

BFP FLOWCHART FOR FIRE SAFETY INSPECTION CERTIFICATE (FSIC) FOR RENEWAL OF 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.								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.
2. Wait for the release of Order of Payment									
3. Pay FCF to Government Servicing Bank (GSB)/Local Treasurer/BFP Collecting Agent									
3. Collect Fire Code Fee and Machine Validated OP/Issue OR								Collected Fire Code Fees	Ten (10) Mins. Max.
4. Present Machine Validated OP/OR as basis for issuance of Claim Stub to CRO									
4. Verify record if FSIC is still valid or no existing violation of the Fire Code or the establishment is not in the negative list, then stamp the claim stub with "New FSIC will be issued on the date of the expiration of existing FSIC". Check copy of receipt of payment and record to the Log Book the Amount Paid, Official Receipt Number and Date of Payment, (a) issue Claim Stub and (b) Endorse to C,FSEU								Verified status on the previous record of the Business Establishment subject for appropriate action by FSEU. Note: Validated FSIC will serve as basis for BPLO to renew the Business Permit.	Twenty (20) Mins. Max.
5. Receive Claim Stub.									
5.a. For "Process A" applicant with valid FSIC proceed to step 7. 5.b. For "Process B" applicant without valid FSIC or expired FSIC or included in the negative list, assign Fire Safety Inspector and issue Inspection Order and conduct of Inspection.								For "Process A" endorsed to DFM/CFM/MFM. For "Process B" FSI was assigned to conduct Fire Safety Inspection.	Fifteen (15) Mins. Max
6.a. Conduct of Fire Safety inspection one (1) month before the expiration of all establishment before BOSS operation. 6.b. 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	3 Hours Max
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) 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 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									
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	Five (5) Mins. Max.
7. Receive (7a) FSIC (b) NTC									

*Maximum of One (1) day if FSIC is still valid.
*Maximum of Two (2) Days if the establishment has existing violation, subject for inspection.

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 Evaluation Clearance, **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