

BUREAU OF FIRE PROTECTION

ANNEX "C"

FRONTLINE SERVICE: FIRE SAFETY INSPECTION CERTIFICATE FOR NEW BUSINESS PERMIT

CLIENT: BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE

REQUIREMENTS: 1. CERTIFIED TRUE COPY OF VALID OCCUPANCY PERMIT 2. PHOTO COPY OF FSIC FOR OCCUPANCY PERMIT 3. ASSESSMENT OF BUSINESS PERMIT FEE /TAX ASSESSMENT BILL FROM BPLO 4. COPY OF FIRE INSURANCE POLICY (IF ANY)

SCHEDULE OF THE AVAILABILITY OF THE SERVICE: MONDAY TO FRIDAY (EXCEPT HOLIDAYS), 8:00 AM TO 5:00 PM

FSIC FEES: 10% OF ALL FEES CHARGED BY BPLO IN GRANTING BUSINESS PERMIT. (OTHER FEES/TAXES PRESCRIBED UNDER RA 9514 AND ITS IRR NOT ASSESSED AND COLLECTED DURING APPLICATION PERIOD WILL BE ASSESSED AND COLLECTED AFTER REGULAR FIRE SAFETY INSPECTION)

HOW TO AVAIL OF THE SERVICES (FSIC FOR NEW BUSINESS PERMIT WITH VALID FSIC ISSUED DURING OCCUPANCY PERMIT STAGE)

STEPS	APPLICANT	AGENCY ACTION	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
1	Apply for FSIC using the Unified Form with complete documentary requirements.	Check completeness of application and endorse to Fire Code Assessor (FCA). Record to the Official Log Book the name of applicant and owner of the establishment and the time, date of application. In case of lacking requirements, CRO shall immediately inform in writing the applicant of such finding. For invalid Occupancy Permit, the Service Standard for FSIC for New Business Permit Without Valid Occupancy Permit shall apply. (Note: FSIC issued during the Occupancy Permit stage is considered valid for purposes of application for FSIC for Business Permit if the Occupancy Permit presented corresponds to the same types of occupancy or nature of operation, location or specific area in a building and address. Otherwise, the applicant is also required to secure a valid Occupancy Permit, which shall be included in the Notice to Comply.)	CRO	Local BFP Office or near BPLO Office during BOSS period	10 Minutes Max.
2	Wait for the release of Order of payment (OP).	Assess Fire Code Fees/Taxes and issue assessment and OP.	FCA	Local BFP Office or near BPLO Office during BOSS period	10 Minutes Max.
3	Pay the assessed amount and submit copy of receipt of payment to CRO.	Receive payment from applicant and compile copy of receipt of payment.	FCCA	Local BFP Office or near BPLO Office during BOSS period or any authorized place	10 Minutes Max.
4	Receive Claim Stub. (FSIC shall be issued within the day.)	Check copy of receipt of payment and record to the logbook the amount paid and Official Receipt Number and date of payment, and issue Claim Stub. Verify validity of Occupancy Permit and refer to C, FSEU for issuance of FSIC.	CRO	Local BFP Office or near BPLO Office during BOSS period or any authorized place	5 Minutes Max.
		Review/evaluate the referral of CRO and recommend issuance of FSIC.	Chief, FSEU		2 Hours
		Approve and sign three (3) copies of FSIC for Business Permit.	C/MFM or DFM (In case of Manila, QC and similar cities)		20 Minutes
		Record in the Official Logbook the FSIC number, date approved, validity, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSIC to the designated BFP Records Custodian and BPLO.	CRO, Records Custodian	Local BFP Office	10 Minutes
5	Owner/Authorized representative presents Claim Stub.	Release FSIC to applicant through the CRO.	CRO	Local BFP Office	5 Minutes

LEGEND: AIR – After Inspection Report; **BPLO** – Business Permit and Licensing Office; **C/MFM** – City/Municipal Fire Marshal; **C, FSEU** – Chief, Fire Safety Enforcement Unit; **CRO** – Customer Relation Officer; **DFM** – District Fire Marshal who has jurisdiction over a city whose function is the same as that of City Fire Marshal; **FCA** – Fire Code Assessor; **FCCA** – Fire Code Collecting Agent; **FSI** – Fire Safety Inspector; **FSIC** – Fire Safety Inspection Certificate; **NOD** – Notice of Disapproval; **NTC** – Notice to Comply; **OP** – Order of Payment.

**MAXIMUM OF
1 DAY**

BUREAU OF FIRE PROTECTION

ANNEX "D"

FRONTLINE SERVICE: FIRE SAFETY INSPECTION CERTIFICATE FOR NEW BUSINESS PERMIT

CLIENT: BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE

REQUIREMENTS: 1. ASSESSMENT OF BUSINESS PERMIT FEE 2. TAX ASSESSMENT BILL FROM BPLO 3. ENDORSEMENT FROM BO/CERTIFICATE OF COMPLETION 4. CERTIFIED TRUE COPY OF ASSESSMENT FEE FOR SECURING OCCUPANCY PERMIT FROM BO 4. COPY OF FIRE INSURANCE POLICY (IF ANY)

SCHEDULE OF THE AVAILABILITY OF THE SERVICE: MONDAY TO FRIDAY (EXCEPT HOLIDAYS), 8:00 AM TO 5:00 PM

FSIC FEES: 10% OF ALL FEES CHARGED BY BPLO IN GRANTING BUSINESS PERMIT. (OTHER FEES/TAXES PRESCRIBED UNDER RA 9514 AND ITS IRR NOT ASSESSED AND COLLECTED DURING APPLICATION PERIOD WILL BE ASSESSED AND COLLECTED AFTER REGULAR FIRE SAFETY INSPECTION)

HOW TO AVAIL OF THE SERVICES (FSIC FOR NEW BUSINESS PERMIT WITHOUT VALID FSIC ISSUED DURING OCCUPANCY PERMIT STAGE)

STEPS	APPLICANT	AGENCY ACTION	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
1	Apply for FSIC using the Unified Form with complete documentary requirements.	Check completeness of application and endorse to Fire Code Assessor (FCA). Record to the Official Log Book the name of applicant and owner of the establishment and the time, date of application. In case of lacking requirements or the Occupancy Permit is not valid, CRO shall immediately inform in writing the applicant of such finding. (Note: Occupancy Permit is considered valid for purposes of application for FSIC for Business Permit if the Occupancy Permit presented corresponds to the same types of occupancy or nature of operation, location or specific area in a building and address. The applicant is required to secure a valid Fire Safety Inspection Certificate for Occupancy Permit.)	CRO	Local BFP Office or near BPLO Office during BOSS period	10 Minutes Max.
2	Wait for the release of Order of payment (OP).	Assess Fire Code Fees/Taxes and issue assessment and OP.	FCA	Local BFP Office or near BPLO Office during BOSS period	10 Minutes Max.
3	Pay the assessed amount and submit copy of receipt of payment to CRO.	Receive payment from applicant and compile copy of receipt of payment.	FCCA	Local BFP Office or near BPLO Office during BOSS period or any authorized place	10 Minutes Max.
4	Receive Claim Stub. (FSIC for Occupancy and for Business Permit will be issued within a maximum period of 3 days from application if no violation found during inspection.)	Check copy of receipt of payment and record to the logbook the amount paid and Official Receipt Number and date of payment, and issue Claim Stub.	CRO	Local BFP Office or near BPLO Office during BOSS period or any authorized place	5 Minutes Max.
		Assign Fire Safety Inspector and Issue Inspection Order.	Chief, FSEU and C/MFM or DFM	Local BFP Office	15 Minutes
		Conduct Fire Safety Inspection and submit After Inspection Report (AIR) and supporting documents to Chief, FSEU, with appropriate findings and recommendations, such as issuance of FSIC/NTC, as the case may be.	FSI		3 Hours
		Review/evaluate the Findings of FSI and recommend to DFM or C/MFM the issuance of FSIC/NTC as the case maybe.	C, FSEU	Local BFP Office	2 Hours
		Final review/evaluation of the C, FSEU's recommendation for disposition.	DFM or C/MFM as the case maybe	Local BFP Office	2 Hours
		Approve and sign three (3) copies of FSIC or NTC as the case may be.	DFM or C/MFM as the case maybe	Local BFP Office	20 Minutes
5	Owner/Authorized representative presents Claim Stub.	Record in the Official Logbook the FSIC/NTC number, date approved, validity, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSIC/NTC to the designated BFP Records Custodian and BPLO.	CRO, Records Custodian	Local BFP Office	10 Minutes
		Release FSIC to applicant through the CRO. Serve copy of NTC to the owner in case there is a violation of the Fire Code, copy furnished BPLO.	CRO	Local BFP Office	5 Minutes

LEGEND: AIR – After Inspection Report; **BPLO** – Business Permit and Licensing Office; **C/MFM** – City/Municipal Fire Marshal; **C, FSEU** – Chief, Fire Safety Enforcement Unit; **CRO** – Customer Relation Officer; **DFM** – District Fire Marshal who has jurisdiction over a city whose function is the same as that of City Fire Marshal; **FCA** – Fire Code Assessor; **FCCA**- Fire Code Collecting Agent; **FSI** – Fire Safety Inspector; **FSIC** – Fire Safety Inspection Certificate; **NOD** – Notice of Disapproval; **NTC** – Notice to Comply; **OP** – Order of Payment.

**MAXIMUM OF
3 DAYS**

BUREAU OF FIRE PROTECTION

ANNEX "E"

FRONTLINE SERVICE: FIRE SAFETY INSPECTION CERTIFICATE FOR BUSINESS PERMIT

CLIENT: BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE

REQUIREMENTS: 1. PHOTO COPY OF PREVIOUS FSIC (IF ANY) 2. ASSESSMENT OF BUSINESS PERMIT FEE/TAX OR ASSESSMENT BILL FROM BPLO 3. COPY OF FIRE INSURANCE POLICY (IF ANY)

SCHEDULE OF THE AVAILABILITY OF THE SERVICE: MONDAY TO FRIDAY (EXCEPT HOLIDAYS), 8:00 AM TO 5:00 PM

FSIC FEES: 10% OF ALL FEES CHARGED BY BPLO IN GRANTING BUSINESS PERMIT. (OTHER FEES/TAXES PRESCRIBED UNDER RA 9514 AND ITS IRR NOT ASSESSED AND COLLECTED DURING APPLICATION PERIOD WILL BE ASSESSED AND COLLECTED AFTER REGULAR FIRE SAFETY INSPECTION)

HOW TO AVAIL OF THE SERVICES (RENEWAL OF FSIC FOR BUSINESS PERMIT WITHOUT VALID FSIC OR EXPIRED FSIC / WITH EXISTING VIOLATION OF THE FIRE CODE / INCLUDED IN THE NEGATIVE LIST)

STEPS	APPLICANT	AGENCY ACTION	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
1	Apply for FSIC using the Unified Form with complete documentary requirements.	Check completeness of application and endorse to Fire Code Assessor (FCA). Record to the Official Log Book the name of applicant and owner of the establishment and the time, date of application. In case of lacking requirements CRO shall immediately inform in writing the applicant of such finding.	CRO	Local BFP Office or near BPLO Office during BOSS period	10 Minutes Max.
2	Wait for the release of Order of payment (OP).	Assess Fire Code Fees/Taxes and issue assessment and OP.	FCA	Local BFP Office or near BPLO Office during BOSS period	10 Minutes Max.
3	Pay the assessed amount and submit copy of receipt of payment to CRO.	Receive payment from applicant and compile copy of receipt of payment.	FCCA	Local BFP Office or near BPLO Office during BOSS period or any authorized place	10 Minutes Max.
4	Receive Claim Stub. (FSIC will be issued within a maximum period of 2 days from application if no violation found during inspection.)	Check copy of receipt of payment and record to the logbook the amount paid and Official Receipt Number and date of payment, and issue Claim Stub.	CRO	Local BFP Office or near BPLO Office during BOSS period or any authorized place	5 Minutes Max.
		Assign Fire Safety Inspector and Issue Inspection Order.	Chief, FSEU and C/MFM or DFM	Local BFP Office	15 Minutes
		Conduct Fire Safety Inspection and submit After Inspection Report (AIR) and supporting documents to Chief, FSEU, with appropriate findings and recommendations, such as issuance of FSIC/NTC, as the case may be.	FSI		3 Hours
		Review/evaluate the Findings of FSI and recommend to DFM or C/MFM the issuance of FSIC/NTC as the case maybe.	C, FSEU	Local BFP Office	2 Hours
		Final review/evaluation of the C, FSEU's recommendation for disposition.	DFM or C/MFM as the case maybe	Local BFP Office	2 Hours
		Approve and sign three (3) copies of FSIC or NTC as the case may be.	DFM or C/MFM as the case maybe	Local BFP Office	20 Minutes
5	Owner/Authorized representative presents Claim Stub.	Record in the Official Logbook the FSIC/NTC number, date approved, validity, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSIC/NTC to the designated BFP Records Custodian and BPLO.	CRO, Records Custodian	Local BFP Office	10 Minutes
		Release FSIC to applicant through the CRO. Serve copy of NTC to the owner in case there is a violation of the Fire Code, copy furnished BPLO.	CRO	Local BFP Office	5 Minutes

LEGEND: AIR – After Inspection Report; BPLO – Business Permit and Licensing Office; C/MFM – City/Municipal Fire Marshal; C, FSEU – Chief, Fire Safety Enforcement Unit; CRO – Customer Relation Officer; DFM – District Fire Marshal who has jurisdiction over a city whose function is the same as that of City Fire Marshal; FCA – Fire Code Assessor; FCCA- Fire Code Collecting Agent; FSI – Fire Safety Inspector; FSIC – Fire Safety Inspection Certificate; NOD – Notice of Disapproval; NTC – Notice to Comply; OP – Order of Payment.

**MAXIMUM OF
2 DAYS**

FRONTLINE SERVICE: FIRE SAFETY INSPECTION CERTIFICATE FOR RENEWAL OF BUSINESS PERMIT

CLIENT: BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE

REQUIREMENTS: 1. PHOTO COPY OF VALID FSIC (ISSUED IN THE IMMEDIATELY PRECEDING YEAR) 2. ASSESSMENT OF BUSINESS PERMIT FEE/TAX ASSESSMENT BILL FROM BPLO 3. COPY OF FIRE INSURANCE POLICY (IF ANY)

SCHEDULE OF THE AVAILABILITY OF THE SERVICE: MONDAY TO FRIDAY (EXCEPT HOLIDAYS), 8:00 AM TO 5:00 PM

FSIC FEES: 10% OF ALL FEES CHARGED BY BPLO IN GRANTING BUSINESS PERMIT. (OTHER FEES/TAXES PRESCRIBED UNDER RA 9514 AND ITS IRR NOT ASSESSED AND COLLECTED DURING APPLICATION PERIOD WILL BE ASSESSED AND COLLECTED AFTER REGULAR FIRE SAFETY INSPECTION)

HOW TO AVAIL OF THE SERVICES (FSIC FOR RENEWAL OF BUSINESS PERMIT)

STEPS	APPLICANT	AGENCY ACTION	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
1	Apply for FSIC using Unified Form application form including the requirements.	Check completeness of application and endorse to Fire Code Assessor (FCA). Record to the Official Log Book the name of applicant and owner of the establishment and the time, date of application. In case of lacking requirements, CRO shall immediately inform in writing the applicant of such finding.	CRO	Local BFP Office or near BPLO Office during BOSS period	10 Minutes Max.
2	Wait for the release of Order of Payment (OP).	Assess Fire Code Fees/Taxes and issue assessment and OP.	FCA	Local BFP Office or near BPLO Office during BOSS period	10 Minutes Max.
3	Pay the assessed amount and submit copy of receipt of payment to CRO.	Receive payment from applicant and compile copy of receipt of payment.	FCCA	Local BFP Office or near BPLO Office during BOSS period or any authorized place	10 Minutes Max.
4	Receive Claim Stub.	Verify if FSIC is still valid or no existing violation of the Fire Code or if the establishment is not in the negative list .Check copy of receipt of payment and record to the logbook the amount paid and Official Receipt Number and date of payment, and issue Claim Stub. A validated FSIC will serve as basis for the BPLO to renew the Business Permit. (Note: The Claim Stub shall be stamped: "New FSIC will be issued on the date of the expiration of existing FSIC.")	CRO	Local BFP Office or near BPLO Office during BOSS period or any authorized place	20 Minutes Max.

MAXIMUM OF 1 DAY

INSPECTION PROCEDURE ONE (1) MONTH BEFORE THE EXPIRATION OF FSIC

		Assign Fire Safety Inspector and Issue Inspection Order.	Chief, FSEU and C/MFM or DFM (In case of Manila, QC and similar cities)	Local BFP Office	15 Minutes
		Conduct Fire Safety Inspection and submit After Inspection Report (AIR) and supporting documents to Chief, FSEU, with appropriate findings and recommendations, such as issuance of FSIC/NTC, as the case may be.	Fire Safety Inspector (FSI)		3 Hours
		Review/evaluate the Findings of FSI and recommend to C/MFM or DFM the issuance of FSIC.	C, FSEU	Local BFP Office	45 minutes
		Final review/evaluation of the C, FSEU's recommendation for disposition.	DFM or C/MFM as the case maybe	Local BFP Office	45 minutes
		Approve and sign three (3) copies of FSIC or NTC as the case may be.	DFM or C/MFM as the case maybe	Local BFP Office	10 Minutes
		Record in the Official Logbook the FSIC/NTC number, date approved, validity, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSIC/NTC to the designated BFP Records Custodian and BPLO. (Serve copy of NTC to the owner in case there is a violation of the Fire Code, copy furnished BPLO.)	CRO, Records Custodian	Local BFP Office	10 Minutes
5	Owner/Authorized representative presents Claim Stub. (A new FSIC will be issued if there is no violation during inspection)	Release FSIC to applicant through the CRO.	CRO	Local BFP Office	5 Minutes

LEGEND: AIR – After Inspection Report; BPLO – Business Permit and Licensing Office; C/MFM – City/Municipal Fire Marshal; C, FSEU – Chief, Fire Safety Enforcement Unit; CRO – Customer Relation Officer; DFM – District Fire Marshal who has jurisdiction over a city whose function is the same as that of City Fire Marshal; FCA – Fire Code Assessor; FCCA- Fire Code Collecting Agent; FSI – Fire Safety Inspector; FSIC – Fire Safety Inspection Certificate; NOD – Notice of Disapproval; NTC – Notice to Comply; OP – Order of Payment.

MAXIMUM OF 1 DAY

BUREAU OF FIRE PROTECTION

FRONTLINE SERVICE: FIRE SAFETY INSPECTION CERTIFICATE FOR OCCUPANCY PERMIT

CLIENT: BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE

REQUIREMENTS: 1. ENDORSEMENT FROM BO/CERTIFICATE OF COMPLETION 2. CERTIFIED TRUE COPY OF ASSESSMENT FEE FOR SECURING OCCUPANCY PERMIT FROM BO

SCHEDULE OF THE AVAILABILITY OF THE SERVICE: MONDAY TO FRIDAY (EXCEPT HOLIDAYS), 8:00 AM TO 5:00 PM

FSIC FEES: 10% OF ALL FEES CHARGED BY BO IN GRANTING OCCUPANCY PERMIT.

HOW TO AVAIL OF THE SERVICES (FSIC FOR OCCUPANCY PERMIT)

STEPS	APPLICANT	AGENCY ACTION	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
1	Apply for FSIC for Occupancy Permit using the standard application form including the requirements	Check completeness of application and endorse to Fire Code Assessor (FCA). Record to the Official Log Book the name of applicant and owner of the establishment and the time, date of application. In case of lacking requirements, CRO shall immediately inform in writing the applicant of such finding.	CRO	Local BFP Office	10 Minutes Max.
2	Wait for the release of Order of Payment (OP)	Assess Fire Code Fees/Taxes and issue assessment and OP.	FCA	Local BFP Office	10 Minutes Max.
3	Pay the assessed amount and submit copy of receipt of payment to CRO	Receive payment from applicant and compile copy of receipt of payment	FCCA	Local BFP Office	10 Minutes Max.
4	Receive Claim Stub. (Note: FSIC will be issued within the maximum period of three (3) days from application if no violation of the Fire Code and its IRR has been noted during inspection.)	Check copy of receipt of payment and record to the logbook the amount paid and Official Receipt Number and date of payment, and issue Claim Stub. Refer the application to Chief, FSEU for the issuance of Inspection Order.	CRO	Local BFP Office	5 Minutes Max.
		Assign Fire Safety Inspector and Issue Inspection Order	Chief, FSEU and C/MFM or DFM (In case of Manila, QC and similar cities)	Local BFP Office	15 Minutes
		Conduct Fire Safety Inspection and submit After Inspection Report (AIR) and supporting documents to Chief, FSEU, with appropriate findings and recommendations, such as issuance of FSIC/NOD, as the case may be. If the building or establishment is already occupied / operational recommend issuance of NTC instead of NOD is there is a violation of the Fire Code.	FSI		1 1/2 Days Maximum from the date of application.
		Review/evaluate the Findings of FSI and recommend to C/MFM or DFM the issuance of FSIC/NOD or NTC as the case may be.	C, FSEU	Local BFP Office	2 Hours Max.
		Final review/evaluation of the C, FSEU's recommendation for disposition.	DFM or C/MFM as the case maybe	Local BFP Office	2 Hours Max.
		Approve and sign three (3) copies of FSIC/NOD or NTC as the case may be.	DFM or C/MFM as the case maybe	Local BFP Office	20 Minutes Max.
		Record in the Official Logbook the FSIC/NOD/NTC number, date approved, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSIC/NOD/NTC to the designated Records Custodian and BPLO.	CRO, Records Custodian	Local BFP Office	10 Minutes Max.
5	Owner/Authorized representative Present Claim Stub	Release FSIC to applicant through the CRO. Serve copy of NOD/NTC to the owner in case there is a violation of the Fire Code, copy furnished BO.	CRO	Local BFP Office	5 Minutes Max.

LEGEND: AIR – After Inspection Report; BO – Building Official; C/MFM – City/Municipal Fire Marshal; C, FSEU – Chief, Fire Safety Enforcement Unit; CRO – Customer Relation Officer; DFM – District Fire Marshal who has jurisdiction over a city whose function is the same as that of City Fire Marshal; FCA – Fire Code Assessor; FCCA- Fire Code Collecting Agent; FSI – Fire Safety Inspector; FSIC – Fire Safety Inspection Certificate; NOD – Notice of Disapproval; NTC – Notice to Comply; OP – Order of Payment.

**MAXIMUM OF
3 DAYS**