1. Purpose: The Office of the State Fire Marshal (State Fire) has entered into a contractual agreement with the Office of School Facilities (OSF) to conduct the South Carolina Fire Code (SCFC) Chapter 9 inspections, as needed, for all newly constructed schools, additions, leases, and renovations. State Fire will ensure that the facility complies with all applicable SCFC Chapter 9 requirements and referenced standards in effect at the time of the inspection, as determined by State Fire and as adopted in accordance with South Carolina Code of Laws and promulgated regulations.  The Department of Labor, Licensing and Regulation’s Division of State Fire, Office of State Fire Marshal (State Fire) will perform final inspections of Fire Protection Systems that are identified in Chapter 9 of the South Carolina Fire Code on behalf of OSF through a contract that assigned the responsibility for inspection and limited plan review to the Office of State Fire Marshal. These inspections will be referred to as “Chapter 9 Inspections” and the systems will be referred to as “Chapter 9 Systems”. The SC Department of Education Office of School Facilities (OSF) retains the role of Building Official with the responsibility of issuing Certificates of Approval prior to occupancy.
2. Implementation:
3. Design Professionals Responsibility
4. The Design Professional of Record (DP) will request the final inspection by contacting both State Fire and OSF. The DP (or OSF) will submit requests for inspection assistance via the State Fire Information Management System (IMS). State Fire will specify the documentation that is required at the time of inspection request based on the scope and type of project. Inspection request will be entered into the Office of State Fire Marshal Information Management System (IMS) as a Building Inspection request by the Design Professional (DP) or responsible OSF staff member. [https://osfm.llr.sc.gov/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fosfm.llr.sc.gov%2F&data=05%7C02%7Cwstokes%40ed.sc.gov%7C6ccf72adbb634395eacd08dd13e4fbac%7C2704e2c529f54f7eb91cbd56f0685995%7C0%7C0%7C638688596424513858%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=VUznTUitkBgrQxtmgou%2FUU6b%2F0zuNS4I58gNPF5LQp4%3D&reserved=0)
5. All systems must be ready for final inspection before the inspection will be made. To ensure that all Chapter 9 Systems are ready for final inspection, the following required documentation will be uploaded into the IMS at least 48 hours prior to the scheduled inspection date. Failure to do so may result in the inspection being cancelled.
6. OSF Form F4 – To be completed by the DP after verification that systems are ready for inspection. Only the portions of the form specific to the systems requiring inspections must be completed.
7. Confirmation from Third Party Inspection firm who has witnessed the final inspections as a representative of OSF and/or owner, noting final acceptance and approval of Chapter 9 Fire Protection Systems. This may be a deficiency log demonstrating that all deficiencies are corrected. Or it may be an inspection report documenting that all Chapter 9 Systems have had a final inspection and are approved.
8. For water-based fire protection systems: NFPA 13 or NFPA 24 Underground and Aboveground Contractors Materials and Test Certificates and Fire Pump Acceptance Test Results (when applicable).
9. For fire alarm systems: NFPA 72 Certificate of Completion
10. For Kitchen Fire Suppression Systems: A compliant Kitchen Hood Fire Suppression System Report.
11. Other Chapter 9 Systems: Final test and acceptance documents.
12. All new facilities shall meet currently adopted codes, referenced standards, South Carolina Code of Laws, and Code of Regulations.
13. OSF Responsibility
14. OSF will complete the final inspections regarding the building components and accessibility, unless the school district is utilizing an OSF Preferred Chapter 1 Inspector to perform this work.
15. OSF retains authority as the Authority Having Jurisdiction (AHJ). Reports issued by State Fire do not prohibit OSF from issuing a Certificate of Approval (to occupy) to any facility it deems acceptable to receive a Certificate of Approval (to occupy), regardless of noted code deficiencies.
16. OSF is responsible for issuing the Certificate of Approval (CA) to allow occupancy of the inspected structure. OSF may issue the CA with or without a passed final inspection from State Fire.
17. Office of State Fire Marshal Responsibility
18. Inspection Services
19. State Fire will complete SCFC final inspections on behalf of OSF and does not require OSF to be in attendance. All new facilities shall meet currently adopted codes, referenced standards, South Carolina Code of Laws, and Code of Regulations. Inspection reports will be provided to OSF, and the Design Professional of Record and they will be made available in the IMS within one (1) business day of inspection completion. The reports will be accessible to OSF through the IMS system.
20. Inspections are conducted, and reports are issued based on SCFC and referenced standards, as determined by State Fire to OSF. Inspections are considered to be consultative in nature, conducted by contractual agreement. OSF retains authority as the Authority Having Jurisdiction (AHJ). Reports issued by State Fire do not prohibit OSF from issuing a Certificate of Approval (to occupy) to any facility it deems acceptable to receive a Certificate of Approval (to occupy), regardless of noted code deficiencies.
21. Scheduling the Inspection
22. State Fire will conduct the inspection within 14 days of the inspection request. State Fire will assign a date to the inspection request and all parties associated with the request in the IMS will receive an email notifying them of the inspection date and the assigned Deputy State Fire Marshal (DSFM) who will be responsible for the inspection.
23. Within 48 hours of the scheduled inspection, if all of the required documents have not been submitted, State Fire will attempt to reach out to the DP to check the status of the inspection readiness. If all Chapter 9 Systems will not be ready for inspection, the inspection will be cancelled. If the required documents are not uploaded within 24 hours of the inspection, State Fire may cancel the inspection.
24. Cancelled inspections and failed inspections will require a new inspection request which will be conducted within 14 days of the request as described above.
25. Conducting the Inspection
26. The DP and all necessary contractors and third-party inspectors must be present at the time of the inspection. OSF is not required to be present.
27. The Deputy State Fire Marshal will lead the inspection.
28. The “Three Strikes and You Are Out” rule will be applied to each system. Three deficiencies that cannot be immediately corrected will result in a failed inspection. State Fire will not continue the inspection that results in the creation of a “punch list.”
29. Inspection Results
30. Inspection reports will be available within 24 hours of the completion of the inspection and will be shared with all individuals associated with the inspection request in the IMS.
31. Plan Review Services
32. State Fire will provide plan reviews of Fire Alarm systems projects and reviews of site plans for new construction, renovations and additions when submitted into the IMS by OSF staff or the Design Professional of Record. State Fire will specify the requirements of the submittals based on scope and type of review. All plans must be submitted in accordance with the S.C. Code of Law § 40-3-290 and 40-22-280 when applicable.
33. State Fire agrees to continue reviewing Fire Sprinkler systems in accordance with South Carolina Code of Laws § 40-10-10 et. seq.
34. Fire Sprinkler Plan Review. In accordance with SC Code of Law 40-10, State Fire will review fire sprinkler plans when requested by the AHJ. The process for submitting fire sprinkler plans into the IMS has not changed. Guidance can be found on our website.https://statefire.llr.sc.gov/osfm/index.aspx
35. Fire Alarm Plan Review. For “Fire Alarm Only” projects, which do not include any other trades, State Fire will review and issue an approval for fire alarm plans prior to system component installation. State Fire requires that the submittal include engineered plans and/or engineered specifications with a contractor’s shop drawings. A SC Licensed Engineer is required. A letter of compliance, certifying that the Contractor’s shop drawings comply with the appropriate codes is required. Plans and documents will be uploaded into the IMS Plan Review module.
36. Site Plans. When requested by OSF, State Fire will review site plans for compliance with the following: fire apparatus access road, fire hydrant locations, FDC location. Plans will be uploaded into the IMS Plan Review module.
37. General Assistance. Please contact Assistant State Fire Marshal Nathan Ellis, Nathan.ellis@llr.sc.gov or 803-414-7161.