

BUREAU OF FIRE PROTECTION

FRONTLINE SERVICE: FIRE SAFETY EVALUATION CLEARANCE FOR BUILDING PERMIT

CLIENT: BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE

REQUIREMENTS: 1. THREE (3) COMPLETE SETS OF BUILDING PLANS AND SPECIFICATIONS 2. ESTIMATED COST OF THE BUILDING TO BE CONSTRUCTED/RENOVATED/MODIFIED AS REFLECTED IN THE BILL OF MATERIALS INCLUDING LABOR COST SIGNED BY THE DESIGNER/CONTRACTOR

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

FSEC FEES: 0.10% OF THE VERIFIED ESTIMATED VALUE OF THE BUILDING TO BE ERECTED.

HOW TO AVAIL OF THE SERVICES (FSEC FOR BUILDING PERMIT)

STEPS	APPLICANT	AGENCY ACTION	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
1	Apply for FSEC using the standard application form including the required attachments	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: FSEC will be issued within the maximum period of three (3) days from application if the plans conform to the fire safety and life safety requirements of the Fire Code and its IRR.)	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 designation of Building Plan Evaluator (BPE).	CRO	Local BFP Office	5 Minutes Max.
		Assign Building Plan Evaluator (BPE) who will review/evaluate the plans and specifications.	Chief, FSEU	Local BFP Office	15 Minutes
		Review/Evaluate Building Plans and Accomplish Fire Safety Checklist, and make appropriate recommendations/findings.	BPE		1 ½ Days Maximum from the date of application.
		Review/evaluate the recommendations/findings of BPE and recommend to C/MFM or DFM the issuance of FSEC/NOD.	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 FSEC/NOD as the case may be.	DFM or C/MFM as the case maybe	Local BFP Office	20 Minutes
		Record in the Official Logbook the FSEC/NOD number, date approved, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSEC/NOD to the designated Records Custodian and BPLO.	CRO, Records Custodian	Local BFP Office	10 Minutes
5	Owner/Authorized representative Present Claim Stub	Release FSEC to applicant through the CRO. Serve copy of NOD to the owner in case the plans and specification did not conform to the fire safety and life safety requirement of the Fire Code of the Philippines of 2008 and its IRR. Endorse 1 set of plan to BO as well as duplicate copy of FSEC or NOD, as the case may be.	CRO	Local BFP Office	5 Minutes

LEGEND: AIR – After Inspection Report; BO – Building Official; BPE - Building Plan Evaluator; 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**