

EODB

Details of Procedure along with required documents to be uploaded for applications in respect of 07 (Seven) nos. services come under purview of EODB services:

Sl. No.	Application Type	Procedure	Document to be required	Fees	Remarks
1	Fire Safety Recommendation (Application can be submitted by any person who desires to avail Fire Safety Recommendation for residential or commercial property)	<ul style="list-style-type: none"> • Go to the URL- https://edistrict.wb.gov.in/ • Login with their user ID and Password. If the applicant registering for the first time, he/she will have to click on Citizen Registration. If the applicant has forgotten the password, click Forgot Password. • From Home Page select department Fire & Emergency Services; • Select Issuance of Fire Safety Recommendation; • After seeing the instructions and requirements click on Apply. • Fill all mandatory fields in the applicant's basic information page and Address of the property then click on Save and Next; • Fill all mandatory fields in the Applicant Type and Communication Address Legal Status of Site and Details for Legally Owned Site and Details for Legally Held Site, then Occupancy and Use Group Details, Block Details, Floor Details, Basement Details, Staircase and RAM details, Lift Details, and Total Plot Area then Means of Access and Power of Attorney details then details of LBS or Architect and Structural Engineer then Previous Application details, if any and so on; • After clicking Save and Next, click on Attach supporting documents and upload all relevant documents; 	<ol style="list-style-type: none"> 1. Key Location Plan(1:4000) 2. Site Plan(1:600) 3. Section Plan(1:100) 4. Elevation Plan(1:600) 5. Floor Plan(1:100) 6. Basement Plan(1:100) 7. Master Plan with ground floor showing floor wise area statement in sq meter. (1:100/1:200) 8. Roof Plan(1:100) 9. F.A.R. Calculation showing Details of Area. 10. F.A.R. Calculation showing Calculation of Parking Area. 11. Sanctioned Plan for existing building 12. Supporting Documents relating to right, title, plan of the property etc. 13. Completion Certificate for Existing Building 14. Applicants Proof of Identity (Aadhaar 	<p>A. For residential Building over 14.5 mtr height, Educational, Institutional, Dharmasala, Library, Museum, Art Gallery - Rs. 4.35/- per sq. mtr. of the floor area of the building;</p> <p>B. For Hospital, Nursing Home, Research Centre, Telephone Exchange, Guest House, Hotel upto three star category, Restaurant without Bar facility, Decorated Laboratory - Rs. 6.52/- per sq. mtr. of the floor area of the building;</p> <p>C. Port, Air port hanger, Air port Terminal Building, Places of public entertainment, Restaurant having Bar facility, Shopping Complex, Office, Market, Katras, Auto mobile work shop, Power Generating & Distribution Centre, Underground Structures, Major Electrical Installation, Hotel above three star category, Covered Car Parking area - Rs. 8.7/- per sq. mtr. of the floor area of the building;</p> <p>D. Outlets of Hazardous substances, Fire Works, Manufacturing units, Storage & Manufacturing of Explosive, Premises for storing Hazardous substances, Underground transit system, Oil installation, Petro Chemical & Oil Refineries - Rs. 13.05/- per sq. mtr. of the floor area of the building. Detailed at https://wbfes.gov.in/eodb as “Notification regarding NOC Fee”</p>	For further assistance kindly ‘Contact Helpdesk’ Mentioned in homepage of the portal https://edistrict.wb.gov.in/

		<ul style="list-style-type: none">• After successfully completing the upload click on the submit button.• Then Acknowledgement page will occur.• Print the Acknowledgement.• After receipt of the confirmation SMS regarding	/Passport/Voter ID) 15. Proof of Power of Attorney 16. PAN ***Max. document size should be 5B in all cases.		
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inspection, the applicant have to attend the inspection process. Then applicant has to re-log in with same user ID and Password then Go to

Track Application where after giving the Application Identification Number, click on Search and Sent for Inspection Button. On the Next Page click on Agree or Disagree;

- **Payment Process** – After getting confirmation over SMS regarding payment submission the applicant needs to pay by logging in their user ID and Password. The payment process can be done by giving AIN number in the Track Application Field and then click on the payment pending icon.
- **Getting Certificate for issuance of Fire Safety Recommendation** - In order to get the certificate for Issuance of Fire Safety Recommendation, the applicant (Citizen/CSC/ Kiosk Operator) will have to login to the system again by typing the URL in the address bar of an internet browser and entering correct user id and password. The ‘Track Applications’ page opens as below, where the applicant will have to enter the Application Identification Number and Click Search Application. The user will have to click on the ‘PDF’ icon for application to get the certificate for ‘Issuance of Fire Safety Recommendation’

2	<p>Revised Fire Safety Recommendation (Application can be submitted by any person who desires to avail Revised Fire Safety Recommendation for residential or commercial property)</p>	<ul style="list-style-type: none"> • Go to the URL- https://edistrict.wb.gov.in/ • Login with their user ID and Password. If the applicant registering for the first time, he/she will have to click on Citizen Registration. If the applicant has forgotten the password, click Forgot Password. • From Home Page select department Fire & Emergency Services; • Select Issuance of Revised Fire Safety Recommendation; • After seeing the instructions and requirements click on Apply then fill up the Existing Fire Safety Recommendation Details. • Fill all mandatory fields in the applicant's basic 	<ol style="list-style-type: none"> 1. Key Location Plan(1:4000) 2. Site Plan(1:600) 3. Section Elevation Plan 4. Typical Building Plan 5. Basement Plan(1:100) 6. Structured Drawings 7. Roof Plan(1:100) 8. F.A.R. Calculation showing Details of Area. 9. F.A.R. Calculation showing Calculation of Parking Area. 10. Area Statement 11. Supporting Documents relating to right, title, plan of 	<p>SAME AS ABOVE FOR THE EXCESS FLOOR AREA, IF ANY.</p>
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		<p>information page and Address of the property then click on Save and Next;</p> <ul style="list-style-type: none"> • Fill all mandatory fields in the Applicant Type and Communication Address Legal Status of Site and Details for Legally Owned Site and Details for Legally Held Site, then Occupancy and Use Group Details, Block Details, Floor Details, Basement Details, Staircase and RAM details, Lift Details, and Total Plot Area then Means of Access and Power of Attorney details then details of LBS or Architect and Structural Engineer then Previous Application details, if any and so on; • After clicking Save and Next, click on Attach supporting documents and upload all relevant documents; • After successfully completing the upload click on the submit button. • Then Acknowledgement page will occur. • Print the Acknowledgement. • After receipt of the confirmation SMS regarding inspection, the applicant have to attend the inspection process. Then applicant has to re-log in with same user ID and Password then Go to Track Application where after giving the Application Identification Number, click on Search and Sent for Inspection Button. On the Next Page click on Agree or Disagree; • Payment Process – After getting confirmation over SMS regarding payment submission the applicant needs to pay by logging in their user ID and Password. The payment process can be done by giving AIN number in the Track Application Field and then click on the payment pending icon. • Getting Certificate for issuance of Revised Fire Safety Recommendation - In order to get the certificate for Issuance of Revised Fire Safety Recommendation, the applicant (Citizen/CSC/ Kiosk Operator) will have to login to the system 	<p>the property etc.</p> <p>12. Applicants Proof of Identity (Aadhaar /Passport/Voter ID)</p> <p>13. Proof of Power of Attorney</p> <p>14. Copy of the FSR/Latest RFSR issued by the Department(Mandatory)</p> <p>15. Master Plan Drawing(1:100/1:200)</p> <p>16. Floor Plan(1:100)</p> <p>17. Legal Ownership Document/Registered Deed</p> <p>18. Building Completion Certificate</p> <p>***Max. document size should be 5B in all cases.</p>		
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		again by typing the URL in the address bar of an internet browser and entering correct user id and			
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		password. The 'Track Applications' page opens as below, where the applicant will have to enter the Application Identification Number and Click Search Application. The user will have to click on the 'PDF' icon for application to get the certificate for 'Issuance of Revised Fire Safety Recommendation'			
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3	<p>Issuance of Fire Safety Certificate (Application can be submitted by any person who desires to avail Fire Safety Certificate for residential or commercial property after compliance of the Fire Safety Recommendation or Revised Fire Safety Recommendation)</p>	<ul style="list-style-type: none"> • Go to the URL- https://edistrict.wb.gov.in/ • Login with their user ID and Password. If the applicant registering for the first time, he/she will have to click on Citizen Registration. If the applicant has forgotten the password, click Forgot Password. • From Home Page select department Fire & Emergency Services; • Select Issuance of Fire Safety Certificate; • After seeing the instructions and requirements click on Apply then fill up the Existing Fire Safety Recommendation or Revised Fire Safety Recommendation for which Fire Safety Certificate needed. • Fill all mandatory fields in the applicant's basic information page and Address of the property then click on Save and Next; • Fill all mandatory fields in the Applicant Type and Communication Address, Legal Status of Site and Details for Legally Owned Site and Details for Legally Held Site, Occupancy and Use Group Details, Boundaries of each side and Main characteristics, Block Details, Floor Details, Basement Details, Staircase and RAM details, Lift Details, and Total Plot Area then Means of Access and Power of Attorney details then details of LBS or Architect and Structural Engineer then Previous Application details, if any, Name and Address shown on recommendation, Location of Fire Check Door and rating of FCD; Industrial and Storage Building Name and Address to be Printed on FSC and FSC requirement for block, FSC requirement 	<ol style="list-style-type: none"> 1. Key Location Plan 2. Site Plan 3. Section Elevation Plan 4. Typical Building Plan 5. Basement Plan 6. Structured Drawings 7. Roof Plan 8. Area Statement 9. Master Plan Drawing 10. Floor Plan 11. Building Completion Certificate 12. Applicants Proof of Identity (Aadhaar/Passport/ Voter Id) (Mandatory) 13. Proof of Power of Attorney-Non Mandatory 14. Copy of the Last FSR / RFSR issued by the Department (Mandatory) 15. Copy of Last FSC or Part FSC document (Non Mandatory) 16. Legal Ownership Document /Registered Deed (Non Mandatory) 17. PAN Card of the Applicant (Non Mandatory) 18. Electrical Wiring/Installation Report by Competent Authority Applicant (Non Mandatory) 	NIL	<p>For further assistance kindly 'Contact Helpdesk' Mentioned in homepage of the portal https://edistrict.wb.gov.in/</p>
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			19.	Building Plan Sanctioned		
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		<p>for Floor, FSC requirement for Basement;</p> <ul style="list-style-type: none"> • After clicking Save and Next, click on Attach supporting documents and upload all relevant documents; • After successfully completing the upload click on the submit button. • Then Acknowledgement page will occur. • Print the Acknowledgement. • After receipt of the confirmation SMS, the applicant has to re-log in with same user ID and Password then Go to Track Application where after giving the Application Identification Number, click on Search and Sent for Inspection Button. On the Next Page click on Agree or Disagree; • Getting Certificate for issuance of Fire Safety Certificate- In order to get the certificate for Issuance of Fire Safety Certificate, the applicant (Citizen/CSC/ Kiosk Operator) will have to login to the system again by typing the URL in the address bar of an internet browser and entering correct user id and password. The ‘Track Applications’ page opens, where the applicant will have to enter the Application Identification Number and Click Search Application. The user will have to click on the ‘PDF’ icon for application to get the certificate for ‘Issuance of Fire Safety Certificate’ 	<p>by Competent Authority Applicant (Non Mandatory)</p> <p>20. Supporting Document for Conduction of Fire Drill Applicant (Non Mandatory)</p> <p>21. Supporting document for Conduction of Evacuation Drill. Applicant (Non Mandatory)</p> <p>22. Other Supporting Documents(Non Mandatory)</p> <p>***Maximum Document size should be 5MB in all cases.</p>		
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4	<p>Renewal of Fire Safety Certificate (Application can be submitted by any person who desires to avail Renewal of Fire Safety Certificate for residential or commercial property)</p>	<ul style="list-style-type: none"> • Go to the URL- https://edistrict.wb.gov.in/ • Login with their user ID and Password. If the applicant registering for the first time, he/she will have to click on Citizen Registration. If the applicant has forgotten the password, click Forgot Password. • From Home Page select department Fire & Emergency Services; • Select Renewal of Fire Safety Certificate; • After seeing the instructions and requirements click on Apply then fill up the Existing Fire Safety Recommendation or Revised Fire Safety Recommendation for which Fire Safety Certificate needed. • Fill all mandatory fields in the applicant's basic information page and Address of the property then click on Save and Next; • Fill all mandatory fields in the Applicant Type and Communication Address, Legal Status of Site and Details for Legally Owned Site and Details for Legally Held Site, Occupancy and Use Group Details, Boundaries of each side and Main characteristics, Block Details, Floor Details, Basement Details, Staircase and RAM details, Lift Details, and Total Plot Area then Means of Access and Power of Attorney details then details of LBS or Architect and Structural Engineer then Previous Application details, if any, Name and Address shown on recommendation, Location of Fire Check Door and rating of FCD; Industrial and Storage Building Name and Address to be Printed on FSC and FSC requirement for block, FSC requirement for Floor, FSC requirement for Basement; • After clicking Save and Next, click on Attach supporting documents and upload all relevant documents; 	<ol style="list-style-type: none"> 1. Key Location Plan 2. Site Plan 3. Section Elevation Plan 4. Typical Building Plan 5. Basement Plan 6. Structured Drawings 7. Roof Plan 8. F.A.R. calculation showing Details of Area 9. F.A.R. calculation showing calculation of Parking Area 10. Area Statement 11. Other Supporting Documents 12. Applicants Proof of Identity(Aadhaar/Passport/ Voter Id) 13. Proof of Power of Attorney 14. Copy of the Last FSR / RFSR issued by the Department (Mandatory) 15. Master Plan Drawing 16. Floor Plan 17. Legal Ownership Document /Registered Deed 18. Building Completion Certificate 19. PAN Card of the 	NIL	
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• After successfully completing the upload click on the submit button.

Applicant
20. Electrical Wiring/Installation Report by Competent Authority
21. Building Plan Sanctioned by Competent Authority
22. Supporting Document for Conduction of Fire Drill
23. Supporting document for Conduction of Evacuation Drill.

		<ul style="list-style-type: none"> • Then Acknowledgement page will occur. • Print the Acknowledgement. • After receipt of the confirmation SMS, the applicant have to re-log in with same user ID and Password then Go to Track Application where after giving the Application Identification Number, click on Search and Sent for Inspection Button. On the Next Page click on Agree or Disagree; • Getting Certificate for Renewal of Fire Safety Certificate - In order to get the certificate for Renewal of Fire Safety Certificate, the applicant (Citizen/CSC/ Kiosk Operator) will have to login to the system again by typing the URL in the address bar of an internet browser and entering correct user id and password. The 'Track Applications' page opens, where the applicant will have to enter the Application Identification Number and Click Search Application. The user will have to click on the 'PDF' icon for application to get the certificate for 'Renewal of Fire Safety Certificate' 			
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5	<p>Grant of Fire License (Any person who stores inflammable or hazardous substance or is involved in the processing of the same must obtain a license for the same by applying through this service).</p>	<ul style="list-style-type: none"> • Go to the URL- https://edistrict.wb.gov.in/ • Login with their user ID and Password. If the applicant registering for the first time, he/she will have to click on Citizen Registration. If the applicant has forgotten the password, click Forgot Password. • From Home Page select department Fire & Emergency Services; • Select Grant of Fire License; • After seeing the instructions and requirements click on Apply. • Fill all mandatory fields in the applicant's basic information page and Premises or Site Address for which Fire License is desired then click on Save and Next; • Fill all mandatory fields in the Applicant Type and Official Address Details, Ware house or 	<ol style="list-style-type: none"> 1. Consent Letter of Land Owner, if rented premises 2. Site Plan with Section Drawing in 1:100 scale cut into A4 sized pages (Upload Multiple pages) 3. FSC document (if applicable) 4. Old license, if any. 	<p>Detailed at https://wbfes.gov.in/eodb as "Notification regarding License Fee"</p>	<p>For further assistance kindly 'Contact Helpdesk' Mentioned in homepage of the portal https://edistrict.wb.gov.in/</p>
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workshop details or occupier details, Hazardous substance details, name and Nature of Fire Safety Arrangement, Details of nearest open water premises, Tank or River, Floor area details and License Duration Details, Old application Details,;

- After clicking Save and Next, click on Attach supporting documents and upload all relevant documents;
- After successfully completing the upload click on the submit button.
- Then Acknowledgement page will occur.
- Print the Acknowledgement.
- After receipt of the confirmation SMS regarding inspection, the applicant should attend the inspection process. Then applicant has to re-log in with same user ID and Password then Go to Track Application where after giving the Application Identification Number, click on Search and Sent for Inspection Button. On the Next Page click on Agree or Disagree;
- **Payment Process** - After getting confirmation over SMS regarding payment submission the applicant needs to pay by logging in their user ID and Password. The payment process can be done by giving AIN number in the Track Application Field and then click on the payment pending icon.
- **Getting Certificate for issuance of Fire License** - In order to get the certificate for Issuance of Fire License, the applicant (Citizen/CSC/ Kiosk Operator) will have to login to the system again by typing the URL in the address bar of an internet browser and entering correct user id and password. The 'Track Applications' page opens, where the applicant will have to enter the Application Identification Number and Click Search Application. The user will have to click on the

		<p>'PDF' icon for application to get the certificate for 'Issuance of Fire License'.</p>			
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6.	<p>Renewal of Fire License (Fire License whose validity duration has ended may be renewed by using this service for an additional duration).</p>	<ul style="list-style-type: none"> • Go to the URL- https://edistrict.wb.gov.in/ • Login with their user ID and Password. If the applicant registering for the first time, he/she will have to click on Citizen Registration. If the applicant has forgotten the password, click Forgot Password. • From Home Page select department Fire & Emergency Services; • Select Renewal of Fire License; • After seeing the instructions and requirements click on Apply then provide Existing License Number and Search. • Fill all mandatory fields in the applicant's basic information page and Premises or Site Address for which Fire License is desired then click on Save and Next; • Fill all mandatory fields in the Applicant Type and Official Address Details, • Fill all mandatory fields in the Ware house or workshop details or occupier details, Hazardous substance details, name and Nature of Fire Safety Arrangement, Details of nearest open water premises, Tank or River, Floor area details and License Duration Details; • After clicking Save and Next, click on Attach supporting documents and upload all relevant documents; • After successfully completing the upload click on the submit button. • Then Acknowledgement page will occur. • Print the Acknowledgement. • After receipt of the confirmation SMS regarding inspection, the applicant should attend the inspection process. Then applicant has to re-log in with same user ID and Password then Go to Track Application where after giving the Application Identification Number, click on Search and Sent for Inspection Button. On the 	<ol style="list-style-type: none"> 1. Consent Letter of Land Owner, if rented premises 2. Site Plan with Section Drawing in 1:100 scale cut into A4 sized pages (Upload Multiple pages) 3. FSC document (if applicable) 4. Old license, if any. 	<p>Detailed at https://wbfes.gov.in/eodb as "Notification regarding License Fee"</p>	
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		Next Page click on Agree or Disagree.;			
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		<ul style="list-style-type: none">• Payment Process - After getting confirmation over SMS regarding payment submission the applicant needs to pay by logging in their user ID and Password. The payment process can be done by giving AIN number in the Track Application Field and then click on the payment pending icon.• Getting a Certificate for Renewal of Fire License - In order to get the certificate for Renewal of Fire License, the applicant (Citizen/CSC/ Kiosk Operator) will have to login to the system again by typing the URL in the address bar of an internet browser and entering correct user id and password. The 'Track Applications page opens, where the applicant will have to enter the Application Identification Number and Click Search Application. The user will have to click on the 'PDF' icon for application to get the certificate for 'Renewal of Fire License'			
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7.	<p>Self Certification of Fire Safety (Self Certification of Fire Safety service is introduced for small and medium business and entrepreneurs who are eligible within the guideline of setup or establishment Partain to Fire and emergency).</p>	<ul style="list-style-type: none"> • Go to the URL- https://edistrict.wb.gov.in/ • Login with their user ID and Password. If the applicant registering for the first time, he/she will have to click on Citizen Registration. If the applicant has forgotten the password, click Forgot Password. • From Home Page select department Fire & Emergency Services; • Select Self certification of fire safety ; • After seeing the instructions and requirements click on Apply then provide details as per form. • Fill all mandatory fields in the applicant's basic information page and Premises or Site Address for which self certificate is desired then click on Save and Next; • Fill all mandatory fields in the Applicant Type and Official Address Details, • Fill all mandatory fields in the Ware house or workshop details or occupier details, Hazardous substance details, name and Nature of Fire Safety Arrangement, .; • After fulfilling all the details . click on submit button .After successful submission applicant will get certificate in real time. 	NIL	NIL	<p>For further assistance kindly</p> <p>‘Contact Helpdesk’ Mentioned in homepage of the portal https://edistrict.wb.gov.in/</p>
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