## EODB

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

Sl.	Application Type	Procedure	Document to be required	Fees	Remarks
No.					
1	Fire Safety Recommendation (Application can be submitted by any person who desires to avail Fire Safety Recommendation for residential or commercial property)	<ul> <li>Go to the URL- https://edistrict.wb.gov.in/</li> <li>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.</li> <li>From Home Page select department Fire &amp; Emergency Services;</li> <li>Select Issuance of Fire Safety Recommendation;</li> <li>After seeing the instructions and requirements click on Apply.</li> <li>Fill all mandatory fields in the applicant's basic information page and Address of the property then click on Save and Next;</li> <li>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;</li> <li>After clicking Save and Next, click on Attach supporting documents and upload all relevant documents;</li> </ul>	1.Key Location Plan(1:4000)2.Site Plan(1:600)3.Section Plan(1:100)4.ElevationPlan(1:600)5.5.Floor Plan(1:100)6.BasementPlan(1:100)7.7.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 12.12.Supporting Documents relating to right, title, plan of the property etc. 13.13.Completion Certificate for Existing Building 14.14.Applicants Proof ofIdentity(Aadhaar	<ul> <li>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;</li> <li>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;</li> <li>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 &amp; Distribution Centre, Underground Structures, Major</li> <li>Electrical Installation, Hotel above three star category, Covered Car Parking area - Rs. 8.7/- per sq. mtr. of the floor area of the building;</li> <li>D. Outlets of Hazardous substances, Fire Works, Manufacturing units, Storage &amp; Manufacturing of Explosive, Premises for storing Hazardous substances, Underground transit system, Oil installation, Petro Chemical &amp; 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"</li> </ul>	For further assistance kindly <b>'Contact</b> <b>Helpdesk'</b> Mentioned in homepage of the portal https://edistrict.wb.gov.in/

purview of EODB services:

	• After successfully completing the upload	/Passport/Voter ID)	
	click on the submit button.	15. Proof of	
	• Then Acknowledgement page will occur.	Power of	
	• Print the Acknowledgement.	Attorney	
	• After receipt of the confirmation SMS	16 PAN	
	regarding	***Max document	
	roguraning	size should be 5R in	
		size should be 5D in	
		all cases.	

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	<b>Revised Fire</b>	<ul> <li>Go to the URL- <u>https://edistrict.wb.gov.in/</u></li> </ul>	1. Key Location	SAME AS ABOVE FOR THE EXCESS
	Safety	<ul> <li>Login with their user ID and Password. If the</li> </ul>	Plan(1:4000)	FLOOR AREA, IF ANY.
	Recommendation	applicant registering for the first time, he/she will	2. Site Plan(1:600)	
	(Application can be submitted by any	have to click on <b>Citizen Registration</b> . If the applicant has forgotten the password, click Forgot Password	3. Section Elevation Plan	
	person who desires to avail Revised Fire Safety Recommendation for residential or commercial property)	<ul> <li>Password.</li> <li>From Home Page select department Fire &amp; Emergency Services;</li> <li>Select Issuance of Revised Fire Safety Recommendation;</li> <li>After seeing the instructions and requirements click on Apply then fill up the Existing Fire Safety Recommendation Details.</li> <li>Fill all mandatory fields in the applicant's basic</li> </ul>	<ul> <li>4. Typical Building Plan</li> <li>5. Basement Plan(1:100)</li> <li>6. Structured Drawings</li> <li>7. Roof Plan(1:100) 8. F.A.R. Calculation</li> <li>showing Details of Area.</li> <li>9. F.A.R. Calculation</li> <li>showing Calculation of Parking Area.</li> <li>10. Area Statement</li> <li>11. Supporting</li> <li>Documents relating to right, title, plan of</li> </ul>	

 information page and Address of the property then	the property etc.	
click on Save and Next:	12 Applicants	
• Fill all mandatory fields in the Applicant Type and	Proof of	
Communication Address Legal Status of Site and	Identity (Aadhaar	
Details for Legally Owned Site and Details for	/Passnort/Voter ID)	
Legally Held Site, then Occupancy and Use Group	13 Proof of	
Details Block Details Floor Details Basement	Dower of	
Details, Block Beans, Floor Beans, Buschieft	FOWEI OI	
and Total Plot Area then Means of Access and	Automey	
Power of Attorney details then details of LBS or	14. Copy of the	
Architect and Structural Engineer then Previous	FSK/Latest	
Application details, if any and so on;	RFSK issued by the	
• After clicking Save and Next, click on Attach	Department(Mandatory)	
supporting documents and upload all relevant	15. Master Plan	
documents;	Drawing(1:100/1:200)	
<ul> <li>After successfully completing the upload click on</li> </ul>	$16. \qquad Floor Plan(1:100)$	
the submit button.	17.Legal Ownership	
<ul> <li>Then Acknowledgement page will occur.</li> </ul>	Document/Registered Deed	
• Print the Acknowledgement.	18.Building Completion	
<ul> <li>After receipt of the confirmation SMS regarding</li> </ul>	Certificate	
inspection, the applicant have to attend the	***Max. document size should	
inspection process. Then applicant has to re-log in	be 5B in all cases.	
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		
Kecommendation, the applicant (Citizen/CSC/		
Klosk 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		
6		

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'		

<b>'Contact</b>
nepage of
10

	19.	Building Plan	
		Sanctioned	

	for Floor, FSC requirement for Basement;	by Competent Authority	
	• After clicking Save and Next, click on Attach	Applicant (Non Mandatory)	
	supporting documents and upload all relevant	20. Supporting Document	
	documents;	for	
	• After successfully completing the upload click on	Conduction of Fire Drill	
	the submit button.	Applicant (Non Mandatory) 21.	
	<ul> <li>Then Acknowledgement page will occur.</li> </ul>	Supporting document	
	• Print the Acknowledgement.	for Conduction of Evacuation	
	• After receipt of the confirmation SMS, the applicant	Drill. Applicant (Non	
	has to re-log in with same user ID and Password	Mandatory)	
	then Go to Track Application where after giving the	22. Other Supporting	
	Application Identification Number, click on Search	Documents(Non Mandatory)	
	Button On the Next Page click on Agree or	***Maximum Document size	
	Disagree;	should be 5MB in all cases.	
	• 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'		
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4	<b>Renewal of Fire</b>	• Go to the URL-	1.	Key Location Plan	NIL	
	Safety Certificate	https://edistrict.wb.gov.in/	2.	Site Plan		
	(Application can	· Login with their user ID and Password. If the	3.	Section Elevation		
	be submitted by	applicant registering for the first time, he/she will	Plan			
	any person who	have to click on Citizen Registration. If the	4.	Typical Building Plan		
	desires to avail	applicant has forgotten the password, click Forgot	5.	Basement Plan		
	Renewal of Fire	Password.	6.	Structured Drawings		
	Safety Certificate	• From Home Page select department Fire &	7.	Roof Plan		
	for residential or	Emergency Services;	8.	F.A.R. calculation		
	commercial	• Select Renewal of Fire Safety Certificate;	showing	1		
	property)	• After seeing the instructions and requirements click	Details	of Area		
		on Apply then fill up the Existing Fire Safety	9.	F.A.R. calculation		
		Recommendation for which Fire Safety Certificate	showing	g calculation of Parking		
		needed	Area	5 6		
		• Fill all mandatamy fields in the annliagent's basic	10.	Area Statement		
		information page and Address of the property then	11.	Other Supporting		
		click on Save and Next.	Docume	ents		
		• Fill all mandatory fields in the Applicant Type and	12.	Applicants		
		Communication Address Legal Status of Site and		Proof of		
		Details for Legally Owned Site and Details for	Identity	(Aadhaar/Passport/		
		Legally Held Site. Occupancy and Use Group	Voter Id			
		Details, Boundaries of each side and Main	13.	Proof of		
		characteristics, Block Details, Floor Details,		Power of		
		Basement Details, Staircase and RAM details, Lift	Attorney	у		
		Details, and Total Plot Area then Means of Access	14.	Copy of the Last FSR		
		and Power of Attorney details then details of LBS	/			
		Application details if any Name and Address	RFSR	issued by the		
		shown on recommendation Location of Fire	Departn	nent (Mandatory)		
		Check Door and rating of FCD. Industrial and	15.	Master Plan Drawing		
		Storage Building Name and Address to be Printed	16.	Floor Plan		
		on FSC and FSC requirement for block, FSC	17.	Legal Ownership		
		requirement for Floor, FSC requirement for	Docume	ent /Registered Deed		
		Basement;	18.	Building		
		• After clicking Save and Next, click on Attach		Completion		
		supporting documents and upload all relevant	Certifica	ate		
		documents;	19.	PAN Card of		
				the		

	• After successfully completing the upload click on	Applicant	
	the submit button	20 Electrical	
	the submit button.	Wiring/Installation Depart by	
		Commentant Authority	
		21. Building Plan	
		Sanctioned by Competent	
		Authority 22. Supporting	
		Document for Conduction of	
		Fire Drill	
		23. Supporting document for	
		Conduction of Evacuation	
		Drill.	

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;		
<ul> <li>Getting Certificate for Renewal of Fire</li> </ul>		
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'		

5	Grant of Fire	• Go to the URL-	1. Consent Letter	Detailed at https://wbfes.gov.in/eodb	For further assistance kindly 'Contact
	License (Any	https://edistrict.wb.gov.in/	of Land Owner, if rented	as	Helpdesk' Mentioned in homepage of
	person who	• Login with their user ID and Password. If the	premises	"Notification regarding License Fee"	the portal
	stores	applicant registering for the first time, he/she	2. Site Plan with	6 6	https://edistrict.wb.gov.in/
	inflammable or	will have to click on Citizen Registration. If	Section Drawing in 1:100		
	hazardous	the applicant has forgotten the password, click	scale cut into A4 sized		
	substance or is	Forgot Password.	pages (Upload		
	involved in the	• From Home Page select department Fire &	Multiple pages)		
	processing of the	Emergency Services;	3. FSC		
	same must obtain	• Select Grant of Fire License;	document		
	а	• After seeing the instructions and requirements	(if		
	license for the	click on Apply.	applicable)		
	same by	• Fill all mandatory fields in the applicant's basic	4. Old license, if		
	applying	information page and Premises or Site Address	any.		
	through this	for which Fire License is desired then click on			
	service).	Save and Next;			
	,	• Fill all mandatory fields in the Applicant Type			
		and Official Address Details, Ware house or			

		-	-	
workshop details or occup	ier details, Hazardous			
substance details, name and	Nature of Fire Safety			
Arrangement, Details of	nearest open water			
premises, Tank or River, Fl	oor area details and			
License Duration Details, C	Id application Details,;			
• After clicking Save and	Next, click on Attach			
supporting documents an	d upload all relevant			
documents;				
After successfully complet	ing the upload click on			
the submit button.				
Then Acknowledgement pa	ge will occur.			
Print the Acknowledgemen	-			
• After receipt of the confir	mation SMS regarding			
inspection, the applican	t should attend the			
inspection process. Then a	plicant has to re-log in			
with same user ID and Pas	sword then Go to Track			
Application where after giv	ing the			
Application Identification N	lumber, click on			
Search and Sent for Inspect	ion Button. On the			
Next Page click on Agree o	r Disagree;			
• Payment Process - After g	etting confirmation over			
SMS regarding payment s	ubmission the applicant			
needs to pay by logging	in their user ID and			
Password. The payment p	rocess can be done by			
giving AIN number in the	Frack Application Field			
and then click on the payme	ent pending icon.			
Getting Certificate for iss	ance of Fire License			
- In order to get the certific	te 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 add	ress bar of an internet			
browser and entering correc	t user id and password.			
The 'Track Applications' t	age opens, where the			
applicant will have to	enter the Application			
Identification Number and	Click Search			
Application The user will I	ave to click on the			
Application. The user with	are to ener on the			

	'PDF' icon for application to get the certificate for		
	'Issuance of Fire License'.		

6.	<b>Renewal of Fire</b>	• Go to the URL-	1. Consent Letter of Land	Detailed at https://wbfes.gov.in/eodb as	
	License (Fire	https://edistrict.wb.gov.in/	Owner, if rented premises	"Notification regarding License Fee"	
	License whose	• Login with their user ID and Password. If the	2. Site Plan with Section	6 6	
	validity duration	applicant registering for the first time, he/she will	Drawing in 1:100 scale cut into		
	has ended may be	have to click on Citizen Registration. If the	A4 sized pages (Upload		
	renewed by using	applicant has forgotten the password, click Forgot	Multiple pages)		
	this service for an	Password.	3. FSC document		
	additional	• From Home Page select department Fire &	(if		
	duration).	Emergency Services;	applicable)		
		<ul> <li>Select Renewal of Fire License;</li> </ul>	4. Old license, if any.		
		• 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			
		• Fill all mandatory fields in the Wara 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			
		with some 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			
		una sont 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.		
<ul> <li>Getting a Certificate for Renewal of Fire</li> </ul>		
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'		

7. Self Certification of	• Go to the URL-	NIL	NIL	For f	urther
Fire Safety (Self	https://edistrict.wb.gov.in/			assistance	kindly
Certification of Fire	• Login with their user ID and Password. If the			'Contact	2
Safety service is	applicant registering for the first time, he/she will			Holndosk?	
introduced for small	have to click on Citizen Registration. If the			Montioned in	
and medium business	applicant has forgotten the password, click Forgot			homenage of th	
and entrepreneurs	Password.			nontepage of a	ic
who are eligible	• From Home Page select department Fire &			https://edistrict.wb.g	ov in/
within the guideline	Emergency Services;				50
of setup or	• Select Self certification of fire safety;				
establishment Partair to Fire and	• After seeing the instructions and requirements click on Apply then provide details as per form.				
emergency ).	• Fill all mandatory fields in the applicant's basic				
	information page and Premises or Site Address for				
	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.				

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