



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
**OFFICE OF THE STATE FIRE MARSHAL**  
**Fire and Life Safety Division**  
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Website: [www.fire.ca.gov](http://www.fire.ca.gov)



February 10, 2023

Re: State Fire Marshal Mandated Inspections

Dear Local Authority Having Jurisdiction (AHJ):

The purpose of this annual notification is to provide information to local AHJ fire departments and fire protection districts on statutory notification and reporting requirements for State Fire Marshal mandated inspections performed by your agency.

In accordance with Health and Safety Code (HSC) Section 13146.1, CAL FIRE - Office of the State Fire Marshal (OSFM) is charged to inspect every jail or place of detention at least once every two years, including those within local AHJ jurisdictions, unless notified by the local AHJ that they will perform the inspections by June 30 of each applicable year. Some jails or places of detention may request to have annual inspections due to other requirements or accreditation. Reports of the inspections shall be submitted to the following within 30 days of the inspection:

- Official in charge of the facility
- Local governing body
- State Fire Marshal
- Board of Corrections

In accordance with HSC Section 13217, local AHJs are charged with performing annual inspections of high-rise structures in their jurisdiction unless the local AHJ elects to have the OSFM perform the inspections. Notification to the OSFM of who will be performing the inspection is required by June 30 of each applicable year. If a local AHJ performs the inspection, results of the inspection shall be submitted to the OSFM no later than 30 days after the date of the inspection.

In accordance with HSC Sections 13146.2 and 13146.3, Group E and Group R-1/R-2 occupancies are required to be inspected annually by the local AHJ. OSFM notification and reporting is not required for these inspections.

In accordance with HSC Section 13146.6, if the governing body relies on an all-volunteer fire department, Group E or Group R-1/R-2 occupancies in your jurisdiction must be inspected through one of the following methods:

- Request the OSFM to perform the inspections.
  - If you are an all-volunteer fire department, and you are requesting the OSFM perform your Group E and Group R-1/R-2 occupancy inspections per HSC

Section 13146.6, please notify us by including those structures on the Inventory Spreadsheet.

- Request another city, county, or city and county fire department or district that has regular full-time members of a regularly organized fire department to perform the inspections.

If a structure meets the definitions of both a high-rise and an R-1/R-2, inspection responsibility will fall to the local AHJ under HSC Section 13146.2. The AHJ will still be responsible for the notification and reporting of this structure per HSC Section 13217.

The OSFM continues working with our contractor to establish an electronic notification and reporting system through GOVMOTUS FIRE. This system will track inspections for high-rise structures and jails (or places of detention) performed by the AHJ fire departments and fire protection districts. Through this system, local AHJs will notify the OSFM that the local AHJ will perform these inspections or defer them to the OSFM, identify that the inspections have been completed, and submit the results of the inspections to the OSFM.

This system will replace the annual letter sent by our office. Until the system is established, [OSFMLocalFireInfoUpdate@fire.ca.gov](mailto:OSFMLocalFireInfoUpdate@fire.ca.gov) will be utilized for local AHJ communication for mandated inspection notification and reporting.

To facilitate this program, a general email address for your department to use as the Login ID is required. If the email address that you have received this notification at is not the email address you wish to utilize as your department's Login ID, please enter the correct email on the attached Inventory Spreadsheet. This spreadsheet also needs to include all high-rise structures and jails or places of detention in your jurisdiction and identify who will be performing these inspections. The spreadsheet may also contain data for your jurisdiction based on the information you reported last year. Please review the information and update it as needed. Please return the completed spreadsheet to [OSFMLocalFireInfoUpdate@fire.ca.gov](mailto:OSFMLocalFireInfoUpdate@fire.ca.gov) within 30 days of receipt.

If your department has no structures that require reporting or notification to the OSFM, fill out the AHJ information section of the spreadsheet and enter "no buildings to notify/report on" in the first line of the inventory. Additionally, if another AHJ will be performing these mandated inspections on your behalf, still fill out and submit the Inventory Spreadsheet for your jurisdiction. Your reporting and notification can then be done via your login either by your department or the AHJ performing the inspections for you.

Upon receipt of this email, please reply to [OSFMLocalFireInfoUpdate@fire.ca.gov](mailto:OSFMLocalFireInfoUpdate@fire.ca.gov) with an acknowledgment so that we know this email address is current and being monitored. If you previously submitted an inventory to us for this program, please verify your email address and provide any corrections that may need to be made to the inventory we have on file to keep it up to date. If you have any questions, we may be contacted at (916) 568-3801.

Respectfully,



Brad Goodrich  
Chief of Fire and Life Safety

Cc: Vickie Sakamoto, Chief of Fire and Life Safety  
Jack Stinson, Chief of Fire and Life Safety