



South Carolina Department of Labor, Licensing and Regulation

Office of State Fire Marshal

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Instructions for Electronic Plan Submission

Submittal of files for review can be either **DWF or PDF**. DWF is preferred for drawing files for quicker review with the available software. PDF is preferred for all non-drawing files. The following items are provided to facilitate a quick electronic plan review. Please read and follow these instructions when submitting plans:

1. All drawing files must be saved in a 2-dimensional, flat, full extents landscape view with the correct orientation for viewing. The top of the page should be aligned with the top of the monitor when opened in our review software.
2. Drawings must have a resolution appropriate for drawing review. Too low a resolution can make the drawings illegible while too high a resolution will lead to impractically long render times. Due to software limitations, the size of an **individual file to be uploaded must be less than 10 MB**.
3. Plans must have good legibility. All files must be of sufficient clarity, character, and detail to show how the proposed design will conform to the applicable statutes, regulations, codes and standards. Text and system components within the scope of the project should not be "grey scaled" or otherwise made difficult to see and distinguish as part of the current work.
4. **Drawing information must be correct and consistent with accompanying project submittal documentation. This includes correct, full, and matching, project names and street addresses on all documents that show this information.**
5. Drawings must include a point of compass to allow proper evaluation of the orientation of the design elements and should also include a site location map and a building key plan, when appropriate, to aid the reviewer.
6. Drawings must be correctly scaled and include a graphical scale indicating both the appropriate scale and units. They must incorporate the correct scale and units into the formatting such that measurements of drawing items using software [PDF with Adobe Acrobat, or DWF with Autodesk Design Review] measuring tools will be correct.
7. Drawings must be finalized and appropriately signed/sealed, suitable for public record. Drawings must be ready "FOR CONSTRUCTION." Those that are submitted containing statements such as "NOT FOR CONSTRUCTION" or "FOR PLAN REVIEW ONLY" will not be accepted.
8. Drawings must have a title block with all appropriate industry standard and legally required information. This includes identifying the project name, project physical address, designer, revisions, etc..
9. PDF files must have permissions set to allow for commenting, and searching of text.
10. Every file must be named clearly, to accurately describe the contents of each file.
11. Non-drawing, supporting documents may be submitted as individual documents or as a single combined multipage file.
12. Drawings must not be submitted as a mix of multiple multiple-drawing files with multiple drawing sheets/pages in each file. Drawings may be submitted as individual files, one file for each page of drawing. Alternately, drawings may be submitted as one combined file provided that: (1) all drawings can fit in one file and that file does not exceed the file upload size limit, (2) a contents page is included as the first page of the PDF file, and (3) if resubmitting is required, the revised file contains a complete set of drawings including both the corrected drawings as well as those sheets that were not changed.
13. If it is necessary to resubmit amended drawings, all corrections must be clouded and identified by number with a triangle.
14. If it is necessary to respond to an itemized review letter, a signed itemized response letter from the professional of record must be included with the resubmitted documentation. The letter must clearly identify how and where each review comment has been addressed with explanations as necessary.
15. A changed version of a previously uploaded document should use the same filename as the original document along with the addition of a designation uniquely identifying the revision.

16. See The S.C. Building Codes Council web page (<https://llr.sc.gov/bcc/pdffiles/SC-Code-Adoption-Notice.pdf>) for adopted editions of mandatory codes and appendices with modifications, as referenced in S.C. Code Ann. §6-9-50 (1976, as amended), to be enforced by all municipalities and counties in South Carolina. Those Codes in turn will reference editions of NFPA standards.
17. Fire Protection Sprinkler Submittals must have form and detail sufficient to demonstrate compliance with the South Carolina Fire Protection Sprinkler System Act (S.C. Code of Laws Title 40 Chapter 10), S.C Code of Regulations §71-8300, and other applicable Laws, Regulations, Codes, and Standards.
- Per [§40-10-260\(A\)](#), **shop drawings** [bearing the authorized signature and license number of the fire sprinkler contractor licensed in this State who prepared the drawings; and, containing sufficient information to show compliance with the *Fire Protection Sprinkler System Specification Sheet*] must be prepared for every fire sprinkler system. Per [R.71-8300.4.B.5.a](#) : *Shop drawings for fire protection system(s) reviewed by OSFM shall be submitted [...] and shall be approved prior to the start of installation.* Therefore, the OSFM will not perform reviews of projects that have already been permitted to be installed by the AHJ.
 - **Design drawings** (and specifications) prepared by an Engineer, such as the fire sprinkler system underground piping plans prepared by a civil engineer, must be sealed, signed and dated per [§40-22-270](#) [or for a temporary license or certificate of authorization per [§40-22-260\(B\)\(4\)](#)]
 - NFPA 13, NFPA 13R, NFPA 14, NFPA 20, and NFPA 24 all contain detailed requirements for the **required content and format** of plans and calculations. Please consult the applicable edition of the applicable standard(s) for the specific requirements.
 - See [R.71-8300.4](#) of the SC Code of Regulations section for “Construction Documents and Shop Drawings”.
 - If a Resubmission for a review is needed, The resubmittal must include an itemized response email/letter [with numbered items corresponding to the items in the reviewer’s email] from the Professional of Record (POR) –the individual responsible for the design [typically the Engineer of Record]. [R.71-8300.4\(B\)\(1\)](#)
18. See <https://statefire.llr.sc.gov/osfm/engforms.aspx> for OSFM forms applicable to Fire Protection Sprinkler System Submittals:
- **Fire Protection Sprinkler System Specification Sheet:** Per [§40-10-250](#), a "Fire Protection Sprinkler System Specification Sheet" must be completed for every fire protection sprinkler system and must accompany the shop drawings when they are submitted for review. The form must be completed by a professional engineer licensed in this State bearing his professional seal and signature unless the building is exempt per [§40-22-280\(B\)](#). If the building is exempt, the form may be completed by the licensed fire sprinkler contractor’s qualifying party provided they have NICET Level IV Technician Certification in "Fire Protection Engineering Technology Automatic Sprinkler System Layout" if another specific statute, regulation, or ordinance does not require the services of a licensed professional engineer. The NICET IV qualifying party must sign and place their name on the lower right hand corner on the form with the words "Qualifying Party" after his name and with his qualifying party certificate [not NICET] number. [The completed Fire Sprinkler System Specification Sheet should have been made part of the bid documents and included with the rest of the architectural and engineering plans and specifications as required per [§40-10-250\(C\)](#).]
 - **Certificate of Compliance:** Per [§40-10-260\(D\)](#), a *Certificate of Compliance* certifying that the fire sprinkler system was designed in accordance with the "Fire Sprinkler System Specification Sheet" must be completed by the individual conducting the compliance review [who completed the "Fire Sprinkler System Specification Sheet"].
 - **Notification of Change in Architect, Contractor, or Engineer Form:** If applicable, due to changes that occur during the OSFM review process between initial submission and final approval
19. **Systems not reviewed by OSFM per §40-10-260(C)(2)**
- **P2904/NFPA 13D:** Please note that based on the criteria of the statutory definition of “fire sprinkler system” in [§40-10-20\(8\)](#) [§40-10-260\(D\)\(2\)&\(3\)](#) of the SC Code of Laws and the incompatible requirements thereof. The Office of State Fire Marshal does not consider Title 40, Chapter 10, of the SC Code of Laws to be applicable to systems designed to comply with either Section P2904 of the International Residential Code (IRC) / SC Residential Code (SCRC) or National Fire Protection Association (NFPA) 13D standard.
 - **Alternative fire extinguishing systems per IBC/IFC Section 904:** With the exception of foam water systems (NFPA 11 & NFPA 16) which do meet the definition of “fire sprinkler system” in the law, please note that the law is not applicable to most other alternative types of fire-extinguishing systems seen in IBC/IFC Section 904 because they don’t use water as the primary extinguishing agent and/or don’t use sprinklers heads for water distribution. For example, while automatic water mist systems [NFPA 750] use water as the primary extinguishing agent, such systems don’t use “sprinklers” for water distribution; therefore, they are not considered fire sprinkler systems per [§40-10-20\(8\)](#). Other such systems that fall outside the 40-10 law include wet chemical systems (NFPA 17A), dry chemical systems (NFPA 17), carbon dioxide systems (NFPA 12), halon systems (NFPA 12A), and clean-agent systems (NFPA 2001).