STEP BY STEP GUIDE

FOR

ONLINE APPLICATION
HOW TO APPLY

STEP 1.– APPLICANT WILL LOGIN ON THE OFFICIAL WEBSITE OF MUNICIPAL CORPORATION, CHANDIGARH.
REGISTER YOURSELF AS USER

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
REGISTRATION WINDOW
(ENTER YOUR DETAILS TO GET REGISTERED)

Full Name *
- Enter Your Full Name

Email Id *
- Enter a valid Email Address

Mobile No.
- Enter Mobile No.

Password *
- Enter Your Password

State *
- Select

Validate

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
LOGIN FOR ONLINE APPLICATION SUBMISSION

STEP 3:– TO FILL THE APPLICATION, LOGIN AS USER

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
LOGIN WINDOW
(ENTER YOUR LOGIN ID AND PASSWORD TO LOGIN)
FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
UNDER APPLY FOR SERVICE TAB, CLICK ON VIEW ALL AVAILABLE SERVICES AND THEN CLICK ON ISSUANCE OF FIRE SAFETY CERTIFICATE

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
AFTER CLICKING ON **ISSUANCE OF FIRE SAFETY CERTIFICATE** TAB, YOU WILL BE REDIRECTED AUTOMATICALLY TO THE **ONLINE APPLICATION FORM** WHERE YOU CAN SUBMIT YOUR APPLICATION FOR FIRE SAFETY CERTIFICATE THROUGH WEB.

**FARE & EMERGENCY SERVICES, MUNICIPAL CORPORATION, CHANDIGARH**

**APPLICATION FORM FOR ISSUANCE OR RENEWAL OF FIRE SAFETY CERTIFICATE**

**Note:**
1. Copy of approved Building Plan etc. to be provided on demand of Inspecting Officer.
2. Fire Safety Certificate can’t be used as an Ownership Proof, for regularization of any Violation/Misuse or any other purpose etc.
3. To check occupancy type of your building, click on help.
HERE YOU HAVE TO FILL THE BUILDING DETAILS

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
After filling the building details, you have to fill the building owner and applicant's details.

FIRE AND EMERGENCY SERVICES, MC, CHANDIGARH
BEFORE FILLING OCCUPANCY DETAILS,
FIRST KNOW YOUR OCCUPANCY

EXAMPLE OF BUILDINGS FALLING UNDER DIFFERENT OCCUPANCIES

1. **RESIDENTIAL BUILDINGS**: These shall include any building in which sleeping accommodation is provided for normal residential purposes with or without cooking or dining or both facilities. Few examples of Residential Buildings and Structures are Inns, Clubs, Motels and Guest Houses, School and College Dormitories, Students, and other Hostels and Military Barracks, Apartment Houses, Mansions and Chawls, Hotels classified up to Four Star Category and the Hotels duly approved by the concerned authorities as Five Star and above.

2. **EDUCATIONAL BUILDINGS**: These shall include any building used for school, college, other training institutions involving assembly for instruction, education or recreation for not less than 20 students. Few examples of Educational Buildings and Structures are Schools up to senior secondary Level and all others/training institutions etc.

3. **INSTITUTIONAL BUILDINGS**: These shall include any building which is used for purposes, such as medical or other treatment or care of persons suffering from physical or mental illness, disease or infirmity, care of infants, convalescents or aged persons and for penal or correctional detention in which the liberty of the inmates is restricted. Institutional buildings ordinarily provide sleeping accommodation for the occupants. Few examples of Institutional Buildings and Structures are Hospitals, Infirmaries, Sanatoria, Nursing Homes, Homes for the aged & infirm, Convalescent Homes & Orphanages, Jails, Prisons, Mental Hospitals, Mental Sanatoria and Reformatories etc.

4. **ASSEMBLY BUILDINGS**: These shall include any building where not less than 50 persons congregate or gather for amusement, recreation, social, religious, patriotic, civil, travel and similar purposes. Few examples of Assembly Buildings and Structures are Theatres, Motion Picture Houses, Assembly Halls, Auditoria, Exhibition Halls, Museums, Skating Rinks, Gymnasiums, Restaurants, Places Of Worship, Dance Halls, Club Rooms, Passenger Stations And Terminals Of Air, Surface And Marine Public Transportation Services, and Stadia etc.

5. **BUSINESS BUILDINGS**: These shall include any building or part thereof which is used for transaction of business for keeping of accounts and records and similar purposes, professional establishments, service facilities, etc. City halls, town halls, courthouses and libraries shall be classified in this group so far as the principal function of these is transaction of public business and keeping of books and records. Few examples of Business Buildings and Structures are Offices of Architects, Engineers, Doctors, Lawyers, Post Offices, Police Stations, Laboratories, Outpatient Clinics, Research Establishments, Libraries, Test Houses, Electronic Data Processing Centres, Computer Installations, Information Technology Parks, Call Centres, Telephone Exchanges, Broadcasting Stations, T.V. Stations and Air Traffic Control Towers etc.
BEFORE FILLING OCCUPANCY DETAILS,
FIRST KNOW YOUR OCCUPANCY

6. **MERCANTILE BUILDINGS:** These shall include any building or part thereof, which is used as shops, stores, market, for display and sale of merchandise, either wholesale or retail. Few examples of Mercantile Buildings and Structures are Shops, Stores, Departmental Stores, Market and Underground Shopping Centres etc.

7. **INDUSTRIAL BUILDINGS:** These shall include any building or part of a building or structure, in which products or materials of all kinds and properties are fabricated, assembled, manufactured or processed. Few examples of Industrial Buildings and Structures are Assembly Plants, Industrial Laboratories, Dry Cleaning Plants, Power Plants, Generating Units, Pumping Stations, Fumigation Chambers, Laundries, Buildings or Structures In Gas Plants, Refineries, Dairies and Saw-Mills, etc.
   *(List of Industrial Units on the basis of hazard is at Annexure-B (next page)).*

8. **STORAGE BUILDINGS:** These shall include any building or part of a building used primarily for the storage or sheltering (including servicing, processing or repairs incidental to storage) of goods, ware or merchandise (except those that involve highly combustible or explosive products or materials), vehicles or animals. Few examples of Industrial Buildings and Structures are Warehouses, Cold Storages, Freight Depots, Transit Sheds, Storehouses, Truck and Marine Terminals, Garages, Hangars, Grain Elevators, Barns and Stables etc.

9. **HAZARDOUS BUILDINGS:** These shall include any building or part thereof which is used for the storage, handling, manufacture or processing of highly combustible or explosive materials or products which are liable to burn with extreme rapidity and/or which may produce poisonous fumes or explosions for storage, handling, manufacturing or processing which involve highly corrosive, toxic or noxious alkaline, acids or other liquids or chemicals producing flame, fumes and explosive, poisonous, irritant or corrosive gases; and for the storage, handling or processing of any material producing explosive mixtures of dust which result in the division of matter into fine particles subject to spontaneous ignition. Few examples of Industrial Buildings and Structures are those buildings which are used for storage, under pressure of more than 0.1 N/mm² and in quantities exceeding 70 m³ of Acetylene, Hydrogen, Illuminating and Natural Gases, Ammonia, Chlorine, Phosgene, Sulphur Dioxide, Carbon Dioxide, Methyloxide and All Gases subject to Explosion, Fume or Toxic Hazard, Cryogenic Gases, etc; Storage and Handling of Hazardous and Highly Flammable Liquids, Liquefiable Gases like LPG, Rocket Propellants etc; Storage and Handling of Hazardous and Highly Flammable or Explosive Materials (other than liquids); and Manufacture of Artificial Flowers, Synthetic Leather, Ammunition, Explosives And Fireworks etc.
## ANNEX B
(Clause 3.1.8)

**BROAD CLASSIFICATION OF INDUSTRIAL OCCUPANCIES INTO DIFFERENT DEGREE OF HAZARD**

<table>
<thead>
<tr>
<th>Light Hazard</th>
<th>Moderate Hazard</th>
<th>High Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrasive and/or Quality Control Laboratories</td>
<td>Aluminium Factories</td>
<td>SUB-CATEGORY (A)</td>
</tr>
<tr>
<td>Aerated Water Factories</td>
<td>Atto and Cereal Grinding</td>
<td>Aircraft Hangars</td>
</tr>
<tr>
<td>Agarbatti Manufacturing</td>
<td>Bakeries and Biscuit Factories</td>
<td>Aluminium/Magnesium Powder Plants</td>
</tr>
<tr>
<td>Areca Nut Slicing and/or Betel Nut Factories</td>
<td>Beeidi Factories</td>
<td>Bituminised Paper and/or Hessian Cloth/Tur Felt Manufacturing</td>
</tr>
<tr>
<td>Battery Charging/Battery Service Stations</td>
<td>Bobbin Factories</td>
<td>Cotton Waste Factories</td>
</tr>
<tr>
<td>Battery Manufacturing</td>
<td>Bookbinders, Envelopes and Paper Bag Manufacturing</td>
<td>Celluloid Goods Manufacturing</td>
</tr>
<tr>
<td>Breweries</td>
<td>Cable Manufacturing</td>
<td>Chemical Manufacturing using raw materials having flash points below 23°C</td>
</tr>
<tr>
<td>Brick Works</td>
<td>Camphor Boiling</td>
<td>Cigarette Filter Manufacturing</td>
</tr>
<tr>
<td>Canning Factories</td>
<td>Candle Works</td>
<td>Cinema Films and T.V. Production Studios</td>
</tr>
<tr>
<td>Cardamom Factories</td>
<td>Carbon Paper/Typewriter Ribbon Manufacturing</td>
<td>Coal and/or Coke and/or Charcoal Ball and Briquettes Manufacturing</td>
</tr>
<tr>
<td>Cement Factories and/or Asbestos or Concrete Products Manufacturing</td>
<td>Cardboard Box Manufacturing</td>
<td>Collieries</td>
</tr>
<tr>
<td>Crockery and Stoneware Pipe Manufacturing</td>
<td>Carpenters, Wood Wool and Furniture Manufacturing</td>
<td>Cotton Seed Cleaning or De-linting Factories</td>
</tr>
<tr>
<td>Clay Works</td>
<td>Carpet and Durries Factories</td>
<td>Distilleries</td>
</tr>
<tr>
<td>Clock and Watch Manufacturing</td>
<td>Cashewnut Factories</td>
<td>Duplicating/Stencil Paper Manufacturing</td>
</tr>
<tr>
<td>Coffee Curing Roasting and Grinding Premises</td>
<td>Chemical Manufacturing using raw materials having flash points above 23°C</td>
<td>Fire-works Manufacturing</td>
</tr>
<tr>
<td>Condensed Milk Factories, Milk Pasteurising Plant and Dairies</td>
<td>Cigar and Cigarette Factories</td>
<td>Foam Plastics Manufacturing and/or Converting Plants</td>
</tr>
<tr>
<td>Confectionery Manufacturing</td>
<td>Coir Factories</td>
<td>Godowns and Warehouses (Storing Combustible/Flammable Goods)</td>
</tr>
<tr>
<td>Electric Generating Houses (Hydro electric)</td>
<td>Coir Carpets, Rugs, Tobacco, Hides and Skin Presses</td>
<td>Grass, Hay, fodder and Bhosaa (chaff) Pressing Factories</td>
</tr>
<tr>
<td>Electric Lamps (Incandescent and Fluorescent) and TV Picture Tube Manufacturing</td>
<td>Cold Storage Premises</td>
<td>Industrial Gas Manufacturing (Other than Inert/Halogenated Hydrocarbon Gases)</td>
</tr>
<tr>
<td>Electro Plating Works</td>
<td>Cork Products Manufacturing</td>
<td>Jute Mills and Jute Presses</td>
</tr>
<tr>
<td>Engineering Workshops</td>
<td>Dry Cleaning, Dyeing and Launderies.</td>
<td>Linoleum Factories</td>
</tr>
<tr>
<td></td>
<td>Electric Substations/Distribution Stations</td>
<td>LPG Bottling Plants (Mini)</td>
</tr>
<tr>
<td></td>
<td>Electric Generating Stations (Other than Underground Power houses)</td>
<td>Man Made Fibres (Acrylic Fibres/yarn Manufacturing)</td>
</tr>
<tr>
<td></td>
<td>Enamelware Factories</td>
<td>Match Factories</td>
</tr>
<tr>
<td>Light Hazard</td>
<td>Moderate Hazard</td>
<td>High Hazard</td>
</tr>
<tr>
<td>--------------</td>
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<td>-------------</td>
</tr>
<tr>
<td>Fruits and Vegetables Dehydrating and Drying Factories</td>
<td>Garages</td>
<td>Mattress and Pillow Making</td>
</tr>
<tr>
<td>Fruit Products and Condiment Factories</td>
<td>Garment Makers</td>
<td>Metal or Tin Printers (where more than 50 Percent of floor area is occupied as Engineering Workshop; this may be taken as ordinary hazard risk)</td>
</tr>
<tr>
<td>Glass and Glass Fibre Manufacturing</td>
<td>Ghee Factories (Other than Vegetable)</td>
<td>Oil Mills</td>
</tr>
<tr>
<td>Godowns and Warehouses Storing Non-combustible Goods only</td>
<td>Godowns and Warehouses (Other than those Under Light and High Hazard A Categories)</td>
<td>Oil Extraction Plants</td>
</tr>
<tr>
<td>Green Houses</td>
<td>Grain and/or Seeds Disintegrating and/or Crushing Factories</td>
<td>Oil Terminals/Depots handling flammable Liquids having flash point of 23° C and Below</td>
</tr>
<tr>
<td>Gold Thread/Gilding Factories</td>
<td>Grease Manufacturing</td>
<td>Paints and Varnish Factories</td>
</tr>
<tr>
<td>Gum and/or Glue and Gelatine Manufacturing</td>
<td>Hosiery, Lace, Embroidery and Thread Factories</td>
<td>Paper and Cardboard Mills having raw material yards</td>
</tr>
<tr>
<td>Ice, Ice Candy and Ice-cream Manufacturing</td>
<td>Incandescent Gas Mantle Manufacturing</td>
<td>Piers, Wharves and Jetties – Handling Extra Hazardous Materials</td>
</tr>
<tr>
<td>Ink (Excluding Printing Ink) Factories</td>
<td>Industrial Gas Manufacturing (Liners/Halogenated hydrocarbon gases)</td>
<td>Printing Ink Manufacturing.</td>
</tr>
<tr>
<td>Mica Products Manufacturing</td>
<td>Man-made Yarn/Fibre Manufacturing (Other than Acrylic Fibres/Yarn Manufacturing)</td>
<td>Rosin Lamp-Black and Turpentine Factories</td>
</tr>
<tr>
<td>Pottery Works</td>
<td>Manure and Fertilizer Works (Blending, Mixing and granulating)</td>
<td>Saw Mills</td>
</tr>
<tr>
<td>Poultry Farms</td>
<td>Mineral Oil Blending and Processing</td>
<td>Sponge Iron Steel Plants (Gas Based)</td>
</tr>
<tr>
<td>Salt Crushing Factories and Refineries</td>
<td>Oil and Leather Cloth Factories</td>
<td>Surgical Cotton Manufacturing</td>
</tr>
<tr>
<td>Stables</td>
<td>Oil Terminals/Depots Other than those Categorised under High Hazard A</td>
<td>Tarpaulin and Canvas Proofing Factories</td>
</tr>
<tr>
<td>Sugar Candy Manufacturing</td>
<td>Open storage of Flammable Liquids in Drums, Cans, etc</td>
<td>Turpentine and Rosin Distilleries</td>
</tr>
<tr>
<td>Sugar Factories and Refineries</td>
<td>Oxygen Plants</td>
<td>Tyre Retreading and Resoling Factories</td>
</tr>
<tr>
<td>Tanneries/Leather Goods Manufacturers</td>
<td>Paper and Cardboard Mills, without Raw Material Yards</td>
<td>SUB-CATEGORY (B)</td>
</tr>
<tr>
<td>Umbrella Assembling Factories</td>
<td>Piers, Wharves, Jetties and Dockyards other than those Categorized Under High Hazard A</td>
<td>Ammonia and Urea Synthesis Plants</td>
</tr>
<tr>
<td>Vermicelli Factories</td>
<td>Plastic Goods Manufacturing</td>
<td>CNG Compressing and Bottling Plants</td>
</tr>
<tr>
<td>Water Treatment/Filtration Plants and Water Pump Houses</td>
<td>Plywood/Wood Veneering Factories</td>
<td>Coal Based Methane Plants</td>
</tr>
<tr>
<td>Zinc/Copper Factories</td>
<td>Printing Press Premises</td>
<td>Explosive Factories</td>
</tr>
<tr>
<td><strong>NOTE:</strong> In case of complexes having separate plants having varying degrees of hazard, authority having jurisdiction shall be consulted to decide on level of protection to be provided.</td>
<td></td>
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</tr>
</tbody>
</table>
Thereafter, you have to fill the occupancy details of your building and marking of installed fire safety measures.

FIRE AND EMERGENCY SERVICES, MC, CHANDIGARH
AFTER FURNISHING ALL THE REQUISITE INFORMATION CLICK ON DECLARATION AND ENTER CAPTCHA TO PROCEED FURTHER

I do hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me proved false/not true at any point of time, I will have to face punishment as per any provision of law for the time being in force as well as the Fire Safety Certificate obtained by me shall be summarily canceled.

Word verification

8B1Bq3

Please enter the characters shown above

Flow of Application: Requires the following steps to complete the application
1. Submit your application form.
2. Attach Enclosure as per requirement.
3. Make Payment as applicable.
4. Final Submit to generate Acknowledgement Slip.
After successfully filling the declaration and captcha one can view the filled information and edit the same, if required before proceeding further to attach requisite annexure.

**NOTE:** Carefully read the information filled by you to avoid any inconvenience in future.

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
ATTACH ENCLOSURES

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
AFTER UPLOADING THE ENCLOSURES CLICK ON MAKE PAYMENT. IT WILL REDIRECT YOU TO THE PAYMENT DETAIL WINDOW.

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
CHECK PAYMENT DETAILS AND CLICK ON MAKE PAYMENT

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
MAKE PAYMENT THROUGH NETBANKING OR DEBIT/CREDIT CARD

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
AFTER SUCCESSFUL PAYMENT YOU MAY TAKE PRINTOUT OR DOWNLOAD THE SYSTEM GENERATED ACKNOWLEDGEMENT

Application Acknowledgment

Date: 09/09/2019

Dear Sir,

Thanks for using Online Fire Safety Certificate Application
Your application for issuance of Fire Safety Certificate has been successfully submitted to Chief Fire Officer, Municipal Corporation, Chandigarh.

Application Summary

Application Reference Number : CFOSFCG2019/00002
Application Type: Fresh
Your application was received by Online mode on 09/09/2019
Occupancy Type: APARTMENT
Apartment Number: 102, Sector 17, Chandigarh
Address: Owner, CHANDIGARH
Payment Details:
Amount:

Service Designated Officer:

Name: Chief Fire Officer, MC, Chandigarh
Address: Fire and Emergency Services (Headquarter), Fire Station, Sector 17, Chandigarh
Email: officeofcfs101@gmail.com

Regards
Fire and Emergency Services
Municipal Corporation, Chandigarh

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
POST APPLICATION PROCESS

1. AFTER SUCCESSFUL SUBMISSION OF APPLICATION, A CONFIRMATION SMS WILL BE SENT ON REGISTERED MOBILE NO. OF THE APPLICANT.

2. THEREAFTER, THE APPLICATION WILL BE FORWARD TO THE CONCERNED AREA STATION FIRE OFFICER FOR FURTHER NECESSARY ACTION AND A SMS WILL BE SENT ON REGISTERED MOBILE NO. OF THE APPLICANT IN THIS REGARD.

3. ON RECEIPT OF APPLICATION, THE STATION FIRE OFFICER WILL SCRUTINIZE THE APPLICATION AND SUBMIT HIS OBSERVATION, IF ANY FOR REMOVAL OF DISCREPANCIES OBSERVED DURING SCRUTINY OR PUT THE APPLICATION IN PROCESS FOR PHYSICAL INSPECTION.

4. THE DATE AND TIME SLOT OF PHYSICAL INSPECTION OF SITE WILL BE INTIMATED TO THE APPLICANT THROUGH SMS.

5. ON THE STIPULATED DATE AND TIME SLOT, THE CONCERNED OFFICER WILL VISIT THE SITE FOR WHOM THE FIRE SAFETY CERTIFICATE IS REQUIRED.

5. AFTER CONDUCTING THE PHYSICAL INSPECTION OF SITE THE STATION FIRE OFFICER WILL PREPARE INSPECTION REPORT AND COMMUNICATE THE APPLICANT THROUGH ONLINE APPLICATION PORTAL IF SOME DISCREPANCIES WERE OBSERVED BY HIM DURING INSPECTION. A SMS IN THIS REGARD WILL ALSO BE SENT TO THE REGISTERED MOBILE NO. OF THE APPLICANT.

CONTD...........

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
6. AFTER REMOVAL OF DISCREPANCIES INTIMATED BY THE STATION FIRE OFFICERS, THE APPLICANT WILL REVERT BACK TO THE ONLINE PORTAL. A SMS WILL ALSO BE FLASHED ON THE MOBILE NO OF THE CONCERNED STATION FIRE OFFICER.

7. ON RECEIPT OF REPLY FROM THE APPLICANT'S SIDE, THE STATION FIRE OFFICER CONCERNED WILL AGAIN CONVEY THE DATE AND TIME SLOT FOR INSPECTION OF SITE AND A SMS WILL ALSO BE SENT ON REGISTERED MOBILE NO. OF APPLICANT.

8. AFTER CONDUCTING THE PHYSICAL INSPECTION OF SITE THE STATION FIRE OFFICER WILL PREPARE INSPECTION REPORT AND COMMUNICATE THE APPLICANT THROUGH ONLINE APPLICATION PORTAL IF SOME DISCREPANCIES WERE OBSERVED BY HIM DURING INSPECTION. A SMS IN THIS REGARD WILL ALSO BE SENT TO THE REGISTERED MOBILE NO. OF THE APPLICANT. THIS PROCESS WILL REMAIN CONTINUED UNTIL ALL DISCREPANCIES ARE REMOVED BY THE APPLICANT.

9. IN CASE IF ALL DISCREPANCIES ARE REMOVED AND ADEQUATE FIREFIGHTING AND SAFETY MEASURES FOUND INSTALLED BY THE INSPECTING OFFICER, THE CASE WILL BE RECOMMENDED BY HIM TO THE CHIEF FIRE OFFICER FOR FINAL APPROVAL AND ISSUANCE OF FIRE SAFETY CERTIFICATE.

10. ON RECEIPT OF RECOMMENDATION FOR APPROVAL, THE CHIEF FIRE OFFICER WILL APPROVE THE APPLICATION AND ISSUE DIGITALLY SIGNED AND QR CODED FIRE SAFETY CERTIFICATE WILL BE ISSUED TO THE APPLICANT THROUGH WEB PORTAL. AN APPROVAL SMS WILL ALSO BE SENT TO THE APPLICANT IN THIS REGARD TO TAKE PRINT OUT OF THE SAME.

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH
THANKS AND REGARDS

OFFICE OF THE CHIEF FIRE OFFICER
FIRE AND EMERGENCY SERVICES
MC, CHANDIGARH

FOR ANY QUERY OR ASSISTANCE
PLEASE CALL ON- 80540-15101, 96468-50738

FIRE & EMERGENCY SERVICES, MC, CHANDIGARH.