

OKSFM Third-Party Plan Review Rules/Instructions

Effective immediately, the Office of the Oklahoma State Fire Marshal will accept medical marijuana building plan reviews conducted only by an OKSFM Authorized 3rd Party Company. The plan review by a 3rd party is not required and OKSFM staff will still provide plan review services for buildings. However, we allow you the option of utilizing third-party review services if you choose, due to the backlog of marijuana building plans in the possession of the OKSFM.

Authorized 3rd Party Companies currently accepted by the OKSFM:

1. ICC Plan Review Services
2. CSG Consultants

RULES

1. Only plans that have been submitted to our office and are currently waiting review may be pulled for 3rd party review. New project submittals that have never been accepted into this office are not allowed to be submitted to the 3rd party companies.
2. Plans that have been submitted to the OKSFM after February 1, 2024, are not allowed to be submitted to 3rd party companies and will remain under the control of the OKSFM.
3. YOU MUST CONTACT THIS OFFICE VIA EMAIL TO REQUEST PLANS THAT HAVE ALREADY BEEN SUBMITTED TO OKSFM, BE PULLED FOR 3RD PARTY REVIEW.
4. You must complete and sign the OKSFM 3rd Party Acknowledgement form in person upon pickup of plans from this office. This form must be submitted with your package to the 3rd party review companies. They will not accept or be able to review your project without this form. NO EXCEPTIONS.
5. ALL HAZARDOUS (Hydrocarbon, CO₂, etc.), EXTRACTION FACILITIES ARE REQUIRED TO BE REVIEWED BY OKSFM. EXTRACTION FACILITIES ARE NOT ALLOWED 3rd Party Reviews.

****FAILURE TO FOLLOW INSTRUCTIONS OR DEVIATION FROM RULES AND STEPS BELOW WILL RESULT IN DISAPPROVAL AND OR DELAYS****

PLEASE FOLLOW THE STEPS OUTLINED BELOW:

STEP #1:

- ✓ Decide if a third-party review is right for you by researching the companies noted above.
- ✓ If your project is currently accepted and awaiting plan review by the OKSFM, it may be picked up in person and submitted to a third-party for review. Please notify OKSFM via email that you wish to utilize a third-party company and plans will be pulled and available for in-person pickup.

STEP #2:

- ✓ Submit building plans and documents as required or at direction of third-party company.
- ✓ Pay all fees owed to third-party company. The OKSFM has no control over fees charged by these companies.
- ✓ Coordinate with third-party company for any issues or revisions required.

STEP #3:

- ✓ Once building plans are approved by third-party you must **print (2) hard copy COLOR sets to scale.** Plans are required to have third-party approval stamps shown on plans.
- ✓ Submit (2) hard copy sets, a CD/Thumb-Drive of approved digital plans, OKSFM application (New or Existing), and associated contractor letters as applicable or required documentation.
- ✓ Payment to OKSFM will be required in the amount of \$0.10 cents per square foot and a \$4.00 OUBCC fee per building at the time of return to our office.

STEP #4:

- ✓ Once submitted and fees are paid, Third-Party plans submitted will be logged and issued a building permit number, quickly looked over for minimum Oklahoma code compliance and any required OKSFM Directives that may apply.
- ✓ Upon verification, plans will be issued an OKSFM Building Permit and any OKSFM comments required. Plans will be allowed to be picked up or mailed out to a valid address as noted on OKSFM Permit Application.

STEP #5:

- ✓ Once received, customer will review third-party plans and any comments required for code compliance by third-party review process.
- ✓ Customer shall complete and verify building plan comments and any requirements are met.
- ✓ Any subsequent or other required permits must be submitted (i.e., fire alarm, fire sprinkler, etc.) to the OKSFM for review and permitting.

- ✓ Once building is ready for an inspection and subsequent required permits have been obtained and work is completed, the customer will notify OKSFM that they are ready for an inspection. A 50% inspection or 100% final inspection.

STEP #6:

- ✓ Once the building has passed inspection by an OKSFM Agent, the Agent will recommend a Certificate of Occupancy be granted. No other person, individual, company, etc. is allowed to issue a Certificate of Occupancy for or on behalf of the State Fire Marshal. All outstanding fees owed and or required statement of compliance letter and or fire protection documentation must be received in the OKSFM office before the Certificate of Occupancy will be issued.

HELPFUL LINKS:

[Office of the State Fire Marshal - Plan Review Permits \(ok.gov\)](http://ok.gov)

[2-9-18 Directive 2013-8 Fire Alarm System Requirements for Additions and Remodels to Buildings without a Fire Hydrant.doc \(live.com\)](http://live.com)

[Uniform Building Code Commission \(oklahoma.gov\)](http://oklahoma.gov)

NOTES:

All plans submitted to the third-party review companies must meet the minimum Oklahoma Building and Fire Codes as amended by OUBCC and adopted by the State of Oklahoma. It is the responsibility of the designer or owner to conform to required codes as applicable. Regardless of any plan review or comments final project approval for certificate of occupancy will take place only after all construction is found to be code compliant as a result of field inspections. Additional items may be requested by the Agent and must be code compliant prior to occupancy of the structure, or area of construction.