

Fire and Rescue Services Department: Procedure for obtaining Fire License for Non-Multi Storeyed Buildings (Non-MSB)

1	Competent Authority	Fire and Rescue Services Department (FRSD)
2	Stage	Pre Operation/ Post Completion of Construction
3	Approving Authority	Height of building up to 17.25 mts (Non-MSB): District Officer, Fire and Rescue Services Department
4	Procedure & Documents Required	<p>a) Applicant to fill the online form on the Single Window Portal and upload the following documents:</p> <ol style="list-style-type: none"> 1. Requisition Letter addressed to Approving Authority (District Officer/ Director, as applicable) with the signature of authorised signatory. 2. Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed). <p>b) Once documents are uploaded an application number will be generated and the applicant will receive a confirmation of the same via SMS. There is no fee to be paid to the Fire & Rescue Services department for this application.</p> <p>c) The applicant should send by speed post/ courier the following documents to the concerned Approving Authority:</p> <ol style="list-style-type: none"> 1. 4 copies of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA) <p>d) The Approving Authority may ask for additional information from the applicant, only pertaining to application form and supporting documents specified in point a) above and that too within 7 working days of application receipt (including supporting documents), post which no clarification may be requested. The applicant should respond to the queries received through the online portal.</p> <p>e) The Approving Authority shall schedule an inspection of the site after providing prior notice to the applicant through the online portal. Applicant will receive intimation of inspection date through SMS and email.</p> <p>f) Post inspection, the concerned Assistant District Officer (ADO)/ Station Officer (SO) will populate the inspection report on the online portal and forward it to DO.</p> <p>g) The DO to review observations and recommendations on inspection and make changes if necessary.</p> <p>h) The DO will approve the inspection report and issue Fire License to the applicant through the online portal (with digitally signed certificate)/ reject as case maybe (in case of rejection the reason for rejection will be communicated mandatorily).</p>
5	Processing Time*	15 working days
6	Fees	Nil

*** Note:** The starting date with respect to the processing of applications shall be considered as the later of:

- a) The date on which the completed application form along with appropriate enclosures and processing fee was received by the competent authority; or
- b) The date on which any additional information or clarification or documents requested as part of application processing was received by the Competent Authority