

## **Directorate name: Fire and Emergency Services**

### **Fire Safety Certificate**

- 1) Applicants Proof of Identity (Aadhaar / Passport / Voter ID) (Allowed Maximum file size-200KB, pdf Only).
- 2) Area Statement (Allowed Maximum file size-200KB, pdf Only).
- 3) Building Completion Certificate (Allowed Maximum file size-200KB, pdf Only).
- 4) Building Plan Sanctioned by Competent Authority (Allowed Maximum file size-200KB, pdf Only).
- 5) Copy of the Last FSR / RFSR issued by the Department (Allowed Maximum file size-200KB, pdf Only).
- 6) Floor Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
- 7) Key Location Plan(1:4000) (Allowed Maximum file size-2048KB, pdf Only).
- 8) Master Plan Drawing (Allowed Maximum file size-200KB, pdf Only).
- 9) PAN (Allowed Maximum file size-200KB, pdf Only).
- 10) Proof of Power of Attorney (Allowed Maximum file size-200KB, pdf Only).
- 11) Roof Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
- 12) Section Elevation Plan (Allowed Maximum file size-2048KB, pdf Only).
- 13) Site Plan(1:600) (Allowed Maximum file size-2048KB, pdf dwg Only).
- 14) Structured Drawings (Allowed Maximum file size-2048KB, pdf Only).
- 15) Typical Building Plan (Allowed Maximum file size-2048KB, pdf Only).

### **Fire Safety Recommendation**

- 1) Applicants Proof of Identity (Aadhaar / Passport / Voter ID) (Allowed Maximum file size-200KB, pdf Only).

- 2) Basement Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
- 3) Completion Certificate for existing building (Allowed Maximum file size-200KB, pdf Only).
- 4) Elevation Plan(1:600) (Allowed Maximum file size-2048KB, pdf Only).
- 5) F.A.R. calculation showing Calculation of Parking Area (Allowed Maximum file size-200KB, pdf Only).
- 6) F.A.R. calculation showing Details of Area (Allowed Maximum file size-200KB, pdf Only).
- 7) Floor Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
- 8) Key Location Plan(1:4000) (Allowed Maximum file size-2048KB, pdf Only).
- 9) Master Plan with ground floor showing floorwise area statement in sq meter.(1:100 / 1:200) (Allowed Maximum file size-2048KB, pdf Only).
- 10) Other Supporting Documents (Allowed Maximum file size-2048KB, pdf Only).
- 11) PAN (Allowed Maximum file size-200KB, pdf Only).
- 12) Proof of Power of Attorney (Allowed Maximum file size-200KB, pdf Only).
- 13) Roof Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
- 14) Sanctioned Plan for existing building (Allowed Maximum file size-200KB, pdf Only).
- 15) Section Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
- 16) Site Plan(1:600) (Allowed Maximum file size-2048KB, pdf dwg Only).

### **Grant of Fire License**

- 1) Consent Letter of Land Owner, if rented premises. (Allowed Maximum file size-200KB, pdf Only).
- 2) FSC document (Allowed Maximum file size-200KB, pdf Only).
- 3) FSR document (Allowed Maximum file size-200KB, pdf Only).

- 4) Old License, if Any (Allowed Maximum file size-200KB, pdf Only).
- 5) PAN card of the applicant (Allowed Maximum file size-200KB, pdf Only).
- 6) Site Plan with Section Drawing in 1:100 scale cut into A4 sized pages(Upload Multiple pages) (Allowed Maximum file size-2048KB, pdf dwg Only).

### **Renewal of Fire License**

- 1) Consent Letter of Land Owner, if rented premises. (Allowed Maximum file size-200KB, pdf Only).
- 2) FSC document (if Yes) (Allowed Maximum file size-200KB, pdf Only).
- 3) FSR document (if Yes) (Allowed Maximum file size-200KB, pdf Only).
- 4) Old License, if Any (Allowed Maximum file size-200KB, pdf Only).
- 5) PAN card of the applicant (Allowed Maximum file size-200KB, pdf Only).
- 6) Site Plan with Section Drawing in 1:100 scale cut into A4 sized pages(Upload Multiple pages) (Allowed Maximum file size-2048KB, pdf dwg Only).

### **Renewal of Fire Safety Certificate**

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- 3) Basement Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
- 4) Building Completion Certificate (Allowed Maximum file size-200KB, pdf Only).
- 5) Building Plan Sanctioned by Competent Authority (Allowed Maximum file size-2048KB, pdf Only).
- 6) Copy of the Last FSR / RFSR issued by the Department (Allowed Maximum file size-200KB, pdf Only).
- 7) Electrical Wiring/Installation Report by Competent Authority (Allowed Maximum file size-200KB, pdf Only).

- 8) F.A.R. calculation showing Calculation of Parking Area (Allowed Maximum file size-200KB, pdf Only).
- 9) F.A.R. calculation showing Details of Area (Allowed Maximum file size-200KB, pdf Only).
- 10) Floor Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
- 11) Key Location Plan(1:4000) (Allowed Maximum file size-2048KB, pdf Only).
- 12) Legal Ownership Document / Registered Deed (Allowed Maximum file size-200KB, pdf Only).
- 13) Master Plan Drawing (Allowed Maximum file size-2048KB, pdf Only).
- 14) PAN Card of the Applicant (Allowed Maximum file size-200KB, pdf Only).
- 15) Proof of Power of Attorney (Allowed Maximum file size-200KB, pdf Only).
- 16) Roof Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
- 17) Section Elevation Plan (Allowed Maximum file size-2048KB, pdf Only).
- 18) Site Plan(1:600) (Allowed Maximum file size-2048KB, pdf dwg Only).
- 19) Structured Drawings (Allowed Maximum file size-2048KB, pdf Only).
- 20) Supporting Document for Conduction of Evacuation Drill (Allowed Maximum file size-200KB, pdf Only).
- 21) Supporting Document for Conduction of Fire Drill (Allowed Maximum file size-200KB, pdf Only).

### **Revision of Fire Safety Recommendation**

- 1) Applicants Proof of Identity (Allowed Maximum file size-200KB, pdf Only).
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- 3) Basement Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
- 4) Building Completion Certificate (Allowed Maximum file size-200KB, pdf Only).

- 5) Copy of the Last FSR / RFSR issued by the Department (Allowed Maximum file size-200KB, pdf Only).
- 6) F.A.R. calculation showing Calculation of Parking Area (Allowed Maximum file size-200KB, pdf Only).
- 7) F.A.R. calculation showing Details of Area (Allowed Maximum file size-200KB, pdf Only).
- 8) Floor Plan(1:100) (Allowed Maximum file size-2048KB, pdf Only).
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- 19) Typical Building Plan (Allowed Maximum file size-2048KB, pdf Only).

### **Self Certification of Fire for Categories - Building used for Low Hazard Industries**

### **Self Certification of Fire for Categories - Business Building Like Offices, Banks, Professional Establishments like Offices of Architects-Engineers-Doctors Lawyers, Post Offices and Police Stations**

**Self Certification of Fire for Categories - Function Halls, Cinema Halls, (Single Screen), Malls, Religious Places**

**Self Certification of Fire for Categories - Hospital/Diagnostic Centre(without Bed Facility)**

**Self Certification of Fire for Categories - Hospital (with Bed Facility/only Day Care)**

**Self Certification of Fire for Categories - Laboratories, Research Establishment, Clinics, Libraries and Test Houses**

**Self Certification of Fire for Categories - Shops like sweet making and selling, manufacturing and selling of ornament**

**Self Certification of Fire for Categories - Shops, Stores, Departmental Stores, Market and sale of Merchandise either wholesale or retail**

**Self Certification of Fire for Categories - Ware Houses, Cold Storages, Freight Depots**

**Self Certification of Fire safety-Hotels (Non Star Category, standalone)**

**Self Certification of Fire safety-Residential Buildings (stand alone)**

**Self Certification of Fire safety - Schools, Colleges, Training Institute (stand alone)**

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