

BFP FLOWCHART OF FIRE SAFETY EVALUATION CLEARANCE (FSEC)

FRONTLINE SERVICE: FIRE SAFETY EVALUATION CLEARANCE (FSEC) FOR CONSTRUCTION OF NEW BUILDING/REPAIR/RENOVATION/ MODIFICATION/ALTERATION/ADDITIONAL/CHANGE OF TYPE OF OCCUPANCY OF BUILDINGS STRUCTURE OR FACILITY OR PORTION THEREOF.

CLIENTS :ANY PERSON OR ENTITY (PRIVATE INDIVIDUAL, INVESTOR, BUSINESSMAN)

REQUIREMENTS:

1. ENDORSEMENT FROM THE LOCAL BUILDING OFFICIAL
2. THREE (3) SETS OF BUILDING PLANS AND SPECIFICATIONS
3. ONE (1) SET OF BILLS OF MATERIALS AND COST ESTIMATE
4. THREE (3) SETS OF DETAILED FIRE SAFETY PLANS AND SPECIFICATION OR FIRE AND LIFE SAFETY ASSESSMENT REPORT (FALAR) – PART 1 FOR OCCUPANCY OF AT LEAST 50 PERSONS

SCHEDULE OF ACTIVITY: MONDAY TO FRIDAY, 8:00 AM to 5:00 PM

FEES: ONE-TENTH OF ONE PERCENTUM (0.1%) OF ESTIMATED VALUE OF BUILDINGS OR STRUCTURES TO BE ERRECTED/REPAIRED/RENOVATED/MODIFIED BUT NOT TO EXCEED FIFTY THOUSAND (P50, 000.00) PESOS.

HOW TO AVAIL OF THE SERVICE

STEPS	APPLICANT	AGENCY ACTION	OFFICE/ PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
1	Secure FSEC Application Form with the list of requirements from Customer Relation Officer (CRO).		Customer Relation Officer (CRO)	Local BFP Office (Information Desk)	Five (5) Mins. Max.
2	Submit duly accomplished application form with complete requirements to the CRO.	Check application and requirements and endorsed to Fire Code Fees Assessor (FCFA)			Ten (10) Mins. Max.
3	Wait for the Release of Order of Payment (OP)	Assess Fire Code Fee (FCF) and issue Order of Payment to the applicant and return application with complete documents to CRO	Fire Code Fees Assessor	Local BFP Office (To be marked/identified)	Fifteen (15) Mins. Max.
4	Pay the FCF to Government Servicing Bank (GSB)/Local Treasurer*/BFP Collecting Officer	Collect FCF and Machine Validated OP/Issue OR	GSB/Local Treasurer*/BFP Collecting Officer		Ten (10) Mins. Max.
5	Present Machine Validated OP/OR as basis for issuance of Claim Stub	Record the FSEC Application to Logbook; OR #; Payment Date of FCF; Issue Claim Stub and Endorse to C, FSES	Customer Relation Officer		Fifteen (15) Mins. Max.
		Receive Application and Assign Building Plan Evaluator (BPE)	C, FSES		Fifteen (15) Mins. Max.
		Evaluate Building Plans and Accomplish Fire Safety Checklist (FSC)	BPE		Two (2) Days Max.
		Review BPE findings and recommend issuance of FSEC	C, FSES		Four (4) Hrs. Max.
		Disposition on the issuance of FSEC	C/MFM		Two and a half (2 1/2) Hrs. Max
		Received & Record final action on FSEC and Building Plans with FS Checklist; Record amount of FCF; OR #; Payment Date in the FSEC; and return file copy with supporting documents to C, FSES	CRO		Fifteen (15) Mins. Max.
6	Present claim stub to CRO	Release original copy of FSEC and Building Plans with Fire Safety Checklist to applicant and indorse one (1) set to Building Official (BO)			Five (5) Mins. Max.
<p style="color: red; font-size: small;">*Subject to change as soon as memorandum of agreement for e-banking are forged with the Land Bank of the Philippines (Government Servicing Bank) and/or nearest Rural Banks.</p> <p>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, FSEC- Fire Safety Evaluation Clearance, FCF- Fire Code Fees, FCFA- Fire Code Fees Assessor, C, FSES- Chief, Fire Safety Enforcement Section, GSB- Government Servicing Bank, LGU- Local Government Unit, OP- Order of Payment, OR- Official Receipt</p>					<p>Maximum of Three (3) Working Days from filling/ Acceptance of FSEC Application</p>