



**STATE OF OKLAHOMA
OFFICE OF THE STATE FIRE MARSHAL**

September 24, 2010

New Requirements on Transmittal Forms and Purchase Order Payment

Transmittal Form:

The Oklahoma State Fire Marshal's Office has established new procedures involving plan review Transmittal Forms and payment requirements. As of this date forward all Transmittals, Building Plan Review, Fire Alarm Plan Review and Fire Sprinkler Plan Review must be completely filled out in each box and section of the form.

The practice of accepting incomplete Transmittal forms has caused a breakdown in the dissemination of vital information to the plan reviewers and field agents involved with the plan review and inspection process.

If Transmittals are received incomplete the customer will be contacted and asked to resubmit. If the required information can be obtained over the phone, by fax or email we will work with the customer to obtain necessary information as quickly and easily as possible. If the customer does not adhere to this requirement within 7 days from the date received in the Oklahoma City OSFM office, the Transmittal form(s), along with the plans, will be returned to the person/entity submitting the plans.

Plan Review Payment:

Payment by means of a Purchase Orders will be honored for a limited time of 30 days. If payment in full invoiced from a PO has not been received within 30 days, it will be incumbent upon the person/entity submitting the plans to secure full payment to the OSFM. Payment in full is required at the time the plan review documents are picked up; a PO older than 30 days will not be accepted.

JoAnne Sellars
Assistant State Fire Marshal