



AVAILABILITY OF PLAN REVIEW SERVICES

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 and information related to those topics including plan reviews can be found on the OSFM website (www.sfm.illinois.gov). Additionally Technical Services will review plans 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.

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 101, *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 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 applicable OSFM 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 DCFS or IDHS 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 assigned Regional Office of Education or for Cook County the assigned Intermediate Service Center. Public Schools use the codes adopted by the Illinois State Board of Education 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 Intermediate Service Center.

Life safety and fire protection plans are reviewed in both the Chicago and Springfield offices 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. Contact Technical Services Division at SFM.Techservices@illinois.gov to determine the proper address to send plans.

To submit drawings electronically:

- Download appropriate OSFM plan submittal form and include in your submitted documents package. Click on the following to find the applicable plan submittal forms:

[November 9, 2001 \(illinois.gov\)](#) (Life Safety plan review)

[sprinklerplansubmittalform.pdf \(illinois.gov\)](#) (Sprinkler plan review)

[firealarmplansubmittalform.pdf \(illinois.gov\)](#) (Fire Alarm plan review)

[Hood & Duct System and Hood Extinguishing System Plan Submittal Form \(illinois.gov\)](#) (Commercial Cooking Hood and/or Hood Extinguishing Systems)

- Submit UNLOCKED PDF format only, OSFM does not have access to CAD
- Save and scale PDF drawings to the listed drawings key.
- Optimize the PDF for review on computer screen.
- Make sure electronic drawings have all required engineering stamps.
- Scan cut sheets, calculations, specification books, etc., 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.sfm.illinois.gov 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.