



FIRE SAFETY EVALUATION CLEARANCE FOR BUILDING PERMIT

STEP BY STEP PROCEDURE	OFFICER/EMPLOYEE RESPONSIBLE	MAXIMUM TIME TO CONCLUDE PROCESS	CLIENT/S	REQUIREMENTS	AMOUNT OF FEES	ALLOWABLE EXTENSION PERIOD (due to unusual circumstances)
1. Secure Fire Safety Certificate (FSIC) application form with the list of requirements from Customer Relation Officer (CRO)	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudio Villegas III NUP Amador Joseph 	10 mins.	Malabon Taxpayers	1. Six (6) sets of building plan 2. Certified copy of Bill of material / verified estimated building cost 3. FALAR 1, if applicable 4. Other pertinent documents as deemed necessary	1/10 of one per centum (0.1%) of the Verified Estimated Value of Buildings or structure to be erected but not more than Php 50,000.00	Depending on the immediate compliance of allotted grace period to correct violation
2. Submit duly accomplished application form with complete requirements to the CRO	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudio Villegas III NUP Amador Joseph 	1-3 days				
3. Check application and requirements and endorsed to Fire Code Fees Assessor	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudio Villegas III NUP Amador Joseph 	1 day				
4. Assess Fire Code Fees and issue Order of Payment to the applicant and return application with complete documents to CRO	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudio Villegas III NUP Amador Joseph 	10 mins.		Certified copy of Bill of Materials / verified estimated building cost		
5. Wait for the release of the Order of Payment	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudio Villegas III NUP Amador Joseph 	10 mins.				
6. Pay Fire Code Fee to Gov't. servicing bank / local treasurer / BFP collecting officer	CITY TREASURER <ul style="list-style-type: none"> Melissa Santos (Window 2) Syra Matito (Window 3) Veronica Santos (Window 6) 	5 mins. 20 mins.		Order of payment		
7. Collect Fire Code Fee machine validated OP / Issue OR	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudio Villegas III NUP Amador Joseph 	1-2 days				
8. Present machine validated Order of Payment / Official Receipt as basis for issuance of claim stub	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudio Villegas III NUP Amador Joseph 	5 mins.		O.R. paid Fire Code Fee		

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9. Record the FSIC application on logbook; OR No.; Payment date of FCF; issue claim stub and endorse to Chief, Fire Safety Enforcement Unit	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudioso Villegas III NUP Amador Joseph 		Malabon Taxpayers		1/10 of one per centum (0.1%) of the Verified Estimated Value of Buildings or structure to be erected but not more than Php 50,000.00	Depending on the immediate compliance of allotted grace period to correct violation
10. Receive application and endorse to Building Plan Evaluator (BPE)	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudioso Villegas III NUP Amador Joseph 					
11. Evaluate building plans and accomplish Fire Safety Checklist (FSC)	<ul style="list-style-type: none"> FO1 Karen Laarni Lumpan 					
12. Review building plan evaluator findings and recommend issuance of Fire Safety Evaluation Clearance	<ul style="list-style-type: none"> Inspector Renante Bachine, Chief, Fire Safety Enforcement Unit 					
13. Disposition on the issuance of Fire Safety Evaluation Clearance	<ul style="list-style-type: none"> Inspector Renante Bachine, Chief, Fire Safety Enforcement Unit C/Insp. Rodrigo Reyes, City Fire Marshal 					
14. Receive and record final action of Fire Safety Evaluation Clearance and Building Plans with Fire Safety checklist; Record amount of Fire Code fee; OR No.; Payment date in the Fire Safety Evaluation Clearance and return file copy with supporting documents to the Chief, Fire Safety Evaluation Section	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudioso Villegas III NUP Amador Joseph 					
15. Present claim stub to CRO	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudioso Villegas III NUP Amador Joseph 					
16. Release original copy of Fire Safety Evaluation Clearance and 5 sets of building plans with Fire Safety checklist to applicant and endorse to LBO	<ul style="list-style-type: none"> Assigned Customer Relation Officer of the day SFO3 Gaudioso Villegas III NUP Amador Joseph 					