

MARIJUANA ELECTRONIC PLAN REVIEW

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OKSFM Third-Party Plan Review Rules/Instructions

Effective March 20, 2025, the Office of the Oklahoma State Fire Marshal will begin offering the following review option for medical marijuana buildings submitted to us between February 1, 2024, and July 31, 2024, and are currently in our office awaiting review. This option is not required and OKSFM staff will still provide plan review services for marijuana projects in the order received. However, we allow the option of utilizing this service if you choose. Please READ all the pages below.

ELIGIBILITY

- Plans must have been submitted to the OKSFM office between **February 1, 2024 and July 31, 2024**. (New project submittals that have never been accepted into this office are not allowed to be directly submitted to the third-party companies.)

AND

- Plans must be currently in the OKSFM office awaiting review.
- Deferred submittals (alarm, sprinkler, access control, carbon dioxide, carbon monoxide, hood/alternate suppression, etc.) will also be eligible after the issuance of the building permit(s) if applicable.
- ALL 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 WILL
RESULT IN DISAPPROVAL AND/OR CAUSE DELAYS****

- Sign up for the OKSFM newsletter for future announcements regarding expansion of eligibility dates.

RULES

STEP #1: NOTIFY OFFICE AND PULL PLANS

- ✓ The same party that submitted the plans to the OKSFM office must contact this office via email to susie.cain@fire.ok.gov to request the plans (currently in line) be pulled. Include the submitted Project Name and address.
 - Plans will only be released to the person provided on the second page of the application. (See Figure 1.) If a different person will be picking up the plans than what is listed, provide the new contact in the previously mentioned email to susie.cain@fire.ok.gov.

Mailing / Contact Information

Choose One:	<input type="checkbox"/> Please mail reviewed plans. (All plans will be mailed through USPS using standard media mail)	<input type="checkbox"/> Mail using third party carrier: (Fed Ex / UPS etc.) LABEL MUST BE PROVIDED?
All items shipped through a third-party carrier will be at the customer's expense. A properly filled out return label must be provided to our office with this transmittal form or items will be returned using standard mail		
Name:		
Street Address:		
City:	State:	Zip:
E-mail:		
Phone:		

Figure 1

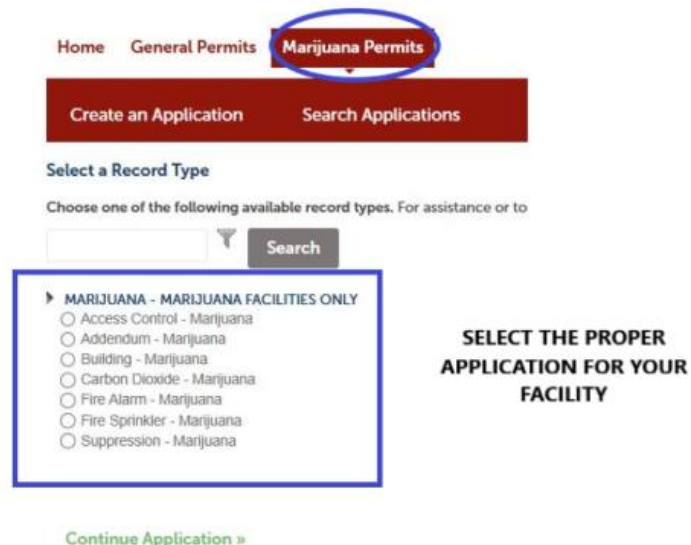
- ✓ When you are notified by this office that your plans are pulled and ready to pick up, you may arrive at our office at 2501 N. Lincoln Blvd, OKC, OK 73105 to pick them up. Enter the building through the west lobby and call one of the numbers listed on the wall from the phone on the wall. Hours are 8 a.m. - 4:30 p.m.
- ✓ You must complete and sign the OKSFM Third-Party Acknowledgement form in person upon pickup of plans from this office. The form must be uploaded with your online submittal package as a supporting document. The project will immediately be rejected if the required document is not with the submittal.
- ✓ Failure to notify our office and remove the plans from our office may result in additional fees, especially if the project is reviewed online and or by paper plan review.

STEP #2: CREATE ACCELA ACCOUNT AND SUBMIT APPLICATION

- ✓ Review the directions on our website at ok.gov/fire > Electronic Plan Reviews to create an Accela account through our office if you do not already have one. If you have made one already, log in to your account.
 - Helpful guides are also posted there, including the [Accela Account Registration Guidebook](#) and the [OKSFM / Accela EPR Guidebook](#)
 - The ACA (Accela Citizen Access) customer portal link is listed at the bottom of the page.
 - Once within your portal, select Marijuana Permits (See image below)



- ✓ Choose the marijuana application that applies to your project then select **Continue Application** (See image below)



- ✓ Fill out all the required information. Upload the project's plans, design letters, 3rd party release form, and scope of work as they apply to the project. Follow the directions the system provides, should there be any errors.

STEP #3: REVIEW

- ✓ The project will be invoiced by Accela at the time of submission. Follow the directions on the invoice to make payment. Please be aware that no refunds will be issued. All emails from the review system will come from noreply@oksfm.org. We would encourage you to save the email in your contacts, so the emails are not sent to your spam folder. It is your responsibility to ensure that you receive our system notifications.
 - The status of the project is always available to the project's applicant by logging in to the ACA portal.
 - Do not call, email, or ask for status updates.
- ✓ Once payment is made to the OKSFM office, the project will be sent digitally to an approved third-party reviewer if the choice is selected on the Accela application. The OKSFM will be the default reviewer unless otherwise selected. The third-party will send their own invoice and review the project from the contact information provided in the application. The OKSFM has no control of third-party fees or review times.

The Office of the Oklahoma State Fire Marshal has no control over the fees charged by the authorized third-party building plan review companies and makes no claim concerning their turnaround time.
3rd Party Review?:



☒ Yes ☐ No

- Refer to the EPR Applicant Guide to Responding to Corrections on our website (ok.gov/fire > Electronic Plan Reviews), should the reviewer ask for revisions and the applicant is unsure how to do so.
- ✓ Once building plans are approved by the system you must retrieve the permit and approved plans / documents from your account portal. Print all approved plans/documents **in COLOR and to the size of plan sheet designed**.
 - Any permits, approved plans, or other required documents that are not onsite, printed in color, or to the actual size submitted will result in a failed inspection by the OKSFM Agent and incur additional inspection fees and/or cause delays. Plans are required to have an approval stamp(s) shown on plans.

STEP #4: DEFERRED SUBMITTALS / INSPECTIONS

- ✓ Once the building permit and review comments are received, you SHALL read them and complete any additional requirements and/or instructions.
 - If applicable, any deferred permits must be submitted (i.e., fire alarm, fire sprinkler, access control, CO2, etc.) to your Accela account for review and permitting by the 3rd Party Company if you desire to have them review the deferred submittal, otherwise OKSFM will be default reviewer. They

are required to be submitted by the respective Oklahoma licensed companies as applicable.

- If any of the deferred submittals apply to your project and will tie to the building, **the OKSFM building permit must be issued before you submit the deferred submittals.**
- ✓ Any changes to the approved project (including project name, address, owner, layout) shall require the building permit applicant to submit an addendum to your Accela account for review and approval.
- ✓ **Once all additional permits (if applicable) have been applied for, reviewed, and issued,** an owner or general contractor will contact the OKSFM office to request 50% inspection, and then a 100% inspection.
 - A 100% (final) inspection requires the contractor's binder to be prepared and ready for the agent. Refer to the requirements listed on each permit issued for the project. The required format of the letters is found as "Contractor Final Inspection Letter" on our website.
 - Inspection failure will require a follow-up inspection, which will incur an additional \$100 per inspection.

STEP #5: Certificate of Occupancy (CO)

- ✓ Once the project has passed the final inspection by an OKSFM Agent, the Agent will recommend a Certificate of Occupancy be granted. **Congratulations!**
- ✓ No other person, individual, company, etc. is allowed to conduct inspections and/or issue a Certificate of Occupancy for or on behalf of the Oklahoma State Fire Marshal's Office. The Certificate of Occupancy will be emailed by the OKSFM office to the point of contact listed for the project or inspection.

HELPFUL LINKS:

[Office of the State Fire Marshal - Electronic Plan Reviews](#)

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

[Uniform Building Code Commission \(oklahoma.gov\)](#)

NOTES:

- ✓ All plans submitted 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 and 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 work is found to be code compliant as a result of field inspections. Additional items may be requested by the OKSFM Agent and must be code compliant prior to occupancy of the structure, or area of construction. **If any person or company approaches you and indicates they can issue a Certificate of Occupancy/Final Inspection for a fee on behalf of the State Fire Marshal, please report this illegal activity to local law enforcement or the Consumer Protection Division of the OK Attorney General.**

HELPFUL TIPS

Below are Helpful Tips and Information, this can also be found on our website under Electronic Plan Review tab, in addition to guidebooks for electronic submittal (EPR) and EPR Applicant Responding to Corrections.

1. All fees must be paid prior to the review. You will receive an invoice email from noreply@oksfm.org. Our office will be updating the system sometime during the year to allow online payment processing. If the 3rd party option is selected in the application submittal, you will receive a separate invoice from them as well. Electronic plan review, while generally faster, does not always guarantee faster turnaround times.
2. If errors or additional requested items are required from the plan reviewer, you will be emailed from the EPR system. Failure to respond or submit revisions or corrections within 7 business days will result in disapproval. If disapproved, you will be required to start the process again to include resubmittal fees.
3. Please read the Accela EPR Guidebook and supplemental Accela Navigation Guidebook. Failure to follow the indicated requirements will result in immediate rejection by the system or the inability to continue to the next module.
4. Please submit quality plans for review. The better the plans, along with completion/submittal of requested documentation, the faster the plan review process.
5. Accela and our application process may be updated from time to time to better serve our customers. So please pay attention while working within the system as items may have changed.
6. Updates are not provided during the review and will not be provided by office staff. Accela will auto generate e-mail notifications to the listed applicant and listed owner at each review milestone within the process and or if the plan reviewer has questions.

Please verify the following when submitting:

- ✓ True and Correct Information filled out in online application.
- ✓ Verify all deferred submittal applications (FA, FS, etc.) reference an associated building permit in space provided on application if applicable. Example: Building Permit Yes or No Permit #
- ✓ Plans are correct scale as required by OKSFM.
- ✓ All architect/engineer and or contractor statement of compliance letters are uploaded as they apply to the project.
- ✓ Water District/Fire Hydrant Letter as applicable.
- ✓ Having uploading issues? Refer to Common Mistakes on page 13 of EPR Guidebook or follow the on-screen error instructions that appear in red from Accela.
- ✓ Title Block/OKSFM Stamp boxes are optional and no longer required. Page 10 of EPR Guidebook.
- ✓ Upload your plans (plan sheets) as one upload or plan submittal. Do not upload individual plan sheets unless requested or directed by this office. For example: If you have 10 plan sheets, then you will upload (1) one set of plans. Not 10 individual sheets.
 - You may upload statement of compliance letters as one submittal/upload, so long as all that apply to the project are provided.