



OSFM PLAN REVIEW CORNER

By: Joe Delaune, Chief Architect

The Office of the State Fire Marshall typically receives over 17,000 plan review submittals per year - an average of over 300 submissions per week. This means our staff must review at least that many on a weekly basis. Our staff of review managers is currently down by 15%, while the number of submittals we received during the last quarter was up by 10.5%, and our average turnaround time is now DOWN 21%! We would have never been able to accomplish this without the assistance of our new database, OSFM-IMS.

The OSFM-IMS has truly revolutionized the way we review and manage projects. No longer are we mailing plans, processing payments, or transposing paper applications into an antiquated system. Instead, this time savings is well spent reviewing the plans and assisting our clients. Real time collaboration on projects between our staff managers and our clients, regardless of their location, is now possible. Assignment of projects to regional offices is performed instantly without having to mail large sets of plans. We are light years ahead of where we were just two short years ago! We all understand that a faster turnaround means increased economic development in our state.

The submittals we receive range from a few relocated devices on existing fire protection systems to very large new construction projects. Fewer than 40% of these are submitted by Professionals of Record. The remaining submittals fall under the thresholds or outside of the scope of exemptions in the Architects Licensing Law **R.S. 37:155**. Submittal types include new construction and renovations, fire alarm systems, sprinkler systems, suppression systems, fuel storage tank installations, industrialized (modular) buildings, LDH licensed facility reviews, special locking systems, solid waste emergency response plans, and equivalency proposals. Architectural projects in certain parishes or municipalities are reviewed for LSUCC (building code) compliance as well. The list of these parishes or municipalities change, and can be found on our website: www.lasfm.org.

We are currently developing a module for the OSFM-IMS that will allow applicants to share their submittals directly with local permit offices, with LDH Health Standards for licensed facilities, or with other entities involved with the permitting process. This will be an option that, if selected, will share access to the drawings with the permit office and will provide instant notification of status changes. This module is now being tested and is scheduled to come on line early next year.

On another note, life safety and fire protection systems are an integral and critical part of any building. Our review process allows for approval of buildings prior to submittal of these systems, however final acceptance or occupancy is not allowed without them. Please take a moment to review the Shop Drawing Review Stamp process outlined in [Interpretive Memo 2013-02](#) found on our website. With the implementation of the OSFM-IMS,

Fire marshall review time down 21% thanks to new database

an additional online electronic stamping process option has also been provided. Please also take a moment to watch this short video on our website that explains the process here: http://www.lasfm.org/ims_video.html.

Please note that the fire protection system contractor will need your Logon ID in order to share access to the drawings for you to review. Also, never share your PIN with anyone other than your engineer consultants when applicable. This PIN serves as the stamp of approval and signature of the Professional of Record for the scope of work.

We will soon be opening a new regional office in Thibodaux, however it may be a little while until our new review manager gets up to speed before we advertise and open it to the public. This will be our 9th regional office in the state. If the need arises, everyone should be able to reach a regional office in about an hour or less.

On behalf of the entire staff here, I would like to thank each and every one of you for your continued support and partnership with this office. It is truly a pleasure to have the opportunity to work with you and serve you! Please keep your suggestions coming. Some may be readily achievable, while others may be more complex or not even possible, however each and every one of them are very much appreciated and strongly considered.



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