# User Manual for AP Fire Services Occupancy NOC

## Note: Documents Required for Occupancy NOC

➢ **Scanned Copy of Challan (This copy is received after the challan payment. You can download and upload it on the portal.)**

➢ Any additional document you want to submit/ Road widening /Transfer of setbacks

➢ Scanned Copy of the Municipality Approved Document.

➢ Scanned Copy of the Provisional NOC.

1. Login to the NOC Portal

➢ Go to the Fire NOC portal: https://stgfireservices.ap.gov.in/noc/.
➢ Enter your Username and Password.
➢ Click on the Login button.
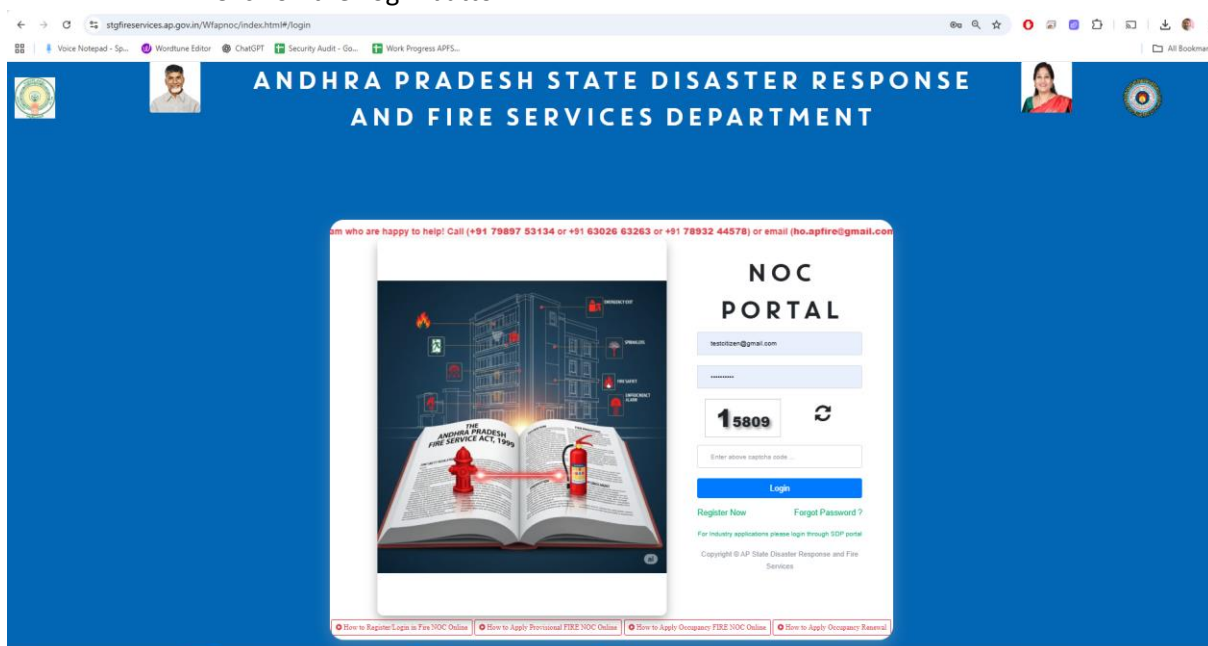
➢ After a successful login, the application will redirect the user to the dashboard.
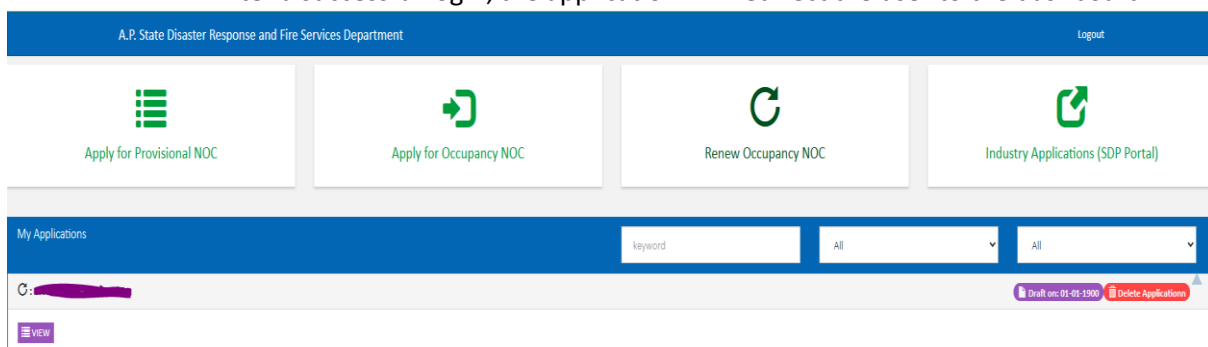
2. Registration process.

- ➢ Go to the Fire NOC portal: https://stgfireservices.ap.gov.in/noc/.
- ➢ Click on Register Now
- ➢ Please enter Name, Email, Mobile no and enter captcha.
- ➢ Click on Register.
- ➢ The password will be generated automatically and send to your mobile no.
- ➢ Once you receive the password, click "Login Now".

3. Apply for Occupancy NOC.

- ➢ On the dashboard, click **"Apply for Occupancy NOC."**
- ➢ If you already have a Provisional NOC (Online or Manual), select **"Online Provisional NOC"** or **"Manual Provisional NOC."**

➢ If you do not have a Provisional NOC, select "Provisional NOC Not Applied For."

🔘 Provisional NOC Not Applied For

Date Approval from Municipal authority:

dd/mm/yyyy

Site Name:	

Survey numbers and plot numbers are not required

Clarification Regarding Survey Numbers

Site Address:	
District:	∨

➢ Enter all the required fields.
➢ Click **Ready to Start** to display the popup.
➢ Ensure that all mandatory fields are filled in before clicking the **"Save"** button.

⇥ To Obtain Occupancy Certificate   ❓Instructions

After completing all aspects of the application and attaching all the files as required. You have to click on the "Submit" button at the bottom of the page to Submit the application to the Department for Processing.

Provisional NOC Reference

Provisional NOC: **Not Applied For**

General Information

Please provide the information about Site Name and Address at the Minimum to Save the Application.

Site Name	**Site Address (with survey number)**	
TestOccupancy	Vijayawada	

District	**Nearest Fire Station:**	**Date Approval from Municipal authority:**
NTR ∨	∨	05/03/2012

Address for Correspondence

Correspondence Address

Licensing Authority and Address: This is the Muncipal Corporation or any similar local self government department to whom the Fire NOC has to be sent. Please include the Designation of the Officer to whom it has to be sent.

Licensing Authority	**Address of Licensing Authority**
Licensing Authority	Address of Licensing Authority

Email ID of Licensing Authority

Email ID of Licensing Authority

Builder/Owner/Developer	**Office Number of Builder (Landline)**	**Mobile No of the Builder**
Builder / Owner / Developer	Builder Contact Number	Builder Mobile

Email ID of the Builder

Builder Email

Block Information   ➕ADD BLOCK

Block Information: Please provide the Block Name, Occupancy Type, Sub Division and Height of the Constructed Building. The number of floors and total built up area is calculated based on the information you provide about the Block. In case of Mixed Occupancy, Select the Occupancy of Highest Hazard of all the Occupancies in the Block and the Check the 'Mixed Occupancy' Checkbox. ⯐Broad classification of Industrial occupancies ❶Multiplex ☰ Classification of Occupancies ⮝ₙ Permissible Height for Occupancies

|	Name	Occupancy Type	Sub Division	Height(Mtrs)❶Example	Action	No of Floors	Total Builtup Area (Sq Mtrs)
1	TestBlock	∨ ☐ Mixed Occupancy	∨	Provided: 0 — Exclude stilt Height: Excluding Stilt Height — Note: Exclude stilt Height means Total Height of the building (- minus) stilt Height	⬇ SAVE BLOCK DETAILS	0	Provided: 0 — BUILDING DETAILS DELETE BLOCK
				Total		Provided: 0	

- ➢ Enter Block details Click on "Save block details" button.
- ➢ Click on Click on building details.
- ➢ Enter Building details and attached all plans, then click on "Save & close" button.
- ➢ Again, click on "Save block details" button

⊶ Occupancy Certificate- Building Details

Please ensure that all aspects of the application are accurate and supporting documents are correct before submitting.

Site Name	Block Name	Height
TestOccupancy	TestBlock	1200 Meters

Front Direction:

Floors:

➜ **+ ADD FLOOR**
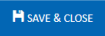
Note: Total built up area should include area should include stilt and the common areas also.

Sl	Floor Type	Floor	Total Builtup Area (Sq Mtrs)	Occupancy Type	...
1		Name	Provided: 0		🗑

Building Plans

Please ensure that the plans are signed by the Builder, the Architect and the Structural Engineer.
Note: Please include all the Plans in a single file and upload.

All Plans

Choose File | No file chosen
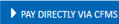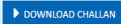
➜ **💾 SAVE & CLOSE** **✖ CLOSE**

- ➢ Pay Challan through Online or CFMS and enter challan information.
- ➢ Pay Portal charges through Online.

Challan Information

Challan Information: Please provide Challan Number, Amount Paid, Challan Date, Bank and Branch. Once the block information is completely filled, the system will calculate the amount of challan to be paid and display it in 'To Pay' column. Please ensure that the challan paid is not less than this amount.
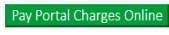
RULE REQUIRED

▶ **PAY ONLINE** ▶ **PAY DIRECTLY VIA CFMS** ▶ **DOWNLOAD CHALLAN** ➜   🔲 Challan Help

Validity Duration	**Challan Number**	**Amount Paid**
1	Challan Number	0 To Pay: 0 ✖

Challan Date	**Bank**	**Branch & City/Town**
01/01/1900	Bank	Bank Branch

Portal Charges

Pending

- Amount: Rs. 800 (Rupees Eight Hundred Only)

➜ **Pay Portal Charges Online**

- ➢ Click **Save** again to save the Challan details and Portal charges.
- ➢ Please upload all required documents and then click on save.

Documents

All the documents requested below are required. The format of the documents are provided here.
Challan Format

Scanned Copy of Challan   **Any additional document you want to submit/ Road widening /Transfer of setbacks**

Choose File | No file chosen   Choose File | No file chosen

Scanned Copy of the Municipality Approved Document

Choose File | No file chosen

➜   **⬇ SAVE** **✖ CLOSE**

➢ Select the checkbox and click **Submit**.

Once the application form is successfully submitted, an acknowledgment will be available in your login.