

MUNICIPAL CORPORATION OF GREATER MUMBAI

MUMBAI FIRE BRIGADE

No: FBH/CO/158

Date: 27.04.17

Sub: Streamline C.F.O. – N.O.C.

As per orders of Hon. M.C. sir, discussion was held along with M.C.H.I., NAREDCO and PEATA members to resolve various issues and streamline C.F.O. – N.O.C. for Building proposals. Accordingly various Forms are designed which are reproduced herewith as approved by Hon M.C. sir u/n MGC/A/5801 dated 07-04-2017. All officers are hereby directed to follow these guidelines scrupulously.

Please find attached herewith:-

- 1) Minutes of the meeting with Hon M.C. sir bearing No MGC/A/5801 dt 22-12-2016. C-1
- 2) Documents required for Fresh and Amended proposal – C-45
- 3) Format of Area Certificate for Fresh proposals – C-47
- 4) Format of Area Certificate for Amended proposals – C-49
- 5) Building Details Form 1 (for passive fire safety measures) to be submitted by Architect. – C-51 to C-69
- 6) Sketch showing External Lift for Bldg having ht more than 70 M. – C-71
- 7) Building Details Form 2 (for active fire safety measures) to be submitted by MEP consultant - C-73 to C-77.
- 8) Documents required for NOC for occupation. – C-79
- 9) Format of Area Certificate. – C-81
- 10) Checklist for occupation to be submitted by Architect. – C-83 to C-85.
- 11) Checklist for occupation to be submitted by Licensed Agency.- C-87 to C-89.
- 12) Parameters in which CFO NOC is NOT required for amended proposal.- C-91
- 13) Instructions to be followed by Officers of this Department. – C-93
- 14) Instructions to be followed by Architects. – C-95.

  
Chief Fire Officer

To

Ch Eng (DP) - For information & incorporating in online building approval system.

All officers of Mumbai Fire Brigade – to follow with immediate effect.

M/S Softtech – For incorporation in online building approval system.

  
Chief Fire Officer

MUNICIPAL CORPORATION OF GREATER MUMBAI  
MUMBAI FIRE BRIGADE

No: FB/P/2254  
Date: 30/03/2017

Sub: Streamlining C.F.O. Building Approval Procedure

Ref: 1) Meeting held in Hon. M.C.'s chamber on 21-12-2016 & 24-03-2017  
2) FB/R-III/OD/4825 dt 16-02-2017 and MGC/A/5801 dt 24-03-2017

A meeting was held in Hon. M.C.'s chamber on 21-12-2016 regarding streamlining C.F.O. Building approval system, where C.F.O., Dy. C.F.O.s, Ch. Eng (DP) and representatives from PEATA, MCHI and NAREDCO were present. In the said meeting, Hon. M.C. has given directives to C.F.O. to prepare guidelines in consultation with PEATA, MCHI and NAREDCO for issuing C.F.O. NOC. Also CFO was directed to design a "Form" which shall comprise of all relevant information required for CFO Department to issue NOC. Copy of the Minutes of the meeting is attached (c- 1 )

Accordingly, three meetings were conducted by CFO along with PEATA, MCHI and NAREDCO on 04/01/2017, 12/01/2017 and 03/02/2017, wherein thorough discussion was done to simplify the forms and prepare guidelines. The guidelines and forms are finalized. The same were discussed in Hon. M.C. sir's meeting dated 24-03-2017 and as directed the final forms are submitted herewith.

- 1) Documents to be submitted along with fresh / amendment proposal which also includes gross built up area certificate, building details form 1 for passive safety fire measures to be filled in by Architect / Lic. Surveyor and building details form 2 for active fire safety measures to be filled in by MEP consultant. (c-45 to c-77)
- 2) Documents to be submitted along with application for NOC for Occupation which also includes gross built up area certificate, checklist 1 to filled in by Architect / Lic. Surveyor and check list 2 to be filled in by govt approved licensed agency. (c-79 to c-89 )

3) Parameters in which CFO NOC is NOT required in case of Amendments.

(c-१1)

4) Instruction for Officers of CFO's Department. (c-१3)

5) Instructions for Architects / Licensed Surveyors for submitting proposal to CFO's Dept in online building approval system. (c-१5)

In view of the above, Hon. M.C. sir's approval is requested for above referred points 1 to 5,

In F.B.

Chief Fire Officer

HON. M.C.  
Sir,

Ho. of the  
7/4/17

महानगरपालिका आयुक्त

CFO

बृहन्मुंबई महानगरपालिका आयुक्तांचे कार्यालय	
- 1 APR 2017	
समय	११, १२, १३, १४ १५, १६, १७, १८
क्रमांक	MGC/A/S801

(info)

7/4/17

प्रमुख अधिकाऱ्यांचे कार्यालय
11 APR 2017
P/52
800 000



**MOST URGENT**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. *MGC/A/5801* dt. 22.12.2016

c-1

**Minutes of the meeting of Hon'ble M.C. regarding streamlining C.F.O. Building Approval Procedure held on 21<sup>st</sup> December, 2016 in Hon'ble M.C.'s chamber**

1. C.F.O. to prepare standard guidelines for issuing fire NOC for all types of buildings in consultation with MCHI, PEATA and NAREDCO. The form alongwith the guidelines be submitted to M.C. within 15 days for approval.
2. C.F.O. shall design a form for fire clearance which shall comprise of all relevant information required for C.F.O. Department to issue NOC.
3. The architect will submit the proposal to MCGM through Auto-DCR system. One copy of the same will be submitted to C.F.O. Deptt. for NOC. Once architect complies the proposed guidelines, the NOC shall be issued by C.F.O. within specific time frame.
4. After C.F.O. clearance, the NOC should come to Building Proposals Deptt. through system. If the proposal is rejected by the concerned officer of C.F.O. Deptt., specific reason shall be recorded in the rejection note. If the corrections are required in the proposal, the same shall be communicated at once during the first level of the scrutiny of the plan by the concerned officer of C.F.O. Deptt. If any correction is required thereafter, the same correction shall be communicated to the architect only after the approval of the next higher ranking officer.
5. Once the requirements are stipulated in the initial N.O.C., the N.O.C. at the time of occupation shall be issued on the basis of the same. No new changes / no new advanced equipments shall be insisted. However, C.F.O. can give advisory suggestion to the architect about such advancement.
6. C.F.O. shall define the guidelines where revised C.F.O. NOC is necessary / not necessary in case of amendments. If any minor changes are carried out as per the guidelines for the amendments, architect / developer need not require to obtain the NOC from C.F.O. Deptt. The amendments carried out within the purview of the guidelines for amendments, the same shall be approved at the time of NOC for final occupation.
7. Ward-wise officers be appointed by C.F.O. and C.F.O. shall rotate designated officers handling building NOC proposals.

*Ajoy Mehta*  
(Ajoy Mehta)  
Municipal Commissioner

C.F.O.  
Ch.E. (D.P.)

MUNICIPAL CORPORATION OF GREATER MUMBAI  
MUMBAI FIRE BRIGADE

DOCUMENTS REQUIRED FOR FRESH PROPOSAL

- 1) Gross Built up area certificate from Architect / Licensed Surveyor. There should be Registration Number below the signature. (Format attached).
- 2) Building Details Form 1 (passive fire safety measures) from Arch / Licensed Surveyor. (Format attached).
- 3) Building Details Form 2 (active fire safety measures) from MEP consultant. (Format attached)

DOCUMENTS REQUIRED FOR AMENDED PROPOSAL

- 1) Gross Built up area certificate from Architect / Licensed Surveyor. There should be Registration Number below the signature. (Format attached).
- 2) Building Details Form 1 (passive fire safety measures) from Arch / Licensed Surveyor. (Format attached).
- 3) Building Details Form 2 (active fire safety measures) from MEP consultant. (Format attached)
- 4) Previous N.O.C.s issued by this Department along with plans.
- 5) Letter stating what amendments are proposed in respect to last CFO's Dept Approval.

MUMBAI FIRE BRIGADE  
GROSS BUILT UP AREA CERTIFICATE  
(For Fresh Proposal)

To,  
Chief Fire Officer  
Mumbai Fire Brigade

Sub: Construction of \_\_\_\_\_  
building on plot bearing CTS No  
\_\_\_\_\_  
\_\_\_\_\_

Sir,

This is to certify that the gross built up area of the Building which is under your consideration for issue of NOC & located on above plot is \_\_\_\_\_ sq mtrs. The gross built up area certified includes entire construction area including areas of stilts, staircase, basements, podiums, lifts, lift lobbies, passages, balconies, refuge area etc.

Thanking you,

Yours Sincerely,

Signature of Architect / Lic. Sureveyor

(Reg. No. \_\_\_\_\_ )

MUMBAI FIRE BRIGADE  
GROSS BUILT UP AREA CERTIFICATE  
(For Revised / Amended NOC)

To,  
Chief Fire Officer  
Mumbai Fire Brigade

Sub: Construction of \_\_\_\_\_  
building on plot bearing CTS No \_\_\_\_\_  
\_\_\_\_\_

Sir,

This is to certify that the gross built up area of the Building which is under your consideration for issue of Revised / Amended NOC & located on above plot is \_\_\_\_\_ sq mtrs. The gross built up area certified includes entire construction area including areas of stilts, staircase, basements, podiums, lifts, lift lobbies, passages, balconies, refuge area etc.

A) Scrutiny/ capitation Fees paid earlier ----- Rs \_\_\_\_\_

B) Gross Built up area as of Now ----- \_\_\_\_\_ sq mtrs.

C) Scrutiny fees applicable as per current rate ----- current area X current rate

D) Scrutiny fees payable now ----- C - A

Thanking you,

Yours Sincerely,

Signature of Architect / Lic. Sureveyor

(Reg. No. \_\_\_\_\_ )

**MUNICIPAL CORPORATION OF GREATER MUMBAI  
MUMBAI FIRE BRIGADE**

**BUILDING DETAILS FORM 1 (For Passive Fire Safety Measures) – to be filled by Arch / Licensed Surveyor**

The Architect / Licensed surveyor shall ensure that following parameters are incorporated in the plans and shall be submitted along with the plans:

Sr no	Particulars	Reference	To be filled by Architect L.S.	Remarks
1	Name and address of the Architect / Licensed surveyor			
	Name and address of the Firm of Architect / Licensed surveyor			
	Tel No			
	Fax No			
	Email ID			
	Registration Number			
2	Building - high rise or low rise	DCR Clause 2(11)(i)		
3	Height of the building up to terrace slab	DCR 2 (51)		
4	Total No of floors (specify service floor if any)			
5	Type of Occupancy:	NBC-Part 4 Clause 3.1.1 Group A Residential Group B Educational Group C Institutional Group D Assembly Group E Business Group F Mercantile		



Sr no	Particulars	Reference	To be filled by Architect L.S.	Remarks
6	Fresh or Amendment or addition/alteration	To be specified by the Arch/ L.S.		
7	Proposal under scheme	Various scheme under DCR such as 33(7), 33(10), etc.		
8	Gross Built up Area in Sq M			
9	Means of access	DCR Clause 17		Any deviation to be specified by the architect.
10	Open spaces at ground level in mtrs	Open spaces - DCR clause 43(1)		
			North	M
			South	M
			East	M
			West	M
	if podium provided, from bldg line to podium and podium to plot boundary	Podium - DCR clause 43(1) & 38(34)	Direction	Podium to plot boundary
			North	Bldg line to plot boundary
			South	
			East	
			West	
11	No of staircases and its width	DCR 44(5) (A), Table 21. As per Occupant Load Ci		

Sr no	Particulars	Reference	To be filled by Architect L.S.	Remarks
		37		
	Travel Distance	DCR 43(2)(ii)(j)		
	Provision of Fire Lifts	As per NBC 4.15		
	Number of Fire Lifts	As per NBC		
12	Lift lobby ventilation	Naturally ventilated (CFO requirement) – Min 1 Sq M / landing Or Pressurized –(DCR appendix VIII-4(4)		All basements and typical floor in case of building above 70 mtrs & special buildings shall be provided with smoke check lobby.
13	No of podium if provided	DCR 38(34) & 43(1)		
	No of staircases	To be specified by Arch / L.S.		
	No of Ramp & its width			
	No of car lifts			
14	No of Basements with depth	DCR 38 (9) or as per NBC clause		
	1 <sup>st</sup> basement (- m)	To be specified by Arch / L.S.		
	2 <sup>nd</sup> basement (- m)			
	3 <sup>rd</sup> basement (- m)			
	Use of basement	DCR 38 (9) (iv).		
	1 <sup>st</sup> basement	To be specified by Arch / L.S.		
	2 <sup>nd</sup> basement			
	3 <sup>rd</sup> basement			

Sr no	Particulars	Reference	To be filled by Architect L.S.	Remarks																
	No of staircases	To be specified by Arch / L.S. with diversion on ground floor as per the Clause No.																		
	Travel distance	Appendix VIII (7)(2)																		
	No of ramp & its width	To be specified by Arch / L.S.																		
	No of car lifts																			
	Form of ventilation	DCR 38(9) / NBC Clause																		
	Compartmentation	Shall fulfill the criteria mentioned in NBC amended																		
15	Refuge area location / floor level	DCR clause 44(7)																		
	If within Bldg line		<table border="1"> <thead> <tr> <th data-bbox="853 1467 901 1579">Floor</th> <th data-bbox="853 1579 901 1691">Required 4%</th> <th data-bbox="853 1691 901 1803">proposed</th> <th data-bbox="853 1803 901 1915">Height from gr level</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Floor	Required 4%	proposed	Height from gr level													
Floor	Required 4%	proposed	Height from gr level																	
	If at staircase mid-landing	DCR clause 44(7)	Mid-landing levels where refuge proposed																	
16	Location of Electric Sub-station	DCR Clause 26 – (oil cooled) It shall be at least 3 M away from the Building and 1.5 M away																		

Sr no	Particulars	Reference	To be filled by Architect L.S.	Remarks
		<p>from the plot boundary. Dry type substation may be allowed touching Bldg line adjacent to non-habitable area; in case of adjacent to habitable area, it shall be segregated with min 2 hr fire resistant RCC wall and exit to such substation shall directly lead to outside open space of the building. Appropriate ventilation / cut-out shall be provided. Dry type substation may be allowed within Bldg line on ground floor in stilts, in first basement or on podium.</p>		
17	Location of Electric Meter Room / Panel	DCR 38(13) It shall be either on ground floor, first basement or podium. It shall <b>not</b> be housed in staircase shaft and shall be easily accessible. Ventilation shall be provided.		

Sr no	Particulars	Reference	To be filled by Architect L.S.	Remarks
18	Electrical duct opening in the lobby	All high rise buildings shall be provided with an electrical duct having opening (Insp door having 2 hr fire resistance) in lobby at typical floor level. Electrical duct shall not open in staircase shaft. The duct shall be sealed at every floor level with vermiculate cement of appropriate material.		
19	Fire duct opening in the lobby	All high rise buildings shall be provided with a fire duct opening in lobby at typical floor level including basements and podiums.		
20	Underground water storage tank	NBC 5.1.6 or DCR table 24 Low rise buildings – In general U G Tank is not required. But may be provided if O H tank is not provided... It shall be stipulated in case of special types of buildings. High rise Buildings 24 M and above) - Appendix VIII Reg 43-		

Sr no	Particulars	Reference	To be filled by Architect L.S.	Remarks
21	Overhead water storage tank	<p>Table 24</p> <p>NBC 5.1.6  Low rise residential buildings  For each staircase – 10,000 ltrs. And shall be provided with fire service inlet to the down comer.  <b>High rise residential buildings (24 M to 45 M)</b>  For each staircase – 20,000 ltrs. And shall be provided with fire service inlet to the down comer.  (45 M to 70 M)– 25,000 ltrs for each staircase  High rise residential Buildings above 70 M  Gross built up area up to 10,000 sqmtrs – 30000 ltrs per wing.  If the staircases are at the remote and complied with travel distance as per NBC, then 30,000 ltrs for each staircase.  For Gross Built up area more than 10,000 sqmtrs – 30,000 ltrs for each staircase.</p>		

Sr no	Particulars	Reference	To be filled by Architect L. S.	Remarks
22	Space for D G Set	It shall be located either on ground floor or in first basement or on podium.		
23	Trees if any (to be marked on the plans)			
24	No of parking required as per DCR & type of parking	This is for just information. No any parking will be allowed in compulsory open space as defined in DCR 43(1). In case of stack or mechanized parking special provision required to be specified.		
25	Whether glass façade proposed	It shall fulfill the fire safety requirements amended NBC 3.4.9		
26	Pump room	Shall be of adequate size to accommodate required pumps, panels. Shall be located on ground floor or in basements. or in open space. If the pump room is in basement anc not accessible directly with main staircase, then dedicated staircase shall be provided to the pump room from ground floor		

Sr no	Particulars	Reference	To be filled by Architect L.S.	Remarks
		having width of min 0.75 M.		
27	Fire panel boards	Shall be provided on ground floor at easily accessible place.		
28	Alternate source of power supply for fire fighting installation and fire lifts	Residential buildings up to 70 M – either from separate sub-station or D G Set. All commercial buildings of any height and residential buildings above 70 M – From separate substation as well as D G Set		
29	<b>Only if Bldg height is more than 70 M –</b> Whether external evacuation system or Fireman's Lift provided?	In all buildings above 70 M height, an external lift opening in staircase shaft / protected shaft shall be provided. Pl refer diagrams.		External lift may be provided as shown in attached diagram or it may be provided with opening in staircase shaft at landing or mid-landing level.



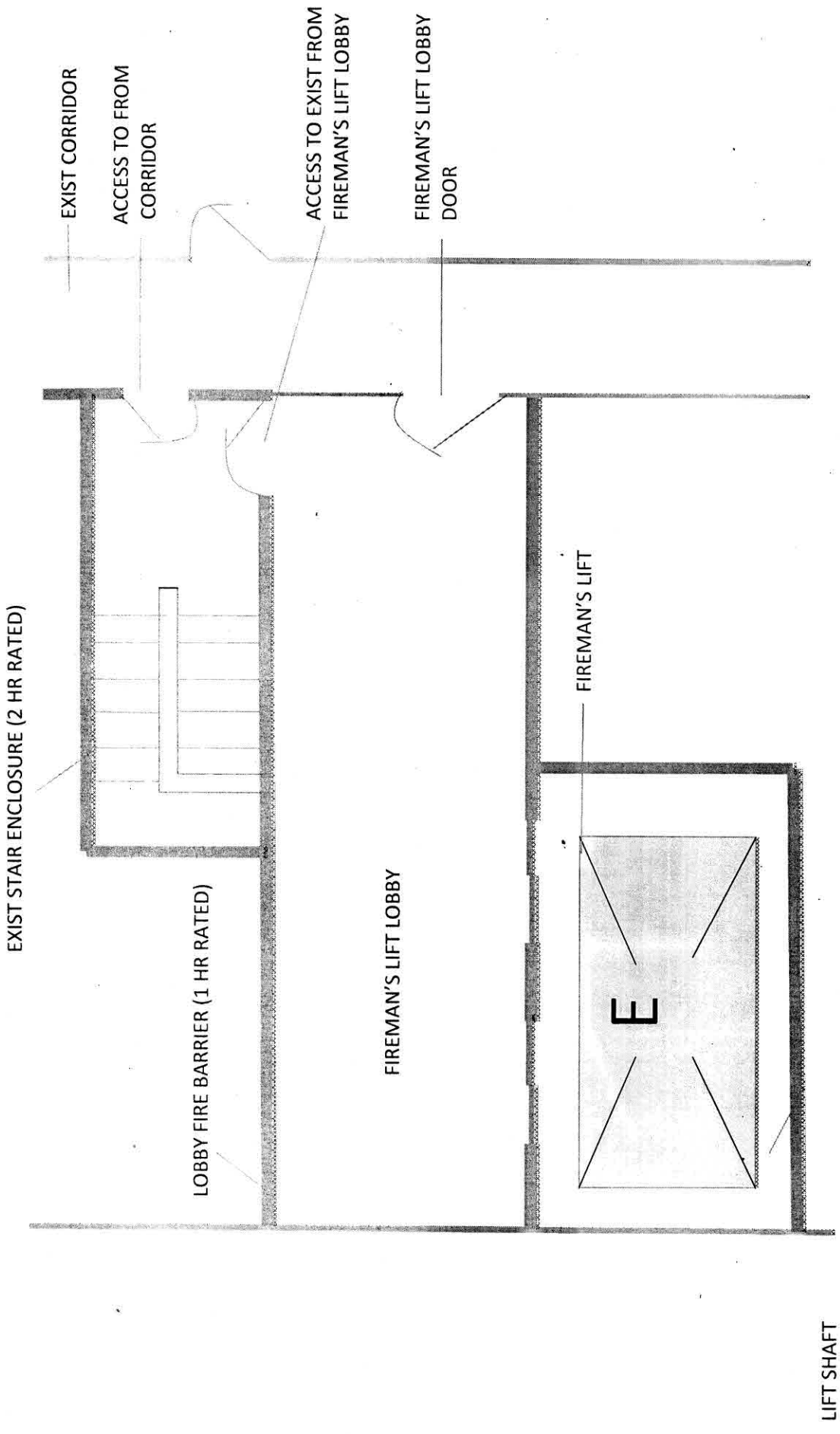
Sr no	Particulars	Reference	To be filled by Architect L.S.	Remarks
30	<b>Only if Bldg height is more than 70 M –</b> Whether fire check floor provided?	All buildings having height 70 M and more shall be provided with fire check floor. It shall fulfill the requirements as per DCR Clause 44(9)		
31	<b>Only if Bldg height is more than 70 M or in special buildings –</b> <b>Fire Control Room</b>	NBC Annex C (C-5) Shall be provided on ground floor at easily accessible place.		

Certified that all above parameters are incorporated in the plans.

Signature of Architect / Lic surveyor  
(Reg No )

**Note:** Each column is mandatory. Provide figures where required. Don't write as shown on plans.

# ANNEXTURE A Fireman Lift



**MUNICIPAL CORPORATION OF GREATER MUMBAI  
MUMBAI FIRE BRIGADE**

**BUILDING DETAILS FORM 2 (For Active Fire Safety Measures) – To be filled by MEP consultant**

The MEP Consultant shall ensure that following parameters are incorporated and schematic drawings shall be submitted to this Department before commissioning the fixed fire-fighting installations.

Sr no	Particulars	Reference	To be filled by MEP consultant	Remarks
1	Name and address of the MEP Consultant			
2	Name and address of the Firm of MEP Consultant			
3	Tel No			
4	Fax No			
5	Email ID			
6	Registration Number			
7	Down comer			
8	Wet riser / wet riser cum down comer	In all low rise buildings – shall be as per NBC In all high rise buildings – shall be as per NBC		
9	Automatic sprinkler system	In all basements, car parking areas in stilts, parking/podium floors, in all commercial areas. In addition to this Bldgs up to 45 M height – in lift lobby / common corridor at each floor level Bldgs above 45 M height – in entire building including		

0-73

Sr no	Particulars	Reference	To be filled by MEP consultant	Remarks
		each habitable room and lift lobby. Shall be installed as per NBC and IS 15105		
10	Drencher system	For all podiums Only where podium and bldg. is flushed, glass facades		
11	Automatic smoke detection system	In all electric meter rooms, electric duct at each floor level, lift machine rooms. In all commercial area, rooms in case of lodging house. Shall be as per NBC and IS Code 2189		
12	Manual fire alarm system	In all buildings. Shall be as per NBC		
13	Fire pumps	For all high rise buildings. Shall be surface mounted. Vertical turbine or submerged type may be allowed. No submersible pump is allowed. Shall be as per NBC / IS 15301		
14	Booster pump	For terrace tanks connected with down comer or wet riser systems.		

2-75

Sr no	Particulars	Reference	To be filled by MEP consultant	Remarks
		Shall be as per NBC / IS 15301		
15	Sprinkler and jockey pumps	As per system requirements. IS 15105		
16	Stand by pumps	For all buildings having area more than 5,000 sqmtrs., for all commercial buildings, special buildings.		
17	Fire curtain / Fire Glass	For segregation of escape route and occupied area in buildings above 70 M and special buildings. Also in basement to create smoke check lobby and for compartmentation. PI refer annexed plans.		

Certified that all above parameters will be incorporated in the Building and schematic drawings will be submitted before commissioning of the fixed fire-fighting installations.

Signature of MEP Consultant

(Reg No )

**Note:** Each column is mandatory.

MUMBAI FIRE BRIGADE

Documents required for NOC for Occupation

- 1) Gross Built up area certificate from Architect / Licensed Surveyor. There should be Registration Number below the signature. (Format attached).
- 2) Previous N.O.C.s issued by this Department along with last approved plans from this Department.
- 3) Copies of Fire Lift Certificate from PWD.
- 4) Structural stability certificate from Registered structural engineer regarding building, podium, ramps etc.).
- 5) "Form A along with its Annexure from Govt approved Licensed Agency (List available on website "[www.mahafireservice.gov.in](http://www.mahafireservice.gov.in)") about installation of all fire-fighting requirements / installations stipulated by this Department.
- 6) Check list for Occupation NOC in attached format.

MUMBAI FIRE BRIGADE  
GROSS BUILT UP AREA CERTIFICATE

To,  
Chief Fire Officer  
Mumbai Fire Brigade

Sub: Construction of \_\_\_\_\_ building  
on plot bearing CTS No

\_\_\_\_\_  
\_\_\_\_\_

Sir,

This is to certify that the gross built up area of the Building which is under your consideration for issue of NOC & located on above plot is \_\_\_\_\_ sq mtrs. The gross built up area certified includes entire construction area including areas of stilts, staircase, basements, podiums, lifts, lift lobbies, passages, balconies, refuge area etc.

Thanking you,

Yours Sincerely,

Signature of Architect / Lic. Sureveyor

(Reg. No. \_\_\_\_\_ )

**MUMBAI FIRE BRIAGDE  
CHECKLIST FOR OCCUPATION**

1) TO BE FILLED AND SIGNED BY ARCHITECT / INSPECTING OFFICER

Ref:

Sr No	Details about the Building			
1	Name and address of the building			
2	Plot No / CTS No:			
3	Name of Architect / Licensed Surveyor			
4	NOC particulars –			
A	1 <sup>st</sup> NOC Number & Date			
B	Amendment Number & Date			
C	Amendment Number & Date			
D	Amendment Number & Date			
5	Composition of the building: Basement, Ground, podium and upper floors (Mention service floor if any / total height / wings			
6	Type of occupancy: As per NBC Classification			
		To be filled by Architect / Lic surveyor	Digital photographs showing date attached yes/No	Remarks of Inspecting Officer
7	Access		N.A.	
A	Road (Name & Width)			
B	Internal access width if any		N.A.	
C	Entrance Gates (Number & Width)			
D	Compound wall (yes or No)			
8	Courtyard / open spaces whether as per NOC		N.A.	
9	In case of podium, whether access for fire appliances provided on podium with ramp ?		N.A.	
10	Means of Escape – Type of Staircase		N.A.	
A	Open type			
B	Enclosed type – Naturally ventilated / pressurized			
11	Lifts		N.A.	
A	Certified fire lifts – numbers			
B	Other lifts – numbers			
C	Lift lobby – Naturally ventilated / pressurized			



D	Type of lift doors			
12	Location of Electric meter room / box /cabin / panel			
13	Electric cable shaft – whether sealed at every floor level – yes / no. (in case of high rise bldgs.)			
14	Number of basement		N.A.	
A	Use of basement level wise			
	1 <sup>st</sup> basement			
	2 <sup>nd</sup> basement			
	3 <sup>rd</sup> basement			
B	Number of staircases / ramps for basement		N.A.	
C	Whether basement staircase provided as per NOC			
D	Type of ventilation			
E	Whether Smoke check lobby provided yes /No			
F	Compartmentation			
15	Entrance and kitchen doors – whether fire resistant			
16	Duplex flat entry – whether as per CFO approved plans			
17	U G Tank for fire fighting as per NOC		N.A.	
18	O H Tank for fire fighting as per NOC		N.A.	
19	Refuge area location			
20	Fire check floor			
21	Terrace door			
22	Glass façade requirements whether complied including openable panels			
23	Car parking tower – provision of staircase / open sides of the tower			
24	Location electric sub-station			
25	Location of D G set			
26	Other remarks if any			

Architect / Lic Surveyor Signature

Inspecting officer signature  
Date of Inspection:

Signature of CFO / Dy CFO

**Note:** The check list verified during site inspection, duly signed by Inspecting officer will be treated as Inspection Report.

**MUMBAI FIRE BRIAGDE  
CHECKLIST FOR OCCUPATION**

2) TO BE FILLED AND SIGNED BY Licensed Agent / Inspecting Officer

Ref:

Sr No	Details about the Building			
1	Name and address of the building			
2	Plot No / CTS No:			
3	Name & Add of of MEP Consultant and Reg No			
4	Name & Add of Licensed Agency and Lic No			
5	NOC particulars –			
A	1 <sup>st</sup> NOC Number & Date			
B	Amendment Number & Date			
C	Amendment Number & Date			
D	Amendment Number & Date			
6	Composition of the building: Basement, Ground, podium and upper floors (Mention service floor if any / total height / wings			
7	Type of occupancy: As per NBC Classification			
		To be filled Lic. Agency	Digital photographs showing date attached yes/No	Remarks of Inspecting Officer
	Fire Fighting installations			
1	Wet riser / down comer as per NOC			
2	Automatic sprinklers as per NOC			
3	Drenchers as per NOC			
4	Water spray projector system			
5	Types of Pumps & its capacity			
A	Fire pump			
B	Stand by pump			
C	Diesel driven pump			
D	Booster pump			
E	Sprinkler pump			
F	Jockey pump			
G	Any other / more if any			
6	Number of courtyard hydrants			
7	First aid hose reel			
8	Fire alarm system			

9	Detection system			
10	Location of fire pump panel			
11	Location of fire alarm panel			
12	Escape signages			
13	P A System			
14	Alternate source of electric supply			
A	From separate sub-station			
B	From D G set			
15	Portable fire extinguishers – numbers			
16	Sand buckets – numbers			
17	Fire escape chute / external evacuation system / controlled lowering device			
18	Fire service inlet			
19	Other remarks if any			

Authorized signatory from Lic Agency

Inspecting officer signature

Date of Inspection:

Signature of CFO / Dy CFO

**Note:** The check list verified during site inspection, duly signed by Inspecting officer will be treated as Inspection Report.

MUNICIPAL CORPORATION OF GREATER MUMBAI  
MUMBAI FIRE BRIGADE

Parameters in which CFO NOC is NOT required for amended proposal

Revised CFO NOC **will not be required** at intermediate stages in following cases:

- 1) If Amendments are of a minor nature **without change of** open spaces (Reduction of open spaces by maintaining minimum requirements as per D.C.R.), floor of refuge, exits, travel distance.
- 2) Change in height of building in the range of 24 to 45 mtrs; and change of height of building in the range of 45 to 70 mtrs; occupancy.
- 3) For change in elevation features as per circular No Ch. Eng .D.P. 30449 / Gen. dated 03/01/2017.

For above said amendments, CFO NOC shall be obtained at the time of issuing NOC for occupation.

**INSTRUCTIONS TO BE FOLLOWED BY OFFICERS OF CFO DEPARTMENT**

- 1) If the proposal is rejected by the concerned officer of CFO Dept, specific reason shall be recorded in the rejection note. If the corrections are required in the proposal, the same shall be communicated at once during the first level of the scrutiny of the plan by the concerned officer of CFO Dept. If any correction is required thereafter, the same correction shall be communicated to the architect only after approval of the next higher ranking officer.
- 2) Once the requirements are stipulated in the initial N.O.C., the N.O.C. at the time of occupation shall be issued on the basis of the same. No new changes / no new advanced equipment shall be insisted. However, C.F.O. can give advisory suggestions to the architect about such advancement.

**INSTRUCTIONS TO BE FOLLOWED BY ARCHITECT / LICENSED SURVEYOR**

- 1) The proposal shall be submitted along with the mandatory documents /forms mentioned herein. Scrutiny will not be done by CFO Dept unless the mandatory document / forms are submitted.
- 2) If Architect / L.S. mention that CFO NOC is NOT required for his proposal, he should include a letter stating reason for "Not requirement of CFO NOC." (As the proposal is received in online ssystem to CFO's Dept for verification "whether CFO NOC is required or else)
- 3) In case of amended / revised NOC proposal, the proposed amendments in respect of earlier approval of CFO department shall be mentioned in a separate letter.