

PROCEDURE FOR APPLYING PROVISIONAL/OCCUPANCY NO OBJECTION CERTIFICATE

1. Applicant applies online through <http://fire.telangana.gov.in/> or <http://tsfire.cgg.gov.in/>
2. On payment of fees online and submission, the file comes to the Director General's Dashboard.
3. The Director General assigns the file to a committee of Officers and they receive the file online.
4. The committee inspects the premises/building and submits the report online.
5. The report on submission by the committee comes to the Dashboard of the Regional Fire Officer for scrutiny. After scrutiny, the Regional Fire Officer forwards the report to the Director General.
6. The Director General Approves/Rejects the file and the applicant will receive an email with the final approved certificate/letter as an attachment. Alternatively, the applicant can also download the same from the online portal.
7. Once the file passes to the next stage in the process, the applicant receives a sms to the registered mobile number informing the status.
8. As per the Citizen's Charter of the Department, the timeline to issue Provisional/Occupancy No Objection Certificate for buildings above 15M in height is 14 Days and for those 15M and below in height is 7 Days.

COMPREHENSIVE LIST OF DOCUMENTS REQUIRED

Apart from entering the data in the fields given in the online application page, the following drawings duly marking fire fighting systems in Red need to be uploaded.

1. Site Plan.
2. Basement Floor Plan.
3. Stilt/Ground Floor Plan.
4. Floor wise Plan.
5. Terrace Plan.
6. Section Plan.
7. Elevation Plan.
8. Provisional / Revised Provisional NOC (Needed for Occupancy NOC Application).

The applicant is also provided with four extra upload options apart from the above.

NOTE:

1. Plans uploaded should be signed by the builders/owners and authorized technical persons.
2. In case of High Rise Buildings, where the concessions in all round setbacks would be considered subject to maintaining minimum clear setback of 7m on all sides, it shall be certified in the site plan as follows: "Minimum setback area clear without any Obstructions".
3. Where 2 mts wide green planting strip (where the setback is 9m and above) is proposed, it shall be certified in the site plan as follows: "Soft green planting, to facilitate movement of fire fighting vehicles and effective fire fighting operation" .
4. Deviations or contraventions if any from the approved drawings, would invite prosecution of Builder, Architect and Site Engineer under Sections 31 and 32 of the Fire Service Act, 1999.