

MUNICIPAL CORPORATION OF GREATER MUMBAI  
MUMBAI FIRE BRIGADE

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BRIGADE ROUTING CIRCULAR NO 63 DATED 21/11/2015  
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Sub: Simplified procedure for issuing various NOC's by this department  
under Ease of Doing Business

As per the orders of Hon'ble M.C. under No. MGC/F/8058 dated 27/10/2015 the simplified procedure for issuing various NOC's from this department will be as follows:

- i) Procedure for NOC's issued under section 394 for Eating house, Restaurant etc. is attached herewith (**Annexure-I**). All the officers are hereby directed to follow the same, also all the administrative staff at all the command centers will take note of it. As per this simplified procedure certain NOC's will be issued from fire station itself. For such NOC's following procedure shall be adopted by all officer in-charge.
  - a) Application shall be accepted at local fire station as categorized in Annexure-I, & acknowledgments shall be given to the concern immediately. Entry shall be made in register. (As per proforma - **Annexure II**)
  - b) NOC's which will be issued from fire station shall be recorded in the register date wise.
  - c) The office copy of the NOC issued shall be submitted to respective Regional Command Centre office on every 1<sup>st</sup> & 15<sup>th</sup> day of the month along with register and same shall be verified by concerned clerk and concerned Dy.CFO will sign the Register.
  - d) One copy shall be preserved as permanent record at respective Fire Station.

Requirement to be fulfilled by applicant for the use of L.P. Gas for eating house, are attached herewith in **Annexure-III**. All the officers hereby directed to follow the same.

ii) Procedure for NOC's issued under section 390 of MMC Act & other NOC's except the building NOC's is attached herewith (**Annexure-IV**).

iii) procedure for NOC's related to building approval is attached herewith (**Annexure-V**)

All officers will follow the directives as above. In case of failure, it will be viewed seriously.

  
Chief Fire Officer  
Mumbai Fire Brigade

Copy to:

1. All Dy. Chief Fire Officer
2. All D.F.O.'s and A.D.F.O.'s
3. Officer in Charge
4. Concern Clerk.

Fire Station.

  
Dy. Chief Fire Officer  
Mumbai Fire Brigade

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**MUMBAI FIRE BRIGADE**  
**ANNEXTURE VI**  
**CHECKLIST FOR SCRUTINY OFFICER**

Sr no	Particulars	Scrutiny Officer (ADFO/DFO)'s Remarks – Write Yes/No where applicable	Remarks
1	Building: High rise or Low rise		
2	Occupancy:		
3	Fresh or Amendment or for occupation of addition/alteration		
4	Proposal under scheme		
5	Area certificate submitted. Whether above 5000 sq mtrs. ?		
6	Width of access Road /Internal access		
7	Open spaces at ground level & if podium provided, from bldg line to podium and podium to plot boundary		
	North		
	South		
	East		
	West		
9	No of staircases and its width Enclosed or open type		
10	Total No of Lifts		
	Fire Lifts		
	Other Lifts		
	Lift lobby ventilation		
11	Height of the building up to terrace slab		
12	No of podium if provided (height)		
	Access to podium: No of staircases		
	No of Ramp & its width		
	No of car lifts		
13	No of Basements (depth)		
	Area of basement		
	Use of basement (Each level)		
	No of staircases		
	No of ramp & its width		
	No of car lifts		
	Form of natural ventilation		
	Compartmentation as per N.B.C.		
	Fire / smoke curtain provided		

14	Total No of floors (specify service floor if any)		
15	Refuge area location / floor level		
	Within bldg line or cantilever		
	Required 4% of habitable area it serves if within bldg line		
	Provided area		
16	Location of Electric Sub-station		
17	Location of Electric Meter Room / Panel		
18	Location of Pump Room		
19	Location of Fire Panel		
20	Electrical duct opening in the lobby		
21	Fire duct opening in the lobby		
22	Underground water storage tank		
23	Overhead water storage tank		
24	Space for D G Set		
25	Trees if any whether marked on the plans		
26	Whether glass / Aluminium façade proposed		
27	Whether Fire escape chute / external evacuation system provided?		
28	Whether fire check floor provided?		
29	Any concessions ? Specify if any		

1) Proposal whether approvable ?            Yes / No

2) In case of "No", Reasons for issuing Rejection / Recommendation Letter

- a)
- b)
- c)
- d)
- e)

  
 Signature of Scrutiny Officer  
 (Name & Designation)

**ANNEXTURE V**

Category	Dispatch clerk will accept & submit the proposal to concerned ADFO/DFO who will do the scrutiny	If not approvable, rejection or recommendation letter to be prepared and signed by	If approvable, scrutiny fee endorsement shall be done by	NOC to be prepared by	NOC to be verified by	Final approval authority	Time Frame
Fresh or amendment NOC for Buildings up to the height of 70 M & gross built up area less than 5000 Sq M	ADFO	ADFO	DFO	ADFO	DFO	Dy CFO	7 working days
Amendment NOC for Buildings up to the height of 70 M & gross built up area more than 5000 Sq M	ADFO	ADFO	DFO	ADFO	DFO	Dy CFO	7 working days
Fresh NOC for Buildings up to the height of 70 M & gross built up area more than 5000 Sq M	DFO	DFO	Dy CFO	DFO	Dy CFO	CFO	7 working days
Fresh or amendment NOC for Buildings having height more than 70 M	DFO	DFO	Dy CFO	DFO	Dy CFO	CFO	7 working days
Occupation NOC for buildings having height less than 70 M	ADFO	ADFO	Site Insp by ADFO and if required joint Insp with DFO	ADFO	Nil	Dy CFO	15 working days
Occupation NOC for buildings having height more than 70 M	DFO	DFO	Site Insp by DFO and if required joint Insp with DyCFO	DFO	Nil	CFO	15 working days

Note:

- 1) Initial scrutiny by concerned ADFO/ DFO shall be completed within two days from the receipt of the proposal and Recommendation / Rejection letter shall be issued to the concerned on 3<sup>rd</sup> working day. Checklist for Scrutiny is attached herewith (ANNEXTURE VI)
- 2) In case of Rejection, fresh proposal shall be accepted.
- 3) In case of Recommendation letter, only fresh covering letter from concerned Architect shall be obtained and final approval shall be as per overleaf procedure within 7 days.
- 4) Each officer shall maintain Register as per B.R.C. 1 dated 6-4-2015.

  
Chief Fire Officer