



## Office of School Facilities Chapter 9 Final Inspection Process

The Department of Labor, Licensing and Regulation's Division of State Fire, Office of State Fire Marshal (State Fire) will perform final inspections of Fire Protection Systems that are identified in Chapter 9 of the South Carolina Fire Code on behalf of OSF through a contract that assigned the responsibility for inspection and limited plan review to the Office of State Fire Marshal. These inspections will be referred to as "Chapter 9 Inspections" and the systems will be referred to as "Chapter 9 Systems".

The SC Department of Education Office of School Facilities (OSF) retains the role of Building Official with the responsibility of issuing Certificates of Approval prior to occupancy.

### I. Requesting the Inspection:

1. Inspection request will be entered into the Office of State Fire Marshal Information Management System (IMS) as a Building Inspection request by the Design Professional (DP) or responsible OSF staff member. <https://osfm.llr.sc.gov/>
2. All systems must be ready for final inspection before the inspection will be made. To ensure that all Chapter 9 Systems are ready for final inspection, the following documentation will be uploaded into the IMS **at least 48 hours prior to the scheduled inspection date**. Failure to do so may result in the inspection being cancelled.

#### Required Documentation:

- a. [OSF Form F4](#) – To be completed by the DP after verification that systems are ready for inspection. Only the portions of the form specific to the systems requiring inspections must be completed.
- b. Confirmation from Third Party Inspection firm who has witnessed the final inspections as a representative of OSF and/or owner, noting final acceptance and approval of Chapter 9 Fire Protection Systems. This may be a deficiency log demonstrating all deficiencies are corrected. Or it may be an inspection report documenting that all Chapter 9 Systems have had a final inspection and are approved.
- c. For water-based fire protection systems: NFPA 13 or NFPA 24 Underground and Aboveground Contractors Materials and Test Certificates and Fire Pump Acceptance Test Results (when applicable).
- d. For fire alarm systems: NFPA 72 Certificate of Completion
- e. For Kitchen Fire Suppression Systems: A compliant Kitchen Hood Fire Suppression System Report.
- f. Other Chapter 9 Systems: Final test and acceptance documents.

## II. Scheduling the Inspection:

1. State Fire will conduct the inspection within 14 days of the inspection request. State Fire will assign a date to the inspection request and all parties associated with the request in the IMS will receive an email notifying them of the inspection date and the assigned Deputy State Fire Marshal (DSFM) who will be responsible for the inspection. DSFMs will attempt to call the individual requesting the inspection to discuss available dates before scheduling.
2. Within 48 hours of the scheduled inspection, if all of the required documents have not been submitted, State Fire will attempt to reach out to the DP to check the status of the inspection readiness. If all Chapter 9 Systems will not be ready for inspection, the inspection will be cancelled. **If the required documents are not uploaded within 24 hours of the inspection, State Fire *may* cancel the inspection.**
3. Cancelled inspections and failed inspections will require a new inspection request which will be conducted within 14 days of the request as described above.

## III. Conducting the Inspection:

1. The DP and all necessary contractors and third-party inspectors must be present at the time of the inspection. OSF is not required to be present.
2. The Deputy State Fire Marshal will lead the inspection.
3. The ***“Three Strikes and You Are Out”*** rule will be applied to each system. Three deficiencies that cannot be immediately corrected will result in a failed inspection. State Fire will not continue the inspection that results in the creation of a “punch list.”

## IV. Results of the Inspection:

1. Inspection reports will be available within 24 hours of the completion of the inspection and will be shared with all persons associated with the inspection request in the IMS.
2. OSF is responsible for issuing Certificate of Approval (CA) to allow occupancy of the inspected structure. OSF may issue the CA with or without a passed final inspection from State Fire.

## V. Appeals:

1. The DP or Contractor who disagrees with the results of an inspection or the actions of any DSFM may immediately appeal in writing by emailing the Assistant State Fire Marshal (ASFM) and describing the basis of the appeal and the suggested next action. The ASFM will consult with interested parties and provide a response to the appeal as soon as possible and no more than 72 hours after the receipt of the appeal. If the ASFM is not being available, the Chief Deputy State Fire Marshal (CDSFM) will answer the appeal.

- a. ASFM: [Nathan.ellis@llr.sc.gov](mailto:Nathan.ellis@llr.sc.gov)
- b. CDSFM: [Curtis.smith@llr.sc.gov](mailto:Curtis.smith@llr.sc.gov)

## VI. Quality Control:

1. In an effort to encourage accurate, timely, quality work by DPs, contractors, and Third Party Inspection Firms, State Fire may publish the results of inspections in a public facing platform. Numbers and percentages of scheduled inspections, failed inspections, and cancelled inspections will be published and used to assign a “grade” to the parties mentioned above. Address and names of projects will not be published.

## VII. Plan Reviews:

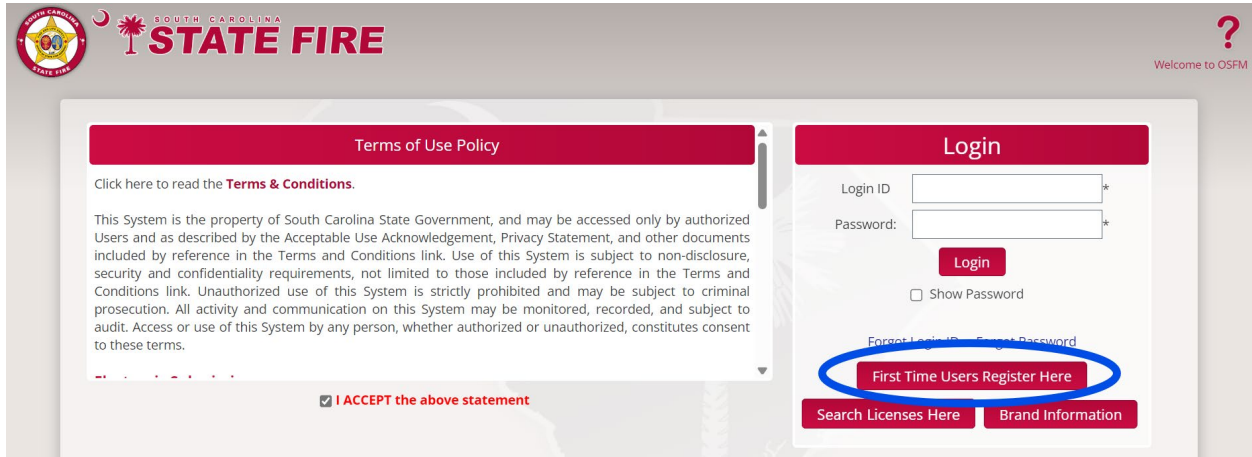
1. **Fire Sprinkler Plan Review.** In accordance with SC Code of Law 40-10, State Fire will review fire sprinkler plans when requested by the AHJ. The process for submitting fire sprinkler plans into the IMS has not changed. Guidance can be found on our website.  
<https://statefire.llr.sc.gov/osfm/index.aspx>
2. **Fire Alarm Plan Review.** For “**Fire Alarm Only**” projects, which do not include any other trades, State Fire will review and issue an approval for fire alarm plans prior to system component installation. State Fire requires that the submittal include engineered plans and/or engineered specifications with a contractor’s shop drawings. A SC Licensed Engineer is required. A letter of compliance, certifying that the Contractor’s shop drawings comply with the appropriate codes is required. Plans and documents will be uploaded into the IMS Plan Review module. Upon State Fire plan approval, OSF will issue a School Building Permit (SBP). Construction or installation of the new fire alarm must not begin without the SBP having been issued by OSF.
3. **Site Plans.** When requested by OSF, State Fire will review site plans for compliance with the following: fire apparatus access road, fire hydrant locations, FDC location. Plans will be uploaded into the IMS Plan Review module.

For assistance with plan review, you may contact Assistant State Fire Marshal Nathan Ellis, [Nathan.ellis@llr.sc.gov](mailto:Nathan.ellis@llr.sc.gov) or 803-414-7161.

# How to Request a CHAPTER 9 Inspection from State Fire

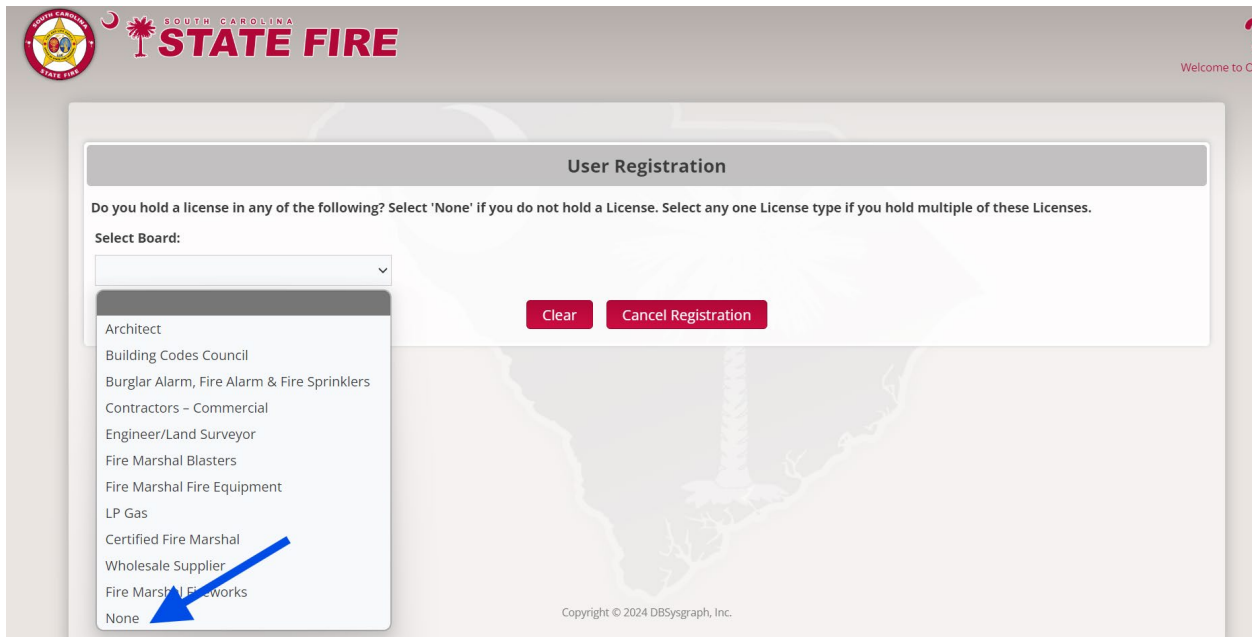
## Step 1: Create your personal user account in the IMS.

Go to <https://osfm.llr.sc.gov> and choose “First Time Users Click Here”. Follow the instructions to set up a personal user account.



Verify that you are not a robot by entering the code you see on the screen.

If you are a license holder of select licenses issued by LLR, you may pull your information from the LLR licensing system. This is not required. You may select “None” and enter all of your information. Often, there is “bad information” in the LLR system such as an incorrect email address. You will not be able to edit incorrect information. It may be easier to select “none” and enter your personal information.



# How to Request a CHAPTER 9 Inspection from State Fire

Create your login (unique to you, can be any series of letters or numbers) and Enter all of your personal information and click “Register”.

(123) 456-7890    ( ) - ( )    ( ) - ( )

**Email**  
osfntestperson@gmail.com    **Verify Email**  
osfntestperson@gmail.com

**Physical Address:**  
*Enter the Street Address and then ZIP Code to look up City and State:*

**Street Address**  
141 Monticello Tr

**ZIP Code**    **County**    **City**    **State**  
29203    RICHLAND    COLUMBIA    SC

**Security Questions**

1. What is the name of the first school you att
2. What is your First Car?
3. What is your Mother-in-law's maiden name

**Register**    **Cancel Registration**

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Verify your email address by using the temporary password you receive in your email to log into the IMS.

**Terms of Use Policy**  
Click here to read the **Terms & Conditions**.

This System is the property of South Carolina State Government, and may be accessed only by authorized Users and as described by the Acceptable Use Acknowledgement, Privacy Statement, and other documents included by reference in the Terms and Conditions link. Use of this System is subject to non-disclosure, security and confidentiality requirements, not limited to those included by reference in the Terms and Conditions link. Unauthorized use of this System is strictly prohibited and may be subject to criminal prosecution. All activity and communication on this System may be monitored, recorded, and subject to audit. Access or use of this System by any person, whether authorized or unauthorized, constitutes consent to these terms.

I ACCEPT the above statement

**Login**

Login ID: testperson1  
Password: .....

**Login**

Show Password

[Forgot Login ID](#)    [Forgot Password](#)

**First Time Users Register Here**

[Search Licenses Here](#)    [Brand Information](#)

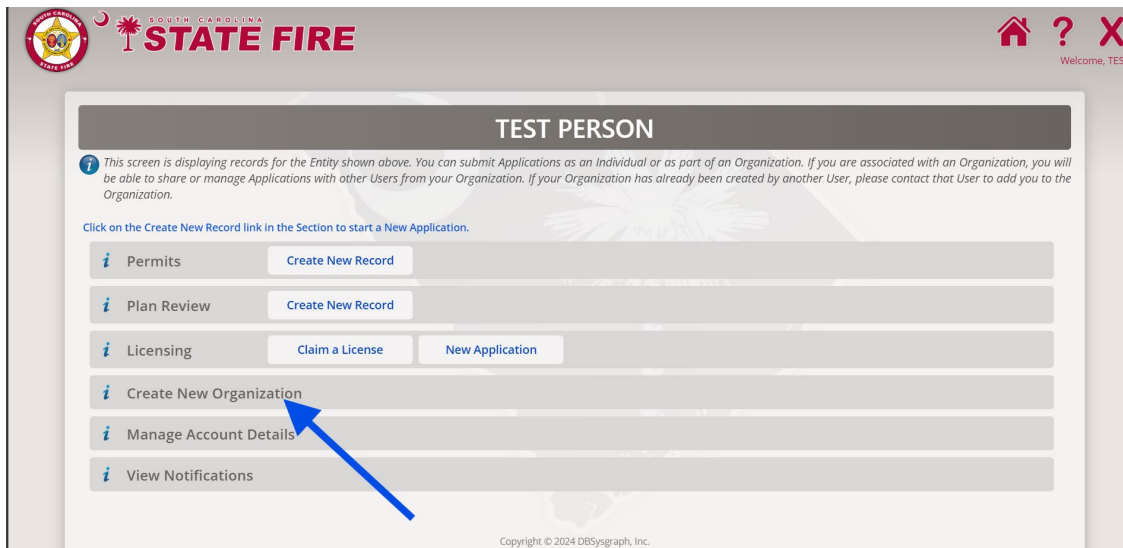
Once you create your permanent password, click “Home”. This will take you to your dashboard.

# How to Request a CHAPTER 9 Inspection from State Fire

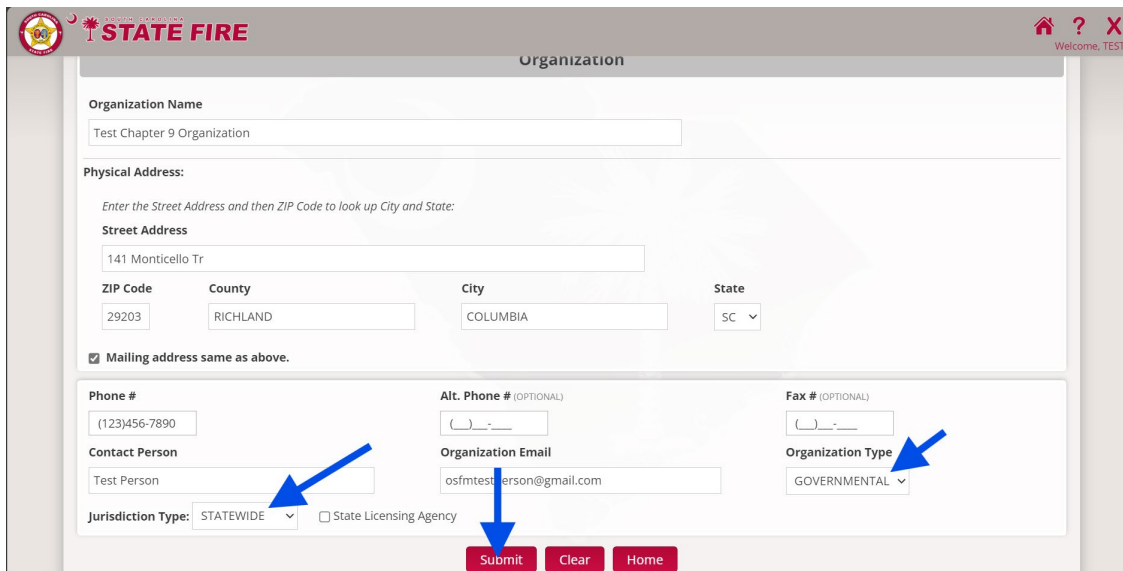
## Step 2: Create your organization.

Building Inspections cannot be requested from individuals. In the OSFM IMS, only government organizations can request a building inspection. So, the next step is to create your organization. From your dashboard, click “Create New Organization”.

**Note:** Multiple personal accounts can be associated with the same organization. The first user to create the organization is by default, the administrator. Additional users can be added to the organization and be given admin rights if the admin chooses to do so. Admins will have the ability to manage the organization. All members of the organization will be able to request inspections and retrieve inspection reports.



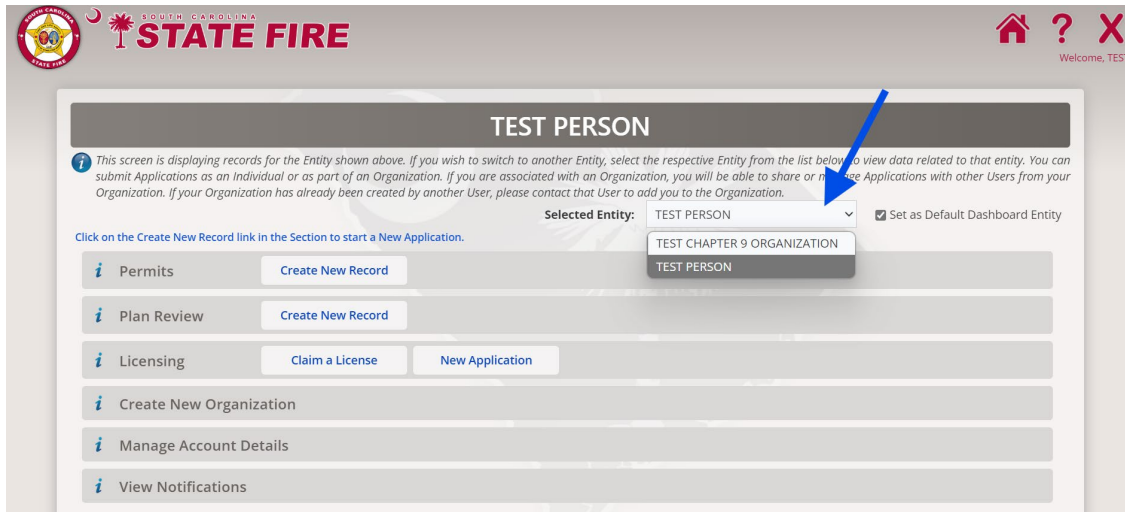
Because the IMS was created for government organizations to be able to request building inspections from OSFM, **you must choose “Government” with “Statewide” jurisdiction.** Then click “Submit”.



# How to Request a CHAPTER 9 Inspection from State Fire

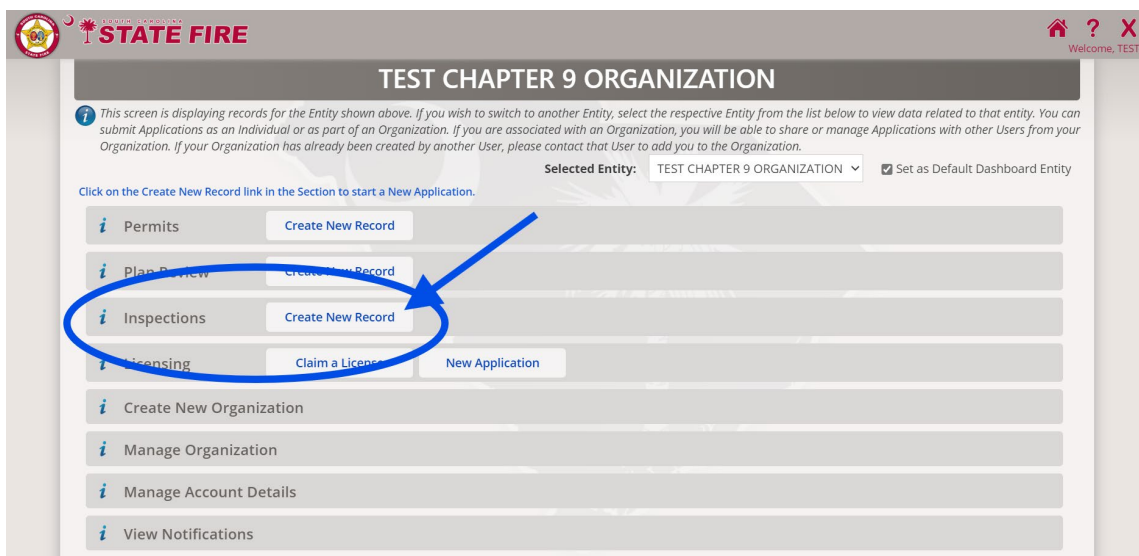
OSFM Staff will review and approve your newly created organization. You will receive an email once we have approved it. Then you will be able to request inspections.

After your organization is approved by OSFM, you can log in again. Now you will see a drop-down menu on your dashboard. Select your organization, and set this as your default dashboard.



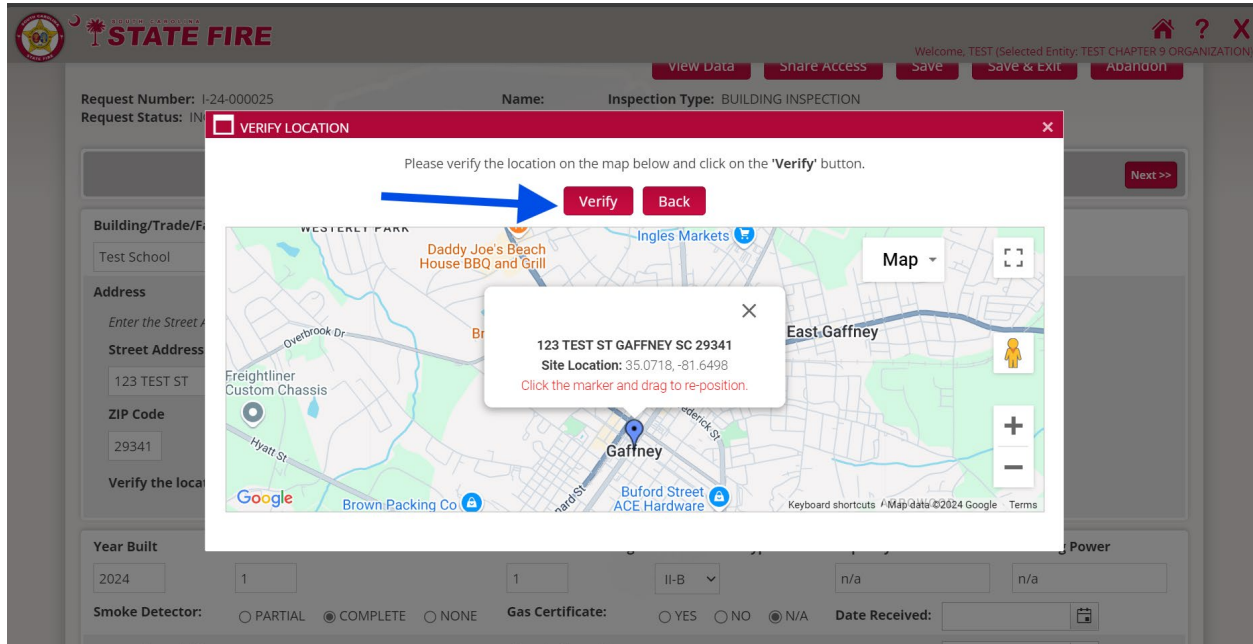
## Step 3: Request Building Inspection

The new dashboard for your organization will give you the ability to request a Building Inspection. Click "Create New Record."

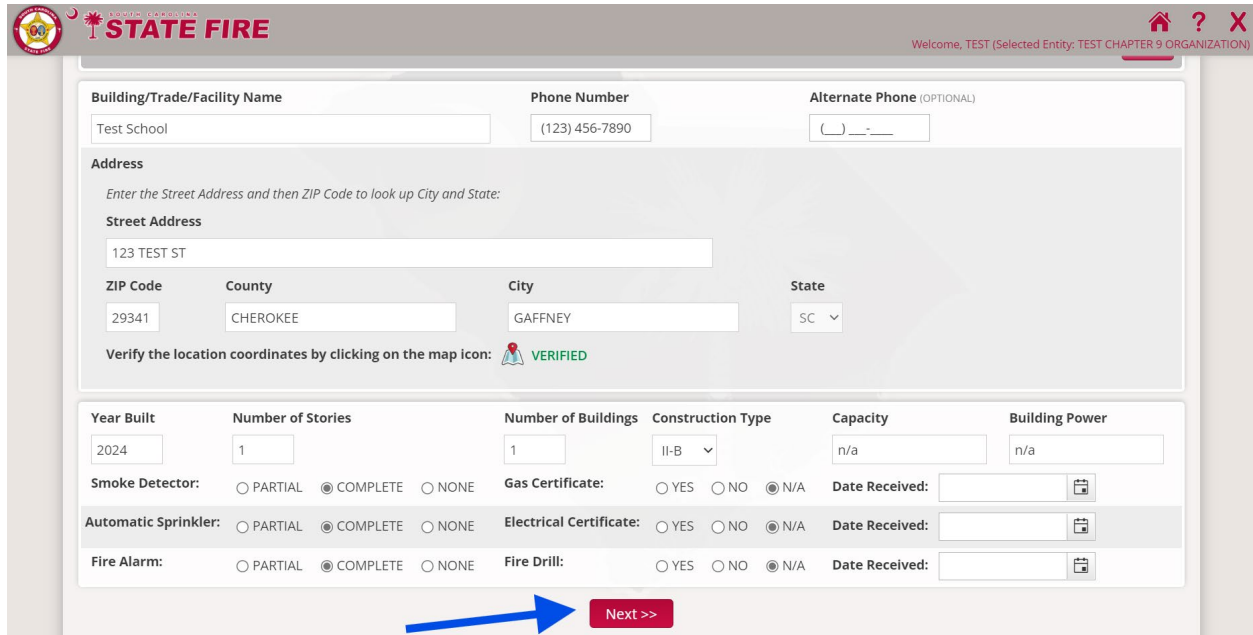


# How to Request a CHAPTER 9 Inspection from State Fire

Follow the instructions and enter the necessary information. Verify the address on the map.



You may enter N/A for things that are irrelevant to the Chapter 9 systems. Click "Next".



## Step 4: Add Individuals Involved in the Inspection:

OSFM requires that you include at least the Third Party Inspection firm contact, each Chapter 9 fire protection system contractor, and the Architect/Engineer of Record (if this is not the person making the inspection request.) You may add as many contact persons as you wish. Each person will receive an email regarding scheduling and inspection reports.



# How to Request a CHAPTER 9 Inspection from State Fire

**Note:** Individuals Involved cannot be added after the inspection request is submitted. Please try to be complete and accurate when completing this information on the initial request.

**Individuals Involved in the Inspection**

Select the Role of the Individual in the Inspection to Enter Details to add the Individual to the Inspection:

Click the **i** icon next to the item for more information about that option.

Owner/Owner's Representative  Tenant  Additional Contact

To add Multiple Individuals Select the Role of the Individual in the Project from the list provided above and click 'Add Individual' to Enter Details to add the Individual to the Project; Click on the **i** icon to Edit Individual Details; Click on the **x** icon to Delete Individual from the Project;

Role	Name	Address	Phone
OWNER/OWNER'S REPRESENTATIVE	FACILITY MANAGER	123 TEST ST, GAFFNEY, SC 29341	(123) 456-7890
ADDITIONAL CONTACT (ALARM CONTRACTOR)	FIRE ALARM	123 FIRE ALARM ST, SPARTANBURG, SC 29304	(123) 456-7890
ADDITIONAL CONTACT (SPRINKLER CONTRACTOR)	FIRE SPRINKLER	123 SPRINKLER ST, COLUMBIA, SC 29203	(123) 456-7890
ADDITIONAL CONTACT (3RD PARTY INSPECTOR)	THIRD P INSPECTOR	3RD PARTY STREET, GAFFNEY, SC 29340	(123) 456-7890

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## Step 5: Enter Occupancy Details

Enter Occupancy details and click "Next". Occupancy details may be estimates and do not have to be exact for the purpose of this application.

**Occupancy Type for the Area Under Review**

Enter the Total Square Feet of the Area Under Review:  Sq Ft.

Select the Occupancy classification that applies to this project from the list provided and click 'Add Occupancy'.

Click on or move the cursor over the **i** icon beside each option to get a definition of the term.

Click the **i** icon next to the item for more information about that option.

Assembly  Business  Educational/Day Care Occupancy  Factory/Industrial  Institutional  Mercantile  
 Residential  Storage  High Hazard  Utility/Miscellaneous

Add Occupancy

To add multiple Occupancies, select the Occupancy classification that applies to the area under review from the list provided above and click 'Add Occupancy' Click on the **i** icon to Edit Occupancy Details. Click on the **x** icon to Delete Occupancy Details.

Occupancy Details Saved in the Grid below. Please check the Details Column for the Corresponding Occupancy Type to see the updates.

Occupancy Type	Sq. Footage	Details
ASSEMBLY	20000	OCCUPANCY RATING: 300 TO 499 OCCUPANTS; ASSEMBLY TYPES: GROUP A-2
EDUCATIONAL/DAY CARE OCCUPANCY	80000	OCCUPANCY TYPE: SCHOOL/CLASSROOM

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## Step 6: Review the Inspection Request details and submit the request.

Request Number: I-24-000025 Trade Name: TEST SCHOOL Status: INCOMPLETE

Please select an option to proceed  
Click the **i** icon next to the **Submit** option for more information about that option.

**i**  Edit **i**  **Submit** **i**  Cancel **i**  Save without Submitting

Please review the Application for data accuracy. No further edits can be made once the record is submitted.

**Proceed**

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South Carolina Department of Labor, Licensing and Regulation  
**Office of State Fire Marshal**  
141 Monticello Trail • Columbia, S.C. 29203. Phone: (111) 111-1111  
www.statefire.llr.sc.gov

**INSPECTION REQUEST**

Inspection Type	Inspection Number	Request Date	Due Date
BUILDING INSPECTION	I-24-000025		
<b>Name</b>	TEST SCHOOL	<b>Phone</b>	<b>Alternate Phone</b>
<b>Address</b>	123 TEST ST, GAFFNEY, SC 29341	(123) 456-7890	
	<b>Determination</b>		<b>Permit #/Decal #</b>

## Step 7: Upload required documents as Attachments

All systems must be ready for final inspection before the inspection will be made. To ensure that all Chapter 9 Systems are ready for final inspection, the following documentation will be uploaded into the IMS **at least 48 hours prior to the scheduled inspection date**. Failure to do so may result in the inspection being cancelled.

Required Documentation:

- OSF Form F4 – To be completed by the DP after verification that systems are ready for inspection. Only the portions of the form specific to the systems requiring inspections must be completed.
- Confirmation from Third Party Inspection firm who has witnessed the final inspections as a representative of OSF and/or owner, noting final acceptance and approval of Chapter 9 Fire Protection Systems. This may be a deficiency log demonstrating all deficiencies are corrected. Or it may be an inspection report documenting that all Chapter 9 Systems have had a final inspection and are approved.
- For water-based fire protection systems: NFPA 13 or NFPA 24 Underground and Aboveground Contractors Materials and Test Certificates and Fire Pump Acceptance Test Results (when applicable).
- For fire alarm systems: NFPA 72 Certificate of Completion

## How to Request a CHAPTER 9 Inspection from State Fire

e. For Kitchen Fire Suppression Systems: A compliant Kitchen Hood Fire Suppression System Report.

f. Other Chapter 9 Systems: Final test and acceptance documents.

To upload documents, Choose the “Attachments” tab on the left side of the Inspection Request screen. Chose “Supporting Documents”. The documents can be uploaded as one combined file or as individual documents.

The screenshot displays the State Fire web application interface. At the top, the header includes the State Fire logo and navigation icons. The main content area shows a request summary with the following details:

- Request Number: I-24-000025
- Schedule Date and Time:
- Trade Name: TEST SCHOOL
- Inspector(s): NATHAN ELLIS
- Status: SUBMITTED
- Due Date: 12/19/2024

The left sidebar contains a navigation menu with the following options: Request, Comments, Attachments (highlighted with a blue arrow), Share Access, and Notifications. The main content area is titled "Attachments" and features a form for uploading documents. The form includes a "Document Type" dropdown menu set to "Supporting Documents", a "Browse" button, and "Upload" and "Clear" buttons. Below the form, a message states: "System will only accept attachments of type .pdf, .tif, .png, .dxf, .jpg, .jpeg and .heic with a maximum file size of 10MB." At the bottom, a table with columns "Attachments", "Type", "Uploaded By", and "Uploaded On" is shown, with the message "No records to display."

**Step 7: A Deputy State Fire Marshal (DSFM) will schedule the inspection.** The inspection will be scheduled at the DSFM’s convenience within 14 days of the request. DSFM’s are encouraged to contact you to offer their available days prior to scheduling. Once a date and time have been scheduled, Individuals associated with the project will receive an email notifying them of the date and time.

**Note about scheduling the inspection:** Per our policy with OSF, State Fire will attempt to complete the inspection within 14 days of the request. The DSFM should offer the requesting individual their open days within the 14 day period. If the DSFM has no available days, or if the available days are not acceptable to the individual making the request, the DSFM will pass the request up to their Supervisor, a Senior DSFM (SDSFM). The SDSFM will attempt to fill the inspection request by finding a DSFM who can perform the inspection at an acceptable time. If the SDSFM cannot find an available DSFM to perform the inspection, they will pass the request up to the Chief Deputy SFM (CDSFM). The CDSFM and SDSFM will work with the individual making the request to complete the inspection at the soonest available agreed upon time.

# How to Request a CHAPTER 9 Inspection from State Fire

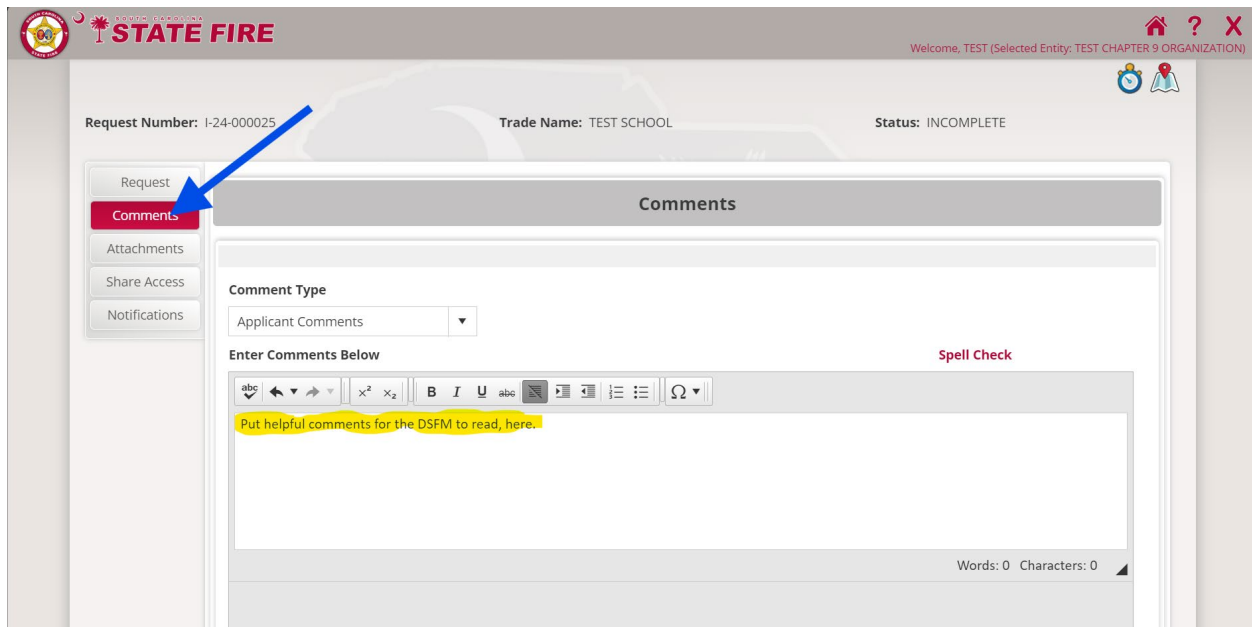
**Note about Cancelling or Rescheduling an Inspection:** You may cancel an inspection at any time. If you cancel an inspection, a new request will have to be generated. If you need to reschedule an inspection, please reach out to the DSFM who is responsible for the inspection.

## Step 8: Receive a report.

Once the inspection is complete, the DSFM will complete the report. When the report is completed, it will be automatically emailed to you from the IMS. You may also view and download the report from the IMS at any time. Reports and all records associated with the inspection request will remain available in the IMS for 3 years from the date of the report.

## Comments:

DSFMs and the Individual making the Request can use the comments section of the Inspection Request to put notes relevant for the inspection. For example, DSFMs may make notes about attempts to contact individuals involved, or notes about available days. The Individual making the request may put notes about available dates or the status of certain portions of the systems that need to be inspected. Comments will remain a part of the inspection request file, but will not be published as part of the report. Comments are useful for documenting details related to the inspection request in a way that everyone involved can see them.



# How to Request a CHAPTER 9 Inspection from State Fire

## For Assistance:

If you have questions about the process or need assistance with registering as a user, navigating the IMS, or requesting an inspection, please reach out to OSFM by contacting any DSFM or one of the following:

Senior Deputy State Fire Marshal Chad Kelly ([chad.kelly@llr.sc.gov](mailto:chad.kelly@llr.sc.gov)) 803-603-0552

Chief Deputy State Fire Marshal Curtis Smith ([curtis.smith@llr.sc.gov](mailto:curtis.smith@llr.sc.gov)) 803-543-0809

Assistant State Fire Marshal Nathan Ellis ([nathan.ellis@llr.sc.gov](mailto:nathan.ellis@llr.sc.gov)) 803-414-7161.

## Requesting a “Fire Alarm Only” Plan Review

For “Fire Alarm Only” projects, which do not include any other trades, State Fire will review and issue an approval for fire alarm plans prior to system component installation. State Fire requires that the submittal include engineered plans and/or engineered specifications with a contractor’s shop drawings. A SC Licensed Engineer is required. A letter of compliance, certifying that the Contractor’s shop drawings comply with the appropriate codes is required. Plans and documents will be uploaded into the IMS Plan Review module. Upon State Fire plan approval, OSF will issue a School Building Permit (SBP). Construction or installation of the new fire alarm must not begin without the SBP having been issued by OSF.

From your organization’s dashboard, select **Plan Review, Create new Record**.

The screenshot shows the 'TEST CHAPTER 9 ORGANIZATION' dashboard. At the top left is the South Carolina State Fire logo. At the top right are navigation icons for home, help, and close, with the text 'Welcome, TEST'. The main content area has a title 'TEST CHAPTER 9 ORGANIZATION' and a help icon with a message: 'This screen is displaying records for the Entity shown above. If you wish to switch to another Entity, select the respective Entity from the list below to view data related to that entity. You can submit Applications as an Individual or as part of an Organization. If you are associated with an Organization, you will be able to share or manage Applications with other Users from your Organization. If your Organization has already been created by another User, please contact that User to add you to the Organization.' Below this is a 'Selected Entity:' dropdown menu set to 'TEST CHAPTER 9 ORGANIZATION' and a checkbox for 'Set as Default Dashboard Entity'. A note says: 'Click on the respective status links under the individual Sections to view the Applications in that status. You can also click on the Section name for a generic search of your Applications in the System.' The dashboard lists several sections: 'Permits' with a 'Create New Record' button; 'Plan Review' with a 'Create New Record' button and a 'Completed: 1' status; 'Inspections' with a 'Create New Record' button and a 'Submitted: 1' status; 'Licensing' with 'Claim a License' and 'New Application' buttons; 'Create New Organization'; 'Manage Organization'; and 'Manage Account Details'.

# How to Request a CHAPTER 9 Inspection from State Fire

Select, **Special Request Review** and complete the process which includes uploading the plans and specifications.

The screenshot shows the South Carolina State Fire web application interface. At the top left is the logo for South Carolina State Fire. At the top right, there are navigation icons for home, help, and close, along with a welcome message: "Welcome, TEST (Selected Entity: TEST CHAPTER 9 ORGANIZATION)".

The main form area contains the following fields and buttons:

- Project Number: PR-24-000011
- Project Name: (empty)
- Project Type: (empty)
- County: CHEROKEE
- Buttons: View Data, Save, Save & Exit, Abandon

The "Select Review Type" section is highlighted with a grey header. Below the header, there is a list of review options, each with an information icon (i) and a radio button:

- Fire Sprinkler System
- LP Gas Site Approval
- Hydrogen Facility
- Service Station Aboveground Storage Tank
- Special Request Review

Two blue arrows point to the information icon (i) next to the "Special Request Review" option and the "Next >>" button. The "Next >>" button is a red button with white text.

At the bottom of the page, there is a copyright notice: "Copyright © 2024 DBSysgraph, Inc."