Flowchart for Issue of Fire No Objection Certificate (Initial and Final)

Start

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Submission of **Form-P** along with Prescribed Documents with an Application addressed to the Directorate of Fire and Emergency Services

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The Application Form and Documents are scrutinized by the Department and further consultation with the owner & Architect/Consultants if required

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Application is complete in all respect

— No → Applicant notified for deficiency in the application form → Applicant rectifies the deficiency and resubmits the application form → (back to Submission of Form-P)

↓ Yes

Site Inspection is carried out and recommendations are issued to the party with regards to Fire Protection Measures of the premises

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Undertaking Submitted by the party on Rs. 50/- stamp paper in **Form U** to abide by the Fire Prevention, Life Safety and Fire Protection Measures recommended to carry out the same. Initial NOC is issued by the Department

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On Completion of Fire Protection Measures, Applicant applies for Final NOC by submitting **Form-F** addressed to the Directorate of Fire and Emergency Services

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Final inspection of the premises for physical verification & testing of Active & Passive Fire Protection measures installed as per Initial No Objection Certificate

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Shortcomings observed?

— Yes → Shortcomings to be complied and re-apply for Inspection → (back to Final inspection)

↓ No

Issue of Memorandum for payment of License Fee @ Rs 10/- per square metre of built up area as per Notification No.3/785-HD(G/Vol.II), dated 18/05/2010 and as amended from time to time.

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Applicant Pays the Licence Fees → Applicant granted Final No Objection Certificate valid for One Year. Fresh application for renewal to be filed One Month prior to the expiry date of the existing Licence. → STOP