



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
Fire and Life Safety Division
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(916) 568-3801
Website: www.fire.ca.gov



May 25, 2022

Re: State Fire Marshal Mandated Inspections

Dear Local Authority Having Jurisdiction:

CAL FIRE - Office of the State Fire Marshal (OSFM) is currently working to establish an electronic notification and reporting system through GOVMOTUS FIRE to track inspections for high-rise structures and jails or places of detention performed by local authority having jurisdiction (AHJ) fire departments and fire protection districts. This system will replace the annual letters that had been historically sent out by our office.

For the purposes of this program, notification identifies who will perform the inspection, either the local AHJ or the OSFM. Reporting identifies that the inspection has been performed and a copy of the inspection report has been submitted to the OSFM. Until such time the system is established, OSFMLocalFireInfoUpdate@fire.ca.gov will be utilized for local AHJ communication for mandated inspection notification and reporting.

To facilitate this program, a general email address for your department to use as the Login ID is required. If the email address that you have received for this notification is not the email address you wish to utilize as your department's Login ID, please enter it on the attached Inventory Spreadsheet. This spreadsheet also needs to include all high-rise structures and jails or places of detention in your jurisdiction and identify who will be performing these inspections. Please return the completed spreadsheet to OSFMLocalFireInfoUpdate@fire.ca.gov within 30 days of receipt.

If your department has no structures that require reporting or notification to the OSFM, fill out the AHJ information section of the spreadsheet and enter "no buildings to notify/report on" in the first line of the inventory. Additionally, if another AHJ will be performing these mandated inspections on your behalf, still fill out and submit the Inventory Spreadsheet for your jurisdiction. Your reporting and notification can then be done via your login either by your department or the AHJ performing the inspections for you.

STATE MANDATED INSPECTION REQUIREMENTS

In accordance with Health and Safety Code (HSC) Sections 13146.2 and 13146.3, Group E and Group R-1/R-2 occupancies are required to be inspected annually. OSFM notification and reporting is not required for these inspections.

In accordance with HSC Section 13146.6, if the governing body relies on an all-volunteer fire department, Group E or Group R-1/R-2 occupancies in your jurisdiction must be inspected through one of the following methods:

- Request the OSFM to perform the inspections.
 - If you are an all-volunteer fire department, and you are requesting the OSFM perform your Group E and Group R-1/R-2 occupancy inspections per HSC Section 13146.6, please notify us by including those structures on the Inventory Spreadsheet.
- Request another city, county, or city and county fire department or district that has regular full-time members of a regularly organized fire department to perform the inspections.

In accordance with HSC Section 13146.1, the OSFM is charged to inspect every jail or place of detention at least once every two years including local AHJ jurisdictions unless notified by the local AHJ that they will perform the inspections by June 30 of each applicable year. Inspection reports must be filed with the following within 30 days of the inspection:

- Official in charge of the facility
- Local governing body
- State Fire Marshal
- Board of Corrections

In accordance with HSC Section 13217, local AHJ's are charged with performing annual inspections of high-rise structures in their jurisdiction unless the local AHJ elects to have the OSFM perform the inspections. Notification to the OSFM of who will be performing the inspection is required by June 30 of each applicable year. If a local AHJ performs the inspection, the results of the inspection shall be submitted to the OSFM no later than 30 days after the date of the inspection.

If a structure meets the definitions of both a high-rise and an R-1/R-2, inspection responsibility will fall to the local AHJ under HSC Section 13146.2. The AHJ will still be responsible for notification and reporting of this structure per HSC Section 13217.

Upon receipt of this email, please reply to OSFMLocalFireInfoUpdate@fire.ca.gov with an acknowledgment so that we know this email address is current and being monitored. If you previously submitted an inventory to us for this program, please verify your email address and provide any corrections that may need to be made to the inventory we have on file to keep it up to date. If you have any questions, we may be contacted at (916) 568-3801.

Respectfully,



Jack Stinson
Chief of Fire and Life Safety

Cc: Vickie Sakamoto, Chief of Fire and Life Safety
Brad Goodrich, Chief of Fire and Life Safety (Acting)