Title: Required OFS Design Review and Concurrence Points

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 has executed a Memorandum of Understanding (MOU) with the Office of the State Fire Marshal (OSFM). This 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.

In preparation for the transfer of responsibility from OSFM staff to OFS staff, 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 planning 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 Major Capital 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. 75% 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 (OFS Concurrence Letter required to submit Construction Documents to OSFM for permit) – concurrent OFS/OSFM reviews shall not be permitted.
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 as follows:

1. Submit online OFS plan review application,
2. Submit Complete Project Documents – (example: Drawings, Specifications, Calculations, Product Data, Reports),
3. Submit Master Project Comment Log with response comments from designers of record – (Master Project Comment Log = SRB, MRB, independent code review, campus, comments – include responses from prior review phases). If Comment Log with responses are not part of the uploaded package – submittal will be rejected,
4. If the above submittal (after OFS Intake 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 phase:

1. Feasibility Study – 10 Business days,
2. 75% Schematic Design – 10 Business Days,
3. 100% Preliminary Design– 15 Business Days,
4. 90% Construction Documents – 15 Business Days (1st CD review), 5 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,

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 [link]