



## FIRE SAFETY INSPECTION CERTIFICATE FOR BUILDING OCCUPANCY

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 Inspection Clearance application form with the list of requirements from Customer Relation Officer (CRO)	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	5 mins.	Malabon Taxpayers	1. Indorsement from BPLO 2. Certificate of completion (original copy) 3. Approved plan 4. Building permit and receipt of paid fees (photocopy) 5. Fire Safety Evaluation Clearance 6. Certificate of Electrical Inspection 7. FALAR 2, if applicable 8. Other pertinent documents as deemed necessary	Ten per centum (10%) of all fees charged by the building official, or by the Local Government or by other government agencies concerned in the granting of pertinent permits or licenses.	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"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	5 mins.				
3. Check application and requirements and endorsed to Fire Code Fees Assessor (FCFA)	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	10 mins.				
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"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	15 mins.		Tax Bill / Assessment or Official Receipt		
5. Wait for the release of the Order of Payment	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	5 mins.				
6. Pay Fire Code Fee to Gov't. servicing bank / local treasurer / BFP collecting officer	CITY TREASURER <ul style="list-style-type: none"> <li>Melissa Santos (Window 2)</li> <li>Syra Matito (Window 3)</li> <li>Veronica Santos (Window 6)</li> </ul>	5 mins.		Order of payment		
7. Collect Fire Code Fee machine validated OP / Issue OR	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	10 mins.				
8. Present machine validated Order of Payment / Official Receipt as basis for issuance of claim stub	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	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"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	15 mins.	Malabon Taxpayers		Ten per centum (10%) of all fees charged by the building official, or by the Local Government or by other government agencies concerned in the granting of pertinent permits or licenses.	Depending on the immediate compliance of allotted grace period to correct violation
10. Receive application and retrieve Fire Safety Evaluation Clearance and building plans with Fire Safety checklist or latest after inspection report as the case maybe from the Local Bureau of Fire Protection records and attach to the application; Assign Fire Safety Inspector/s and prepare Inspection Order No.	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	Maximum of 2 hours				
11. Assign Fire Safety Inspector and issue Inspection Order	<ul style="list-style-type: none"> <li>Inspector Renante Bachine, Chief, Fire Safety Enforcement Unit</li> </ul>	30 mins.				
12. Record and release Inspection Order to assigned Fire Safety Inspector	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	15 mins.				
13. Conduct Fire Safety Inspection; Prepare and submit After Inspection Report (AIR)	Fire Safety Inspectors : <ul style="list-style-type: none"> <li>Insp. Ray Reyes</li> <li>Insp. Cirilo Crehencia</li> <li>SFO4 Job Santisteban</li> <li>SFO3 Gaudio Villegas III</li> <li>SFO3 Albino Torres</li> <li>SFO2 Romeo Fulgencio</li> <li>SFO2 Joseph Gatchalian</li> <li>SFO2 Benjamin Isidro Jr.</li> <li>SFO2 Noe Bragais</li> <li>SFO2 Rogerio Gayon</li> <li>FO3 Abelardo Dionisio Jr.</li> <li>FO3 Noel Mirana</li> <li>FO2 Leonardo Cuadra</li> <li>FO2 Jeronimo Torres</li> <li>FO1 Karen Laarni Lumpan</li> <li>NUP Joseph</li> </ul>	Maximum of 3 ½ days				
14. Receive and evaluate AIR and supporting documents; indicate the recommendation / action in the AIR and sign	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	Maximum of 4 hours				
15. Disposition of final action in the AIR	<ul style="list-style-type: none"> <li>Inspector Renante Bachine, Chief, Fire Safety Enforcement Unit</li> </ul>	Maximum of 2 ½ hours				

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16. Prepare three (3) copies of Fire Safety Inspection Certificate (FSIC) / Notice to Comply (NTC) / Notice to Correct Violation (NTCV) based on the Final Action of the AIR.	<ul style="list-style-type: none"> <li>Inspector Renante Bachine, Chief, Fire Safety Enforcement Unit</li> </ul>	Maximum of 1 hour	Malabon Taxpayers		Ten per centum (10%) of all fees charged by the building official, or by the Local Government or by other government agencies concerned in the granting of pertinent permits or licenses.	Depending on the immediate compliance of allotted grace period to correct violation
17. Sign FSIC / NTC / NTCV	<ul style="list-style-type: none"> <li>Inspector Renante Bachine, Chief, Fire Safety Enforcement Unit</li> <li>C/Insp. Rodrigo Reyes, City Fire Marshal</li> </ul>	Maximum of 30 mins.				
18. Receive and record final action; Record amount to Fire Code Fee; OR No.; Payment date in the FSIC / NTC / NTCV and return file copy with supporting documents to Chief, Fire Safety Enforcement Unit	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	15 mins.				
19. Present claim stub to CRO	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	5 mins.				
20. Release original copy of FSIC / NTC / NTCV to applicant and indorse one (1) copy to Local Building Official	<ul style="list-style-type: none"> <li>Assigned Customer Relation Officer of the day</li> <li>SFO3 Gaudio Villegas III</li> <li>NUP Amador Joseph</li> </ul>	5 mins.				