



South Carolina Department of Labor, Licensing and Regulation

Office of State Fire Marshal

141 Monticello Trail • Columbia, SC 29203

Phone: 803-896-9800 • Fax: 803-896-9806



Request for Fire Sprinkler System Shop Drawing Review
For State Construction Projects

This completed form, signed by the requesting AHJ, is for official notification to the Office of State Fire Marshal (OSFM) of a request for review of Fire Sprinkler System Shop Drawings per §40-10-260(C)(2) of the SC Code of Laws and serves to improve communications with the requesting AHJ. A submission without this form is considered an incomplete submission; and, a notification will be sent that it cannot be reviewed.

Form Instructions:

- 1. This form is to be completed by the Fire Protection Engineer of Record (FPE) requesting an OSFM review per §40-10-260(C)(2).
2. Upon review of the fire sprinkler shop drawings, the FPE will forward this completed form to the OSE Project Manager for signature.
3. OSE Project Manager will sign the form and return it to the FPE.
4. FPE will retain the original signed form, send a copy with the shop drawing submittal to OSFM, and send a copy to the OSE Project Manager.
5. If Project is within Agency Certification, change "OSE Project Manager" above to "Agency Project Manager".

Project Information:

Form with fields: Project Name, State Agency, Street Address, State Project No., City/Town/Zip Code, Project is within Agency Certification? (Yes/No)

Fire Protection Engineer of Record:

Form with fields: Name, Email, Firm Name, Mailing Address, Telephone Number, City/Town/Zip Code

State Agency:

Form with fields: Name, Agency Project Manager, Email, Mailing Address, Telephone Number, City/Town/Zip Code

Permitting the fire sprinkler system to be installed without OSFM approval violates R.71-8300.4.B.5.a of the SC Code of Regulations and will automatically be considered a revocation of the request for review per §40-10-260(C)(2). 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.

I hereby notify OSFM of our request for Fire Sprinkler System Shop Drawing Review of the project listed above per §40-10-260(C)(2). To the best of my knowledge, the fire sprinkler system has not been permitted to be installed.

Office of State Engineer Project Manager (or Agency Project Manager if within Agency Certification):

Form with fields: Signature, Date, Print Name, Email