Fire & Emergency Services:

Fire Safety Certificate

Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)

User Manual

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Fire Safety Certificate (Fire & Emergency Services)

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Introduction

This document is intended to serve as a User Manual for grant of the service **"Fire Safety Certificate"** by **Fire & Emergency Services, Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

<u>**Salient Features of Silpasathi Portal:**</u>

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

"Fire Safety Certificate" by **Fire & Emergency Services** is required to ensure compliance with fire safety regulations. A Fire Safety Certificate is a document that confirms a building or facility meets the minimum fire safety standards and regulations set by the local authorities. It is typically issued after a thorough inspection of the premises by a certified fire safety officer. The certificate ensures that the building has adequate fire safety measures in place, such as working fire alarms, emergency exits, and fire suppression systems The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Key Location Plan	A key plan is a small map that shows the location of specific elements within a building's overall design

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#	Documents Required	Detailed Description
2.	Site Plan	A site plan, also known as a plot plan, is a diagram that shows the existing and proposed conditions of a property or parcel of land
3.	Section Plan	A Section Plan refers to a detailed design or layout of a room, building, or floor plan
4.	Elevation Plan	elevation plan illustrates the exterior and interior design of a structure, including its height, width, and depth
5.	Floor Plan	A floor plan is a two-dimensional representation of a building's layout, typically drawn to scale.
6.	Basement Plan	A basement plan refers to a detailed architectural design or blueprint of the underground level of a building, typically including the layout, measurements, and features of the space
7.	Master plan with ground floor showing floor wise area (statement in square metres)	A master plan with a ground floor floor-wise area breakdown typically includes a detailed layout of the building's floor space, highlighting specific areas for various purposes.
8.	Roof Plan	A roof plan refers to a detailed design and layout of a roof's structure, including the type of roofing system, pitch, and design features.
9.	F.A.R. calculation showing details of area	F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land
10.	F.A.R. calculation showing calculation of parking area	F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land. The F.A.R. is being used to calculate details of the parking area
11.	Sanction plan for existing building	A sanctioned plan for an existing building is a plan and permissions granted by the competent authority for a building
12.	Other Supporting Documents	Other Supporting Documents
13.	Applicant's proof of identity (Aadhar/ passport/ voter id)	Aadhar/ passport/ voter id

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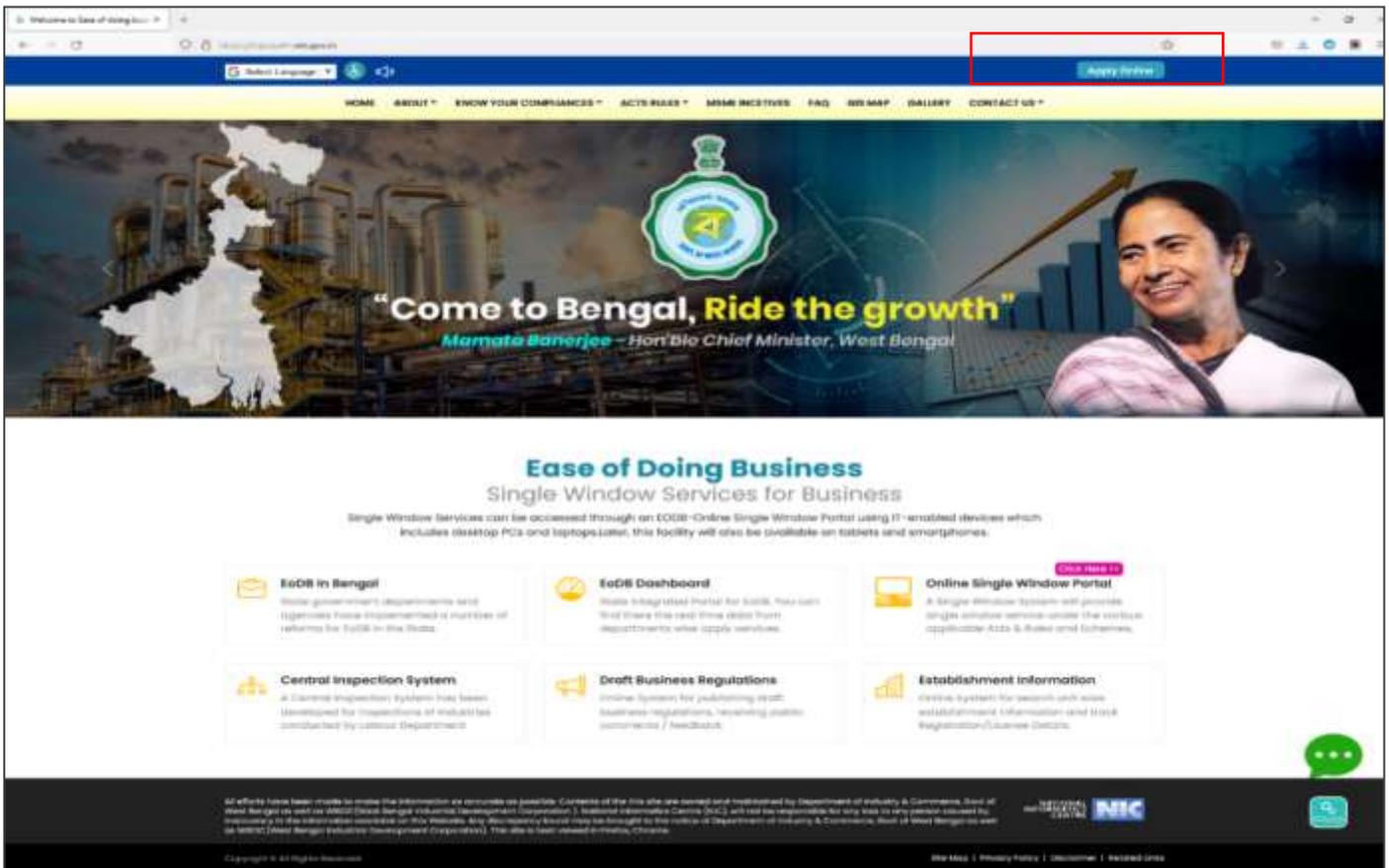## Fire Safety Certificate (Fire & Emergency Services)

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| #	Documents Required	Detailed Description
14.	Proof of power of attorney	A proof of power of attorney is a legal document that grants one person (the agent) the authority to make decisions and take actions on behalf of another
15.	Copy of Last FSR / RFSR issued by the Department	Copy of Last FSR / RFSR
16.	Electrical Wiring / Installation Report by Competent Authority	Document describing Electrical Wiring / Installation requirements
17.	Structured Drawing	A structural drawing, a type of engineering drawing, is a plan or set of plans and details for how a building or other structure will be built.
18.	Master Plan Drawing	A Master Plan Drawing is a comprehensive visual representation of a proposed development or construction project
19.	Area Statement	An area statement for a residential building typically includes the total constructed area, plot area, and land area.
20.	Structured Drawings	A structural drawing, a type of engineering drawing, is a plan or set of plans and details for how a building or other structure will be built
21.	Typical Building plan	A building plan consists of elements such as elevations, electrical detailing, plumbing, site plan, floor plans, structural plans, cross-sections, and landscape drawings
22.	Section Elevation Plan	A Section Elevation Plan is a detailed architectural drawing that showcases the vertical elevation of a building or structure, typically from a specific section or plane
23.	PAN	Permanent Account Number
24.	Completion Certificate for existing building	Building Completion Certificate

Timeline (WBRTPS)

Fire Safety Certificate has an WBRTPS timeline of 30 days in general and an WBRTPS timeline of 15 days in KMC area till approval by the authorities.
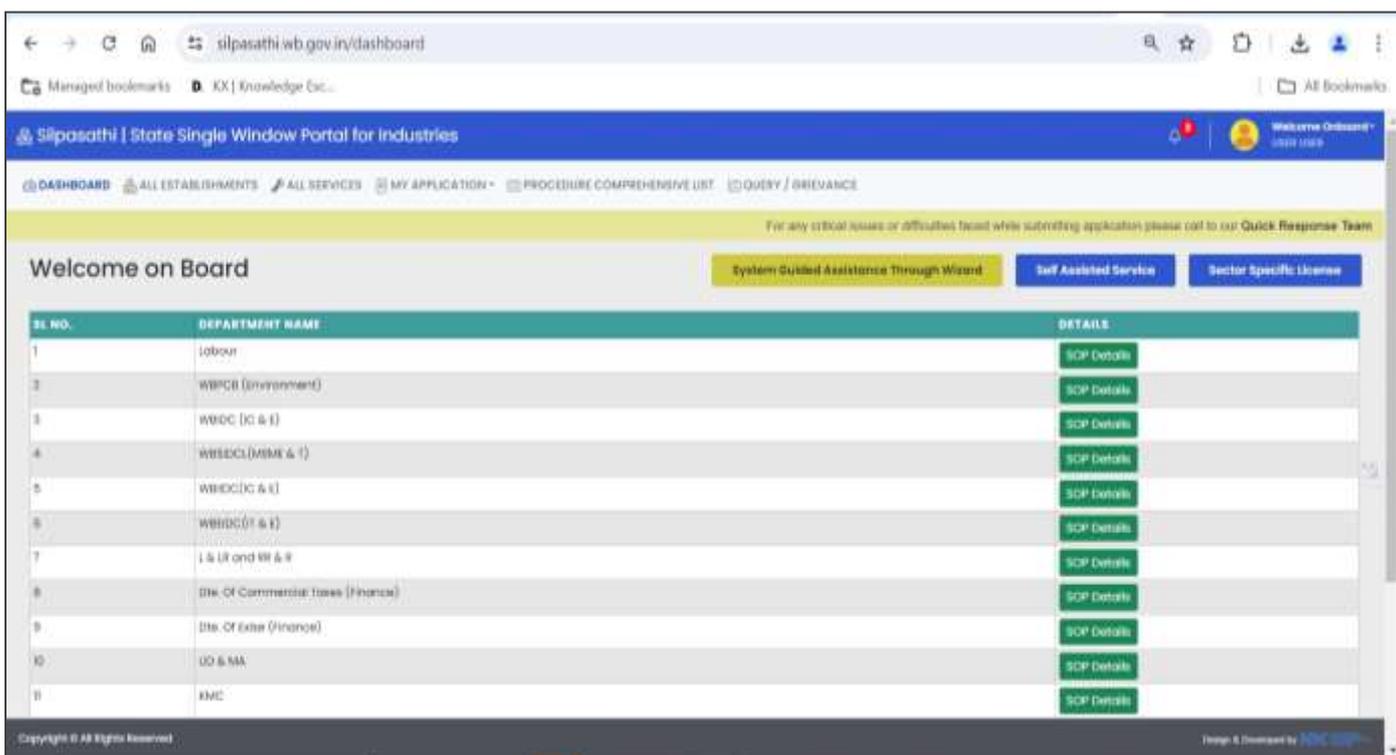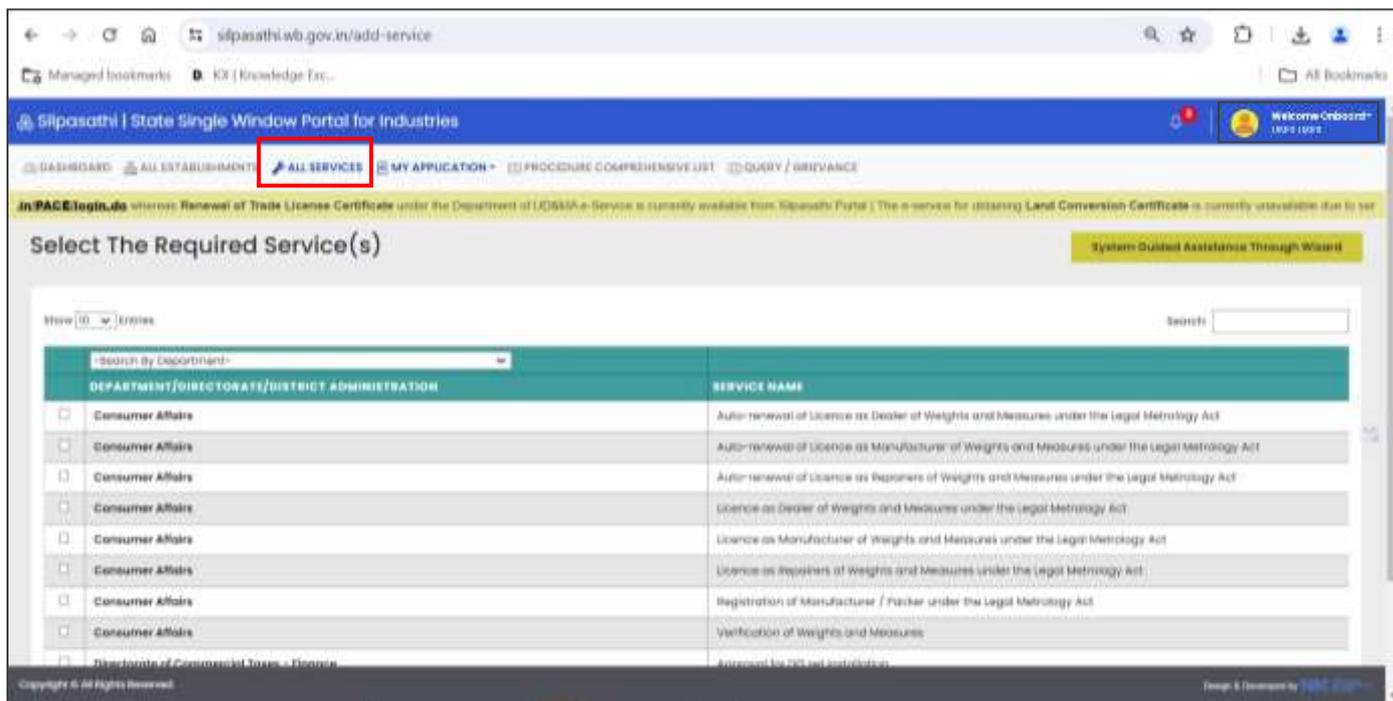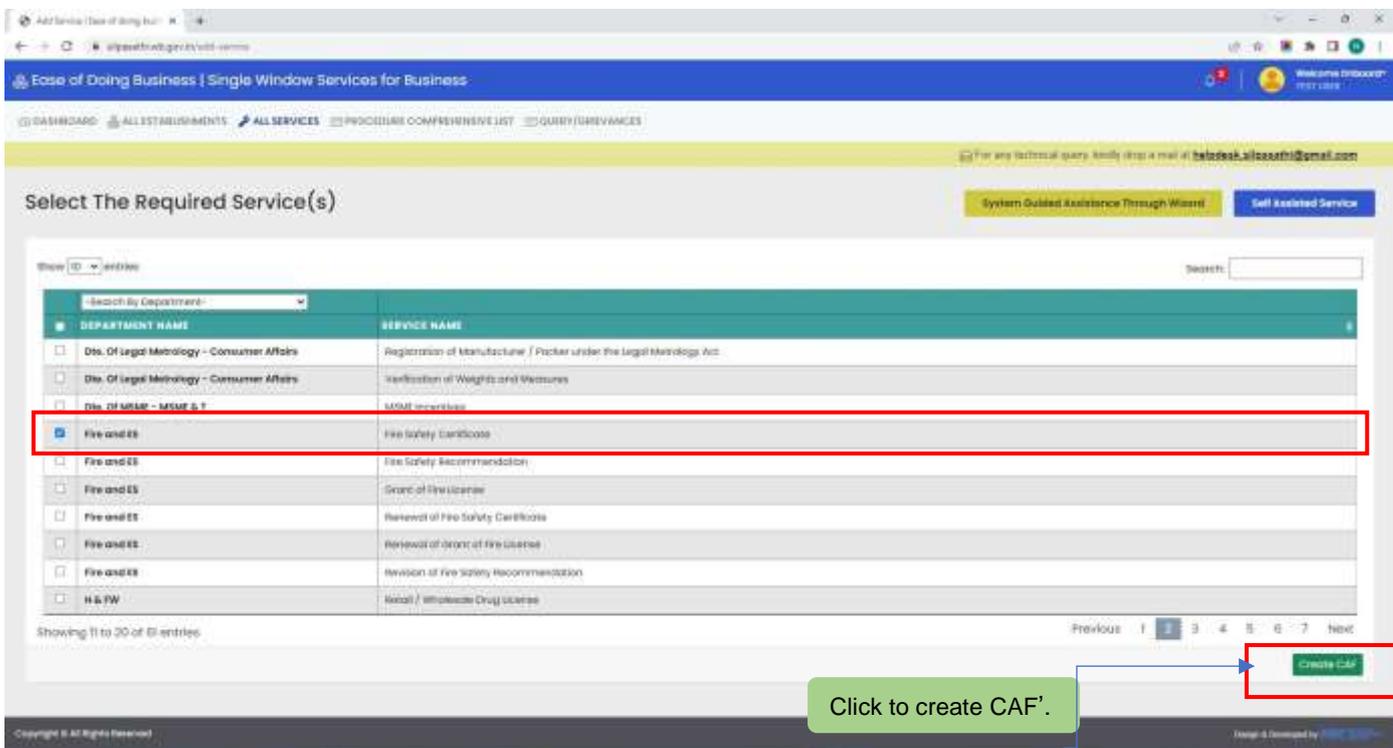
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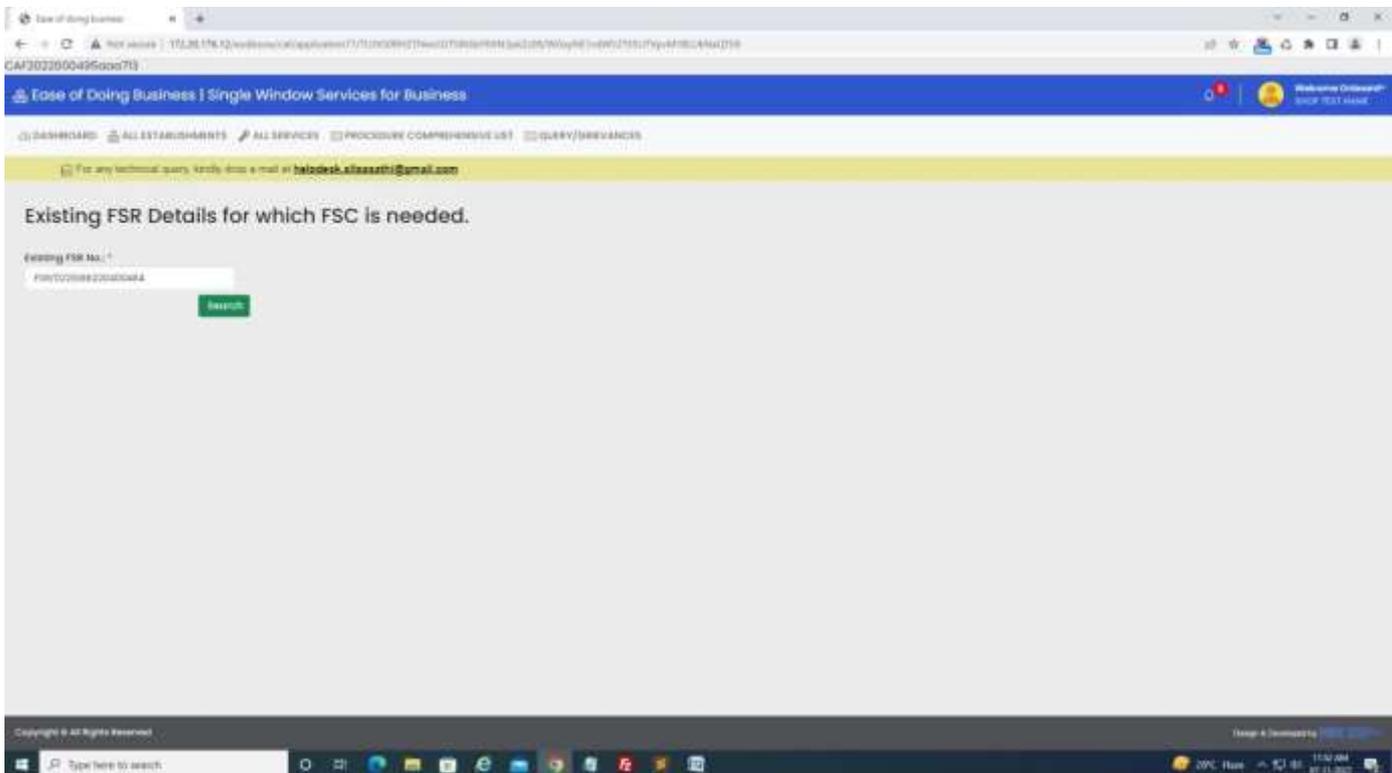## Fire Safety Certificate (Fire & Emergency Services)

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Instructions related to the application form

Sl. No.	Field Name	Instructions
1.	Applicant Type	Select type of applicant
2.	FSC Type	Select type of FSC
3.	Legacy Registration No.	Enter valid Legacy Registration No.
4.	Applicants Basic Information	Enter Applicants Basic Information which include name, phone number, email id, etc
5.	Address of the Property	Enter address details of the property
6.	Communication Address	Enter details of the address for communication
7.	Legal Status of Site	Select answer from dropdown
8.	Details of Legally Owned Site	Enter name and address
9.	Details of legally held site	Enter name and address
10.	Minimum Open Space Details	Enter open space details
11.	Means of Access	Enter number of entries, maximum width, minimum width, length of internal road, etc
12.	Details of Licensed Building Surveyor (LBS) or Architect	Enter architect, address, pincode
13.	Power Attorney Details	Enter name and address
14.	Structural Engineer Details	Enter name, address, pin code, Registration No., Contact No.
15.	Previous Application Details	Enter Previous Application ID, Name of applicant, Reason for rejection
16.	Location of Fire Check Door	Staircases, Fire Refuge Area, Lift
17.	Rating of FCD (in HRS.)	Staircases, Fire Refuge Area, Fire plan installed, Floor Plan, Number of staff trained
18.	Occupancy and use group details	Enter details for Occupancy and use group
19.	Lift Details	Enter Lift Details
20.	FSC Requirement for Floor	Block No. with floor, FSC needed, etc
21.	FSC Requirement for Basement	Basement Identifier, FSC Needed, etc
22.	Total Plot Area	Enter Plot details
23.	Name and Address to be printed on Fire Safety Certificate	Enter Name and Address
24.	Boundaries Details	Enter details of boundaries

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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to **https://silpasathi.wb.gov.in**/ and click on 'Apply online' button.

Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

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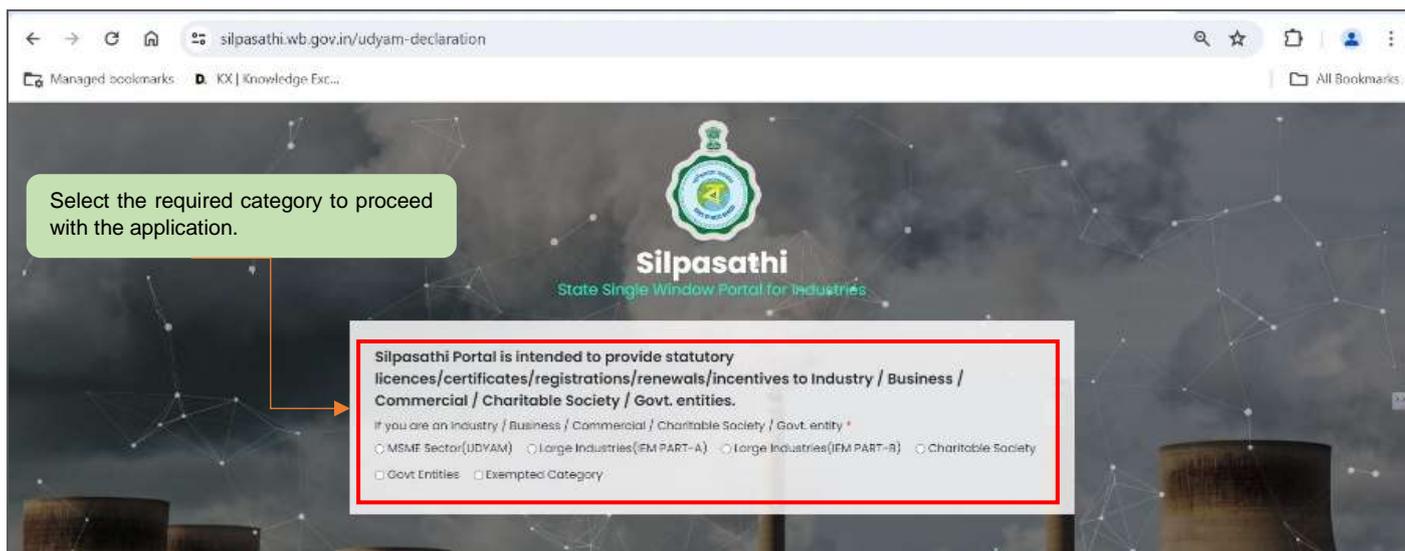
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid **User ID, password and Captcha.**
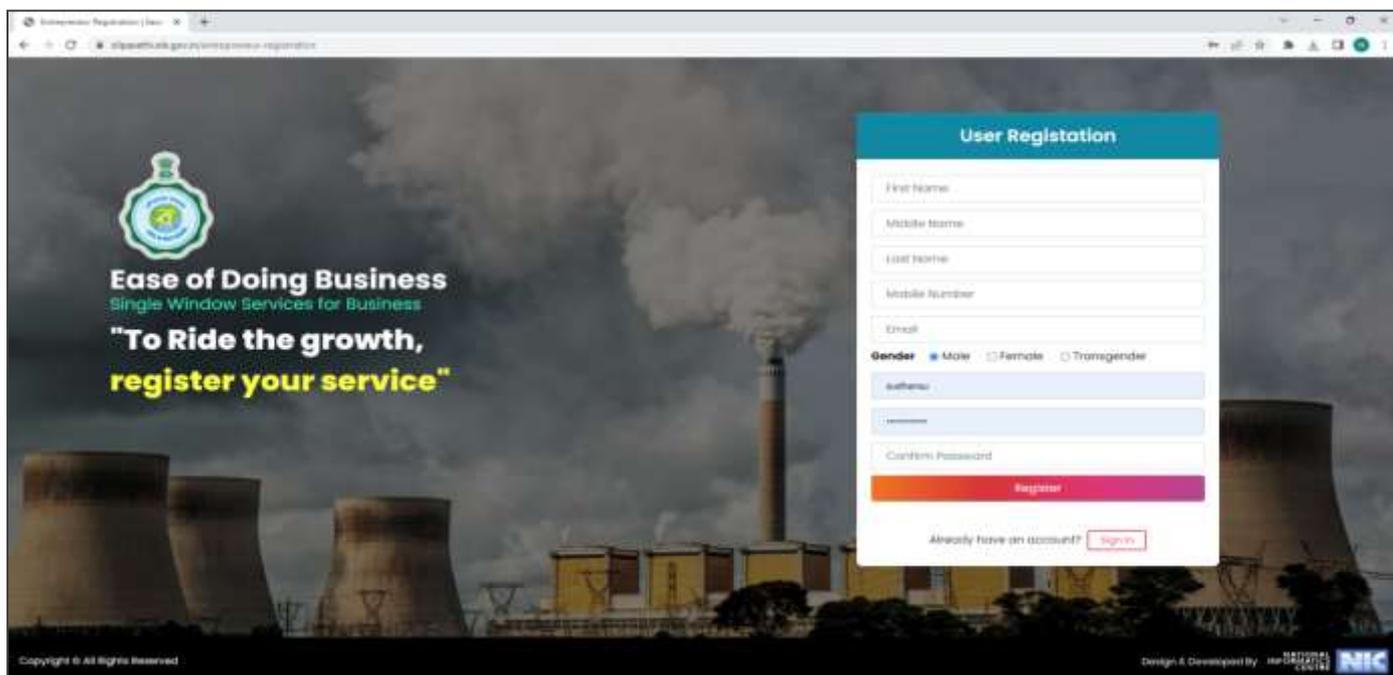
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)
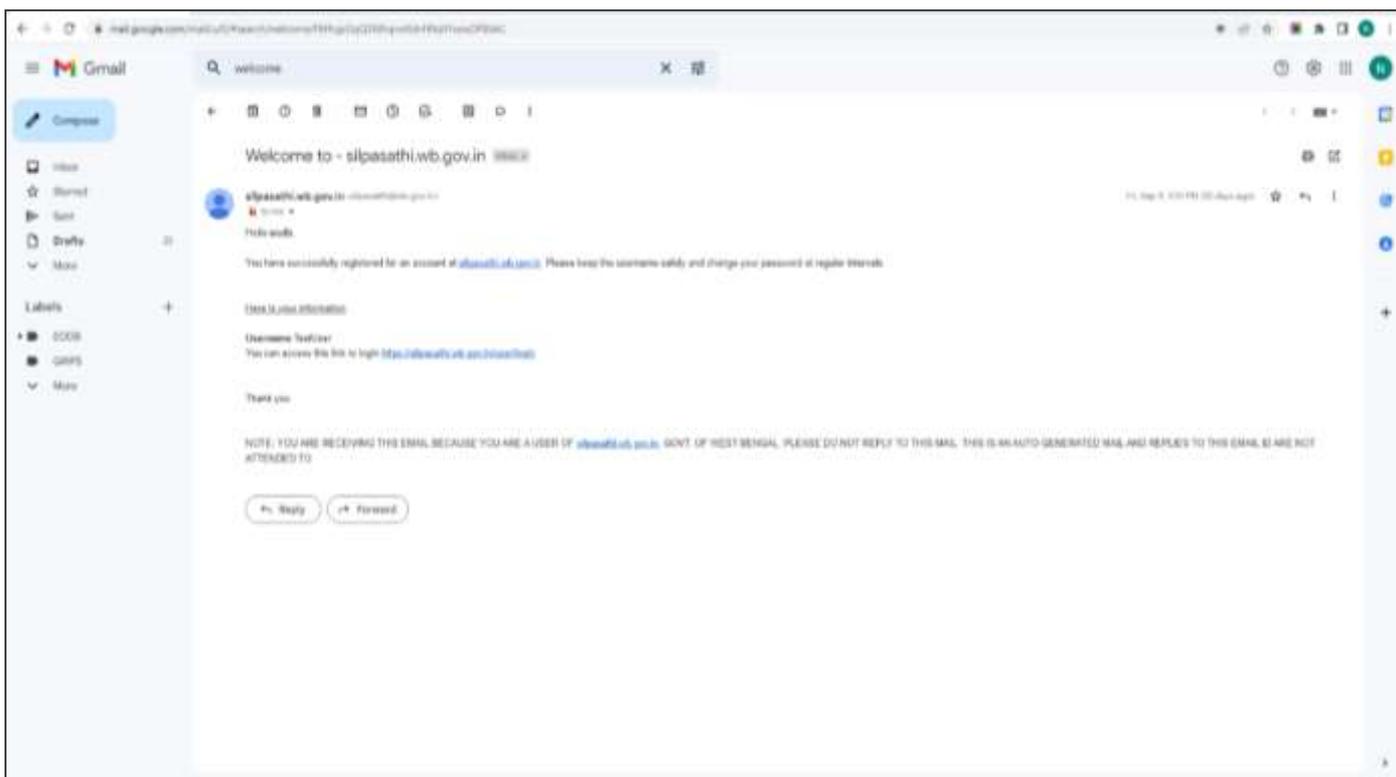
Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

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The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.

Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named ***Fire Safety Certificate***

After selecting the service **Fire Safety Certificate**, the applicant has to click on **'Create CAF'.** Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

CAF ID generated.

Click on 'Apply Online' to proceed with the application.
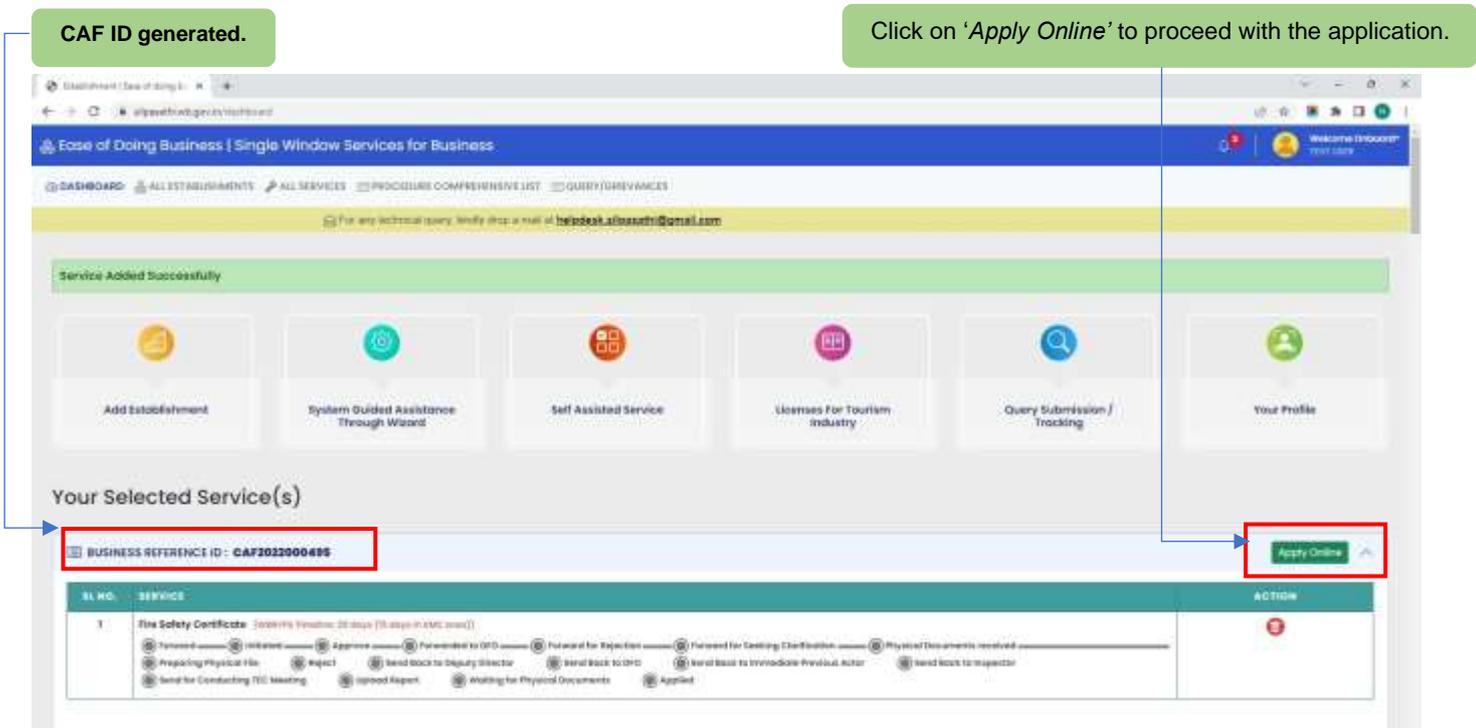
After clicking on '*Apply Online'* option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and add existing FSR details (screenshot below):

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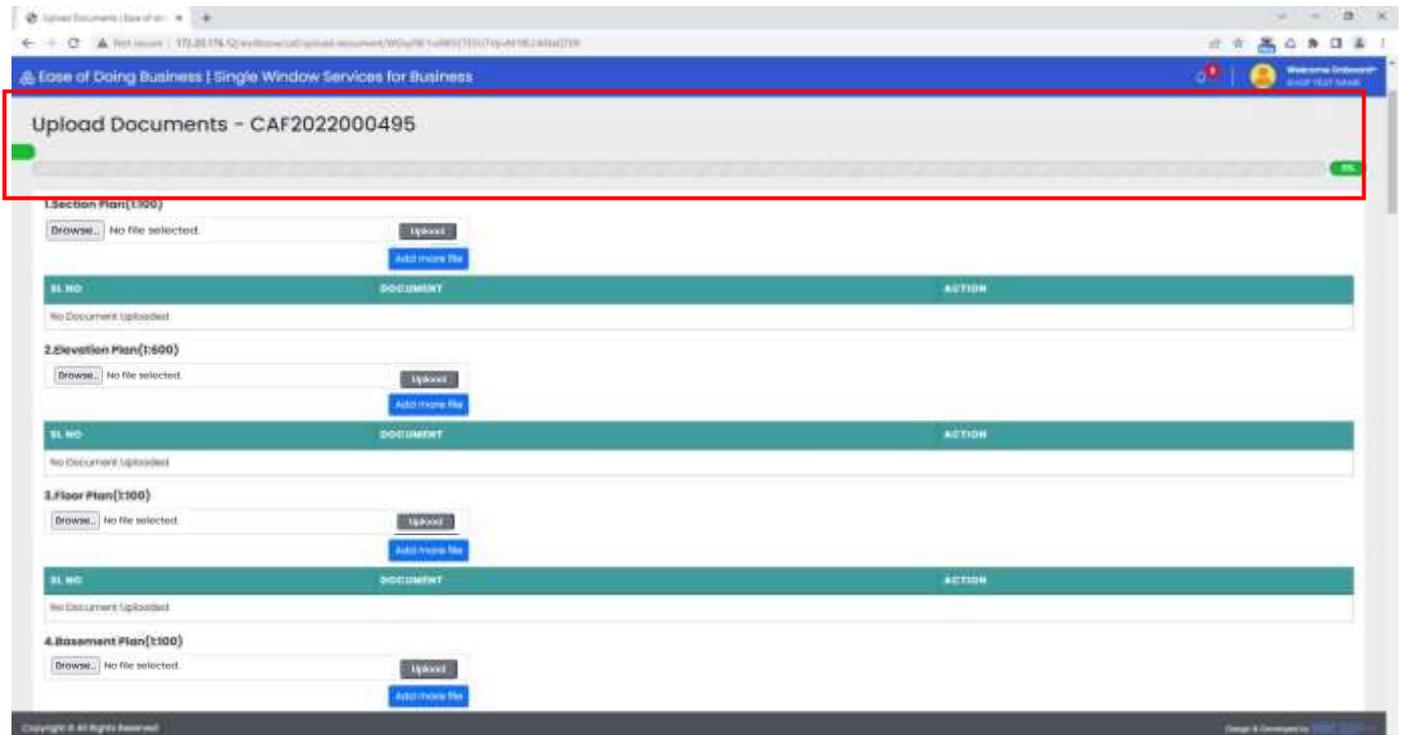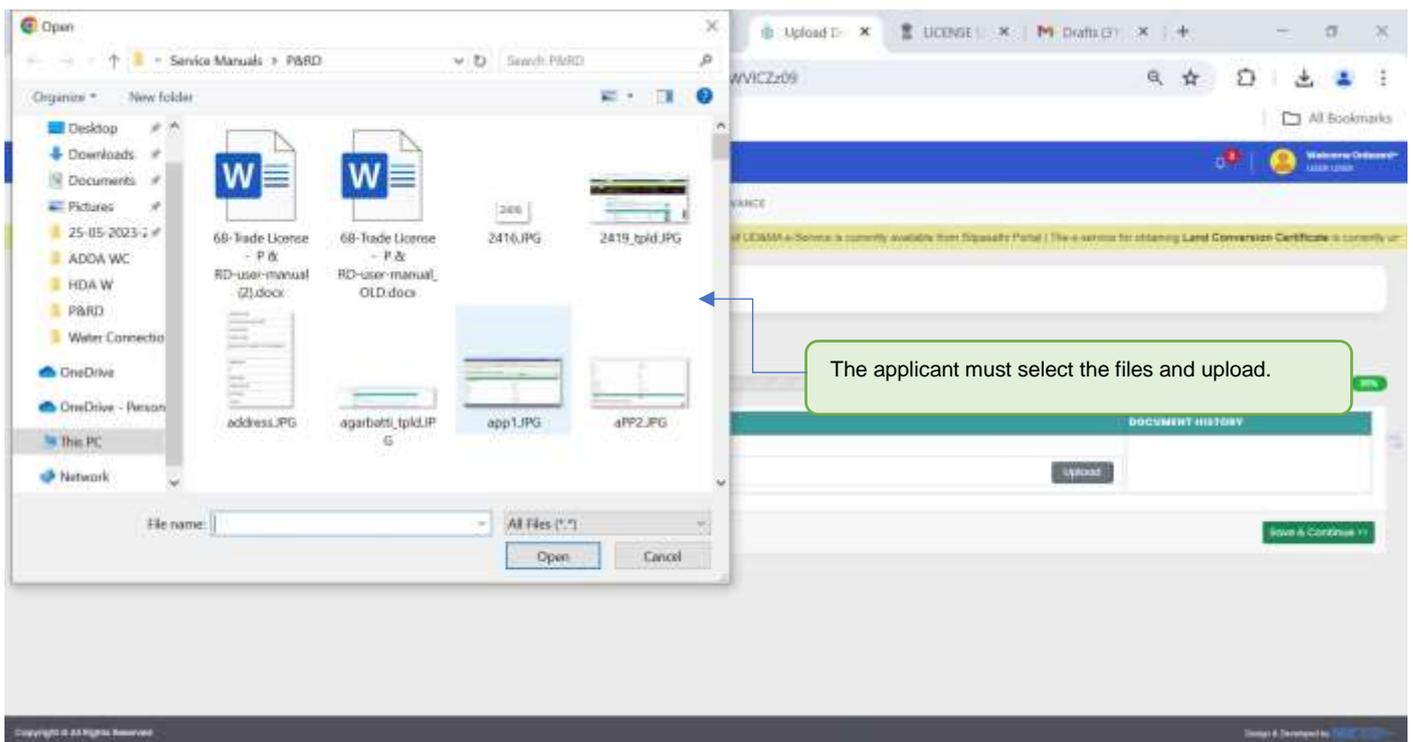Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Upon completion of the application process along with document submission, the applicant clicks on the *'Submit'* button for final submission of the application.
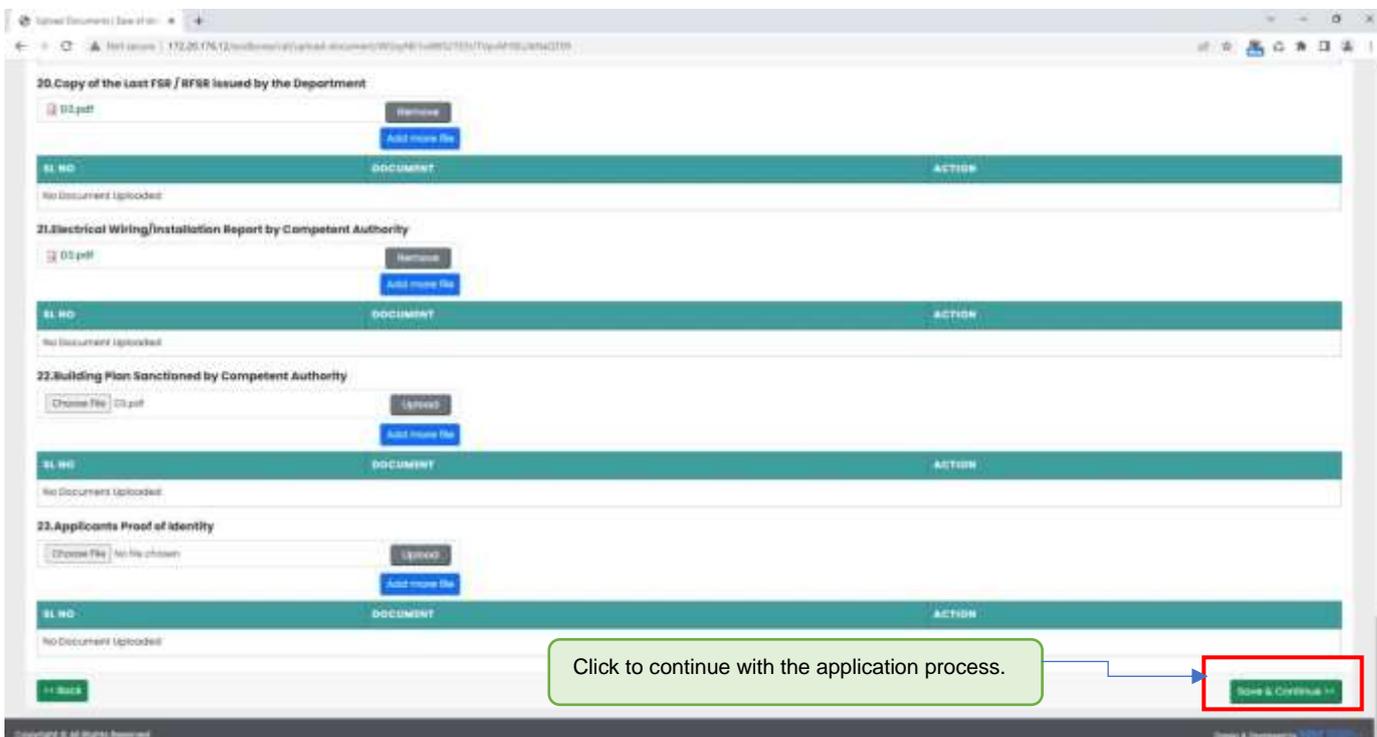
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The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.

The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse'.** Once the required file is selected, the applicant has to click on **'Upload'** button to upload the files successfully.
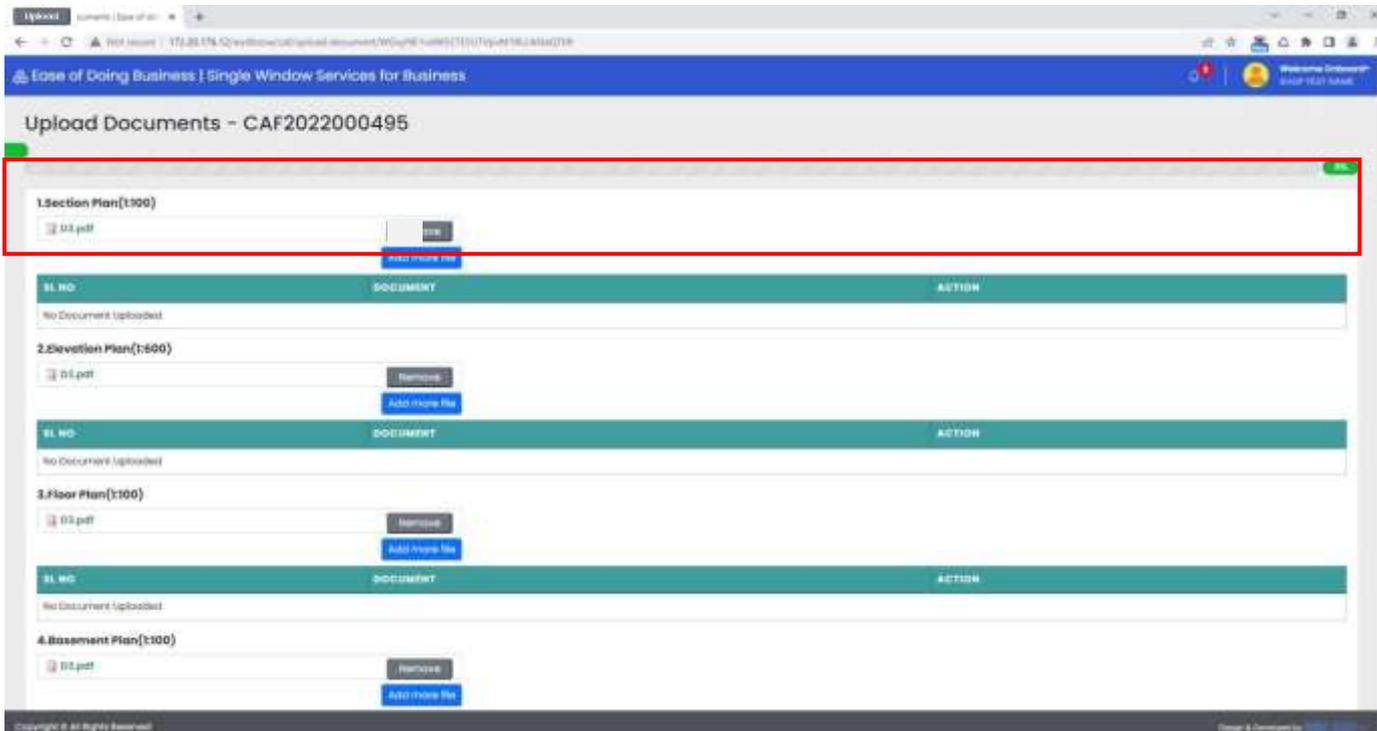
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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue'** to proceed with the application.

The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.

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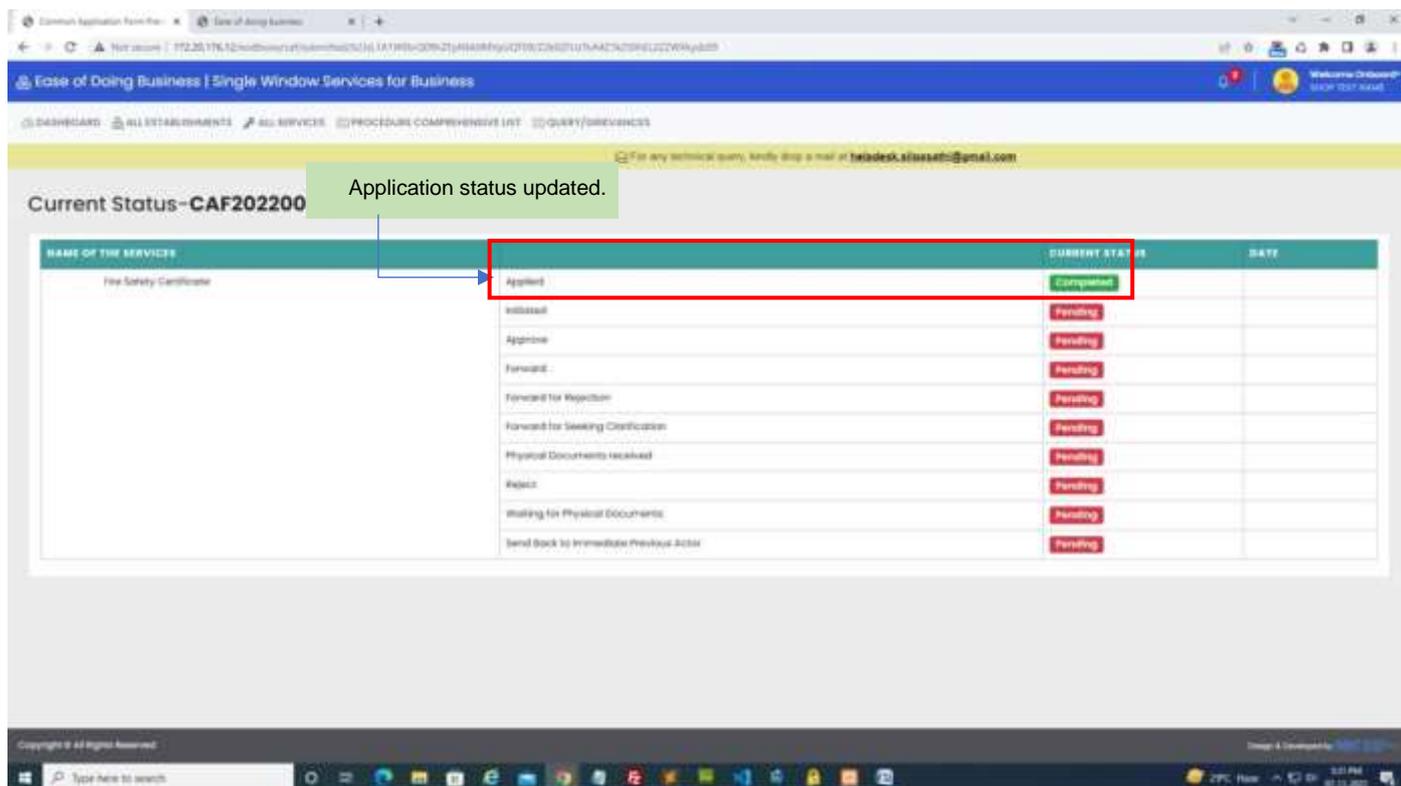### Application Form

Declaration Statement

Click for final submission.

On clicking on '**Submit**' link, the following webpage appears post submission of application with updated Status.
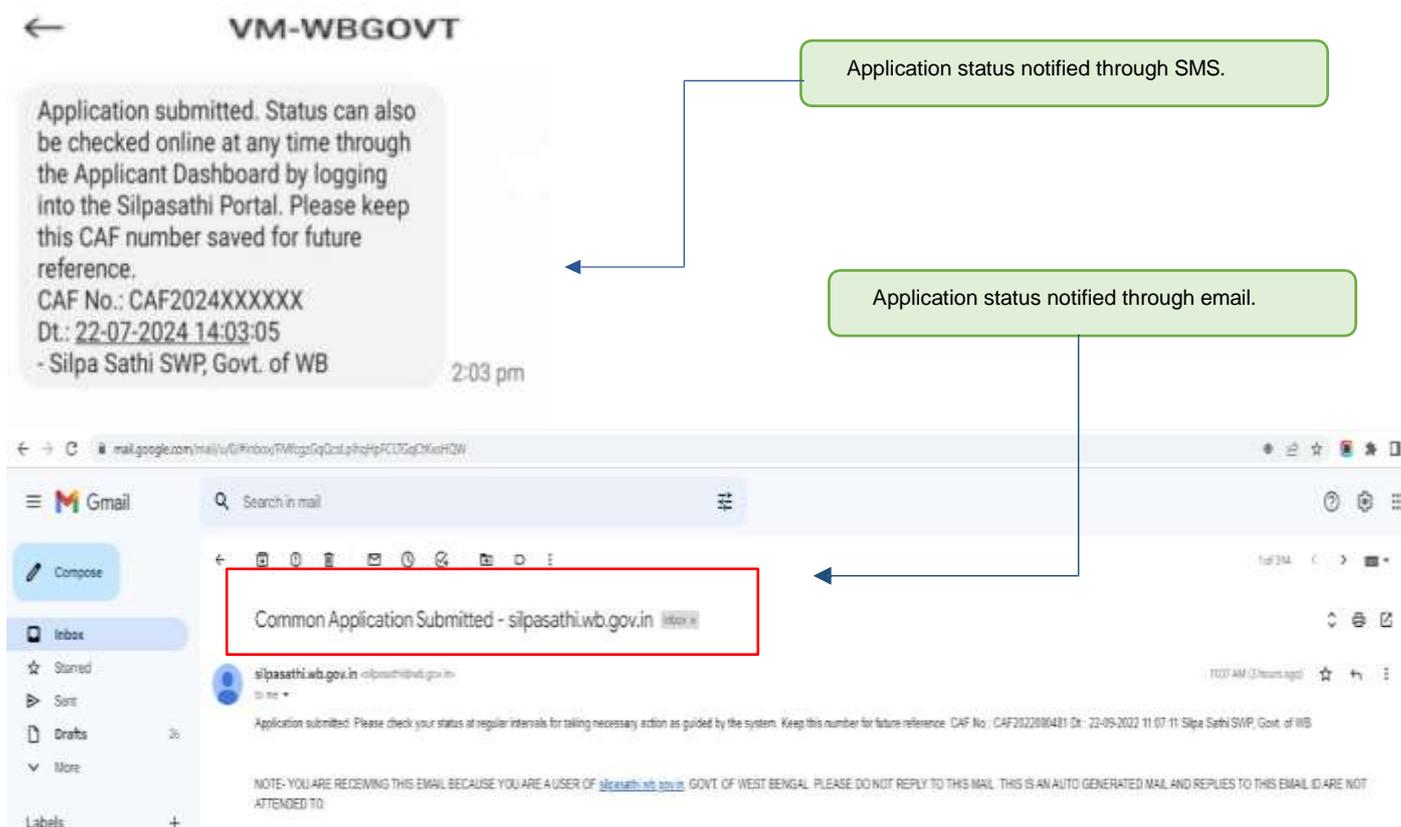
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Application status updated.

The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

Application status notified through SMS.

Application status notified through email.

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2. Online Payment of fees

No Payment of fees is required.

After completion of necessary steps, after Approval by the authority the applicant will receive the Registration Certificate and License as approved by the Department.
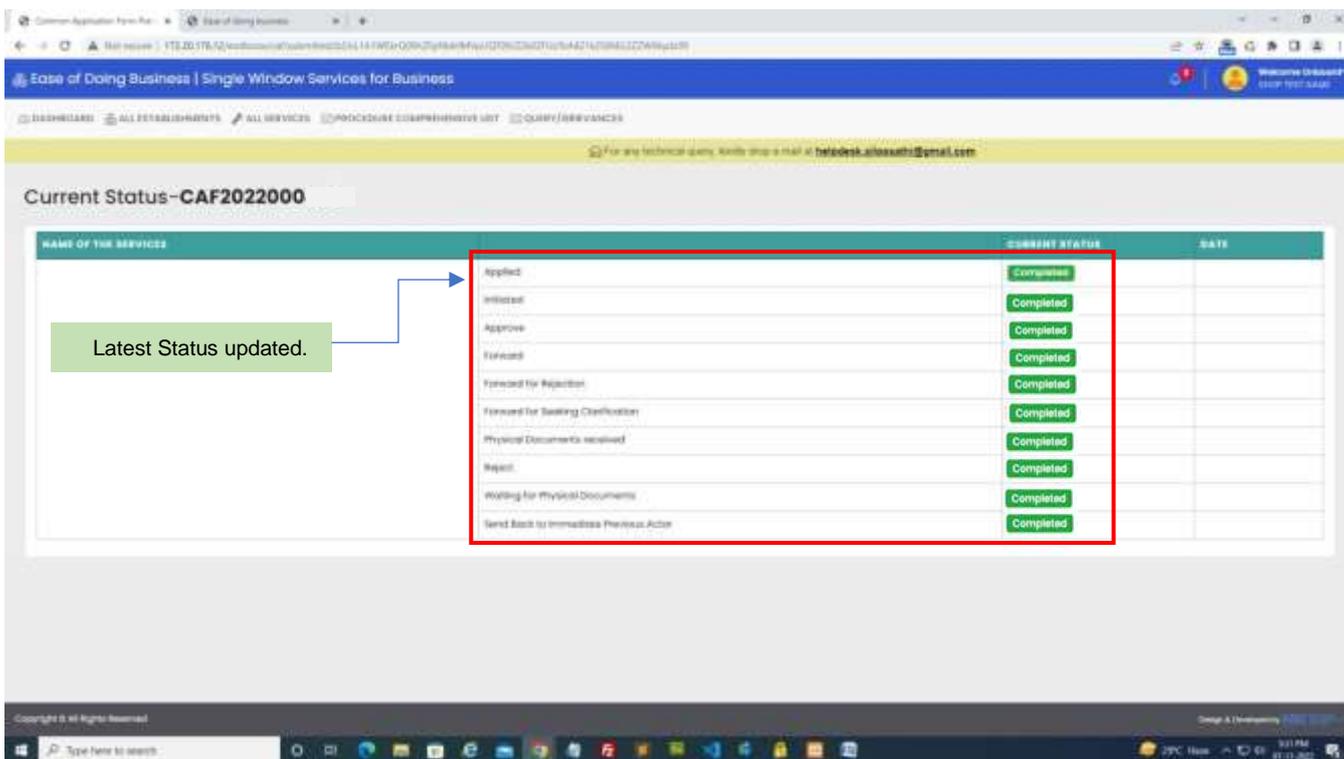
3. Track Status of Application

The applicant has to click on **'Check Status'** to view the updated status of application.

Applicant's Dashboard

Click on **'Check Status'**

Note: Latest status can be seen any time through Applicant's Dashboard

Latest Status updated.

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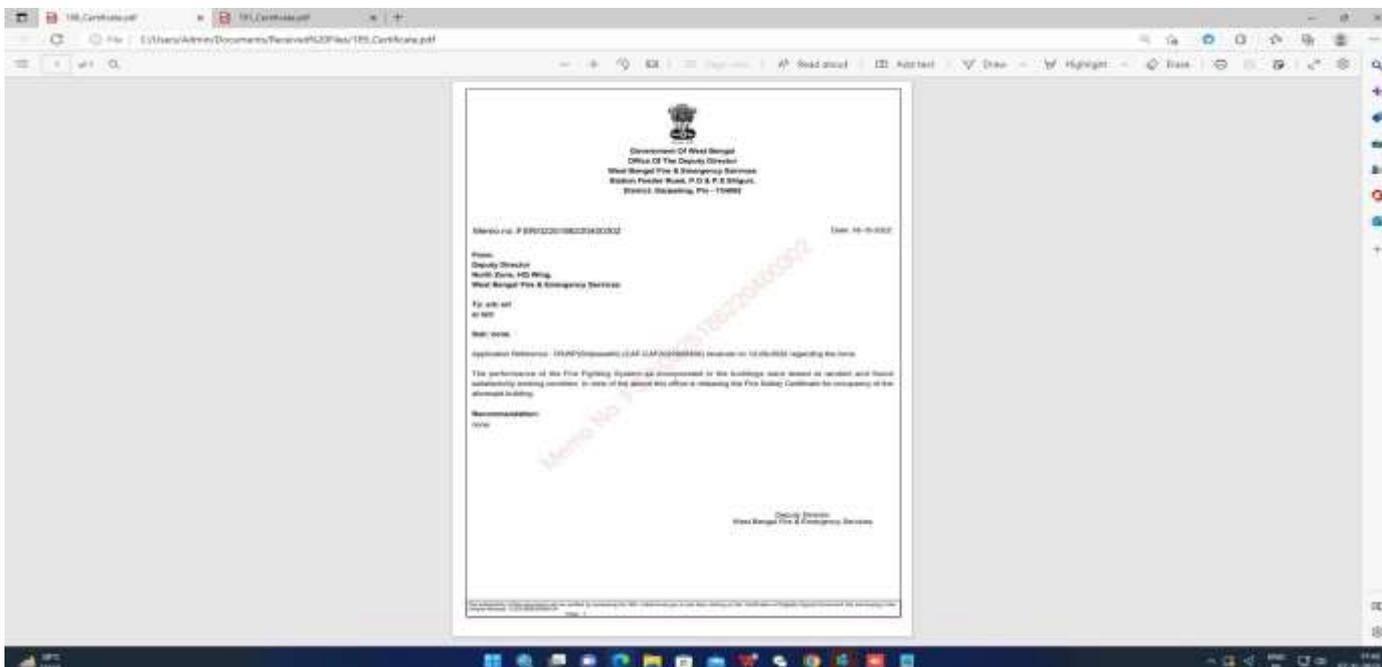## Fire Safety Certificate (Fire & Emergency Services)

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4. Online Download of final approval certificate

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on **'Click to Proceed',** icon to download the Final Approval Certificate issued.

The certificate as downloaded:

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Sample Certificate as downloaded:

5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal.

Third part verification process

The applicant or any user has to log in to **www.silpasathi.wb.gov.in**.

A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.
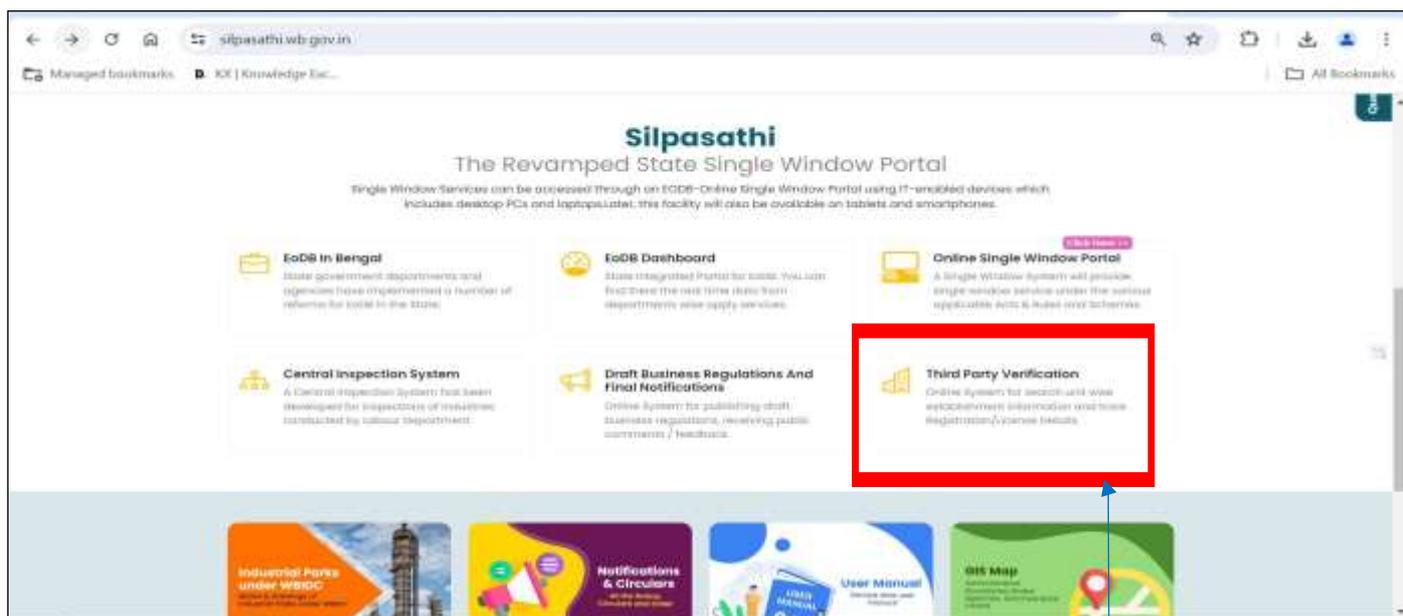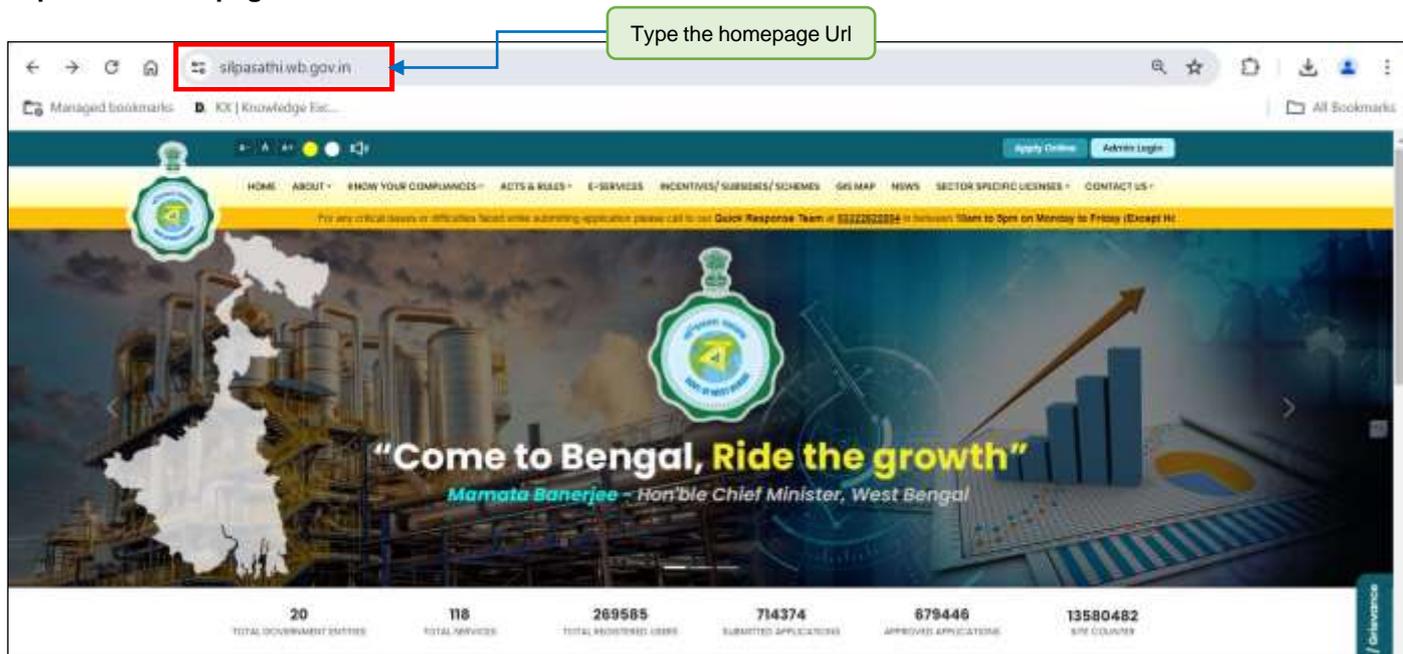
(Screenshots below):

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SilpaSathi Homepage

Type the homepage Url

Select 'Third Party Verification'

Applicant selects the service and then enter the Certificate/ Approval number and clicks on *'Search' to view details of certificate.*

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User can also directly use this url

Enter Registration number/ License number to view details.

License details can be viewed after entering correct license number and clicking on Search.

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The third party can view the details as illustrated below:

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