



# Department of Commerce

Division of State Fire Marshal

John R. Kasich, Governor  
Jacqueline T. Williams, Director



## 2017 Ohio Fire Code Petition Form – Instructions

The following instructions are designed to aid those individuals or groups that wish to submit a Petition to the Ohio Department of Commerce, Division of State Fire Marshal (SFM) to change the current Ohio Fire Code (OFC). The Petition Form can be found on the SFM's website at [www.com.ohio.gov/fire](http://www.com.ohio.gov/fire) under the "2017 Ohio Fire Code" tab. If you have any difficulties accessing, filling out or submitting the form, you may contact the SFM's Code Enforcement Bureau via phone at 614-728-5460, or via e-mail to [OhioFireCode@com.state.oh.us](mailto:OhioFireCode@com.state.oh.us).

### General Instructions for form and form submission:

1. Please submit all petitions on the Petition Form.
2. Please fill out all information or 'fields' on the Petition Form.
3. Submit only one Petition per Petition Form.
4. To submit the form via e-mail: once you have 'filled in' all text boxes, save the document onto your computer or a flash drive. Open an e-mail and address it to: [OhioFireCode@com.state.oh.us](mailto:OhioFireCode@com.state.oh.us); attach your saved Petition form to your e-mail and hit send.
5. To submit the form via mail or facsimile: once you have 'filled in' all text boxes, save the document onto your computer or a flash drive (if desired) and print the form. Mail or fax the form to the Ohio Department of Commerce, Division of State Fire Marshal – Code Enforcement Bureau (SFM-CEB), 8895 E. Main Street, Reynoldsburg, OH 43068; fax: 614-728-5168.
6. If you cannot open the Petition Form or if it is not compatible with your computer system or network, you may request that a form be mailed to you by calling the SFM-CEB at 614-728-5460, or you may pick up the form at the SFM-CEB (address above). Answer all questions directly on the form and mail it to the SFM-CEB (address above). If necessary you may attach a separate sheet of paper to the form, making sure that your answers correspond to and clearly identify which question you are answering. All submissions must be type-written or clearly and legibly printed. Unreadable Petitions may not be considered.

### Instructions for completing Petition Form:

7. **Date:** Please fill in the date you are submitting the Petition Form.
8. **Name:** If you are an individual submitting a Petition Form, please provide your name. If you represent a company, association, entity or organization submitting a Petition Form, please provide the name of the entity or organization contact, or person responsible for submitting the Petition Form or who would be available to answer any questions regarding the Petition.
9. **Affiliation (if any):** Please provide the name of the company, association, entity or organization or entity that the person filling out and submitting the Petition Form represents. If you are an individual submitting a Petition Form or do not represent an entity or organization, please type "n/a" in the text box provided.
10. **Address / City / State / Zip:** Please provide the appropriate address for an individual, or the appropriate (regional) office address for a company, association, entity or organization.
11. **E-Mail Address:** Please provide the e-mail address for the individual who is completing and submitting the Petition Form. Providing an e-mail address will allow SFM staff to contact the person responsible for the Petition Form should any question(s) arise regarding the content in the Petition Form.

12. **Telephone Number:** Please provide a telephone number for the individual who is completing and submitting the Petition Form. Providing a telephone number will allow SFM staff to contact the person responsible for the Petition Form should any question(s) arise regarding the content in the Petition Form.
13. **Question #1:** Please type in the OFC section number where the change or deletion that you are submitting is located or the OFC section number where you propose new text should be added to the OFC.
14. **Question #2:** If the OFC change that you are submitting will affect other sections of the OFC or a Table, or is cross-referenced in other OFC section or Tables, please write the number of the affected section(s) or Table(s) in the text box provided.
15. **Question #3:** Please check the appropriate box for the type of change you are submitting for consideration. If you are proposing that new text be added to the OFC, check the box preceding "New Text." If you are proposing that already existing OFC language be revised or edited, check the box preceding "Revised Text." If you are proposing that text that is currently included in the OFC be deleted from the OFC, check the box preceding "Deleted Text."
16. **Question #4:** Please type in **the full text of OFC section** that you are submitting for change. If you are proposing that current language be deleted from the code, "~~strikethrough~~" the text you propose for deletion. If you are proposing to add new language to the code, "underline" the text you are submitting for addition.
17. **Question #5:** Please provide a justification, argument or rationale for the change you are submitting.
18. **Question #6:** Please provide an estimated description of any cost impact that the change you are proposing will have on the industry to be affected by the change. If detailed analyses or information is available, please provide that information. If no cost impact is expected or if you do not know the cost impact expected by the proposed change, please type "n/a" or "unknown" in the text box provided, as appropriate.

**Example:** If you would like to petition the SFM to require that records regarding all fire protection systems be maintained on premises for 2 years rather than 3 years, your answers to questions 1-6 on the Petition Form may state as follows:

Question 1: "Section 901.6.2 Records"

Question 2: n/a

Question 3: the "revised text" box would be checked

Question 4: "**901.6.2 Records.** Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of ~~3~~ 2 years *unless otherwise provided for by law or regulation* and shall be copied to the fire code official upon request."

{Note: the 3 that is in the current code – text you want deleted – is struck-through; the 2 that you want added to the code – new text – is underlined.}

Question 5: a 3 year retention is cumbersome on businesses and is not necessary to provide an established period of compliance.

Question 6: records retention costs would decrease for affected businesses; amount unknown.