



Standard Operating Procedure (SoP)

Service: Jharkhand Fire Services

Sub Service: Renewal of Fire NOC

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



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I. Process for Application and Approval:

Standard Operating Procedure –AS-IS Name of Service: Jharkhand Fire Services			
Sub services: <u>Renewal of Fire NOC</u>		<u>Total Time Line for Approval: 30 days</u>	
Previous Approval: Building Plan Approval Basis for approval: Maintenance and working condition of firefighting equipment's & other points			
Steps	Documents/Information needed	Timelines	Contact Person
Criteria	a) NOC Issued b) System reminds one month/15 days /one day before to expiry of NoC to establishment through SMS and Mail.		
Application Process on Single Window System	<ul style="list-style-type: none"> LTP/Users does Login with your account on Single Window System-click on add service. Select Directorate of Fire services and add the service Renewal of Fire NOC 		
Application by LTP/Users on SWS and list of documents	<ol style="list-style-type: none"> Applicant(LTP/Users) apply for services- For NoC with previous NOC Upload the affidavit and submit application-which is available online 		
Documents required	<ul style="list-style-type: none"> Soft copy of Approved Map in PDF file Previous year NOC Affidavit Filled Checklist Complete online application form 		
Received received by SFO-H.Q.	State fire officer receives the application verify the documents and information	05 days	State Fire Officer
Inspection of site	Fire Station officer does the inspection and prepare inspection report with 5 photographs of the cite/under construction building	03 days	Fire Station Officer
Inspection Report by FSO to SFO	Fire Station officer does the inspection and send the inspection report to State fire Officer with 5 photo to SFO	02 days	Fire Station Officer
Study of inspection report: objection/approval/rejection	State fire officer will verify the documents, inspection reports, if needed clarification raise to LTP/Users/FSO or issue approval/rejection certificate	20 days	State Fire Officer



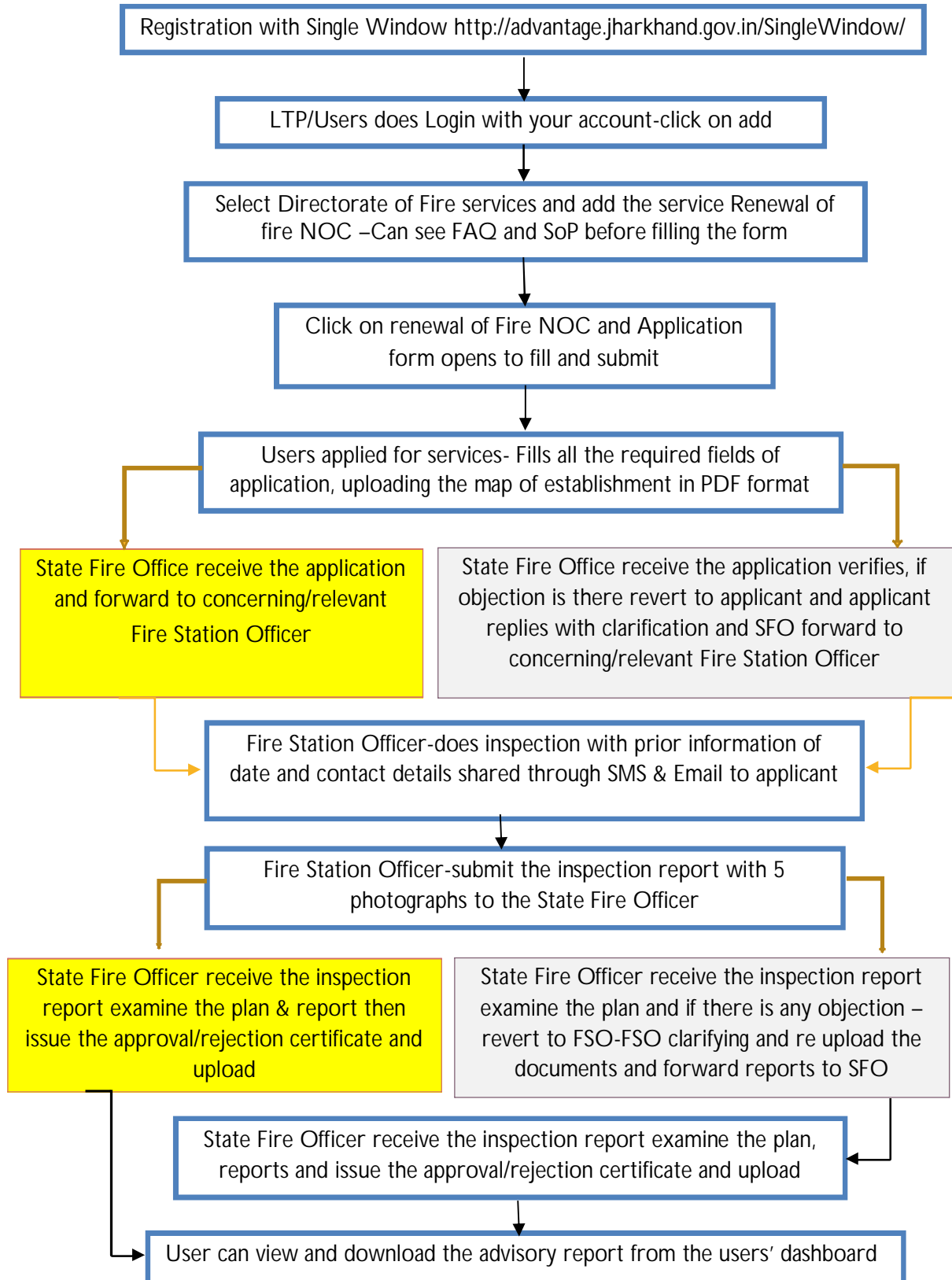
बिहार सरकार

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

	Do's	Don'ts
Registration on SWS	<ul style="list-style-type: none"> New Users: If applicant is investor/proprietor/director/secretary-select –investor as new users If Applicant is Architect or LTP: select LTP as new users 	<ul style="list-style-type: none"> Investor/proprietor/director/secretary-select –investor as new users not LTP Wrong pick-direct user choose LTP
Add a new service or' select the service for application	<ul style="list-style-type: none"> Create a single CAF ID and select service & apply one time for one unit In one CAF for 1 Unit-multiple services can be selected and applied Under One CAF and One field should be added a service for same unit and same address of building 	<ul style="list-style-type: none"> Avoid formation of multiple CAF and adding multiple services and multiple application Multiple application for same premise may cause for delay approval/objection
Contact Details	<ul style="list-style-type: none"> Pls. use full name of applicant as per govt. ID proof, applicant name comes approval certificate Pls. provide preferably permanent/authenticated Email ID and Mobile no. 	<ul style="list-style-type: none"> Avoid giving short name of applicant during application Temporary or personal no
Mandatory Field during application	<ul style="list-style-type: none"> Fill all mandatory filed marked with red star(*), use full form of any information 	<ul style="list-style-type: none"> Avoid leaving blank any field and short term of any information
Building Map	<ul style="list-style-type: none"> Before uploading the map cross check-map Key Plan, Floor Plan, Site Plan and Elevation plan with dimensions in visible PDF file Use PDF file of 10 MB to upload MAP should be developed either through BPAMS or architects/structural engineer 	<ul style="list-style-type: none"> Building map-missing Key Plan, Floor Plan, Site Plan and Elevation plan with dimensions Self-made-not validated through architects/ structural engineer/BPAMS will cause for objection/rejection
Use of Building and Sub use of building	<ul style="list-style-type: none"> Select carefully the use and sub use of building before selecting and submitting-wrong filed may cause for objection and rejection of application 	<ul style="list-style-type: none"> Wrong Type of building-Use and Sub use of building may refer to National Building Code of India Part 4 Fire And Life Safety
Objection from SFO	<ul style="list-style-type: none"> Check the system, mail, SMS regularly read instructions carefully and comply 	<ul style="list-style-type: none"> Improper clarification may cause for objection again or rejection.
FSO report to SFO	<ul style="list-style-type: none"> Make a separate folder in system with the name of application no. and applicant name/unit Keep all 5 photographs and duly signed inspection report in PDF in the same folder. 	<ul style="list-style-type: none"> Avoid keeping files and documents as multiple sources. This may cause for wrong submission of documents and will cause for objection/rejection.



III. Fire NOC for completion (Pre Occupancy) 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।
.....
.....

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

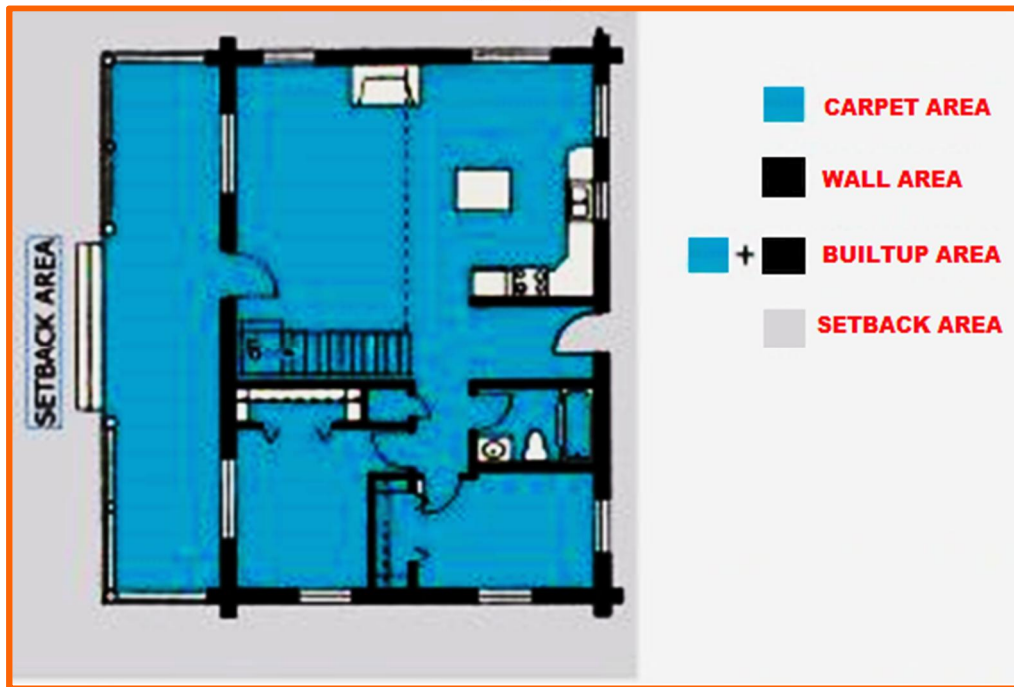
4. Carpet area:

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):

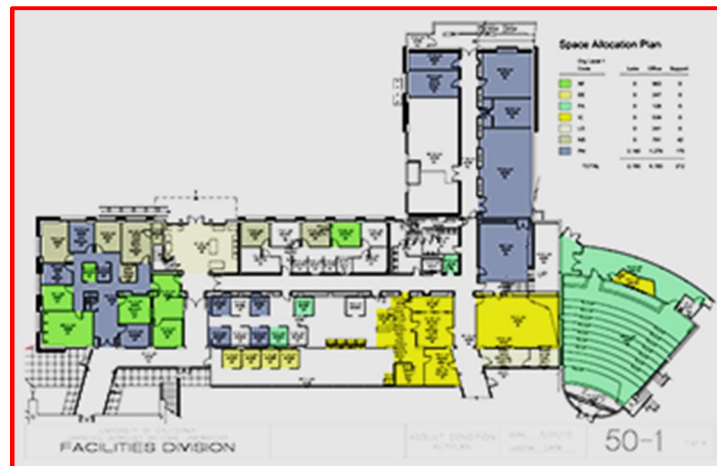
Pre-Construction building map with clear dimension of all floors showing all the details as use of building, Floors, Rooms, Halls, set back area, built area, road, balcony, etc. It is mandatory to submit.

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.



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

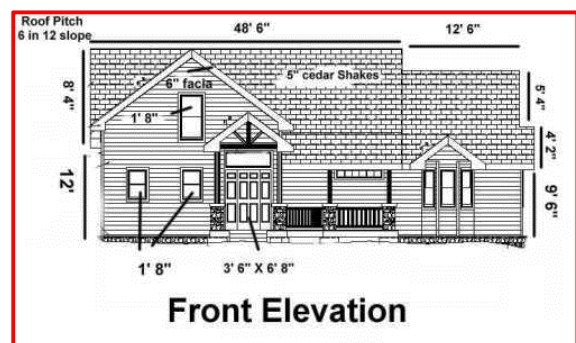
An elevation drawing is an orthographic projection drawing that shows one side of the house. The purpose of an elevation drawing is to show the finished appearance of a given side of the house and furnish vertical height dimensions. Four elevations are customarily drawn, one for each side of the house.

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

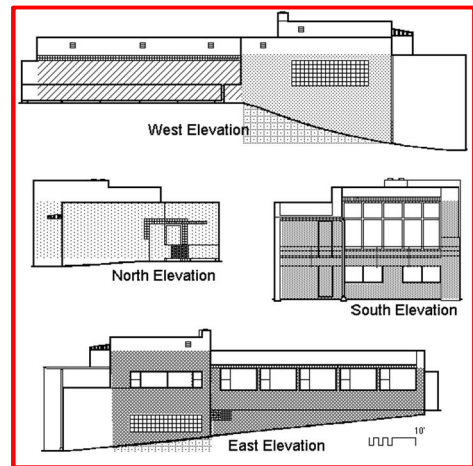
The Procedure for Drawing an Elevation Plan:

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.



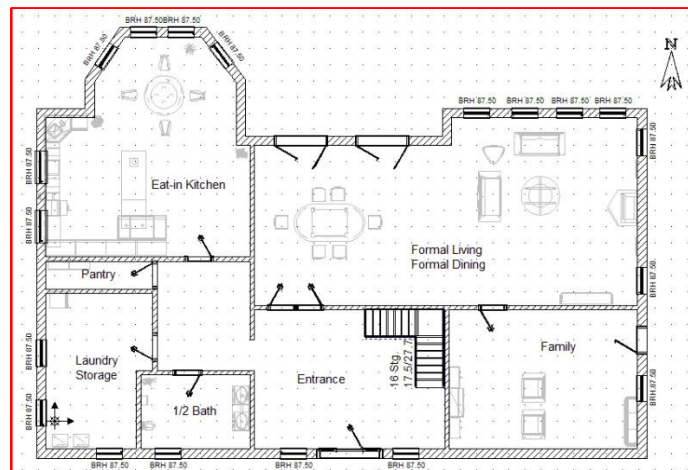


2. Project all points down to the free space.
3. Indicate the bottom of the footer and draw a horizontal line. Now measure in all vertical heights, basement ceiling height, floor joist height, first floor, etc... from this reference point.
4. Remove construction lines and determine if changes are desired 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