

## **How to apply and get “Certificate of Approval” for Buildings from the Department of Fire & Rescue Services?**

### **a) Legal / Rule Positions**

KMBR	KPBR
Rule – 3B	Rule 55 (4)
Rule – 44	Rule 56 (5)
Rule – 53 (3)	Rule 57 (8)
Rule – 53 (4)	Rule 58 (12)
Rule – 54 (4a)	Rule 59 (11a)
Rule – 55 (8a)	Rule 60 (6)
Rule – 56 (3j)	Rule 61 (6)
Rule – 57 (11a)	
Rule – 58 (4a)	
Rule – 59 (5a)	

NB: In addition to the above some points of the National Building Code, 2005 are to be compiled with.

### **b) Fire Safety is an Integral and Crucial part of Public Safety:**

It is incumbent on the Government in a democratic set up to ensure the lives of People and Properties are Safe & Protected from Fire Hazards / Accidents etc. So no compromise can be done in any building to scale down prescribed arrangements.

### **c) Procedure :-**

- i) As Per Rules & conventions/practices, after the Local Self Governing body like Panchayaths, Municipalities, Municipal Corporations send an application to this Department along with

a Plan (drawing) which marks the Fire Safety measures, the application gets processed in the Department after receiving the required Government approved Fees. (50 % of prescribed fees at this stage)

- ii) Initially the role of the Department is to Prima facie give a “**go ahead**” (clearance) to the applicant builder on the basis of some physical characteristics of the Land as per KMBR / KBPR and on the basis of the plan submitted. It is a fact that at this time no physical structure (building) is available for Inspection or Verification. It is incumbent on the builder to follow norms, rules and build the building to ensure Fire Safety.
- iii) At this stage, a visit by the authorized officers of this Department to the Proposed Site, a few measurements are undertaken and the Plan is scrutinized to find out whether fire safety measures have been marked there in. Sometimes some advices are also given by us in terms of Equipments etc.
- iv) In order to bring in Transparency, Exactness and to make the matter more Comprehensive, this Department has prepared Checklists Cum Application in respect various categories of Buildings like Residential, Educational, Institutional, Assembly, Business, mercantile, Industrial, Storage and Hazardous.

- v) Considering variations in terms of height, area, nature of use etc. there may be more than one Checklist Cum Application for a category of Building. They are as given below :

### **1) RESIDENTIAL BUILDINGS**

- Below 15mtr in height (Apartments/Dormitories) : Form "R-1"
- From 15mtr and less than 16mtr height (Apartments/Dormitories) : Form "R-2"
- 16mtr and above but not exceeding 35mtr in height (Apartments/Dormitories) : Form "R-3"
- Above 35mtr but not exceeding 45mtr in height (Apartments/Dormitories) : Form "R-4"
- Above 45mtr but not exceeding 60mtr in height (Apartments/Dormitories) : Form "R-5"
- Above 60mtr in height (Apartments/Dormitories) : Form "R-6"
- Below 15mtr in height Lodging or Rooming Houses/one or two family private buildings) : Form "R-7"

### **HOTELS**

- Less than 15mtr in height (covered area not exceeding 300m<sup>2</sup> on each Floor) : Form "R-8"
- Less than 15mtr in height (covered area exceeding 300m<sup>2</sup> but not more than 1000m<sup>2</sup> on each floor) : Form "R-9"
- Less than 15mtr in height (covered area exceeding 1000m<sup>2</sup> on each floor) : Form "R-10"
- From 15mtr and less than 16mtr height : Form "R-11"
- 16mtr and above but not exceeding 30mtr : Form "R-12"
- Above 30mtr in height : Form "R-13"
- Five Star and above classified Hotels : Form "R-14"

### **2) EDUCATIONAL BUILDINGS**

- Below 15mtr in height : Form "E-1"
- From 15mtr and less than 16mtr height : Form "E-2"
- 16mtr and above but not exceeding 30mtr in height : Form "E-3"

### **3) INSTITUTIONAL BUILDINGS**

- Less than 15mtr in height with Plot area up to 1000m<sup>2</sup> :Form "H-1"  
(Hospitals/ Sanatoria/Nursing homes)
- Less than 15mtr in height with Plot area more than 1000m<sup>2</sup> :Form"H-2"  
(Hospitals/Sanatoria/Nursing homes)
- From 15mtr and less than 16mtr height : Form "H-3"  
(Hospitals/Sanatoria/Nursing homes)
- 16mtr and above but not exceeding 24mtr in height : Form "H-4"  
(Hospitals/Sanatoria/Nursing homes)
- Above 24mtr and not exceeding 30mtr in height : Form "H-5"  
(Hospitals/Sanatoria/Nursing homes)
- Less than 10mtr in height : Form "H-6"  
(Mental Hospital)
- 10mtr and above but not exceeding 15mtr in height : Form"H-7"  
(Mental Hospital)
- From 15mtr and less than 16mtr height : Form "H-8"  
(Hospitals/Sanatoria/Nursing homes)
- 16mtr and above but not exceeding 24mtr in height : Form"H-9"  
(Mental Hospital)
- Above 24mtr but not exceeding 30mtr in height :Form"H-10"  
(Mental Hospital)

### **4) ASSEMBLY BUILDINGS**

- Up to 10mtr in height : Form"A-1"
- Above 10mtr but not exceeding 15mtr in height : Form"A-2"
- Above 15mtr but less than 16mtr in height : Form"A-3"
- 16mtr and above but not exceeding 24mtr in height : Form"A-4"
- Above 24mtr but not exceeding 30mtr in height : Form"A-5"
- Multiplex : Form"A-6"
- Underground/Elevated Railways : Form"A-7"

### **5) Business/Office Buildings**

(Prison/Government Offices etc)

- Up to 10mtr in height :Form"B-1"
- Above 10mtr but not exceeding 15mtr in height :Form"B-2"
- Above 15mtr but less than 16mtr in height :Form"B-3"
- 16mtr and above but not exceeding 24mtr in height :Form"B-4"
- Above 24mtr but not exceeding 30mtr in height :Form"B-5"
- Above 30mtr in height :Form"B-6"

## **6) Mercantile/Commercial Buildings**

(Shops/Bank and Financial Institutions/Professional establishments of Doctor, Lawyer / Restaurant etc)

- Up to 15mtr in height :Form“M-1”
- Above 15mtr but less than 16mtr :Form“M-2”
- Above 16mtr but not exceeding 24mtr in height :Form“M-3”
- Above 24mtr but not exceeding 30mtr in height :Form“M-4”
- Underground Shopping Complex :Form“M-5”

## **7) INDUSTRIAL BUILDINGS**

- Buildings up to 18mtr height :Form“ I-1”  
(Low Hazard and built up area up to 100m2)
- Buildings up to 18mtr height :Form“I-2”  
(Low Hazard and built up area above100m2 to 500m2)
- Buildings up to 18mtr height :Form“I-3”  
(Low Hazard and built up area above 500m2 )
- Buildings up to 18mtr height :Form“I-4”  
(Moderate Hazard and built up area up to 100m2)
- Buildings up to 18mtr height :Form“I-5”  
(Moderate Hazard and built up area above100m2 to 500m2)
- Buildings up to 18mtr height :Form“ I-6”  
(Moderate Hazard and built up area above 500m2 to 1000m2 )
- Buildings up to 18mtr height :Form“I-7”  
(Moderate Hazard and built up area above 1000m2)
- Less than 15mtr in height :Form“I-8”  
(High Hazard)

## **8) STORAGE BUILDINGS**

- Below 15mtr in height and covered area less than 250 mtr2 :Form“S-1”
- Below 15mtr in height and covered area more than 250 mtr2 :Form“S-2”

## **9) Hazardous Buildings**

- Up to 15mtr in height with single storeyed building :Form“Z-1”
- Up to 15mtr in height with more than one Floor :Form“Z-2”

V) All the forms as mentioned above are Checklists Cum Applications and available for downloading in our website [www.fire.kerala.gov.in](http://www.fire.kerala.gov.in). One has to click on the required form to download. [For the time being R-1 to R-7 forms can be downloaded. Rest can be done very shortly]

**VI)** These forms also are to be filled up in duplicate by the Applicant and a Soft copy in a CD / Pendrive shall also be submitted. It means the Applicant has to submit the following documents.

- (1) Civil drawing approved by local authority
- (2) Fire Fighting System Drawing
- (3) Chalan Receipt in Original
- (4) Covering or Forwarding letter by the local body
- (5) CD/Pen Drive containing soft copy of the filled up Checklist Cum Application
- (6) Hard copy of the filled up checklist cum applications in duplicate
- (7) Necessary affidavits/Confirmations as per the Checklist Cum Application

After the above are received, action will be taken by this Department.

**VII) Mixed Occupancy :**

When any building is proposed to be used for more than one type of occupancy it shall conform to the requirements of higher hazard, unless the High hazard occupancy is separated by separating wall/floor/door of 4 hr. fire resistance. Here the

Checklist Cum Application for the higher hazard occupancy shall be submitted for the building.

If the High hazard occupancy is separated by separating wall/floor/door of 4 hr. fire resistance, separate check list for each type of occupancy according to their height level in the Building shall be filled and submitted.

**VIII) Pending Applications:**

In case of the Applications (both for Site & Final clearance) pending with this Department as on 29.02.2016, the applicant has to fill up the Checklist Cum Application as per the Occupancy mentioned above and submit directly to the Divisional Officer concerned within 10 days, along with proper Fire plans which complies with the Check list cum Application.

**IX)** Till the time a PORTAL is established to receive such applications the Applicant may ensure that the concerned Local Authority sends the Application and connected Documents to the concerned Fire Station. The Station Officer without loss of time will send the Application to the Assistant Divisional Officer/Divisional Officer concerned as per the Standing Order **NO. 01/2016 dated 26.02.2016.**

- X)** The above Standing Order gives details of Procedure, various Inspection Teams and various Verification Teams and the max. days within which clearance to be obtained. The Standing Order is available in the Website [www.fire.kerala.gov.in](http://www.fire.kerala.gov.in) which can be downloaded.
- XI)** In the event of any contradiction/dispute at any stage, the Director General Fire Force will take the final decision.
- XII)** All buildings of all categories are required to follow the applicable/concerned checklist and complete the construction & installations.
- XIII)** It is made clear that for initial clearance, the applicant has to fill up the Checklist Cum Application and submit. He / She will mark the Fire Safety & Fire Fighting arrangements in the Fire Plan Drawing and our Department will tally the Checklist with the Plan and then will Sign & Seal the plan. For the final clearance (Certificate of Approval), again the applicant has to fill up a new Checklist Cum Application form and submit a new plan, which will be Checked, Inspected and Verified.

During every Inspection and every Scrutiny of Document, the Applicant or an authorized representative (authorized by the Applicant in writing) shall be present.

sd/-  
**( Loknath Behera IPS)**  
DIRECTOR GENERAL  
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