

# Provisional/Occupancy No Objection Certificate from Fire Services Department

## Application for Provisional/Occupancy No Objection Certificate

- a) The Proponent shall submit Application on-line through the Fire Services Department portal (<http://fire.telangana.gov.in/> or <http://tsfire.cgg.gov.in/>)
- b) After payment of the required fees and submission of the application, it is visible in the Director General, Fire Services Department Dashboard
- c) The Director General, Fire Services Department then assigns the application to a committee of officers to carry out the further processing of the application

## Processing of the Application

- a) The assigned committee then reviews the application and undertakes site inspection to verify the following:
  - a. For Provisional NOC:
    - i. abutting road width for fire vehicle access and over-head High Tension electrical lines
  - b. For Occupancy NOC:
    - i. Entry/Exit gates shall be minimum 4.5m width and 5m head clearance for fire tender access
    - ii. Open spaces around the building (depends of the height of the building)
    - iii. Means of escape (Staircases/ramps – the number and width depends upon type of occupancy, occupant load and travel distance)
    - iv. Firefighting equipment: the functionality test of each equipment
    - v. Verification of smoke management, fire safety of air conditioning
    - vi. Verification of any specialized risk/ Hazard and suggest appropriate safety measures
    - vii. Verify emergency lighting and exit signages
    - viii. Verification of emergency evacuation plan and preparedness of occupants in the usage of Fire system provided
- b) Based on the inspection, the committee will submit the inspection report online for the application
- c) The submitted report is then visible to the Regional Fire Officer for scrutiny. After scrutiny, the Regional Fire Officer forwards the report to the Director General
- d) The Director General Approves/Rejects the file and the applicant can download the same from the online portal
- e) After each processing step of the application, the applicant receives a SMS to the registered mobile number informing the status

## Checklist of Documents to be submitted with the Application

- a) Site Plan
- b) Basement Floor Plan
- c) Stilt/Ground Floor Plan
- d) Floor wise Plan
- e) Terrace Plan
- f) Section Plan
- g) Elevation Plan
- h) Provisional / Revised Provisional NOC (Needed for Occupancy NOC Application)

## Time Limits for receiving Occupancy/Provisional NoC after submission of Complete Application

- a) For Buildings under 15 mts height : 7 days
- b) For Buildings above 15 mts height : 14 days

## Application Process Flow Diagram

