

## BUREAU OF FIRE PROTECTION

FRONTLINE SERVICE: **FIRE SAFETY INSPECTION CERTIFICATE FOR NEW BUSINESS PERMIT**  
 CLIENT: **BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE**  
 REQUIREMENTS: **1. CERTIFIED TRUE COPY OF OCCUPANCY PERMIT**                      **2. PHOTO COPY OF FSIC FOR OCCUPANCY PERMIT**  
                                  **3. ASSESSMENT OF BUSINESS PERMIT FEE FROM BPLO**                      **4. COPY OF FIRE INSURANCE POLICY (IF ANY)**  
 SCHEDULE OF THE AVAILABILITY OF THE SERVICE: **MONDAY TO FRIDAY (EXCEPT HOLIDAYS), 8:00 AM TO 5:00 PM**  
 FSIC FEES: **10% OF ALL FEES CHARGED BY BPLO IN GRANTING BUSINESS PERMIT.**

### HOW TO AVAIL OF THE SERVICES (**FSIC FOR NEW BUSINESS PERMIT**)

STEPS	APPLICANT	AGENCY ACTION	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
<b>1</b>	Apply for FSIC using the standard application form including the requirements.	Check completeness of application and endorse to Fire Code Assessor (FCA). Record to the Official Log Book the name of applicant and owner of the establishment and the time, date of application. In case of lacking requirements, CRO shall immediately inform in writing the applicant of such finding.	CRO	Baguio City Fire Station	10 Minutes Max.
<b>2</b>	Wait for the release of Order of payment (OP)	Assess Fire Code Fees/Taxes and issue assessment and OP.	FCA	Baguio City Fire Station	10 Minutes Max.
<b>3</b>	Pay the assessed amount and submit copy of receipt of payment to CRO	Receive payment from applicant and compile copy of receipt of payment.	FCCA	Baguio City Fire Station	10 Minutes Max.
<b>4</b>	Receive Claim Stub. (Note: FSIC will be issued within the maximum period of three (3) days from application if no violation of the Fire Code has been noted during inspection.)	Check copy of receipt of payment and record to the logbook the amount paid and Official Receipt Number and date of payment, and issue Claim Stub. Refer the application to Chief, FSEU for the issuance of Inspection Order.	CRO	Baguio City Fire Station	5 Minutes Max.
		Assign Fire Safety Inspector and Issue Inspection Order	Chief, FSEU and CFM	Baguio City Fire Station	15 Minutes
		Conduct Fire Safety Inspection and submit After Inspection Report (AIR) and supporting documents to Chief, FSEU, with appropriate findings and recommendations, such as issuance of FSIC/NTC, as the case may be.	FSI	Baguio City Fire Station	1½ Days Maximum from the date of application.
		Review/evaluate the Findings of FSI and recommend to DFM or C/MFM the issuance of FSIC/NTC as the case maybe.	C, FSEU	Baguio City Fire Station	2 Hours
		Final review/evaluation of the C, FSEU's recommendation for disposition.	CFM	Baguio City Fire Station	2 Hours
		Approve and sign three (3) copies of FSIC or NTC as the case may be.	CFM	Baguio City Fire Station	20 Minutes
		Record in the Official Logbook the FSIC/NTC number, date approved, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSIC/NTC to the designated Records Custodian and BPLO.	CRO, Records Custodian	Baguio City Fire Station	10 Minutes
<b>5</b>	Owner/Authorized representative Present Claim Stub	Release FSIC to applicant through the CRO. Serve copy of NTC to the owner in case there is a violation of the Fire Code, copy furnished BPLO.	CRO	Baguio City Fire Station	5 Minutes

**LEGEND: AIR** – After Inspection Report; **BO** – Building Official; **CFM** – City Fire Marshal; **C,FSEU** – Chief, Fire Safety Enforcement Unit; **CRO** – Customer Relation Officer; **FCA** – Fire Code Assessor; **FCCA**- Fire Code Collecting Agent; **FSI** – Fire Safety Inspector; **FSIC** – Fire Safety Inspection Certificate; **NOD** – Notice of Disapproval; **NTC** – Notice to Comply; **OP** – Order of Payment.

**MAXIMUM OF 3 DAYS**

## BUREAU OF FIRE PROTECTION

FRONTLINE SERVICE: **FIRE SAFETY INSPECTION CERTIFICATE FOR OCCUPANCY PERMIT**  
 CLIENT: **BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE**  
 REQUIREMENTS: **1. ENDORSEMENT FROM BO/CERTIFICATE OF COMPLETION      2. CERTIFIED TRUE COPY OF ASSESSMENT FEE FOR SECURING OCCUPANCY PERMIT FROM BO**  
**3. CERTIFICATE OF COMPLETION**  
 SCHEDULE OF THE AVAILABILITY OF THE SERVICE: **MONDAY TO FRIDAY (EXCEPT HOLIDAYS), 8:00 AM TO 5:00 PM**  
 FSIC FEES: **10% OF ALL FEES CHARGED BY BO IN GRANTING OCCUPANCY PERMIT.**

### HOW TO AVAIL OF THE SERVICES (**FSIC FOR OCCUPANCY PERMIT**)

STEPS	APPLICANT	AGENCY ACTION	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
1	Apply for FSIC for Occupancy Permit using the standard application form including the requirements	Check completeness of application and endorse to Fire Code Assessor (FCA). Record to the Official Log Book the name of applicant and owner of the establishment and the time, date of application. In case of lacking requirements, CRO shall immediately inform in writing the applicant of such finding.	CRO	Baguio City Fire Station	10 Minutes Max.
2	Wait for the release of Order of Payment (OP)	Assess Fire Code Fees/Taxes and issue assessment and OP.	FCA	Baguio City Fire Station	10 Minutes Max.
3	Pay the assessed amount and submit copy of receipt of payment to CRO	Receive payment from applicant and compile copy of receipt of payment	FCCA	Baguio City Fire Station	10 Minutes Max.
4	Receive Claim Stub. (Note: FSIC will be issued within the maximum period of three (3) days from application if no violation of the Fire Code and its IRR has been noted during inspection.)	Check copy of receipt of payment and record to the logbook the amount paid and Official Receipt Number and date of payment, and issue Claim Stub. Refer the application to Chief, FSEU for the issuance of Inspection Order.	CRO	Baguio City Fire Station	5 Minutes Max.
		Assign Fire Safety Inspector and Issue Inspection Order	Chief, FSEU and CFM	Baguio City Fire Station	15 Minutes
		Conduct Fire Safety Inspection and submit After Inspection Report (AIR) and supporting documents to Chief, FSEU, with appropriate findings and recommendations, such as issuance of FSIC/NOD, as the case may be. If the building or establishment is already occupied/operational recommend issuance of NTC instead of NOD if there is a violation of the Fire Code.	FSI	Baguio City Fire Station	1 1/2 Days Maximum from the date of application.
		Review/evaluate the Findings of FSI and recommend to C/MFM or DFM the issuance of FSIC/NOD or NTC as the case may be.	C, FSEU	Baguio City Fire Station	2 Hours Max.
		Final review/evaluation of the C, FSEU's recommendation for disposition.	CFM	Baguio City Fire Station	2 Hours Max.
		Approve and sign three (3) copies of FSIC/NOD or NTC as the case may be.	CFM	Baguio City Fire Station	20 Minutes Max.
		Record in the Official Logbook the FSIC/NOD/NTC number, date approved, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSIC/NOD/NTC to the designated Records Custodian and BPLO.	CRO, Records Custodian	Baguio City Fire Station	10 Minutes Max.
5	Owner/Authorized representative Present Claim Stub	Release FSIC to applicant through the CRO. Serve copy of NOD/NTC to the owner in case there is a violation of the Fire Code, copy furnished BO.	CRO	Baguio City Fire Station	5 Minutes Max.

**LEGEND:** AIR – After Inspection Report; BO – Building Official; CFM – City Fire Marshal; C,FSEU – Chief, Fire Safety Enforcement Unit; CRO – Customer Relation Officer; FCA – Fire Code Assessor; FCCA- Fire Code Collecting Agent; FSI – Fire Safety Inspector; FSIC – Fire Safety Inspection Certificate; NOD – Notice of Disapproval; NTC – Notice to Comply; OP – Order of Payment.

**MAXIMUM OF 3 DAYS**

## BUREAU OF FIRE PROTECTION

FRONTLINE SERVICE: **FIRE SAFETY EVALUATION CLEARANCE FOR BUILDING PERMIT**  
 CLIENT: **BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE**  
 REQUIREMENTS: **1. THREE (3) COMPLETE SETS OF BUILDING PLANS AND SPECIFICATIONS**

**2. ESTIMATED COST OF THE BUILDING TO BE CONSTRUCTED/RENOVATED/MODIFIED AS REFLECTED IN THE BILL OF MATERIALS INCLUDING LABOR COST SIGNED BY THE DESIGNER/CONTRACTOR**

SCHEDULE OF THE AVAILABILITY OF THE SERVICE: **MONDAY TO FRIDAY (EXCEPT HOLIDAYS), 8:00 AM TO 5:00 PM**  
 FSEC FEES: **0.10% OF THE VERIFIED ESTIMATED VALUE OF THE BUILDING TO BE ERECTED.**

### HOW TO AVAIL OF THE SERVICES (**FSEC FOR BUILDING PERMIT**)

STEPS	APPLICANT	AGENCY ACTION	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
1	Apply for FSEC using the standard application form including the required attachments	Check completeness of application and endorse to Fire Code Assessor (FCA). Record to the Official Log Book the name of applicant and owner of the establishment and the time, date of application. In case of lacking requirements, CRO shall immediately inform in writing the applicant of such finding.	CRO	Baguio City Fire Station	10 Minutes Max.
2	Wait for the release of Order of Payment (OP)	Assess Fire Code Fees/Taxes and issue assessment and OP.	FCA	Baguio City Fire Station	10 Minutes Max.
3	Pay the assessed amount and submit copy of receipt of payment to CRO	Receive payment from applicant and compile copy of receipt of payment	FCCA	Baguio City Fire Station	10 Minutes Max.
4	Receive Claim Stub. (Note: FSEC will be issued within the maximum period of three (3) days from application if the plans conform to the fire safety and life safety requirements of the Fire Code and its IRR.)	Check copy of receipt of payment and record to the logbook the amount paid and Official Receipt Number and date of payment, and issue Claim Stub. Refer the application to Chief, FSEU for designation of Building Plan Evaluator (BPE).	CRO	Baguio City Fire Station	5 Minutes Max.
		Assign Building Plan Evaluator (BPE) who will review/evaluate the plans and specifications.	Chief, FSEU	Baguio City Fire Station	15 Minutes
		Review/Evaluate Building Plans and Accomplish Fire Safety Checklist, and make appropriate recommendations/findings.	BPE	Baguio City Fire Station	1 ½ Days Maximum from the date of application.
		Review/evaluate the recommendations/findings of BPE and recommend to C/MFM or DFM the issuance of FSEC/NOD.	C, FSEU	Baguio City Fire Station	2 Hours
		Final review/evaluation of the C, FSEU's recommendation for disposition.	CFM	Baguio City Fire Station	2 Hours
		Approve and sign three (3) copies of FSEC/NOD as the case may be.	CFM	Baguio City Fire Station	20 Minutes
		Record in the Official Logbook the FSEC/NOD number, date approved, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSEC/NOD to the designated Records Custodian and BPLO.	CRO, Records Custodian	Baguio City Fire Station	10 Minutes
5	Owner/Authorized representative Present Claim Stub	Release FSEC to applicant through the CRO. Serve copy of NOD to the owner in case the plans and specification did not conform to the fire safety and life safety requirement of the Fire Code of the Philippines of 2008 and its IRR. Endorse 1 set of plan to BO as well as duplicate copy of FSEC or NOD, as the case may be.	CRO	Baguio City Fire Station	5 Minutes

**LEGEND: AIR** – After Inspection Report; **BO** – Building Official; **CFM** – City Fire Marshal; **C,FSEU** – Chief, Fire Safety Enforcement Unit; **CRO** – Customer Relation Officer; **FCA** – Fire Code Assessor; **FCCA**- Fire Code Collecting Agent; **BPE** – Building Plan Evaluator; **FSIC** – Fire Safety Inspection Certificate; **NOD** – Notice of Disapproval; **NTC** – Notice to Comply; **OP** – Order of Payment.

**MAXIMUM OF 3 DAYS**

## BUREAU OF FIRE PROTECTION

FRONTLINE SERVICE: FIRE SAFETY INSPECTION CERTIFICATE FOR RENEWAL OF BUSINESS PERMIT  
 CLIENT: BUILDING OWNER/TENANT/AUTHORIZED REPRESENTATIVE  
 REQUIREMENTS: 1. PHOTO COPY OF LATEST FSIC (ISSUED IN THE IMMEDIATELY PRECEDING YEAR)  
 2. ASSESSMENT OF BUSINESS PERMIT FEE/TAX ASSESSMENT BILL FROM BPLO.3. COPY OF FIRE INSURANCE POLICY (IF ANY)  
 SCHEDULE OF THE AVAILABILITY OF THE SERVICE: MONDAY TO FRIDAY (EXCEPT HOLIDAYS), 8:00 AM TO 5:00 PM  
 FSIC FEES: 10% OF ALL FEES CHARGED BY BPLO IN GRANTING BUSINESS PERMIT.

### HOW TO AVAIL OF THE SERVICES (FSIC FOR RENEWAL OF BUSINESS PERMIT)

STEPS	APPLICANT	AGENCY ACTION	OFFICE/PERSON RESPONSIBLE	LOCATION OF OFFICE	DURATION OF ACTIVITY
1	Apply for FSIC using the standard application form including the requirements.	Check completeness of application and endorse to Fire Code Assessor (FCA). Record to the Official Log Book the name of applicant and owner of the establishment and the time, date of application. In case of lacking requirements, CRO shall immediately inform in writing the applicant of such finding.	CRO	Baguio City Fire Station	10 Minutes Max.
2	Wait for the release of Order of Payment (OP)	Assess Fire Code Fees/Taxes and issue assessment and OP.	FCA	Baguio City Fire Station	10 Minutes Max.
3	Pay the assessed amount and submit copy of receipt of payment to CRO	Receive payment from applicant and compile copy of receipt of payment	FCCA	Baguio City Fire Station	10 Minutes Max.
4	Receive Claim Stub (Note: FSIC will be issued within the maximum period of three (3) days from application if no violation of the Fire Code and its IRR has been noted during inspection.)	Verify record if applicant's previous FSIC is still valid or if the building/ establishment has existing violation of the Fire Code. Check copy of receipt of payment and record to the logbook the amount paid and Official Receipt Number and date of payment, and issue Claim Stub. Refer the application to Chief, FSEU for the issuance of Inspection Order.	CRO will verify the record	Baguio City Fire Station	20 Minutes Max.
		Assign Fire Safety Inspector and Issue Inspection Order	Chief, FSEU and CFM	Baguio City Fire Station	15 Minutes
		Conduct Fire Safety Inspection and submit After Inspection Report (AIR) and supporting documents to Chief, FSEU, with appropriate findings and recommendations, such as issuance of FSIC/NTC, as the case may be.  (For establishment/building with expired FSIC or existing violation of the fire code based on the record, an inspection shall be conducted within 1 ½ days. If it has valid FSIC, the inspection may be conducted 1 month before the expiration of FSIC)	FSI	Baguio City Fire Station	1 ½ Days Maximum from the date of application.
		Review/evaluate the Findings of FSI and recommend to C/MFM or DFM the issuance of FSIC.	C, FSEU	Baguio City Fire Station	2 Hours
		Final review/evaluation of the C, FSEU's recommendation for disposition.	CFM	Baguio City Fire Station	2 Hours
		Approve and sign three (3) copies of FSIC or NTC as the case may be.	CFM	Baguio City Fire Station	20 Minutes
		Record in the Official Logbook the FSIC/NTC number, date approved, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSIC/NTC to the designated Records Custodian and BPLO.	CRO, Records Custodian	Baguio City Fire Station	10 Minutes
5	Owner/Authorized representative Present Claim Stub	Release FSIC to applicant through the CRO. Serve copy of NTC to the owner in case there is a violation of the Fire Code, copy furnished BPLO.	CRO	Baguio City Fire Station	5 Minutes

**LEGEND:** AIR – After Inspection Report; BO – Building Official; CFM – City Fire Marshal; C, FSEU – Chief, Fire Safety Enforcement Unit; CRO – Customer Relation Officer; FCA – Fire Code Assessor; FCCA- Fire Code Collecting Agent; FSI – Fire Safety Inspector; FSIC – Fire Safety Inspection Certificate; NOD – Notice of Disapproval; NTC – Notice to Comply; OP – Order of Payment.

**MAXIMUM OF 3 DAYS**