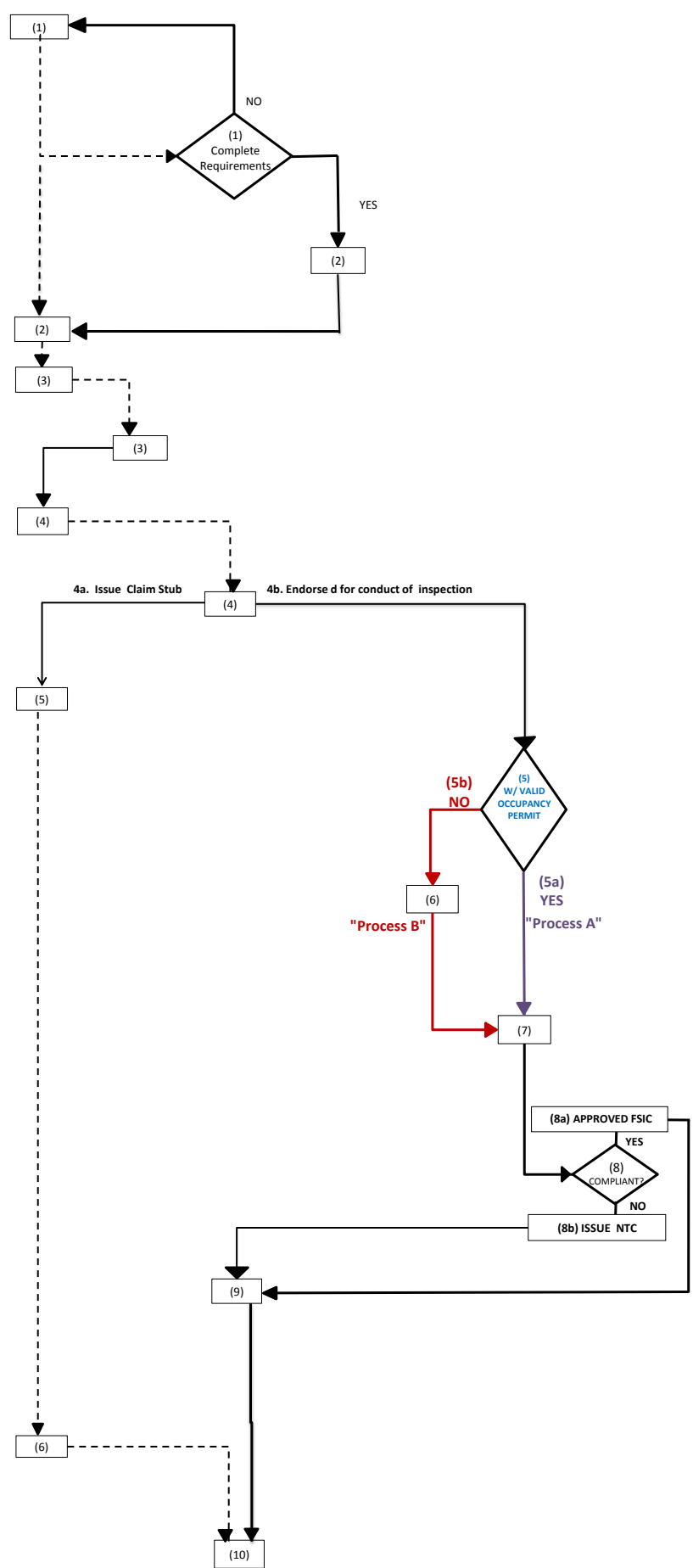


BFP FLOWCHART FOR FIRE SAFETY INSPECTION CERTIFICATE (FSIC) FOR NEW BUSINESS PERMIT

ACTIVITIES	LOCAL GOVERNMENT UNIT				BUREAU OF FIRE PROTECTION				OUTPUT	TIME FRAME
	APPLICANT OWNER	GOVT. SERVICING BANK/C/MT BFP COLLECTING OFFICER	CUSTOMER RELATION OFFICER	FIRE CODE FEES ASSESSOR	FIRE SAFETY INSPECTOR	CHIEF, FSEU	CITY / MUNICIPAL FIRE MARSHAL			
	BUILDING OFFICIAL									
1. Secure Unified Application Form with the list of requirements from Customer Relation Officer (CRO). Submit duly accomplished application form with complete requirements to the CRO	(1)								Secured Unified Application Form	Five (5) Mins. Max.
1. Check application, Record to the Log Book the name of applicant/owner of the establishment, address, time and date of application and endorse to Fire Code Assessor (FCA)									Filed FSIC Application	Five (5) Mins. Max.
2. Assess Fire Code Fees (FCF) and issue Order of Payment to the applicant and return application with complete document to CRO									OPS issued to the Applicant	Ten (10) Mins. Max.
3. Wait for the release of Order of Payment	(2)									
3. Pay FCF to Government Servicing Bank (GSB)/Local Treasurer/BFP Collecting Agent	(3)									
3. Receive payment from applicant and compile copy of receipt of payment. Issue Official Receipt.									Collected Fire Code Fees	Ten (10) Mins. Max.
4. Present Machine Validated OP/OR as basis for issuance of Claim Stub to CRO	(4)									
4. Record the FSIC application to Logbook; OR #: Payment date of FCF; (a) issue Claim Stub and (b) Endorse to C,FSEU										
5. Receive Claim Stub.	(5)								Recorded application to the Official Log book	Five (5) Mins. Max.
5.a. For "Process A" with valid occupancy permit proceed to step 7. 5.b. For "Process B" applicant without valid occupancy permit, assign Fire Safety Inspector and issue Inspection Order.									For "Process A" endorsed to DFM/CFM/MFM. For "Process B" FSI was assigned to conduct Fire Safety Inspection.	Two (2) Hours Max
6. Conduct fire Safety Inspection and submit After Inspection Report (AIR) to C,FSEU with appropriate findings and recommendations such as issuance of FSIC or NTC as the case may be.									Conducted Fire Safety Inspection to the Business Establishment applied	Three (3) Hours Max from the date of application
7. Review/evaluate the Findings and Recommendations of FSI and/or recommend to DFM/CFM/MFM the issuance of FSIC or NTC as the case may be									Received the submitted After Inspection Report (AIR) / valid Occupancy Permit from FSI and/or endorsed to DFM/CFM/MFM	Two (2) hours Max
8. Final Review/Evaluation of the C,FSEU's recommendation for disposition. Prepare three (3) copies of and sign FSIC or NTC 8.a. issue FSIC or 8.b. issue NTC									APPROVED FSIC OR ISSUE NTC	(8a) Max of Two (2) hours (8b) Max of Twenty (20) Mins. Max
9. Record in the Official Log Book the FSIC/NTC number, date approved/disapproved, name of applicant/owner, and name of establishment, OR number, and amount paid. Provide duplicate copy of FSIC/NTC to the designated Records Custodian and BPLO.									Recorded and segregated the corresponding replicate copy in accordance to its distribution	Ten (10) Mins. Max
6. Present Claim Stub to CRO	(6)									
10. Release Original Copy of FSIC to Applicant through CRO or serve the copy of NTC to the owner in case there is a violation of the Fire Code, copy furnish BO.									Release FSIC	
7. Receive (a) FSIC (b) NTC	(7)									Fiive (5) Mins. Max.
Subject to change as soon as memorandum of agreement for e-banking are for ged with the Land Bank of the Philippines (Government Servicing Bank) and /or nearest Rural Bank.										
LEGEND										



BFP- Bureau of Fire Protection, **BO-** Building Official, **BP-** Building Plans, **BPE-** Building Plan Evaluator, **C/MFM-** City/Municipal Fire Marshal, **CRO-** Customer Relation Officer, **FSC-** Fire Safety Checklist, **FSIC-** Fire Safety Inspection Certificate, **FCF-** Fire Code Fees, **FCFA-** Fire Code Fees Assessor, **C, FSEU-** Chief, Fire Safety Enforcement Unit, **GSB-** Government Servicing Bank, **LGU-** Local Government Unit, **OP-** Order of Payment, **OR-** Official Receipt