GOVmotus™ FIRE
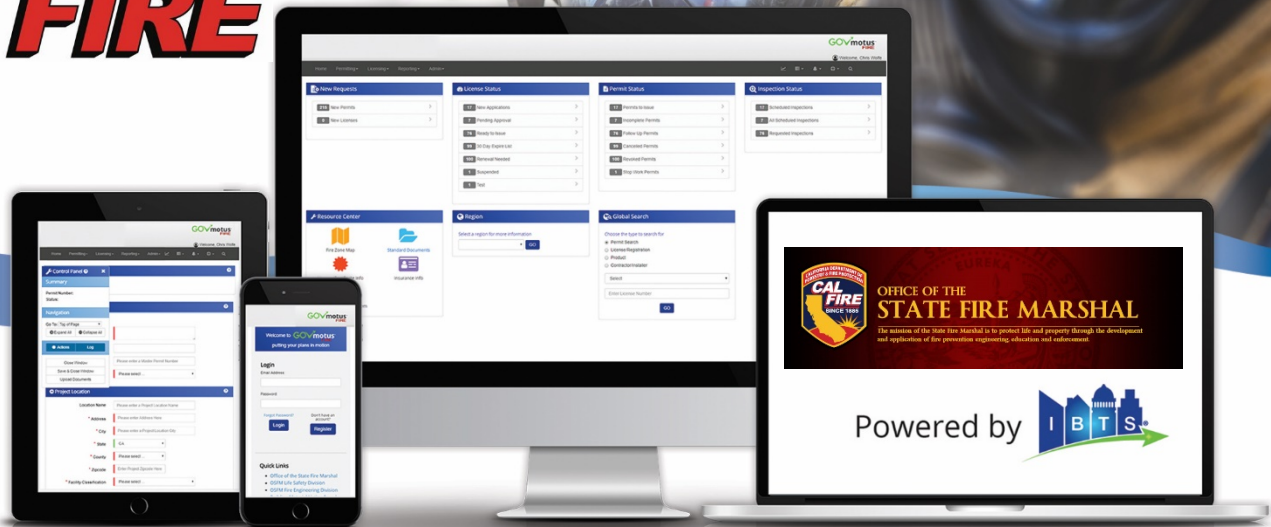
CAL FIRE

ARE YOU READY?

GOVmotus™ FIRE

New Permitting System launched 04/02/2018!

CAL FIRE OSFM Fire and Life Safety Division is launching an electronic permit system (GOVmotus Fire) that will enable clients and stakeholders to more effectively participate in the permitting process. You will need to register with GOVmotus Fire to submit future permit applications. The link to register will soon be posted on the OSFM website.

GOVmotus Fire online system is customer-service focused. Our goal is for permit applicants, permit holders and associate stakeholders to be able to easily navigate the system. Customer-friendly features include:

- ✓ Convenient access 24 hours a day, 7 days a week
- ✓ User-friendly online permit application process
- ✓ Information-saving features allow you to start an application, save the information you have entered and finish the application later and to submit online permit applications
- ✓ Monitor the progress of projects in real time from anywhere the internet can be accessed
- ✓ Receive notification when a permit has been issued
- ✓ Receive real time plan review comment and/or approval letters

REGISTRATION AND LOG-IN:

- Access the GOVmotus™ application at **https://calfire.govmotus.org**
- First time users <u>must register</u> for an account using a valid email address.
- Fill out the Registration Form and hit **Submit**. (Your email address will serve as the User ID).
  You will receive a confirmation email of registration and can log-in with your email and password.

NAVIGATING YOUR DASHBOARD:

- Your Dashboard contains a listing of your Permit Applications and Signature Requests.
- Select a **Permit Application #** to view the **Permit Application**.
- The **My Signatures Required** section will contain links to CAL FIRE Inspection Reports that require your signature.

APPLYING FOR A PERMIT

- On the main top toolbar under **Permitting**, select **Permit Application**.
- Complete all Required Fields in the Permit Application and select **Submit Application**.
- Upload a Business Card by selecting **Choose File**, selecting the appropriate file, and then **Upload**. Select the **Next** button to go to the Plan Submittal Checklist.
- Select all items that are applicable to the submitted Plans, including the required items. Once completed, select **Submit**.
- You will receive a confirmation email of application submission with your **Permit Application #**.
- To Request Inspections once a Permit has been issued, select the **Permit Application #**, select **Request Inspections** in the Control Panel, select **Request** checkbox and enter a **Request Date**, then select **Request Inspections** button.

SIGNING INSPECTION REPORTS:

- Select the Inspection Report matching the Permit # from the Dashboard. View the Inspection Report results.
- Select either **Sketch to Sign** or **Upload Signature Image** and complete your signature. Select **Submit Signature** to complete the signing process.

ADDITIONAL RESOURCES FOR HELP AND SUPPORT

Help & Support is available in the menu at the top-right of your screen, including:

- **Help Videos:** Detailed video instructions, hosted on YouTube.
- **Quick-Start Guides:** Simple reference guides for completing certain tasks.
- **Contact Support:** Email: OSFMFireLifeSafetyGovMotus@fire.ca.gov or Call: (707) 676-3638.

In addition, definitions for each field can be found by selecting the 📘 symbol at the top of each section of the Permit Application.