

Detailed Procedure for Inspections

A. Checklist of Documents to be submitted by Applicant:

- 1) Documents to establish the Right over Property.
- 2) One Set of Architectural Plan (consisting of Site Plan, Elevation Plan, Section Plan & all Floor Plans approved by Town and Country Planning Department).
- 3) One Set of Fire Protection Plan indicating Fire Prevention, Life Safety & Fire Protection Measures as per National Building Code of India 2016 (Part 4 – Fire and Life Safety), (The Goa Land Development & Building Construction Regulation 2010 and Notification 3/5/97/HD(G) Part 3934 dated 17/12/2014 issued by Government of Goa as amended from time to time).
- 4) The Industrial, Storage & Hazardous Building involving High/Extra High Hazards require additional documentation i.e. Detailed Project Report, Hazard Identification & Risk Assessments, Material Safety Data Sheet etc.
- 5) Form- 'I' (For issue of Initial NOC).
- 6) Form- 'U' (Undertaking on Rs. 50/- stamp paper to abide by the Fire Prevention, Life Safety and Fire Protection Measures recommended).
- 7) Form- 'F' (For issue of Final NOC).

B. Application for Initial No Objection Certificate:

- 1) The Applicant shall submit Application on-line through the Directorate of Fire and Emergency Services e-Service NoC Web Portal.
- 2) After payment of the required fees and submission of the application, it is visible on the Dashboard of the Online e-Services NoC Web Portal.
- 3) Based on the 31 Public Services for NoC for various Occupancies Under Notification No. 1/22/2013-14/Dpg/Gpgrams/III/1(2)/1168, Dated: 21:12:2015 Issued By Government Of Goa the application will be to routed to the designated Fire Official for inspection and further process.

C. Processing of the Application – Inspection Procedure:

I. For Initial No Objection Certificate:

The Designated Fire Official validates the documents submitted and undertakes the Site Inspection to verify the following:

- 1) Whether Legal documents are submitted regarding establishing the Right over the Property.
- 2) The Approved Architectural Plan (consisting of Site Plan, Elevation Plan, Section Plan & all Floor Plans approved by Town and Country Planning Department)are verified for all norms as laid down in the Goa Land Development and Building Construction Regulation, 2010 pertaining to road access, height clearance, Side & Rear Setbacks, Exit Staircase width etc as amended from time to time.
- 3) Approved Architectural Plans are also checked in situ for any deviations from actual site requirements.
- 4) Fire Protection Plans indicating Fire Prevention, Life Safety & Fire Protection measures are as per the National Building Code of India 2016(Part 4) Fire & Life Safety, The Goa Land Development & Building Construction Regulation 2010 and Notification 3/5/97/HD(G) Part 3934 dated 17/12/2014 issued by Government of Goa as amended from time to time.
- 5) Provisions mentioned in the Form- ‘I’ are cross verified against the Approved Architectural Plans & Fire Protection Plans and site is inspected for any prevalent hazards.

II. For Final No Objection Certificate:

- 1) All requirements as per Initial No Objection Certificate issued shall be verified on site.
- 2) Provisions as per Form- ‘F’ shall be verified on the site.
- 3) The physical verification & testing of Fire Prevention, Life Safety and Active & Passive Fire Protection measures installed as per Initial No Objection Certificate.
- 4) Verification of all Test Certificates.

III. For Renewal of No Objection Certificate:

- 1) Online application for Renewal of No Objection Certificate shall be submitted One Month prior to the expiry date of the existing No Objection Certificate in Form- ‘R’

2) The inbuilt Fire Protection Measures as certified in the Final No Objection Certificate are physical verified and tested.

- The Inspection Reports (Initial/Final/Renewal) will be uploaded on the Online e-Services NoC Web portal.
- In the case of discrepancies or short falls the same will be communicated to the applicant online.
- After each processing step of the application, the applicant will receive a SMS/Email on his registered Email/Mobile number informing the status.

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