Purpose:
To identify required points for Office of Fire Safety (OFS) plan review and concurrence in the California State University (CSU) design/construction process.

Background:
The CSU system is currently engaging in a Memorandum of Understanding (MOU) with the Office of the State Fire Marshal (OSFM). The current MOU delegates OSFM responsibility relating to enforcement of fire and panic safety standards in permitting, inspection and compliance to Designated Campus Fire Marshals (DCFM’s) within the CSU Office of Fire Safety.

Transfer of responsibility from OSFM staff to OFS staff has occurred for Title 24 plan review. OFS and OSFM will collaborate on plan reviews. OFS staff will perform project reviews and collaborate with design teams to ensure 1) code compliance, 2) long-term building flexibility, and 3) the highest possible standards of fire and panic safety for the CSU community members.

In order to effect design changes in alignment with these goals, it is imperative that OFS staff be involved in project plan review as early as possible. This necessitates review participation of high-level items (e.g., building placement on site, fire department access and water supply) at the Feasibility Study phase, to the specific details of building and life safety systems in final construction documents. Letters of Concurrence will be required at critical points in the design process to ensure that OFS staff have had an opportunity to review the project and ensure that any outstanding items have been adequately addressed prior to the project moving to the next phase.

Policy:

Required Office of Fire Safety Reviews:

ALL CSU projects are required to be submitted to OFS at the following design milestone points:

1. **Feasibility Study – Concurrence Point** (OFS Concurrence Letter required to proceed to Board of Trustees for approval)
2. **Schematic Design – Concurrence Point** (OFS Concurrence Letter required to proceed to Preliminary Design Documents)
3. **Preliminary Design (Design Development) Documents**
4. **90% Construction Documents – Concurrence Point** (All comments must be resolved prior to OFS approval. Additional CPDC approval may be required)
5. **Deferred Submittals** – (OFS Concurrence or Approval letter required)
6. **Amended Construction Documents** – Once construction has begun, ACDs shall be coordinated with the OSFM field deputy for review and approval.

7. **Engineering Judgements and Alternate Methods of Compliance** - OFS Concurrence letter required to submit to OSFM for permit.

8. **OSFM Backcheck** - The campus can choose to request OFS to perform the backcheck in lieu of resubmitting plans to OSFM. OFS will review until all comments are resolved. Additional meeting with OSFM is required to confirm comment responses. Additional backchecks may be required to achieve this goal.

See OFS Fire Safety Procedure FSPR 20-C001 - *Plan Review Submittal Requirements*; for specific project information required at each phase.

**Submittal Process:**
Project Teams shall submit full document packages for the given level of development/design to OFS electronically in PDF format.

1. Submit online OFS plan review application
2. Submit complete project documents – (example: Drawings, Specifications, Calculations, Product Data, Reports)
3. Submit OFS project comment log with response comments from designers of record. If comment log with responses are not part of the uploaded package – submittal will be rejected.
4. If the above submittal (after OFS triage process) is incomplete, the submittal will be rejected, and applicant will be notified.

**Review Time:**
The following are estimated OFS review times for each design deliverable:

1. Feasibility Study – 15 business days (one review no backcheck)
2. Schematic Design – 15 business days (one review no backcheck)
3. Preliminary Design – 15 business days (one review no backcheck)
4. 90% Construction Documents – 15 business days (1st CD review), 15 business days for backchecks
5. OSFM Backcheck - 15 business days (1st CD review), 15 business days for backchecks
6. Deferred Submittal - 15 business days (1st CD review), 15 business days for backchecks
7. Engineering Judgements & Alternate Means and Methods - 15 business days (1st CD review), 15 business days for backchecks

**Note:** These are typical times - complicated or very large projects may require additional review time.

**Items to engage with OFS:**
The following additional projects also require technical assistance/approval from the OFS:

1. Smoke Control System
2. Fire Sprinklers / Fire Alarm systems – upgrades, modifications, replacement
3. High Pile Storage
4. Fire Pumps
5. Emergency Generators
6. Stored Energy Systems – Large Battery Storage
7. Solar PV Systems
8. Alternate Means of Protection

Although these projects do not follow the same design process as capital projects (e.g., feasibility study, schematic design…), plans shall be submitted to OFS for review/approval at their earliest availability and require an OFS Concurrence Letter prior to OSFM submittal (if required) or Campus Deputy Building Official permit issuance.

**Attachments**: N/A

**References**: Fire Safety Procedure FSPR 20-C001 - Plan Review Submittal Requirements  
OSFM Triage List for Construction Document Plan Review