

## Fire and Rescue Services Department: Procedure for obtaining No Objection Certificate, and Fire License

### 1. Name of Approval: No Objection Certificate

The procedure, documents checklist, and processing timeline for obtaining NOC are given in the table below.

1	Competent Authority	Fire and Rescue Services Department (FRSD)
2	Stage	Pre Establishment/ Planning Stage
3	Approving Authority	<ul style="list-style-type: none"> <li>• <b>Height of building upto 17.25 mts (Non-MSB):</b> District Officer, Fire and Rescue Services Department</li> <li>• <b>Height of building above 17.25 mts (MSB)/Building with more than single basement and height may be less than 17.25 mts:</b> Director, Fire and Rescue Services Department</li> </ul>
4	Procedure & Documents Required	<p>a) The applicant will have to visit e Sevai Centre (Click <a href="#">here</a> for list of all eSevai Centres in Tamil Nadu) and provide details requested in the application form to the computer operator. The computer operator will fill in the application on the online system on behalf of the applicant.</p> <p>b) The applicant should submit all documents mentioned below to the operator who will upload the documents on to the system (MSB &amp; Non MSB):</p> <ol style="list-style-type: none"> <li>1. Requisition Letter addressed to Approving Authority (District Officer/ Director, as applicable) with the signature of authorised signatory.</li> <li>2. Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed)</li> </ol> <p>c) Once documents are uploaded an application number will be generated and the applicant will receive a confirmation of the same via SMS. There is no fee to be paid to the Fire &amp; Rescue Services department for this application.</p> <p>d) The applicant should send by speed post the following documents, quoting the application reference number, to the concerned Approving Authority (District Officer/ Director, as applicable):</p> <ol style="list-style-type: none"> <li>1. 4 copies of Proposed Building Plan (Certified by a Panel Engineer approved by the Local Body) consisting of the following:             <ol style="list-style-type: none"> <li>i. Site Plan</li> <li>ii. Topo Plan</li> <li>iii. Elevation plan</li> <li>iv. Typical Floor plan</li> <li>v. Section drawing</li> </ol> </li> <li>2. 4 copies of Proposed Fire Plan (Certified by a Panel Engineer approved by the Local Body)</li> </ol>

		<p>e) The Approving Authority (District Officer/ Director, as applicable) shall acknowledge the receipt of the application and documents, to the applicant via SMS.</p> <p>f) The Approving Authority (District Officer/ Director, as applicable) may ask for additional information from the applicant, only pertaining to application form and supporting documents specified in point a) above and that too within 7 working days of application receipt (including supporting documents), post which no clarification may be requested. The applicant should respond to the queries received through the online portal.</p> <p>g) The Approving Authority (District Officer/ Director, as applicable) shall schedule an inspection of the site after providing prior notice to the applicant through the online portal. Applicant will receive intimation of inspection date through SMS and email.</p> <p>h) Non MSB:</p> <ol style="list-style-type: none"> <li>1. Post inspection, the concerned Assistant District Officer (ADO)/ Station Officer (SO) will populate the inspection report on the online portal and forward it to District Officer (DO).</li> <li>2. The DO will review observations and recommendations on inspection and make changes if necessary.</li> <li>3. The DO will approve the inspection report and issue NOC to the applicant through the online portal (with digitally signed certificate)/ reject if case maybe (in case of rejection the reason for rejection will be communicated mandatorily).</li> </ol> <p>i) MSB:</p> <ol style="list-style-type: none"> <li>1. Post inspection, the concerned District Officer (DO)/ ADO/ will populate the inspection report on the online portal and forward it to concerned Joint Director (JD)/ Deputy Director (DD).</li> <li>2. Concerned Joint Director (JD)/ Deputy Director (DD) will review observations on inspection report and make changes if necessary, and forward to Director.</li> <li>3. The Director will approve the inspection report and issue NOC through the online portal (with digitally signed certificate) to the applicant/ reject if case maybe (in case of rejection the reason for rejection will be communicated mandatorily).</li> </ol>
5	Processing Time	<p>For Non-Multi Storied Buildings (Non-MSB): 15 days</p> <p>For Multi Storied Buildings (MSB): 30 days</p>

## 2. Name of Approval: Compliance Certificate

The procedure, documents checklist, and processing timeline for obtaining Compliance Certificate are given in the table below.

1	Competent Authority	Fire and Rescue Services Department (FRSD)
2	Stage	Pre Operation/ Post Completion of Construction
3	Approving Authority	<ul style="list-style-type: none"><li>• <b>Height of building upto 17.25 mts (Non-MSB):</b> Not applicable</li><li>• <b>Height of building above 17.25 mts (MSB)/Building with more than single basement and height may be less than 17.25 mts:</b> Director, Fire and Rescue Services Department</li></ul>
4	Procedure & Documents Required	<p>a) The applicant will have to visit e Sevai Centre (Click <a href="#">here</a> for list of all eSevai Centres in Tamil Nadu) and provide details requested in the application form to the computer operator. The computer operator will fill in the application on the online system on behalf of the applicant.</p> <p>b) The applicant should submit all documents mentioned below to the operator who will upload the documents on to the system:</p> <ol style="list-style-type: none"><li>1. Requisition Letter addressed to Approving Authority with the signature of authorised signatory.</li><li>2. Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed)</li><li>3. Copy of NOC received from Fire &amp; Rescue Services department during Pre Establishment</li></ol> <p>c) Once documents are uploaded an application number will be generated and the applicant will receive a confirmation of the same via SMS. There is no fee to be paid to the Fire &amp; Rescue Services department for this application.</p> <p>d) The applicant should send by speed post the following documents to the Director:</p> <ol style="list-style-type: none"><li>1. 4 copies of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)</li></ol> <p>e) The Director shall acknowledge the receipt of the application and documents, to the applicant via SMS.</p> <p>f) The Director may ask for additional information from the applicant, only pertaining to application form and supporting documents specified in point a) above and that too within 7 working days of application receipt (including supporting documents), post which no clarification may be requested. The applicant should respond to the queries received through the online portal.</p> <p>g) The Director shall schedule an inspection of the site after providing prior notice to the applicant through the online portal. Applicant will receive intimation of inspection date through SMS and email.</p> <p>h) Post inspection, the concerned District Officer (DO)/ ADO/ will populate the inspection report on the online portal and forward it to concerned Joint Director (JD)/ Deputy Director (DD).</p>

		<p>i) Concerned Joint Director (JD)/ Deputy Director (DD) will review observations on inspection report and make changes if necessary, and forward to Director.</p> <p>j) The Director will approve the inspection report and issue Compliance Certificate through the online portal (with digitally signed certificate) to the applicant/ reject if case maybe (in case of rejection the reason for rejection will be communicated mandatorily).</p>
5	Processing Time	30 days

### 3. Name of Approval: Fire License

The procedure, documents checklist, and processing timeline for obtaining Fire License are given in the table below.

1	Competent Authority	Fire and Rescue Services Department (FRSD)
2	Stage	Pre Operation/ Post Completion of Construction
3	Approving Authority	<ul style="list-style-type: none"><li>• <b>Height of building upto 17.25 mts (Non-MSB):</b> District Officer, Fire and Rescue Services Department</li><li>• <b>Height of building above 17.25 mts (MSB)/Building with more than single basement and height may be less than 17.25 mts:</b> Director, Fire and Rescue Services Department</li></ul>
4	Procedure & Documents Required	<p>a) The applicant will have to visit eSevai Centre (Click <a href="#">here</a> for list of all eSevai Centres in Tamil Nadu) and provide details requested in the application form to the computer operator. The computer operator will fill in the application on the online system on behalf of the applicant.</p> <p>b) The applicant should submit all documents mentioned below to the operator who will upload the documents on to the system (MSB &amp; Non MSB):</p> <ol style="list-style-type: none"><li>1. Requisition Letter addressed to Approving Authority (District Officer/ Director, as applicable) with the signature of authorised signatory.</li><li>2. Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed)</li><li>3. Copy of Compliance Certification issued by Fire and Rescue Services Department <b>(For MSB only)</b></li></ol> <p>c) Once documents are uploaded an application number will be generated and the applicant will receive a confirmation of the same via SMS. There is no fee to be paid to the Fire &amp; Rescue Services department for this application.</p> <p>d) The applicant should send by speed post the following documents to the concerned Approving Authority (District Officer/ Director, as applicable):</p> <ol style="list-style-type: none"><li>1. 4 copies of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)</li></ol> <p>e) The Approving Authority (District Officer/ Director, as applicable) shall acknowledge the receipt of the application and documents, to the applicant via SMS.</p> <p>f) The Approving Authority (District Officer/ Director, as applicable) may ask for additional information from the applicant, only pertaining to application form and supporting documents specified in point a) above and that too within 7 working days of application receipt (including supporting documents), post which no clarification may be requested. The applicant should respond to the queries received through the online portal.</p> <p>g) The Approving Authority (District Officer/ Director, as applicable) shall schedule an inspection of the site after providing prior notice</p>

		<p>to the applicant through the online portal. Applicant will receive intimation of inspection date through SMS and email.</p> <p>h) Non MSB:</p> <ol style="list-style-type: none"> <li>a. Post inspection, the concerned Assistant District Officer (ADO)/ Station Officer (SO) will populate the inspection report on the online portal and forward it to DO.</li> <li>b. The DO to review observations and recommendations on inspection and make changes if necessary.</li> <li>c. The DO will approve the inspection report and issue Fire License to the applicant through the online portal (with digitally signed certificate)/ reject if case maybe (in case of rejection the reason for rejection will be communicated mandatorily).</li> </ol> <p>i) MSB:</p> <ol style="list-style-type: none"> <li>a. Post inspection, the concerned District Officer (DO)/ ADO/ will populate the inspection report on the online portal and forward it to concerned Joint Director (JD)/ Deputy Director (DD).</li> <li>b. Concerned Joint Director (JD)/ Deputy Director (DD) will review observations on inspection report and make changes if necessary, and forward to Director.</li> <li>c. The Director will approve the inspection report and issue Fire License through the online portal (with digitally signed certificate) to the applicant/ reject if case maybe (in case of rejection the reason for rejection will be communicated mandatorily).</li> </ol>
5	Processing Time	<p>For Non-Multi Storied Buildings (Non-MSB): 15 days</p> <p>For Multi Storied Buildings (MSB): 30 days</p>