



# BUREAU OF FIRE PROTECTION

(REGIONAL OFFICE)

(City/Municipal Fire Station)



## BFP CITIZEN'S CHARTER

OFFICE	FIRE STATION
CLASSIFICATION	1. SIMPLE TRANSACTION {TRANSACTION PROCESSED WITHIN THREE (3) DAYS} 2. COMPLEX TRANSACTION {TRANSACTION PROCESSED WITHIN SEVEN (7) DAYS}
TYPE OF TRANSACTION	1. GOVERNMENT TO CITIZEN (G2C) 2. GOVERNMENT TO BUSINESS ENTITY (G2B)
WHO MAY AVAIL	OWNER , CONTRACTOR OR BUSINESS ENTITY

CHECKLIST OF REQUIREMENTS/ DOCUMENTS	CLIENTS STEP	AGENCY ACTION	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
--------------------------------------	--------------	---------------	-----------------	-----------------	--------------------

### BFP TRANSACTION FIRE SAFETY EVALUATION CLEARANCE (FSEC)

1. Accomplished application form for FSEC/Unified Application Form (UAF) 2. Three (3) complete sets of the following (Proposed Plan): a. a. Architectural Documents; b. Civil Documents; c. Electrical Documents; d. Mechanical Documents; e. Plumbing Documents; f. Electronics Documents; g. Sanitary Documents; and h. Fire Protection Documents. 3. Three (3) sets of Fire Safety Compliance Report (FSCR), if necessary 4. One (1) set of Cost Estimates of the building including labor cost signed and sealed by the Designer/ Contractor duly notarized by the owner 5. Management Certificate for Hot Works Operations (1 original copy)	1. Fill-out and submit the application form for FSEC/UAF	1. Receive and record application documents	maximum of ten (10) minutes	1. Application Fee: Php 200  2. One-tenth of one percent (0.1%) of the verified estimated value of the buildings but not more than Php 50,000  <table border="1"> <thead> <tr> <th colspan="2">FORMULA</th> </tr> </thead> <tbody> <tr> <td>Verified estimated value</td> <td>X 0.001</td> </tr> <tr> <td>Payment should be</td> <td>≤ Php 50,000.00</td> </tr> </tbody> </table>	FORMULA		Verified estimated value	X 0.001	Payment should be	≤ Php 50,000.00	Customer Relations Officer (CRO)	
	FORMULA											
	Verified estimated value	X 0.001										
	Payment should be	≤ Php 50,000.00										
	2. Proceed to FCA for Fire Code Fees (FCF) assessment	2. Assess the Fire Code Fees to be paid by the client and issue OPS	maximum of ten (10) minutes		<table border="1"> <thead> <tr> <th colspan="2">FORMULA</th> </tr> </thead> <tbody> <tr> <td>Verified estimated value</td> <td>X 0.001</td> </tr> <tr> <td>Payment should be</td> <td>≤ Php 50,000.00</td> </tr> </tbody> </table>	FORMULA		Verified estimated value	X 0.001	Payment should be	≤ Php 50,000.00	Fire Code Assessor(FCA)
	FORMULA											
Verified estimated value	X 0.001											
Payment should be	≤ Php 50,000.00											
3. Pay the assessed FCF amount reflected in the Order of Payment Slip (OPS).	3. Collect the payment and issue Official Receipt (OR)	maximum of ten (10) minutes	Fire Code Collecting Agent (FCCA)									
4. Proceed to CRO for the release of Claim Stub	4. Release the Claim Stub	max of five (5) minutes	CRO									
5. Claim the FSEC and Fire Safety Checklist/Notice of Disapproval (NOD)	5. Evaluate and issue appropriate documents	6. Release FSEC and Fire Safety Checklist /NOD	Maximum of three (3) days for the following type of building whose floor area not exceed 1500 square meter mentioned below 1. Single dwelling residential building not more than 3 storey 2. Commercial buildings not more than 2 storey 3. Renovation to a mall with issued building permit 4. Warehouse storing non-hazardous	Plan Evaluator Chief, Fire Safety Enforcement Unit (FSEU) City/Municipal Fire Marshal								
			Maximum seven (7) days - for those buildings/establishment not mentioned above									

### BFP TRANSACTION FIRE SAFETY INSPECTION CERTIFICATE FOR OCCUPANCY (FSIC)

1. Accomplished application form for FSIC/Unified Application Form (UAF) 2. Endorsement from Office of the Building Official (OBO) 2. Certificate of Completion 3. Certified true copy of assessment fee for securing Occupancy Permit from OBO 4. As-Built Plan, if necessary 5. Fire Safety Compliance and Commissioning Report (FSCCR), if necessary	1. Fill-out and submit the application form for FSIC/UAF	1. Receive and record the application documents	maximum of ten (10) minutes	Fifteen percent (15%) of all fees charged by the Local Government Unit (LGU) but no case shall be lower than P 500  <table border="1"> <thead> <tr> <th colspan="2">FORMULA</th> </tr> </thead> <tbody> <tr> <td>All fees charged by the LGU</td> <td>X 0.15</td> </tr> <tr> <td>Payment should be</td> <td>≥ P 500.00</td> </tr> </tbody> </table>	FORMULA		All fees charged by the LGU	X 0.15	Payment should be	≥ P 500.00	Customer Relations Officer (CRO)	
	FORMULA											
	All fees charged by the LGU	X 0.15										
	Payment should be	≥ P 500.00										
	2. Proceed to FCA for Fire Code Fees (FCF) assessment	2. Assess the Fire Code Fees to be paid by the client and issue OPS	maximum of ten (10) minutes		<table border="1"> <thead> <tr> <th colspan="2">FORMULA</th> </tr> </thead> <tbody> <tr> <td>All fees charged by the LGU</td> <td>X 0.15</td> </tr> <tr> <td>Payment should be</td> <td>≥ P 500.00</td> </tr> </tbody> </table>	FORMULA		All fees charged by the LGU	X 0.15	Payment should be	≥ P 500.00	Fire Code Assessor (FCA)
	FORMULA											
All fees charged by the LGU	X 0.15											
Payment should be	≥ P 500.00											
3. Pay the assessed FCF amount reflected in the Order of Payment Slip (OPS).	3. Collect FCF and issue Official Receipt (OR)	maximum of ten (10) minutes	Fire Code Collecting Agent (FCCA)									
4. Proceed to CRO for the release of Claim Stub	4. Release the Claim Stub	maximum of five (5) minutes	CRO									
5. Claim the FSIC/Notice of Disapproval (NOD)/Notice to Comply (NTC), if occupied	5. Conduct Inspection and issue appropriate documents	6. Release FSIC/NOD/NTC, if occupied	Maximum three (3) days for the following type of building whose floor area not exceed 1500 square meter 1. Single dwelling residential building not more than 3 storey 2. Commercial buildings not more than 2 storey 3. Renovation to a mall with issued building permit 4. Warehouse storing non-hazardous	Fire Safety Inspector Chief, Fire Safety Enforcement Unit (FSEU) City/Municipal Fire Marshal								
			Maximum seven (7) days - for those buildings/establishment not mentioned above									

### BFP TRANSACTION FIRE SAFETY INSPECTION CERTIFICATE FOR NEW BUSINESS (FSIC)

1. Accomplished application form for FSIC/Unified Application Form (UAF) 2. Certified true copy of valid Occupancy Permit 3. Assessment of Business Permit Fee/Tax Assessment Bill from BPLO 4. Affidavit of Undertaking that there was no substantial changes made on building/ establishment 5. Copy of Fire Insurance, if necessary 6. Fire Safety Maintenance Report (FSMR) if necessary 7. Management Certificate for Hot Works, if necessary	1. Fill-out and submit the application form for FSIC/UAF	1. Receive and record the application documents	maximum of ten (10) minutes	Fifteen percent (15%) of all fees charged by the Local Government Unit (LGU) but no case shall be lower than P 500  <table border="1"> <thead> <tr> <th colspan="2">FORMULA</th> </tr> </thead> <tbody> <tr> <td>All fees charged by the LGU</td> <td>X 0.15</td> </tr> <tr> <td>Payment should be</td> <td>≥ P 500.00</td> </tr> </tbody> </table>	FORMULA		All fees charged by the LGU	X 0.15	Payment should be	≥ P 500.00	Customer Relations Officer (CRO)	
	FORMULA											
	All fees charged by the LGU	X 0.15										
	Payment should be	≥ P 500.00										
	2. Proceed to FCA for Fire Code Fees (FCF) assessment	2. Assess the FCF to be paid by the client and issue OPS	maximum of ten (10) minutes		<table border="1"> <thead> <tr> <th colspan="2">FORMULA</th> </tr> </thead> <tbody> <tr> <td>All fees charged by the LGU</td> <td>X 0.15</td> </tr> <tr> <td>Payment should be</td> <td>≥ P 500.00</td> </tr> </tbody> </table>	FORMULA		All fees charged by the LGU	X 0.15	Payment should be	≥ P 500.00	Fire Code Assessor (FCA)
	FORMULA											
All fees charged by the LGU	X 0.15											
Payment should be	≥ P 500.00											
3. Pay the assessed FCF amount reflected in the Order Of Payment Slip (OPS)	3. Collect the FCF and issue Official Receipt (OR)	maximum of ten (10) minutes	Fire Code Collecting Agent (FCCA)									
4. Proceed to Customer Relations Officer (CRO) for the released of Claim Stub	4. Release the claim stub	maximum of five (5) minutes	CRO									
5. Claim the FSIC/Notice to Comply (NTC)	5. Conduct of inspection and issue appropriate documents	6. Release FSIC/NTC	Maximum one (1) day-with valid FSIC for occupancy Maximum three (3) days-without valid FSIC for occupancy	Fire Safety Inspector Chief, Fire Safety Enforcement Unit (FSEU) City/Municipal Fire Marshal								
			Maximum ten (10) minutes									

### BFP TRANSACTION FIRE SAFETY INSPECTION CERTIFICATE FOR BUSINESS RENEWAL (FSIC)

1. Accomplished application form for FSIC/Unified Application Form (UAF) 2. Assessment of the Business Permit Fee/ Tax Assessment Bill 3. Copy of Fire Insurance, if necessary 4. Fire Safety Maintenance Report (FSMR), if necessary	1. Fill-out and submit the Application form for FSIC/UAF	1. Receive and record the documents	maximum of ten (10) minutes	Fifteen percent (15%) of all fees charged by the Local Government Unit (LGU) but no case shall be lower than P 500  <table border="1"> <thead> <tr> <th colspan="2">FORMULA</th> </tr> </thead> <tbody> <tr> <td>All fees charged by the LGU</td> <td>X 0.15</td> </tr> <tr> <td>Payment should be</td> <td>≥ P 500.00</td> </tr> </tbody> </table>	FORMULA		All fees charged by the LGU	X 0.15	Payment should be	≥ P 500.00	Customer Relations Officer (CRO)	
	FORMULA											
	All fees charged by the LGU	X 0.15										
	Payment should be	≥ P 500.00										
	2. Proceed to FCA for Fire Code Fees (FCF) assessment	2. Assess the FCF to be paid by the client and issue OPS	maximum of ten (10) minutes		<table border="1"> <thead> <tr> <th colspan="2">FORMULA</th> </tr> </thead> <tbody> <tr> <td>All fees charged by the LGU</td> <td>X 0.15</td> </tr> <tr> <td>Payment should be</td> <td>≥ P 500.00</td> </tr> </tbody> </table>	FORMULA		All fees charged by the LGU	X 0.15	Payment should be	≥ P 500.00	Fire Code Assessor (FCA)
	FORMULA											
All fees charged by the LGU	X 0.15											
Payment should be	≥ P 500.00											
3. Pay the assessed FCF amount reflected in the Order of Payment (OPS)	3. Collect the fire code fees.	maximum of ten (10) minutes	Fire Code Collecting Agent (FCCA)									
4. Proceed to CRO for the release of Claim Stub	4. Release the claim stub	maximum of five (5) minutes	CRO									
5. Claim the FSIC/Notice to Comply (NTC)	5. Conduct inspection and issue appropriate documents	6. Release FSIC/NTC	Maximum 1 day Maximum three (3) days - for establishment with expired FSIC or with noted violations included in the negative list	Fire Safety Inspector Chief, Fire Safety Enforcement Unit (FSEU) City/Municipal Fire Marshal								
			Maximum of ten (10) minutes									

**HIGHLY TECHNICAL:** i. Cases elevated to the National Office and Regional Offices that requires technical knowledge and expertise ii. Appeals iii. New Technologies, and iv. Special Structures  
**Fire Safety Compliance Report (FSCR)** - A written report composed of plans, specifications and design analysis per building prepared by its Engineer/Architect-of-Record and Fire Safety Practitioner.  
**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.  
**Fire Safety Maintenance Report (FSMR)** - A written report prepared by the building owner, his/her fire safety practitioner or authorized representative. 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.

PAALALA: "MAHIGPIT NA IPINAGBABAWAL NG PAMUNUAN NG BUREAU OF FIRE PROTECTION SA MGA KAWANI NITO ANG MAGBENTA O MAGREKOMENDA NG ANUMANG BRAND NG FIRE EXTINGUISHER"

