



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



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: Robin Fowler	Title: Building Official
Jurisdiction Name: City of Walterboro	
Telephone Number(s): 843-605-3592	Email: rfowler@safebuilt.com
Mailing Address: 300 Hampton Street, Walterboro, SC 29488	

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

Name: Chris Crosby	Title: Fire Marshal
Jurisdiction Name: City of Walterboro	
Telephone Number(s): 843-599-9210	Email: ccrosby@walterborosc.org
Mailing Address: 213 Cairn Street, Walterboro, SC 29488	

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:	