CHECK LIST:

FOR OBTAINING NO OBJECTION CERTIFICATE FROM
FIRE & EMERGENCY SERVICE

1. PRIOR TO CONSTRUCTION OF BUILDING.
   (a) Required to submit written application duly signed by the business owner reflecting the nature of business, location and full postal address of the business establishment, telephone number/mobile number etc.
   (b) Blue Print /Drawing of the Building Plan, showing the fire fighting system, as required in National Building Code of India 2016 should be attached along with the application.
   (c) On receipt of the application, the Technical Officers from Fire & Emergency Service Department will fix the date for carrying out Fire Safety Audit/Inspection of the building/premises of the business owner within 10 days’ time from the date of receipt of the application. On completion of the first Inspection, Provisional NOC will be issued.
   (d) Meanwhile a copy of Recommendation/Suggestion for implementation of Fire Safety Measures will be issued to the business owner who will be required to comply with the Recommendations/Suggestion and will submit Implementation and Compliance Report to the Fire & Emergency Service Department.

2. ON COMPLETION OF CONSTRUCTION:
   (a) On receipt of the Implementation/Compliance Report. Declaration by Owner / Occupier of the building, Technical Officer will re-inspect the building/premises and on satisfaction of the Technical officer, recommendation for issuing of the No Objection Certificate will be submitted to the Head of the Department of Fire & Emergency Service.
   (b) On the approval of the Head of the Department, No Objection Certificate will be issued to the business owner.

3. FOR RENEWAL OF NOC:
   (a) Certificate from the authorized/competent person certifying that all the Electrical Installations are in good working condition.
   (b) To declare that Fire Safety Measures such as Extinguishers, Sprinkler System etc are in working condition and expired fire extinguishers has been replaced with a new one.
   (c) To declare that trained manpower are available to handle Fire Safety equipments and devices at the time of emergency.
   (d) To declare whether any Mock Drill has been conducted or not. If conducted details of the same is required to be furnished.
   (e) In case of failure to renew the NOC on specific time, the following charges has been proposed to be levied subject to approval by the Government.
      • Within 7 (seven) days of Expiry of NOC:- No Charges.
      • After 7 (Seven) days to 15 days:- Penalty of Rs.5/- (Rupees Five) only will be charged per day.
      • Beyond 15 Days and more: Penalty of Rs.15 will be charged per day.