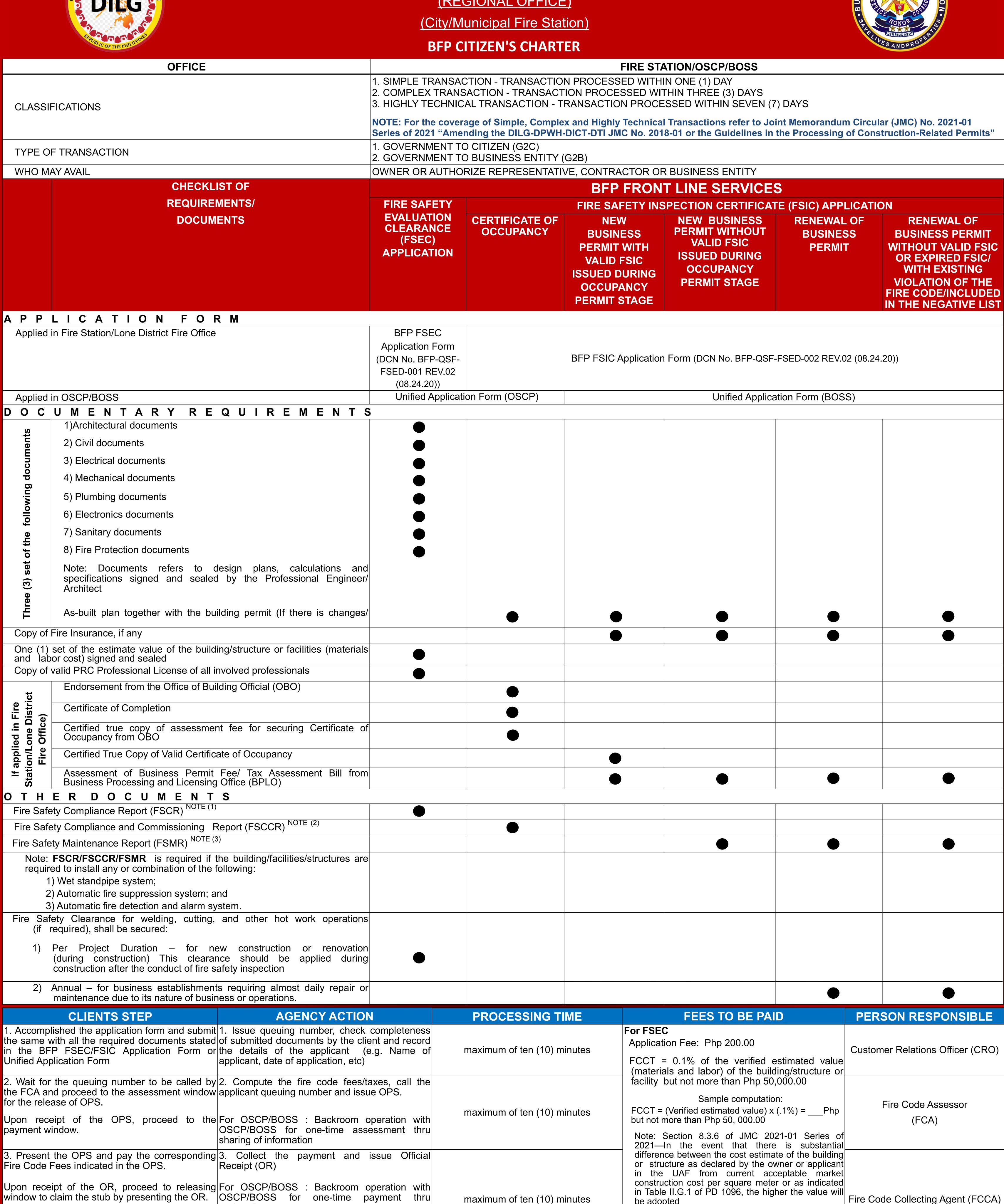


BUREAU OF FIRE PROTECTION

(REGIONAL OFFICE)





one-time payment thru co-location Note: Releasing date and time of FSEC is

indicated in the claim stub.

window, claim the FSEC/NOD/FSIC

in the Official Logbook/ Log Sheet.

For Local Stations with MOA with the LGUs, fire code fees/taxes shall be collected by the LGUs 4.Check copy of OR, record in the official logbook/log sheet the details of the payment (e.g. OR number amount paid, etc.) and release the claim stub.

For OSCP: Evaluation of plans and specification with OBO (Backroom Operation) For BOSS : Joint Inspection NOTE (4)

4. On the date of release indicated in the Claim 6. Release FSEC/NOD/FSIC the Stub, present the Claim Stub to the releasing Certificate of Occupancy/FSIC for Business

5. Evaluation/Inspection

for Permit (new/renewal).

Certificate of Occupancy/FSIC for Business Permit (new/renewal) and acknowledge receipt OSCP/BOSS : Release/Issuance of FSEC/NOD/ FSIC for Certificate of Occupancy/FSIC for Business Permit (new/renewal) is thru OSCP/ **BOSS Releasing Officer**

be adopted

For FSIC (Certificate of Occupancy)/FSIC (New Business and Renewal of Business) Applica-FSIF = 15% of all fees charge by LGU/Philippine Economic Zone Authority (PEZA) but in no case

Sample computation: FSIF = (All fees charged by the LGU/PEZA) x Php but in no case shall be lower $(15\%) = _{-}$ than Php 500.00 Note: If assessment from LGUs/PEZA = 0, then FSIF = 0

shall be lower than Php 500.00

Chief, Fire Safety Enforcement Section/Unit (C, FSES/FSEU)/ City/Municipal Fire Marshal (C/MFM)

Other fees

If applicable compute the appropriate fees in accordance with Section 12.0.0.4 of the RIRR of RA 9514 (e.g. storage, conveyance, hotworks, etc.) as a prerequisite for the issuance of appropriate permits and licenses from the local and other government agencies

CRO

CRO

Building Plan Evaluator (BPE)/

concerned. NOTE (1) Fire Safety Compliance Report (FSCR) - A written report composed of plans, specifications and duly signed by the Engineer/Architect-of-Record and his/her Fire Safety Practitioner. NOTE (2) Fire Safety Compliance and Commissioning Report (FSCCR) - A compilation report of all fire protection and life safety features, which shall form part of the "as-built"

maximum of five (5) minutes

Total Processing Time:

Simple Transaction - One (1) day

Complex Transaction - Three (3) days

Highly Technical Transaction - Seven (7)

days

maximum of five (5) minutes

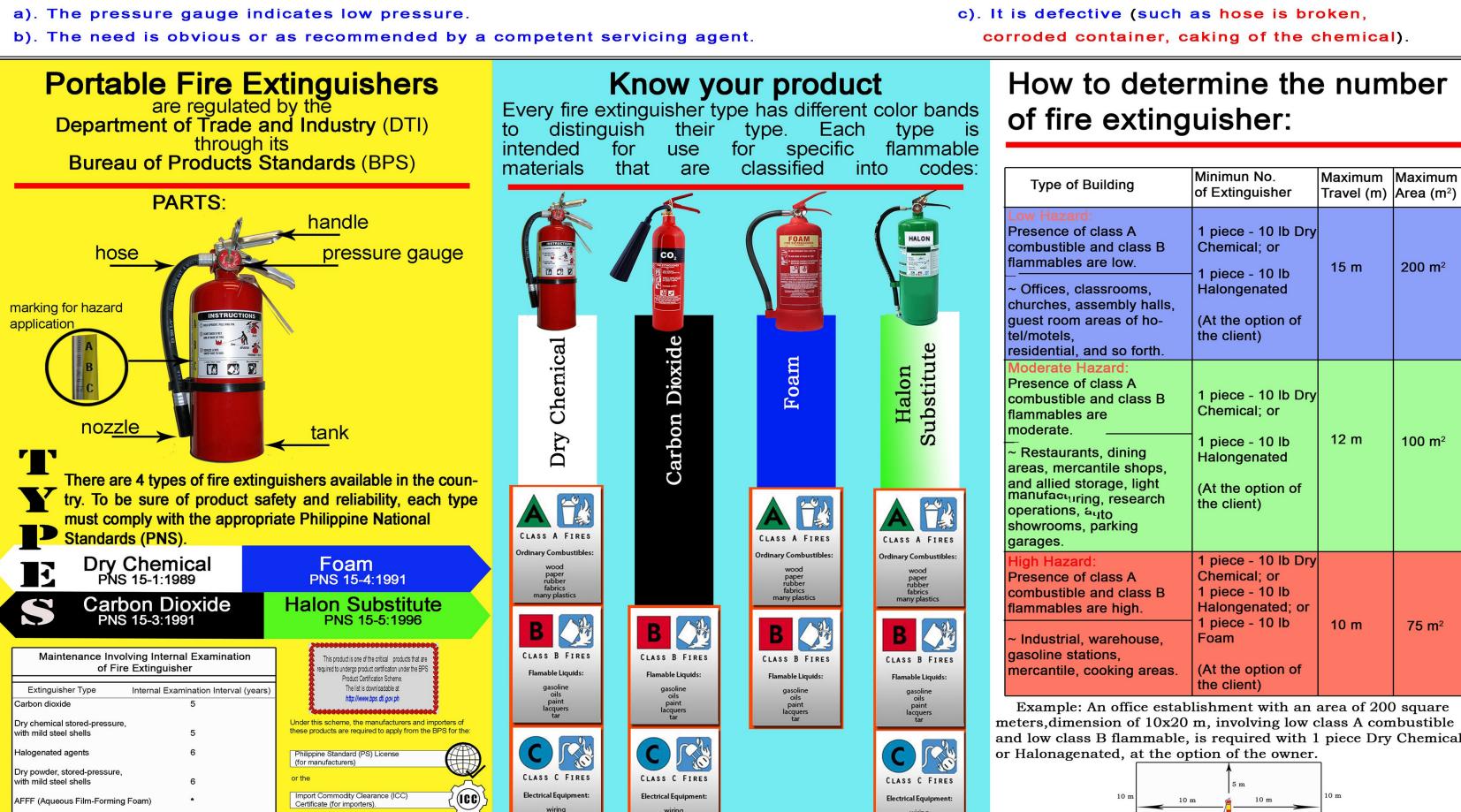
documents turned over by the contractor to the building owner duly signed by the Contractor/Construction Manager and his/her Fire Safety Practitioner. NOTE (3) Fire Safety Maintenance Report (FSMR) - A written report precitioner or authorized representative duly signed by the Building Administrator and his/her Fire Safety Practitioner during the regular annual fire safety inspection. This is a compilation of the maintenance and testing records kept by the building's engineering and maintenance department, as a prerequisite for the issuance of FSIC for Business or Mayor's Permit renewal, Certificate of Annual Inspection, Permit to Operate, PHILHEALTH Accreditation for Hospitals, DOH License to Operate and other permits or licenses being issued by other government agencies.

premises, in relation to an application for new business permit or renewal. (BOSS)

NOTE (4) Section 9.1.2 of JMC No. 01 Series of 2021—To limit the face-to-face interaction between the applicant's office/

Section 9.1.4 of JMC No. 01 Series of 2021—To address the lack of personnel of inspection departments and agencies compared to the number of establishments, LGUs are encouraged to use a system of risk classification of various businesses and adopt an inspection prioritization scheme on this basis, in close coordination with the Department of Health for Sanitary Permits, the BFP for the Fire Safety Inspection Certificate for the issuance of uniform guidelines on risk inspection for specific sectors. (BOSS)

: BFP PERSONNEL ARE PROHIBITED FROM SELLING OR RECOMMENDING SPECIFIC BRAND OF FIRE EXTINGUISHER REPORT SUCH IRREGULARITY AT THE FOLLOWING CONTACT NUMBERS: OFFICE OF THE DIRECTORATE FOR FIRE SAFETY AND PREVENTION OFFICE OF THE CHIEF, BFP Direct line 426-43-99 Trunk line 426-02-19/426-02-46 Local 701 Direct line <u>426-93-10</u> Trunk line <u>426-02-19/426-02-46</u> Local <u>404</u> 1. RECHARGE FIRE EXTINGUISHER WHEN IT WAS USED. 2. RECONDITION FIRE EXTINGUISHER WHEN: ressure gauge indicates low pressure



How to file a complaint

- To file a complaint against the BFP or any of its personnel, the Client/Customer should provide the following details via email or other form of communication for appropriate action to be taken (Section 11, Rule 3 of the Rules on Administrative Cases in the Civil Service):
- Full name and address of the complainant; - Full name and address of the person complained of as well as his/her position and office;
- A narration of the relevant and material facts which shows the acts of omissions allegedly committed;
- Certified true copies of documentary evidence and affidavits of his/her witnesses, if any; and Certification or statement of non-forum shopping.

For follow-ups or queries, the contact information are as follows:

BFP NHQ Internal Affairs Services (IAS) Trunk lines: 8426-0194; 8426-0195; 8426-0197; 8426-0219;

8426-0231; 8426-0232; 8426-0246; 8426-0253 Local 607 or

through the email at: bfpnhq_ias@yahoo.com or ias.nhq@bfp.gov.ph

How Complaints are processed In BFP NHQ, complaints may be filed at the Internal Affairs Service (IAS), who will attend to the Client/Customer

concerns by calling into attention the staff/office concerned from the national level down to the city/municipal level.

In BFP Regional and Provincial/District Offices, on the other hand, the customer/client can call into attention the Regional, Provincial and District Fire Marshal or their authorized representative staff officer or the Head of the Unit/ Office concerned to resolve complaints and other issues raised. Formal complaints may be coursed through the BFP NHQ IAS or the Regional IAS.

At the City/Municipal Fire Station level, the Customer Relations Officer (CRO) are responsible or resolving matters, issues or dispute raised by the Client/Customer regarding frontline transactions, specifically those arising from the filing of application for permits, clearances and certifications relative to the implementation of the Fire Code and its Revised Implementing Rules and Regulations.

Complaints may be filed at the Regional IAS who has jurisdiction over these matters at the local level.

Send feedback on government services, whether positive or negative, to the Contact Center ng Bayan via following access channels:

SMS: 09088816565

Email: email@contactcenterngbayan.gov.ph Web: https://contactcenterngbayan.gov.ph/

As per BFP Memorandum Circular No. 2016-016

PUBLIC WARNING

The BFP Does not "ACCREDIT" nor Recommend any Brand, Store or Distributor of Fire

Extinguisher and Fire Fighting Equipment

Prohibition of BFP Personnel from Engaging in any act of impropriety and/or corruption pertaining to the enforcement and implementation of the Fire Code and providing sanction thereof.

FB: https://facebook.com/civilservicegovph/ Call: 165 65 (P5 +VAT per call anywhere in the Philippines via PLDT Landline)