

# Office of Fire Safety Fire Safety Procedure

Administration  Construction  Operations

**FSPR 24-001**

**Title: Over the Counter Plan Review Procedures**

**Effective Date: 05-06-2024**

**Revision Date:**

Per the Office of Fire Safety (OFS) Memorandum, Guidance for California State University Plan Review Submittals, all CSU project applicants shall initially submit plans to the Office of Fire Safety (OFS) regardless of project size. For normal plan submittal process and review times, please refer to OFS Fire Safety Policy 20-C001. In certain cases, OFS may forward plan review submittals to OSFM and shall be at the discretion of OFS and the OSFM Sacramento Plan Review Office. Over the counter (OTC) plan review may be available for small projects as identified and outlined below. OTC review time is limited to 60 minutes.

## **Examples of projects that are acceptable for OTC review:**

- 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 VB construction.
- Alterations to existing 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:**

- Projects that take longer than 60 minutes to review.
- Addition or expansion to an existing building.
- New buildings
- Projects that include hazardous materials.
- Projects that include high-piled storage.
- 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.

## **Over the Counter Information:**

- **Only electronic reviews** submitted through the OFS portal are permitted at this time.
- Projects are reviewed on a first submittal, first served basis and dependent on available staff and pending reviews.

- Plans already submitted and assigned will not be taken out of queue for an OTC review.

### **Process for submitting plans to OFS:**

1. A GOVMOTUS FIRE application is required prior to the submittal.
2. While completing the GOVMOTUS application choose "paper" review as the submittal option and save application for later. DO NOT UPLOAD PLANS TO GOVMOTUS FIRE.
3. The application shall remain in DRAFT status until such time the permit is issued.
4. Submit plans to OFS via the [Plan Review Application Form](#) on the CPDC website page Permitting and Review.

#### Plans and submittal must:

- Include GOVMOTUS permit number
  - Be stamped by the design professional
  - Include all items of the building data summary
  - Include current specification and listing sheets
  - Include a Site Safety Plan per CBC and CFC Chapters 33 and FSPR 23-001
5. OFS will triage plans and notify applicants whether the plans have been approved or declined for review. All plans declined shall be followed with a detailed explanation to the respective campus project manager.
  6. Projects eligible for Over the Counter (OTC) reviews shall be at the discretion of OFS.
  7. Upon OFS plan review approval, the permit shall be issued by the OSFM.
  8. Addenda that occur prior to the start of construction or because of the bidding process will be handled by the OFS and reviewed under the GOVMOTUS FIRE permit number associated with the project for its respective scope of work.

### **Over the Counter (OTC) plan reviews process:**

#### **OFS Review**

1. Submittals which are triaged and accepted for OFS review will be assigned to an OFS staff member.
2. The OFS staff member will contact the project manager for an OTC appointment.
3. The OFS staff member will meet with the project manager via Zoom or in person. It is highly recommended the designer or Architect of Record attend also.
4. If approved, the plans will be stamped and uploaded to GOVMOTUS for an issued permit.

#### **OSFM Review**

1. Submittals which are triaged and determined by OFS to be better suited for review by OSFM will be brought to the attention of OSFM Sacramento Plan Review Section.
2. OFS will upload the plans to GOVMOTUS using the provided credentials.
3. Upon OSFM plan review approval, the permit shall be issued by the OSFM.
4. Addenda that occur prior to the start of construction or because of the bidding process will be handled by the OSFM and reviewed under the GOVMOTUS FIRE permit number associated with the project for its respective scope of work.

Authority: Education Code Section 66606  
Health & Safety Code Sections 13108, 13145, 13146

Attachments: None

Weblinks

Staff Directory:

<https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/about-cpdc/Pages/staff-directory.aspx>

Permitting and Review:

<https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/operations-center/Pages/permitting-and-review.aspx>

Plan Review and Concurrence Letter Requirements FSPL 20-C001:

<https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/OFS%20Plan%20Review%20and%20Concurrence%20Letter%20Requirements.pdf>

Fire Safety During Construction and Demolition FSPR 23-001:

<https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/OFS%20Fire%20Safety%20During%20Construction%20and%20Demolition.pdf>

Applicability: All Structures owned or occupied by CSU, including Specified State-Occupied Buildings.