



# OFFICE OF THE STATE FIRE MARSHAL



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## STATE FIRE MARSHAL PERMIT PROCESS

### GENERAL GUIDELINES

The following provides general information for submission for construction permits from the Office of the State Fire Marshal (OSFM). Please check this site for additional requirements specific to the permit(s) you are seeking. All construction documents will be reviewed based on the adopted State Fire Code (IFC 2003) and supporting NFPA Standards.

The Arizona State Fire Code requires the submittal of plans for new construction, remodeling, alterations and additions to State and County Buildings, public schools, charter schools, and private schools. Construction of ALL occupancy types, except residential dwellings of less than 5 units, located in areas without a locally adopted Fire Code, must be reviewed for compliance with the State Fire Code by the Office of the State Fire Marshal.

Pursuant to A.R.S. §§ 34-461D and 34-462, State owned buildings and Community College buildings must comply with the locally adopted Fire Prevention codes which supplement or are more stringent than the State Fire Code. State owned and Community College buildings may be subject to the dual review of the State Fire Marshal and the local jurisdiction with regard to fire safety issues. Other public buildings may be subjected to a dual review as well.

When a local jurisdiction has an agreement with the Office of the State Fire Marshal plans are only submitted to the local jurisdiction.

A completed "Construction Permit Application Form" from the Office of the State Fire Marshal must accompany all construction documents submitted to this office. The application must be completed in its entirety. All information must be legible, or the application will be rejected. The address for the project must be an actual assigned street address. Rural route and postal delivery address will only be accepted for areas that do not have postal street addresses assigned. Cross streets, property parcel numbers or similar addressing will not be accepted.

Two copies of construction documents, two copies of all supporting documents and payment, either cash or a check to "Department Fire Building Life Safety", must accompany the completed Construction Permit Application Form at the time of application for a permit(s). Applications that do not provide all required documents will be rejected. The OSFM has up to 60-days for initial review construction documents. Notification will be provided when reviewed documents are ready for pickup or return by pre-paid carrier.

## **PERMIT NUMBER**

A permit number will be assigned on acceptance of the Permit Application. Notifications regarding plans will use the information provided on the Permit. The Permit Number must be used when picking up plans. If pre-paid return provisions have been made, notification will be made when plans have left the OSFM. The Permit number must be used when calling for an inspection and on any other correspondence with the OSFM.

## **CONSTRUCTION DOCUMENTS**

All construction documents, with the exception of LPG plans, shall be prepared by an Arizona Registered Design Professional. Construction documents must be submitted on at least an 8.5 x 11 page, or larger, or in an approved electronic format, with all pages being of the same size. All construction document drawings will be to scale with the scale indicted on the construction document drawings.

## **LPG TANK DOCUMENTS**

LPG Tank construction document site plans may be hand-drawn, using a rule for lines, and must be legible. All required distances shall be clearly marked on the plan. LPG tank plan submissions on topographical site plans will be rejected.

## **PERMITS**

To receive a permit all supporting documents must accompany plans at the time of application. Supporting documents include, but are not limited to, manufacturer's specifications for devices, equipment, products, etc. used under the permit(s) and copies of all required Arizona certifications and/or licenses.

Failure to provide all required information will result in rejection of plans for review.

Permits are only issued to the applicant. Only the permit applicant may call to schedule inspections under a permit. Inspection requests from other parties will not be accepted.

All permits issued by the OSFM must be displayed on the job site, in a location safe from weather, at all times until the Permit is closed. One set of original (wet) red stamped State approved plans must be kept on site and available for review at all times.

## **STOP WORK ORDER**

Failure to have approved plans and/or not displaying a permit on site will cause a red tag, Stop Work order to be issued against the project.

A Stop Work order will only be lifted after a Permit has been issued by the OSFM for the project and a re-inspection of the site is conducted by the OSFM. All applicable fees must be paid before an inspection to lift a Stop Work Order is scheduled.

## **INSPECTION OF INTERCONNECTED FIRE SYSTEMS**

Requests for final inspection of interconnected fire alarm, automatic sprinkler, and hood extinguishing system must be conducted under a single inspection. All permitted contractors must be present for the final inspection.

When all permitted contractors for interconnected fire systems are not present for a scheduled final inspection the scheduling permit holder will fail the inspection. A re-inspection fee will be required to be paid by the permit holder of the failed system before a re-inspection of the systems can be scheduled.

## **EXPIRATION OF PERMIT**

Permits issued by the OSFM expire 180 calendar days from the date of issue. One (1) 180 calendar day extension of a Permit may be requested BEFORE the expiration date of a permit. After the expiration date of a Permit requests for extension or inspections will not be accepted. To continue construction the project must apply for and pay all required fees to receive a new Permit from the OSFM.

## **QUESTION LINE**

Please call 602-364-1085.

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