

PROCEDURE FOR APPLYING FIRE LICENCE CERTIFICATE

1. Applicant submit an online application for obtain Fire License by visiting our department website <http://fire.telangana.gov.in/>. Then register yourself by giving required information in the concerned field entries. The applicant may receive login credentials by an SMS through concerned mobile number and concerned email id provided by the applicant.
2. After successful login as a citizen, please go through “Fire License” option which is available on the dash board.
3. Temporary Fire cracker license fee of Rs. 500/- only and valid of Licence up to period of 14 days from the date of issue. Permanent Fire Crackers License holders belongs to Manufacturers/Whole sale shops/Permanent Godowns license fee Rs. 2,500/- only and valid of license up to 31st December of the same year.
4. After entering the application, please enter additional required information details then make required fee payment through online mode only and submit the online application.
5. On successful submission of online application, the same file comes on the Station Fire Officer Dashboard.
6. The concerned Station Fire Officer visits the premises/building and conduct inspection on fire and life safety point view. Then submits the inspection report through online mode only and forward the same file through online to next level authority for scrutinizing purpose.
7. After the scrutiny, the concerned Assistant District Fire Officer forwards the online report to the next level authority as District Fire Officer.
8. The District Fire Officer can Approves/Rejects the file. The same may be informed to concerned applicant through registered mobile number and email. Then the applicant can download the same from the online portal with concerned login credentials.
9. Once the file passes to the each stage, the applicant may receives the status of application by an SMS to the concerned registered mobile number. If the file may rejects the same may be informed as above.
10. As per the Citizen’s Charter of the Department, the timeline framed to issue Certificate for premises/building is 14 Days.

LIST OF DOCUMENTS REQUIRED

Apart from entering the data in the fields given in the online application page, the following documents of Applicant need to be uploaded.

1. Upload Passport size Photograph.
2. Upload ID Proof.
3. Upload Address Proof.