



SOUTH CAROLINA STATE FIRE

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

Office of State Fire Marshal

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Engineering Section Frequently Asked Questions

- Q1 Do all fire sprinkler system projects need to be submitted to the SC Office of the State Fire Marshal (OSFM) for review?**
- A1 No. OSFM reviews fire sprinkler system projects when requested by the authority having jurisdiction (AHJ). Confirm with the AHJ prior to uploading documents to the OSFM online plans submittal system.
- Q2 Can I select OSFM as the AHJ when uploading fire sprinkler system plans?**
- A2 No. For purposes of OSFM plan reviews, the AHJ is the organization, office, or individual that is responsible for enforcing the Code and standards and has the authority for allowing a fire sprinkler system installation to start. This is typically the local (county or municipal) building or fire official. For State owned buildings, refer to the SC Office of State Engineer. There are also times when a licensing agency requests that the submittal be made to the OSFM.
- Q3 Can I check the status of the project in the OSFM Information Management System (IMS)?**
- A3 Yes. Individuals affiliated with the project should be listed as such with the project data by the person that uploaded the submittal to the IMS. All individuals listed with the project will be able to see the status of the project through their IMS account and will be able to see all the uploaded project documentation and review reports. Individuals that believe they should be listed with the project, should contact the contractor or engineer that uploaded the project to ensure that they have been included.
- Q4 Will I get an approval letter in the mail?**
- A4 No. Reports of our reviews will be generated in the IMS. Email notifications will be sent to the submitter that uploaded the plans and individuals listed with the project in the IMS when the status of the project changes. We do not produce a separate mailed letter when the review is complete, nor do we provide "Stamped Approved" drawings.
- Q5 How long will my review take?**
- A5 No more than 30 days. Legally we have 30 days to respond on a submitted sprinkler project. Historically we complete reviews in significantly less than 30 days, however the actual time will depend on the size and nature of the project and the projects received before it. To help minimize the total time and the potential need for a resubmittal, please be sure information in the submittal is complete, consistent, and correct, including items like "project name" and "project address" throughout the documentation.



Our mission is to be the focal point for service and support to save lives and property.

Q6 Can I pay a fee to expedite or put my project ahead of others on a high priority track?

A6 No. To ensure fairness, projects in a reviewer's queue are handled in order based of the date submitted. All projects, including resubmittals, large projects, and small projects are all given the same priority.

Q7 If my project is only a small renovation, do I still need plans?

A7 Yes. OSFM reviews fire sprinkler system projects that were requested to be sent to the OSFM by the AHJ. Submittals need to be complete, even if the scope is small.

Q8 If my project received a "Conditionally Approved" report, can I choose to resubmit it to OSFM again?

A8 No. A "Conditionally Approved" report is considered a final report, designed to bring the conditions on the report to the attention of the local AHJ. However, if the project substantially changes, the local AHJ may request that you submit to OSFM again. To do this, you will need to provide documentation from the local AHJ requesting the project be resubmitted and contact the IMS help line to have the project's status changed to "Returned for Corrections" so that new files for the project can be received. When this is done, the previous "Conditionally Approved" status is void.

Q9 Can I start the installation while I am waiting for the review report?

A9 No. Fire protection sprinkler systems shop drawings need an approval prior to the start of system installation.

Q10 Can I start installing as soon as I have an OSFM approval report?

A10 No. The OSFM does not issue permits for sprinkler system work. We provide the AHJ with a report indicating deficient, cautionary, and informational findings from our review of the submittal. Once you have a project that has been given an "Approved" or "Conditionally Approved" status, you should contact the local AHJ regarding their permit and permission to proceed.

Q11 I have several buildings. Can I submit them all as one project?

A11 No. Each physically separated building must be submitted as a separate project in the IMS. However, there are a few exceptions. One structure divided by Fire Walls, may be one project. A building whose sole purpose is to house a fire pump appurtenant to another structure may be included with the primary building's submittal. Also, an underground only scope of work project that serves several buildings may be submitted as one project.

Q12 Do I need to have a Fire Sprinkler System Specification Sheet (FSSSS) for an underground only scope project?

A12 Yes. The underground only scope project will need its own FSSSS. This is not the same FSSSS that was used for the aboveground piping project. It is not uncommon that the underground drawings are stamped and signed by the engineer of record. While that engineer must still complete the FSSSS, they do not need to provide a Certificate of Compliance (COC) to re-certify the drawings they have already stamped and signed.

Q13 Is there a file size limit for uploading?

A13 Yes. The current file size limit for an individual file is 10 MB. If a file is too big, try dividing it into individual pages or saving at a slightly lower resolution (must still be fully legible). Note that the only file formats accepted are DWF and PDF.

