

Guidelines for applying for Online Fire NOC

A. Who can apply : Every individual or Authorized person.

B. How can apply : The application can be submitted through the following steps-

Step-1 Visit:- www.edistrict.tripura.gov.in

Step-2 Citizen Registration: Create Login ID & Password (Register yourself either by clicking "Citizen Registration" under "Citizen Section" or "Register Yourself" button on Login popup)

Step-3 Login (Login with your login credential)

Step-4 Apply for Service

Step-5 View all services

Step-6 Select service you wish to apply for:

1. Fire Safety Certificate based on Self Certification
2. (Step-I) Fire Safety Recommendation
(Step-II) Fire Safety Certificate NOC
3. i) Renewal of Fire Safety Certificate based on Self Certification
ii) Renewal of Fire Safety Certificate

Step-7 Fill-up the online form and submit.

Step-8 Attach Annexure (upload scanned supporting documents in PDF and submit)

Step-9 E-Sign through Aadhaar

Step-10 Make Payment through e-Grass leading to automatic application submission (select payment mode and continue)

Step-11 Print the acknowledgement.

C. Application Fee : i) One time application fee ₹ 3,000/- (Rupees three thousand) only.

ii) Renewal fee ₹ 2,500/- (Rupees two thousand five hundred) only.

D. Validity of Fire Safety Certificate :

- i) 05 (five) years for residential buildings from the date of issue.
- ii) 03 (three) years for non-residential buildings or premises from the date of issue.

E. Available services under HOME (Fire and Emergency Services) Department :

1. Fire Safety Certificate based on Self Certification
2. Fire Safety Recommendation
3. Fire Safety Certificate NOC
4. Renewal of Fire Safety Certificate based on Self Certification
5. Renewal of Fire Safety Certificate NOC

F. No of days within which the service will be delivered :

After application submission the following timeline will apply, subject to applicant's fulfilling all relevant conditions.

1/92138/2024	1. Fire Safety Certificate based on Self Certification	- 28 days
	2. Fire Safety Recommendation	- 21 days
	3. Fire Safety Certificate NOC	- 28 days
	4. Renewal of Fire Safety Certificate based on Self Certification	- 21 days
	5. Renewal of Fire Safety Certificate	- 28 days

G. Cancellation of Fire Safety certificate

1. Any Self Certificate, if found false or otherwise, will be treated as willful criminal negligence and shall be brought to justice under appropriate provision of prevailing law of the land.
2. Owner or occupier shall maintain the fire prevention & life safety measures in operational condition at all times, in the manner and specifications as prescribed by rules. Failing that, the Fire Safety Certificate shall be cancelled and legal action shall be taken against the owner or occupier.

H. Conditions for Fire Safety Certificate based on Self Certification

Any Self Certificate, if found false or otherwise, will be treated as willful criminal negligence and shall be brought to justice under appropriate provision of prevailing law of the land.

- i) **Residential** : Height of the building up to 15 mtrs. or covered area up to 1000 sqm.
- ii) **Non-Residential** : Height of the building up to 08 mtrs. and covered area up to 100 sqm.

Following documents are to be uploaded:

1. Power of Attorney (if applicable)
2. Self Certification in prescribed format (Affidavit before First Class Judicial Magistrate or at least Notarized)
3. For existing building : Approved Building Plan (comprises Site Plan, Elevation, Floor Plans, Terrace Plan) including Commercial or Residential permission. OR
For proposed building : Drawings of Building Plan (comprises Site Plan, Elevation, Floor Plans, Terrace Plan) by mentioning the occupancy details.
#[If the premises are located in rural areas and there is no system in force of approving building plan by local Gram Panchayet / Village Committee, the proposed building plan bearing signatures of the qualified engineer who prepared the plan and the owner of the premises is to be submitted, along with a certificate of the local Panchayet Secretary-in-Charge that there is no system in place of the panchayet approving building plan]
4. Land ownership documents (Khatian and other relevant documents)
5. Valid rent agreement with property owner (if applicable)
6. Photographs showing firefighting equipment already installed, together with the location where installed.

#[Photographs shall be taken in such a manner that the area where the firefighting equipment is installed is clearly visible]

I. Conditions for Renewal of Fire Safety Certificate based on Self Certification

Following documents are to be uploaded:

1/92138/2024 Power of Attorney (if applicable)

2. Self Certification in prescribed format (Affidavit by First Class Judicial Magistrate or at least Notarized)
3. Valid Fire Safety Certificate (NOC) issued from HOME (Fire and Emergency Services) Department.
4. Photographs showing firefighting equipment already installed, together with the location where installed.
#[Photographs shall be taken in such a manner that the area where the firefighting equipment is installed is clearly visible]
5. Valid rent agreement with property owner (if applicable)
6. Others

J. Conditions For Fire Safety Recommendation

- i) Residential : Height of the building more than 15 mtrs. or covered area more than 1000 sqm.
- ii) Non-Residential : a) Height of the building up to 15 mtrs. or covered area more than 100 sqm. and up to 500 sqm.
b) Height of the building more than 15 mtrs. or covered area more than 500 sqm.

Following Documents are to be uploaded:

1. Power of Attorney (if applicable)
2. For existing building : Approved Building Plan (comprises Site Plan, Elevation, Floor Plans, Terrace Plan including Commercial or Residential permission. OR
For proposed building : Drawings of Building Plan (comprises Site Plan, Elevation, Floor Plans, Terrace Plan by mentioning the occupancy details.
#[If the premises are located in rural areas and there is no system in force of approving building plan by local Gram Panchayet / Village Committee, the proposed building plan bearing signatures of the qualified engineer who prepared the plan and the owner of the premises is to be submitted, along with a certificate of the local Panchayet Secretary-in-Charge that there is no system in place of the panchayet approving building plan]
3. Drawings of Fire & Life Safety Plan according to building plan marked with red ink.
4. Land ownership documents (Khatian and other relevant documents)
5. Valid rent agreement with property owner (if applicable)

K. Conditions For Fire Safety Certificate NOC

Following documents are to be uploaded:

1. Power of Attorney (if applicable)
2. Self Certification in prescribed format (Affidavit by First Class Judicial Magistrate or at least Notarized)
3. Approved Building Plan (**Building plan should be same as submitted while applying for Fire Safety Recommendation**) .

- 1/92138/2024 Electrification certificate along with electrical diagram showing separate circuit.
5. Fire Safety Recommendation issued from HOME (Fire and Emergency Services) Department.
 6. Photographs showing firefighting equipment already installed, together with the location where installed.
#[Photographs shall be taken in such a manner that the area where the firefighting equipment is installed is clearly visible]

L. Conditions for Renewal of Fire Safety Certificate NOC

Following documents are to be uploaded:

1. Power of Attorney (if applicable)
2. Self Certification in prescribed format (Affidavit by First Class Judicial Magistrate or at least Notarized)
3. Valid Fire Safety Recommendation & Fire Safety Certificate (NOC) issued from HOME (Fire and Emergency Services) Department.
4. Photographs showing firefighting equipment already installed, together with the location where installed.
#[Photographs shall be taken in such a manner that the area where the firefighting equipment is installed is clearly visible]
5. Valid rent agreement with property owner (if applicable)
6. Others

Signed by
Subhasis Das
Date: 18-03-2024 15:28:23
(Subhasis Das, TCS, SSG)
Director,
Fire & Emergency Services,
Tripura, Agartala.