



DEPARTMENT OF FINANCIAL SERVICES

Blaise Ingoglia ~ STATE FIRE MARSHAL

Division of State Fire Marshal
Bureau of Fire Prevention

**CONSTRUCTION
SERVICES GUIDE**

October 2025

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I. INTRODUCTION:

The Bureau of Fire Prevention is the Compliance and Enforcement Arm of the Division of State Fire Marshal.

The Bureau is comprised of four (4) sections: Plans Review, Inspections, Boiler Safety, and Regulatory Licensing.

The purpose of this guide is to identify the general requirements of the Bureau as they may affect your construction project. It includes a brief description of the codes and standards that will be used to evaluate your project both during the plans review process and in the field.

Plans Review

The Plans Review Section is tasked with the review of construction plans and documents for new construction, alterations, and renovations on all state-owned and state-leased spaces for compliance with the Florida Fire Prevention Code. Our objective is to enhance life safety, identify code violations during plans review, and assist in code development.

Inspections

The Section is comprised of Fire Protection Specialists (inspectors) in six (6) regions throughout the state. Inspectors conduct annual inspections, construction inspections, special inspections, assist AHJs and other stakeholders and support life safety education outreach and training.

Regulatory Licensing

The Regulatory Licensing Section regulates the certificates and permits of fire equipment dealers, fire protection contractors, sparkler registrants, and explosives users, dealers, manufacturers, and distributors.

Boiler Safety

A "First Inspection" is required after the installation of non-exempt boilers. Inspections may be performed by a state inspector, or a special inspector employed by an Authorized Inspection Agency. Inspections are required in accordance with F.S. 554.108. If a boiler is located at public assembly locations, a Certificate of Operation is issued for one (1) year to a high-pressure boiler and two (2) years to a low-pressure boiler.

II. CODE REFERENCES, STATEMENTS, FL STATUTES:

IMPORTANT CODE REFERENCES

FFPC (8th Edition); NFPA 1, chapter 1 (2021):

1.7.12.1

The AHJ shall have the authority to require plans and specifications to ensure compliance with applicable codes and standards.

1.7.12.2

Plans shall be submitted to the AHJ prior to construction unless otherwise permitted by 1.7.12.4 (one and two family dwellings).

1.7.12.5

Plans shall be submitted to the AHJ prior to the change of occupancy of any existing building.

1.7.12.6

Plans shall be submitted to the AHJ prior to the alteration of the means of egress or fire protection systems of any existing building.

1.7.12.7

Plans shall be submitted to the AHJ for other conditions as deemed necessary by the AHJ to determine compliance with the applicable codes and standards.

1.7.12.10

No construction work shall proceed until the AHJ has reviewed the plans for compliance with the applicable codes and standards and the applicable permits have been issued.

1.7.13.1

The AHJ shall be notified by the person performing the work when the installation is ready for a required inspection.

1.7.15 Stop Work Order.

The AHJ shall have the authority to order an operation, construction, or use stopped when any of the following conditions exists:

- (1) Work is being done contrary to provision of this Code.
- (2) Work is occurring without a permit required by Section 1.12.
- (3) An imminent danger has been created.

STATEMENTS regarding construction:

1. IT IS THE RESPONSIBILITY OF ALL STAKEHOLDERS TO BE FULLY AWARE OF THE INFORMATION AND REQUIREMENTS CONTAINED IN THE CONSTRUCTION SERVICES GUIDE.
2. Any repair, renovation, modification, reconstruction, change of use or occupancy, or addition work involving state owned (or state leased) spaces or buildings that do not have approved plans and shop drawings shall be subject to an Inspections Violation issued to the Head of the State Agency, a Stop Work Order, and possible fines for re-inspection. Exceptions: Approved emergency repairs or work performed under an emergency declaration.
3. Requests for inspection will not be processed unless plans and shop drawings have been approved.
4. Any work subject by law to require a permit from a building official may require that a copy of the permit (or CO) be provided prior to final inspection being requested.

The Bureau obtains its authority from Florida Statutes, Chapter 633. This statute provides authority for the development of rules and the adoption of fire-safety standards such as those produced by the National Fire Protection Association. The rules of the Division of State Fire Marshal are listed in Chapter 69A of the Florida Administrative Code. The applicable codes and standards are listed in Chapter 69A-3 and 69A-60 of the Florida Administrative Code.

F.S. 633.218 – Inspections of state buildings and premises; tests of fire-safety equipment; building plans to be approved.

(3) All construction of any new, or renovation, alteration, or change of occupancy of any existing, state-owned or state-leased space shall comply with the uniform fire-safety standards of the State Fire Marshal.

(a) For all new construction or renovation, alteration, or change of occupancy of state-leased space, compliance with the uniform fire-safety standards shall be determined by reviewing the plans for the proposed construction or occupancy submitted by the lessee to the Division of State Fire Marshal for review and approval prior to commencement of construction or occupancy, which review shall be completed within ten (10) working days after receipt of the plans by the Division of State Fire Marshal.

(b) The plans for all construction of any new, or renovation or alteration of any existing, state-owned building are subject to the review and approval of the Division of State Fire Marshal for compliance with the uniform fire-safety standards prior to commencement of construction or change of occupancy, which review shall be completed within thirty (30) calendar days of receipt of the plans by the Division of State Fire Marshal.

(4) The Division of State Fire Marshal may inspect state-owned space and state-leased space as necessary prior to occupancy or during construction, renovation, or alteration to ascertain compliance with the uniform fire-safety standards. Whenever the Division of State Fire Marshal determines by virtue of such inspection or by review of plans that construction, renovation, or alteration of state-owned and state-leased space is not in compliance with the uniform fire safety standards, the Division of State Fire Marshal shall issue an order to cease construction, renovation, or alteration, or preclude occupancy, of a building until compliance is obtained, except for those activities required to achieve such compliance.

The Division of State Fire Marshal shall by rule provide a schedule of fees to pay for the costs of the inspections, whether recurring or high hazard, any fire-safety review or plans for proposed construction, renovation, or occupancy, and related administrative expenses.

III. LICENSING REQUIREMENTS:

Engineered Fire Protection System: The layout, fabrication, inspection, installation, alteration, or repair of an engineered fire protection system as defined in Section 633.102, Florida Statutes requires certification and licensing by the State Fire Marshal as follows:

F.S. 633.102 Definitions.—As used in this chapter, the term:

(1) “Board” means the Florida Fire Safety Board.

(2) “Contracting” means engaging in business as a contractor.

(3)(a) “Contractor I” means a contractor whose business includes the execution of contracts requiring the ability to lay out, fabricate, install, inspect, alter, repair, and service all types of fire protection systems, excluding preengineered systems.

(b) “Contractor II” means a contractor whose business is limited

to the execution of contracts requiring the ability to lay out, fabricate, install, inspect, alter, repair, and service water sprinkler systems, water spray systems, foam-water sprinkler systems, foam-water spray systems, standpipes, combination standpipes and sprinkler risers, all piping that is an integral part of the system beginning at the point of service as defined in this section, sprinkler tank heaters, air lines, thermal systems used in connection with sprinklers, and tanks and pumps connected thereto, excluding preengineered systems.

(c) “Contractor III” means a contractor whose business is limited to the execution of contracts requiring the ability to fabricate, install, inspect, alter, repair, and service carbon dioxide systems, foam extinguishing systems, dry chemical systems, and Halon and other chemical systems, excluding preengineered systems.

(d) “Contractor IV” means a contractor whose business is limited to the execution of contracts requiring the ability to lay out, fabricate, install, inspect, alter, repair, and service automatic fire sprinkler systems for detached one-family dwellings, detached two-family dwellings, and mobile homes, excluding preengineered systems and excluding single-family homes in cluster units, such as apartments, condominiums, and assisted living facilities or any building that is connected to other dwellings. A Contractor IV is limited to the scope of practice specified in NFPA 13D.

(e) “Contractor V” means a contractor whose business is limited to the execution of contracts requiring the ability to fabricate, install, alter, repair, and service the underground piping for a fire protection system using water as the extinguishing agent beginning at the point of service as defined in this act and ending no more than 1 foot above the finished floor. A Contractor V may inspect underground piping for a water-based fire protection system under the direction of a Contractor I or Contractor II.

This subsection may not be construed to include engineers or architects within the defined terms and does not limit or prohibit a licensed fire protection engineer or architect with fire protection design experience from designing any type of fire protection system. A distinction is made between system design concepts prepared by the design professional and system layout as defined in this section and typically prepared by the contractor. However, a person certified under this chapter as a Contractor I or Contractor II may design new fire protection systems of 49 or fewer sprinklers; may design the alteration of an existing fire sprinkler system if the alteration consists of the relocation, addition, or deletion of 49 or fewer sprinklers, notwithstanding the size of the existing fire sprinkler system; and may design the alteration of an existing fire sprinkler system if the alteration consists of the relocation or deletion of 249 or fewer sprinklers and the addition of up to 49 sprinklers, as long as the cumulative total number of fire sprinklers being added, relocated, or deleted does not exceed 249, notwithstanding the size of the existing fire sprinkler system, if there is no change of occupancy of the affected areas, as defined in the Florida Building Code and the Florida Fire Prevention Code, and there is no change in the water demand as defined in NFPA 13, “Standard for the Installation of Sprinkler Systems,” and if the occupancy hazard classification as defined in NFPA 13 is reduced or remains the same as a result of the alteration. Conflicts between the Florida Building Code and the Florida Fire Prevention Code shall be resolved pursuant to s. 553.73(1)(d). A person certified as a Contractor I, Contractor II, or Contractor IV may design a new fire protection system or design the alteration of an existing fire protection system, the scope of which complies with NFPA 13D, “Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes,” as adopted by the State Fire Marshal, notwithstanding the number of fire sprinklers. Contractor-developed plans may not be required by any local permitting authority to be sealed by a registered professional engineer.

Additional Information:

The Fire Protection System Contractor V may install the cross-connection backflow prevention device on new installations only.

The retrofitting of a backflow device on an existing fire protection system will cause a reduction in available water pressure and probable system malfunction. The development of aboveground fire protection system hydraulic calculations is a task of the Contractor I and II.

A Contractor V is expressly prohibited from retrofitting cross-connection backflow prevention devices on an existing fire protection system, and only a Contractor I or Contractor II who is tasked to recalculate the system and take corrective actions to ensure that the system will function with the available water supply may retroactively install these backflow devices on existing fire protection systems.

NOTE: A utility contractor, licensed pursuant to Chapter 489, Florida Statutes, is prohibited from engaging in the layout, fabrication, inspection, installation, alteration, or repair of any fire protection piping.

Fire Alarm: The contractor installing the fire alarm system must be licensed by the Department of Business and Professional Regulations in one of the following classes:

- EC - Certified Electrical Contractor
- EF – Certified Alarm System Contractor I
- EY – Registered Alarm System Contractor I

Fire Equipment Dealer: The installation, service, repair, recharge, testing, marking, inspection, or hydro testing of fire equipment must be conducted by a business or individual licensed in one of the following classes:

- Class A – Portables excluding pre-engineered
- Class B – Portables, excluding carbon dioxide hydro testing
- Class C – Portables, excluding carbon dioxide hydro testing and recharging
- Class D – Pre-engineered Systems

IV. PLANS REVIEW:

The Division of State Fire Marshal requires the submission of plans via electronic or paper format for review and approval prior to beginning of work. If the submitter utilizes a paper copy format, two sets of plans and one set of specifications along with an application must be submitted to the Plans Review Section. The submitter may, however, submit plans at an earlier stage, i.e., "courtesy review" or design development review, in which case only one unsigned set needs to be submitted (only one design review will be allowed per project).

Electronic (digital) plans shall be submitted through the SFM portal, which can be accessed through our website at:
<https://www.myfloridacfo.com/division/sfm/bfp/plans-review>

ALL submitted plans are subject to the requirements in Florida Statutes for being signed and sealed by a Florida Licensed Design Professional.

When the documents are approved for construction, the plans will be stamped "APPROVED" (normally on the cover sheet) and made available electronically or returned to the submitter. An "APPROVED" stamped set of plans must be kept on the job site for the fire safety inspector's use at the time of inspection. It shall be the responsibility of the submitter to see that the "APPROVED" set of plans is on the construction site before work begins and remains there until final inspection and approval has been issued.

Plans approval is good for one year from the date of issue. The construction contract must be maintained within this period or the approval will expire, and the plans must be re-submitted with another review fee.

The editions of the pertinent codes that will apply to your project will be those that are adopted at the date of your first submittal, regardless of phase, i.e. 50% or final, and will not change even if a newer edition is adopted during the review process. Any change orders or redesign during construction that affect life safety shall be submitted with an application for review with the State Fire Marshal's permit number indicated. There is no additional fee required for changes.

The review process allows 30 calendar days for review of all state-owned property and 10 working days for review of state leased property. If there are any special circumstances or hazards that require further clarification, the reviewer will attempt to contact you; therefore, please include the name and telephone number of a contact person with your plan submission. Please remember that if you are called and asked for additional information or clarification, the reviewer needs this information in writing before he can approve the project. If the statutory time (10 working days on a lease or 30 calendar days on state owned) expires he must disapprove the project and a re-submittal process may add further delay to the project.

Design Criteria:

The Life Safety portion of the plans shall be designed in accordance with the currently adopted edition of the Florida Fire Prevention Code. See Florida Administrative Code 69A-3 and 69A-60 for the adopted edition of the Florida Fire Prevention Code and a list of adopted NFPA Standards.

[\(https://www.flrules.org/\)](https://www.flrules.org/)

Plans Review Fees:

The fee for plans review is determined by multiplying the estimated construction/renovation cost for the building, by the constant 0.0025. The minimum fee is \$100.00. This does not include the cost of the land, site improvements, civil work or furniture & equipment.

Example:

\$1,000,000.00 Construction Cost x 0.0025 = 2,500.00 Fee

The Plans Review Fee includes review of the construction documents, and up to three (3) construction site visits including, underground fire main verification, and intermediate, and final inspections. Additional visits required as a result of deficiencies found during the final inspection may result in additional fees billed to the contractor at a portal to portal rate of \$65.00 per hour, per inspector, plus expenses. With this in mind, the contractor should have completed all systems testing and inspection punch lists and should make the necessary corrections to prevent additional visits to the site. If, however, the contractor feels the need to cancel or postpone the final inspection, he may do so, without additional costs, by notifying the assigned inspector or regional office a minimum of 24 hours in advance of the established date and time of the scheduled inspection, exclusive of weekends and holidays.

Method of Payment

After plans are received an invoice will be prepared and sent at which time payment can be made by check, money order, electronic payment via online portal or, if a state agency is paying, a Samas – Journal Transfer. Please make check or money order payable to the Department of Financial Services. Fill in the memo portion with "SFM Plans Review fee" and return payment with invoice.

V. TYPES OF CONSTRUCTION SITE VISITS:

The plans review process and fee includes a full and complete review of all required construction documents and up to three (3) construction site inspections. During the initial site visit, the regional inspector or supervisor may modify the number of inspections.

The purpose of the site inspection is to ensure the project is constructed in accordance with the approved construction documents and in compliance with all applicable laws, codes and standards. The site inspection may include verification and/or witness of an underground fire main installation, including flush and pressure testing, flow testing of sprinklers, testing of alarm devices, and pull stations, emergency lighting, fire and smoke dampers, assessment of the egress system, and other features of fire protection.

1. Underground Fire Main Visit:

If applicable, this site visit is required before backfilling the open trench and covering the supply piping. See the underground inspections guide at the end of this document.

2. Intermediate Inspection Visit:

This inspection occurs at approximately 50% of completion (before enclosing walls and ceilings). This inspection may include pressure test for sprinklers, location of pull stations, connections for strobes and horns, alarm wiring, stairs, ramps, etc. The intermediate inspection may be exempted at the Inspector's discretion, depending upon the size and complexity of the construction project.

3. Final Inspections Visit:

Final inspection must be completed by the Inspector to ensure that the construction/renovation is in accordance with the approved construction documents and in compliance with all adopted laws, codes and standards. This is a required inspection.

4. Other Inspections

a. Boiler: "First Inspections" are required after the installation of non-exempt boilers. This inspection may be performed by a Special Inspector employed by an insurance company authorized to write boiler and machinery insurance in Florida, or a SFM Deputy boiler inspector, for locations that do not participate in the State insurance pool.

b. Fire Protection Systems: This inspection is for an installation of any fire protection system associated with or without new construction or renovations. The inspection will include all aspects of the proper installation and acceptance testing of the system.

VI. HOW TO REQUEST AN INSPECTION

The construction documents must be approved prior to commencing any construction or requesting an inspection.

Complete the attached Inspections Request form electronically or with legible writing and submit by electronic mail, U.S. mail, or facsimile to the Assigned Inspector or Regional Supervisor at their address or fax number noted on New Construction Project Letter. Throughout the various construction phases, all requests for inspection shall be made at least five (5) working days prior to the date requested.

The assigned inspector in the office will contact the requestor to make final arrangements for the inspection. The request form shall be completed in its entirety. Furthermore, if the construction documents/plans are not approved by this office, the inspection will not be performed, and a stop work order may be issued. Revised plans must be submitted, approved, before inspection services resume.

Should the project fail the inspection due to deficiencies, a re-inspection should be scheduled with the assigned inspector at the time.

VII. INTERMEDIATE INSPECTION CHECKLIST:

Listed below are some features that may be inspected or witnessed during your intermediate construction inspection:

- Fire rated partition construction, penetrations and locations, manufacturer's specifications or listings by recognized testing laboratories required to verify the quality of fire-stopping material.
- Fire/smoke damper installations at required locations.
- Stair details including the run and rise of treads and risers
- Handrails and guardrails including height and spacing.
- Integrity of stair enclosures and other vertical openings.
- Number of exits.
- Travel distance, common path of travel and dead-end corridors.
- Placement of exit signs and emergency lighting fixtures.
- Above ground fire sprinkler system that includes the following:
 - Witness hydrostatic test and obtain copies of Schedule A test certificates that are found in NFPA 13.
 - Ensure that sprinkler head coverage meets code requirements.
 - Installation of risers, mains and lines including hangers.
 - Review hydraulic calculations, manufacturer's specifications or listings by recognized testing laboratories.

VIII. FINAL INSPECTION:

Listed below are some features that may be inspected during your final construction inspection:

- Final fire rated partition construction and all visible penetrations through partitions.
- Perform or witness operational test of all smoke or fire dampers and ensure they are accessible for inspection/cleaning.
- Final stair details and enclosures.
- Locations of required fire rated doors/windows and ensure that doors and windows are a listed/labeled assembly or product, and that each function properly (self closures, latches, etc.).
-
- Conduct a final inspection on the fire sprinkler system including exterior items. Make sure valves are supervised, required signage is provided, riser is tagged, hydraulic calculation label is attached, required spare heads and wrench are present, and as-built drawings are provided to the building.
- If emergency generator is installed, a time activation test, emergency lighting, exit signs and other items connected to the generator will be tested while the building is on emergency power and in non-emergency modes.
- Building's electrical system to ensure there is no exposed wiring or live parts, and all circuit breakers are legibly identified as to their purpose.
- Final fire alarm system inspection to include testing EVERY device in the system and provide the following:
 - Certificate of Completion
 - Owner's manual and installation instructions covering all system equipment
 - Record Drawings (as-built)
 - Tag on panel in accordance with F.A.C. 69A-48
- Pre-engineered systems and witness acceptance test in accordance with manufacturers recommendations. Obtain copies of test results, owner's manual, and as-built drawings.
- Fire sprinkler system including flow test and alarm activation.
- Other fire suppression systems protecting special hazards, fuel storage tanks, and dispensing systems.
- Placement of building signage, including street address and other identifying markings.
- Evaluation of the fire alarm system layout.
- Tag on panel in accordance with F.A.C. 69A-48

Inspection Fees:

If a firesafety inspection reveals a violation of the Florida Fire Prevention Code, additional inspections will be required until the violation is resolved. Additional inspections required after an initial re-inspection of the same violation or a failed inspection on the same inspection item shall be billed at the rate of \$65 per hour, per inspector (portal to portal), plus expenses. All firesafety inspection fees are payable to "Department of Financial Services".



DEPARTMENT OF FINANCIAL SERVICES
Division of State Fire Marshal – Bureau of Fire Prevention

REQUEST FOR BUILDING SITE INSPECTION

GENERAL INFORMATION

APPLICANT'S NAME: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

STATE AGENCY: _____

TYPE OF INSPECTION (CHECK APPROPRIATE ONE)

- | | |
|---|--|
| <input type="checkbox"/> FINAL | <input type="checkbox"/> SPRINKLER SYSTEM, |
| <input type="checkbox"/> ABOVE GROUND | <input type="checkbox"/> INTERMEDIATE SPRINKLER SYSTEM, |
| <input type="checkbox"/> UNDER GROUND | <input type="checkbox"/> FIRE ALARM SYSTEM <input type="checkbox"/> LEASE, RENEWAL |
| <input type="checkbox"/> LEASE, PRE-OCCUPANCY | <input type="checkbox"/> HOOD SYSTEM OTHER (SPECIFY): _____ |

NAME, STREET ADDRESS OR EXACT LOCATION OF FACILITY: _____

INSPECTION DATE REQUESTED: _____
 (Provide this office with a **MINIMUM** of five (5) working days notice prior to requested date of inspection.)

STATE FIRE MARSHAL'S PERMIT #: SFM-_____
 (This is the number assigned to the project and can be found on the approved plans review letter)

OCCUPANCY CLASSIFICATION, _____
 (Business, Assembly, etc.)

PROJECT SQUARE FOOTAGE: _____ **NUMBER OF STORIES:** _____

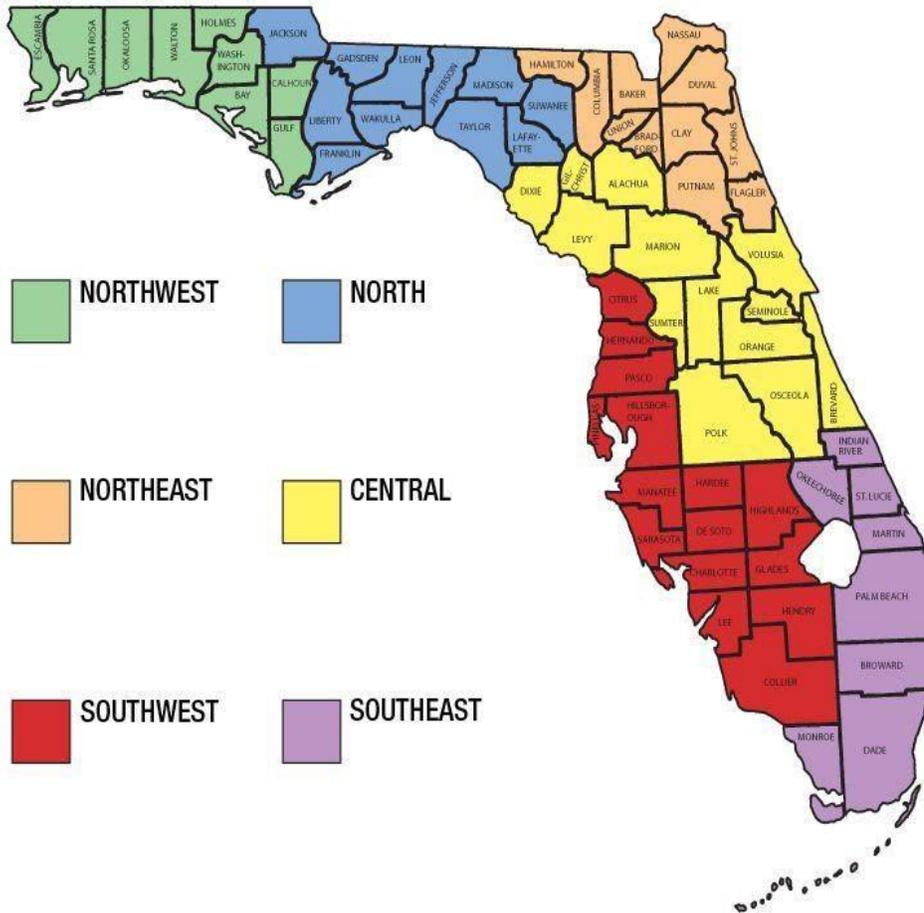
LIST THE LIFE SAFETY FEATURES: _____

 (Sprinkler, Standpipe, Fire Alarm, Smoke Control, etc.)

TYPE OF CONSTRUCTION, FBC: _____

E-MAIL ALL REQUESTS TO:
Fire.Prevention@mvfloridacfo.com OR
 the Assigned Inspector & Regional Supervisor
 (See: New Construction Project Letter)

Regions	Inspection Field Offices	Region Chief	Phone
Northwest	Ft. Walton Beach	William Tate	(850) 833-9038
North	Tallahassee	Bradley Dukes	(850) 413-3726
Northeast	Jacksonville	Van Patterson	(904) 798-5863
Central	Orlando/Ocala	Donmetria Robinson	(407) 316-4824
Southwest	Tampa/Ft. Myers	Agustin Valdes	(813) 972-8656
Southeast	West Palm Beach/Plantation	Michael Long	(561) 640-6750



Regions	Engineer Liaison	Office Phone
Northwest	Cole Spivey	(850) 413-3740
North	Matt Willman	(850) 413-3733
Northeast	Cole Spivey	(850) 413-3617
Central	Matt Willman	(850) 413-3733
Southwest	Cody Kelly	(850) 413-3740
Southeast		
Plans Assistant	Tara Campos	(850) 413-3649
E-plans Login	https://www.citizenserve.com/120/CAPFor120?Action=ShowNewPlanPage1	

FIRE UNDERGROUND INSPECTIONS GUIDE FOR CONTRACTORS

This document is intended to assist contractors in understanding the items inspected on an underground inspection by the SFM Fire Inspector.

Note: all items are taken from the current Florida adopted edition of NFPA 24

The licensed contractor for the underground fire lines will be present for the inspection.

1. The installation in the field will be verified that it matches the site and utility plan that was approved during plans review. Any significant deviations will require approval from the engineer of record and plans review.
2. Hard-copy specification sheets for piping, restraint systems and any other installed equipment will be on site for inspection.
3. All installed rods, nuts, bolts, washers, clamps and other restraining devices will be inspected to verify they are coated with corrosion retarding material (or epoxy coated from manufacturer).
4. The torque of bolted joints will be witnessed.
5. Thrust blocks (if present) will be inspected.
6. Other restraint systems will be inspected if present.
7. Depth of trench will be inspected to verify depth of cover requirements per code.
8. Trench will be inspected to ensure it is clear of debris and rocks.
9. Trench will be backfilled between joints prior to hydro and flush test.
10. Proper installation and orientation of valves and equipment will be verified.
11. Height of, and clearance around hydrants, PIVs and FDCs will be verified.
12. Collar or sign for FDC will be inspected if present.
13. Observe a hydro test at 200 PSI for 2 hours or per code for lower pressure pipe.
14. Observe a flush test, conducted until water is clear.
15. A Contractor's Material and Test Certificate for Underground Piping Form will be completed, signed and a copy turned into the inspector (preferably by email) before the final underground inspection is considered fully passed and final.