



Department of Fire & Rescue Services, Government of Kerala

FORM No. "B-1"

Fire Safety Approval for Business Buildings

Height: Up to 10mtr

Application Form / Checklist *

(The following details shall be submitted by the applicant)

For Fire Safety Clearance for Site

For Certificate of Approval

A. General Section

1. Applicant Details

Sl No	Particulars	Details (To be filled by the Applicant)
1	Applicant Name	
2	Permanent Address with PIN Code	
3	Communication Address with PIN Code (If different from Permanent address)	
4	Contact No(Mobile)	
5	Email Id	
6	Contact No(Landline)	

*This checklist cum application will be first submitted for Initial Clearance and then for Final clearance and then only Certificate of Approval shall be considered to be issued

NB: The items/features in this checklist must be shown /marked in the plan.



2. Site Details

2.1 Details of Land in which Building is to be Constructed / Location of Proposed Building

Sl. No	Particulars	Details (To be filled by the Applicant)
1	Survey / Resurvey Number	
2	Village	
3	Taluk	
4	District	
5	Corporation/ Municipality/Grama Panchayath	
6	Nearby Permanent Landmark	

2.2 Details of Fire Safety Clearance for Site : (For Application for Certificate of Approval Only)

Sl. No	Particulars	Details (To be filled by the Applicant)
1	Whether Fire Safety Clearance for site is obtained for the construction of the building. (Y/N)	
2	If answer to the Qn.1 is 'YES', give the details (Number, Date of issue and the issuing authority) of the certificate.	
3*	If answer to the Qn.1 is 'NO', Whether applied through Local Authority concerned with approved Civil Plans. (Y/N)	

If Fire Safety Clearance for Site is not obtained for the construction of the building OR any major change in the Area/ height/ number of floors/ Occupancy / Construction is made from the approved plan, the application for Certificate of Approval shall be submitted only through the Local Authority concerned.



3. Building Details

3.1 Details of the Proposed Building (To be filled in case of construction of a new building)

Sl No	Particulars	Details (To be filled by the Applicant)
1	Height (in meters) as per KMBR /KPBR	
2	Total Plinth Area (in sq m)**(Including basement Floors)	
3	No. of Floors (Including basement Floors)	
4	Total Floor Area (in sq m) ** (Including basement Floors)	

** Note: Details of calculation from Table 1 at Page-4.

3.2 Details of the Existing and Proposed Building (To be filled in case of vertical / horizontal expansion of an existing building)

Sl No	Particulars	Details (To be filled by the Applicant)		Total Existing and Proposed
		Existing Building	Proposed Building*	
1	Height (in meters) as per KMBR /KPBR			
2	Total Plinth Area (in sq m)**(Including basement Floors)			
3	No. of Floors (Including basement Floors)			
4	Total Floor Area (in sq m) ** (Including basement Floors)			

*Note: Proposed building details should be cumulative of existing and proposed extension.

** Note: Details of calculation from Table 1 at Page-4.



Table 1 : Floor-wise area details of the Existing (if the horizontal/vertical expansion of an existing building) and Proposed Building

(To be filled by the Applicant)

Sl No	Floor No	Plinth Area(in Sqm)			Floor Area(in Sqm)		
		Existing, if any	Proposed	Total	Existing , if any	Proposed	Total
1							
2							
3							
4							
5							
6							
7							
	Total						

Note:

- Rows should be added if number of floors exceeds 7.
- Include details of basement floors also.



3.3 Mixed Occupancy :

Sl. No	Particulars	Details (To be filled by the Applicant)
1	Whether the building is having more than one Occupancy . (Y/N)	
2	If answer to the Qn.1 is 'YES', 1. Types of Occupancies in the building	
	2. Area of each individual Occupancy.	
	3. Height Level of each individual Occupancy.	
	4. Whether the most restrictive provisions of Fire Protection among the individual Occupancies is provided in the entire building.*(Y/N)	
	5. Whether the Occupancies are separated (Horizontally and Vertically) by a 240 minutes Fire Resistance rating. (Y/N)	

- If the building is with Mixed Occupancy , the occupancies shall be separated horizontally and vertically by 240 minute fire resistance rated structures and the most restrictive provisions of fire protection among the individual occupancies shall be provided in the entire building.



4. Fee/Chalan Amount Calculation

Total Chalan Amount to be calculated based on given rate.

Sl. No		Details (Vacant field to be filled by the Applicant)
1	Rate / square meter	Rs. 15.75**
2	Total Fee *= Total Plinth Area (m ²) x Rate/sqm	

*50% of total Fee (including Basement & Parking Area in the Building) subject to a minimum of Rs 21000/-** is to be remitted for each application.

** 5% increase in fee will be there every year. ** If the building is with G+1 storey only and covered area is not exceeding 500 M2, rate/Sq. meter shall be RS. 15.75

5. Payment Details

Details of payment made at Treasury.

Sl. No	Particulars	Details (To be filled by the Applicant)
1	Chalan No.	
2	Date of payment (DD/MM/YYYY)	
3	Name of Treasury	
4	Paid Amount(in Rs)	

Note: Before remitting the Fee in Treasury, the countersignature of the concerned Station Officer in the Chalan is mandatory.



B. Technical Section

1. Site Details

1.1 Clearance from Electric Lines (KMBR23/ KPBR26)

Sl. No	Particulars	Required	Proposed for the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Low & Medium Voltage Line				
a	Vertical Clearance (in mtr)(Where the electric line passes over the proposed building)	Min 2.4m			
b	Horizontal Clearance(in mtr)	Min 1.2 m			
2	High Voltage Line				
a	Total Line Capacity(in kV) <i>(Please specify total High Voltage line capacity here)</i>				
b	Vertical Clearance(in mtr) (Where the electric line passes over the proposed building)	Min 3.7 m up to 33KV (+ 0.3 m for every additional 33KV)			
c	Horizontal Clearance (in mtr)	Min 1.85 m up to 33KV (+0.3 for every additional 33KV)			

Note: Angular clearance from electrical lines should not be less than the Vertical Clearance of respective category.



1.2 Access (KMBR 33,116/ KPBR37,111)

Sl. No	Particulars	Required	Proposed for the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Minimum width of access (in mtr) :	<u>Width required based on Floor Area:</u> Up to 1500 sqm Access min width: 3.6m Above 1500 to 6000 sqm Access min width: 5m Above 6000 to 12000 sqm Access min Width: 6m Above 12000 to 18000 sqm Access min Width: 7m Above 18000 sqm Access min Width : 10m			
2	Whether the Location plan of the proposed building mentionsthe following details:				
	a) Details of approach road : (Y/N)	(Y) Mandatory			
	b)Visible land mark on either sides and opposite to the plot : (Y/N)	(Y) Desirable			



1.3 Miscellaneous

Sl. No	Particulars	Required	Proposed for the Building	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Are there any adjacent Building/ Land of Nuclear Installation/ Nuclear Waste Dumping Site which may pose threat in respect of Fire Safety to the Proposed Building? (Y/N)	(N)			
2	If above answer is Yes, Whether the Location plan of the proposed building show the required details. (Y/N)	(Y)			

2. Structural Details

2.1 Staircase

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Total No: of staircases in the building:	Min 2 nos.			
2	No: of main staircases in the building: (KMBR 39/ KPBR 44)	Any building having more than 4 floors including basement shall have at least 2 main staircases			
3	No of Fire escape staircases in the building: (Refer Foot Note 1) (KMBR 42/ KPBR 47)	Min 1 number (if the building is having more than G+1 floors).			
4	Whether all staircases are continuous from ground floor to the terrace level? (Y/N)	(Y)			



5	Whether all staircases are constructed of non combustible materials?(Y/N)	(Y)			
6	Whether any living Space, Store or other Fire Risk area is directly opened to staircases(Flights and Mid landing)? (Y/N)	(N)			
7	Whether any electrical shaft/ AC ducts/ gas pipes etc is passing through or opening at staircase (Flights and Mid landing)?(Y/N)	(N)			
8	Whether any staircase is constructed around a lift shaft?(Y/N)	(N)			
9	Whether any lift opens into any staircase (Flights and Mid landing)? (Y/N)	(N)			
10	Whether the treads of the staircases are constructed and maintained in a manner to prevent slipping?(Y/N)	(Y)			
11	Whether any staircase is of completely enclosed type/ not with external wall? (Y/N)	(Y/N)			
12	If answer to above question(11) is Yes, Whether the staircase is a pressurized staircase? (Y/N)	(Y)			
13	Whether all the staircases are ventilated at each landing through an opening of an area min. 0.5 M ² . (Y/N)				



14	Whether external stair/fire-escape stair is separate, removed and away from the internal stair? (Y/N)	(Y)			
15	Whether the Fire escape staircases are directly connected to the ground as well as to the public/common areas of all floors? (Y/N) (KMBR 114/ KPBR 109)	(Y)			
16	How many sides of the Fire Escape/External stair cases have abutting with external wall?	(1 or 2)			
17	Whether any spiral Stairway is provided in the Building as Fire Escape Stairway? (Y/N) See Note 5	(Y/N)			
18	If answer is Yes, diameter of the spiral stair. (KMBR47)	not less than 150cm			

Note 1: When the building is having more than one main staircase and one of them is provided as an external stairway conforming to the provision of fire escape staircase, a separate fire escape stair need not be provided. (KMBR 39/KPBR 44)

Note 2: When any staircase is of **completely enclosed** type, it should be pressurized.

Note 3: Fire Escape Staircase shall always be kept in sound operable conditions.

Note 4: The routes of fire escape staircases shall be kept free from obstructions at all times.

Note 5: The use of spiral staircase as fire escape stair shall be limited to low Occupant load and buildings up to 9 mtrs in height unless they are connected to platforms such as balconies and terraces. If connected, it can be up to 10 mtrs.

Note 6: At least one side of the fire escape stairway shall be an external wall either with large openings or with break-open glass. (KMBR 114/ KPBR 109)

Note 7: In the event a door has been provided to access the staircase, that should be Fire Resistant (for 1hr) and open out. (It should not kept in locking conditions)

Note 8: All the occupants of each floor of the building should have access to minimum 2 staircases of which 1 should be the Fire escape staircase.

Note 9: Staircases should be properly ventilated. If natural ventilation is not possible, mechanically ventilation should be provided.

Note 10: Ideally the Internal Staircase should not have any obstruction so as to give a clear passage to escape.



2.1.1 Staircase Specifications **

a. Main Staircase (KMBR 39/ KPBR 44)

This table should be filled and attached for all Main Staircases separately by the Applicant.

Sl. No	Parameter	Required value	Proposed value (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Width of Staircase	Not less than 120cms			
2	Width of Tread	Not less than 30cms			
3	Height of Riser	Not exceeding 15cms			
4	Height of Hand Rails	Not less than 90cms			

b. Fire Escape staircase (KMBR 114/ KPBR 109)

This table should be filled and attached for all fire escape staircases separately by the applicant.

Sl. No	Parameter	Required value	Proposed value (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Width of Staircase	Not less than 75cms *			
2	Width of Tread	Not less than 20cms			
3	Height of Riser	Not more than 19cms			
4	Height of Hand Rails	Not less than 100cms & not more than 120cms			
5	No of steps per Flights	Not exceeding 16 Nos.			

* This is only the minimum width required. For high rise and heavily occupied buildings actual width and number of staircases are to be estimated by egress calculations by the Architect and the maximum travel distance permitted for each category of the building is to be strictly adhered.

** In a Building there may be a number of Staircases Internal and External. So details shall be provided in respect of each of the Staircase.



2.2 Exit requirements

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	What is the Number of Exits from each floor of the building?	Min 2 (Desirable)			
2	Whether all means of exits towards staircases are adequately and naturally ventilated? (Y/N)	(Y)			
3	Whether signages are installed to guide the occupants to reach all means of exits?	(Y)			
4	Whether all signs posted to guide the occupants are illuminated (24 X 7) with an alternate source of Power supply or made in such glowing/luminous material ? (Y/N)	(Y)			

Note:

All exit requirements should be adhered to as per KMBR 41 & 45/ KPBR 46 & 50.

All routes to exit should be clearly marked

All exits should be clearly visible

All exits should be reached without passing through another occupied unit

All exits should be removed from each other and arranged to provide direct access in separate directions from any point.

The plan of each floor of the building, clearly showing the Emergency Exits, Staircases, Lifts, Fire Ducts etc should be kept in the respective Floor at strategic points.



2.3 Travel Distance

(KMBR 43/ KPBR 48)

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	What is the maximum travel distance to an emergency exit? (refer note)	Should not exceed 30 m			

Note:

Emergency exits may be doorways, corridors or passages to an internal staircase or external staircase leading to the street or to the roof of a building. Emergency exit may be a horizontal exit leading to an adjoining building at the same level. Lift and Escalators shall not be considered as emergency exits.



2.4 Emergency and Escape Lighting

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Whether adequate illumination with alternate power supply is provided for safe movement of persons towards and through the exits? (Y/N)	(Y)			
2	Whether adequate illumination with alternate power supply is provided for locating fire alarm call points and fire fighting equipments? (Y/N)	(Y)			
3	Whether emergency lighting is independently connected and can be operated by one switch on the ground floor which is easily accessible to Fire Fighters? (Y/N)	(Y)			

Note:

Emergency and escape lighting should be capable of indicating the escape routes clearly and unambiguously

Emergency escape lighting should be activated within five seconds of the failure of main electric supply

Emergency lighting system should be capable of continuous operation for a minimum duration of 1Hr. and 30 Mins



2.5 Basements

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Whether the building is provided with basement floor (Y/N)				
2	If answer to above question is Yes, How many number of basement floors are proposed in the building?	Number not restricted			
3	Number of exits provided to basements	Not less than 2			
4	If no: of basement floor is more than 1, Whether each basement has total ventilation not less than 2.5 % of the floor area evenly distributed around the perimeter of the basement? (Y/N)	(Y)			
5	If no: of basement floor is more than 1, Whether Mechanical Smoke Extractors are provided in case of multilevel basement with alternate source of power supply? (Y/N)	(Y)			
6	Whether any part of building lower than the ground has direct accessibility from outside? (Y/N)	(Y)			

Note: Kitchen working in Gas fuel should not be allowed in basements



2.6 Service Ducts and shafts

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Whether internal service Duct or shaft is proposed / provided in the building	(Y/N)			
2	If the answer to the above Question is 'Y', (a) Whether all Internal Service Ducts and Shafts are properly enclosed by fire resistant masonry walls and doors? (Y/N)	(Y)			
	(b) Whether all Internal Service Ducts/Shafts are properly sealed and Fire Stopped at all Floor Levels? (Y/N)	(Y)			
	(c) Whether all Internal Service Ducts and Shafts have a vent opening at the top(Y/N).	(Y)			



2.7 Compartmentation of Large Areas

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Whether the area of single compartment exceeds 750 M ² ?(Y/N)	(Y/N)			
2	If the answer to the above question is 'Y', Whether such area of the building is fully sprinklered? (Y/N)	(Y)			
3	If the answer to the above question is 'Y' Whether compartmentation is provided as specified (2) below. (Y/N)	(Y)			

Note:

* 1.All floors should be compartmented with area not exceeding 750m² by a separation wall.

2. If the building is fully sprinklered, compartmentation need to be provided only in,

a)Business buildings and any Basement for parking where the area exceeds 3000 M²

b)Mercantile / Assembly Buildings and any Basement where the area exceeds 2000m²

c) Institutional Building (C 1) where the area exceeds 1800m²

d) Institutional Building (C 2 &C3) where the area exceeds 1125m²



3. Portable fire fighting Equipment/ Fixed Installations

3.1 Minimum Requirement for fire fighting installations *NBC Part IV (Table 7)*

(Applicable if the building is with floors more than Ground + 1 Storey)

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Whether fire safety installations proposed/installed conform to relevant Indian Standards? (Y/N)	(Y)			
2	Whether Portable fire Extinguisher-BIS-2190 installed? (Y/N)	(Y)			
3	Whether First Aid Hose reel-3844/1989 installed? (Y/N)	(Y)			
4	Whether Down comer is installed? (Y/N)	(Y)			
5	** Whether Automatic Sprinkler system-BIS-15105 is installed ? (Y/N)	(Y) To be installed in the basement if the basement area exceeds 200m ²			
6	Whether Manually Operated electronic Fire alarm system – BIS-2189 installed? (Y/N)	(Y)			
7	What is the capacity of Terrace tank? (in ltr)	10000 (+5000 if Basement area exceeds 200 m ²)			
8	What is the capacity of the Electric Pump* installed at terrace tank level?	450 Lpm (+450 Lpm if Basement area exceeds 200 m ²)			
9	Whether Fire Brigade Inlet is installed in the building? (Y/N)	(Y)			

- Note:**
- * The size (dia) of rising mains should be Min. 100mm..
 - ** Dia of the sprinkler pipes and their reduction at different levels shall be marked in the plan.
 - **Sprinkler Installation Control Valves shall be installed inside the Fire Pump Room.
 - ** The number of sprinklers arranged in the pipe line shall not exceed the limit specified for the diameter of the pipe.
 - ** Automatic Sprinkler System shall be installed if the false ceiling voids exceeding 800 mm in height.



3.2 Automatic High Velocity Water Spray Emulsifying System

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Whether indoor oil-cooled transformers present in the building? (Y/N)	(N)			
2	If answer to above question is Y, Whether Automatic High Velocity Water Spray Emulsifying System is provided in accordance with IS 3034:1993? (Y/N)	(Y)			

3.3 Fixed Foam Installation

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Whether oil storage area of boilers are present in the basement? (Y/N)	(N)			
2	If answer to above question is Y, Whether Fixed foam Installation system is provided?(Y/N)	(Y)			
3	Whether cable tunnels and confined areas are present in the building?(Y/N)	(N)			
4	If answer to above question is Y, Whether Fixed Foam Installation system is provided or not? (Y/N)	(Y)			



3.4 Gas Based Suppression System

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Whether there is an area in building where water or foam cannot be used, or areas of special fire risk/essential applications?(Y/N)	(N)			
2	If answer to above question is Y, Whether Gas Based Fixed system provided or not in accordance with IS 15528:2004?	(Y)			

3.5 Fire Station/Cabinet

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	No of Fire Station/Cabinet provided in the building:	*See note.			
2	Whether all Fire Stations/ Cabinets are clearly marked 'FIRE' with luminous signs powered by UPS? (Y/N)	(Y)			

Note:

*All Fire Stations / Cabinets, for installing or keeping First Aid Fire Protection Equipment such as fire hose reel, hydrant valve, fire hose, branch pipe, etc should be provided in strategic locations of all floors, @ one station for every 1000M² of plinth area.

*Fire Stations shall be preferably inside the building

*The location of Fire Stations / Cabinets should be easily accessible, visible and should be in such a way that any remote corner of the building/floor is within 30Mtrs radius of the nearest fire station.



3.6 Marking of equipments

Sl. No	Particulars	Required	Proposed in the Building (To be filled by the Applicant)	Remarks of Verifying Officer	Remarks of the Evaluating officers
1	Whether all the metal fittings of Down comer system and all the fire extinguishers have BIS Marking? (Y/N)	(Y)			

Note:

All fire fighting equipment should be suitably located and clearly marked by luminous signs.



4. Affidavit / Confirmation from the Applicant

SI No	Particulars	Required	Applicant Input	Verifying Officer Input
1	Whether an affidavit / Confirmation from the Applicant and the Architect stating that the materials proposed to be used or installed as per required fire resistant rating in NBC of India -2016, Part-IV is attached with this application? (Y/N)	Y		
2	Whether an affidavit / Confirmation from the Applicant and the Electrical Consultant produced along with plan stating that all the proposed Electrical Installations and power supply for the proposed building is as per NBC of India -2016 Part IV and necessary emergency power distribution system for fire and life safety systems also proposed in the building as per NBC 2016 Part IV 3.4.6.2 ? (Y/N)	Y		
3	Whether an affidavit / Confirmation is produced by the applicant and HVAC Consultant be stating that all the proposed Air Conditioning, Smoke Management, Ventilation and Staircase Pressurisation Systems for the building is as per NBC of India -2016; Part-IV? (Y/N)	Y		
4	Whether an affidavit / Confirmation is produced by the Applicant and Licensed contractor stating that all the proposed lightning protection installations for building is as per NBC of India -2016; Part-IV? (Y/N)	Y		

- Note:**
1. The affidavit need to be signed by the applicant only, if it is for “Fire Safety Clearance for Site”.
 2. For “Certificate of Approval”, the affidavit should be filed as prescribed above after obtaining signature from the concerned.
 3. The address with PIN Code and license details of the Licensed Technical Person signing the Affidavit along with the applicant shall be clearly written in the Affidavit for Certificate of Approval.
 4. If any of the services listed for filling Affidavit is not proposed for the building, an affidavit to that effect shall be filled.



5. Certificate of compliance from the Authorised Signatory.

- 1. It is certified that the plan/drawing has been prepared, taking in to account all the fire safety measures to be provided inside and outside as contained in this checklist cum application (for Initial Clearance).**
- 2. It is certified that the check list has been fully complied with for the completion of the building (for Final Clearance).**
- 3. Fire protection installations/logistics proposed is as per relevant Indian Standards**
- 4. It is certified that all the above information/data are correct to the best of my knowledge.**

Place:

Date:

Dated Signature of the authorised Signatory with Address and Telephone Number

Note: It is the responsibility of the Builder to either sign himself or authorise a responsible Official of his concern to sign the application and certificate. A copy of such Authorization Letter must be attached.



6. CERTIFICATE

A. For Fire Safety Clearance for Site

The site for the proposed building was inspected by the authorised/Competent officials of Fire and Rescue Department in the presence of the Applicant/ Authorised Representative. The checklist cum application duly filled was compared with the fire plan and prima facie found to be in order

OR

B. For Certificate of Approval

The site and constructed building was inspected by the Authorised/Competent officials of Fire and Rescue Department in the presence of the Applicant/ Authorised Representative. The checklist cum application and the fire plan were also compared and were found to be in order.

**Dated Signature
of the Applicant/ Authorised Signatory**

**Signature with Date
(For Fire and Rescue Services)**



Note from Fire and Rescue Services Department, Government of Kerala

1. This Performa will be available for downloading from the Department Website www.fire.kerala.gov.in. This Check list Cum Application is valid for applying for Initial Clearance & again for Final Clearance. This shall be filled up by the Applicant and submitted along with other documents including the Plan. The applicant should mark in the front page of the Checklist, whether it is for “**Fire Safety Clearance for Site**” or for “**Certificate of Approval**”.
2. For obtaining Fire Safety Clearance for Site, three Hard Copies of the Checklist Cum Application, Three Copies of the plans and One Soft Copy of the filled up Check List cum Application and plans are to be submitted.
3. For obtaining Final Clearance Three Hard Copies of the Checklist Cum Application, Three Copies of the plan and One Soft Copy of the filled up Check List cum Application and plan are to be submitted. The “Approved” Fire Plan and checklist for the initial clearance must also be submitted along with the application for the “Certificate of Approval”
4. The checklist should be filled up with **word processing** in a computer, **not in hand writing**, by the Applicant.
5. All the points in the checklist shall match with the **Fire Drawings/Plan**. The Fire Plan to be submitted with the serial numbers of the points of the check list marked in the plan itself. If a particular point cannot be shown in the Fire Plan, descriptive details shall be written in the Fire Plan (during Initial Clearance and Final Clearance).
6. Fire sensor, Fire Alarm, Fire Detection and Fire Fighting components, which are proposed Floor wise and in sections should be in red letter / red colour for the Fire Service Department to understand quickly.
7. Fire protection Equipments and Machineries proposed should be as per Indian Standards
8. Along with application, the Design and Calculations of installation of Fire Pump, Automatic Detection, Automatic Sprinklers, Egress Calculation and Affidavit/Undertaking/Confirmation are also to be submitted for fire Safety Approvals.
9. If there is more than one building in the same plot, the applicant should submit separate application and fee
10. In case of any doubt the concerned District Fire Officer of the Fire & Rescue Services Department is to be contacted either over Phone/Email / Person
11. Filled up Application cum Checklist will be a part of the Fire Safety Clearance letter for Site Clearance.

s/d

**Director General
Fire and Rescue Services**