



SOUTH CAROLINA STATE FIRE

a Division of South Carolina Department of Labor, Licensing and Regulation

Office of State Fire Marshal

141 Monticello Trail • Columbia, SC 29203

(803) 896-9800

www.statefire.llr.sc.gov

SC Department of Corrections Annual Inspection Process

1. The Department of Labor, Licensing and Regulation's Division of State Fire, Office of State Fire Marshal will perform final fire inspections of new local jails and prisons as identified by the SC Department of Corrections to audit compliance with South Carolina Fire Code per SC Code of Law 24-9. State Fire Marshal Inspection Orders will be filed with the SC Department of Corrections who is responsible for prescribing corrective actions and time frames for compliance and issuing those orders to the appropriate facility representatives. The SC Department of Corrections retains the responsibility of approving and enforcing minimum standards in jails and prisons as described in SC Code of Law 24-9.
2. For state prisons, per the SC Consolidated Procurement Code, the Office of State Engineer will serve as the building official and will perform all final inspections per SC Code of Law 11-35-835. Should a state prison construction or renovation project be exempt from the oversight of the Office of State Engineer, the State Fire Marshal will perform those final fire inspections at the request of SCDC as described herein.

II. Requesting the Inspection:

1. Each facility will select 2 personnel to serve as the point of contact and administrator for inspections.
2. SCDC will notify the facility to submit the request.
3. Inspection request will be entered into the State Fire Marshal Information Management System (IMS) as a Building Inspection request by the facility representative. <https://osfm.llr.sc.gov/>
4. All paperwork is to be submitted and reviewed prior to the 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. Fire alarm annual inspection.
- b. Sprinkler system inspection reports to include weekly and monthly inspections
- c. Kitchen hood inspection.
- d. Emergency light testing log.
- e. Fire drill records



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- f. Employee fire safety training
- g. For Smoke Control Systems testing
- h. Emergency plan review
- i. Other documents at the request of the State Fire Marshal.

III. Scheduling the Inspection:

1. The State Fire Marshal will conduct the inspection within 14 days of the inspection request. The State Fire Marshal 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, the State Fire Marshal will attempt to reach out to the facility to check the status of the inspection readiness. **If the required documents are not uploaded within 24 hours of the inspection, the State Fire Marshal *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.

IV. Conducting the Inspection:

1. The facility representative must be present at the time of the inspection. SCDC is not required to be present.
2. The Deputy State Fire Marshal will lead this final fire inspection.

V. Results of the Inspection:

1. Inspection reports will be available within 48 hours of the completion of the inspection and will be delivered to the SC Department of Corrections and other persons associated with the inspection request in the IMS.
2. SCDC is responsible for issuing its approval to allow occupancy of the inspected structure. SCDC may issue their approval with or without a final inspection from the State Fire Marshal.




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Jails and Prison Annual Inspection Request Guide for State Fire IMS

You will need to create an account in the State Fire IMS if you don't already have one. The web site is: <https://osfm.llr.sc.gov>.

3:15 PM Fri Sep 27

osfm.llr.sc.gov

 **SOUTH CAROLINA STATE FIRE**

Welcome to OSFM

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:

Password:

Login

☐ Show Password

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

First Time Users Register Here

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Click on “First Time Users Register Here”.



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After filling in all contact fields and creating account, you will receive an email with your temporary password. Login to IMS with this temporary password and you will be brought to this screen to create a permanent password and verify your personal information. Save the new password and select “next”.



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1:50 PM Fri Sep 27 LTE 100%

osfm.llr.sc.gov



SOUTH CAROLINA

STATE FIRE

? X

Welcome, SCHOOL

Your password has expired. Please change the password to proceed. Home

Account Details

☒ Check here to change password.

Enter Previous or Temporary Password*:

Enter New Password:

Verify New Password:

☐ Show Passwords

*Note that temporary passwords can be found in your recent email notification.

Password Requirements:

- Must be at least between 8 to 15 characters
- Must contain at least one lower case letter, one upper case letter, one digit and one special character
- Spaces are not allowed
- Valid special characters are @#\$%&!+=;,-_

Save Password

☐ Check here to change/select security questions.

Firm Name (OPTIONAL)

Last Name

Phone

Email

First Name

Alternate Phone (OPTIONAL)

Middle Name (OPTIONAL)

Work Phone (OPTIONAL)

Verify Email

Suffix (OPTIONAL)

Next you will log back in with your new password and the following screen will come up. Select the "entity" from the drop-down menu and select, "create new record" as seen in the highlighted area.



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Welcome, CHAD

SCHOOL TEST

i 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.

Selected Entity: SCHOOL TEST ☐ Set as Default Dashboard Entity

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.

i Permits[Create New Record](#)**i** Plan Review[Create New Record](#)**i** Inspections[Create New Record](#)[Submitted: 1](#)**i** Licensing[Claim a License](#)[New Application](#)**i**[Create New Organization](#)**i**[Manage Organization](#)**i**[Manage Account Details](#)**i**[View Notifications](#)

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Fill out the address information for the inspection location and click “next”.



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Welcome, CHAD (Selected Entity: SCHOOL TEST)

New Record

Please enter the ZIP Code of the existing request.

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

Street Address

ZIP Code

County

City

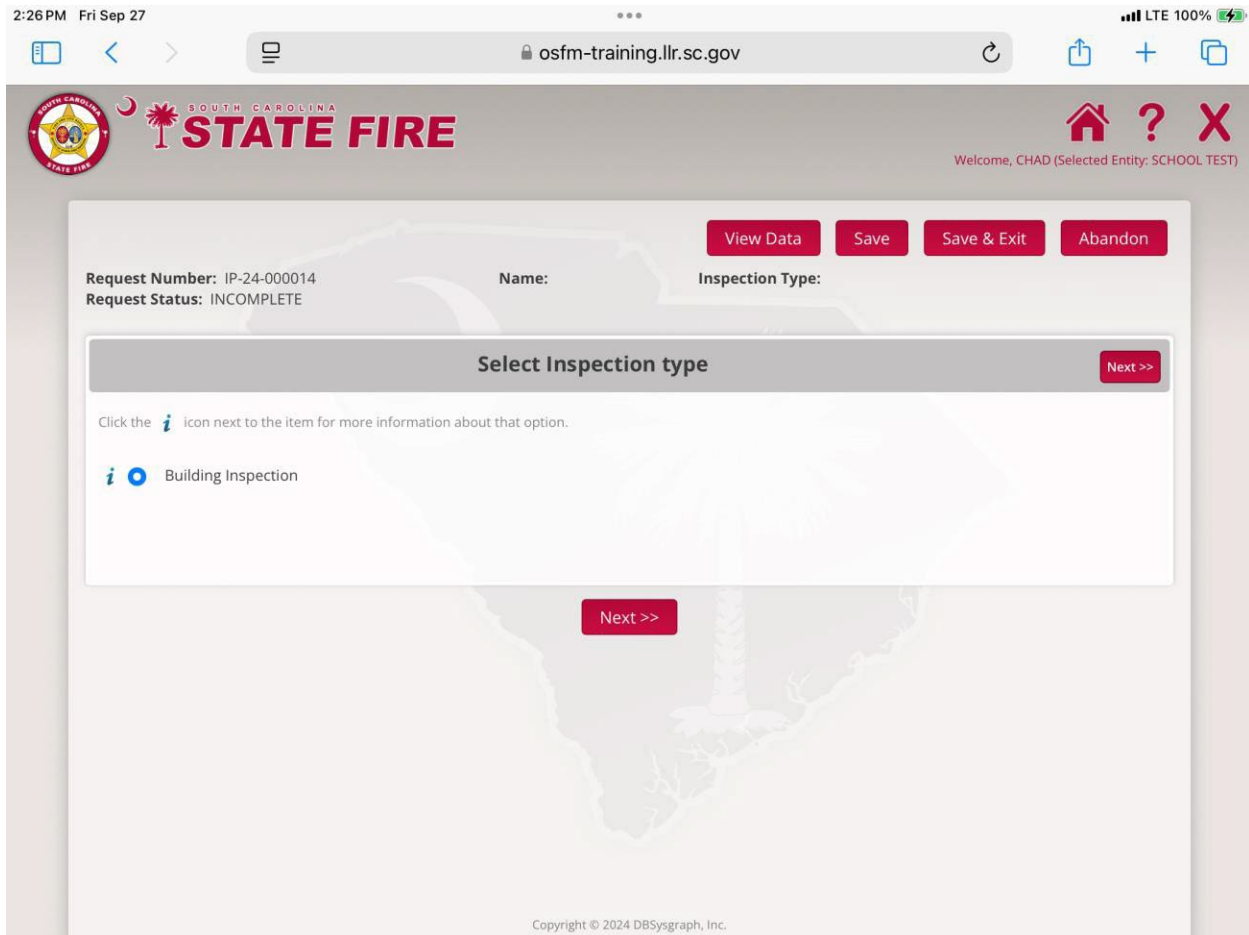
State

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In the next screen, select "building inspection" and click "next".



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The next screen is all the information on the facility. After filling in all the pertinent information, you will need to verify the coordinates with the address before moving forward (See the circled area in the slide). After you have verified this information, you can select “next” to move on.




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2:32 PM Fri Sep 27 osfm-training.llr.sc.gov LTE 100%

SOUTH CAROLINA STATE FIRE Welcome, CHAD (Selected Entity: SCHOOL TEST)

Building/Trade/Facility Name **Phone Number** **Alternate Phone (OPTIONAL)**

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

Verify the location coordinates by clicking on the map icon:  VERIFIED *Click to verify address location*

Year Built	Number of Stories	Number of Buildings	Construction Type	Capacity	Building Power
<input type="text" value="2024"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="II-A"/>	<input type="text" value="1000"/>	<input type="text"/>
Smoke Detector:	<input checked="" type="radio"/> PARTIAL <input type="radio"/> COMPLETE <input type="radio"/> NONE	Gas Certificate:	<input checked="" type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A	Date Received:	<input type="text" value="9/27/2024"/>
Automatic Sprinkler:	<input checked="" type="radio"/> PARTIAL <input type="radio"/> COMPLETE <input type="radio"/> NONE	Electrical Certificate:	<input type="radio"/> YES <input type="radio"/> NO <input checked="" type="radio"/> N/A	Date Received:	<input type="text" value="9/27/2024"/>
Fire Alarm:	<input checked="" type="radio"/> PARTIAL <input type="radio"/> COMPLETE <input type="radio"/> NONE	Fire Drill:	<input type="radio"/> YES <input checked="" type="radio"/> NO <input type="radio"/> N/A	Date Received:	<input type="text" value="9/27/2024"/>

Next >>

⚠ This image indicates an error. Please place the cursor over the image for details.

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The next screen will be information on who will be present for the inspection.



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[View Data](#)
[Share Access](#)
[Save](#)
[Save & Exit](#)
[Abandon](#)

Request Number: I-24-000014
Request Status: INCOMPLETE

Name: NO BULLY ELEMENTARY
Inspection Type: BUILDING INSPECTION

<< Prev
Individuals Involved in the Inspection
Next >>

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

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

☒ Owner/Owner's Representative

☐ Tenant

☐ Additional Contact

☐ Copy Account Details ☐ Copy Location Details

Firm Name (OPTIONAL)

ABC Consulting

Last Name

Dat

First Name

Who

Middle Name (OPTIONAL)

Suffix (OPTIONAL)

Phone

(123) 456-7890

Alternate Phone (OPTIONAL)

() - -

Work Phone (OPTIONAL)

() - -

Email

Verify Email

Physical Address:

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

Street Address

ZIP Code

Be sure to include the SCDC inspector

The next section is the area and type of occupancy to be inspected. Select correct type and click, "Add Occupancy" before you can click, "next".



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SC Office of State Fire Marshal - II X

https://osfm.llr.sc.gov/Inspections/InspOccupancy.aspx

SOUTH CAROLINA STATE FIRE

Welcome, CHAD (Selected Entity: STATE FIRE MARSHAL)



View Data Share Access Save Save & Exit Abandon







Request Number: I-25-006050
Request Status: INCOMPLETE





Name: JAIL TEST Inspection Type: BUILDING INSPECTION

<< Prev Occupancy Type for the Area Under Review Next >>

Enter the Total Square Feet of the Area Under Review: 0 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  icon beside each option to get a definition of the term.
Click the  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


<< Prev Next >>

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On the next screen, you will verify all information entered for the inspection request and click, "next".



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STATE FIRE

Welcome, CHAD (Selected Entity: SCHOOL TEST)



View Data
Share Access
Save
Save & Exit
Abandon







Request Number: I-24-000014
Request Status: INCOMPLETE





Name: NO BULLY ELEMENTARY
Inspection Type: BUILDING INSPECTION

<< Prev
Occupancy Type for the Area Under Review
Next >>



Enter the Total Square Feet of the Area Under Review: 100,000 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  icon beside each option to get a definition of the term.
Click the  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  icon to Edit Occupancy Details. Click on the  icon to Delete Occupancy Details.

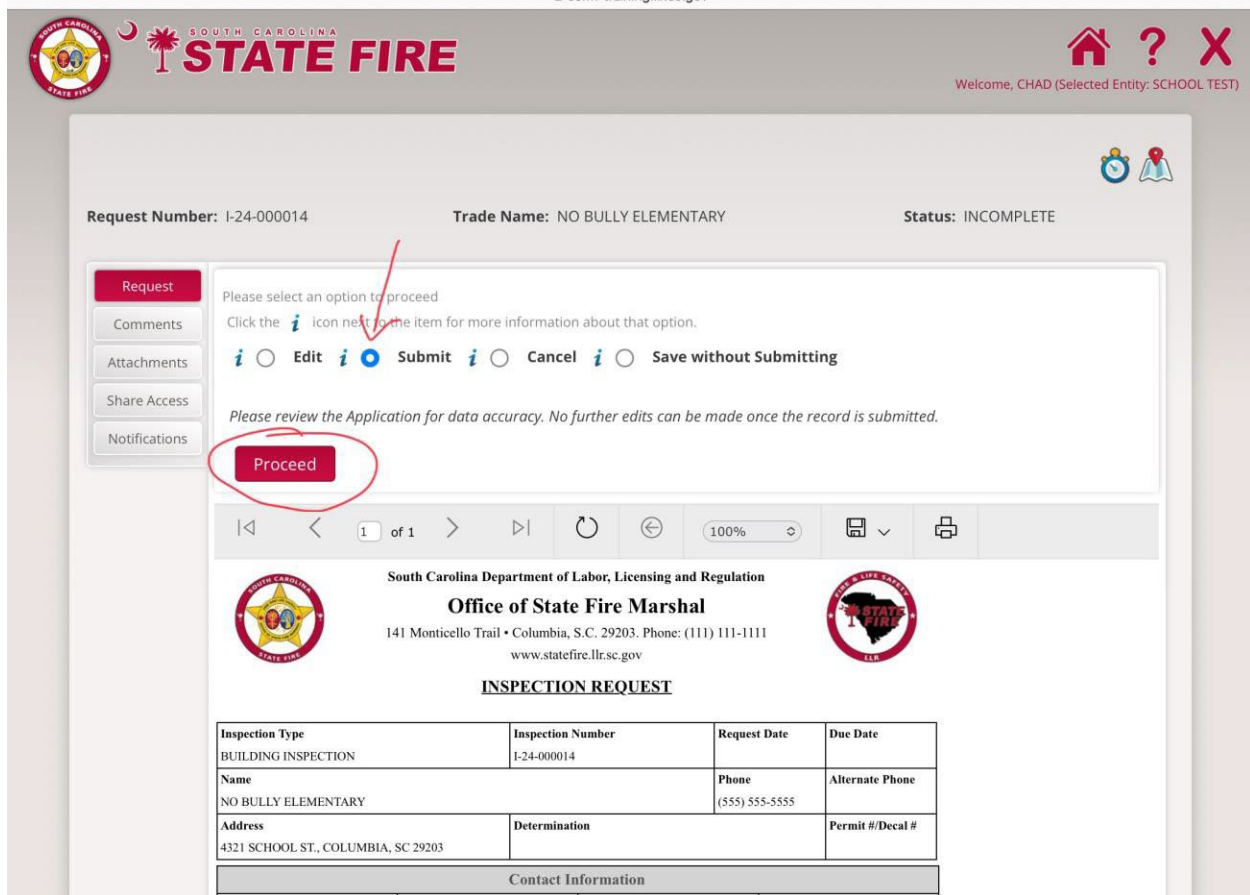
Occupancy Details Saved in the Grid below. Please check the Details Column for the Corresponding Occupancy Type to see the updates.

Occupancy Type	Sq. Footage	Details
EDUCATIONAL/DAY CARE OCCUPANCY	20000	OCCUPANCY TYPE: SCHOOL/CLASSROOM

In this last screen, verify the face of the inspection request, select "submit", and then click, "proceed".








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Request Number: I-24-000014 Trade Name: NO BULLY ELEMENTARY Status: INCOMPLETE

Request
Comments
Attachments
Share Access
Notifications

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

 ☐ Edit  ☒ Submit  ☐ Cancel  ☐ Save without Submitting

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

Proceed

1 of 1

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 BUILDING INSPECTION	Inspection Number I-24-000014	Request Date	Due Date
Name NO BULLY ELEMENTARY	Phone (555) 555-5555	Alternate Phone	
Address 4321 SCHOOL ST., COLUMBIA, SC 29203	Determination	Permit #/Decal #	
Contact Information			

Use the Attachments tab on the left to upload the documents that are required prior to 24 hours before the scheduled final inspection.

