



BUREAU OF FIRE PROTECTION

(REGIONAL OFFICE)

(City/Municipal Fire Station)

BFP CITIZEN'S CHARTER



Table with columns: OFFICE, FIRE STATION/OSCP/BOSS, CLASSIFICATIONS, TYPE OF TRANSACTION, WHO MAY AVAIL, CHECKLIST OF REQUIREMENTS/ DOCUMENTS, BFP FRONT LINE SERVICES (FIRE SAFETY EVALUATION CLEARANCE (FSEC) APPLICATION, CERTIFICATE OF OCCUPANCY, NEW BUSINESS PERMIT WITH VALID FSIC ISSUED DURING OCCUPANCY PERMIT STAGE, NEW BUSINESS PERMIT WITHOUT VALID FSIC ISSUED DURING OCCUPANCY PERMIT STAGE, RENEWAL OF BUSINESS PERMIT, RENEWAL OF BUSINESS PERMIT WITHOUT VALID FSIC OR EXPIRED FSIC/ WITH EXISTING VIOLATION OF THE FIRE CODE/INCLUDED IN THE NEGATIVE LIST)

APPLICATION FORM: Applied in Fire Station/Lone District Fire Office, BFP FSEC Application Form (DCN No. BFP-QSF-FSED-001 REV.02 (08.24.20)), BFP FSIC Application Form (DCN No. BFP-QSF-FSED-002 REV.02 (08.24.20))

DOCUMENTARY REQUIREMENTS: Applied in OSCP/BOSS, Unified Application Form (OSCP), Unified Application Form (BOSS)

Table with columns: DOCUMENTARY REQUIREMENTS, FIRE SAFETY EVALUATION CLEARANCE (FSEC) APPLICATION, CERTIFICATE OF OCCUPANCY, NEW BUSINESS PERMIT WITH VALID FSIC ISSUED DURING OCCUPANCY PERMIT STAGE, NEW BUSINESS PERMIT WITHOUT VALID FSIC ISSUED DURING OCCUPANCY PERMIT STAGE, RENEWAL OF BUSINESS PERMIT, RENEWAL OF BUSINESS PERMIT WITHOUT VALID FSIC OR EXPIRED FSIC/ WITH EXISTING VIOLATION OF THE FIRE CODE/INCLUDED IN THE NEGATIVE LIST

OTHER DOCUMENTS: Fire Safety Compliance Report (FSCR), Fire Safety Compliance and Commissioning Report (FSCCR), Fire Safety Maintenance Report (FSMR), Fire Safety Clearance for welding, cutting, and other hot work operations

Table with columns: CLIENTS STEP, AGENCY ACTION, PROCESSING TIME, FEES TO BE PAID, PERSON RESPONSIBLE. Includes details on application steps, processing times, and fee structures for FSEC, FSIC, and other services.

NOTE (1) Fire Safety Compliance Report (FSCR) - A written report composed of plans, specifications and design analysis per building prepared 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 approved submittals, test and acceptance forms of all fire protection and life safety features, which shall form part of the "as-built" documents turned over by the contractor to the building owner duly signed by the Contractor/Construction Manager and his/her Fire Safety Practitioner.

WARNING: BFP PERSONNEL ARE PROHIBITED FROM SELLING OR RECOMMENDING SPECIFIC BRAND OF FIRE EXTINGUISHER. REPORT SUCH IRREGULARITY AT THE FOLLOWING CONTACT NUMBERS:

OFFICE OF THE CHIEF, BFP: Direct line 426-43-99, Trunk line 426-02-19/426-02-46 Local 701
OFFICE OF THE DIRECTORATE FOR FIRE SAFETY AND PREVENTION: Direct line 426-93-10, Trunk line 426-02-19/426-02-46 Local 404

Public Warning: The BFP Does not ACCREDIT nor Recommend any Brand, Store or Distributor of Fire Extinguisher and Fire Fighting Equipment. Includes information on fire extinguisher types and standards.

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):

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.

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/