

### Instructions for filling the Check List

- 1) Read explanatory notes carefully, before filling the form.
- 2) The requirements listed need to be fulfilled to comply with rules and Regulations. If an item is complied with mark 'Yes' and if an item is not complied with, Mark 'No'. If an item is not applicable to the particular building, mark 'Not Applicable' (NA).
- 3) In the pre construction stage, the marking may be Yes/No/NA. In the post Construction stage full details in all columns should be filled in and relevant Vendor literature should be provided for fire safety systems/items.
- 4) Portable fire extinguishers and miscellaneous fire safety measures will be checked, before issuing of final NOC for enabling the Municipal Authority issue occupancy certificate and hence the same should be envisaged in the planning stage.
- 5) The Checklist is **not all-inclusive**. The architect should make sure that all applicable rules and regulations are fully complied with the latest National Building Code and all applicable Building Laws.
- 6) The items with '\*' mark are mandatory.
- 7) The design and plan of the building shall be made and countersigned by a Qualified Civil or Structural Engineer, an Architect (NBC-part 2) and the Owner/Builder.
- 8) If more than one block is proposed, you should attach separate checklist for each block.
- 9) Upload proposed construction plan includes Site and Location plan, Basement Floor Plans, Stilt Floor Plans, floor wise plan, terrace plan, Section and Elevation duly marking (in Red) fire safety systems in location of transformer etc., along with General information Pro-forma.
- 10) **Checklist should be neatly typed without any corrections. Checklists with overwriting, Corrections and interpolations shall be summarily rejected.**

**FORM -1**  
**(Check List for Provisional Fire No Objection Certificate**  
**(Above 15M High Buildings)**

GENERAL INFORMATION				
1.	Name of owner /occupier /builder			
2.	Address of the building /premises			
3.	Type of occupancy			
4.	Height of building			
5.	Total covered area			
4.	Type of case	New or Renewal		
Sr. No	Minimum Standards on fire Prevention and fire safety as per the latest Tripura Building Rules & relevant portion of the latest National Building Code.	Requirement	Provided at site	Deficit /Remarks
1.	Access to Building (TBR-Part-III)			
	1) Road width			
	2) Gate width			
	3) Width of internal road			
2.	Number, Width Type & Arrangement of Exits (TBR-Part-VII)			
	A. Number of staircases			
	1. Upper floors			
	2. Basements			
	B. Width of staircase			
	1. Upper floors			
	2. Basements			
	C. Protection of exits			
	1. Fire check door			
	D. No. of continuous staircase to terrace			
	E. Width of corridor			
	F. Door size			
3.	Compartmentation (NBC)			
	1) Fire check door			
	2) Sealing of electrical shafts			
	3) Fire rating of shaft door			
	4) Water curtain			
	5) Fire Dampers			
4.	Fire Extinguishers ISI marking (NBC)			
	1) Total numbers			
	2) Types			
	a) CO2 - 2kg, 4.5 kg			

	b) ABC -5kg/6kg			
	c) DCP -			
	d) Wet Chemical			
	e) Water Mist – 6 ltr / 9 ltr			
	f) Others			
5.	First-Aid Hose Reel (NBC)			
	1) Total number of each floor			
	2) Length of house reel house			
	3) Nozzle diameter			
6.	Automatic Fire Detection & Alarming System (NBC)			
	1) Type of detectors			
	2) Location of main panel			
	3) Location of repeater panel			
	4) Alternate source of power			
	5) Hooter's Location			
7.	MOEFA (NBC)			
8.	Public Address System (NBC)			
9.	Automatic Sprinkler System (NBC)			
	1) Basement			
	2) Upper floors			
	3) Sprinkler above false ceiling			
10.	Internal Hydrants (NBC)			
	1) Size of riser/down-comer			
	2) Number of hydrants per floor			
	3) Hose box			
11.	Yard Hydrants (NBC)			
	1) Total number of hydrants			
	2) Hose box			
12.	Pumping Arrangement (NBC)			
	1) Ground level			
	a) Discharge of main pump			
	b) Head of main pump			
	c) Number of main pump			
	d) Jockey pump out put			
	e) Jockey pump head			
	f) Stand by pump output			
	g) Stand by pump head			
	h) Auto starting/Manual stopping			
	2) Terrace level			
	a) Discharge of pump			
	b) Head of pump			
	c) Power supply			
	d) Auto starting of pump			

13.	Captive Water Storage for Fire Fighting (NBC)			
	a) Underground tank capacity			
	b) Over head tank capacity			
14.	Exit Signage			
15.	Provision of Lifts			
	a) Fireman's switch			
	b) Lift signage			
16.	Stand by Power Supply			
17.	Refuge Area			
	Total area location			
18.	Fire Control Room			
	a) Detector system panel			
	b) Flow switch panel			
	c) PA system panel			
	d) Battery backup			
	e) Building floor plan			
19.	Special Fire Protection System for Protection of special Risk, if any			

20.	Name	Phone No. (Landline / Mobile)	License No.	Signature
<b>Builder</b>				
<b>Architect</b>				
<b>Structural Engineer</b>				
<b>Electrical Contractor</b>				
<b>Fire Safety Systems Contractor</b>				

**F O R M -2**  
**(Check List for Fire No Objection Certificate**  
**(Above 15M High Buildings)**

Sr. No.	Description	Yes	No	Not applicable
A	Applicant to give up-dated, a-built and as-installed status for all items mentioned in Form No.1. A fresh copy of the Form No.1 shall be used for this purpose. It shall be signed by the competent technical persons.			
B	Copy of drawings cleared earlier by Fire Services vide "Provisional N.O.C." and approved for construction by Municipal authority, shall be clearly marked to reflect the ground situation practically with respect to the following and duly signed by technical persons:-			
I	Open spaces and parking spaces North : Mtrs East : Mtrs West : Mtrs South : Mtrs			
II	Section sketch of staircases to show their enclosed construction and vents to prevent smoke logging			
III	Actual location of fire/smoke check doors for exit routes, lifts, stairs, and for Compartmentation, if any			
IV	Location of fire detectors, manual call points, sprinklers, hose reels, yard hydrants and wet risers			
V	Basement ventilation, smoke vents/exhausters, exit stairs.			
VI	Location of transformers, generators, showing enclosures & ventilation exhaust to external air space			
VII	Location/capacity of fire water tanks and pumps			
VIII	Means of access of higher floor and refuge areas, specially for windowless buildings to facilitate fire fighting and rescue operations.			
C	<b>Enclose technical details, specifications, vendors literature and confirm relevant I.S. Nos. complied with, for:-</b>			
(i)	Various models of fire resistant door assemblies used to contain spread of fire and smoke			
(ii)	Pumps, hose-reels, fire/smoke detectors, sprinklers, hydrant system, fire extinguishers.			
(iii)	Smoke exhauster, ventilation/air conditioning system installed with brief engineering write-up,(signed by the technical person) explaining as to how it will achieve compliance with clauses 4 and 5 of National Building Code-4 (Prime objective is to contain spread of fire/smoke and their ingress into exit/escape routes to ensure safety of lives)			

(iv)	<b>D.1 Electrical single the diagram showing separate circuits for:</b>			
(i)	Fire pumps, fire-alarm and P.A. system, lifts			
(ii)	Smoke control/exhaust equipment, and associated ventilation.			
(iii)	Exit route lighting, indicating battery back-up where Provided			
(iv)	Emergency generator system with association showing change-over from normal to emergency per National Building Code and IS 1646			
2	The above diagram will be used to verify, relevant compliance with National Building Code, IS-1646 and for functional test of fire safety related equipment			
3	Certificate of compliance with Electrical Rules and the diagram, is to be signed by the electrical contractor			
<b>E</b>	<b>Fire Control Room and fire staff:-</b>			
(i)	Indicate the alarm detection and communication facilities provided to alert inmates/fire services			
(ii)	Emergency plan for evacuation			
(iii)	Display of DO's and Don'ts in case of fire at conspicuous places			
(iv)	Instructions for fire fighting			
(v)	Organization of fire-staff/trained inmates, for fire extinguishing as per Annexure-E Part-4 of NBC			
(vi)	Fire drills-schedule with name of person responsible for organizing the same and maintenance of relevant records.			

Sr. No	Name	Phone No. (Landline / Mobile)	License No.	Signature
	<b>Builder</b>			
	<b>Architect</b>			
	<b>Structural Engineer</b>			
	<b>Electrical Contractor</b>			
	<b>Fire Safety Systems Contractor</b>			