

## **Frequently Asked Questions (FAQs)**

### **1. What is Fire Safety Recommendation?**

**Ans:** Fire safety recommendation means fire safety guidelines issued by the Authorized Members of Odisha Fire Service under Odisha Fire Prevention and Fire Safety Rules, 2017, prior to plan approval or commencement of construction of a building/ project.

### **2. How to apply for Fire Safety Recommendation of proposed buildings?**

**Ans:** Any person desirous to obtain Fire Safety Recommendation for proposed buildings shall apply in plain paper being signed by applicant along with fees @ Rs. 1.00 (Rupees one) per square meter built up area (total covered area of all floors of the building including covered area of all undergrounds, basements, Stilt, mezzanine and ground floors) in case of residential buildings and @ Rs. 2.00 (Rupees two) per square meter built up area (total covered area of all floors of the building including covered area of all underground, basements, Stilt, mezzanine and ground floors) in case of non-residential buildings through online.

➤ **Documents (scanned copies) required to be uploaded for Fire Safety Recommendation:**

- (i) Plain Application (written application) being signed by Applicant.
- (ii) Letter of authorization (if applicant is not the owner.)
- (iii) Proposed Building plans containing Site Plan, Layout Plan, Floor Plan, Elevation Plan, etc.
- (iv) Ownership documents (ROR, etc.).
- (v) Photo ID proof (Voter ID or Aadhar or Driving Licence) of Applicant.
- (vi) Signature of Applicant.
- (vii) Recent Pass port size photograph of Applicant.

### **3. What is Fire Safety Certificate ?**

**Ans:** “Fire Safety Certificate” means the fire safety certificate issued by authorized members of Odisha Fire Service under Odisha Fire Prevention and Fire Safety Rules, 2017 on completion of construction of the proposed building/project and after fire safety inspection.

**4. What is the procedure of applying for Fire Safety Certificate and documents required thereof ?**

**Ans:**

**(a) For permanent structure:**

**(i) For building constructed after 04.10.2017:** On completion of building or project and its fire safety installations as recommended under rule 12(5) of Odisha Fire Prevention and Fire Safety Rules, the Owner or Developer or Promoter or Builder or Occupier of premises as specified in rule 9 , shall apply for fire safety certificate along with fees @ Rs. 1.00 (Rupees one) per square meter built up area (total covered area of all floors of the building including covered area of all undergrounds, basements, Stilt, mezzanine and ground floors) in case of residential buildings and @ Rs. 2.00 (Rupees two) per square meter built up area (total covered area of all floors of the building including covered area of all underground, basements, Stilt, mezzanine and ground floors) in case of non-residential building through online.

➤ **Documents (scanned copies) required to be uploaded for Fire Safety Certificate:**

- (i) Recent Pass port size photograph of Applicant.
- (ii) Photo ID proof (Voter ID or Aadhar or Driving Licence) of Applicant.
- (iii) Approved Building plans (complete set) containing floor plan, elevation plan, section plan, site plan etc.
- (iv) Approval letter issued by the Plan approving Authority concerned (desirable).
- (v) Ownership documents (ROR, etc.) and development agreement.
- (vi) Fire Safety installation plan.
- (vii) Resolution of Board of Directors authorizing the applicant(s) (if the building(s)/ premise(s) are owned by a company).
- (viii) Appointment letter with salary details of Fire Safety Supervisor if any Fire Safety Supervisor appointed for the proposed building/ occupancy.
- (ix) Signature of Applicant.

## 5. Which Building(s)/ Premises need Fire Safety Recommendation/Certificate?

Ans:

SL. No.	Building Details	Concerned Authorized Officer of Fire Service
1.	<b>Educational Buildings:-</b> (Building height: less than 12 mtrs.) (i) having built up area of one thousand square meters or above Or, (ii) 3 storied buildings.	Deputy Fire Officer
2.	<b>Educational Buildings:-</b> Having building height from 12 mtrs. to less than 15 mtrs.	Deputy Fire Officer
3.	<b>Educational Buildings:-</b> Having building height from 15 mtrs. to less than 35 mtrs.	Range Fire Officer
4.	<b>Educational Buildings:-</b> Having building height 35 mtrs. and above.	Chief Fire Officer
5.	(i) <b>Aerodromes, Airports and Airstrips, Stadium, Multilevel Car Parking,</b> (ii) <b>All underground or partially underground structures of five hundred square meters or above used for any purpose or occupancy.</b>	Range Fire Officer
6.	<b>Cinema Halls</b>	Asst. Fire Officer
7.	<b>Multiplexes</b>	Chief Fire Officer
8.	<b>Assembly Buildings :-</b> (Building height: less than 15 mtrs.) Places of assembly like Auditoria, Convention halls, Assembly halls , Recreation halls etc. having a built up area of five hundred square meters and above on any one or more floors where people congregate or gather for amusement, recreation, social, religious or any other similar purposes.	Deputy Fire Officer
9.	<b>Assembly Buildings :-</b> ( Building height: from 15 mtrs to less than 35 mtrs.) Places of assembly like Auditoria, Convention halls, Assembly halls , Recreation halls etc. having a built up area of five hundred square meters and above on any one or more floors where people congregate or gather for amusement, recreation, social, religious or any other similar purposes.	Range Fire Officer
10.	<b>Assembly Buildings:-</b> ( Building height: 35 mtrs. and above) Places of assembly like Auditoria, Convention halls, Assembly halls , Recreation halls etc. having a built up area of five hundred square meters and above on any one or more floors where people congregate or gather for amusement, recreation, social, religious or any other similar purposes.	Chief Fire Officer
11.	<b>Business or Office buildings:-</b> (Building height: less than 15 mtrs.) Having a built up area of five hundred square meters or above.	Deputy Fire Officer
12.	<b>Business or Office buildings:-</b> Having building height from 15 mtrs to less than 35 mtrs.	Range Fire Officer

13.	<b>Business or Office buildings:-</b> Having building height 35 mtrs. and above.	Chief Fire Officer
14.	<b>Clinical Establishments:-</b> Having building height 12 mtrs. and above.	Deputy Fire Officer
15.	<b>Clinical Establishments:-</b> (Building height less than 12 mtrs.): (i) buildings having more than three floors including all underground, basement, stilt & mezzanine floors Or, (ii) having more than thirty beds Or, (iii) having at least one Intensive Critical Care Unit.	Asst. Fire Officer
16.	<b>Hotels, Lodgings and Guest Houses:-</b> (below 3 Stars categories) Having building height less than 12 mtrs. and having built up area of five hundred square meters or above  Or, having places of assembly like Auditoria, Convention halls, Assembly halls , Recreation halls etc. having a built up area of five hundred square meters and above on any one or more floors where people congregate or gather for amusement, recreation, social, religious or any other similar purposes.	Asst. Fire Officer
17.	<b>Hotels, Lodgings and Guest Houses:-</b> (below 3 Stars categories) Having building height: 12 mtrs. and above  Or, having places of assembly like Auditoria, Convention halls, Assembly halls , Recreation halls etc. having a built up area of five hundred square meters and above on any one or more floors where people congregate or gather for amusement, recreation, social, religious or any other similar purposes.	Asst. Fire Officer
18.	<b>Hotels, Lodgings and Guest Houses:-</b> of 3 Stars and above categories,  Or, having places of assembly like Auditoria, Convention halls, Assembly halls , Recreation halls etc. having a built up area of five hundred square meters and above on any one or more floors where people congregate or gather for amusement, recreation, social, religious or any other similar purposes.	Deputy Fire Officer
19.	<b>Malls, Shopping complexes and Mercantile buildings:-</b> Having building height less than 09 mtrs. and built up area of five hundred square meters or above (excluding multiplex).	Deputy Fire Officer
20.	<b>Malls, Shopping complexes and Mercantile buildings:-</b> Having building height from 09 mtrs. to less than 15 mtrs. (excluding multiplex)	Deputy Fire Officer
21.	<b>Malls, Shopping complexes and Mercantile buildings:-</b> Having building height from 15 mtrs. to less than 35 mtrs. (excluding multiplex).	Range Fire Officer
22.	<b>Malls, Shopping complexes and Mercantile buildings:-</b> having building height 35 mtrs. and above.	Chief Fire Officer

23.	<b>Residential Buildings:</b> Having building height from 15 mtrs. to less than 35 mtrs. (other than hotels, lodgings and guest houses)	Range Fire Officer
24.	<b>Residential Buildings:-</b> Having building height: 35 mtrs. and above (other than hotels, lodgings and guest houses).	Chief Fire Officer
25.	<b>Petroleum retail Outlet and LPG Godown</b>	Asst. Fire Officer
26.	(i) <b>Factories /Industries (Small Scale), Ware House and Storage Godown (having built up area 500 Square meters or more),</b> (ii) <b>Explosive or Hazardous substances (storage, transport, display, sale etc.),</b> (iii) <b>Manufacturing, possession and sale of Fireworks (permanent license holder).</b>	Deputy Fire Officer
27.	(i) <b>Factories / Industries (Large Scale), (ii) Manufacturing of Explosives or Hazardous substances, (iii) Petroleum Depot &amp; other flammable substances.</b>	Range Fire Officer

#### 6. What is Deviation/ Shortfall/ Deficiency in Inspection Report (Form-IV) ?

**Ans:** Deviation/ Shortfall/ Deficiency in Inspection Report ( Form-IV) means non-compliance to the approved plan or Fire Safety installation plan or application in accordance with the requirement of the Rules.

#### 7. What is approved plan?

**Ans:** The building plan approved by building approving Authority of Jurisdiction (Development Authority/ Urban Local Bodies/ Special Planning Authority/ Regional Improvement Trust etc.)

#### 8. What is “Fire Safety Supervisor”.

**Ans:** A qualified person who is imparted prescribed training by the Director of Fire Services, is below 65 years of age , is physically and mentally fit and is appointed as a Fire Safety Supervisor under Rule-15 of OFP & FS Rules,2017 by the owner and occupier or any lawful authorized member.

### **9. How can Fire Safety Certificate be cancelled?**

**Ans:** Fire Safety Certificate can be cancelled by an authorized member of Odisha Fire Service under Odisha Fire Prevention and Fire Safety Rules, 2017 for violation of provisions of Odisha Fire Service Act, 1993 or Odisha Fire Prevention & Fire Safety Rules, 2017 or any conditions prescribed in the Fire Safety Certificate (Form- V) issued under such Act or Rules or preventing Fire Safety inspection or obstructing or non-cooperating in fire safety inspection. It cannot be cancelled by officer lower in rank to the issuing Authority.

### **10. How can Fire Safety Certificate be renewed?**

**Ans:** The period of validity of a Fire Safety Certificate has been reflected in it. The applicant has to apply for its renewal before three months of its expiry to the authorized member of the Jurisdiction in FORM-VI in the manner as prescribed in Rule-13 of Odisha Fire Prevention & Fire Safety Rule, 2017.