf" file ID type) and do not use special characters other than (#&-_.). This revised naming convention will help group the documents once they have been stamped and placed in the Approved folder.

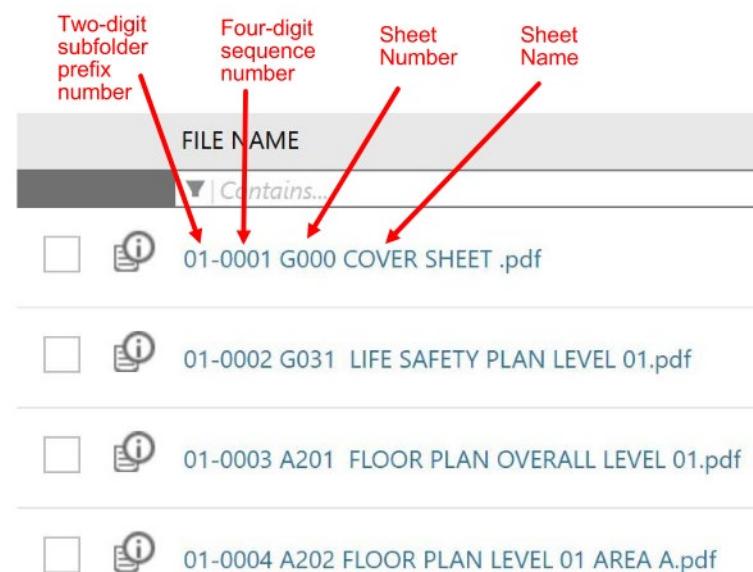


Figure 5 Drawings File Naming example



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16.3.3 ADDING FILES TO YOUR COMPLETED UPLOAD

THIS SECTION IS NOT FOR SPECIAL EVENTS

After you have completed your initial upload, if you find that you need to add files between existing sheets, notify the review coordinator at FLS.HelpDesk@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:

FILE NAME	
<input type="text"/> Contains...	
<input type="checkbox"/>	01-0001 G000 COVER SHEET .pdf
<input type="checkbox"/>	01-0002 G031 LIFE SAFETY PLAN LEVEL 01.pdf
<input type="checkbox"/>	01-0003 A201 FLOOR PLAN OVERALL LEVEL 01.pdf
<input type="checkbox"/>	01-0004 A202 FLOOR PLAN LEVEL 01 AREA A.pdf

If you want to upload a new drawing sheet and want it between sheets 01-0002 and 01-0003, name your new file with 01-0002.1 at the beginning of the new file name.

Figure 6 Adding Files to Your Completed Upload scenario

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”.

FILE NAME	
<input type="text"/> Contains...	
<input type="checkbox"/>	01-0001 G000 COVER SHEET .pdf
<input type="checkbox"/>	01-0002 G031 LIFE SAFETY PLAN LEVEL 01.pdf
<input type="checkbox"/>	01-0002.1 A013 Existing and Proposed .pdf
<input type="checkbox"/>	01-0003 A201 FLOOR PLAN OVERALL LEVEL 01.pdf
<input type="checkbox"/>	01-0004 A202 FLOOR PLAN LEVEL 01 AREA A.pdf

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 7 Adding Files to Your Completed Upload example



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17 TITLE BLOCK CONFIGURATION AND STAMP LOCATION

The following locations are identified to ensure that when viewed, the OSFM Approval Stamp is visible and not obstructed. **NOTE: ALL MEASUREMENTS ARE FROM THE PHYSICAL EDGE OF THE PAGE/SHEET, NOT FROM A BORDER/MARGIN LINE.**

Documents

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

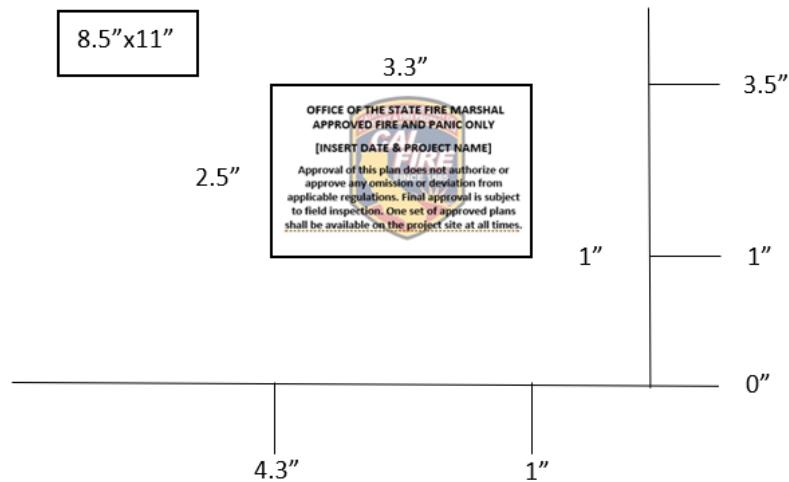


Figure 8 Stamp location on Documents



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Drawings with Vertical Title Blocks

SHEET SIZE	TYPE	STAMP LOCATION	BOX DIMENSIONS
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" downBottom 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

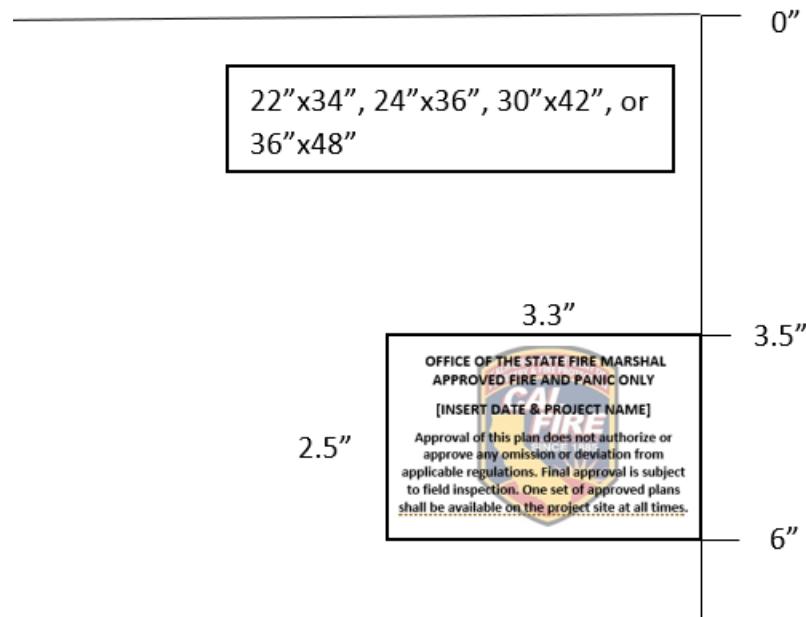


Figure 9 Stamp location on Drawings with Vertical Title Blocks



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Drawings with Horizontal Title Blocks

SHEET SIZE	TYPE	STAMP LOCATION	BOX DIMENSIONS
22" x 34"	(ANSI D) Paper plans Electronic Plans	From bottom righthand corner of the SHEET <ul style="list-style-type: none">• Top of box is 2.88" up• Bottom of box is 0.38" up• Right side of box is 10.2" from righthand edge of sheet	3.3" x 2.5" Provide dedicated space on each sheet
24" x 36"	(ARCH D) Paper plans Electronic Plans	From bottom righthand corner of the SHEET <ul style="list-style-type: none">• Top of box is 2.88" up• Bottom of box is 0.38" up• Right side of box is 10.2" from righthand edge of sheet	3.3" x 2.5" Provide dedicated space on each sheet
30" x 42"	(ARCH E1) Paper Plans Electronic Plans	From bottom righthand corner of the SHEET <ul style="list-style-type: none">• Top of box is 2.88" up• Bottom of box is 0.38" up• Right side of box is 10.2" from righthand edge of sheet	3.3" x 2.5" Provide dedicated space on each sheet
36" x 48"	<u>(ARCH E)</u> <u>Electronic Only</u>	From bottom righthand corner of the SHEET <ul style="list-style-type: none">• Top of box is 2.88" up• Bottom of box is 0.38" up• Right side of box is 10.2" from righthand edge of sheet	3.3" x 2.5" Provide dedicated space on each sheet



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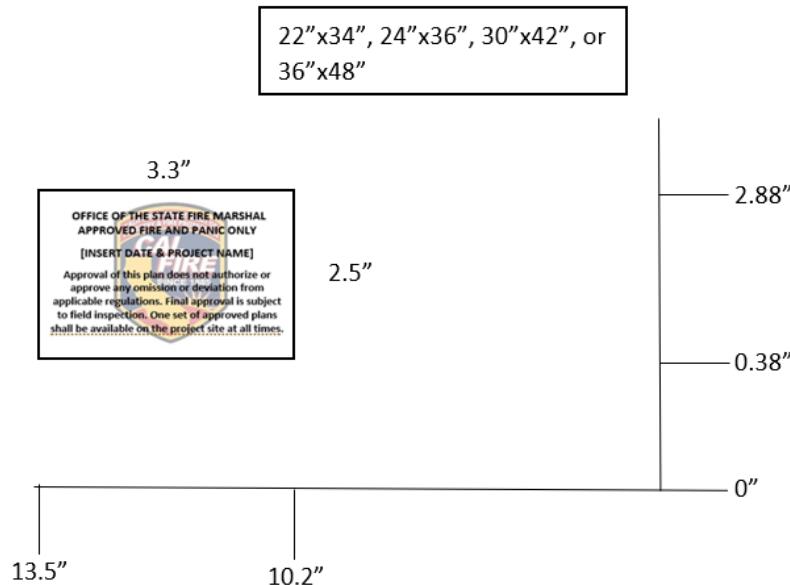


Figure 10 Stamp location on Drawings with Vertical Title Blocks

18 DRAWING SCALE REQUIREMENTS

THIS SECTION IS FOR CONSTRUCTION ONLY

- 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 candelas 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. Candelas rating
 3. Max lens height
 4. Size of outline (same scale as the drawings)



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- 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

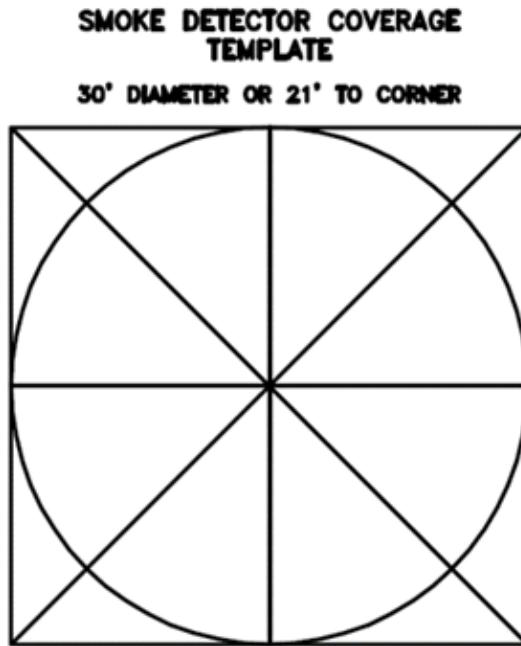


Figure 11 Smoke Detector Coverage Template



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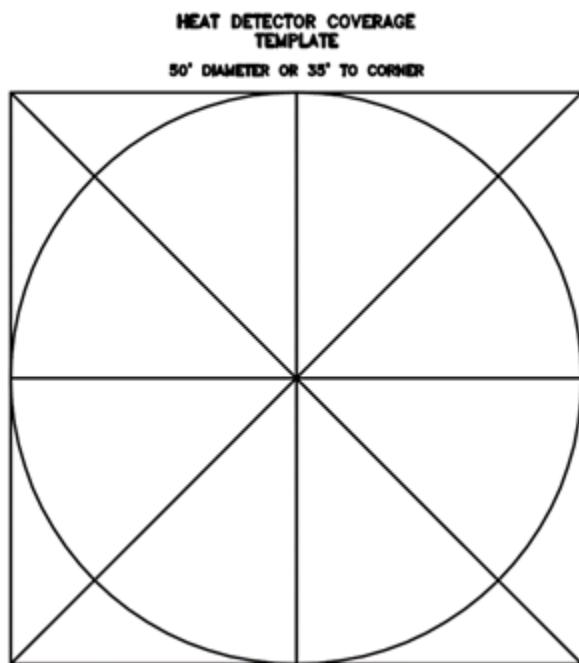


Figure 12 Heat Detector Coverage Template

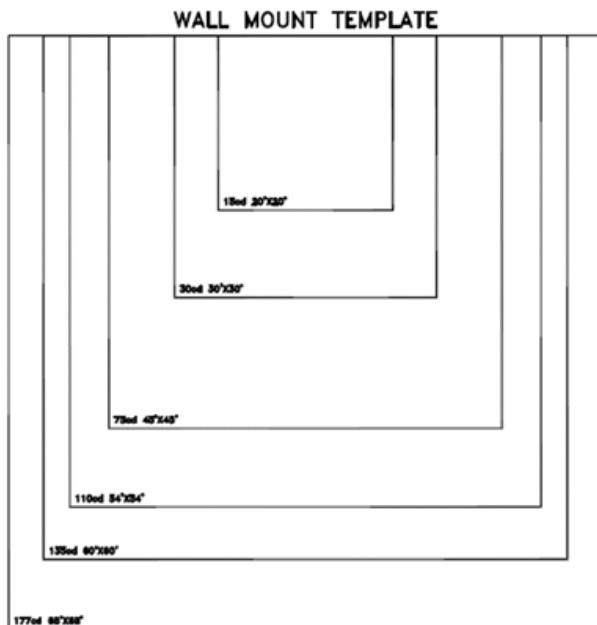


Figure 13 Wall mounted fire alarm coverage template



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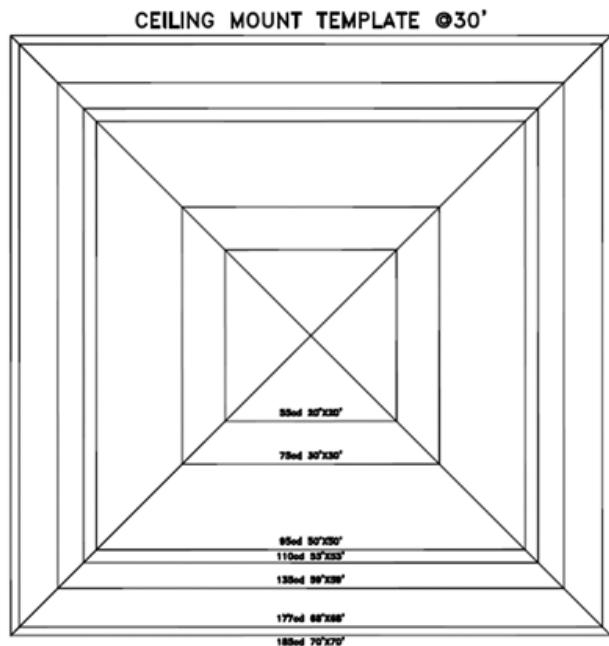


Figure 14 Ceiling mounted fire alarm coverage template at 30 feet high

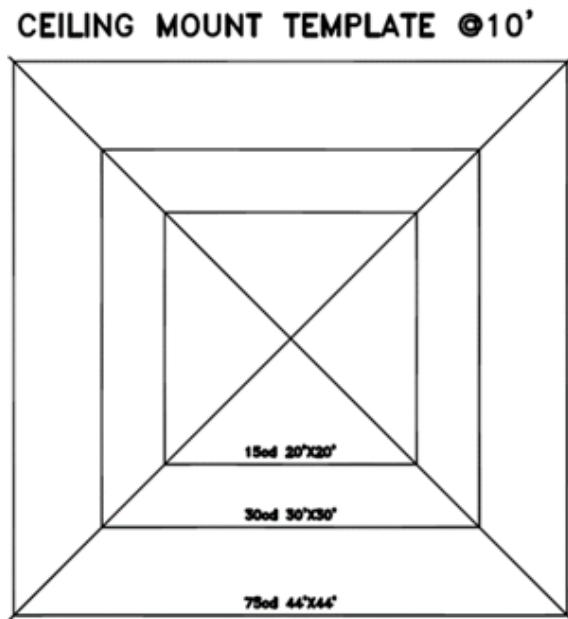


Figure 15 Ceiling mounted fire alarm coverage template at 10 feet high



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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.

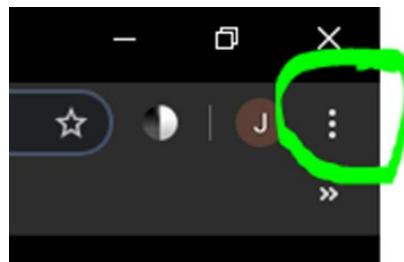


Figure 16 Google Chrome vertical "three dot" menu

- Click on settings from the menu that appears.

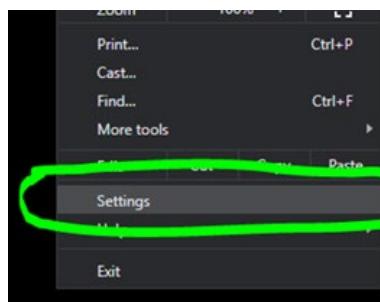


Figure 17 Google Chrome Settings option



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- 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.

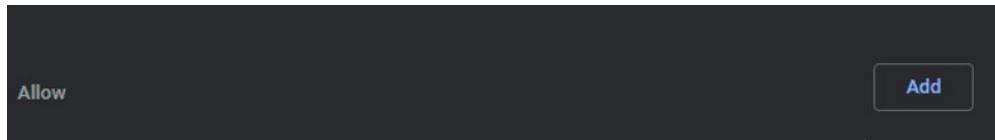


Figure 18 Location to add sites to allow Pop-ups

- 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 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.



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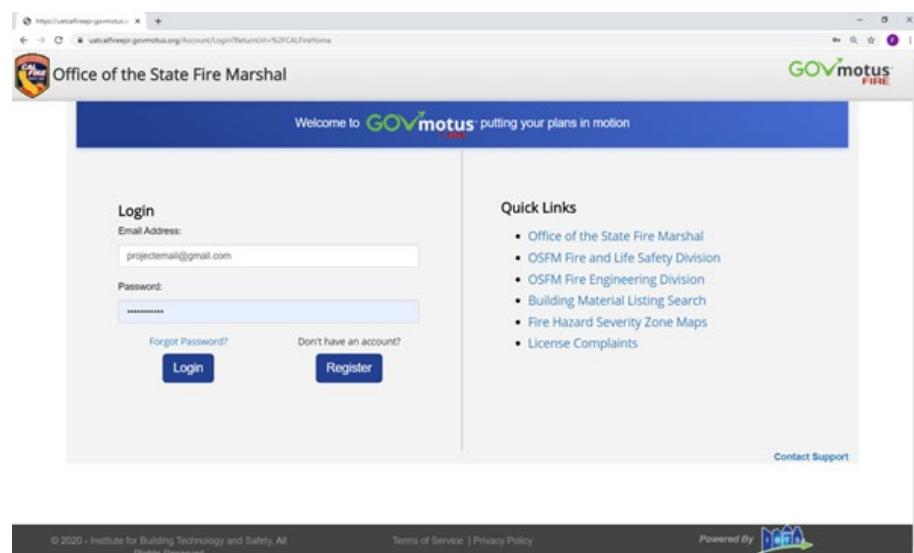


Figure 19 GOVmotus login screen

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

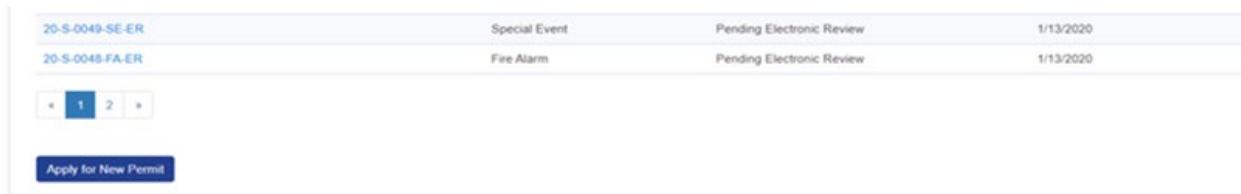


Figure 20 Public User's dashboard and Apply for New Permit button

19.4 STEP 4 – COMPLETING THE 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



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19.4.1 CONSTRUCTION

- Jurisdiction – Select OSFM unless your project is on a CSU or UC Davis Health campus
- 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”.

19.4.2 SPECIAL EVENTS

- Jurisdiction – Select OSFM unless your event is on a CSU or UC Davis Health campus
- Project Name – identify the name of the event
- Project Description – please enter a brief description of the event
- Schematic Drawing Checkbox – please leave this unchecked for special events
- Owner Name – is the name of the property owner
- Agency Billing Code – is the billing account name for the State agency that is to be billed for the event (usually the agency that owns the property)
- Owner Contact Info section – is for the Owner or their representative during the event



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19.5 STEP 5 – IDENTIFY THE SUBMISSION FORMAT THAT WILL BE UTILIZED

Choose Electronic or Paper plan review. Special Events are only permitted to be in an electronic format.

- 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**. (The system will skip Step 7 for Special Events)

* 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 21 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.

Submit Application Save and Complete Later Reset Cancel

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Figure 22 Public User's permit application control options



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19.7 STEP 7 – COMPLETING THE PLAN SUBMITTAL CHECKLIST

THIS SECTION IS FOR CONSTRUCTION ONLY

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

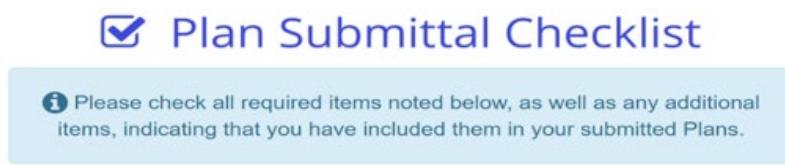


Figure 23 Plan Submittal Checklist information

19.8 STEP 8 – INITIALLY 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/event, the application process requires the application to be reviewed and accepted by the OSFM intake staff before you can upload your electronic plans into ProjectDox. You will receive an email if your application has been accepted and the instructions below are how you will proceed. If OSFM intake staff determine your permit application is an additional permit for the same project/event, they will reject it and provide direction on which permit application your additional review items need to be submitted under.



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- 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.

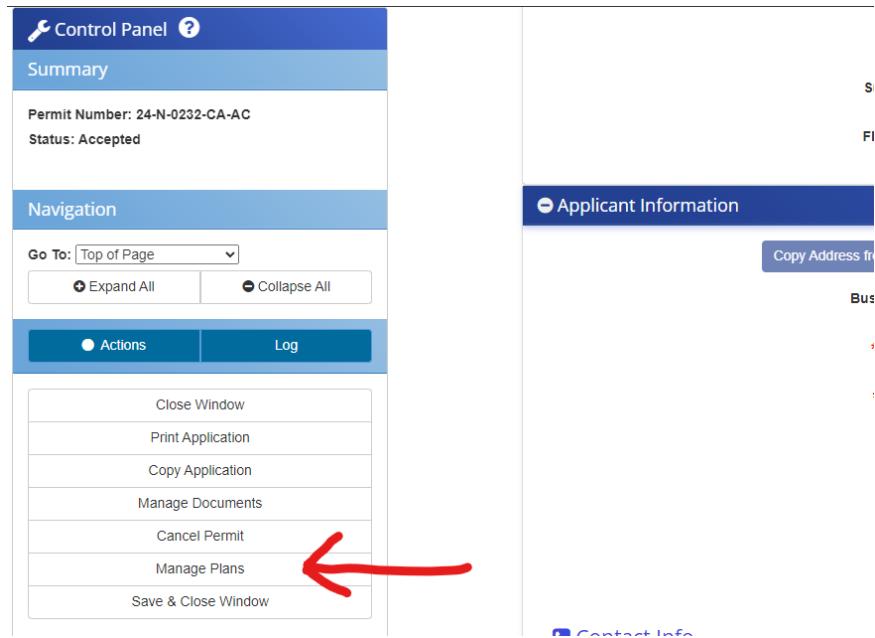


Figure 24 Manage Plans option to transition to the ProjectDox site

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

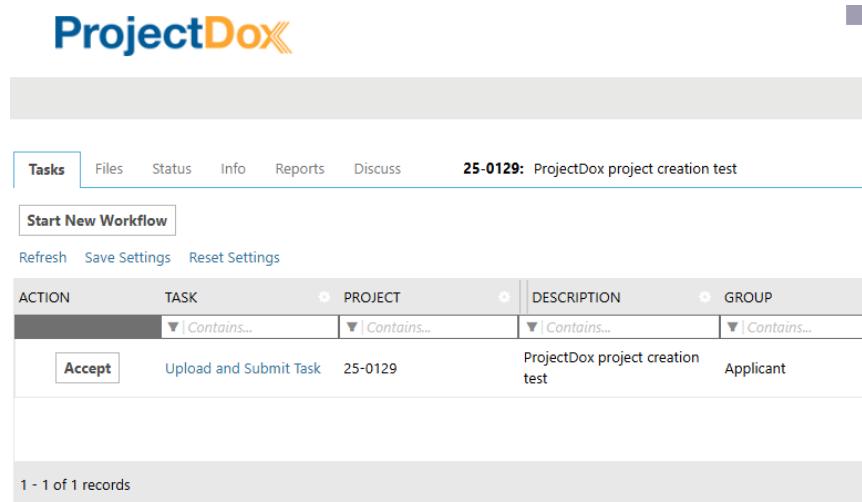


Figure 25 ProjectDox task hyperlink location



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- The “Upload and Submit” window will pop-up.
- For our new process of reviewing all submittals for a project/event 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.

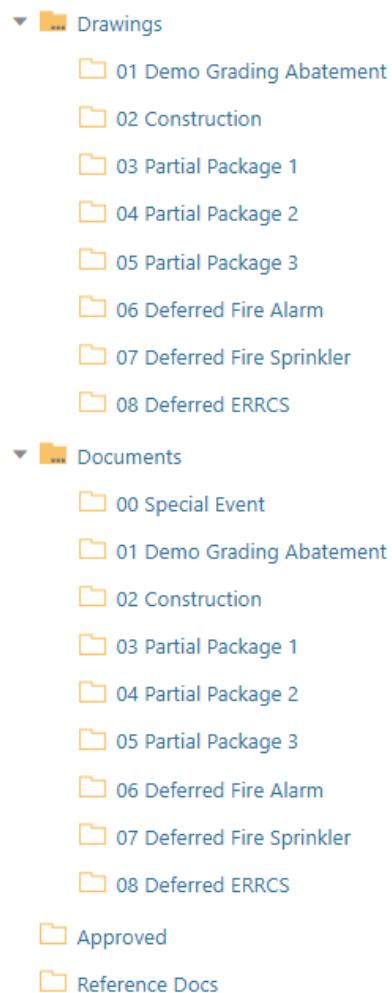


Figure 26 ProjectDox subfolders



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

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: 25-0129 [?](#)

Select your files to upload to this folder: [Watch video](#)

[Select Files to Upload](#) [View Folders](#)

Figure 27 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.



Folder: 25-0129\Drawings\02 Construction

[Browse For Files](#) or drag files into area below. [Watch video](#)

Figure 28 Browse for Files screen

- Review the list of files.
 - Confirm each has a the “Ready to start upload” symbol next to each file.
 - If you realize that you’ve made a mistake or any files have the symbol for “Remove, fix, re-select to start upload”, remove those items by clicking the red “X” on the right side of the screen for that file. Then fix the file based on the information that was incorrect, re-select the file to be added to the list of files to upload.
 - Once all files are ready, left mouse click on the “Start Upload” button to transfer the data over to ProjectDox.



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[Close Window](#)

Folder: 25-0129\Drawings\02 Construction

Browse For Files or drag files into area below.	Watch video	Start Upload
Total:		0 / 13
01-0005 A261 WALL FINISH PLAN LEVEL 01.pdf	1 MB	
01-0006 A281 FURNITURE PLAN OVERALL.pdf	938 KB	
01-0007 A282 FURNITURE PLAN LEVEL 01 AREA A.pdf	636 KB	
01-0008 A301 REFLECTED CEILING PLAN LEVEL 01.pdf	346 KB	
01-0009 A620 INTERIOR ELEVATIONS.pdf	244 KB	
01-0011 FA-102 LEGENDS.pdf	437 KB	
01-0012 FA-301 CALCULATIONS.pdf	1 MB	
01-0013 FA-302 RISER DIAGRAM.pdf	483 KB	
01-0014 FP-01 Fire Sprinkler Plan.pdf	872 KB	
01-0001 G000 COVER SHEET .pdf	392 KB	
01-0002 G031 LIFE SAFETY PLAN LEVEL 01.pdf	1 MB	
01-0003 A201 FLOOR PLAN OVERALL LEVEL 01.pdf	295 KB	
01-0004 A202 FLOOR PLAN LEVEL 01 AREA A.pdf	491 KB	

Orange files are **new uploads**
Blue files are new **version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

Ready to start upload
 Remove, fix, re-select to start upload.

Figure 29 Browse for Files screen after a file has been selected

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

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation

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

Figure 30 Task Complete checkbox



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- Then left mouse click the “Submit” button at the bottom of the page.

STEP 3 of 3: Click the "Submit" button below to complete your task

Figure 31 Task screen with Upload Complete - Submit button

- Upload Completed: A thank you window will pop-up and inform the user that the project has been successfully submitted into the Prescreen process.

19.9 WHEN THERE IS MORE THAN ONE WORKFLOW

After you have had your initial plans approved and have been issued a permit, if you are submitting items such as deferrals, addendums, or change orders for the first time, you need to make sure that you are doing so under the correct workflow.

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 see more than one task link or just want to make sure you are on the correct workflow after the initial workflow has been approved, you can find out which workflow each task is for by click on the Settings symbol that looks like a “gear”.



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Tasks Files Status Info Reports Discuss 25-0129: ProjectDox project creation test

Start New Workflow

Refresh Save Settings Reset Settings

ACTION	TASK	PROJECT	DESCRIPTION	GROUP	USER
Accept	Upload and Submit Task	25-0129	ProjectDox project creation test	Applicant	
Accept	Upload and Submit Task	25-0129	ProjectDox project creation test	Applicant	

1 - 2 of 2 records

Figure 32 Location of Task column settings function

- Then click on “Column Chooser” to open up which columns to show on the screen.

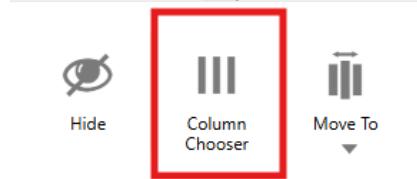


Figure 33 Image of Column Chooser icon

- From within the Column Chooser settings window, click “Show” next to “Workflow”, and the click “Apply” at the bottom of the window.



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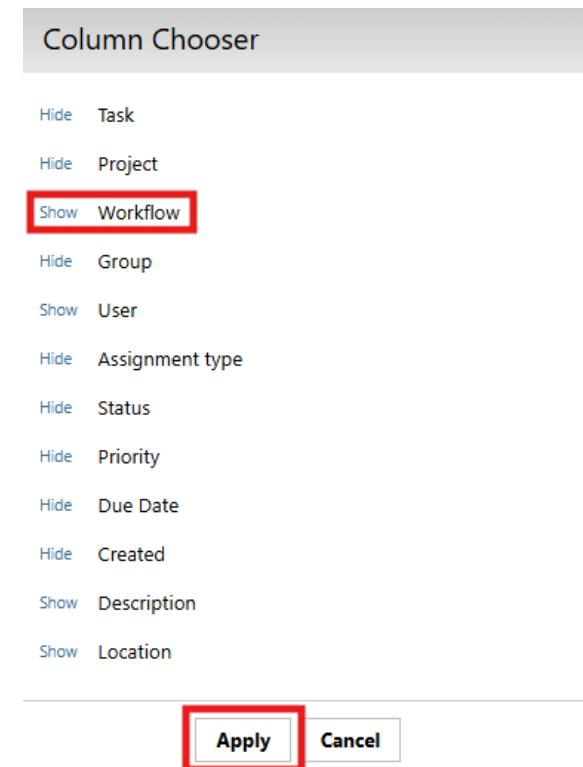


Figure 34 Column Chooser options

- This will add the Workflow column to the project task screen and allow you to choose the appropriate task to complete.

The screenshot shows the 'Tasks' tab of a ProjectDox interface. The title bar includes 'Tasks', 'Files', 'Status', 'Info', 'Reports', 'Discuss', and '25-0129: ProjectDox project creation test'. Below is a table with columns: ACTION, TASK, PROJECT, WORKFLOW, DESCRIPTION, and GROUP. The 'WORKFLOW' column is highlighted with a red box. Two records are listed:

ACTION	TASK	PROJECT	WORKFLOW	DESCRIPTION	GROUP
Accept	Upload and Submit Task	25-0129	Deferred Fire Alarm	ProjectDox project creation test	Applicant
Accept	Upload and Submit Task	25-0129	Deferred Fire Sprinkler	ProjectDox project creation test	Applicant

1 - 2 of 2 records

Figure 35 Workflow column visible on Tasks tab



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- To save this setting for your current session, click on “Save Settings above the task link. This setting is not permanent and will need to be reconfigured whenever you sign in to ProjectDox.

The screenshot shows a software interface for managing tasks. At the top, there are tabs for 'Tasks', 'Files', 'Status', 'Info', 'Reports', and 'Discuss'. To the right of the tabs, the identifier '25-0129: ProjectDo' is displayed. Below the tabs, there are three buttons: 'Refresh', 'Save Settings' (which is highlighted with a red box), and 'Reset Settings'. The main area is a table with columns for 'ACTION', 'TASK', 'PROJECT', and 'WORKFL'. Under 'ACTION', there is a dropdown menu with 'Contains...' and a 'Complete' button. Under 'TASK', the text 'Prescreen Corrections Task' is shown. Under 'PROJECT', the identifier '25-0129' is listed. Under 'WORKFL', the identifier '25-0129 AM' is listed. The table has three rows, with the first row being the header.

Figure 36 Save Settings tool

- If you do not see a task for the workflow you are working under (Ex: you are resubmitting for deferred fire sprinklers and do not see a deferred fire sprinklers workflow), please email FLS.HelpDesk@fire.ca.gov for assistance.

20 RESPONSE TO PRESCREEN AND PLAN REVIEW COMMENTS AND BACKCHECK RESUBMITTAL

20.1 PAPER FORMAT

- To submit your revised plans for a backcheck review:
 - Once you receive an email with our plan review deficiency comments, review them so you can revise your plans and documents.
 - If you login and open the Manage Documents section of your permit application, you can also find the plan review deficiency report and download it.
 - 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.



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- 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 FLS.HelpDesk@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 GOVmotsu 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:
 - Prescreen Checklist Item – identifies general intake requirements noted in these instructions that were not followed. This will be under a Prescreen Corrections task and are only provided prior to being placed in the plan review queue.
 - Plan Review Changemark – a sheet specific correction relating to a code deficiency. This will be under a Respond and Resubmit task.
- 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 Prescreen Corrections or Respond and Resubmit task in the task window that 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). See [**WHEN THERE IS MORE THAN ONE WORKFLOW**](#) for more information.



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20.2.1 ACCESSING AND RESPONDING TO COMMENTS

There are three ways you can access your plan review deficiency comments in ProjectDox.

METHOD #1

- Once you have opened the appropriate task on the correct workflow, the Task Window will open up. Scroll down and click on the “Review Comments” button to view the deficiencies we have noted.

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments [?](#)

Unresolved Comments: 2

Info Only Comments: 0

Files with Markups: 0

Plan Review: [Review Comments](#)

Review and respond online.

Figure 37 Review Comments button

- The Comments screen will open up and allow you to review our Prescreen Correction or Plan Review comments (depending on your current task) and to provide your responses in the far-right column of the Comments screen. There is no save button for your responses, everything you type is saved automatically. If you have any questions, email FLS.HelpDesk@fire.ca.gov for assistance.

Refresh [Watch video](#)

			Add Comment / Ask Question	Please enter your responses ?
	Dept: Show All	Status: Show All	Response: Show All	Search: <input type="text" value="Enter keyword"/>
	Type: Show All	Cycle: Show All	Time: Show All	Close Window
				Watch video
Ref.# 1	Review Coordinator	Joshua Rickard 12/16/25 10:11 AM		Type your response here.
Unresolved	General comment. Provide OSFM permit application number on cover sheet.			
Checklist Item				
Ref.# 2	Review Coordinator	Joshua Rickard 12/16/25 10:13 AM		Type your response here.
Unresolved	Other - Area for the OSFM stamp not provided.			
Checklist Item				

Figure 38 Comments screen



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METHOD #2

- When you have multiple people that need to respond to comments or simply have a large amount of comments and you want to print a list, instead of printing a “Plan Review – Review Comments” report from the Reports tab, you can export our comments into an Excel sheet that is formatted with your response column included.

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments [?](#)

Unresolved Comments: 2
Info Only Comments: 0
Files with Markups: 0

Plan Review: [Review Comments](#) Export to Excel [Import Excel Responses](#)

Review and respond online. *Review and respond in Excel, then upload your responses.*

Figure 39 Export to Excel button

	A	B	C	D	E	F	G	H
1	REF #	REVIEWED BY	TYPE	VIEW	ENTER YOUR COMMENT RESPONSE HERE	DISCUSSION	CYCLE	STATUS
1	1	Review Coordinator Joshua Rickerd 12/16/25 10:11 AM	Checklist Item General comment. Provide OSFM permit application number on cover sheet.		Permit number provided on cover sheet.			Unresolved
2	2	Review Coordinator Joshua Rickerd 12/16/25 10:13 AM	Checklist Item Other - Area for the OSFM stamp not provided.		Area for OSFM stamp provided on all sheets per instructions on the OSFM website.			Unresolved
3								
4								

Figure 40 Review comments on an Excel spreadsheet

- After you provide your responses in the Excel sheet, click the Import Excel Responses button to import the sheet back into ProjectDox.

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments [?](#)

Unresolved Comments: 2
Info Only Comments: 0
Files with Markups: 0

Plan Review: [Review Comments](#) Import Excel Responses

Review and respond online. *Review and respond in Excel, then upload your responses.*

Figure 41 Import Excel Responses button

- Click on Browse for File, find your file and upload it.



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Import Responses X

Select to upload the Excel file (XLSX) that contains your responses ?

Figure 42 Browse for Files button

- Confirm the status of your responses. If you exported multiple copies of the comments, you can click on Import Multiple to upload more response Excel sheets. Ensure you aren't missing any responses.

Import Results X

1 file(s) imported into Review Comments.

2 response(s) inserted.
0 response(s) replaced.
0 response(s) ignored (completed status).
0 response(s) ignored (info only status).
0 review comments(s) are missing responses.
0 response(s) with invalid Ref #'s.

Figure 43 Import multiple Excel responses columns

METHOD #3

- Open each drawing or document's markup layer by clicking on the markup symbol shown to the right of your file names under the "Reviewed" column.



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The screenshot shows a software interface with a navigation bar at the top: Tasks, Files, Status, Info, Reports, and Discuss. The 'Files' tab is selected. Below the navigation bar, there is a search bar and a refresh button. A sidebar on the left contains categories: Drawings (with sub-items 01 Demo Grading Abatement, 02 Construction (13 - 0 New), 03 Partial Package 1, 04 Partial Package 2, 05 Partial Package 3, 06 Deferred Fire Alarm, 07 Deferred Fire Sprinkler, 08 Deferred ERRCs), Documents, and Reference Docs. The main area displays a table of 13 selected files. The table columns are: FILE NAME, STATUS, REVIEWED, UPLOADED, and DATE. Each file row includes a checkbox, a file icon, and a red square icon with a white exclamation mark, indicating a markup. The files listed are: 01-0001 G000 COVER SHEET.pdf, 01-0002 G031 LIFE SAFETY PLAN LEVEL 01.pdf, 01-0003 A201 FLOOR PLAN OVERALL LEVEL 01.pdf, 01-0004 A202 FLOOR PLAN LEVEL 01 AREA A.pdf, 01-0005 A261 WALL FINISH PLAN LEVEL 01.pdf, 01-0006 A281 FURNITURE PLAN OVERALL.pdf, and 01-0007 A282 FURNITURE PLAN LEVEL 01 AREA A.pdf. All files were uploaded by Joshua Rickard on 12/16/25 at 9:38 AM.

Figure 44 Files that have markups symbol

- Select the “View” checkbox for markup layers you wish to view, then click the “View” button at the bottom of the window.

The screenshot shows a 'File Markups' window. At the top, it displays 'Markups attached to 01-0005 A261 WALL FINISH PLAN LEVEL 01.pdf'. Below this is a table with columns: VIEW, MARKUP NAME, AUTHOR, and MARKUP DATE. A single entry is shown: a checkbox (marked with a red square), 'JR Initial Review', 'Joshua Rickard', and '12/16/25 1:19 PM'. At the bottom of the window are 'View' and 'Close' buttons, with the 'View' button highlighted with a red box.

Figure 45 File Markups screen

- Once the file viewing window opens, you can click on
- Once the file viewing window opens, you can click on comments shown on the Comments pane to the right of the drawing or document to view the comment, and then you can provide your response to each comment on the right side of the browser window.



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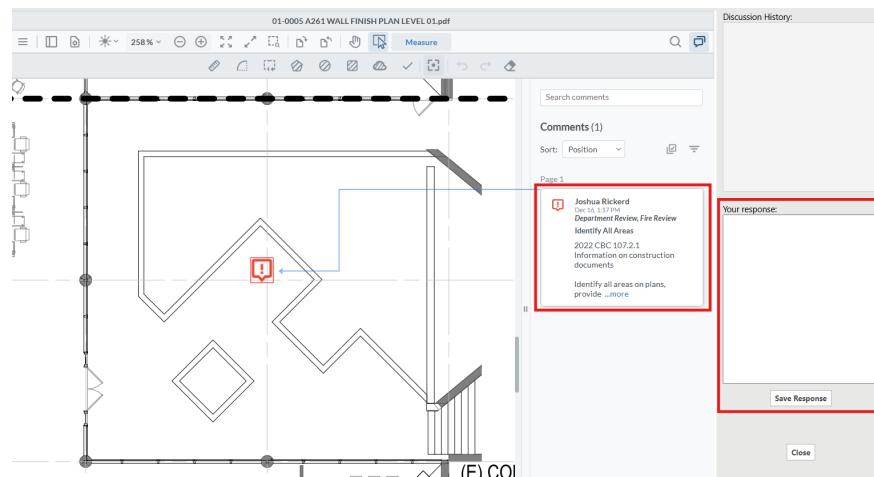


Figure 46 File viewer showing markups and response area

20.2.2 DOWNLOADING PLANS WITH COMMENTS

To help provide clarity and distribute information, you can also download the red line comments into a PDF. To do this (see instructions and example below):

- Open each drawing or document's markup layer by clicking on the markup symbol shown to the right of your file names under the "Reviewed" column.

25-0129: ProjectDox project creation test					
FILE NAME	STATUS	REVIEWED	UPLOADED	DATE	
01-0001 GOOD COVER SHEET.pdf			Joshua Rickard	12/16/25 9:38 AM	
01-0002 G011 LIFE SAFETY PLAN LEVEL 01.pdf			Joshua Rickard	12/16/25 9:38 AM	
01-0003 A201 FLOOR PLAN OVERALL LEVEL 01.pdf			Joshua Rickard	12/16/25 9:38 AM	
01-0004 A202 FLOOR PLAN LEVEL 01 AREA A.pdf			Joshua Rickard	12/16/25 9:38 AM	
01-0005 A261 WALL FINISH PLAN LEVEL 01.pdf			Joshua Rickard	12/16/25 9:38 AM	
01-0006 A281 FURNITURE PLAN OVERALL.pdf			Joshua Rickard	12/16/25 9:38 AM	
01-0007 A282 FURNITURE PLAN LEVEL 01 AREA A.pdf			Joshua Rickard	12/16/25 9:38 AM	

Figure 47 Files that have markups symbol

- Select the "View" checkbox for markup layers you wish to view, then click the "View" button at the bottom of the window.



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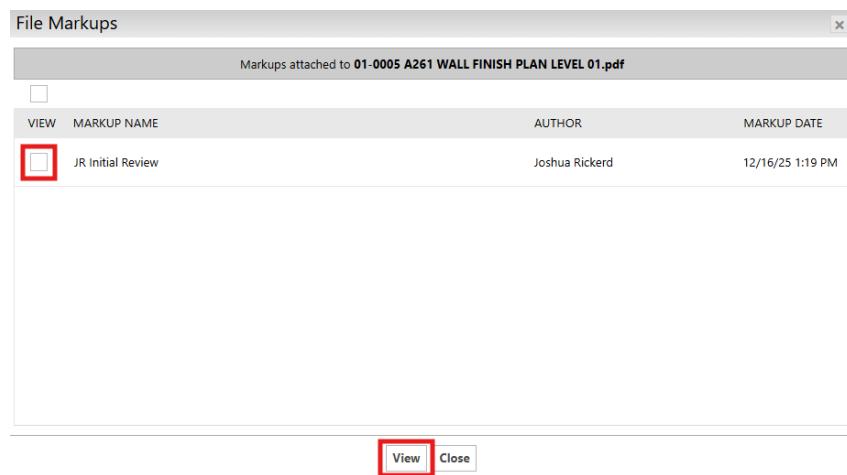


Figure 48 File Markups screen

- Once the viewing window opens with markups shown, click on “Menu” icon at the top left of the viewing window, then click on “Download”.

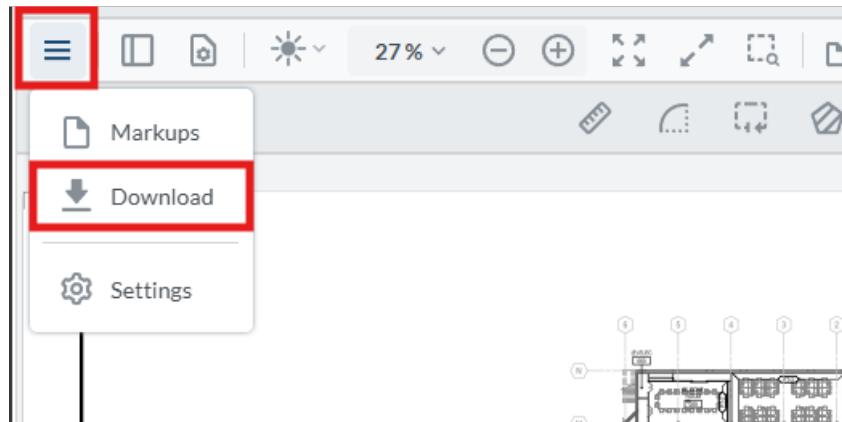


Figure 49 File viewer showing menu icon and download function

- When the Download/Save As window appears, choose the criteria you wish to include in the download for a PDF of the document with markups.



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Save As X

General

File Name

File Type

Page Range

All Specify Pages

Current Page

Properties

Include Annotations Include Comments

Save File

Figure 50 File download options screen

- **Repeat for each file with markups**



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20.2.3 UPLOADING REVISED FILES & TASK COMPLETION

Upload revised files and complete the Prescreen Corrections or Respond and Resubmit task:

Prescreen Corrections Task

After you have accepted your task and reviewed and responded to your prescreen comments, you need to upload any revised and new drawings and documents.

- Follow the instructions outlined in [**SECTION 19.8 STEP 8**](#) of this document, except the task link you will click on will be labeled “Prescreen Corrections Task”.
- Upload ONLY the revised documents and drawings to the correct folders. If we removed all of your previous drawings and documents when we performed Prescreen, upload all of your files again.
- Prescreen Corrections are not plan review comments and you should not increase your version indicators on your drawings and documents when you upload revised drawings and documents.

Respond and Resubmit Task

After you have accepted your task and reviewed and responded to your plan review comments, you need to upload any revised and new drawings and documents. Please review the following carefully based on file names:

- **No changes to the file names**
 - For files that you have revised and are re-submitting that have no change to the file name should be uploaded through the following steps:
 - Stay on the “Versioned Files” tab and select the “Yes” button, then select the folder you intend to upload your same name revised files to



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STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: 25-0129

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are the files you are uploading named
exactly the **same*** as the prior versions? Yes No [Watch video](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Select the destination folder to upload your files:
Select arrow next to folder to expand folder list.

- ▼ Drawings
 - 01 Demo Grading Abatement
 - 02 Construction (13 - 0 New)
 - 03 Partial Package 1
 - 04 Partial Package 2
 - 05 Partial Package 3
 - 06 Deferred Fire Alarm
 - 07 Deferred Fire Sprinkler
 - 08 Deferred ERCS
- ▼ Documents
 - 00 Special Event
 - 01 Demo Grading Abatement
 - 02 Construction
 - 03 Partial Package 1
 - 04 Partial Package 2
 - 05 Partial Package 3
 - 06 Deferred Fire Alarm
 - 07 Deferred Fire Sprinkler
 - 08 Deferred ERCS
- Reference Docs

Figure 51 Upload versioned files tab



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- After you select the folder, click on the “Select Files to Upload”

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: 25-0129 [?](#)

Select “Versioned Files” to upload files as new version updates for files previously submitted and received.
Select “New Files” to upload any additional new file into this project as requested.

[Versioned Files](#) [New Files](#)

Are the files you are uploading named exactly the **same*** as the prior versions? [Yes](#) [No](#) [Watch video](#)

* **“name-v2.pdf” is not an “exact” file name match to “name.pdf”**

Select your files to upload to this folder:

[Select Files to Upload](#) [View Folders](#)

▶ 02 Construction (13 - 0 New)

Figure 52 Select File to Upload button

- A new window will open, select the “Browse For Files” button and then choose your files to be uploaded
- If your files have been revised, and have the same name, they should display as “blue”. If they are all blue, you can click the “Start Upload” button.
- If you realize that you’ve made a mistake or any files have the symbol for “Remove, fix, re-select to start upload”, remove those items by clicking the red “X” on the right side of the screen for that file. Then fix the file based on the information that was incorrect, re-select the file to be added to the list of files to upload.
- See [FILE NAMING STANDARDS](#) for more information on file naming requirements.



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ProjectDox [Close Window](#)

Folder: 25-0129\Drawings\02 Construction

Browse For Files or drag files into area below. [Watch video](#) **Start Upload**

Total: 0 / 6

01-0001 G000 COVER SHEET.pdf	788 KB	
File exists. Uploaded file will be a new version.		
01-0002 G031 LIFE SAFETY PLAN LEVEL 01.pdf	3 MB	
File exists. Uploaded file will be a new version.		
01-0003 A201 FLOOR PLAN OVERALL LEVEL 01.pdf	412 KB	
File exists. Uploaded file will be a new version.		
01-0005 A261 WALL FINISH PLAN LEVEL 01.pdf	2 MB	
File exists. Uploaded file will be a new version.		
01-0007 A282 FURNITURE PLAN LEVEL 01 AREA A.pdf	1 MB	
File exists. Uploaded file will be a new version.		
01-0012 FA-301 CALCULATIONS.pdf	1 MB	
File exists. Uploaded file will be a new version.		

Orange files are **new uploads**
Blue files are **new version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

Ready to start upload
 Remove, fix, re-select to start upload.

Figure 53 Browse for files and Start Upload buttons

- **Changes to the file names**
 - For files that were previously submitted and reviewed, that had a mistake in the file name that you wish to correct, you can manually tell the system which files to match up as versioned files through the following steps:
 - Stay on the “Versioned Files” tab and select the “No” button, and a new window will open called “Upload File Versions”



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STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: 25-0129 [?](#)

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are the files you are uploading named exactly the **same*** as the prior versions? Yes No [Watch video](#)

* **"name-v2.pdf" is not an "exact" file name match to "name.pdf"**

Figure 54 Uploading versioned files with different names

- Click the “Select File” button for each file that you need to manually choose the file to version because the file name has been revised, then choose the correct file from your device

ProjectDox [Close Window](#)

[Upload File Versions](#) [Watch video](#)

Project: 25-0129

Select: All project files **that may** require new versions

25-0129\Drawings\02 Construction\01-0001 G000 COVER SHEET .pdf New V2	<input type="button" value="Select File"/>
25-0129\Drawings\02 Construction\01-0002 G031 LIFE SAFETY PLAN LEVEL 01.pdf New V2	<input type="button" value="Select File"/>
25-0129\Drawings\02 Construction\01-0003 A201 FLOOR PLAN OVERALL LEVEL 01.pdf New V2	<input type="button" value="Select File"/>
25-0129\Drawings\02 Construction\01-0004 A202 FLOOR PLAN LEVEL 01 AREA A.pdf	<input checked="" type="button" value="Select File"/>
25-0129\Drawings\02 Construction\01-0005 A261 WALL FINISH PLAN LEVEL 01.pdf New V2	<input type="button" value="Select File"/>
25-0129\Drawings\02 Construction\01-0006 A281 FURNITURE PLAN OVERALL.pdf	<input type="button" value="Select File"/>
25-0129\Drawings\02 Construction\01-0007 A282 FURNITURE PLAN LEVEL 01 AREA A.pdf New V2	<input type="button" value="Select File"/>
25-0129\Drawings\02 Construction\01-0008 A301 REFLECTED CEILING PLAN LEVEL 01.pdf	<input type="button" value="Select File"/>
25-0129\Drawings\02 Construction\01-0009 A620 INTERIOR ELEVATIONS.pdf	<input type="button" value="Select File"/>

Figure 55 Selecting files to upload new version with different name



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- The file name will be “blue” if the content in the new file has been revised. If all files with revised names are blue, you can upload them by clicking the “Upload” button at the top right of the window.
- If you realize that you’ve made a mistake or any files have the symbol for “Remove, fix, re-select to start upload”, remove those items by clicking the red “X” on the right side of the screen for that file. Then fix the file based on the information that was incorrect, re-select the file to be added to the list of files to upload.
- See [**FILE NAMING STANDARDS**](#) for more information on file naming requirements.

ProjectDox Close Window

Upload File Versions [Watch video](#)

Project: 25-0129

Select: All Project Files All project files that may require new versions Upload

25-0129\Drawings\02 Construction\01-0001 G000 COVER SHEET .pdf New V2	Select File
25-0129\Drawings\02 Construction\01-0002 G031 LIFE SAFETY PLAN LEVEL 01.pdf New V2	Select File
25-0129\Drawings\02 Construction\01-0003 A201 FLOOR PLAN OVERALL LEVEL 01.pdf New V2	Select File
01-0004 A202 FLOOR LEVEL 01 AREA A.pdf ✓ 491 KB	X
25-0129\Drawings\02 Construction\01-0005 A261 WALL FINISH PLAN LEVEL 01.pdf New V2	Select File
01-0006 A281 MODULAR FURNITURE PLAN OVERALL.pdf ✓ 938 KB	X
25-0129\Drawings\02 Construction\01-0007 A282 FURNITURE PLAN LEVEL 01 AREA A.pdf New V2	Select File
25-0129\Drawings\02 Construction\01-0008 A301 REFLECTED CEILING PLAN LEVEL 01.pdf New V2	Select File
01-0009 A620 INTERIOR ELEVATIONS.pdf ✓ 244 KB	X
25-0129\Drawings\02 Construction\01-0011 FA-102 LEGENDS.pdf	Select File

Figure 56 Uploading new versioned files with different names



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- **New files**

- For files that are new and have never been submitted before, upload them through the following steps:
 - Click on the “New Files” tab and select which folder you want to upload the files to

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: 25-0129 [?](#)

Select “Versioned Files” to upload files as new version updates for files previously submitted and received.
Select “New Files” to upload any additional new file into this project as requested.

The screenshot shows a user interface for uploading files. At the top, there are two tabs: "Versioned Files" and "New Files", with "New Files" being the active tab and highlighted with a red box. Below the tabs, there is a "Watch video" link. The main content area displays a hierarchical list of files under two categories: "Drawings" and "Documents".

- Drawings**
 - 01 Demo Grading Abatement
 - 02 Construction (13 - 9 New)
 - 03 Partial Package 1
 - 04 Partial Package 2
 - 05 Partial Package 3
 - 06 Deferred Fire Alarm
 - 07 Deferred Fire Sprinkler
 - 08 Deferred ERRCS
- Documents**
 - 00 Special Event
 - 01 Demo Grading Abatement
 - 02 Construction
 - 03 Partial Package 1
 - 04 Partial Package 2
 - 05 Partial Package 3
 - 06 Deferred Fire Alarm
 - 07 Deferred Fire Sprinkler
 - 08 Deferred ERRCS
 - Reference Docs

Figure 57 Uploading New files tab



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- Click on the “Select Files to Upload” button and choose the files to be uploaded

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: 25-0129 [?](#)

Select “Versioned Files” to upload files as new version updates for files previously submitted and received.
Select “New Files” to upload any additional new file into this project as requested.

Versioned Files **New Files**

Select your files to upload to this folder: [Watch video](#)

Select Files to Upload [View Folders](#)

02 Construction (13 - 9 New)

Figure 58 Select Files to Upload button

- A new window will open, select the “Browse For Files” button and then choose your files to be uploaded
- If your files have names that do not match any other file in the system, they will be “orange”. If all new files are orange, you can click the “Start Upload” button.
- If you realize that you’ve made a mistake or any files have the symbol for “Remove, fix, re-select to start upload”, remove those items by clicking the red “X” on the right side of the screen for that file. Then fix the file based on the information that was incorrect, re-select the file to be added to the list of files to upload.
- See **FILE NAMING STANDARDS** for more information on file naming requirements.



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ProjectDox

[Close Window](#)

Folder: 25-0129\Drawings\02 Construction

[Browse For Files](#)

or drag files into area below.

[Watch video](#)[Start Upload](#)

Total:

0 / 3

01-0002.1 A013 Existing and Proposed.pdf	1 MB	
01-0013.1 FA-502 FLOOR PLAN 1 OFFICE.pdf	725 KB	
01-0015 FP-00-0.1 FIRE PROTECTION BUILDING SECTION AND DETAILS 01.pdf	1 MB	

Orange files are **new uploads**
Blue files are new **version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

Ready to start upload
 Remove, fix, re-select to start upload.

Figure 59 Browse for Files and Start Upload buttons

If you need previously submitted sheets or documents removed because they are no longer part of your submittal, email FLS.HelpDesk@fire.ca.gov for assistance.

Once all of your drawings and documents have been successfully uploaded, confirm you have completed the task items by checking the check boxes

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation

*I have reviewed and addressed, including responses where appropriate, all Review Comments items accessed by clicking on the "Review Comments" button above. **Required**

*I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. **Required**

Figure 60 Task complete checkboxes



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Click on the “Submit” button at the bottom of the window

STEP 4 of 4: Click the "Submit" button below to complete your task

Figure 61 Task complete Submit button

21 AFTER PERMIT ISSUANCE

21.1 APPROVED FILES

21.1.1 PAPER FORMAT

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.

21.1.2 ELECTRONIC FORMAT

Once your drawings and documents have been approved, you will receive an email. To download the with the OSFM Approval Stamp:

- 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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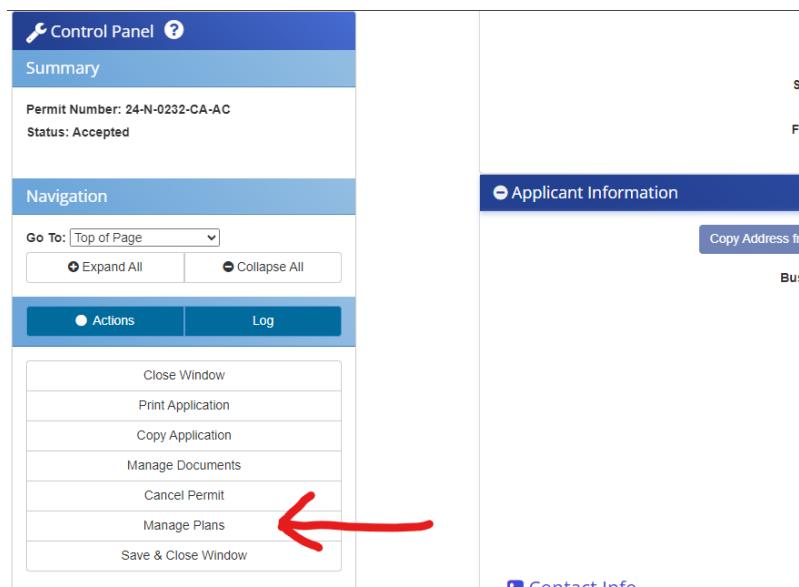


Figure 62 Manage Plans option to transition to the ProjectDox site

- Once you are in ProjectDox, click on the “Files” tab and then click on the Approved folder.

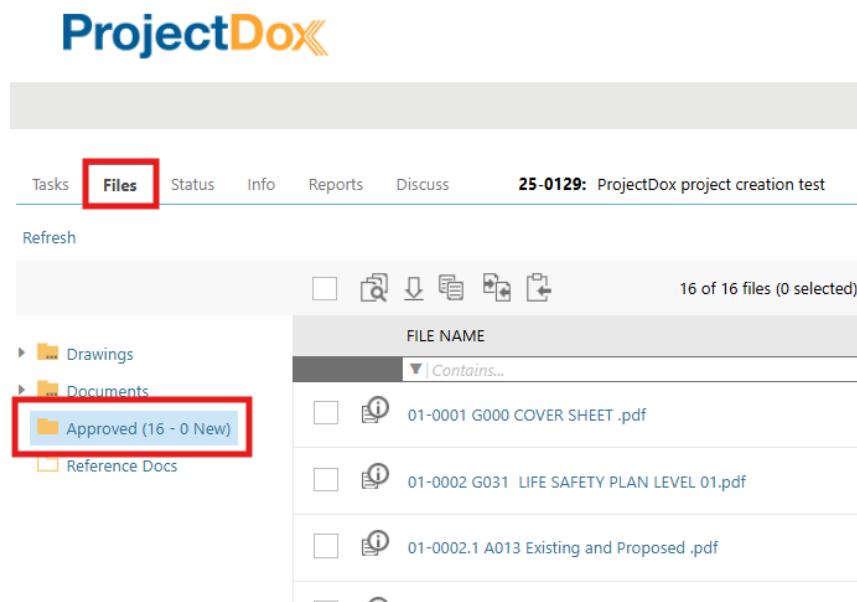


Figure 63 Project Files tab and Approved folder

- Select the files you want to download and then click the downward pointing arrow symbol at the top of the list of files.



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ProjectDox

Tasks **Files** Status Info Reports Discuss 25-0129: ProjectDox project creation test

Refresh

FILE NAME

Contains...

FILE NAME
01-0001 G000 COVER SHEET .pdf
01-0002 G031 LIFE SAFETY PLAN LEVEL 01.pdf
01-0002.1 A013 Existing and Proposed .pdf
01-0003 A201 FLOOR PLAN OVERALL LEVEL 01.pdf
01-0004 A202 FLOOR PLAN LEVEL 01 AREA A.pdf

Figure 64 Files selected for download and the download function location

21.2 CHANGE ORDERS

21.2.1 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 approved GOVmotonus application number with submittal
- Ensure the original approved construction plans have been uploaded into Manage Documents in the permit application
- 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 shall be slip sheeted into the construction set, scanned and uploaded into the Manage Documents of the permit application as an approved set.



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21.2.2 ELECTRONIC FORMAT

- Please email FLS.HelpDesk@fire.ca.gov to get a new workflow started in ProjectDox. In the email, include the permit number, the name of the change order (Ex: ASI #1), and the name of the DSFM on your project.
- 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 **[INITIALLY SUBMITTING ELECTRONIC PLANS IN PROJECTDOX](#)** and **[WHEN THERE IS MORE THAN ONE WORKFLOW](#)** sections.
 - Provide a change narrative to assist the reviewer in identifying changes made and upload it to the Reference Docs folder
- The change order 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.

21.3 SCHEDULING INSPECTIONS

To schedule a construction or 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 project/event has been assigned a Deputy, you can coordinate directly with the Deputy.

21.4 SIGNING INSPECTIONS

All OSFM reports must be signed prior to issuance of a Certificate of Occupancy/Completion. Please see [SIGNING INSPECTION REPORTS](#) for instructions.



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22 NEED TO CANCEL AN APPLICATION OR WORKFLOW?

22.1 HOW TO CANCEL A GOVMOTUS APPLICATION

If your project is no longer moving forward or if you created and submitted a duplicate application, you can cancel the application yourself through the Control Panel on your permit application screen.

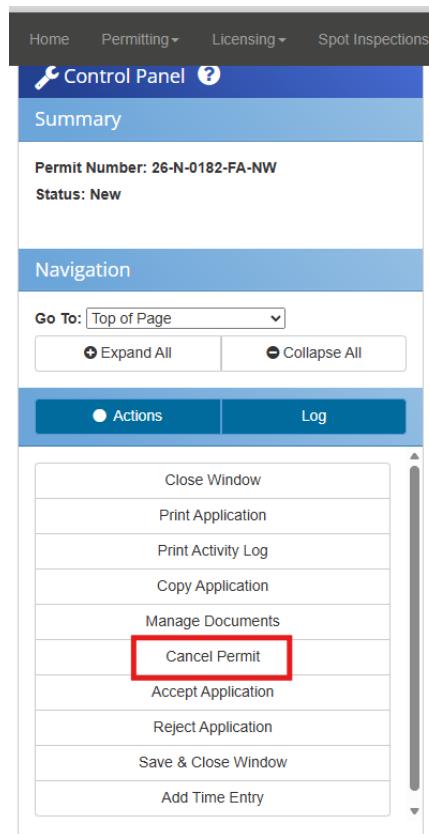


Figure 65 Cancel Permit button in GOVmotus

22.2 HOW TO CANCEL A PROJECTDOX WORKFLOW

If your project is no longer moving forward and you need the ProjectDox workflow stopped, canceling in GOVmotus does not cancel the workflow in ProjectDox. Please email our helpline at FLS.HelpDesk@fire.ca.gov and request that we cancel the workflow. Provide the GOVmotus application number and a brief reason for the cancellation.



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23 SIGNING INSPECTION REPORTS

The individual designated to sign inspection reports will need to have access to a GOVmotus account to view and/or sign reports assigned to them.

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.

My Signatures Required				
Inspection Report Name	Address	Date Sent	Status	
Inspection #68773	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	833 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 #68784	1 Harpst, Arcata, CA 95521	8/10/2022	Signature Required	
Inspection #68783	112 gold hill road, Oroville, CA 55612	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 #68774	24900 Highway 202, Tehachapi, CA 93311	8/10/2022	All Reports Signed	
Inspection #68775	1234 Fake Street, Sacramento, CA 99999	8/10/2022	Signature Required	
Inspection #68764	5181 Highway 140, MARIPOSA, CA	8/10/2022	Signature Required	

Figure 66 Public User's My Signature Required section and status

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 67 Public User's project reports screen



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- 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.

The screenshot shows a web-based inspection report interface. At the top, there's a navigation bar with 'Home', 'Permitting', 'Licensing', 'Help and Instruction', and a search bar. Below the navigation is a search results grid with a 'Find' button. The main content area is titled 'DEPARTMENT OF FORESTRY AND FIRE PROTECTION' and 'OFFICE OF THE STATE FIRE MARSHAL'. It includes the address '1131 S Street, Sacramento, CA 95811' and phone number '(916) 445-8550'. The report is titled 'INSPECTION REPORT' and contains 'PROJECT INFORMATION' and 'INSPECTION INFORMATION' sections. The 'INSPECTION INFORMATION' section includes fields for Inspection Number (90329), Inspection Date (05/20/2024), Inspector (Josh Rickerd), and a signature placeholder with a sketch of a signature. Below this is a 'COMMENTS OR QUESTIONS ABOUT INSPECTION SERVICES' section with a note to contact CAL Fire Life Safety North at (916) 445-8550. At the bottom, there's a 'Signature Options' section with buttons for 'Sketch to Sign' and 'Upload Signature Image', and a 'Please Sign Below' area with a drawing box and 'Save', 'Clear', and 'Submit Signature' buttons. A red arrow points to the drawing box.

Figure 68 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 Search View Report

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 ALTERNATE NUMBER:

TYPE: Clean Agent (CA) FHS ZONE: Non-Very High (Default)

OWNER/AGENCY: A F Bray Superior Court 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:

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.

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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

Choose File No file chosen

Upload Submit Signature Back

Figure 69 Public 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.

Figure 70 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 Instructions

ReportType: permitting View Report

1 of 1 Find Print Email

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 ALTERNATE NUMBER:

TYPE: Clean Agent (CA) OWNER/AGENCY: A F B Superior Court

OWNER/AGENCY: A F B Superior Court FHS ZONE: Non-Very High (Default)

STFM #

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:

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
Please contact CAL Fire Life Safety North at (916) 445-8550 for assistance.

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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 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 71 Signature submit button

- Unfortunately, at this time signatures cannot be saved for signing future reports. You will need to sketch or upload your signature for each report you need to sign.

If you need help setting up a GOVmotus account, signing your inspection, or if you do not see an inspection report in your GOVmotus account that you believe should be assigned to you for signature, please reach out to your field deputy for assistance.



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24 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 may automatically sign you out after 120 minutes of inactivity. Please save and save often.