



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

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

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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?

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- Work that requires a permit can be determined by reviewing California Code of Regulations (CCR) Title 24, Part 2 California Building Code (CBC) §105.2, and CCR Title 24 California Fire Code (CFC) §105.6 through §105.6.24. Additional information regarding required permits may be found at: [Project Elements That Can Be Started Ahead of OSFM Permitting](#)
- A GOVmotus application is required for:
  - Each building and/or structure required to have a permit
  - Deferred submittals need to have a GOVmotus application for each building
- Phased Reviews need a permit for each building in each review phase
- For multiple buildings submitted in one plan set, each building will need a permit. See the [MULTIPLE BUILDINGS IN ONE SET](#) section for more information

## 3 PRELIMINARY PROJECT REVIEW MEETINGS (OPTIONAL)

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- 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

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### Plan Review queue times

- Plans are reviewed on a first come, first served basis
- Review queue times are approximately 8 weeks **prior to the start of the review**
- Actual review time is dependent on the size, complexity, and quality of the documents provided

### Notifications

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

## 5 DEFERRED PERMIT SUBMITTALS

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

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).

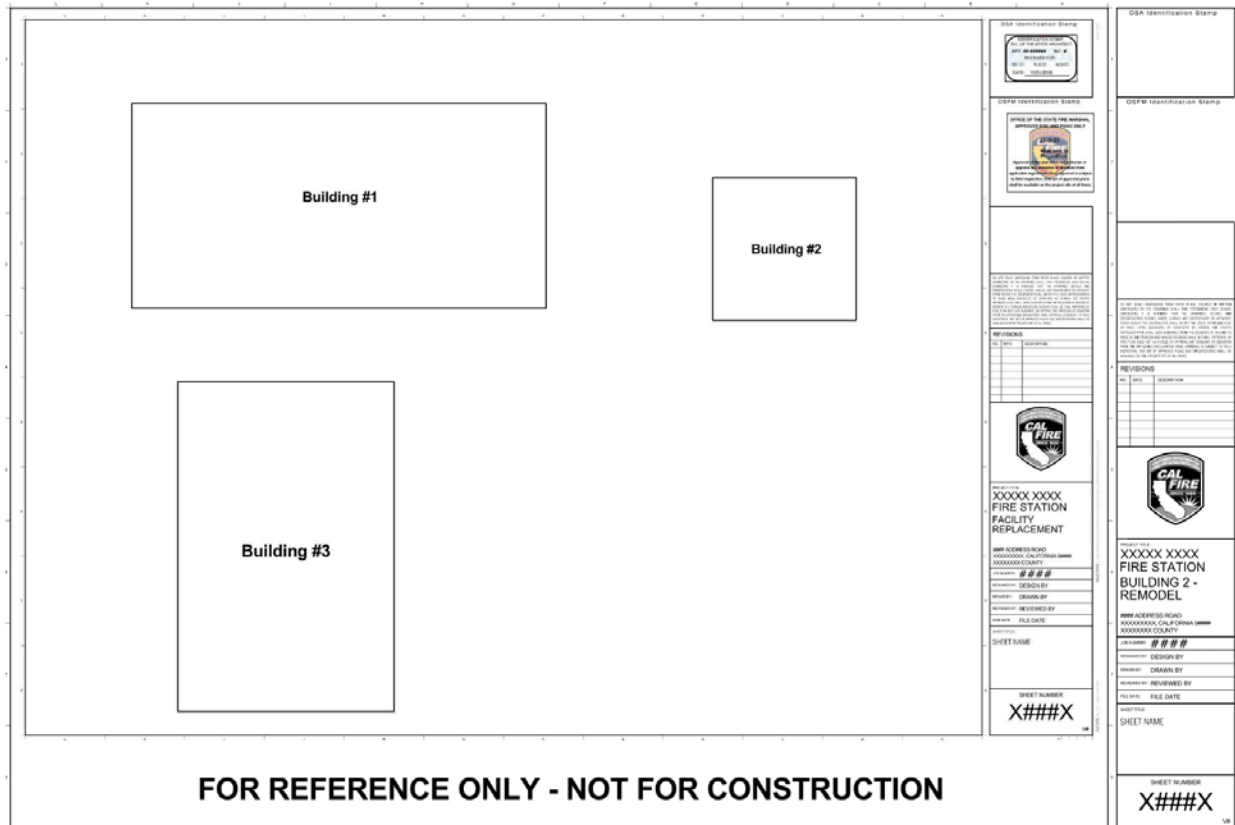


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## 6 BID AND REFERENCE DRAWINGS AND DOCUMENTS

### 6.1 PAPER AND ELECTRONIC PLANS

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





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## **7 PHASED PLAN REVIEW**

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Please see the [Phased Plan Review Guidelines](#) for large projects wishing to utilize a phased review process. Ensure each building in each phase has a permit as noted under the [DO YOU NEED A PERMIT?](#) section

## **8 LOCAL FIRE AUTHORITY – ACCESS APPROVAL FORM**

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

## **9 ALTERNATE MEANS AND METHODS REQUEST (AMMR)**

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

## **10 PERMIT EXTENSIONS**

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



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## **11 OVER THE COUNTER (OTC) REVIEWS**

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### **11.1 WHAT CAN BE REVIEWED AS AN OTC?**

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

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

**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 (Level 1), or stand-by (Level 2) generators requiring compliance with CCR Title 24 California Electrical Code (CEC) Article 700, 701, and National Fire Protection Association (NFPA) 110



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## 11.2 OTC INFORMATION

- OTC hours are on Tuesdays from 8:30am to 12:30pm. Check-in starts at 8:00 am
- Projects are handled on a first come, first served basis with no guarantee of review depending on the number of applicants at the time of arrival
- Reviews are limited to one hour with the last appointment starting at 12:30pm
- Applications for a permit shall be completed in GOVmotus prior to arrival
  - Provide a copy of application when signing in for review
- Plans shall be in accordance with the requirements found under [PAPER PLAN REVIEW](#)
- Plans that have already been submitted through our normal process will not be taken out of the queue for an OTC review
- Due to limited space, one project representative and one design professional with signature authority will be allowed to attend the review
- **Electronic OTCs are not permitted at this time**

## 12 ADDENDUMS

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

### 12.1 PAPER FORMAT

- Provide the approved GOVmotus application number with submittal
- Provide revised sheets for review
- Upload the original approved plans 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
- 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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## 12.2 ELECTRONIC FORMAT

- Request a new addendum workflow from [OSFMFireLifeSafetyGOVmotus@fire.ca.gov](mailto:OSFMFireLifeSafetyGOVmotus@fire.ca.gov)
- Reference the approved GOVmotus application number in the request
- Once a new Upload and Submit task is received:
  - Provide a change narrative to assist reviewer in identifying changes made uploaded to the Reference Docs folder
  - Upload and submit only your revised sheets following all of the requirements and processes defined in [ELECTRONIC PLAN REVIEW](#)





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## **13 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. 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
  - 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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## **14 PAPER PLAN REVIEW**

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

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



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## 15 ELECTRONIC PLAN REVIEW (EPR)

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

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

### 15.1 DRAWING FILE REQUIREMENTS

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



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## 15.2 FILE TYPE REQUIREMENTS

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

## 15.3 ELECTRONIC FILE NAMING STANDARDS

- All files should be numbered and named according to their order listed on your provided Title Sheet, Cover Sheet, or Table of Contents.
- File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed
- Please limit the number of characters in the file name to 35 characters or less, no dashes, no special characters (&, %, #, etc.), do not include the date or version numbers
- Resubmittals: After a review by the OSFM, all sheets must be uploaded again and must be named exactly the same as the original file to allow for versioning. Do not put the version indicator in the file name. If there are sheets that need to be deleted or if you need assistance, please ask the review coordinator at [OSFMFireLifeSafetyGOVmotus@fire.ca.gov](mailto:OSFMFireLifeSafetyGOVmotus@fire.ca.gov)

### 15.3.1 Document File Naming Standards

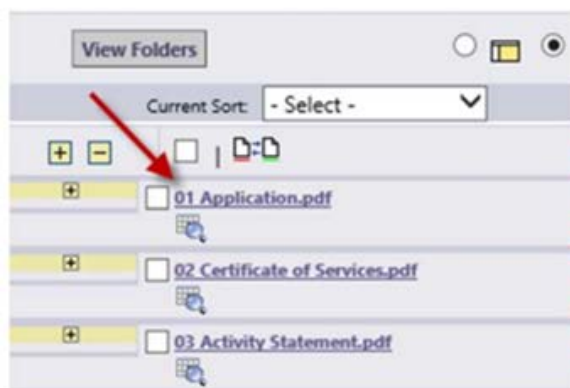
Document files shall start with a two-digit number.

#### Documents:

Application Form (Completed, signed)

#### Example of Document File Names:

01 Application.pdf



Files are listed in order by the number placed in front of the file name



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### 15.3.2 Drawings File Naming Standards

Drawing files shall start with a four-digit number.

The following components make up the file name:

Sequential Display Order No.	Sheet Number	Sheet Title/Name
0001	G001	Cover Sheet

The information above becomes:

File Name
0001 G001 Cover Sheet

Example:

List of sheets on Drawing Cover Sheet:  
Names:

Examples of Drawing File

DRAWING INDEX	
SHEET NO.	DRAWING TITLE
	COVER SHEET
0.1	PRELIMINARY EROSION & SEDIMENT CONTROL PLAN
1.0	PRELIMINARY SITE PLAN
1.1	EVERGREEN ACCESS PLAN
1.2	PRELIMINARY PHASING PLAN
1.3	PRELIMINARY CIRCULATION PLAN
2.0	PRELIMINARY GRADING AND DRAINAGE PLAN
3.0	PRELIMINARY UTILITY PLAN
3.1	PRELIMINARY LIGHTING PLAN
1.0	LANDSCAPE PLAN
EXISTING CONDITIONS PLAN (ALTA SURVEY)	
1 OF 1	TOPOGRAPHIC SURVEY

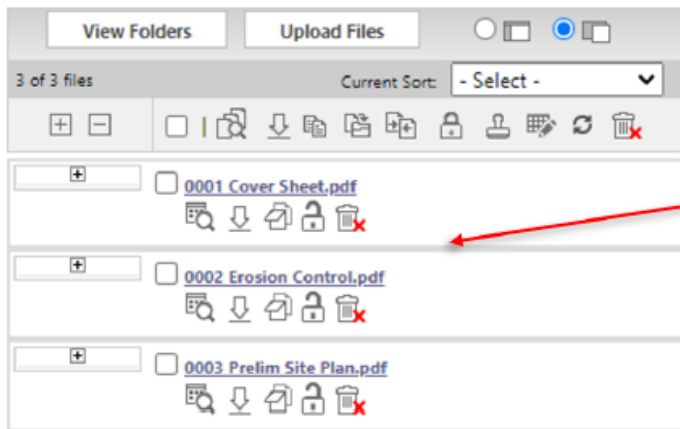
- 0001 Cover Sheet
- 0002 0.1 Erosion Control
- 0003 1.0 Prelim Site Plan
- 0004 1.1 Evergreen Access
- 0005 1.2 Phasing
- 0006 1.3 Circulation
- 0007 2.0 Grading and Drainage
- 0008 3.0 Utility
- 0009 3.1 Lighting
- 0010 1.0 Landscape
- 0011 Topographic Survey



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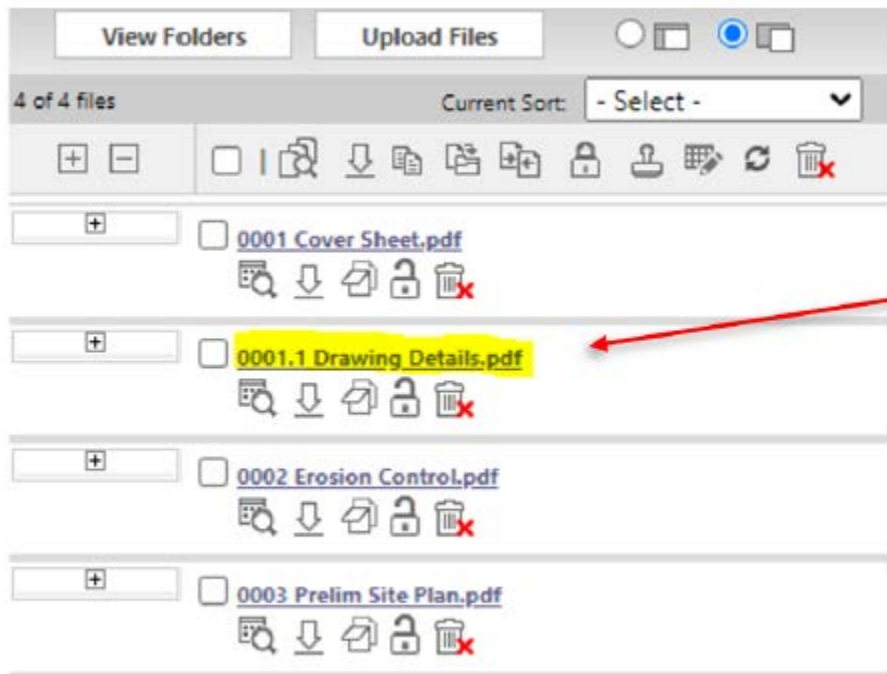
### 15.3.3 Adding Files to Your Completed Upload

After you have completed your initial upload and find that you need to add files in a certain sequence, notify the review coordinator at [OSFMFireLifeSafetyGOVmotus@fire.ca.gov](mailto:OSFMFireLifeSafetyGOVmotus@fire.ca.gov). After the upload task has been returned to you by OSFM staff, add your new documents or drawings to your already uploaded files in the manner shown below:



If you want to upload a new drawing sheet and want it between 0001 Cover sheet and 0002 Erosion Control sheets, name your new file with 0001.1 at the beginning of the file name.

Adding “0001.1” to the front of the file name of the additional document uploaded, placed it in order between the files “0001 Cover Sheet.pdf” and “0002 Erosion Control.pdf”.





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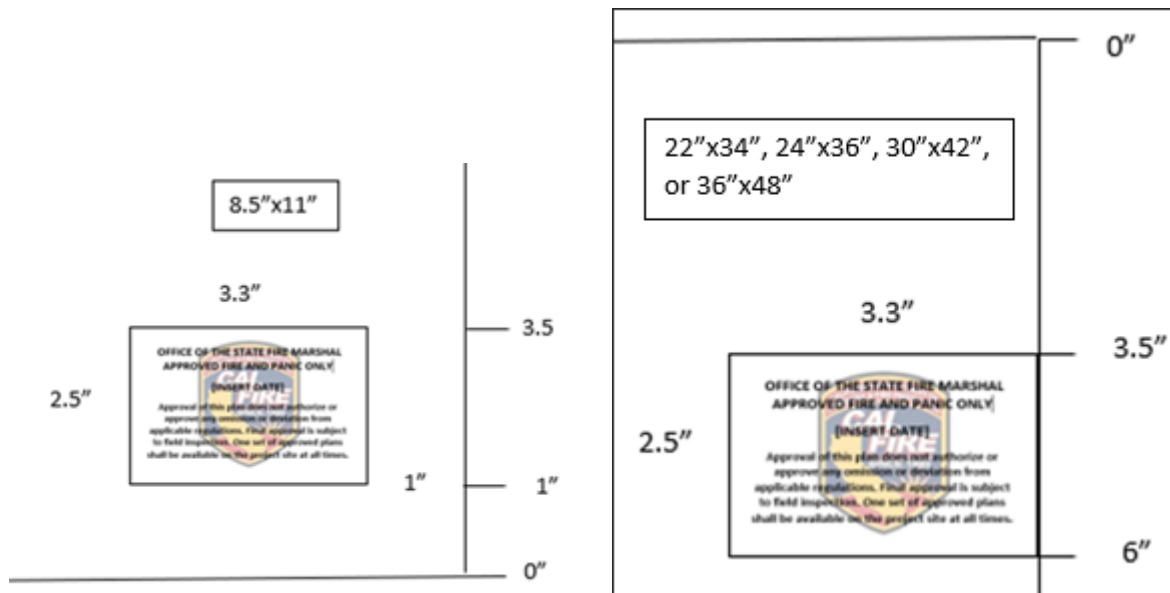
## 16 TITLE BLOCK CONFIGURATION AND STAMP LOCATION

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

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



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## 17 DRAWING SCALE REQUIREMENTS

- All plans must be drawn to scale
- Each sheet must have an independent scale:
  - e. 1in = 40ft or 3/16in = 1ft
- Each sheet must have a scale bar for each scale used on its respective sheet. Reflect a 3" bar for the designated scale.
- When more than one scale is used on a sheet, an independent scale must accompany the applicable detail.
- Fire alarm plans shall utilize 1/8" scale
  - Fire alarm plans shall contain a sheet with a legend of scale square outlines for wall and ceiling mounted strobe coverage areas for all candela ratings and ceiling heights per NFPA 72. See examples below. The legend shall identify the following for each outline:
    1. Mounting location: Wall or Ceiling
    2. Candela rating
    3. Max lens height
    4. Size of outline (same scale as the drawings)



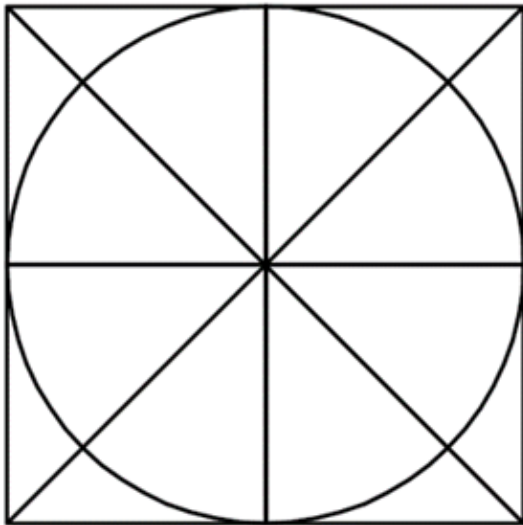


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- Specific requirements for ELECTRONIC plans
  - All drawings must be calibrated. This calibration shall be saved in the drawing ensuring it is available to the reviewer.
  - Fire alarm plans shall contain:
    1. A general note identifying required detector spacing based on NFPA 72
    2. To scale spacing outline templates shall be provided per the examples below

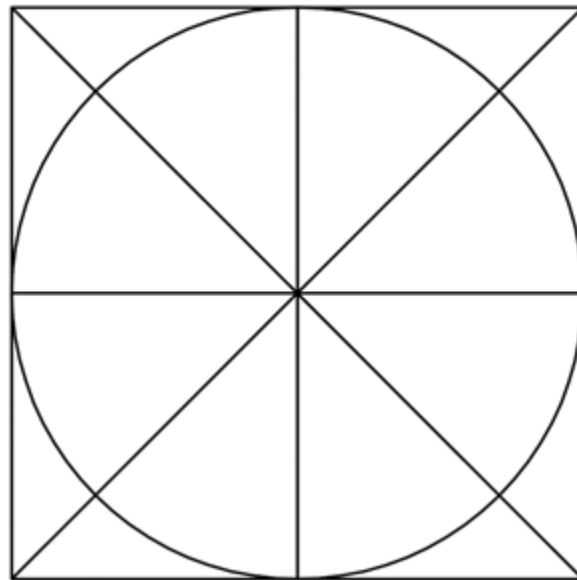
**SMOKE DETECTOR COVERAGE  
TEMPLATE**

**30' DIAMETER OR 21' TO CORNER**



**HEAT DETECTOR COVERAGE  
TEMPLATE**

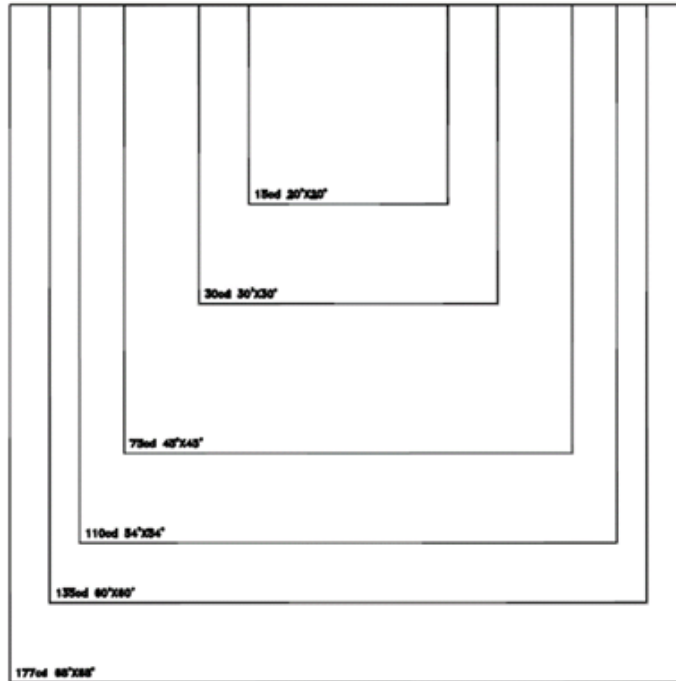
**50' DIAMETER OR 35' TO CORNER**



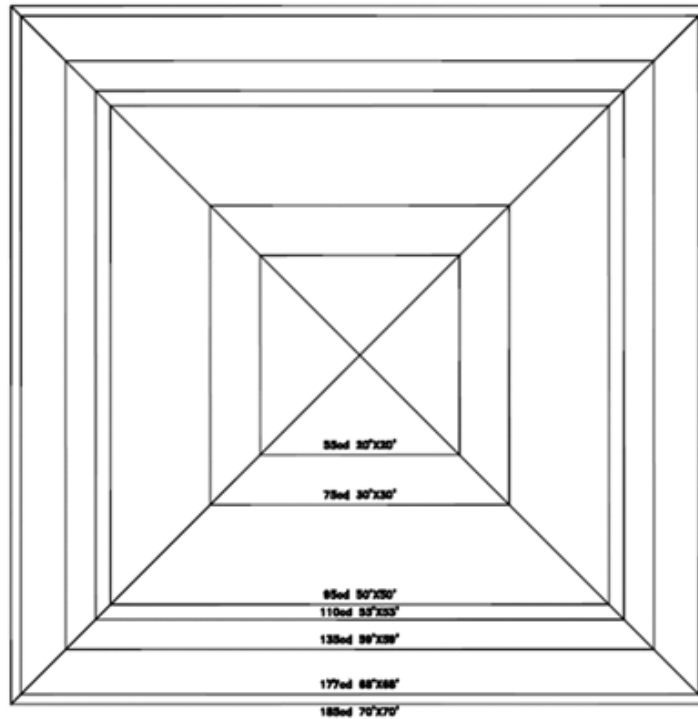


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WALL MOUNT TEMPLATE



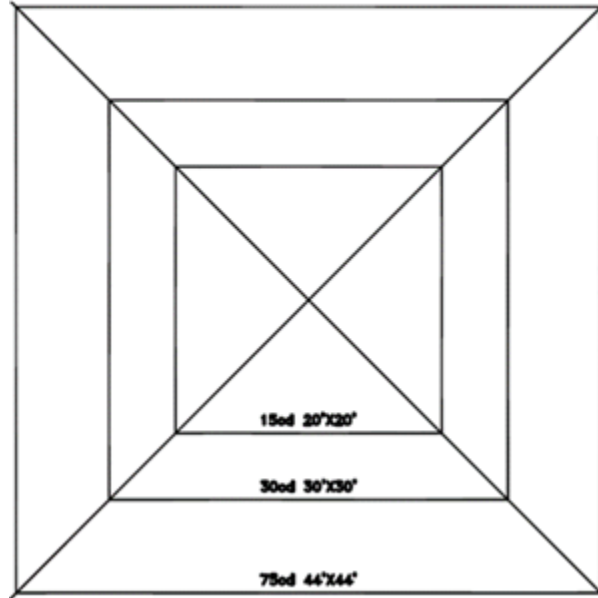
CEILING MOUNT TEMPLATE @ 30'





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**CEILING MOUNT TEMPLATE ©10'**





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## 18 GETTING STARTED – PLAN REVIEW APPLICATION AND SUBMISSION

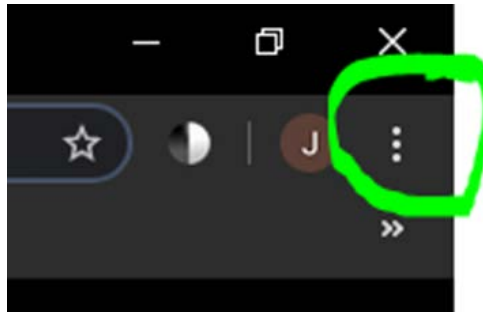
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Please ensure you have read all of the other requirements prior to following the steps below.

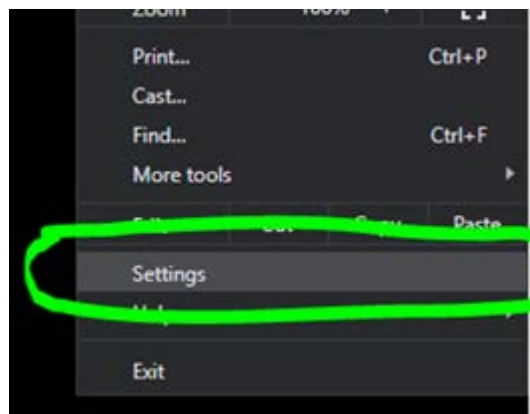
### 18.1 STEP 1 - SETTING UP YOUR INTERNET BROWSER

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.



- Click on settings from the menu that appears.



- Under the section titled “Privacy and Security” click on “Site Settings” (on some versions of Chrome this is called “Content Settings”)



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- If you do not see this section, scroll to the bottom of the page, and click on Advanced. This may also be accessible from the left side of your browser page.
- Once the advanced features appear look for the “Privacy and Security” section and click on “Site Settings” or “Content Settings”
- Once under “Site/Content Settings”, Look for “Pop-ups” or “Pop-ups and redirects” and click on it.
- Under the “Pop-ups” section, go the “Allow” section and click on Add.

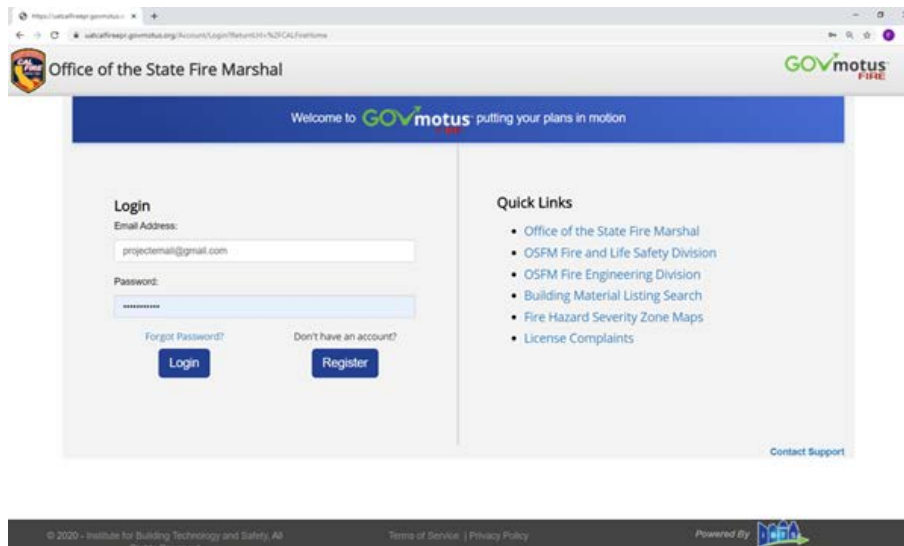


- Once the add window appears, add the following sites, and ensure they appear under the allowed sites once completed:
  - <https://calfire.govmotus.org/>
  - <https://projectdox.ibts.org/>
- Close and re-open the browser and proceed to **Step 2**.

### 18.2 STEP 2 - ACCESSING THE PLAN REVIEW APPLICATION PORTAL

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

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





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### 18.3 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.

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

1 2

Apply for New Permit

### 18.4 STEP 4 – COMPLETING THE PLAN REVIEW PERMIT APPLICATION

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

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

- Project Name – identify the name of the building the application applies to after the Project Name
- Project Description – please enter a brief description of the scope of work
- Master Permit Number – This field is utilized on deferred submittal applications. Please enter the complete approved construction permit number for the project in this field. (ex: 22-N-1234-C-PI)
- 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 a multi-building/phased/deferred permits on the same project, the construction cost should be the same for all permits



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## 18.5 STEP 5 – IDENTIFY THE PLAN REVIEW FORMAT THE PROJECT WILL UTILIZE

Choose Electronic or Paper plan review:

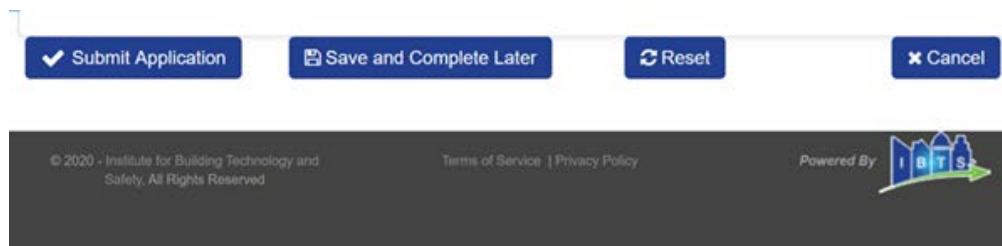
- If choosing paper plans, complete **Steps 6 and 7** and see **PAPER PLAN REVIEW SECTION**
- If choosing electronic plans, complete **Steps 6 and 7**, then see **ELECTRONIC PLAN REVIEW** before continuing to **Step 8**.

\* Plan Document Format     Electronic     Paper

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

## 18.6 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.



## 18.7 STEP 7 – COMPLETING THE PLAN SUBMITTAL CHECKLIST

Submitting the application will prompt the plan review checklist window to pop-up. All required fields with a red asterisk (\*) must be verified and selected before the system will allow the application to be submitted by left clicking the submittal button at the bottom left-hand side of the page.

### Plan Submittal Checklist

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

\* Indicates required field

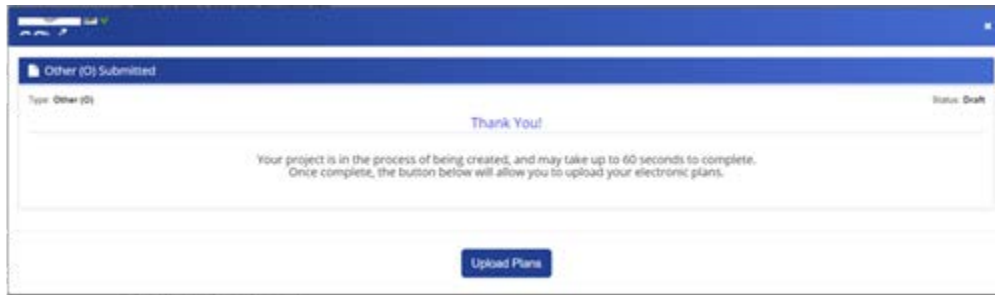


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### 18.8 STEP 8 – SUBMITTING ELECTRONIC PLANS IN PROJECTDOX

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

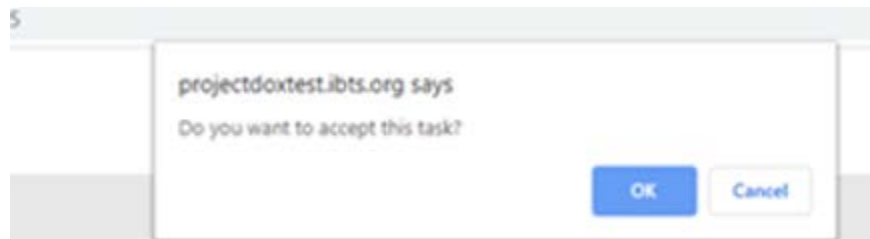
- Left mouse click on the “Upload Plans” button to be taken to ProjectDox for electronic document submittal.



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



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



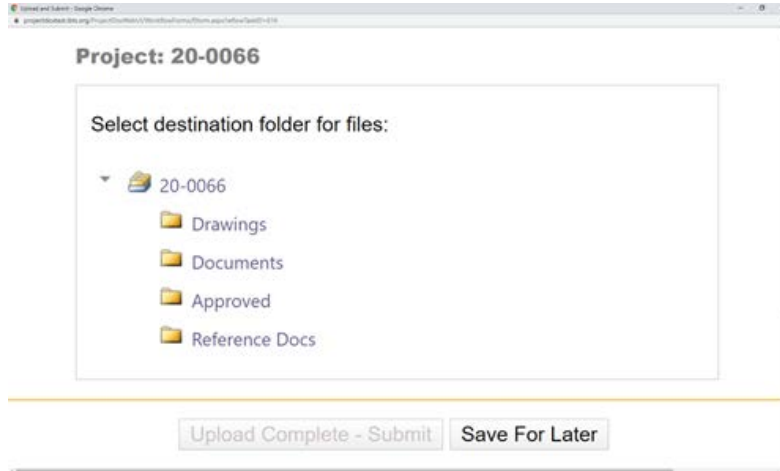
- The “Upload and Submit” window will pop-up.





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

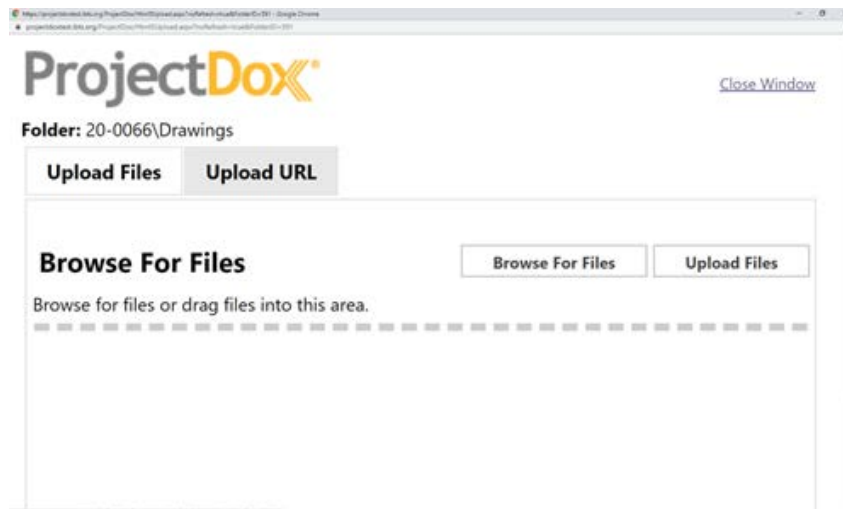


- Left mouse click "Select Files to Upload" button.

Select your files to upload to this folder:



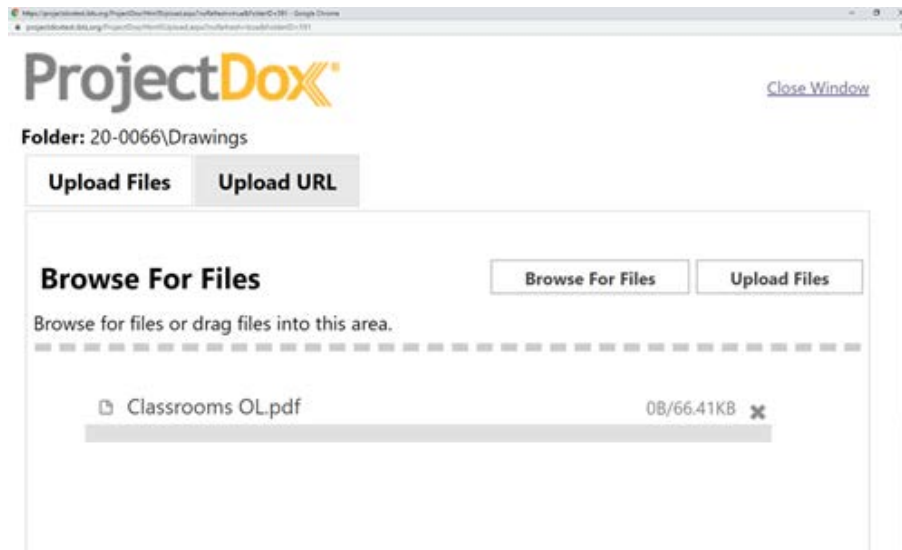
- Left mouse click "Browse For Files". Then find the files to be uploaded from the computer then double left mouse click or drag files to the window in preparation for upload.





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



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

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

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



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A screenshot of a web browser window showing a form for submitting plan review information. The form is titled 'Task Instructions' and contains the following text: 'Please upload files into the appropriate folders below, select the checkbox at the bottom, and click 'Upload Complete - Submit' to submit your files.' Below this, it says 'Please see the CAL FIRE OSFM webpage for NEW requirements that all plans and documents need for a review and approval prior to uploading them to this site.' The form is for 'Project: 20-0066'. It has a section for 'Select your files to upload to this folder:' with two buttons: 'Select Files to Upload' and 'View Folders'. Below this, there is a folder named '20-0066\Drawings' containing a file named 'Classrooms OL.pdf'. At the bottom of the form, there is a checkbox labeled 'Upload Task Complete (I have uploaded all required drawings and/or documents)' which is checked. At the very bottom, there are two buttons: 'Upload Complete - Submit' and 'Save For Later'.

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

## 19 RESPONSE TO PLAN REVIEW COMMENTS AND BACKCHECK RESUBMITTAL

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### 19.1 PAPER FORMAT

- Resubmit existing **GOVmotus** application to “NEW” status.
- Provide most recent redline check set.
- Provide deficiency responses.
- Ensure that all revisions are clouded.



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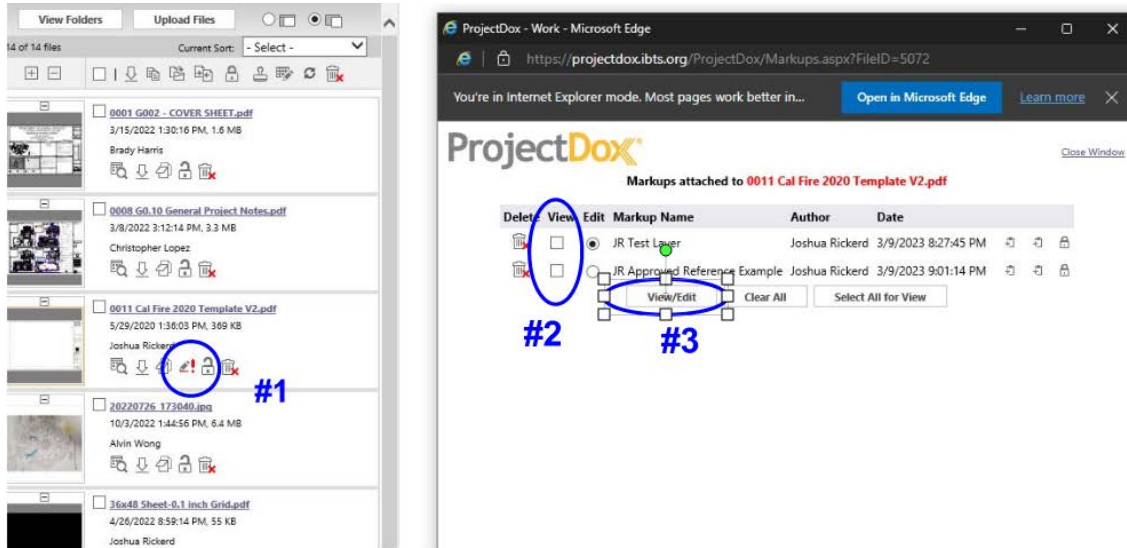
### 19.2 ELECTRONIC FORMAT

- Comments can come in two forms:
  - Plan Review Changemark – a sheet specific correction relating to a code deficiency
  - Prescreen Checklist Item – identifies general intake requirements noted in these instructions that were not followed.
- All correction items will require a response from the Applicant on how the item was corrected.
  - This is similar to a narrative response, but comes in an electronic form that can be viewed after accepting the Respond and Resubmit task and the task window appears. To access this list, click on the “View/Edit Changemark Items” or “View/Edit Checklist Items” button. Please ask if you have any questions.
  - To help clarify comments, you can also “publish” the red line comments into a PDF. To do this (see instructions and example below):
    - Opening each drawing or documents markup layer by clicking on the symbol shown as item #1, clicking “View” as shown in item #2 for all layers shown, then clicking the “View/Edit” button marked item #3
    - Once the viewing window opens with markups shown, click on “Publish” at the top of the viewing window.
    - When the Publish window appears, choose the criteria for a PDF of the document with markups.



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If you do not see “Publish” at the top of the viewing window, please reach out to our staff at [OSFMFireLifeSafetyGOVmotus@fire.ca.gov](mailto:OSFMFireLifeSafetyGOVmotus@fire.ca.gov) for assistance.



- Complete the Respond and Resubmit task:
  - Upload the revised documents and drawings. See [FILE NAMING STANDARDS](#)
  - Verify the task instructions have been completed by clicking the checkboxes
  - Click the “Response Complete” – Resubmit button



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## 20 COMMON MISTAKES

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### Uploading files into the wrong folders

- Drawing sheets should be uploaded into the drawing folder and documents should be uploaded into the documents folder.

### Incorrect document orientation

- Drawing sheets should be uploaded in landscape. Supporting documents should be in their correct orientation.

### Drawing file requirements not followed

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

### File naming standards not followed

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

### Tasks not being completed

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

### Automatic Sign Outs

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