

**Fire Safety Recommendation / Revised Fire Safety Recommendation / Fire Safety Certificate / Renewal of Fire Safety Certificate / Grant of Fire License/ Renewal of Fire License/Self Certification**

**Procedure:**

Procedure to be followed by the applicant and step by step movement of the application within the Department along with timelines for completion of each step is same irrespective of risk category (High, Medium, and Low), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic) and Business location (Rural, Urban).

Details of degree of hazards of industrial occupancy as per NBC Part-IV of 2016 are attached.

[Please Click](#)

a. Procedure to be followed by applicant:

1. Visit the website e- District: <https://edistrict.wb.gov.in>

Issuance of Fire Safety Recommendation	<a href="#">User Manual</a>
Issuance of Revised Fire Safety Recommendation	<a href="#">User Manual</a>
Issuance of Fire Safety Certificate	<a href="#">User Manual</a>
Renewal of Fire Safety Certificate	<a href="#">User Manual</a>
Grant of Fire License	<a href="#">User Manual</a>
Renewal of Fire License	<a href="#">User Manual</a>
Self Certification of Fire Safety	<a href="#">User Manual</a>

b. Step by step movement of application within department along with timeline.

Service	Type	Step No	Procedure	Official involved	Timeline
Fire Safety Recommendation/ Revised Fire Safety Recommendation	TEC	1	After successful submission of application, it comes to Director, Fire Services (DFS) / Member Convener of TEC.	DFS/ Member Convener of TEC	05 Days
		2	Application Sent to Inspector's End	Inspector	Outside KMC Area - 10 Days Within KMC Area - 05 Days
		3	Date of inspection is given Online	Inspector	N.A.
		4	After inspection detailed report is sent to respective Divisional Fire Officer (DFO) for scrutinizing	DFO	Outside KMC Area - 03 Days Within KMC Area - 01 Day

		5	Online application is sent to respective Dy. DFS for onward action	Dy. DFS	Outside KMC Area - 02 Days Within KMC Area - 01 Day
		6	Sent to DFS/ Member Convener of TEC for placing before TEC	DFS/Member Convener of TEC	Outside KMC Area - 10 Days Within KMC Area - 07 Days
		7	After approval of TEC, demand will be generated for FSR (for RFSR when area will be increased)	DFS/ Member Convener of TEC	Demand amount has to be paid within 15 Days
		8	After satisfactory payment, FSR will be issued from DFS, Member Convener of TEC end	DFS/ Member Convener of TEC	
	Non TEC	1	Application comes to DFO's end after successful submission of application	DFO	05 Days
		2	Application is sent to Inspector's end	Inspector	14 days
		3	Date of inspection is given online	Inspector	N.A.
		4	After inspection detailed report is sent to respective DFO for scrutinizing	DFO	11 days
		5	After approval, demand will be generated for FSR (for RFSR when area will be increased)	DFO	Demand amount has to be paid within 15 Days
		6	After satisfactory payment, FSR will be issued from DFS/ Member Convener of TEC end	DFO	

Service	Type	Step No	Procedure	Official involved	Timeline
Fire Safety Certificate / Renewal of Fire Safety Certificate	TEC	1	After successful submission of application, it comes to DFS / Member Convener of TEC.	DFS/ Member Convener of TEC	05 Days
		2	Application is sent to Inspector's End	Inspector	Outside KMC Area - 10 Days Within KMC Area - 05 Days
		3	Date of inspection is given online	Inspector	N.A.

		4	After inspection detailed report is sent to respective DFO for scrutinizing	DFO	Outside KMC Area – 03 Days Within KMC Area – 01 Day
		5	Online application sent to respective Dy. DFS for onward action	Dy. DFS	Outside KMC Area – 02 Days Within KMC Area – 01 Day
		6	Sent to DFS/ Member Convener of TEC for placing before TEC	DFS/ Member Convener of TEC	Outside KMC Area – 10 Days Within KMC Area – 07 Days
		7	After approval of TEC, FSC will be issued from DFS/ Member Convener of TEC.	DFS/ Member Convener of TEC	
	Non TEC	1	Application comes to DFO's end after successful submission of application	DFO	05 Days
		2	Application is sent to Inspector's end	Inspector	14 days
		3	Date of inspection is given online	Inspector	N.A.
		4	After inspection detailed report is sent to respective DFO for scrutinizing	DFO	11 days
		5	After approval FSC will be issued from DFO's end	DFO	

Service	Step No	Procedure	Official involved	Timeline
Self Certificate	1	Applicant can make application by selecting tab and fill up all required information in prescribed form as per occupancy chosen by the applicant	Nil	N.A.
	2	Once the application is submitted, the Self Certificate will be generated automatically	Nil	Instant

Service	Step No	Procedure	Official involved	Timeline
Grant of Fire Safety License / Renewal of Fire Safety License	1	Application comes to Collector's end	Collector	05 days
	2	Application is sent to Inspector's end	Inspector	30 days
	3	Date of inspection given online		
	4	After inspection, detailed report is sent to respective DFO for scrutinizing		
	5	Application is sent to Collector for issuance of demand	DFO	05 days

	<b>6</b>	Approval and demand generation by Collector and sent to applicant for payment within 15 days	Collector	15 Days
	<b>7</b>	After satisfactory payment FSL / RFSL will be issued from Collector's end	Collector	05 Days

### **Comprehensive list of documents:**

Comprehensive list of documents required for application are same irrespective of risk category (High, Medium, Low), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), and Business location (Rural, Urban).

### **Bellow are the Comprehensive list of documents required**

#### **1. Fire Safety Recommendation/ Revised Fire Safety Recommendation**

- Key Location Plan(1:4000)
- Site Plan(1:600)
- Section Plan (1:100)
- Elevation Plan(1:600)
- Floor Plan(1:100)
- Basement Plan(1:100)
- Master Plan with ground floor showing floor wise area statement in sq.mtr.(1:100/1:200)
- Roof Plan(1:100)
- F.A.R. calculation showing details area.
- F.A.R. calculation showing calculation of parking area.
- Sanctioned plan for existing building.
- Other supporting documents.
- Completion certificate for existing building.
- Applicants Proof of Identity (Aadhaar / Passport / Voter Id )
- Proof of Power of Attorney.
- Pan Card.
- Earlier issued Fire Safety Recommendation ( for Revised Fire Safety Recommendation)

#### **2. Fire Safety Certificate / Renewal of Fire Safety Certificate**

- Approved Key Location Plan(1:4000)
- Approved Site Plan(1:600)
- Approved Section Plan (1:100)
- Approved Elevation Plan(1:600)
- Approved Floor Plan(1:100)
- Approved Basement Plan(1:100)
- Approved Master Plan with ground floor showing floor wise area statement in sq.mtr.(1:100/1:200)
- Approved Roof Plan(1:100)
- Other supporting documents.
- Completion certificate for existing building.
- Applicants Proof of Identity (Aadhaar / Passport / Voter Id )
- Proof of Power of Attorney, if required.

**3. Grant of Fire License/ Renewal of Fire License**

- Plan drawing of the Workshop / Establishment - 1:100
- Trade License
- Ownership Proof - Porcha/ Property Tax / Rent Receipt / Declaration of the applicant.
- Copy of Fire Safety Certificate or Copy of Self Certificate.
- Old License in case of Renewal of Fire License

**4. Self Certification - No documents are required to be uploaded**

**5. Fees:**

Fees are same irrespective of risk category (High, Medium, Low), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic) and Business location (Rural, Urban).

[Click here.](#)