Oklahoma State Fire Marshal
P.O. Box 36690
Oklahoma City, Oklahoma 73136-2690
(405) 522-5005 | www.oklahoma.gov/fire

FIRE ALARM PLAN SUBMITTAL INSTRUCTIONS

Submitting Plans

Plans and documents are to be submitted into the Oklahoma State Fire Marshal Electronic Plan Review Portal (Plan Reviews). Paper plans sent to the State Fire Marshal will be rejected and sent back.

Only Oklahoma Licensed Fire Alarm Companies may submit fire alarm plans online and in the portal. The professional section of the application is required to be completed. The review process will not start until all documents and fees are received.

The quality of the submitted plans affects the quality of the plan review and the ability to shorten turnaround time. Refer to the Alarm Submittal Checklist to verify your plans meet these NFPA 72 requirements for working plans.

Applications

One (1) Fire Alarm Plan Review Submittal Online Application is to be used per building. Verify and provide the OKSFM building permit file number in the application if applicable to this submittal. Verify you have received a copy and or reviewed the copy of the building plan review comments if applicable. All sections of the fire alarm application shall be correct and completely filled out.

The applicant is responsible to ensure that design specifications and plans are complete and in compliance with the requirements of the current adopted International Fire Code and NFPA 72.

Review Timeframe

Once the all required information or documents are verified in the online system, an invoice will be sent from the online system indicating fees due. Once payment is received, the review process will begin.

Plans are reviewed on a first come, first served basis, and in the order received. While we strive for a 30-day turnaround, plan review times can be longer dependent on number of submittals and or staff available. Actual review time is dependent on the size and complexity of the project and the quality of the plans and or documents provided. The quality of the submitted plans affects the quality of the plan review and the ability to shorten turnaround time.

Resubmittals (Due to Denial or Disapproval)

Any information that is not provided will result in the plans being denied by the plan review secretaries. Any plans disapproved by the plan reviewers which will incur a full resubmittal application and incur all associated plan review fees.

After completed plans review

After an approval has been issued by the plan reviewer, the plans will be electronically stamped by the OKSFM. When the plan review is approved by OKSFM, you will be notified by email.
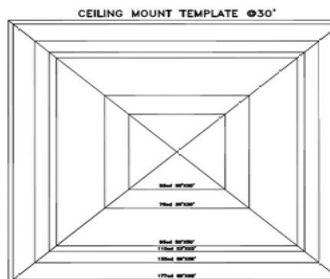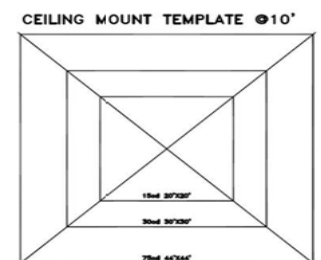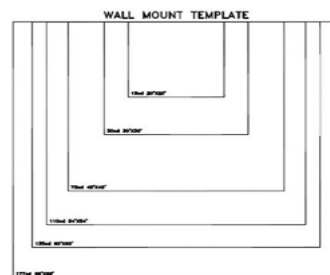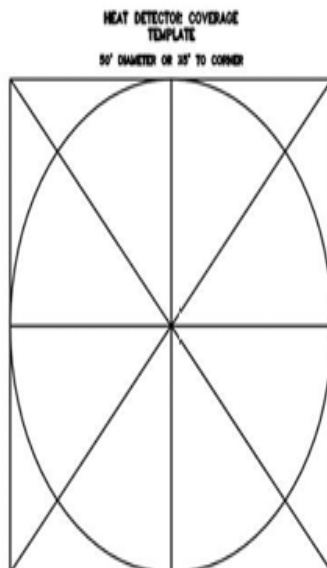 ➢ Login to the OKSFM Accela online customer account.

➢ Retrieve approved documents. Print the Approved Plans/Documents in COLOR and to the size of plan sheet designed.
➢ Note: A printed copy of the approved plans and permit must be available on the job site at all times.

ALL APPROVED PLANS OR DOCUMENTS MUST BE PRINTED IN COLOR AND TO ACTUAL SIZE AND OR SCALE SUBMITTED. ANY PLANS ONSITE THAT ARE NOT IN COLOR WILL RESULT IN FAILED INSPECTIONS BY THE OKSFM AGENT AND INCUR ADDITIONAL FEES AND OR CAUSE DELAYS.

DOCUMENTS REQUIRED FOR EVERY SUBMITTAL:

☐ Fire Alarm Plan Review Application fully completed (Online Portal)

☐ Plans **verified** to meet the FA Working Plan Checklist

☐ Construction documents for fire alarm systems in the form specified in the adopted edition of NFPA 72

☐ Manufacture's specification for each alarm system device type used and all other devices

☐ Submittal brochure w/cover sheet & material data sheets (highlight or mark models/items used in system)

☐ Spacing outline templates of smoke/heat detectors and visual device templates shall be provided on the plans. These shall be to scale
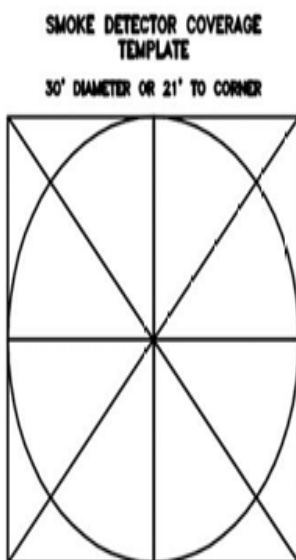
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Fire Alarm Plan Review Submittal Requirements

The following is a list of requirements for all plan submittals. Any information that is not provided will result in the plans being rejected and returned without review.

Application
1. Completed Online Application Form with all fields filled in.

Plans
2. Electronic Plans Uploaded into system.
3. Plans must be original plans with fire alarm devices only. Room names shall be provided.
4. Plans must be computer/CAD designed to a scale no smaller than 1/8". Plans shall be in accordance with NFPA 72 and NFPA 170. Designed by a minimum of NICET III Certification or Professional Engineer with discipline in fire protection. Submitted by an Oklahoma Licensed Fire Alarm company.

Calculations
5. One (1) set of calculations. Uploaded to system.
6. One (1) set of voltage drop calculations. Uploaded to system.

Specifications
7. One (1) set of specification book/books. Uploaded to system.
8. VERIFY all drawings, calculations, and specifications uploaded to system.

01/2026