

## BUREAU OF FIRE PROTECTION

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

CLIENT: **BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE**

REQUIREMENTS: **1. PHOTO COPY OF LATEST 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.**

### 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 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 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 (Note: FSIC will be issued within the day from application if no violation of the Fire Code and its IRR has been noted during verification/inspection.)	Verify record if applicant's previous FSIC is still valid or if the building/establishment has existing violation of the Fire Code. 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 Refer the application to Chief, FSEU for the issuance of Inspection Order if the FSIC is no longer valid/expired or establishment has existing violation.	CRO will verify the record	Local BFP Office or near BPLO Office during BOSS period or any authorized place	20 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/NTC, as the case may be.  (For establishment/building with expired FSIC or existing violation of the fire code based on the record, an inspection shall be conducted within five (5) hours. If it has valid FSIC, the inspection may be conducted one (1) month before the expiration of FSIC)	Fire Safety Inspector (FSI)		5 Hours Maximum from the date of application.
		Review/evaluate the Findings of FSI and recommend to C/MFM or DFM the issuance of FSIC.	C, FSEU	Local BFP Office	45minutes
		Final review/evaluation of the C, FSEU's recommendation for disposition.	DFM or C/MFM as the case maybe	Local BFP Office	45minutes
		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, 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.	CRO, Records Custodian	Local BFP Office	10 Minutes
5	Owner/Authorized representative Present Claim Stub	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
<b>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.</b>					<b>MAXIMUM OF 1 DAY</b>