



## **ABSTRACT**

Home- Fire and Rescue Services Department – Issue of Fire License- Simplification of procedures under SimpleGov - Recommendation of the Empowered Committee – Orders - Issued.

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### **Home (Police-XVII) Department**

**G.O.(Ms).No.639**

**Dated: 21.11.2024**

குரோதி வருடம், கார்த்திகை-6  
திருவள்ளூர் ஆண்டு 2055

**Read:-**

1. G.O.(Ms) No.105, Human Resources Management (AR-1) Department, dated 28.11.2023.
2. SimpleGov Screening Committee minutes dated 16.05.2024.
3. SimpleGov Empowered Committee minutes dated 03.06.2024 and 23.09.2024.

### **ORDER:**

In the Government order first read above, a Screening Committee and an Empowered Committee has been constituted for scrutinizing and approving the SimpleGov proposals to ensure a comprehensive evaluation and approval of proposed modification under the category of Government-to-Citizen (G2C), Government-to-Business (G2B) and other services that are being accessed from Government of Tamil Nadu.

2)The purpose of Fire License is to ensure that adequate precautions have been taken to prevent fires on identified sites and that safety installations are commensurate with the type of materials dealt with and the occupant load. A building which complies with safety standards is less prone to fire, thereby safeguarding property and the life of the occupants.

3) The following are the challenges being faced in the existing procedure of issuing Fire License: -

- i. There are currently four stages in the issue of a fire license (i.e., PP NOC – Building planning stage, compliance Certificate, Fire License and yearly renewal) and at each stage, an inspection is required. This process is being followed based on guidelines and in-house practices. However, the multiple layers that is supposed to work towards ensuring fire safety also brings in chronic difficulty with every establishment having to spend much time constantly – year on year – just to secure a Fire license even if there has been no change/alteration in the structure or add-ons to the infrastructure.
- ii. Enormous volume of Fire Licenses to be issued on physical verification which is practically impossible for the Fire Services department to keep pace with.
- iii. The Fire and Rescue Services department plays a direct role in performing the first port of call whenever there is a natural or man-made disaster of any kind. To keep pace with innumerable inspections and handle this nature of paperwork without compromising on the core functioning of the department appears to be nearly impossible.
- iv. An establishment that deals with hazardous material is treated in the same manner as one that has nothing hazardous in its scope of activity. The forms and processes with respect to issuing Fire License have been drafted in 1990 and thus need to be rationalized and simplified so that it becomes more manageable for the Fire Services Department.

The cumbersome, elaborate, multi-layered process and paperwork involved in obtaining a Fire License, handling of queries and clarification act as a deterrent for the owner.

4) The Advisor, SimpleGov has compiled the proposal for simplification of procedures after due consultation with the department and stakeholders on the issue and renewal of "Fire License". Thereafter, the meetings of the Screening Committee and the Empowered Committee were held on 16.05.2024 and 23.09.2024 respectively.

5) The Empowered Committee considered the minutes of the Screening Committee dated 16.05.2024 on the possibilities for simplification of the Fire License. Following the preliminary sitting on 03.06.2024 and thereafter the notes submitted to the Empowered Committee for final decisions on 23.09.2024, the Committee arrived at the following decisions towards simplification of the processes to bring in greater efficiency in fire safety measures and available infrastructure on site:-

**A. Categorization of Buildings requiring Fire License:**

- a) The classification of the places, storage and transportation as listed in the existing Appendix 1 of The Tamil Nadu Fire Service Rules, 1990 shall be redefined and shall be classified into three categories:
  - i. Category A (Buildings requiring an inspection prior to issue of a Fire License)
  - ii. Category B (Buildings requiring fire safety audit by an empanelled agency which will provide a fire safety certificate- to be displayed on the premises)
  - iii. Category C (Buildings requiring uploading of affidavit of fire safety protocol by the applicant. This category is open to random inspection by the Fire Department.)
- b) **Category A** is further classified into Category A1 and A2 based on factors such as fire load, inherent hazards, type of activity, public congregation, purposes and utility of the premises and nature of the processes involved.
- c) **Category A1** comprises of the following 12 Acts and their corresponding Rules which includes all buildings/premises of all trades, storage and transportation which are fire hazardous in nature
  - i) Explosives Act & Rules
  - ii) Petroleum Act & Rules
  - iii) Carbide Act & Rules
  - iv) Oil Fields Act & Rules
  - v) The Arms Act & Rules
  - vi) The Emergency Risk (Hoods) Insurance Act, 1962
  - vii) The Major Port Trust Act, 1983
  - viii) The Coal Miners Compensation and Development Act, 1974
  - ix) The Cinematograph Rules, 1948
  - x) Factories Act, 1948

- xi) Warehousing Corporation Act
- xii) Combustible/Inflammable materials being processed or stored in large quantities of over 100 tons,

d) **Category A2** comprises of:

- i) All High-rise buildings above 18.30 metres in height (According to the Tamil Nadu Combined Development and Building Rules, 2019, Rule 2(58) 'High-rise Building means a building exceeding 18.30m height').
- ii) Further, notwithstanding the height of the building specified, this category shall include Hospitals; Malls; Large hotels; Convention Halls; Marriage Halls; Basement shops; Recreational Centres and any other group of buildings that the Government may determine from time to time.
- iii) All school buildings that has more than Ground + 2 floors

Note: Both Category A1 and A2 shall require for application of Fire License; Inspection by the Fire & Rescue Services Department and issue/renewal of Fire License.

e) **Category B** comprises of:

- i) Buildings requiring fire safety arrangements that are G+2 floors and above and not exceeding 18.3 metres in height such as sanatoria, nursing homes, custodial institutions, penal and mental institutions, shopping malls and food courts and any other buildings that the Government may determine from time to time and shall require a fire safety certificate after due assessment by an empanelled Fire safety audit agency. [See para (C)(b)(i) below]
- ii) All school buildings that are Ground + 2 floors.

f) **Category C:** Buildings (other than residential) that are Ground +1 which do not fall under Category A and Category B but require fire safety clearance for any reason whatsoever shall come under this Category.

## **B. Building Plan Approvals**

For Fire Department Clearances associated with Building Plan Approvals, the revised procedure shall be as follows:

- a) **PP-NOC:** In the existing procedure, the Directorate of Town and Country Planning require NOC from the fire department to issue Building Plan Approval for the buildings that falls under category A1, A2 and B. The application shall be forwarded online from DTCP to TNFRS and the competent Authority from TNFRS shall arrange an inspection to the site and shall either approve or return the application with remarks within 30 days. If no response is received within the 30 days timeline, then the PP- NOC shall be Auto-generated accordingly.
- b) **Compliance Certificate:** The current process of issuance of a compliance certificate at the time of completion of building shall no longer be required. Those buildings that require fire license for regular functioning shall follow the process elaborated at para **C** below.

## **C. Issuance of Fire License:**

### **a) Issue of Fire License for Category A1 and A2:**

- i. Online provision to apply for license with the requisite documents (Building Completion Certificate and proposed fire plan) shall be made on the e-sevai portal. (Appendix I, II & III enclosed)
- ii. Upon receiving the application, the competent authority shall inspect and process the application for fire license within 21 days. If not processed within this time limit, it will then be escalated to the next level officer who is required to process it within the next 7 days. If not processed within this time limit, the Fire License shall be Auto- generated.
- iii. The Fire License shall be valid for a period of 3 years at a time.

### **b) Issue of Fire License for Category B by empanelled fire safety audit agencies:**

- i. Third Party Fire Safety Audit Agencies: Empanelment of fire safety audit agencies shall be provided to enable individual establishments/ units and institutions of Category B to have an objective assessment of the fire safety arrangements on the premises. Fire Safety Audit is purposed to help in identifying inherent fire risks of operation in that unit and recommend measures to reduce

the potential risks. The TNFRS shall lay down the norms for such empanelment and make online provision for the same. Such Fire Safety audit agencies shall issue Fire Safety Certificates in the format provided for this purpose for the period of 3 years which shall be uploaded by the owner/manager of the premises on the e-sevai portal. The Fire Safety certificate shall be prominently displayed on the premises. Category B shall also be subject to random inspections by the Fire & Rescue Services department. Notwithstanding the above, Category A and C may benefit from the empanelled agencies to enhance fire safety of their premises.

- ii. The fire safety certificate by an empanelled agency shall be renewed every 3 years.

**c) Fire safety Protocol for Category C:**

- i. In this category a self-attested fire safety protocol by the owner/manager that is being followed on the premises including fire safety infrastructure, fire exits, training for personnel and other practices and these shall be uploaded on the portal provided for this purpose. On uploading the details, a self-certified fire safety protocol by the owner/ manager shall be generated and this shall be displayed prominently on the premises.
- ii. The updated protocol shall be uploaded every 3 years on the portal.

**D. Renewal:**

- a) The license for Category A1 and A2 shall be renewed following due inspection provided the inspection is completed within 21 days by the officer concerned and if not completed, escalated to the next level senior officer who is given a maximum of 7 days to process the renewal. If this time limit is exceeded, the renewed fire license shall be Auto-generated.
- b) Category B shall be renewed in the same manner for a period of 3 years, through any fire safety audit agency empanelled for the purpose. The renewed Fire safety certificate by an empanelled fire safety audit agency shall be prominently displayed on the premises.
- c) Category C shall be renewed in the same self-attested manner for a period of 3 years upon uploading the

revised fire safety protocol by the owner/ manager of the premises.

- d) In case of additionalities or modifications made to the existing building, the owner/manager shall revisit the process as stipulated above.

#### **E. General Conditions**

- a) The Fire License/Fire Safety certificate/Fire Safety Protocol shall be displayed along with a QR Code at a prominent place on the premises and any visitor to the premises may view the fire safety protocols being followed. The QR code displayed shall assist in providing authenticity.
- b) Fire Drills: All categories shall provide for a Fire drill once a year on a specified month and ensure that all those occupying or accommodated in a building either for residential or non-residential purposes are made to be fully aware of the protocol to be followed for an emergency.
- c) Standards for fire installations: For **Categories A & B**, the quality standards of the fire safety installations categorized and specified in the National Building Code shall be adhered to. All Fire extinguishers shall be as per the standards specified in IS 2190:2010 and the date of refill/service shall be displayed prominently.
- d) Also, there shall be a Floor-wise Fire plan made available for categories A&B for the premises and this will require to be uploaded on the portal and displayed at the premises and on each floor prominently.
- e) Right to Inspection: Fire and Rescue Services department reserves the right to cause inspection at any time for all categories.

**F. Temporary License:** This shall be issued by the Fire department for events of smaller duration (a few days, weeks, months but less than a year) such as live shows, exhibitions, Carnivals, festivals etc., dealing with inflammable/hazardous materials. Such a license shall be for the entire venue or site of the event and not for each individual stall. The Application for a temporary License shall be made available online. The Application for the entire composite site shall be submitted by the event organizer. A fire license for this type of event will need to be given following a site inspection.

**G. Online process through TNeGA:** All the processes detailed above ranging from applications, provision for empanelment of fire safety audit agencies, issue of fire licenses, uploading of fire safety certificate, requisite documents and protocols shall be adequately provided on the e- Sevai portal by TNeGA. The simplified online process shall be made available by TNeGA to the public immediately on release of Government orders.

6) The Government have examined the decision of the Empowered Committee considering the challenges faced in the existing procedures. After examination, the Government have decided to accept the above decision of the Empowered Committee and issue orders accordingly.

7) The TNeGA is requested to take action for the online processes for the revised procedures through the e-Sevai or similar alternative so that the revised process is available immediately to the public.

**(BY ORDER OF THE GOVERNOR)**

**DHEERAJ KUMAR  
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT**

To  
The Director General of Police / Director,  
Fire and Rescue Services -8.  
The Chief Executive Officer, Tamil Nadu e-Governance Agency,  
Anna Salai, Chennai-2.  
All Departments of Secretariat, Chennai-9.

Copy to:-

The Advisor, SimpleGov, TNeGA, Anna Salai, Chennai-2.  
The Chief Minister's Office, Chennai-9.  
The Senior Principal Private Secretary to Chief Secretary to  
Government, Secretariat, Chennai-9.  
Home, Prohibition and Excise Department, Chennai-9.  
The Private Secretary to Additional Chief Secretary to Government,  
Home, Prohibition and Excise Department, Chennai-9.  
The Human Resources Management (AR) Department, Chennai-9.  
Stock File / Spare Copy.

**// FORWARDED / BY ORDER //**

*S. N. Samal*  
25.11.2024  
**SECTION OFFICER**

## Appendix -I

**Online Application format for "FIRE LICENSE" (Category A)**  
**(Fresh and Renewal)**

- i. Applicant Information:
- a) Applicant Name :
  - b) Residing Address :
  - c) Contact Number :
- ii. Building details to which Fire License is requested
- a) Building Address :
  - b) Occupancy/Business :
  - c) Number of Floors :
  - d) Number of Basement floor, if any :
  - e) Plinth Area :
  - f) Height of the building :
- iii. List of enclosures:
- a) Building Completion report from DTCP (for new buildings)
  - b) Proposed Fire Plan
  - c) Affidavit by the owner / manager stating that no change in the existing infrastructure (For Renewal)
  - d) Proof of servicing or refilling of fire extinguishers and testing of functionality of equipment by authorised agencies (For Renewal)

*Certified that the information and documents furnished are true to the best of my knowledge*

Date:

Signature of the Applicant.

Place:

**DHEERAJ KUMAR**  
**ADDITIONAL CHIEF SECRETARY TO GOVERNMENT**

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25.11.2021  
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## Appendix -II

**Online format for the record of Fire Safety Certificate  
(Category B) (Fresh and Renewal)**

i. Applicant Information:

- d) Applicant Name :  
e) Residing Address :  
f) Contact Number :

ii. Building details to which Fire License is requested

- g) Building Address :  
h) Occupancy/Business :  
i) Number of Floors :  
j) Number of Basement floor, if any :  
k) Plinth Area :  
l) Height of the building :

List of enclosures:

1. Building Completion report from DTCP
2. Fire Safety Certificate from empanelled Third-Party Audit Agencies\*
3. Proof of servicing or refilling of fire extinguishers and testing  
offunctionality of equipment by authorised agencies (For Renewal)

*Certified that the information and documents furnished are true to the best of my knowledge*

Date:  
Place:

*Signature of the Applicant.*

*\*Note: Fire Safety Audit Agencies will go through an empanelment process as prescribed by the Home department for the purpose of issuing a Fire Safety Certificate for Category B buildings.*

**DHEERAJ KUMAR  
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT**

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25.11.2024  
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## Appendix -III

**Online format for Self-certified Fire Safety Protocol for Category C buildings (New and Renewal)**

- i. Applicant Information:
- g) Applicant Name :
- h) Residing Address :
- i) Contact Number :
- ii. Building details to which Fire License is requested
- m) Building Address :
- n) Occupancy/Business :
- o) Number of Floors :
- p) Number of Basement floor, if any :
- q) Plinth Area :
- r) Height of the building :
- iii. List of enclosures:
- a) Building Completion report from DTCP (for new buildings)
- b) Proposed Fire Plan:
- c) Affidavit by the owner / manager stating that no change in the existing infrastructure (For Renewal):
- d) Proof of servicing or refilling of fire extinguishers and testing of functionality of equipment by authorised agencies (For Renewal):

*Certified that the information and documents furnished are true to the best of my knowledge*

Date:

*Signature of the Applicant.*

Place:

**DHEERAJ KUMAR  
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT**

**// TRUE COPY //**

*SP*  
*SP - Namraj*  
*25.11.2024*  
**SECTION OFFICER**

