PROCEDURE FOR APPLYING PROVISIONAL/OCCUPANCY FIRE NO OBJECTION CERTIFICATE
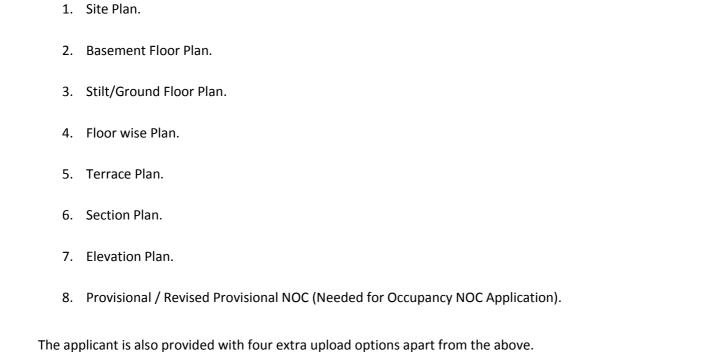
1. Applicant applies online through http://ghmc.gov.in/

2. On payment of fees online and submission, the file comes to the District Fire Officer's Dashboard.

3. The District Fire Officer assigns the file to the Zonal Station Fire Officer and they receive the file online.

4. The Station Fire Officer inspects the premises/building and submits the report online.

5. The report on submission by the Station Fire Officer comes to the Dashboard of the District Fire Officer's for scrutiny. After scrutiny, the District Fire Officer's forwards the report to the Additional Director Fire Services.

6. The Additional Director, FPW with his remarks forward the file to the Chief City Planner. The Chief City Planner Forwards the file with his remarks to the Commissioner, GHMC.

7. The Commissioner Approves/Rejects the file and the applicant will receive an email with the final approved certificate/letter as an attachment.

8. Once the file passes to the next stage in the process, the applicant receives a sms to the registered mobile number informing the status.

9. As per the Citizen's Charter of the Department, the timeline to issue Provisional/Occupancy No Objection Certificate for buildings of 15M and below in height is 7 Days.

<div align="center">**CHECK LIST**</div>

DOCUMENTS REQUIRED

Apart from entering the data in the fields given in the online application page, the following drawings duly marking Fire Fighting Systems in Red color need to be uploaded.

1. Site Plan.

2. Basement Floor Plan.

3. Stilt/Ground Floor Plan.

4. Floor wise Plan.

5. Terrace Plan.

6. Section Plan.

7. Elevation Plan.

8. Provisional / Revised Provisional NOC (Needed for Occupancy NOC Application).

The applicant is also provided with four extra upload options apart from the above.

NOTE:

1. Plans uploaded should be signed by the Builders/Owners and authorized technical persons.

2. Deviations or contraventions if any from the approved drawings, would invite prosecution of Builder, Architect and Site Engineer under Sections 31 and 32 of the Fire Service Act, 1999.