

Office of the Oklahoma State Fire Marshal

P.O. Box 36690
Oklahoma City, Oklahoma 73136-2690
(405) 522-5005 Fax: (405) 522-5028

Instructions and Procedures for Final Inspections

1. OPEN, READ and VERIFY approved plans and that you have addressed all plan review comments/call outs on approved plans and/or items noted by the OKSFM Agent prior to requesting your inspection(s).
2. Please contact the OKSFM a minimum of 7 days in advance to request inspections. Once the inspection is logged and assigned to an OKSFM Agent, an Agent will contact you within 7-10 business days for scheduling and further instructions.
3. VERIFY all OKSFM approved plans and permits are on-site at final inspection. Failure to comply will result in a FAILED inspection.
4. COMPLETE the **Certificate of Substantial Completion – Final Statement of Compliance Form** that is available on the OKSFM website or available from an OKSFM Agent. The form may be legibly filled in by hand or may be downloaded on-line/fillable form for printing and final signatures. This form is now used in lieu of previous final contractor statement of compliance letters (foundation, structural, and MEP) unless otherwise noted by the OKSFM Agents performing inspections.
 - a. If the project was designed and plans sealed by a registered design professional such as an Architect or Engineer, then the ARCHITECT and/or ENGINEER will be responsible for completing the form and obtaining the required signatures regardless if the project was exempt from an architect or engineer.
 - b. If the project was not designed or sealed by a registered design professional, then the OWNER is responsible for completing the form and obtaining the required signatures from each contractor.
 - c. A final inspection report and/or a Certificate of Occupancy will not be issued without this form being completed in its entirety. If this form is not on-site at the final inspection, the inspection will be FAILED. USE ADDITIONAL FORMS IF NEEDED.
 - d. NOTE: The **Certificate of Substantial Completion-Final Statement of Compliance Form** is **NOT** a Certificate of Occupancy.
 - e. **ATTN: ARCHITECTS & ENGINEERS, by completing this form you are NOT attesting to the work or installation performed by general contractors or licensed contractors where applicable. You are ONLY attesting to the best of your knowledge that you have observed the project is substantially constructed as per your approved design/plans and provided for required periodic inspections where required.**

Did your building project include a deferred submittal permit or standalone submittal such as a fire sprinkler, fire alarm, access control, carbon dioxide, etc.? If yes, see below:

1. The **Certificate of Substantial Completion – Final Statement of Compliance Form** is required in addition to all required documentation and/or acceptance test forms, on site, at the final inspection as applicable to the project and trade. If required documentation is not on-site at the final inspection, the inspection will be FAILED.
 - a. Monitoring Agreement and Record of Completion/Acceptance Test (Fire Alarm)
 - b. Hood Suppression Acceptance Test Certificate (Kitchen Hood Suppression)
 - c. Alternative Suppression Record of Completion/Acceptance Test (Clean Agents, etc.)
 - d. Access Control Record of Completion Letter from installing company
 - e. Carbon Dioxide (CO2) Record of Completion Letter from installing company
 - f. Underground Flush, Record of Completion, Hydrostatic Test Certificates, FDC/Fire Chief Letter (Fire Sprinkler)
 - g. Smoke Control Record of Completion/Engineers Acceptance Test Report
 - h. Approved/Stamped Plans and Permit(s)

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CERTIFICATE OF SUBSTANTIONAL COMPLETION – FINAL STATEMENT OF COMPLIANCE FORM

Please list all projects pertaining to the currently scheduled final inspection of the project. Project type refers to the applicable Architectural (Building), Fire Alarm, Kitchen Hood/Alternative Suppression, Fire Sprinkler, Access Control, Carbon Dioxide, Smoke Control, Storm Shelter. Building shall include Foundation, Structural, Mechanical, Electrical, and Plumbing as applicable to the project. All acceptance test forms and documentation for fire protection systems are required separately. By signing the contractor block, the licensed contractor(s) attest that all work has been done in accordance with minimum code requirements as adopted by the State of Oklahoma.

OKSFM Project/Permit File Number(s)	Project Type	Contractor Signature and Oklahoma Trade License #

To arrange for a final inspection of the project, please contact our office a minimum of 7 days in advance. The OKSFM color stamped copy of the approved plans and permit issued by this office must be available on the job site at the time of final inspection. This form must be provided to the OKSFM Agent at final inspection in accordance with requirements by the OKSFM, the Oklahoma Building Code and/or Oklahoma Fire Code.

This is to certify the project herein identified below:

Project Title From Application & OKSFM Permit		
Project Address		
City	County	Zip Code

was periodically observed by me, by my consultants, and/or by others under my employment and/or contract during construction and, to the best of my knowledge, information and belief, has been substantially completed in accordance with all minimum Oklahoma codes and/or the fire-life safety provisions which were shown in the plans and specifications previously reviewed by the State Fire Marshal. Additionally, I have utilized licensed Oklahoma contractors where required by law.

UNDER PENALTY OF LAW FOR FALSE STATEMENTS, I, _____
(NAME OF ARCHITECT/ENGINEER or FIRM RESPONSIBLE IF REQUIRED, otherwise the OWNER)

Design Professional Seal/License # _____

Check One: ☐ Architect ☐ Engineer ☐ Owner ☐ Owner's Representative

Print Name: _____ Signature: _____ Date: _____

Name of General Contractor: _____ General Contractor Signature: _____ Date: _____

Name of Owner: _____ Owner/Representatives Signature: _____ Date: _____

CERTIFY ALL STATEMENTS CONTAINED HEREIN ARE, TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, TRUE AND CORRECT.

OBSERVATION OF CONSTRUCTION – STATEMENT OF COMPLIANCE

A. For a building or structure which by law may only be constructed with plans prepared and sealed by an Oklahoma licensed architect and/or engineer in accordance with the requirements set forth for such registered design professionals, it shall be the duty of the registered design professional in responsible charge or owner of such a structure to provide for periodic observation of the construction of the structure to determine if the work is proceeding in accordance with the plans and specifications as approved by the State Fire Marshal. The observations shall be performed by an Oklahoma registered architect and/or an Oklahoma registered engineer as applicable to said project and where required.

B. Upon completion of such work, where the law or rules required the project to be designed and sealed in accordance with the requirements set forth by the Oklahoma Board of Architects and or Oklahoma Board of Engineers thus requiring the owner to engage an architect or registered engineer, the owner shall furnish to the State Fire Marshal this certificate signed by the registered design professional of record stating that the periodic observations have been made and that to the best of the architect's or engineer's knowledge, information and belief, the work observed was substantially completed in accordance with those codes, fire safety standards and regulations stipulated in the plans and specifications previously approved by the State Fire Marshal. **Review by the Oklahoma State Fire Marshal's Office shall not relieve the applicant of the responsibility of compliance with all applicable codes and standards.** When the owner has not engaged an architect or registered engineer, and the same is not required by law or by the Oklahoma Architectural and/or Oklahoma Engineering Act(s) and/or rules, nor was contractually retained for construction observation, the owner must submit this certificate of completion when appropriate, but always under his signature.

C. Occupancy or use of a building or structure prior to furnishing this form to the State Fire Marshal as required under his regulation is expressly forbidden by the State Fire Marshal, unless and until a satisfactory inspection has been made by the State Fire Marshal or his certified representative.

D. **In order to comply with OKSFM requirements and before a Certificate of Occupancy or approval is issued, this completed form shall be submitted to the State Fire Marshal Agent at final inspection. This is to be completed by the architect, engineer, or, if neither is required by law, the owner.**