

## Division of State Fire Marshal

### Bureau of Fire Prevention

#### Plans Review Section

### Electronic Plans Review Fees, Procedures, and Requirements

The plans for all construction of any new state owned or state lease building and renovation or alteration of any existing state owned or state leased building are subject to 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. The Division of State Fire Marshal may inspect state owned and state leased spaces as necessary prior to occupancy or during construction, renovation, or alteration to ascertain compliance with the uniform fire safety standards as per Florida Statutes 633.085 and 69A-52, Florida Administrative Code.

69A-3.009 (12) , FAC, defines a state owned building as:

- (a) “State-owned building,” as used in Chapter 633, F.S., and any rule adopted by the State Fire Marshal, except as provided in paragraph (b) of this subsection, means any structure used or intended for supporting or sheltering any use or occupancy of which the state, any state agency or department, or the Trustees of the Internal Improvement Trust Fund is the record owner of the legal title to such structure.
- (b) “State-owned building” does not mean or include a pole barn, a picnic shelter, a lift station, an animal pen, an animal feeder, a pump house, a one-family private residence, a two-family private residence, a forestry fire tower or other fire tower, a radio tower, a building no longer in use, an empty building, or a greenhouse.

#### **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/>

#### **PLANS REVIEW FEES:**

The fee for plans review is determined by multiplying the estimated construction/ renovation cost of 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 .0025 = 2,500.00 Fee

## **METHOD OF PAYMENT**

After plans are received an invoice will be prepared and sent at which time payment can be made via the online portal, by check, money order 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.

## **PLANS SUBMISSION:**

The Division of State Fire Marshal will require the submitter to obtain a public portal login, complete an electronic application and provide electronic plans and specifications of sufficient detail to allow for a thorough review. Electronic plans must be submitted in a “pdf” format and individual uploads cannot exceed 25mb.

When the electronic plans are approved for construction, the electronic plans will be stamped electronically based on the type of approval and the submitter will be notified via email that the electronic plans and any associated comments are available for review, printing and downloading via the public portal login.

A stamped set of plans must be kept on the job site for the Fire 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. Plan approval is good for one year from the date of issue. The construction contract must be met 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 formal review submittal, 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 for review with the State Fire Marshal's file number indicated. There is no additional fee required for changes.

Associated shop drawing that affect life safety shall be submitted for review with the State Fire Marshal's file number indicated. There is no additional fee required for shop drawing submittals which are associated with a main SFM formal review.

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, complete, and accurate application and contact information to include but not limited to scope of work, name and telephone number of a contact person should be included 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, the submitted plans will be disapproved and a re-submittal process may add further delay to the project.

**ELECTRONIC PLAN KEY ITEMS**

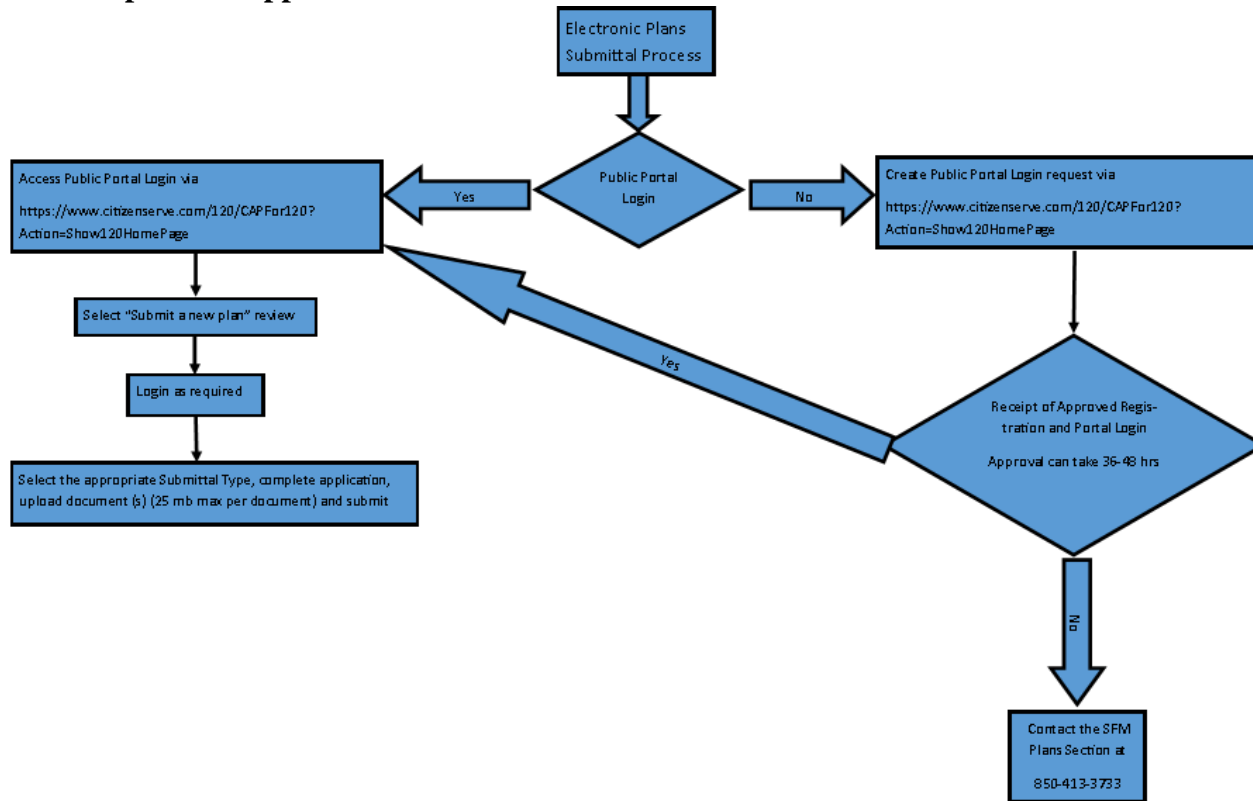
**Electronic Plan must be in “PDF” format**

**Individual uploads cannot exceed 25mb in size**

**Uploads should be labeled accordingly i.e. life safety plan, emergency lighting plan**

**Each electronic plan page must have scale for calibration**

**Application must be complete for approval**



For more questions or information about the Plans Review Section contact the section at 850-413-3733 or e-mail: [Fire.Prevention@MyFloridaCFO.com](mailto:Fire.Prevention@MyFloridaCFO.com)