

## 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.