



Statewide Fire Code Interpretation Request  
Department of State Police  
Office of State Fire Marshal  
4760 Portland Road NE, Salem, OR 97305-1760  
Phone: (503) 373-1540 \* Fax: (503) 373-1825 \* TTY: (503) 390-4661  
Web: [www.sfm.state.or.us](http://www.sfm.state.or.us)

**INSTRUCTIONS:** Please provide all appropriate information necessary to explain and clarify the request. You may include detailed plans, diagrams, photographs, video or all other pertinent information in support of your request. Retain a copy of your submitted request and supporting documentation. If questions occur, OSFM staff may contact you and refer to the information provided. Refer to the back of this form for specific instructions

**DATES: (OSFM Staff Only)**

DATE REQUEST RECEIVED: \_\_\_\_\_

DATE INITIAL REVIEWED: \_\_\_\_\_

DATE FINAL DRAFT: \_\_\_\_\_

DATE OF SFM APPROVAL: \_\_\_\_\_

**PETITIONER INFORMATION:**

Name: \_\_\_\_\_

Agency/Business Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Fax Phone Number: \_\_\_\_\_

E-Mail/Internet Address: \_\_\_\_\_

**ISSUE/CONCERN:**

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**REFERENCE:**

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**BACKGROUND:**

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**PROPOSED RESOLUTION:**

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## OSFM INTERPRETATION FORM INSTRUCTIONS

**NOTE:** Unless otherwise stated, all interpretations will be based on the fire and life safety regulations which are currently adopted and in effect as promulgated by the Oregon State Fire Marshal.

**DATES:** **OSFM Staff Only:** These dates will be inserted by OSFM staff to monitor receipt and progress of each interpretation.

**PETITIONER INFORMATION:** Complete the required information. If any information is not available, please indicate with an “N/A”. If other information such as a pager or cellular phone number is available or if there is a time for contact that is more appropriate, please include this information.

**ISSUE/CONCERN:** State the issues or concerns which best describe the problem encountered or which specifies the discrepancy or conflict in the code or regulation. Be as specific as possible. Attach any necessary information, drawings, diagrams, etc. which will help clarify the problem.

**REFERENCE:** Indicate which section of code, law, administrative rule, standard or policy that applies to this issue or concern. Also indicate which edition that is being referred to as well as the adoption date. If the issue or concern is related to a local code adoption, please provide the specific language from that document for the committee’s reference.

**BACKGROUND:** Provide why this issue is a problem, what has led up to this becoming an issue, how current interpretations do not apply or do not adequately address the concern, or any other information which will assist the committee with its deliberations. **Special Note:** It is not the committee’s responsibility to decide if a fire authority’s decision (on how the code applies to a given situation) is “correct” or compare if it is the same as the state fire marshal’s application. The committee’s responsibility is to interpret regulations which are unclear or where there is discretion on the part of the fire authority.

**PROPOSED RESOLUTION:** If you have a recommendation for the committee, propose how you would resolve this issue or correct this problem. Provide any needed supplemental information to clarify your position.