

MARIJUANA ELECTRONIC PLAN REVIEW

OKSFM Third-Party Plan Review Rules/Instructions

Effective January 13, 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 currently in our office awaiting review. This option is not required and OKSFM staff will still provide plan review services for marijuana projects. However, we allow the option of utilizing this service if you choose.

ELIGIBILITY

- Plans must be 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 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, and smoke control) will also be eligible after the issuance of the building permit(s).
- ALL EXTRACTION FACILITIES ARE REQUIRED TO BE REVIEWED BY OKSFM. EXTRACTION FACILITIES ARE NOT ALLOWED 3rd PARTY REVIEWS. SUBMIT EXTRACTION PROJECTS BY UTILIZING THE ONLINE PORTAL OR BY PAPER.

****FAILURE TO FOLLOW INSTRUCTIONS OR DEVIATION FROM RULES BELOW
WILL RESULT IN DISAPPROVAL AND/OR DELAYS****

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

**OUR OFFICE WILL ADVISE VIA THE OKSFM NEWSLETTER AND OUR WEBSITE
WHEN THE MARIJUANA PORTAL APPLICATIONS ARE LIVE. DO NOT ATTEMPT
TO SUBMIT ONLINE UNTIL NOTIFICATION IS GIVEN BY OUR OFFICE!!**

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 package to the third-party review company. The project will immediately be rejected if the required document is not with the submittal.

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.

- ✓ Choose the marijuana application that applies to your project and fill out all required information. Upload the project's plans, design letters, 3rd party release form, and scope of work as they apply. 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 available to the project's applicant at all times by logging in to the ACA portal.
- ✓ Once payment is made to the OKSFM office, the project will be sent digitally to an approved third-party reviewer. The third-party will send their own invoice and review the project. The OKSFM has no control of third-party fees or review times.
 - 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 third-party 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 third-party approval stamps 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, etc.) to your Accela account for review and permitting by the designated 3rd Party Company. They are required to be submitted by the respective Oklahoma licensed companies as applicable.
- ✓ 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 by the designated 3rd Party Company.
- ✓ **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. 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. The Certificate of Occupancy will be emailed by the OKSFM office to the point of contact listed for the 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 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 construction is found to be code compliant as a result of field inspections. Additional items may be requested by the Agent and must be code compliant prior to occupancy of the structure, or area of construction.