

Standard Operating Procedure and Checklist

Name of Department	Fire and Rescue Services
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1. Standard Operating Procedure for Applicant

Application for	No Objection Certificate (for Building Permit)
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Relevant application cum checklist (1 No:) 2. Fire system plans (3 sets) 3. Original challan of fee payment at treasury 4. Civil plan (1 set) duly approved by LSGD Engineer and Secretary
Process description	<ul style="list-style-type: none"> — Step 1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Verification of application and supporting documents by the Department official concerned — Step 3: Site inspection by the Department official concerned — Step 4: Grant of Fire Safety Clearance for Site by the Department based on pre-defined criteria through the single window portal.
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> — Kerala Municipality Building Rules-2019 :- 2,5,5(4),6,12,18,25,28,32,33, 35 to 47,80,81 and any other relevant rules in connection with Fire Services. — Kerala Panchayat Building Rules -2019 :- 2,5,5(4),6,12,18,25,28,32,33, 35 to 47,80,81 and any other relevant rules in connection with Fire Services. — National Building Code 2016 - Part IV Fire & Life safety
Time line for completing the process	<p>NOC from Fire and Rescue - only for buildings with plinth area above 1000sq.m. and height above 15m, Self-certification for building falling below the criteria (exceptions hazardous & assembly occupancy in KMBR & KPBR; G1 & G2 in KPBR).</p> <p>Above 15 metres height - 18 days</p> <p>16 - 24 metres height - 26 days</p> <p>24 - 45 metres height - 43 days</p> <p>Above 45 metres height - 38 days</p>
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	<p>Building Height Below 10 metres - concerned District Fire Officer</p> <p>Building Height 10 metres and above and up to 24 metres - concerned Regional Fire Officer</p> <p>Building Height above 24 metres- Director Technical, Headquarters, TVM</p>

Application for	No Objection Certificate (Completion)
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Fire Safety Clearance for Site (Initial Clearance) along with application cum checklist and fire system plans approved from Fire & Rescue Department. 2. Application cum checklist as built (1 copy) 3. Fire system plans as built (3 copies) 4. Original challan of fee payment at treasury 5. Civil plans as built (1 copy)
Process description	<p>Step 1: Submission of online application along with supporting documents and required fees through Single window portal.</p> <p>Step 2: Verification of application and supporting documents by the Department official concerned</p> <p>Step 3: Site inspection by the Department official concerned</p> <p>Step 4: Grant of Certificate of Approval by the Department based on pre-defined criteria through the single window portal.</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ol style="list-style-type: none"> 1. Kerala Municipality Building Rules-2019 :- 2,5,5(4),6,12,18,25,28,32,33, 35 to 47,80,81 and any other relevant rules in connection with Fire Services. 2. Kerala Panchayat Building Rules -2019 :- 2,5,5(4),6,12,18,25,28,32,33, 35 to 47,80,81 and any other relevant rules in connection with Fire Services. 3. National Building Code 2016 - Section IV- Fire and Life Safety
Time line for completing the process	<p>NOC from Fire and Rescue - only for buildings with plinth area above 1000sq.m. and height above 15m, Self-certification for building falling below the criteria (exceptions hazardous & assembly occupancy in KMBR & KPBR; G1 & G2 in KPBR).</p> <p>Above 15 metres height - 18 days</p> <p>16 - 24 metres height - 26 days</p> <p>24 - 45 metres height - 43 days</p> <p>Above 45 metres height - 38 days</p>
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	<p>Building Height Below 10 metres - concerned District Fire Officer</p> <p>Building Height 10 metres and above and up to 24 metres - concerned Regional Fire Officer</p> <p>Building Height above 24 metres- Director Technical, Headquarters, TVM</p>

2. Standard Operating Procedure for Approver

Application for	No Objection Certificate (for Building Permit)
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Relevant application cum checklist (1 no:) 2. Fire system plans (3 sets) 3. Original challan of fee payment at treasury 4. Civil plans (1 set) duly approved by LSGD Engineer and Secretary
List of Reference Documents	<ol style="list-style-type: none"> 1. Kerala Municipality Building Rules-2019 :- 2,5,5(4),6,12,18,25,28,32,33, 35 to 47,80,81 and any other relevant rules in connection with Fire Services. 2. Kerala Panchayat Building Rules -2019 :- 2,5,5(4),6,12,18,25,28,32,33, 35 to 47,80,81 and any other relevant rules in connection with Fire Services. 3. National Building Code 2016 - Section IV- Fire and Life Safety
Time line for completing the process	<p>NOC from Fire and Rescue - only for buildings with plinth area above 1000sq.m. and height above 15m, Self-certification for building falling below the criteria (exceptions hazardous & assembly occupancy in KMBR & KPBR; G1 & G2 in KPBR).</p> <p>Above 15 metres height - 18 days</p> <p>16 - 24 metres height - 26 days</p> <p>24 - 45 metres height - 43 days</p> <p>Above 45 metres height - 38 days</p>
Departmental Work Flow	<p>Up to 10 metres-Local Body- Station Officer - District Fire Officer</p> <p>Above 10 metres and up to 16mtrs-Loca Body - Station Officer- Regional Fire Officer</p> <p>Above 16 metres and Up to 24 metres - local Body - Station Officer-District Fire Officer - Regional Fire Officer</p> <p>Above 24 metres and Up to 45 metres - Local Body- Station Officer-District Fire Officer - Regional Fire Officer - Director General or his nominee</p> <p>Above 45 metres - Local Body - Station Officer- Regional Fire Officer - Director General or his nominee.</p>

Application for	No Objection Certificate (Completion)
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Fire Safety Clearance for Site (Initial Clearance) along with application cum checklist and fire system plans approved from Fire & Rescue Department. 2. Application cum checklist as built (1 copy) 3. Fire system plans as built (3 copies) 4. Original challan of fee payment at treasury 5. Civil plans as built (1 copy)
List of Reference Documents	<ol style="list-style-type: none"> 1. Kerala Municipality Building Rules-2019 :- 2,5,5(4),6,12,18,25,28,32,33, 35 to 47,80,81 and any other relevant rules in connection with Fire Services. 2. Kerala Panchayat Building Rules -2019 :- 2,5,5(4),6,12,18,25,28,32,33, 35 to 47,80,81 and any other relevant rules in connection with Fire Services. 3. National Building Code 2016 - Section IV- Fire and Life Safety
Time line for completing the process	<p>NOC from Fire and Rescue - only for buildings with plinth area above 1000sq.m. and height above 15m, Self-certification for building falling below the criteria (exceptions hazardous & assembly occupancy in KMBR & KPBR; G1 & G2 in KPBR).</p> <p>Above 15 metres height - 18 days</p> <p>16 - 24 metres height - 26 days</p> <p>24 - 45 metres height - 43 days</p> <p>Above 45 metres height - 38 days</p>
Departmental Work Flow	<p>Up to 10 metres -Local Body*- Station Officer - District Fire Officer</p> <p>Above 10 metres and up to 16mtrs - Local Body* - Station Officer- Regional Fire Officer</p> <p>Above 16 metres and Up to 24 metres - Local Body* - Station Officer-District Fire Officer - Regional Fire Officer</p> <p>Above 24 metres and Up to 45 metres - Local Body*- Station Officer-District Fire Officer - Regional Fire Officer - Director General or his nominee</p> <p>Above 45 metres - Local Body* - Station Officer- Regional Fire Officer - Director General or his nominee.</p>

*Only if Fire Safety Clearance for Site (Building Permit) is not obtained.

3. Inspection Procedure:

A. Pre-Inspection

A preliminary checking shall be done on the documents submitted by the applicant in terms of completeness and status of the construction of the building and installation of FFI with respect to the category of industry.

B. Inspection

1. Inspection shall be made during regular working hours of the establishment / industry except when special circumstances indicate otherwise.
2. At the beginning of the inspection, the inspector shall locate the occupier / representative of the occupier / person in charge of the industry and inform about the purpose of the proposed inspection.
3. The inspector shall inspect the following:
 - A. Boundaries of the site and compliance
 - B. Height of the building
 - C. Clearance from Electric lines
 - D. Width of Access Road
 - E. Safety of staircases as per criteria in the checklist (main staircases and fire escape staircases)
 - F. Exit pathways and signage to nearest exit
 - G. Emergency and escape lighting
 - H. Accessibility and ventilation of basements
 - I. Safety of service ducts and shafts
 - J. Compartmentalization of large areas
 - K. Availability of static water storage tank
 - L. Provisions for storage of flammable liquids and gases.
 - M. Installation of fire-fighting installations and alarm systems
 - N. Parameters as per checklist for the following
 - i) Fire Lift
 - ii) Fire Control Room
 - iii) Helipad
 - iv) Refuge Area
 - v) Open space for HRB
4. The inspector should collect photographic evidence if any noncompliance has been observed.
5. The inspection board may seek information / clarifications or documentary evidence from the owner or authorized representative or occupier to ascertain the correctness of the application.
6. If any applicant / authorized representative of the industry willfully delays or obstructs the inspector in carrying out inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
7. At the end of the inspection, the Inspector may inform the representative of the industry about apparent non-compliance observed during inspection so that industry may initiate necessary corrective action wherever required.

C. Post Inspection

1. Decision based on inspection shall be taken within the time line.
2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.
3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.
4. Noncompliance areas should be listed along with the relevant section of the checklist for which it is violation of.

4. Checklist of Documents

A. For NOC (Building Permit)

- Application form cum checklist
- Fire system plan
- Original challan of fee payment at treasury
- Civil plan

B. For NOC (Completion)

- Site Clearance Certificate (NOC (Building Permit))
- Application form and checklist
- Fire system plan
- Original challan of fee payment at treasury
- Civil plan