



South Carolina Department of Labor, Licensing and Regulation

**Office of State Fire Marshal**

141 Monticello Trail • Columbia, SC 29203  
Phone: 803-896-9800 • Fax: 803-896-9806  
[scfiremarshal.llronline.com](http://scfiremarshal.llronline.com)



**Request for Fire Sprinkler System Shop Drawing Review**

This completed form, signed by the requesting AHJ, is for official notification to the Office of State Fire Marshal (OSFM) of a request for review of Fire Sprinkler System Shop Drawings per §40-10-260(C)(2) of the SC Code of Laws and serves to improve communications with the requesting AHJ. A submission without this form is considered an incomplete submission; and, a notification will be sent that it cannot be reviewed.

**Form Instructions:**

1. This form is to be completed by the AHJ requesting an OSFM review per §40-10-260(C)(2).
2. Retain the original completed and signed form and make copies of it available to the party or parties who will be submitting plans to OSFM.
3. The copy of the signed form must accompany the fire sprinkler system documentation when it is submitted to the OSFM for review.

**Project Information:**

Project Name:	
Street Address:	
County:	Municipality [if applicable]:
State Licensing Agency(s) [if applicable]:	

**Contact Information for Requesting AHJ (State or Local):**

Name: Brad Jolly	Title: Fire Inspector
Jurisdiction Name: Spartanburg County Building Code	
Telephone Number(s): 864-596-3163	Email: bjolly@spartanburgcounty.org
Mailing Address: 366 N. Church St. Spartanburg SC 29303	

**Contact Information for Additional AHJ (State or Local) to be copied:**

Name: Gregg Hembree	Title: Building Codes Administrator
Jurisdiction Name: Spartanburg County Building Codes	
Telephone Number(s): 864-596-3177	Email: ghembree@spartanburgcounty.org
Mailing Address: 366 N. Church St. Spartanburg S.C. 29303	

The OSFM will not perform reviews of projects that have already been authorized to be installed by the AHJ. If the OSFM is requested to perform this review service per §40-10-260(C)(2), and discovers that the fire sprinkler system has been authorized to be installed prior to the OSFM approval letter required per 40-10-260(C)(4), it will automatically be considered a revocation of the request for review.

*I hereby notify OSFM of our request for Fire Sprinkler System Shop Drawing Review of the project listed above per §40-10-260(C)(2). To the best of my knowledge, the fire sprinkler system has not been authorized to be installed.*

Signature:	Date:
Print Name:	