



Office of the State Fire Marshal

AVAILABILITY OF PLAN REVIEW SERVICES

The Office of the Illinois State Fire Marshal is pleased to announce the availability of expanded fire protection plan review services. Electronic submission of plans and documents for review will be available January 1, 2017. This is a new system and we will be monitoring to ensure effectiveness. Scroll down to see more information related to submitting plans electronically.

Technical Services serves as support to the agency's other operating divisions. Primarily assisting the Division of Fire Prevention and the Division of Petroleum and Chemical Safety with related application and plan review services, research, continuing education, and engineering issues. The Technical Services Division is responsible for the review of applications and plans for regulated aboveground storage tanks and LP-Gas installations, Additionally Technical Services will review plants related to the state-adopted Life Safety Code and related fire protection requirements. This includes:

- New building construction, additions, renovations and remodeling
- Fire alarm system installation or modification
- Fire sprinkler system installation or modification
- Special extinguishing systems including kitchen fire suppression systems

Plan review of the above listed types of work is not mandatory by any state statute or administrative rule. While submittal of applications and plans for regulated aboveground and LP Gases is mandatory, plans for building construction or alteration as well as fire alarm/suppression system installation are not required to be submitted to the OSFM. This notice is simply to make you aware of the availability of these services by OSFM.

Plans may be submitted by any interested party including owners, architects, fire chiefs, or local fire marshals. These plan review services are currently conducted without charge to the submitter. The OSFM reviews plans only for compliance with state statutes or state-adopted codes and standards—primarily the NFPA Life Safety Code and referenced standards as well as other administrative rules applicable to specific occupancies and installations. Compliance with local regulations or locally adopted ordinances is not considered in the OSFM plan review process. Correspondence to all

1035 Stevenson Drive
Springfield, IL 62703
217/785-0969
217/785-0969 TDD

JRTC 100 W. Randolph, Suite 4 -600
Chicago, IL 60601
312/814-2693
312/814-2693 TDD

2309 W. Main
Marion, IL 62959
618/993-2343

Web site: [HTTP://WWW.SFM.ILLINOIS.GOV](http://www.sfm.illinois.gov)

submitters summarizes the findings of the OSFM plan review process and also warns that the submitter needs to verify compliance with local regulations that may be more stringent. Even when submittals are not made by fire departments or fire protection districts, results of the OSFM's plan review are copied to the local fire chief for reference purposes.

OSFM reminds local fire authorities that state statute (the *Fire Investigation Act 425 ILCS 25/*) requires local officers to enforce the state's adopted fire safety rules except in those localities which have adopted fire prevention and safety standards "equal to or higher" than the rules adopted by the Office of the State Fire Marshal.

All plan submittals are required to be accompanied by the OSFM's "Plan Submittal Form" which requests basic information about the submittal. Furthermore, several Illinois statutes require that some types of plans be sealed and signed by licensed professionals (e.g. the Illinois Architecture Act; the Fire Sprinkler Contractor Act; etc.). The OSFM is bound to follow the requirements of such laws and reserves the right to reject submittals that are not compliant.

At this time, the OSFM will not conduct plan review of one- or two-family residential occupancies or townhouses unless those occupancies are used for group homes or day care homes. OSFM, however, will review sprinkler system design and installation plans for one- or two-family residential occupancies or townhouses. Health care occupancies (including hospitals, long-term care/nursing homes, and ambulatory health care facilities) are reviewed by the Illinois Department of Public Health and should not be submitted to the OSFM. Also, public school construction is under the jurisdiction of the Illinois State Board of Education and the codes adopted by the ISBE rather than the OSFM-adopted Life Safety Code. Therefore, plans for elementary or secondary public school construction should be submitted to the assigned Regional Office of Education or for Cook County, the assigned Intermediate Service Center.

Fire protection plans are reviewed in the Chicago office of the OSFM. To submit paper plans, please download the appropriate OSFM "Plan Submittal Form" and include in your submitted documents package. Technical Services only requires one set of plans and documents. These documents will be returned along with the review letter. Plans should be submitted to:

Office of the State Fire Marshal
Division of Technical Services
James R. Thompson Center
100 W. Randolph Street, Suite 4-600
Chicago, IL 60601

To submit professional drawings electronically:

- Download appropriate OSFM “Plan Submittal Form” and include in your submitted documents package. Click on the following to find the plan submittal forms;
[Plan Review Submittal Forms](#)
- Submit UNLOCKED PDF format only, OSFM does not have access to CAD
- Save and scale PDF drawings to the listed drawings key. The “no scale” will not be accepted unless dimensions are not needed for the review.
- Optimize the PDF for review on computer screen.
- Make sure electronic drawings have all required engineering stamps.
- Scan cut sheets and send separately, do not include in the same electronic submittals as the drawing.
- Submit all plans and supporting documents to SFM.Techservices@illinois.gov

Feel free to visit the OSFM’s website at www.state.il.us/osfm to download Plan Submittal Forms and also to view the latest information relating to the agency, the Division of Technical Services, and plan review services at any time. You may also contact fire protection plan review staff of the OSFM’s Division of Technical Services at SFM.Techservices@illinois.gov or by calling the Chicago office at 312/814-8960.

Respectfully,

Catherine L. Stashak

Catherine L. Stashak CSP, CFPE

Section Chief, OSFM Technical Services Division