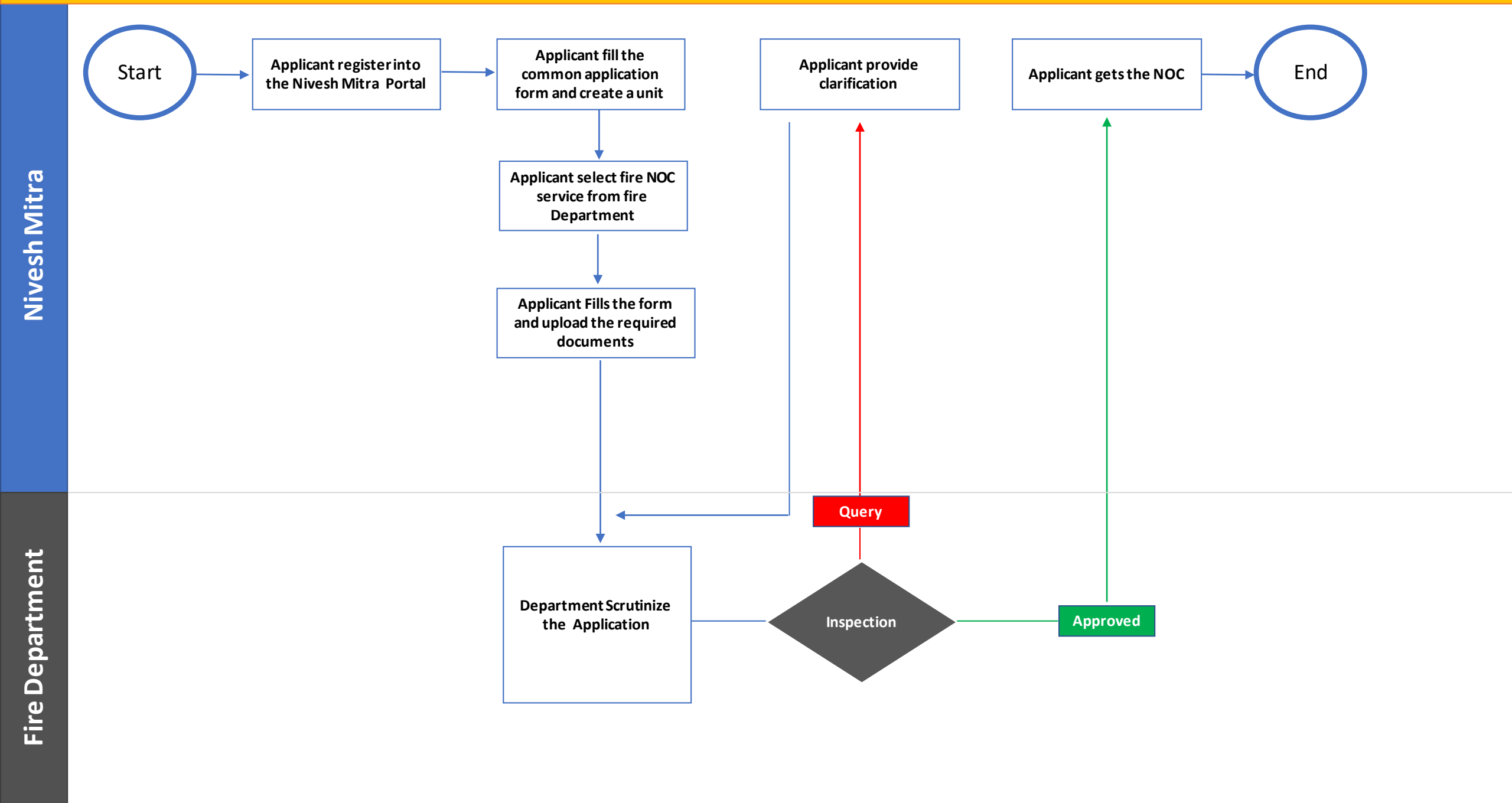
Process flow for Fire NOC



Process flow for Fire NOC		
1	Name of Approval / NoC / License / Registration	**Fire-No Objection Certificate**
2	Competent Authority	**Department of Home - Fire Services**
3	Applicability Criteria	**Annexure A**
4	Stage	**Pre-Establishment**
5	SLA/ Number of Days	**15 Days**
6	Documents Required	• **Key Plan** • **Floor Plan** • **Floor wise Fire Fighting Plan** • **All Fire Fighting Plan** • **Front Elevation** • **Side Elevation** • **Typical Floor Plan** • **Site Plan** • **Floor-Wise Plan** • **Project Report**
7	Form Submission	**http://niveshmitra.up.nic.in**
8	Fee & Mode of Payment	No fee required to avail this NOC

Process flow for Fire NOC

Steps for getting license

1. a) The applicant will open the Online Single Window Portal using the address "**http://niveshmitra.up.nic.in**"
   b) Register in Online portal using their personal Details and Contact Details.
   c) A user id and password will be generated and sent through Email.
   d) Applicant should verify email id and mobile no.
   e) Now using the User id and Password, user should be able to login in Nivesh Mitra portal.

2. After logging into the Nivesh Mitra portal, the Applicant will fill the **Common Application Form** and create a new **Unit**.

3. Click **Apply for Permission**, select unit from dropdownlist, Now select Department as **Fire** and service as "**Fire No Objection Certificate**" then click on proceed button. Applicant will go ahead and submit the application form for service "**Fire No Objection Certificate**"

4. Applicant submit the application then tracker will be start, Now applicant can track the status from Dashboard.

5. Fire Department scrutiny the application request and if there is any **query** then department will raise the query otherwise they will start inspection.

6. Applicant respond on the queries raised by Department within **7 working days** .

7. On the basis of scrutiny report and inspection report, department further uploaded the NoC which is now visible in applicant login.

8. Applicant open **Certificate/ NoC Issued** tab and click link to download the NoC.

9. Here applicant have to share his **feedback** before downloading the digitally signed NoC.

10. Applicant Downloads **the digitally signed NoC** from Nivesh Mitra login.

Annexure A

	Building Type	Building category	Condition	Inspection Officer	Reviewing Officer	Issuing Officer
A	**Residential Building**	**A-4** Apartment Houses	Less than 15 mtr	FSO	CFO	CFO
			15 to 60 mtr	FSO	CFO	CFO
			60 to 100 mtr	FSO	CFO	DD
			More than 100mtr	FSO/CFO	DD	JD
		A-5 Hotels	Upto 30 mtr	FSO	CFO	CFO
			More than 30 mtr	FSO	CFO	DD
		A-6 Starred Hotels		FSO	CFO	DD
B	**Educational Building**	**B-1** School up to senior secondary level **B-2** All either/training institutions	24 mtr or Less	FSO	CFO	CFO
			More than 24 mtr upto 30 mtr	FSO	CFO	DD

Annexure A

	Building Type	Building category	Condition	Inspection Officer	Reviewing Officer	Issuing Officer
C	**Assembly Building**	**D-6** Building having mixed occupancies of assembly and mercantile		FSO/CFO	DD	JD
D	**Industrial Building**	**G-1** Building used for low hazard industries	Less than 18 mtr	FSO	CFO	CFO
		G-2 Building used for moderate hazard industries	Less than 18 mtr	FSO	CFO	DD
		G-3 Building used for high hazard industries	Less than 15 mtr	FSO/CFO	DD	JD