



# Standard Operating Procedure (SoP)

Service: Jharkhand Fire Services

Sub Service: Advisory for Fire Safety (Pre Construction)

<https://www.advantage.jharkhand.gov.in/SingleWindow/registrations/departmentService/Mg==/>



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## I. Process for Application and Approval:

<b>Standard Operating Procedure –AS-IS</b>			
<b>Name of Service: Jharkhand Fire Services</b>			
Sub services: Advisory for Fire Safety (Pre Construction)      Time for Approval-30 days			
<b>Basis for approval: National Building Code of India Part 4 Fire And Life Safety</b>			
<b>Steps</b>	<b>Documents/Information needed</b>	<b>Timelines</b>	<b>Contact Person</b>
Process of Application: Forwarded application and map of Building from concern ULBs/JIADA	Two types of applying: During construction in ULB/ JIADA is via BPAMS, In other areas or in case of already constructed building/ factory via SW All process are mandated to online only, applicant can apply for Advisory for Fire Safety at Pre Construction stage of building.		
Criteria of building	Licence Technical Person (LTP) or User can apply for the following category of the building comes under National Building Code(NBC) Part 4 type of building detailing: Group A Residential Buildings Group B Educational Buildings Group C Institutional Buildings Group D Assembly Buildings Group E Business Buildings Group F Mercantile Buildings Group G Industrial Buildings Group H Storage Buildings Group J Hazardous Buildings		
Application by LTP/Users on SWS	Applicant(LTP/Users) apply for services- Fills all the required information of application, uploading the map of establishment in PDF format(during construction)		
Documents required	<ul style="list-style-type: none"> <li>• Soft copy of Map in PDF file with Key, Site, Floor &amp; Elevation Plan-through BPAMS or validated by Architect/Structural Engineer</li> <li>• Recommendation Letter</li> <li>• Any relevant document-issued by Fire Directorate</li> <li>• Complete online application form</li> </ul>		
Application Received by state fire officer	State fire officer receives the application verifies the documents and information submitted by applicant- if there is objection-SFO raised the objection to applicant-applicant clarifies	05 days	State Fire Officer
Inspection of site	A system generated information through Email and SMS shared to applicant for site inspection with name, contact no. of officer/officers before inspection. Fire Station officer (FSO) or with contact person of ULLB does the site inspection.	03 days	Fire Station Officer



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Inspection Report	Fire Station officer does the inspection and uploads the inspection report with 5 photographs of (cite/under construction building) & forward to SFO	02 days	Fire Station Officer
Study of plan: objection/approval/rejection	State Fire Officer study the reports, if there is any objection on report, work reassigned to FSO and FSO resubmit report to SFO and after examining the report SFO approve the Fire advisory certificate & upload: Concerned ULBs/JIADA/Users can view and download the report.	20 days	State Fire Officer and Team

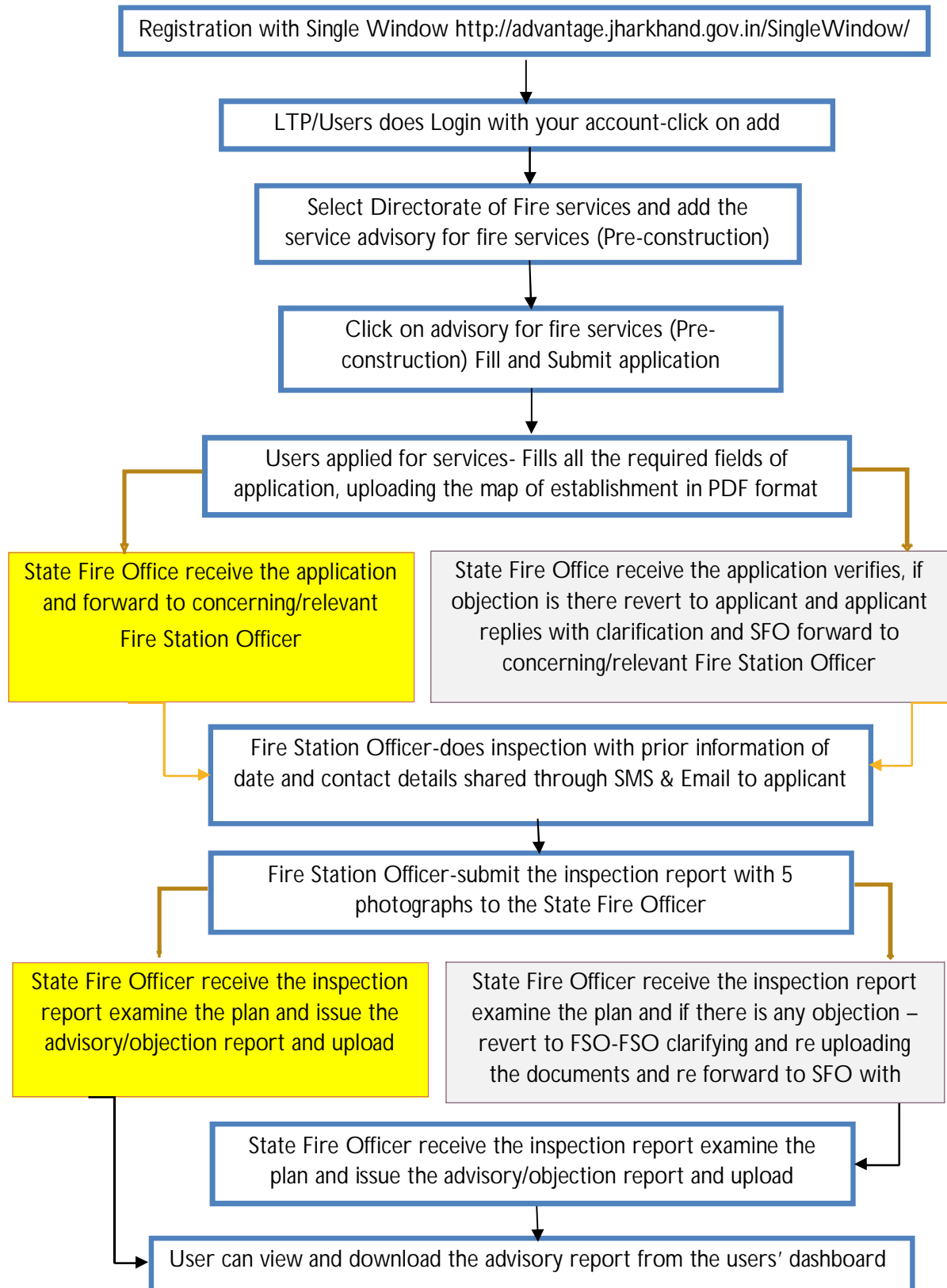
## II. Do's and don'ts during application for "Fire Advisory Services":

	Do's	Don'ts
<b>Registration on SWS</b>	<ul style="list-style-type: none"> <li>New Users: If applicant is investor/proprietor/director/secretary-select –investor as new users</li> <li>If Applicant is Architect or LTP: select LTP as new users</li> </ul>	<ul style="list-style-type: none"> <li>Investor/proprietor/director/secretary-select –investor as new users not LTP</li> <li>Wrong pick-direct user choose LTP</li> </ul>
<b>Add a new service or' select the service for application</b>	<ul style="list-style-type: none"> <li>Create a single CAF ID and select service &amp; apply one time for one unit</li> <li>In one CAF -multiple services can be selected and applied</li> <li>One service one time application to be done</li> </ul>	<ul style="list-style-type: none"> <li>Avoid formation of multiple CAF and adding multiple services and multiple application for one service.</li> </ul>
<b>Contact Details</b>	<ul style="list-style-type: none"> <li>Pls. use full name of applicant as per govt. ID proof, applicant name comes approval certificate</li> <li>Pls. provide preferably permanent/authenticated Email ID and Mobile no.</li> </ul>	<ul style="list-style-type: none"> <li>Avoid giving short name of applicant during application</li> <li>Temporary or personal no</li> </ul>
<b>Mandatory Field during application</b>	<ul style="list-style-type: none"> <li>Fill all mandatory filed marked with red star(*), use full form of any information</li> </ul>	<ul style="list-style-type: none"> <li>Avoid leaving blank any field and short term of any information</li> </ul>
<b>Building Map</b>	<ul style="list-style-type: none"> <li>Before uploading the map cross check-map Key Plan, Floor Plan, Site Plan and Elevation plan with dimensions in visible PDF file</li> <li>Use PDF file of 10 MB to upload</li> <li>MAP should be developed either through BPAMS or architects/structural engineer</li> </ul>	<ul style="list-style-type: none"> <li>Building map-missing Key Plan, Floor Plan, Site Plan and Elevation plan with dimensions</li> <li>Self-made-not validated through architects/ structural engineer/BPAMS will cause for objection/rejection</li> </ul>
<b>Use of Building and Sub use of building</b>	<ul style="list-style-type: none"> <li>Select carefully the use and sub use of building before selecting and submitting-wrong filed may cause for objection and rejection of application</li> </ul>	<ul style="list-style-type: none"> <li>Wrong Type of building-Use and Sub use of building may refer to National Building Code of India Part 4 Fire And Life Safety</li> </ul>
<b>Objection from SFO</b>	<ul style="list-style-type: none"> <li>Check the system, mail, SMS regularly read instructions carefully and comply</li> </ul>	<ul style="list-style-type: none"> <li>Improper clarification may cause for objection again or rejection.</li> </ul>
<b>FSO report to SFO</b>	<ul style="list-style-type: none"> <li>Make a separate folder in system with the name of application no. and applicant name/unit</li> </ul>	<ul style="list-style-type: none"> <li>Avoid keeping files and documents as multiple sources.</li> <li>This may cause for wrong submission of documents</li> </ul>



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### III. Advisory for Fire Safety (Pre Construction) Process flow





#### IV. Sample of Fire Safety Checklist/Inspection Report:

ज्ञापांक—...../

सं०सं०-तक०-.....

अग्निशमन सेवा मुख्यालय, झारखण्ड, राँची।

दिनांक...../

सेवा में,

प्रभारी अग्निशामालय पदाधिकारी,

.....

विषय :-

स्थल निरीक्षण कर प्रतिवेदन समर्पित करने के संबंध में।

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प्रस्तावित स्थल तक अग्निशामक गाड़ियों को पहुँचने के लायक पर्याप्त चौड़ाई की सड़क है अथवा नहीं ? कृपया सड़क की चौड़ाई भी अवश्य लिखकर भेजे। सड़क की चौड़ाई एवं डेड इंड यदि हो तो उसका स्पष्ट उल्लेख करें साथ ही निम्नलिखित सूचनायें स्पष्ट रूप से लिखें।

1. मुख्य सड़क कहाँ से कहाँ तक जाती है ?
2. मुख्य सड़क की चौड़ाई क्या है ?
3. पहुँच पथ कहाँ जाती है ?
4. पहुँच पथ की चौड़ाई क्या है ?
5. पहुँच पथ प्रस्तावित स्थल से आगे की ओर जाती है अथवा समाप्त हो जाती है ?
6. प्रस्तावित स्थल के पास कोई कारखाना/स्कूल/क्लब/गैस गोदाम/शराब खाना आदि तो नहीं है ?
7. प्रस्तावित स्थल के आस-पास यदि कोई नदी तालाब आदि है अथवा नहीं ?
8. प्रस्तावित स्थल के उपर से कोई बिजली का तार तो नहीं पार किया है ?
9. स्थल निरीक्षण करते समय **NBC part IV** की कंडिका 3.2 का भी ध्यान रखा करेंगे।
10. फायर इंजिनों को आने-जाने का सुगम रास्ता है अथवा नहीं ?

निदेश दिया जाता है कि प्रस्तावित स्थल की भौतिक जाँच करते हुए अपने मंतव्य के साथ स्पष्ट प्रतिवेदन तीन दिनों के अन्दर उपलब्ध कराना सुनिश्चित करें।

(राम कृष्ण ठाकुर)  
प्रभारी अपर राज्य अग्निशमन पदाधिकारी,  
झारखण्ड, राँची।



## V. Definitions: Pictures shown are symbolic only

### 1. Plot Area:

The area which is surrounded by a boundary line (fencing) is called as Plot Area. In simple words, the total area which belongs to you in a city or town is considered as Plot area. The term Plot area is majorly used in gated communities, townships and named as Plot Area 1, PA-2 etc. They are useful in identifying the plot of a particular individual.



### 2. Built up area/Plinth Area:

The total building area in plot area is referred as Built up area. In simple, Area excluding empty space around the building is called Built up area or Plinth area.

**Built up Area = Carpet area + Thickness of All walls + balcony**

### 3. Setback area:

The empty space around the building is called Setback area. The setback area is decided by Municipal Authority. In India, we leave 4 ft from all the sides of the building. The reason behind leaving setback area is to make ease for moving vehicles, ventilation and during emergency purposes. However set back area increases for High rise building and may go up to several meters.

**Setback area = Plot area – Built-up Area**

### 4. Carpet area:

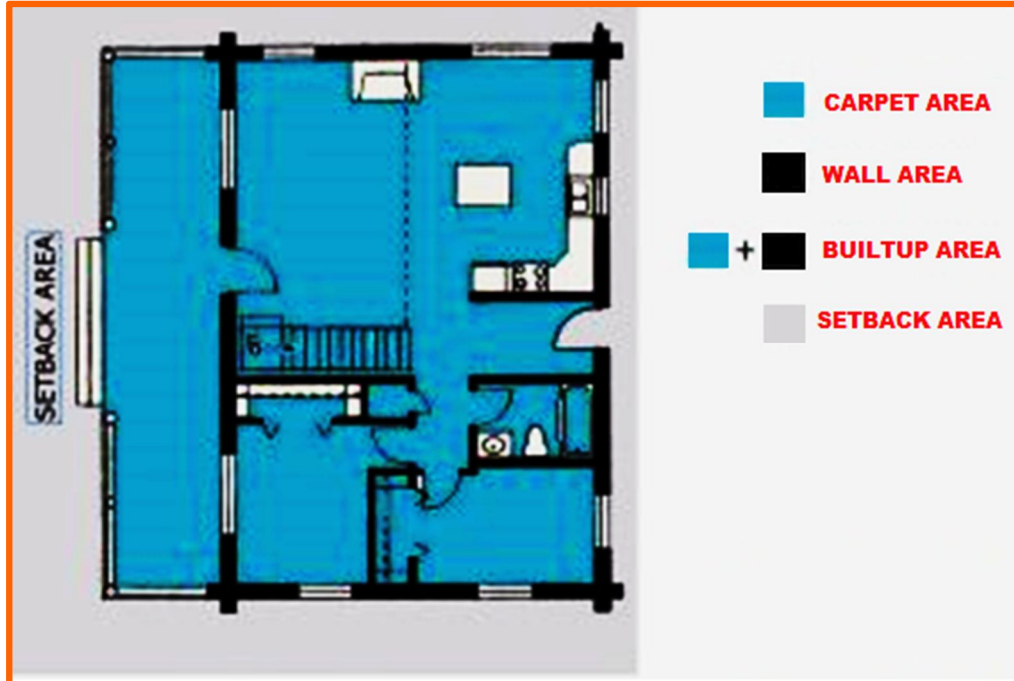
Carpet Area is an area which is enclosed within walls. In simple words, Area excluding walls in the built-up area is called as carpet area. It's a used area of a building. Generally, carpet area is around 85-90% of built area.

**Carpet Area = Built-up Area - Area of walls**

### 5. Super Built-up Area:

Super Built Up Area is the built up area plus proportionate area of common areas such as the Swimming pools, Staircase, lobby, lifts, open verandahs etc. The term Super built up area is generally used in Real Estate (while buying property) builders may add 20% of total cost of apartment to the super built-up area. Refer the following Plan of a building in a plot picture for clear understanding.





**Super Built-Up Area = Setback area+Built-up Area+20% of common area**

### 6. Building Map (Pre Construction):

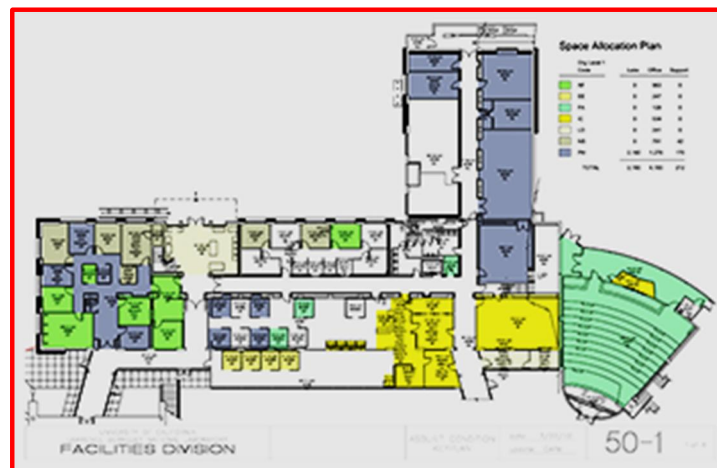
Pre-Construction building map with clear dimension of all floors showing all the details as use of building, Floors, Rooms, Halls, set back area, built area, road, balcony, etc. It is mandatory to submit.

### 7. Building Map (Pre Occupancy):

Approved building map with clear dimension of all floors showing all the details as Use of building, Floors, Rooms, Halls, Set back area, Carpet area, Built up area, road, Balcony, stairs, Exit gates, roads etc. It is mandatory to submit.

### 8. Key Plan:

Key Plans are floor plans showing primary architectural elements of each building by floor level. They graphically represent walls, doors, windows, room numbers, and other features. Key Plan reports are available with varying levels of detail: Base Key Plan: room number, square footage.







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## 9. Site Plan:

A site plan is a landscape architectural plan, and a detailed engineering drawing of proposed improvements to a given lot. A site plan is a "set of construction drawings that a builder or contractor uses to make improvements to a property.



## 10. Elevation Plan

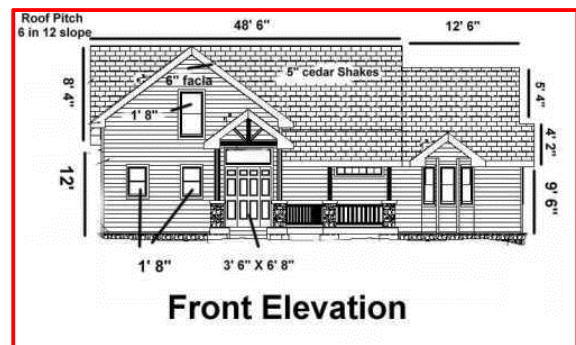
An elevation drawing is an orthographic projection drawing that shows one side of the house. The purpose of an elevation drawing is to show the finished appearance of a given side of the house and furnish vertical height dimensions. Four elevations are customarily drawn, one for each side of the house.

**An elevation plan ordinarily includes the following:**

- Identification of the specific side of the house that the elevation represents
- Grade lines
- Finished floor and ceiling levels
- Location of exterior wall corners
- Windows and doors
- Roof features
- Porches, decks and patios
- Vertical dimensions of important features
- Material symbols

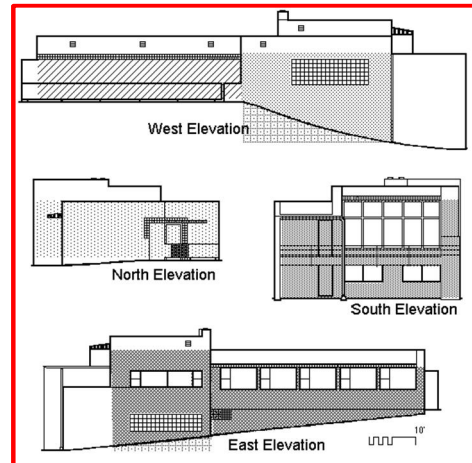
**The Procedure for Drawing an Elevation Plan:**

1. Place the floor plan directly above the space where the elevation is to be drawn. The exterior walls to be represented by the elevation should be facing down toward the elevation.



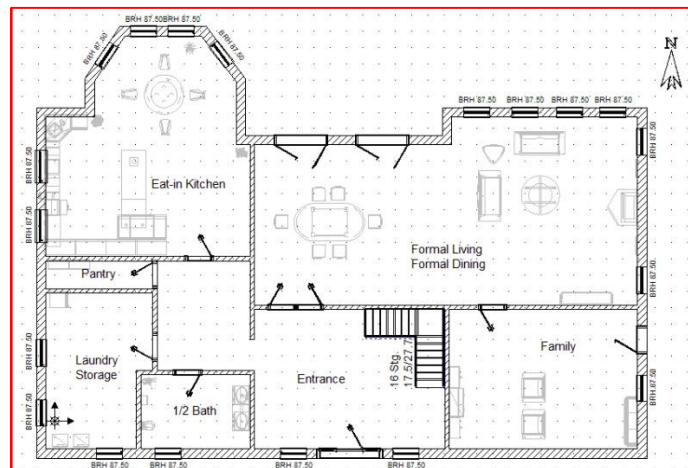


2. Project all points down to the free space.
3. Indicate the bottom of the footer and draw a horizontal line. Now measure in all vertical heights, basement ceiling height, floor joist height, first floor, etc... from this reference point.
4. Remove construction lines and determine if changes are desired in the overall design.
5. Add details such as railings, window muntins, trim, window wells, etc...
6. Add dimensions, notes and symbols.
7. Check drawing and be sure to print one copy to check.
8. Turn-in drawing



## 11. Floor Plan:

In architecture and building engineering, a floor plan is a drawing to scale, showing a view from above, of the relationships between rooms, spaces, traffic patterns, and other physical features at one level of a structure. Dimensions are usually drawn between the walls to specify room sizes and wall lengths. Pictures shown is symbolic only:



## 12. Recommendation letter/Construction permit:

Required a reference letter from where applicant is getting approval for construction of building(Commercial/Residential), this meant for all type of building either inside Industrial area, Outside industrial area (RMC, ULB, Rural, Zila Parishad). If service applied under any department: receipt or acknowledgement may submit for recommendation. It is mandatory to submit thus Directorate of Fire service can correlate the service with concerned department.

## 13. Other Document:

If applicant has got any approval pre construction offline or any certificate issued by the department earlier or any other document want to submit to the directorate for reference. Not mandatory to submit.

## 14. Mandatory Fields:

If applying directly through Single Window System (SWS), applicant need to filled all the mandatory fields marked as \*

**15. M. Payment:** There is no fee for any service under Directorate of Fire Services