Standard Operating Procedure (SoP)

Contents

I. Process for Application and Approval:

<table>
<tr><td colspan="4">Standard Operating Procedure –AS-IS

Name of Service: Jharkhand Fire Services

Sub services: Advisory for Fire Safety (Pre Construction)   Time for Approval-30 days</td></tr>
<tr><td colspan="4">Basis for approval: National Building Code of India Part 4 Fire And Life Safety</td></tr>
<tr><td>Steps</td><td>Documents/Information needed</td><td>Timelines</td><td>Contact Person</td></tr>
<tr><td>Process of Application: Forwarded application and map of Building from concern ULBs/JIADA</td><td>Two types of applying:
During construction in ULB/ JIADA is via BPAMS, In other areas or in case of already constructed building/ factory via SW
All process are mandated to online only, applicant can apply for Advisory for Fire Safety at Pre Construction stage of building.</td><td></td><td></td></tr>
<tr><td>Criteria of building</td><td>Licence Technical Person (LTP) or User can apply for the following category of the building comes under National Building Code(NBC) Part 4 type of building detailing:
Group A Residential Buildings
Group B Educational Buildings
Group C Institutional Buildings
Group D Assembly Buildings
Group E Business Buildings
Group F Mercantile Buildings
Group G Industrial Buildings
Group H Storage Buildings
Group J Hazardous Buildings</td><td></td><td></td></tr>
<tr><td>Application by LTP/Users on SWS</td><td>Applicant(LTP/Users) apply for services- Fills all the required information of application, uploading the map of establishment in PDF format(during construction)</td><td></td><td></td></tr>
<tr><td>Documents required</td><td>i. Approved building map (Mandatory)
ii. Site Plan Map (Certified & Duly Signed) (Mandatory)
iii. Floor Plan (Mandatory)
iv. Key Plan (Mandatory)
v. Elevation Plan (Mandatory)
vi. Approval Documents or application documents of constructed building
vii. Previous approval letter from fire department-if any (Not Mandatory)
viii. Copy of Certificate/Recommendation letter to run the business unit / Industry/ Establishment (if Building is less than 500 sq. meter, Building plan not approved)- Mandatory (if business have factory then factory plan approval certificate to be produced).</td><td></td><td></td></tr>
</table>

	For building less than 500 Square meter-Factory plan approval (Map) and Certificate of approval or certified copy of building (by Architect) to be uploaded-in place of Building plans point (I to V)-Approved Factory plan map, Clear View Copy of Factory map (same copy which is approved) in PDF			
Application Received by state fire officer	State fire officer receives the application verifies the documents and information submitted by applicant-if there is objection-SFO raised the objection to applicant-applicant clarifies	05 days	State Fire Officer	
Inspection of site	A system generated information through Email and SMS shared to applicant for site inspection with name, contact no. of officer/officers before inspection. Fire Station officer (FSO) or with contact person of ULLB does the site inspection.	03 days	Fire Station Officer	
Inspection Report	Fire Station officer does the inspection and uploads the inspection report with 5 photographs of cite/under construction building) & forward to SFO	02 days	Fire Station Officer	
Study of plan: objection/approval/rejection	State Fire Officer study the reports, if there is any objection on report, work reassigned to FSO and FSO resubmit report to SFO and after examining the report SFO approve the Fire advisory certificate & upload: Concerned ULBs/JIADA/Users can view and download the report.	20 days	State Fire Officer and Team	

Advisory to apply for Fire Services direct from Single Window by Investor (Not by LTP through BPAMS)

Select Option Carefully on SWS-Direct Application Page	
Section	**Building Status and Options**
A. Acknowledge for Fire application through Single Window before applying for service	I have previously taken offline fire services (Fire Advisory, Fire NOC and Renewal of Fire NOC) from Directorate of Fire Services
	I have previously taken online fire services (Fire Advisory, Fire NOC and Renewal of Fire NOC) from Directorate of Fire Services-Give application no. to restrict duplication.
	I have approved Building Plan/Factory Plan from any of the following departments ULB-UDHD/ RMC/ JIADA/ Zila Parishad (Rural area)/Dept. of Labour (Factory-Inspectorate)
	I have applied for Building Plan approval and approved plan through registered LTP (Architect) on BPAMS but not applied/forget to apply for Fire Advisory from BPAMS
	Our establishment/building/shed is below 500 sq meter-Building Plan approval not required and have permission/certification to run business/factory/industry from Govt. dept. and fire service required to run business/industry-Opt yes /No

B. Acknowledge for ü Fire application via Building Plan Approval Management System (BPAMS) [Building Plan application to be applied only by registered LTP (Architects/Structural Engineers/ Draft man)]	If Building plan not approved apply for Fire Services via Building Plan Approval Management System (BPAMS)-After click yes it will redirect to BPAMS page and can be applied for Fire advisory and other services <mark>After acknowledging it will redirect to BPAMS application page</mark>
C. Acknowledge for ü For Factory Plan approval	If factory plan not approved apply for Factory Plan (layout plan) approval from Department of Labour (Factory) on basis of approved factory plan or acknowledgment no fire services can be applied through Single Window System <mark>After acknowledging it will redirect to Labour (Factory) application page</mark>
D. Acknowledge for ü If your building is below 500 sq. meter	If factory plan not approved or any Govt. license, certificate is not provided to run business/establishment/factory/industry fire services cannot be applied <mark>After acknowledging PoP up message will display: Either take Factory Plan approval or take necessary permission from Government to run business or establish</mark>
E. Acknowledge for ü If your building is constructed and do not have approved building plan	If building is already constructed and building plan is not approved <mark>After acknowledging PoP up message will display: Take Building Plan approval from concerned authority for applying Fire services</mark>

Applied for Fire Advisory (Pre Construction)-will be same for NOC and Renewal	Option: Yes/No	Application No.- Mandatory in case of Yes	Action: Display on Screen-Red
Approved	Yes	…………..	Cannot apply for advisory-can only apply for Fire NOC (Pre Occupancy)
Under Process	Yes	……..……..	You Cannot apply until approved/ Rejected
Applied but Rejected	Yes	………………	Can apply for new advisory service

· In case of NOC: Provide advisory no. from applicant on basis of above logic
· In case of Renewal of fire NOC: Provide application no. from applicant on basis of above logic (Message: You have already applied for Renewal of Fire NOC you cannot apply for new application until it is approved/rejected. If approved you can apply for next application after……(11 months)
· <mark>-In case of building under 500 sq. meter- if applicant have approved factory plan and certificate to run business/industry then applicant can apply for fire services and related documents mandatory to submit</mark>

<mark>-Otherwise system will show message-Apply for factory license or get license approval for setting up of business/industry/establishment from concerned Government Department.</mark>
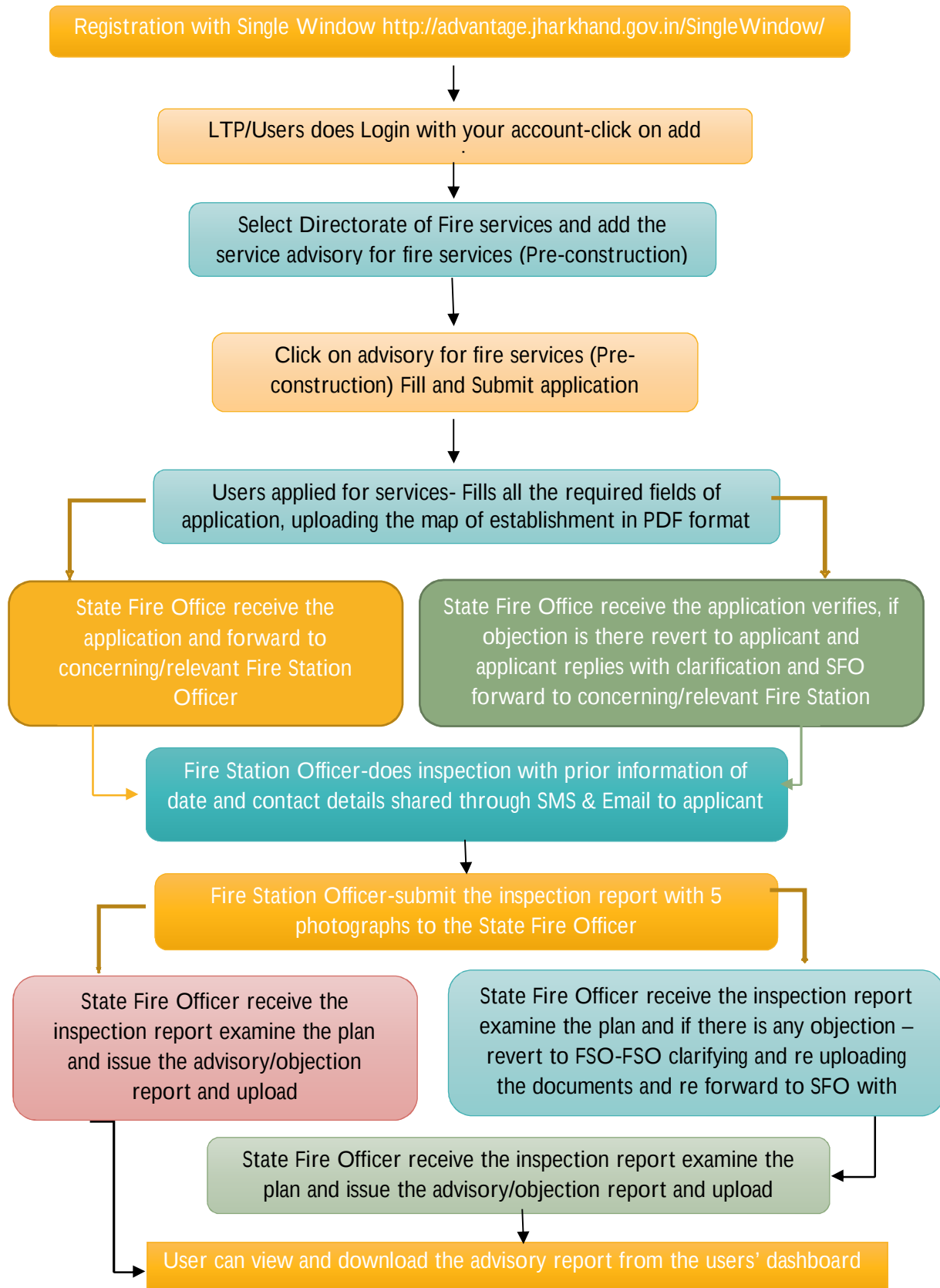
II. Do's and don'ts during application for "Fire Advisory Services":

	Do's	Don'ts
Registration on SWS	· New Users: If applicant is investor/proprietor/director/secretary-select –investor as new users · If Applicant is Architect or LTP: select LTP as new users	· Investor/proprietor/director/secretary-select –investor as new users not LTP · Wrong pick-direct user choose LTP
Add a new service or' select the service for application	· Create a single CAF ID and select service & apply one time for one unit · In one CAF -multiple services can be selected and applied · One service one time application to be done	· Avoid formation of multiple CAF and adding multiple services and multiple application for one service.
Contact Details	· Pls. use full name of applicant as per govt. ID proof, applicant name comes approval certificate · Pls. provide preferably permanent/authenticated Email ID and Mobile no.	· Avoid giving short name of applicant during application · Temporary or personal no
Mandatory Field during application	· Fill all mandatory filed marked with red star(*), use full form of any information	· Avoid leaving blank any field and short term of any information
Building Map	· Before uploading the map cross check-map Key Plan, Floor Plan, Site Plan and Elevation plan with dimensions in visible PDF file · Use PDF file of 10 MB to upload · MAP should be developed either through BPAMS or For low risk building approved from architects/structural engineer	· Building map-missing Key Plan, Floor Plan, Site Plan and Elevation plan with dimensions · Self-made-not validated through architects/ structural engineer/BPAMS will cause for objection/rejection
Use of Building and Sub use of building	· Select carefully the use and sub use of building before selecting and submitting-wrong filed may cause for objection and rejection of application	· Wrong Type of building-Use and Sub use of building may refer to National Building Code of India Part 4 Fire And Life Safety
Objection from SFO	· Check the system, mail, SMS regularly read instructions carefully and comply	· Improper clarification may cause for objection again or rejection.
FSO report to SFO	· Make a separate folder in system with the name of application no. and applicant name/unit	· Avoid keeping files and documents as multiple sources. · This may cause for wrong submission of documents

III. Advisory for Fire Safety (Pre Construction) Process flow

Registration with Single Window http://advantage.jharkhand.gov.in/SingleWindow/

↓

LTP/Users does Login with your account-click on add

↓

Select Directorate of Fire services and add the service advisory for fire services (Pre-construction)

↓

Click on advisory for fire services (Pre-construction) Fill and Submit application

↓

Users applied for services- Fills all the required fields of application, uploading the map of establishment in PDF format

State Fire Office receive the application and forward to concerning/relevant Fire Station Officer

State Fire Office receive the application verifies, if objection is there revert to applicant and applicant replies with clarification and SFO forward to concerning/relevant Fire Station

Fire Station Officer-does inspection with prior information of date and contact details shared through SMS & Email to applicant

↓

Fire Station Officer-submit the inspection report with 5 photographs to the State Fire Officer

State Fire Officer receive the inspection report examine the plan and issue the advisory/objection report and upload

State Fire Officer receive the inspection report examine the plan and if there is any objection – revert to FSO-FSO clarifying and re uploading the documents and re forward to SFO with

State Fire Officer receive the inspection report examine the plan and issue the advisory/objection report and upload

User can view and download the advisory report from the users' dashboard

ज्ञापांक—............/
सं0सं0—तक0—...........................

अग्निशमन सेवा मुख्यालय, झारखण्ड, राँची।
दिनांक................. /

सेवा में,

  प्रभारी अग्निशामालय पदाधिकारी,
  ....

विषय :—   स्थल निरीक्षण कर प्रतिवेदन समर्पित करने के संबंध में।

  ....

  ....

  ....

  प्रस्तावित स्थल तक अग्निशामक गाड़ियों को पहुँचने के लायक पर्याप्त चौड़ाई की सड़क है अथवा नहीं ? कृपया सड़क की चौड़ाई भी अवश्य लिखकर भेजे। सड़क की चौड़ाई एवं डेड इंड यदि हो तो उसका स्पष्ट उल्लेख करें साथ ही निम्नलिखित सूचनायें स्पष्ट रूप से लिखें।

1. मुख्य सड़क कहाँ से कहाँ तक जाती है ?

2. मुख्य सड़क की चौड़ाई क्या है ?

3. पहुँच पथ कहाँ जाती है ?

4. पहुँच पथ की चौड़ाई क्या है ?

5. पहुँच पथ प्रस्तावित स्थल से आगे की ओर जाती है अथवा समाप्त हो जाती है ?

6. प्रस्तावित स्थल के पास कोई कारखाना/स्कूल/क्लब/गैस गोदाम/शराब खाना आदि तो नहीं है ?

7. प्रस्तावित स्थल के आस—पास यदि कोई नदी तालाब आदि है अथवा नहीं ?

8. प्रस्तावित स्थल के उपर से कोई बिजली का तार तो नहीं पार किया है ?

9. स्थल निरीक्षण करते समय **NBC part IV** की कंडिका 3.2 का भी ध्यान रखा करेगें।

10. फायर इंजिनों को आने—जाने का सुगम रास्ता है अथवा नहीं ?

  निदेश दिया जाता है कि प्रस्तावित स्थल की भौतिक जाँच करते हुए अपने मंतव्य के साथ स्पष्ट प्रतिवेदन तीन दिनों के अन्दर उपलब्ध कराना सुनिश्चित करें।

  (राम कृष्ण ठाकुर)
  प्रभारी अपर राज्य अग्निशमन पदाधिकारी,
  झारखण्ड, राँची।

V. Forms for applying for Fire Advisory Service through SWS/BPAMS

Login of State Fire officer will receive info from ULB: Pre-Cons. (Advisory)

BPAMS Application form with LTP details, Owner details and plot details

Name of Owner .... Address (Current Residence)..............................

Tel No/ Mobile No. .... Email ID .... File Number ....

Name of Owner .... Name of LTP (if Any) .... LTP Mobile No. ....

e-mail Address ....

Mauza .... Plot No. .... Khata No. .... Ward No. .... Area .... (sqm)

District .... Thana .... Address of Site to be inspected ....

Building use .... Building Sub-use ....

Height of proposed building .... Number of floors with height (in meters) ....

Total built up area .... Detail of approach road .... Set back area ....

Download map (pdf)

SFO selects type of building: ....

SFO selects Field Office Name ....

SFO types objection/ clarification ....

Send objection to LTP/Applicant   Send to FSO

1. Plot Area:

The area which is surrounded by a boundary line (fencing) is called as Plot Area. In simple words, the total area which belongs to you in a city or town is considered as Plot area. The term Plot area is majorly used in gated communities, townships and named as Plot Area 1, PA-2 etc. They are useful in identifying the plot of a particular individual.

2. Built up area/Plinth Area:

The total building area in plot area is referred as Built up area. In simple, Area excluding empty space around the building is called Built up area or Plinth area.

Built up Area = Carpet area+ Thickness of All walls + balcony

3. Setback area:

The empty space around the building is called Setback area. The setback area is decided by Municipal Authority. In India, we leave 4 ft from all the sides of the building. The reason behind leaving setback area is to make ease for moving vehicles, ventilation and during emergency purposes. However set back area increases for High rise building and may go up to several meters.

**Setback area = Plot area – Built-up Area**
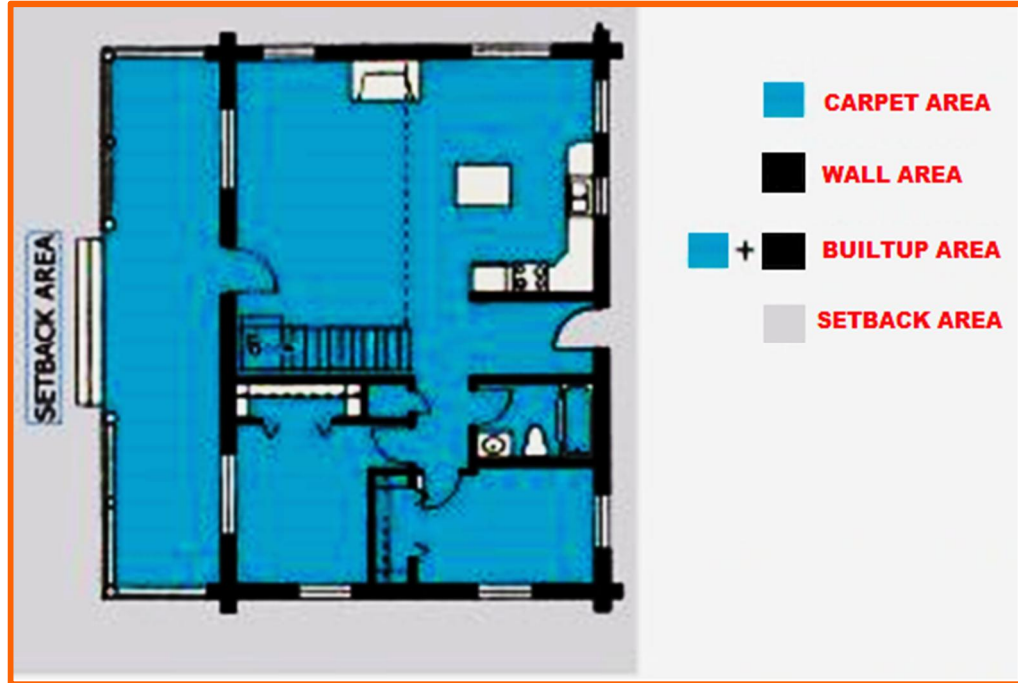
4. Carpet area:

Carpet Area is an area which is enclosed within walls. In simple words, Area excluding walls in the built-up area is called as carpet area. It´s a used area of a building. Generally, carpet area is around 85-90% of built area.

Carpet Area = Built-up Area- Area of walls

5. Super Built-up Area:

Super Built Up Area is the built up area plus proportionate area of common areas such as the Swimming pools, Staircase, lobby, lifts, open verandahs etc. The term Super built up area is generally used in Real Estate (while buying property) builders may add 20% of total cost of apartment to the super built-up area. Refer the following Plan of a building in a plot picture for clear understanding.

Super Built-Up Area = Setback area+Built-up Area+20% of common area

6. Building Map (Pre Construction):
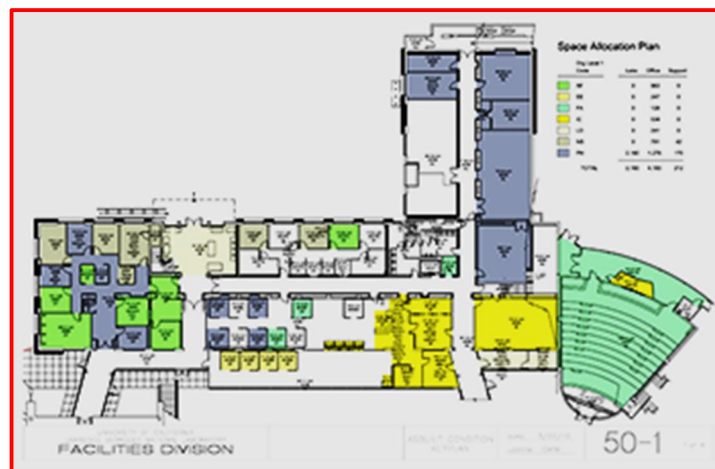
Pre-Construction building map with clear dimension of all floors showing all the details as use of building, Floors, Rooms, Halls, set back area, built area, road, balcony, etc. It is mandatory to submit.

7. Building Map (Pre Occupancy):

Approved building map with clear dimension of all floors showing all the details as Use of building, Floors, Rooms, Halls, Set back area, Carpet area, Built up area, road, Balcony, stairs, Exit gates, roads etc. It is mandatory to submit.

8. Key Plan:

Key Plans are floor plans showing primary architectural elements of each building by floor level. They graphically represent walls, doors, windows, room numbers, and other features. Key Plan reports are available with varying levels of detail: Base Key Plan: room number, square footage.

9. Site Plan:

A site plan is a landscape architectural plan, and a detailed engineering drawing of proposed improvements to a given lot. A site plan is a "set of construction drawings that a builder or contractor uses to make improvements to a property.
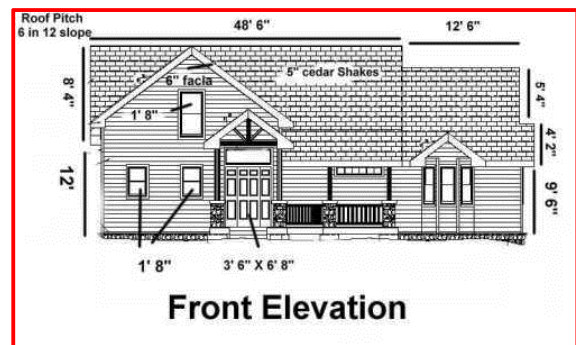

10. Elevation Plan

An elevation drawing is an orthographic projection drawing that shows one side of the house. The purpose of an elevation drawing is to show the finished appearance of a given side of the house and furnish vertical height dimensions. Four elevations are customarily drawn, one for each side of the house.

An elevation plan ordinarily includes the following:
• Identification of the specific side of the house that the elevation represents
• Grade lines
• Finished floor and ceiling levels
• Location of exterior wall corners
• Windows and doors
• Roof features
• Porches, decks and patios
• Vertical dimensions of important features
• Material symbols
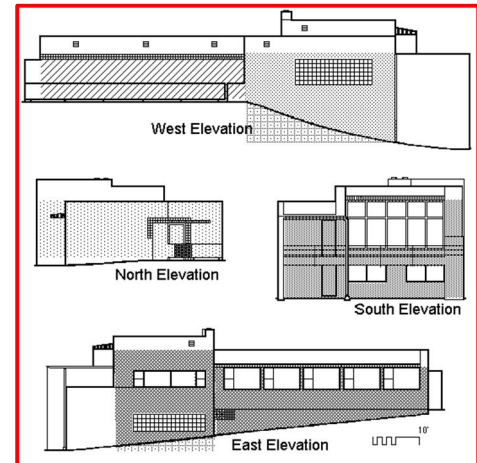
The Procedure for Drawing an Elevation Plan:
1. Place the floor plan directly above the space where the elevation is to be drawn. The exterior walls to be represented by the elevation should be facing down toward the elevation.
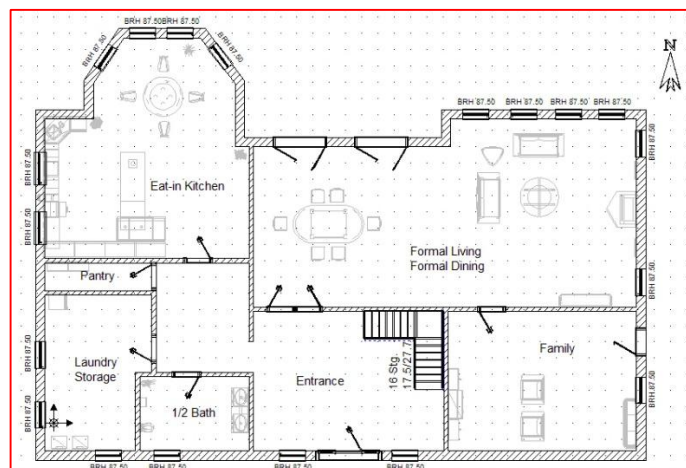
2. Project all points down to the free space.

3. Indicate the bottom of the footer and draw a horizontal line. Now measure in all vertical heights, basement ceiling height, floor joist height, first floor, etc… from this reference point.

4. Remove construction lines and determine if changes are desired in the overall design.

5. Add details such as railings, window muntins, trim, window wells, etc…

6. Add dimensions, notes and symbols.

7. Check drawing and be sure to print one copy to check.

8. Turn-in drawing

11. Floor Plan:

In architecture and building engineering, a floor plan is a drawing to scale, showing a view from above, of the relationships between rooms, spaces, traffic patterns, and other physical features at one level of a structure. Dimensions are usually drawn between the walls to specify room sizes and wall lengths. Pictures shown is symbolic only:

12. Recommendation letter/Construction permit:

Required a reference letter from where applicant is getting approval for construction of building(Commercial/Residential), this meant for all type of building either inside Industrial area, Outside industrial area (RMC, ULB, Rural, Zila Parishad). If service applied under any department: receipt or acknowledgement may submit for recommendation. It is mandatory to submit thus Directorate of Fire service can correlate the service with concerned department.

13. Other Document:

If applicant has got any approval pre construction offline or any certificate issued by the department earlier or any other document want to submit to the directorate for reference. Not mandatory to submit.

14. Mandatory Fields:

If applying directly through Single Window System (SWS), applicant need to filled all the mandatory fields marked as *

15. M. Payment: There is no fee for any service under Directorate of Fire Services