



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 Final 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. Inspection request will be entered into the State Fire Marshal Information Management System (IMS) as a Building Inspection request by the Design Professional (DP), facility representative, or SCDC 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 the facility, including all fire protection 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. Certificate of Occupancy or Certificate of Completion issued by the local Building Official. In absence of a local building official, the State Fire Marshal will accept a Certificate of Occupancy or Certificate of Completion issued by a third-party inspection firm or other qualified representative of the building owner or design professional.
- b. Confirmation from the local Building Official or third-party inspection firm that there are no deficiencies effecting life safety or fire protection systems. This may be a letter, an email, an inspection report, or a deficiency log showing that all deficiencies have been corrected.



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- 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. For Smoke Control Systems: Final test and acceptance documents.
- g. For Emergency Responder Communication Enhancement Systems: Final test and acceptance documents.
- h. Facility Emergency Plan
- 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. DSFM's 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 DP to check the status of the inspection readiness. If all life safety and fire protection 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, 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 DP, facility representative, local building inspector or building official who issued the CO, and all necessary contractors and third-party inspectors 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.
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. The State Fire Marshal will not continue the inspection that results in the creation of a “punch list.”

V. Results of the Inspection:

1. Inspection reports will be available within 24 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.



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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.

VI. 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
 - b. CDSFM: Curtis.smith@llr.sc.gov

VII. Plan Reviews:

1. **Complete Building Plan Review.** The State Fire Marshal expects that the appropriate Building Official will perform a complete plan review identifying code deficiencies and requiring corrected plans to be submitted and approved prior to issuing building permits. In accordance with SC Code of Law 6-9, the building official for local jails and detention centers will be the local municipal or county building official. The State Fire Marshal shall be provided a set of the approved plans for inspection purposes, per 24-9-40.
2. **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>




Jails and Prison Construction Final 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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1:28 PM Fri Sep 27

osfm.llr.sc.gov

 **SOUTH CAROLINA STATE FIRE**

Welcome to OSFM

User Registration

How many licenses do you hold? Select 'None' if you do not hold a License. Select any one License type if you hold multiple of

☒ Architect
☐ Building Codes Council
☐ Burglar Alarm, Fire Alarm & Fire Sprinklers
☐ Contractors – Commercial
☐ Engineer/Land Surveyor
☐ Fire Marshal Blasters
☐ Fire Marshal Fire Equipment
☐ LP Gas
☐ Certified Fire Marshal
☐ Wholesale Supplier
☐ Fire Marshal Fireworks
☐ None

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Select the option that corresponds to your license.

Fill out all information and click the “find license” button to fill in your credentials.




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1:32 PM Fri Sep 27 LTE 98%

osfm.llr.sc.gov

SC Office of State Fire Marshal - IMS Can't Open Page



SOUTH CAROLINA

STATE FIRE

?

Welcome to OSFM

User Registration

Do you hold a license in any of the following? Select 'None' if you do not hold a License. Select any one License type if you hold multiple of these Licenses.

Select Board:

Architect
▾

Select License Type:

Architect
▾

Enter the Corresponding SC LLR license number:

Find License

Clear


Cancel Registration

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 osfm.llr.sc.gov LTE 100%

**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.

[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

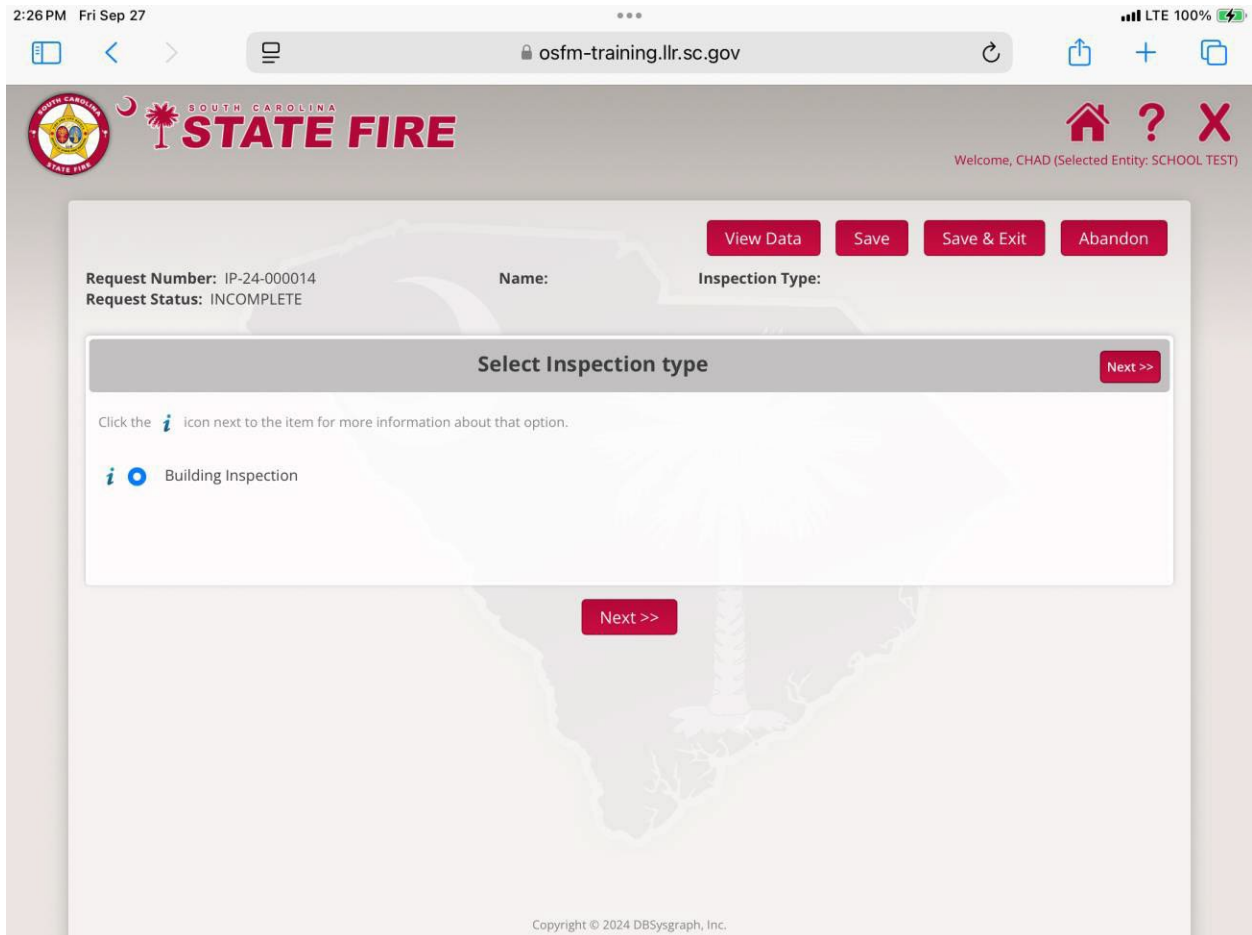
State

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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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osfm-training.llr.sc.gov



STATE FIRE

Welcome, CHAD (Selected Entity: SCHOOL TEST)

| | | | | |
|--|--|---|-----------------------------------|--|
| Building/Trade/Facility Name | | Phone Number | Alternate Phone (OPTIONAL) | |
| <input type="text" value="No Bully Elementary"/> | | <input type="text" value="(555) 555-5555"/> | <input type="text" value="() -"/> | |

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" value=""/> |
| 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
Next >>

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 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)

Last Name

First Name

Middle Name (OPTIONAL)

Suffix (OPTIONAL)

Phone

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 Design Professional, the third party inspection firm contact person, and each Chapter 9 Systems contractor who must be present at the time of the requested inspection.

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".



**SOUTH CAROLINA**
STATE FIRE

Welcome, CHAD (Selected Entity: SCHOOL TEST)

View DataShare AccessSaveSave & ExitAbandon

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: 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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Next, select the area to be inspected if not the entire facility and “save details”.



The screenshot shows a web application for South Carolina State Fire. The main header includes the South Carolina State Fire logo and the text "SOUTH CAROLINA STATE FIRE". The user is logged in as "CHAD (Selected Entity: SCHOOL TEST)".


The "OCCUPANCY DETAILS" modal is open, displaying the following information:

- Request Number:** [Blank]
- Request Status:** [Blank]
- Enter the Total:** [Blank]
- Select the Occu:** [Blank]
- Enter the associated square footage for the Occupancy Type selected for the Area Under Review ONLY:** 20,000 Sq Ft.
- Occupancy Type:** Educational/Day Care Occupancy
- Options:** ☒ School/Classroom, ☐ Day Care
- Buttons:** Save Details, Cancel

The "Save Details" button is circled in red.

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




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”.



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

Request (selected) | Comments | Attachments | Share Access | Notifications

Please select an option to proceed
Click the **i** icon next to the item 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

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.

