



Fire & Emergency Services:

Fire Safety Certificate

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

User Manual

User Manual

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).

Salient Features of Silpasathi Portal:

- 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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#	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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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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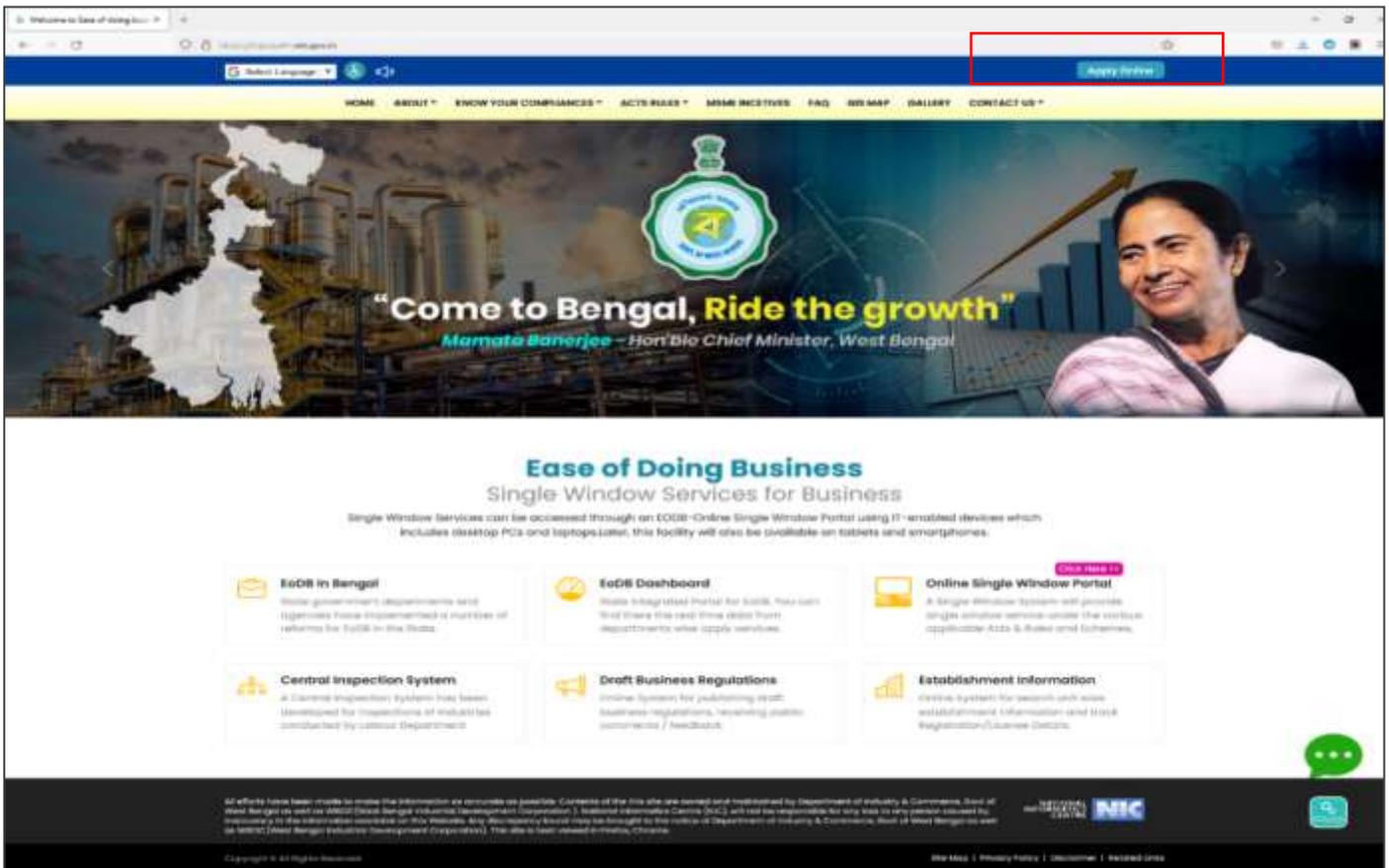
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Application Process through SilpaSathi

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.

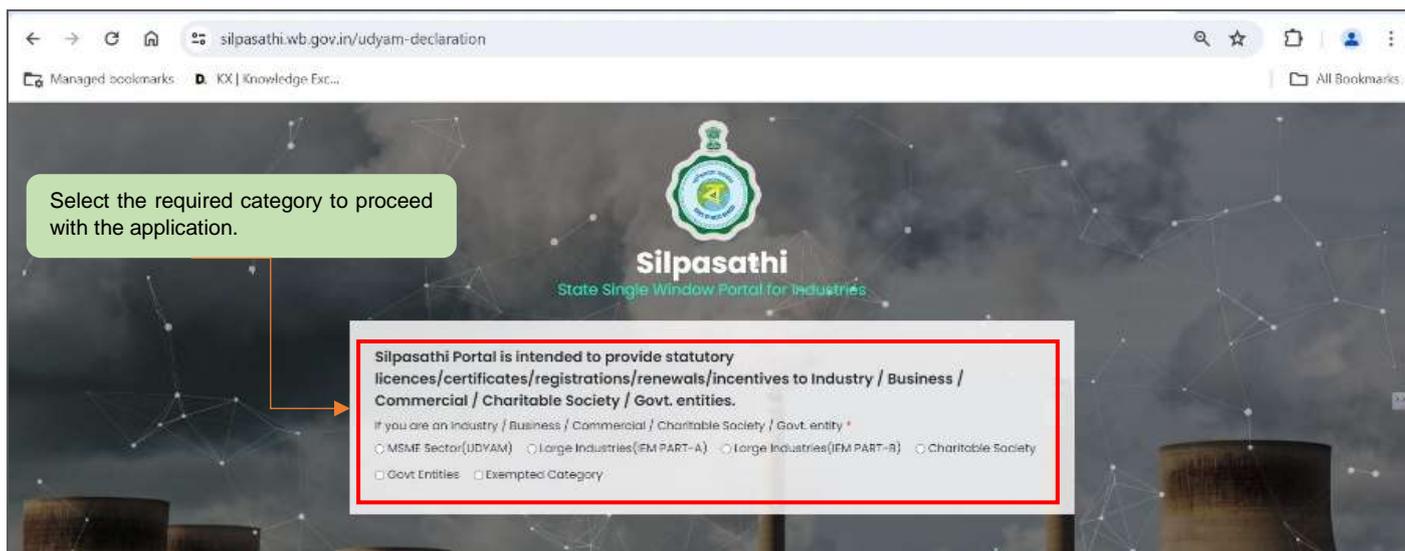


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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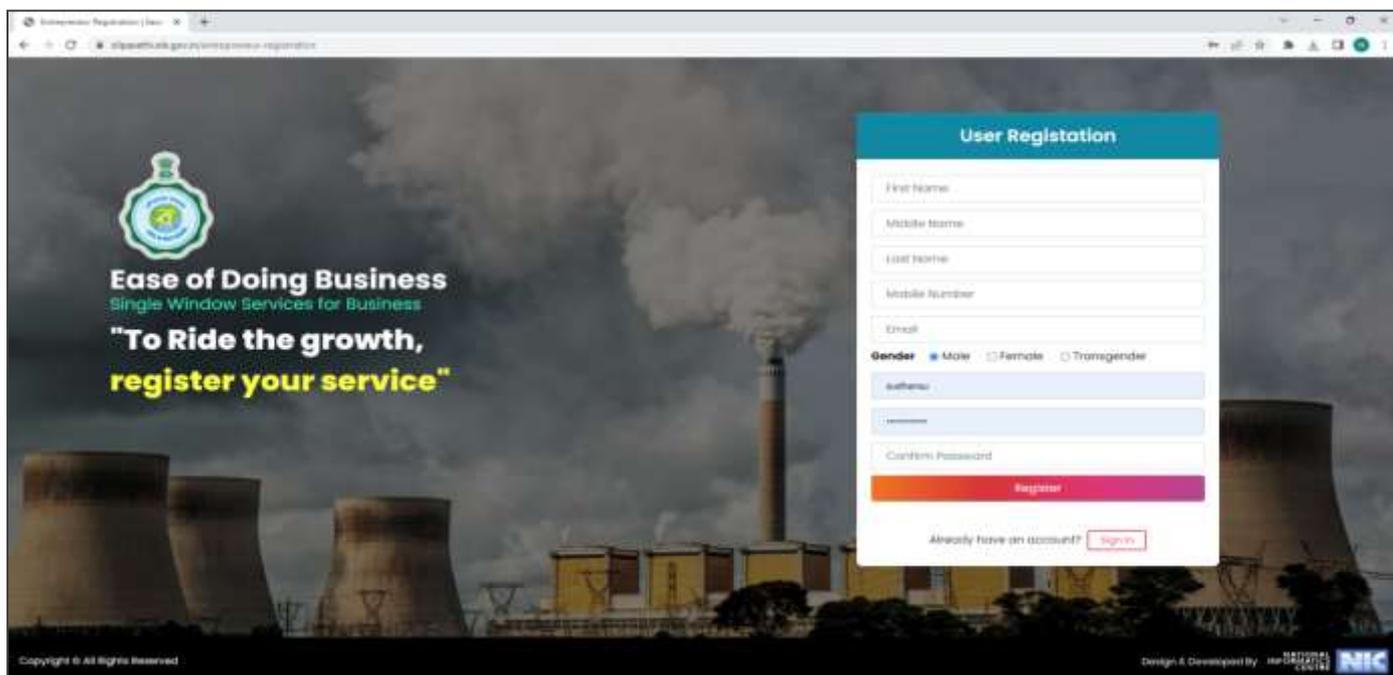
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A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.

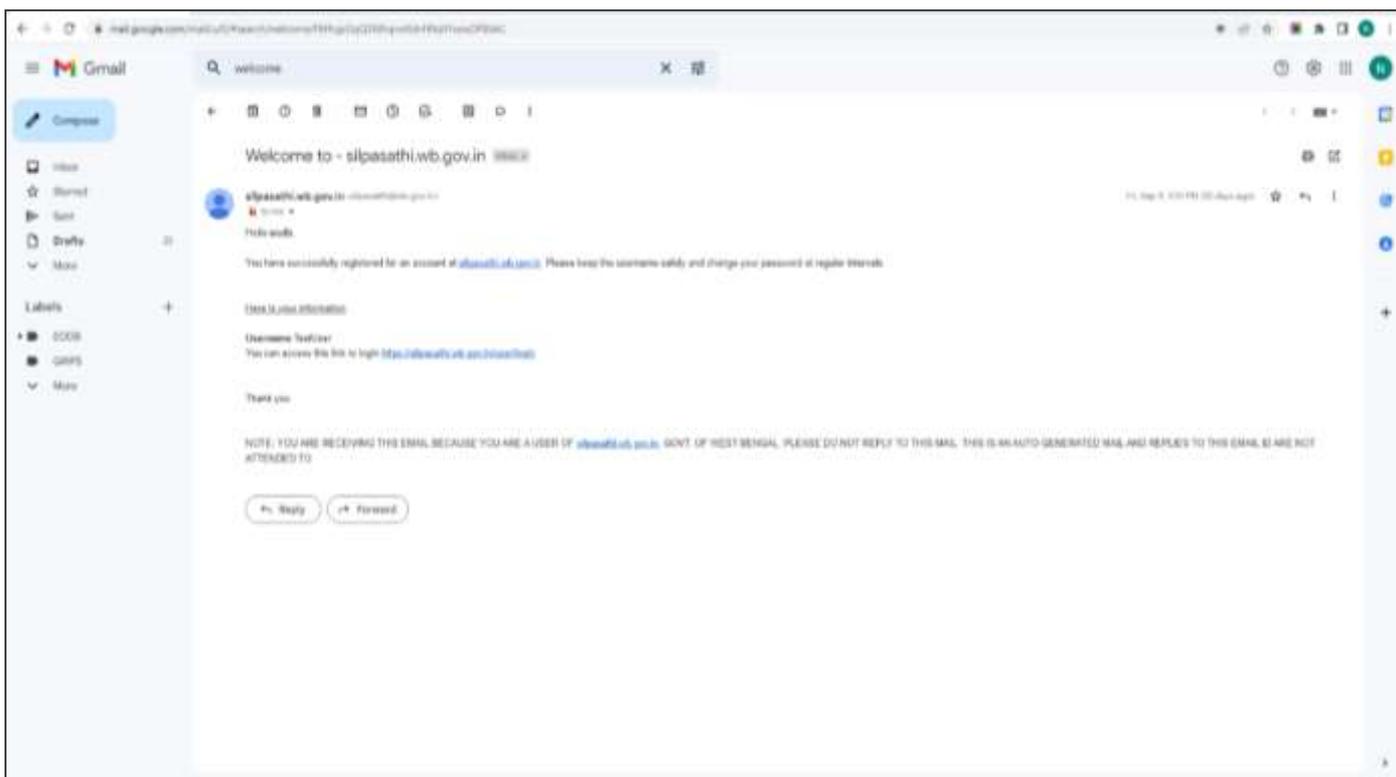


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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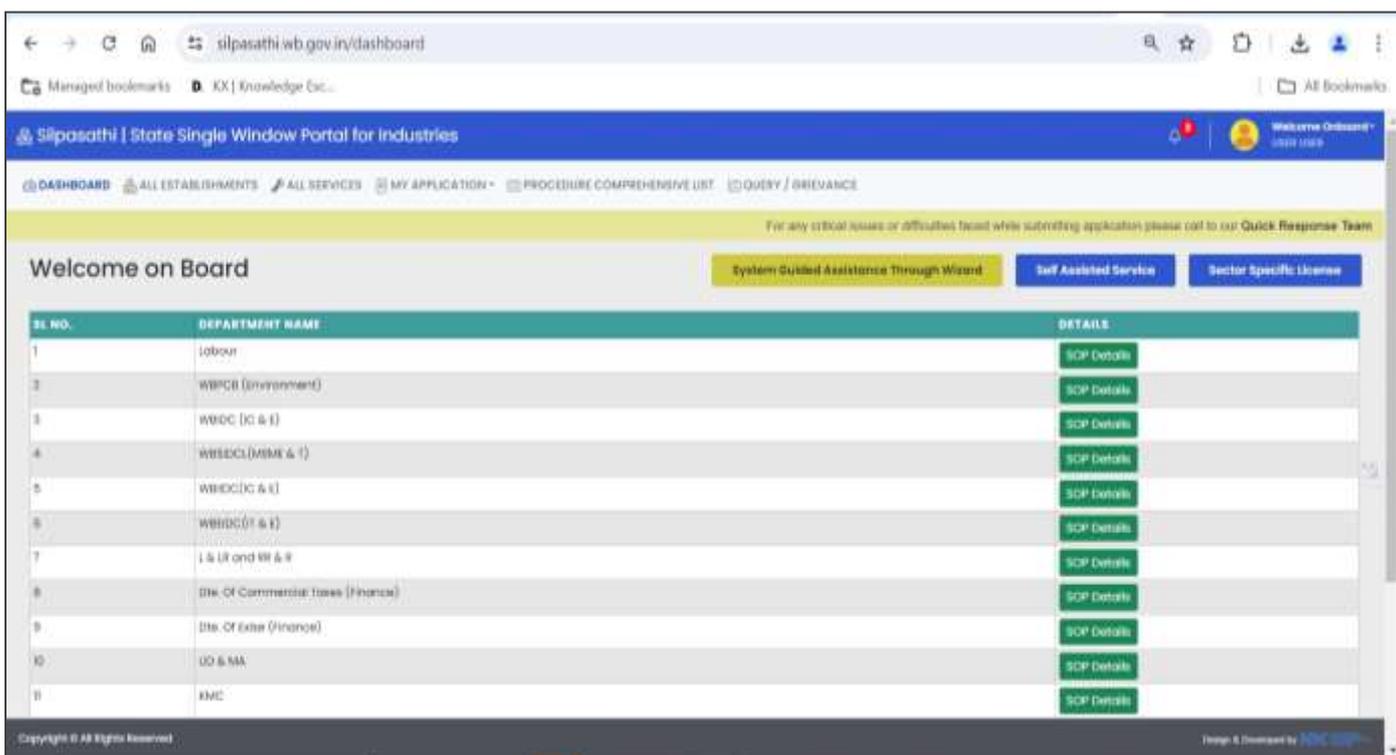
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Online Application submission

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

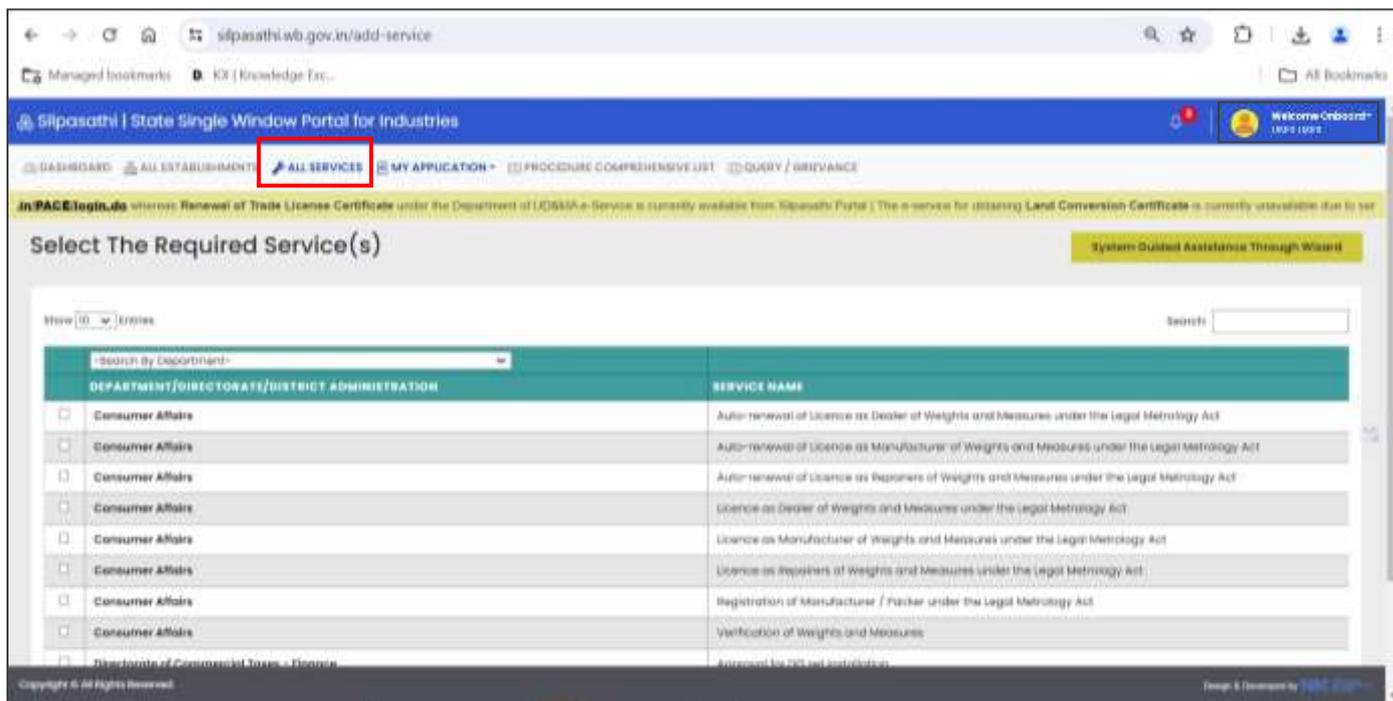


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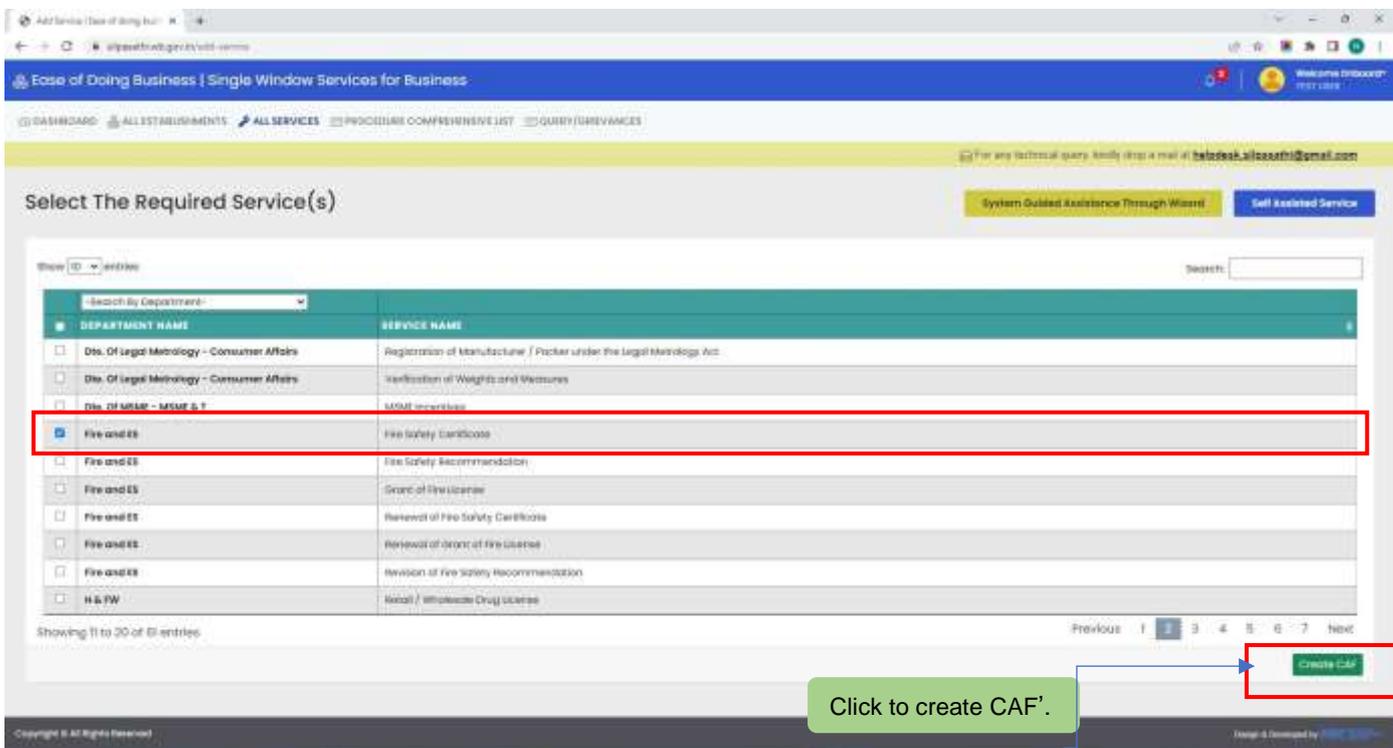
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



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



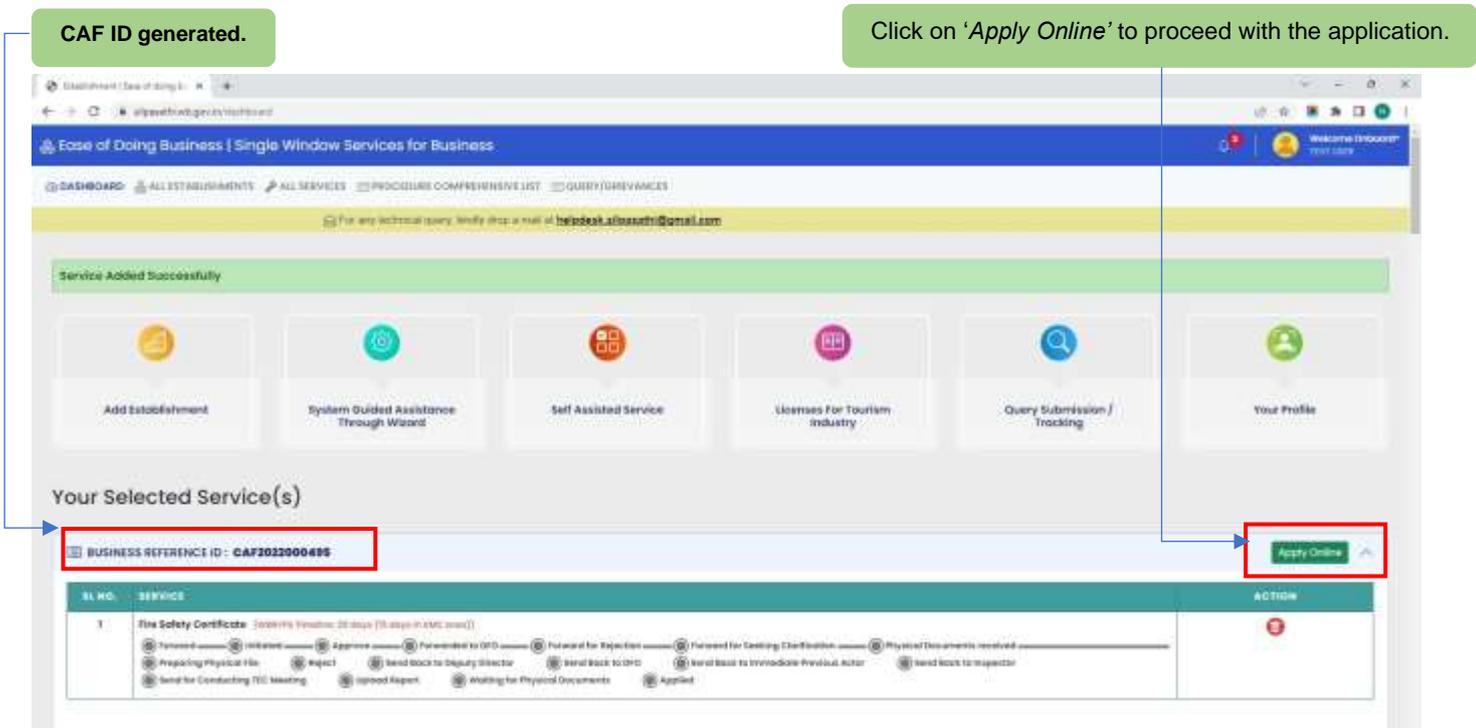
After selecting the service **Fire Safety Certificate**, the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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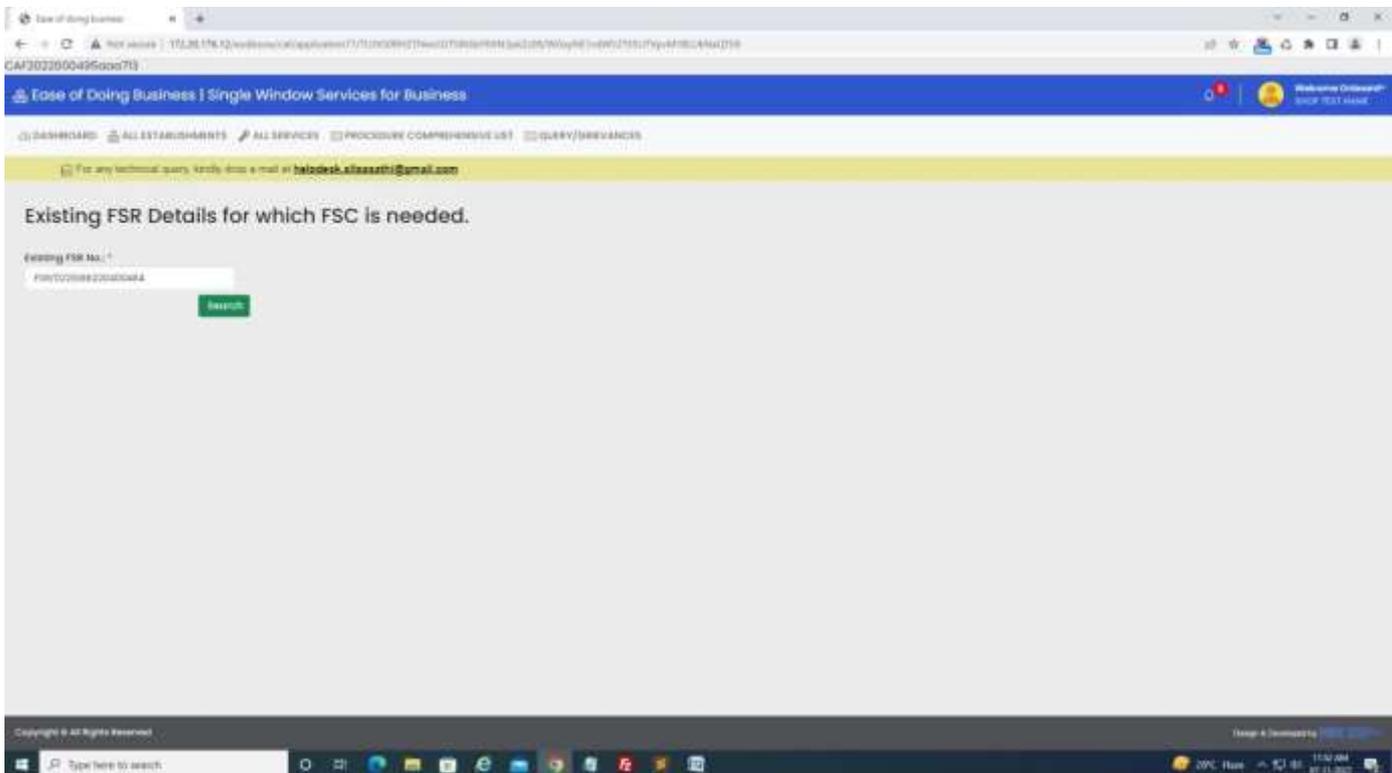
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Applicant's Dashboard



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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Valid FSR NO.

Common Application Form - CAF2022000495

Applicant Type

Applicant Type *
Owner
FSC Type *
please select
Legacy Registration No *
No

Applicant's Basic Information

Name: Mr. eadbt test, Dob: 20-09-1981(age=41), Mobile No: 2354534534, Email: syj@yahoo.co.in, Pan No: BCSFD5422J, Aadhar No: 0345678888

Address Of The Property

Country: India, State: West Bengal, District: Coochbehar, Sub-division: CoochBehar, Rural or Urban: Urban, Block/Municipality/Municipal Corporation: Municipality ,Block/Municipality/Municipal Corporation Name:Cooch Behar, Village or Ward:scv scv, Post Office:scv scv, Police Station:Dinhata PS, Address Line 1:scv scv, Address Line 2, Pin Code:73102, Nearest Fire Station to the Premises:Dinhata, Flat No./Holding No./Premises No:dg afg

Communication Address

Country: India, State: West Bengal, District: Coochbehar, Sub-division: CoochBehar, Rural or Urban: Urban, Block/Municipality/Municipal Corporation: Municipality ,Block/Municipality/Municipal Corporation Name:Cooch Behar, Village or Ward:scv scv, Post Office:scv scv, Police Station:Dinhata PS, Address Line 1:scv scv, Address Line 2, Pin Code:73102

Legal Status Of Site

Whether Site Legally Owned or Legally Held *

Details For Legally Owned Site

Whether Site Legally Owned or Legally Held *
Name *
Address with Pin code *
Registration Particulars if any.

SL. NO.	WHETHER SITE LEGALLY OWNED OR LEGALLY HELD	NAME	ADDRESS WITH PIN CODE	REGISTRATION PARTICULARS IF ANY	DELETE
1	Yes	sd sd	0 0000	sd sd	

Details For Legally Held Site

I or We declared that this site is legally held by me in terms of lease whose particulars are as stated below *
Name *
Superior or Sub-lessee *
Co-lessee *
Registration Particulars

SL. NO.	I OR WE DECLARED THAT THIS SITE IS LEGALLY HELD BY ME IN TERMS OF LEASE WHOSE PARTICULARS ARE AS STATED BELOW	NAME	SUPERIOR OR SUB-LESSEE	CO-LESSEE	REGISTRATION PARTICULARS	DELETE
No Record Exists						

Occupancy And Use Group Details

Type of dominant Occupancy *
Residence

Mention the State of Different Occupancy with Floor

Type of Use Group *
Retail Retail

Total Plot Area

As per Documents (sqm) *
00

As per physical measurements(sqrm) *
00

Boundaries On Each Sides

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The screenshot shows the 'Boundaries On Each Side' section with input fields for North (m), East (m), South (m), and West (m). Below this is the 'Main Characteristic Details' section, which includes fields for Maximum Height of the Building (m), Width of the Abutting Road (m), Total Floor Area of the Building (sqm), Car Parking in Basement, Car Parking in ground floor, Car parking in Other space, No. of individual Basement, Bed Capacity, Name of the Abutting Road, Area of the Site (sqm), Was the building with the advantage of the open space on which the present proposal has been submitted?, Car Parking in Open Space, Car Parking in M.G.P., Specify Other Space (car parking), No. of Common Basement, Specify Other Space (car parking), and Working Capacity.

The screenshot shows the 'LIFT Details' section with a table for recording lift information. The table has columns for Sl. No., Block No., Type of Lift, Capacity of each Lift (Person or Weight), and Availability of Service Staircase, Service Lift. Below the table is the 'Minimum Open Space Details' section, which includes input fields for Open Space around the building on North Side (m), Open Space around the building on East Side (m), Open Space around the building on South Side (m), and Open Space around the building on West Side (m). The 'Means Of Access' section includes fields for No. of Entry or Exit to Premises, Minimum Width of Exit from Premises (m), Maximum Width of Exit from Premises (m), Length of Internal road or driveway from abutting to host block or building (m), Maximum Width of Internal Driveway (m), Height of Exit from Premises (m), and Minimum Width of Internal Driveway (m). The 'Power Of Attorney Details' section includes Name and Address fields.

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The screenshot displays the 'Details of Licensed Building Surveyor (LBS) Or Architect' section. It includes a table with columns: SL. NO., ARCHITECT OR LBS, NAME OF THE ARCHITECT OR LBS, CLASS OF THE LBS, ARCHITECT REGISTRATION NO. OR LBS LICENSE NO., ADDRESS, PIN CODE, CONTACT NO OF ARCHITECT OR LBS, and VALIDITY PERIOD OF THE LICENSE OR REGISTRATION. Below the table, it says 'No Record Exists'. The 'Structural Engineer Details' section follows, with a table for Name, Address, PIN Code, Registration No., Contact No., and Validity Period, also showing 'No Record Exists'. The 'Previous Application Details, if Any' section has a table for Previous Application No., Name of the Applicant in the Previous Application, and Reason for Rejection, also showing 'No Record Exists'.

The screenshot displays the 'Other Details' section of the form. It contains several input fields and dropdown menus: 'Whether proposed or existing building?' (dropdown), 'Date of Completion of the Building' (date), 'Whether you need any Special Consideration?' (dropdown), 'Location of the water tank' (text), 'Capacity of Intermediate Static Water Tank for fire for building above 150 meters' (text), 'Alternate Lighting Arrangements' (dropdown), 'Area of Transformers (sqm)' (text), 'Location of Fire Pump room' (text), 'Existing Covered Area in Ground (sqm)' (text), 'Whether the Aerial Ladder can be moved around the Building and adequate Open Space available beneath Refuge Area Available?' (dropdown), 'Year of Construction' (text), 'Property Details' (dropdown), 'Location of the tank' (text), 'Whether sub-station Provided or not?' (dropdown), 'Capacity of Underground Static Water Tank' (text), 'Capacity of the Overhead Static Water Tank for fire' (text), 'Transformer location' (text), 'Distance of Building from Transformers (m)' (text), 'Area of Fire Pump room (sqm)' (text), 'Whether completion certificate is required' (dropdown), and 'Fire Refuge Area' (dropdown).

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This screenshot shows the first section of the application form, titled "Location of Fire Check Door" and "Rating of FCD (in HRS.)". It contains a grid of input fields for various safety parameters:

- Location of Fire Check Door:** Includes fields for "Door Cores", "Fire Refuge Area", "Lift", and "Electrical/Plumbing Shaft".
- Rating of FCD (in HRS.):** Includes fields for "Door Cores", "Fire Refuge Area", "Lift", and "Electrical/Plumbing Shaft".
- Fire Sign Installed in Each Floor:** A checkbox field.
- Staff Trained for Basic Fire Fighting:** Includes fields for "No. of Staff Trained for Basic Fire Fighting" and "No. of Staff Trained for Basic Fire Fighting".
- Responsible Persons Address:** Includes fields for "Responsible Persons Address" and "Responsible Persons Mobile No.".
- Fire Officer Employed:** Includes fields for "Fire Officer Employed" and "Fire Officer Qualification".
- Evacuation Drill Conducted:** Includes fields for "Evacuation Drill Date" and "Evacuation Drill Date".
- Refuge Area Available:** Includes fields for "Refuge Area Available" and "Refuge Area Location (level in meter)".
- Automatic MCP Suppression Detection System:** Includes fields for "Automatic MCP Suppression Detection System (give details)".

This screenshot shows the second section of the application form, titled "Industrial and Storage Buildings" and "FSC Requirement". It includes the following components:

- Details of Smoke and Fire Venting:** A text input field.
- Details of Explosion Relief Vents:** A text input field.
- Any other Fire Safety Measure (if Provided):** A text input field.
- Name and Address To Be Printed on Fire Safety Certificate:** Includes fields for "Name to be Printed on the Fire Safety Certificate" and "Address to be Printed on the Fire Safety Certificate".
- FSC Requirement For Block:** A table with columns for "SL. NO.", "BLOCK NO", "FSC NEEDED", and "DELETE". It shows "No Record Exists".
- FSC Requirement For Floor:** A table with columns for "SL. NO.", "BLOCK NO WITH FLOOR", "FSC NEEDED", and "DELETE". It shows "No Record Exists".
- FSC Requirement For Basement:** A table with columns for "SL. NO.", "BASEMENT IDENTIFIER", "FSC NEEDED", and "DELETE". It shows "No Record Exists".

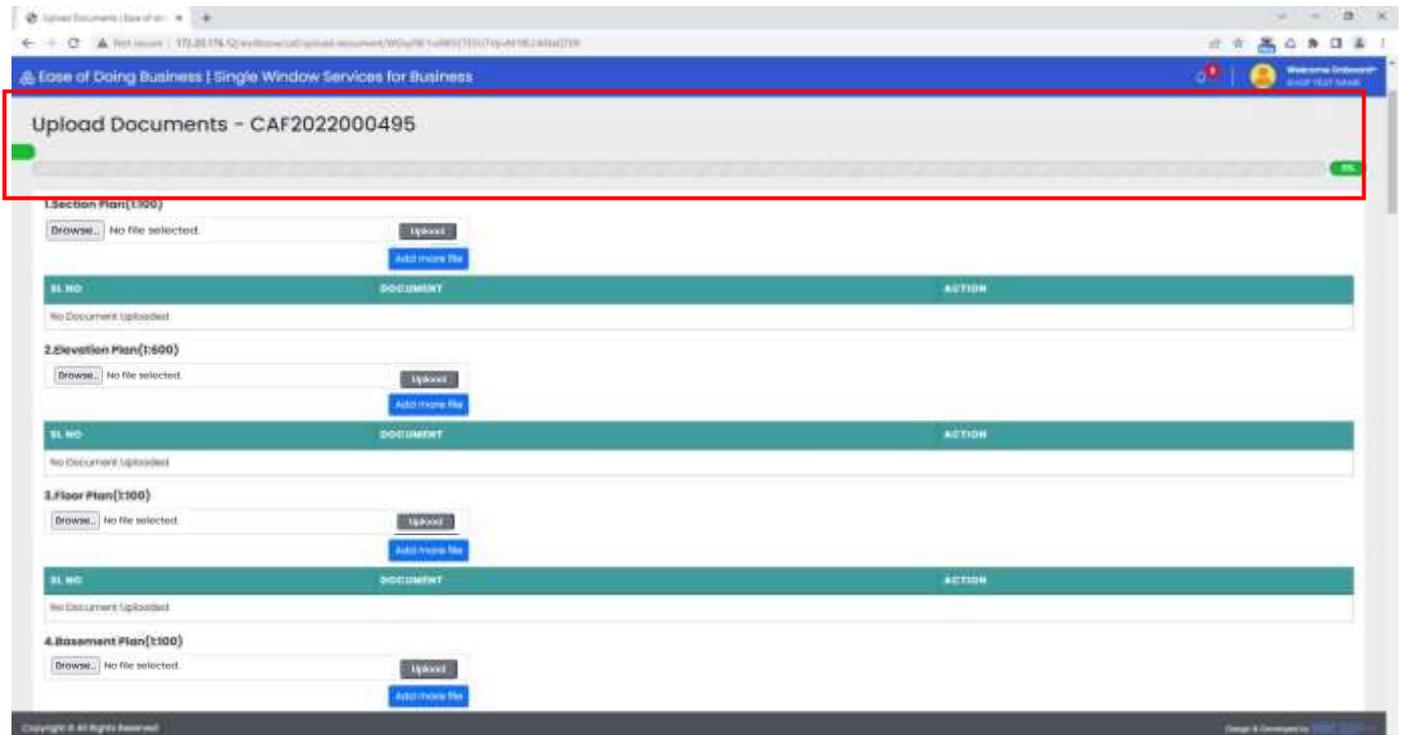
Upon completion of the application process along with document submission, the applicant clicks on the **'Submit'** button for final submission of the application.

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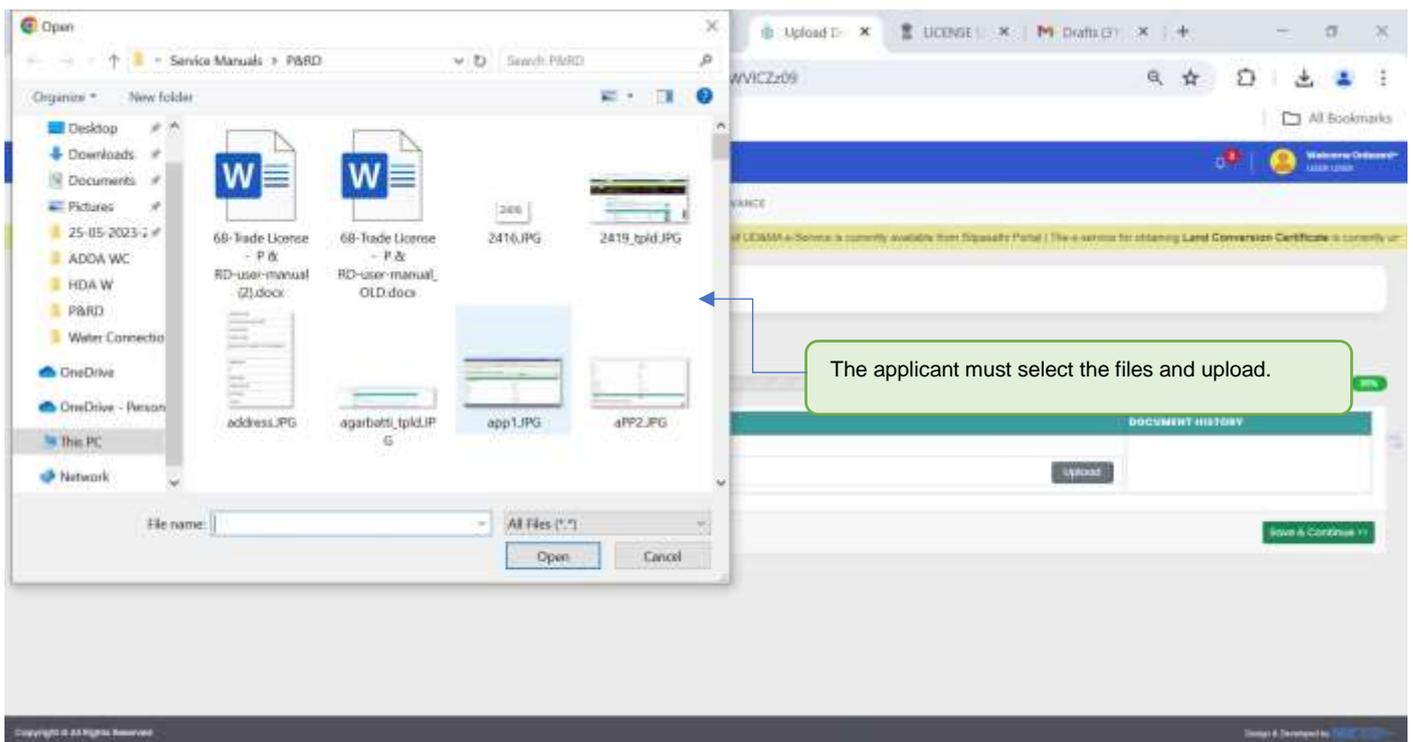
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The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.



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.

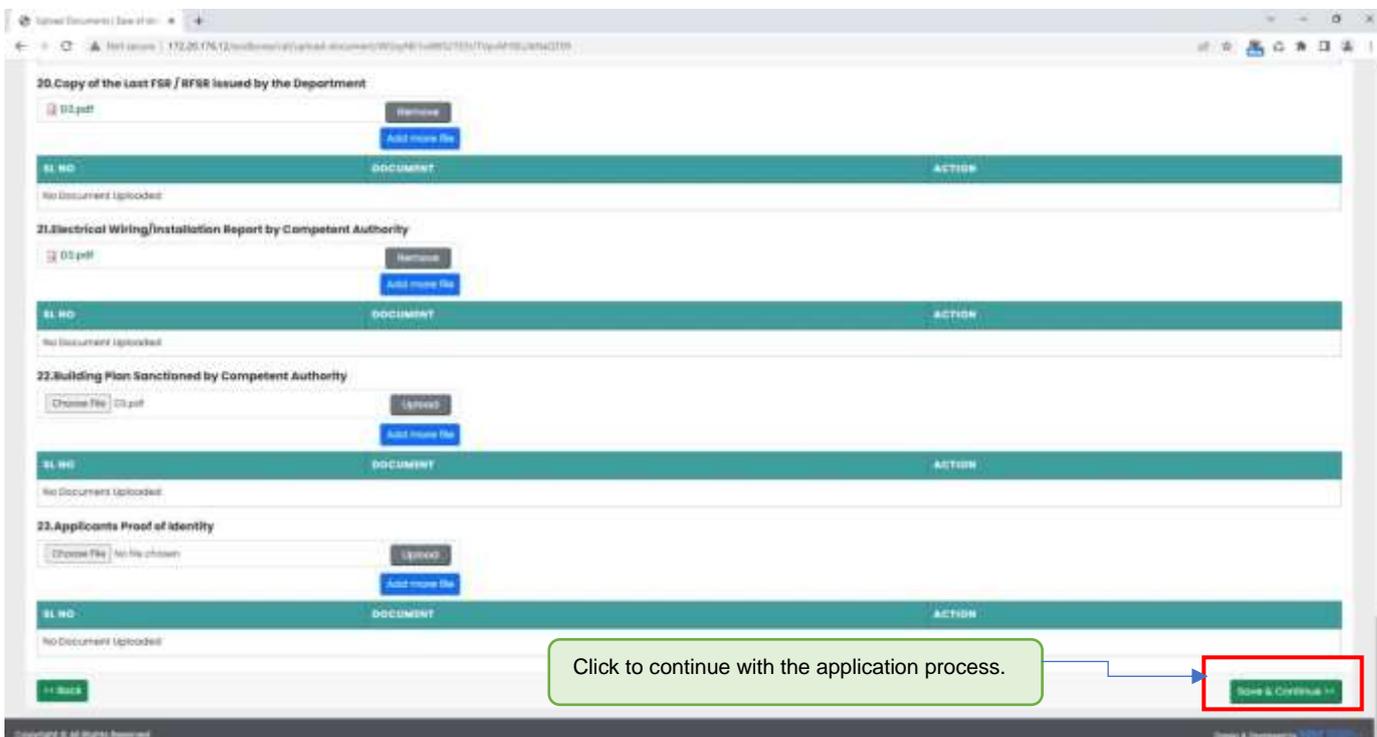
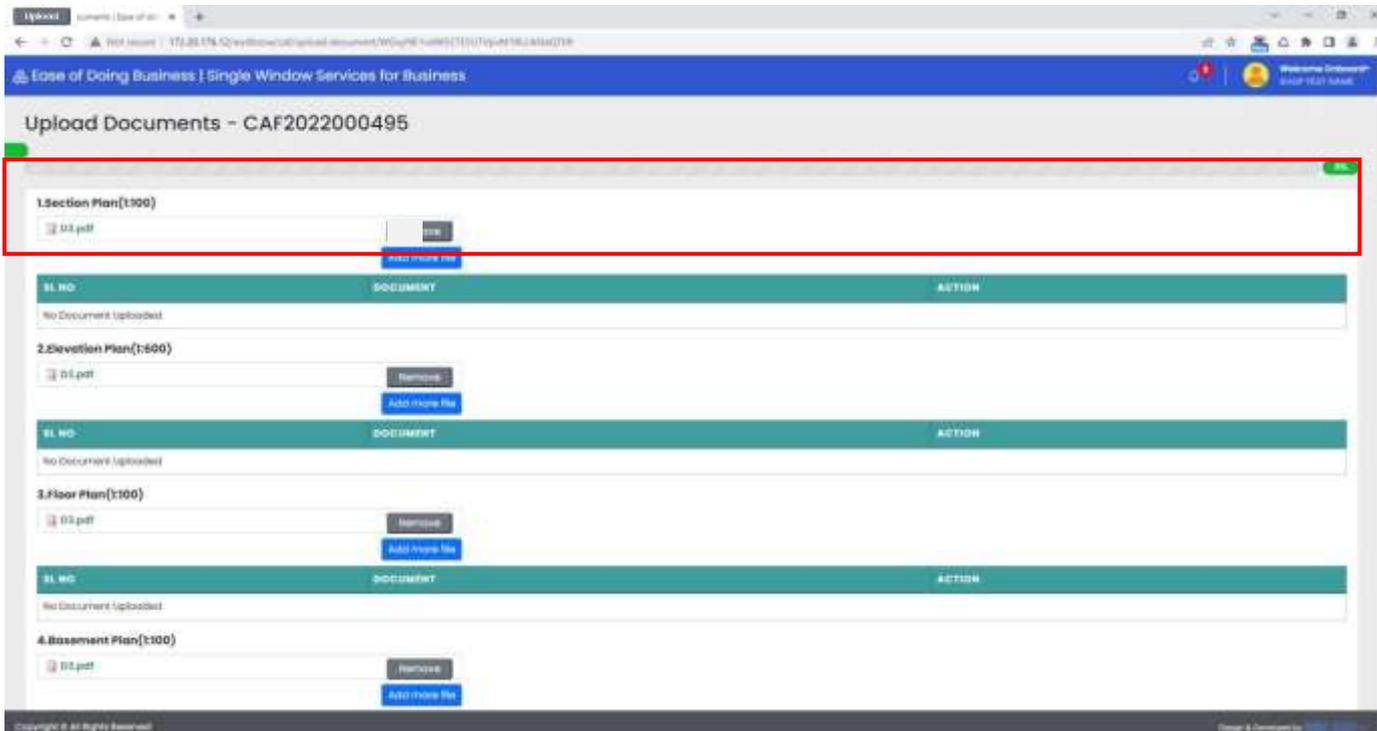


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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed 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

PARAMETERS	VALUES
Applicant Type	Owner
FSC Type	Resi
Legacy Registration No.	NEI
Salutation	MR.
First Name	ANAND
Middle Name	
Last Name	ROY
Date of Birth	20-04-1988
Age	41
Gender	Male
Date of Application	03/11/2022 13:33:27
Mobile No.	988034634
E-mail	syip@hcc.co.in
Applicant Card No.	123456788888
PSI Number	BCPDA4232

Address of the Property

Site Plan(1000)	View
Section Plan(1000)	View
Elevation Plan(800)	View
Floor Plan(1000)	View
Basement Plan(1000)	View
Master Plan with ground floor showing basement area statement in sq meter.(1000 / 1000)	View
Roof Plan(1000)	View
F.A.R. calculation showing details of Area	View
F.A.R. calculation showing Calculation of Parking Area	View
Applicant's Proof of Identity (Aadhaar / Passport / Voter ID)	View
Proof of Power of Attorney	View
Completion Certificate for existing building	View
Section Elevation Plan	View
Typical Building Plan	View
Structural Drawings	View
Area Statement	View
Master Plan Drawing	View
Building Completion Certificate	View
Copy of the Last FSI / RSI issued by the Department	View
Electrical Wiring/Installation Report by Competent Authority	View
Building Plan Sanctioned by Competent Authority	View

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

[Submit](#)

Declaration Statement

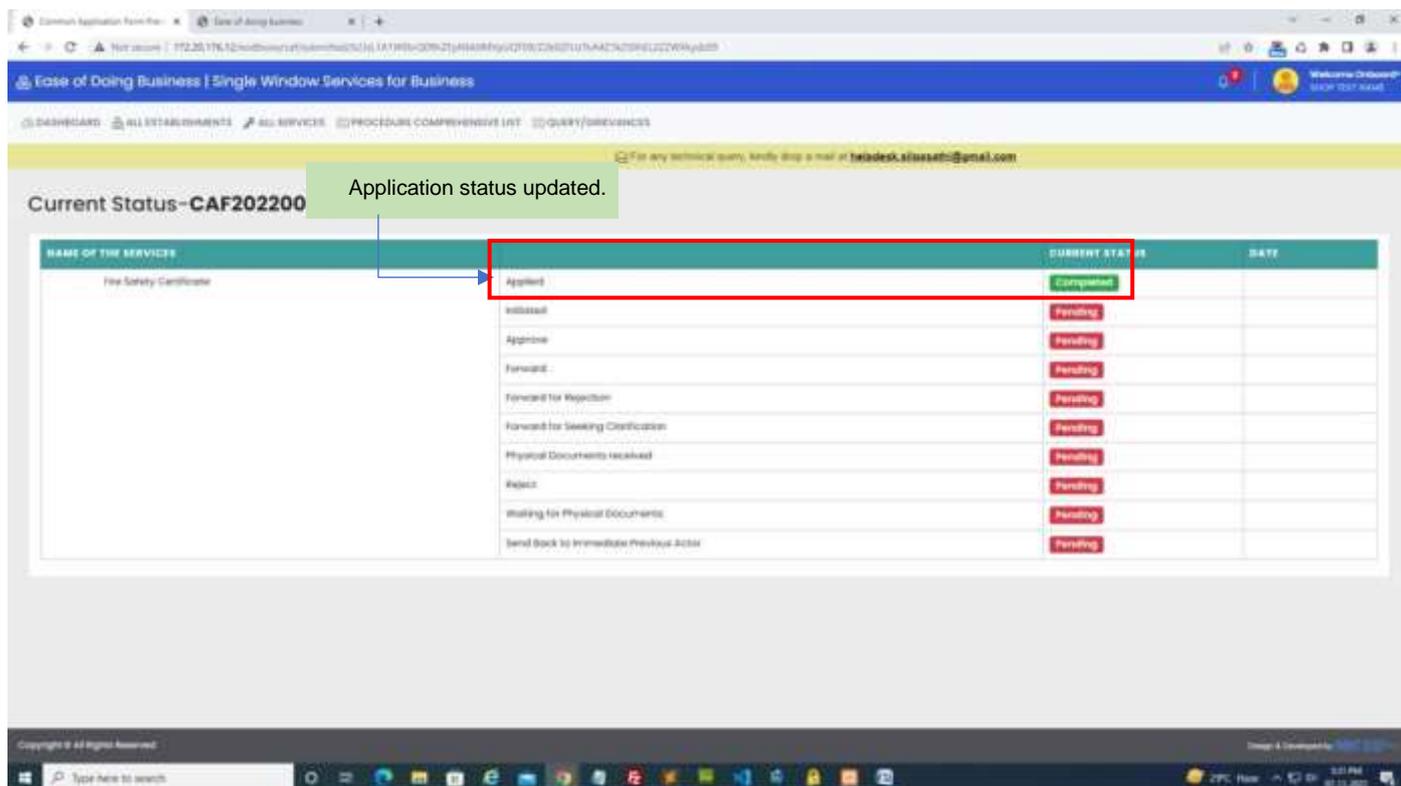
Click for final submission.

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

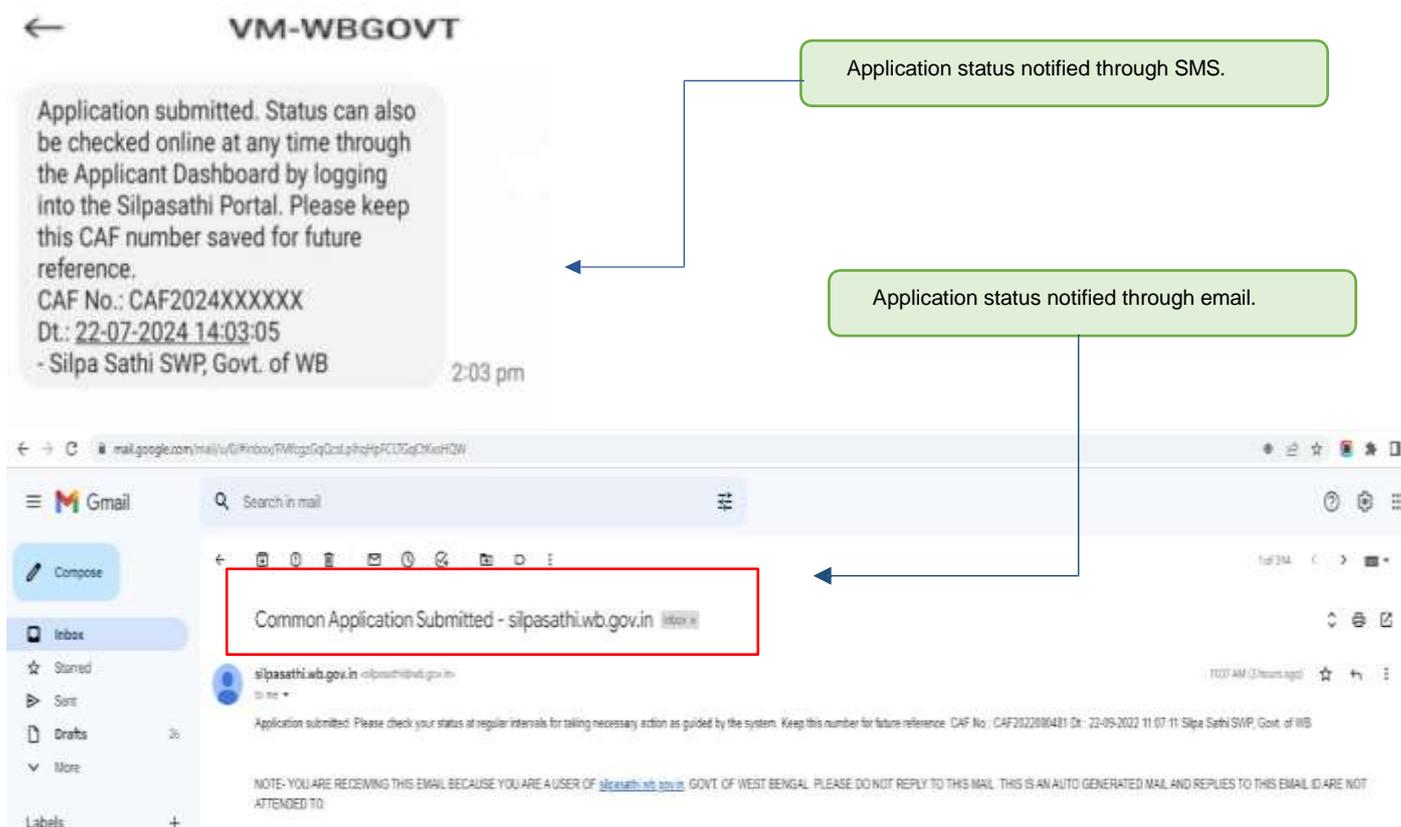
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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



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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.

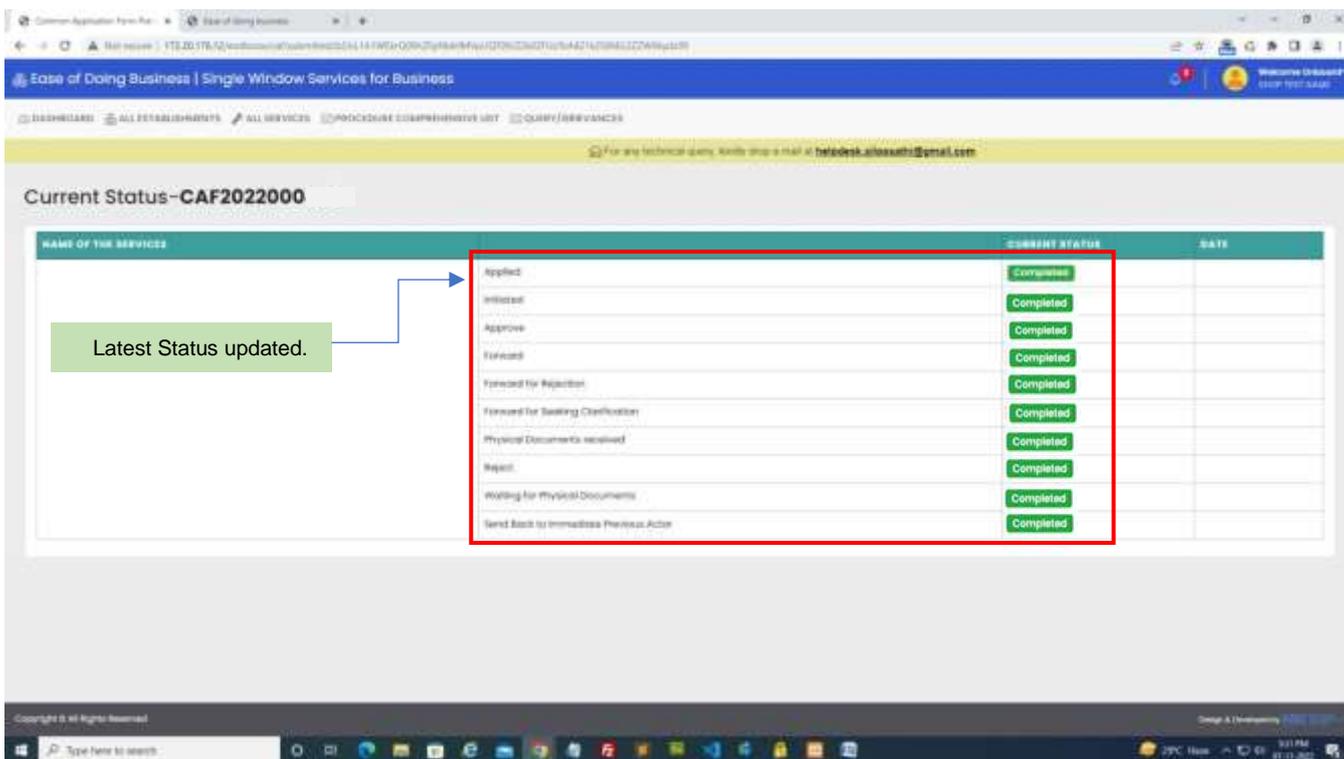
3. Track Status of Application

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

Applicant's Dashboard



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



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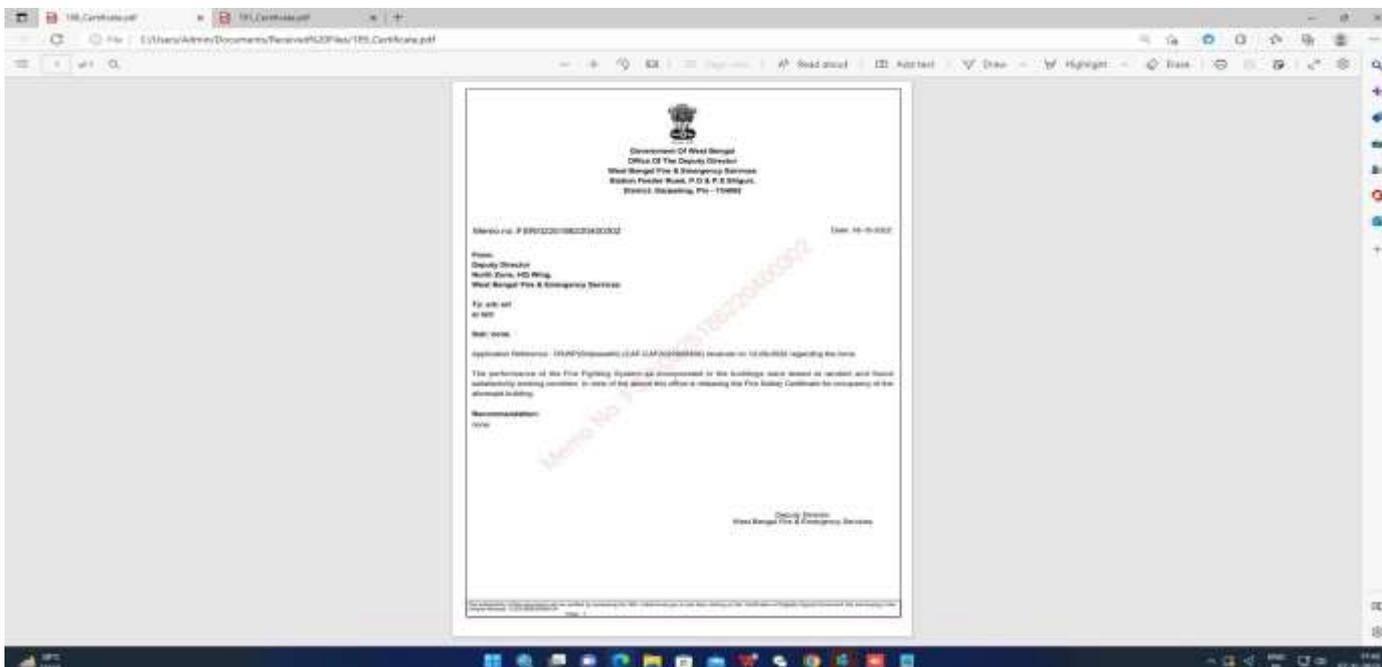
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4. Online Download of final approval certificate

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.

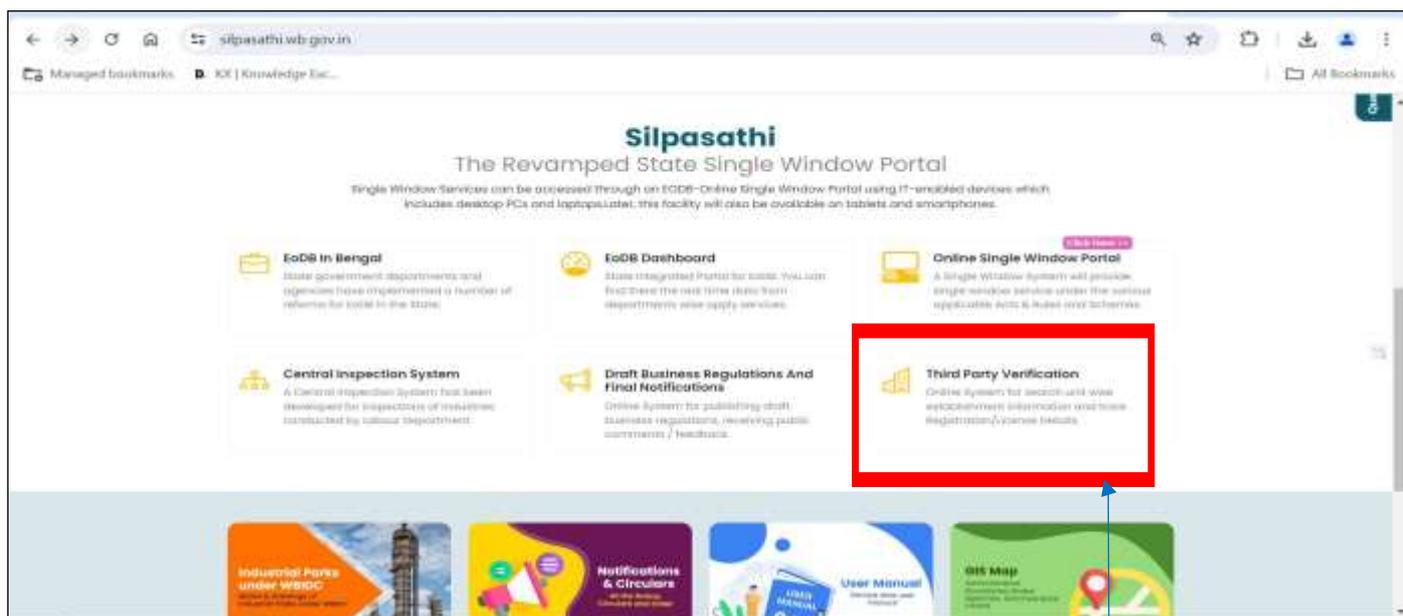
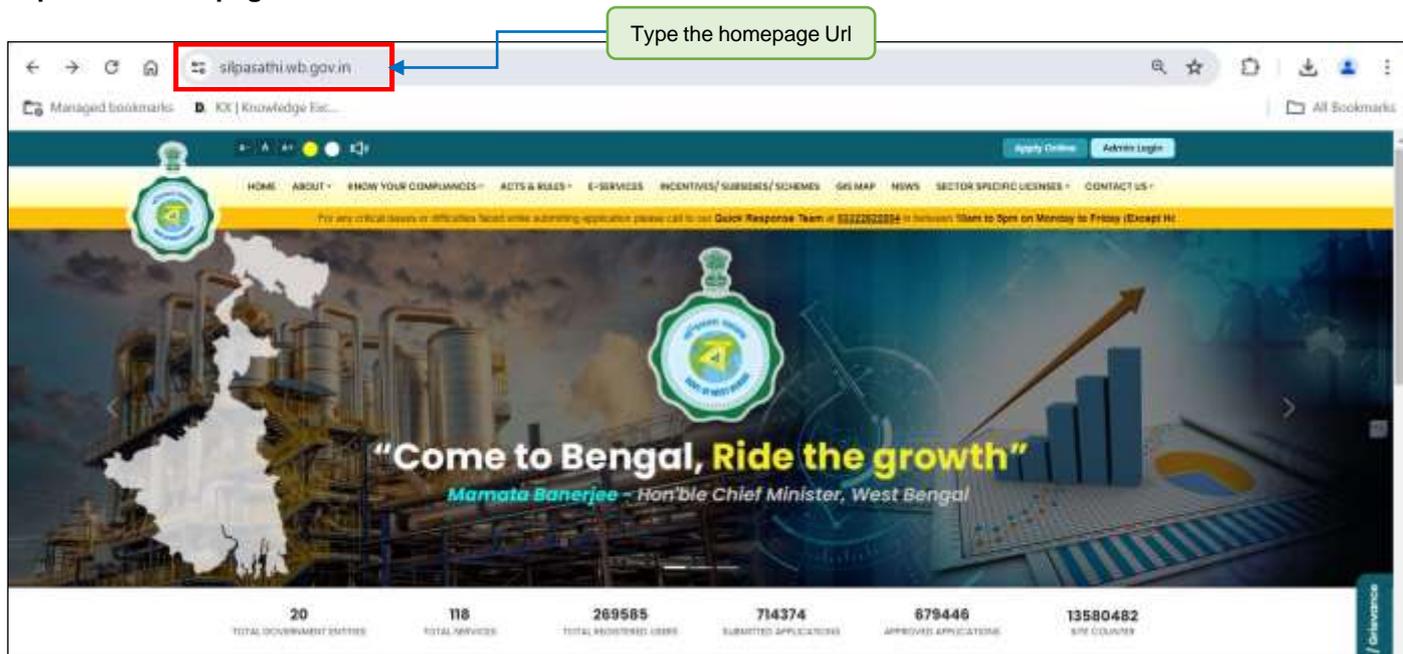
(Screenshots below):

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SilpaSathi Homepage



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

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Fire Safety Certificate (Fire & Emergency Services)

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

Third Party Verification

Track Registration/License details through Silpasathi Portal

Select Services *
Allotment of land in industrial Area (WBDC) - (Industry, C -

Registration Number / License Number / Others *

Search

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	Click Here >>
2	Building Plan Approval	UDGMA	Click Here >>
3	Issuance of approval post pirth inspection	UDGMA	Click Here >>
4	Issuance of Occupancy Certificate	UDGMA	Click Here >>

Enter Registration number/ License number to view details.

Third Party Verification

Track Registration/License details through Silpasathi Portal

Select Services *
Fire Safety Certificate - (Fire and Emergency Services)

Registration Number / License Number / Others *
452

Search

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

User Manual

Fire Safety Certificate (Fire & Emergency Services)

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The third party can view the details as illustrated below:

The screenshot shows the SilpaSathi portal interface. At the top, there is a navigation menu with links for HOME, ABOUT, KNOW YOUR COMPLIANCES, ACTS & RULES, E-SERVICES, INCENTIVES/SUBSIDIES/SCHEMES, GIS MAP, NEWS, SECTOR SPECIFIC LICENSES, and CONTACT US. Below the menu, there is a banner for SilpaSathi, described as 'The Revamped State Single Window Portal'. The main content area is titled 'Third Party Verification' and includes a sub-heading 'Track Registration/License details through SilpaSathi Portal'. There is a search form with a dropdown menu for 'Select Services *' (set to 'Fire Safety Certificate - (Fire and Emergency Services)') and a text input field for 'Registration Number / License Number / Others *' (containing '452'). A 'Search' button is located to the right of the input field. Below the search form, there is a table with the following data:

Parameter	Output
Certificate Number	452
Approval Date	13-04-2024
Name of the Business	DAS WOOD FURNITURE & SUPPLIERS
Location of the	VELAGE: SHIPUR SAMBADHIGH PARA, DAS POST OFFICE: SHIPUR POLICE STATION, EGRA PIN CODE: 731448