

# BUREAU OF FIRE PROTECTION- MARCOS FIRE STATION

Location: Brgy.Lydia, Marcos, Ilocos Norte  
Hotline Number: 0939-445-0696

The Bureau of Fire Protection commit to prevent and suppress destructive fires, investigate its causes, enforce fire code and other related laws, natural disasters and other emergencies.

## FRONTLINE SERVICE:

- A. FIRE SAFETY INSPECTION CERTIFICATE FOR NEW BUSINESS PERMIT AND OCCUPANCY PERMIT
- B. FIRE SAFETY INSPECTION CERTIFICATE FOR RENEWAL BUSINESS PERMIT
- C. FIRE SAFETY INSPECTION CERTIFICATE FOR OCCUPANCY PERMIT
- D. FIRE SAFETY EVALUATION CLEARANCE FOR NEW BUILDING PERMIT

SCHEDULE OF SERVICES;                      MONDAY TO FRIDAY                      8:00 AM TO 5:00 PM

## A. FIRE SAFETY INSPECTION CERTIFICATE (FSIC) FOR NEW BUSINESS PERMIT

### THE SERVICE:

Fire Safety Inspection Certificate is a pre-requisite prior to the issuance of business permit and occupancy permit. It signifies that the owner complied with the standard requirements recommended by the Fire Safety Inspection.

**FSIC FEES: 15% OF ALL FEES CHARGED BY BPLO IN GRANTING BUSINESS PERMIT. (OTHER FEES/TAXES PRESCRIBED UNDER RA 9514 AND ITS IRR NOT ASSESSED AND COLLECTED DURING APPLICATION PERIOD WILL BE ASSESSED AND COLLECTED AFTER REGULAR FIRE SAFETY INSPECTION.**

### SCHEDULE OF THE SERVICE:

MONDAY TO FRIDAY                      8:00 AM TO 5:00 PM

### REQUIREMENTS: FOR NEW OF BUSINESS PERMIT

1. Photocopy of valid FSIC (issued in the immediate preceding year)
2. Photocopy of Assessment of business permit fee/tax assessment bill from BPLO
3. Copy of fire insurance if available

**FSIC FEES: 15% OF ALL FEES CHARGED BY BPLO IN GRANTING BUSINESS PERMIT. (OTHER FEES/TAXES PRESCRIBED UNDER RA 9514 AND ITS IRR NOT ASSESSED AND COLLECTED DURING APPLICATION PERIOD WILL BE ASSESSED AND COLLECTED AFTER REGULAR FIRE SAFETY INSPECTION.**

The Client shall	The Service Provider shall	It will take	Responsible Person/s
1. Apply for FSIC using Unified Form application form and submit complete requirements.	Check completeness of requirements/application and endorse to Fire Code Assessor.  Record the name of applicant and owner of the establishment & time/date of application.	10 minutes	Customer Relation Officer (CRO)
	Assess Fire Code Fees/Taxes and issue corresponding assessment with Order of Payment.	10 minutes	Fire Code Assessor (FCA)
2. Pay the assessed amount and submit copy of receipt of payment to CRO.	Receive payment from applicant and compile copy of receipt of payment.	10 Minutes Max.	FCCA
3. Receive Claim Stub. (FSIC for Business Permit will be issued within a maximum period of 3 days from application if no violation found 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.	5 Minutes Max.	CRO
	Conduct Fire Safety Inspection and submit After Inspection Report (AIR) and appropriate findings and recommendations, such as issuance of FSIC/NTC, as the case may be.	30 minutes	Chief, FSEU, BPE, MFM
	Assign Fire Safety Inspector and Issue Inspection Order.	15 Minutes	Chief, FSEU and MFM
	Conduct Fire Safety Inspection and submit After Inspection Report (AIR) and supporting documents to Chief, FSEU,	3 Hours	FSI



	with appropriate findings and recommendations, such as issuance of FSIC/NTC, as the case may be.		
	Review/evaluate the Findings of FSI and recommend to MFM the issuance of FSIC/NTC as the case maybe.	2 Hours	C, FSEU
	Final review/evaluation of the C, FSEU's recommendation for disposition.	2 Hours	Chief, FSEU and MFM
	Approve and sign three (3) copies of FSIC or NTC as the case may be.	20 Minutes	Chief, FSEU and MFM
	Record in the Official Logbook the FSIC/NTC number, date approved, validity, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSIC/NTC to the designated BFP Records Custodian and BPLO.	10 Minutes	CRO, Records Custodian
4.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.	5 Minutes	CRO
<b>Accomplish Client Feedback Form and drop at designated drop box.</b>			
<b>TOTAL RESPONSE TIME: Maximum of 3 days</b>			

**B. FIRE SAFETY INSPECTION CERTIFICATE (FSIC) FOR RENEWAL BUSINESS PERMIT**

**THE SERVICE:**

Fire Safety Inspection Certificate is a pre-requisite prior to the issuance of business permit and occupancy permit. It signifies that the owner complied with the standard requirements recommended by the Fire Safety Inspection.

**SCHEDULE OF THE SERVICE:**

**MONDAY TO FRIDAY 8:00 AM TO 5:00 PM**

**REQUIREMENTS: FOR RENEWAL OF BUSINESS PERMIT**

1. Photocopy of Assessment of business permit fee/tax assessment bill from BPLO





2. Copy of fire insurance if available

**FSIC FEES: 15% OF ALL FEES CHARGED BY BPLO IN GRANTING BUSINESS PERMIT. (OTHER FEES/TAXES PRESCRIBED UNDER RA 9514 AND ITS IRR NOT ASSESSED AND COLLECTED DURING APPLICATION PERIOD WILL BE ASSESSED AND COLLECTED AFTER REGULAR FIRE SAFETY INSPECTION.**

The Client shall	The Service Provider shall	It will take	Responsible Person/s
1. Apply for FSIC using Unified Form 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.	10 Minutes	CRO
	Assess Fire Code Fees/Taxes and issue assessment and OP.	10 Minutes	FCA
2. Pay the assessed amount and submit copy of receipt of payment to CRO.	Receive payment from applicant and compile copy of receipt of payment.	10 Minutes	FCCA
3. Receive Claim Stub.	Verify if FSIC is still valid or no existing violation of the Fire Code or if the establishment is not in the negative list 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. A validated FSIC will serve as basis for the BPLO to renew the Business Permit. (Note: The Claim Stub shall be stamped: "New FSIC will be issued on the date of the expiration of existing FSIC.")	20 Minutes	CRO



	Assign Fire Safety Inspector and Issue Inspection Order.	15 Minutes	Chief, FSEU and MFM
	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.	3 Hours	Fire Safety Inspector (FSI)
	Review/evaluate the Findings of FSI and recommend to MFM the issuance of FSIC.	45 minutes	C, FSEU
	Final review/evaluation of the C, FSEU's recommendation for disposition.	45 minutes	Chief, FSEU and MFM
	Approve and sign three (3) copies of FSIC or NTC as the case may be.	10 Minutes	Chief, FSEU and MFM
	Record in the Official Logbook the FSIC/NTC number, date approved, validity, name of applicant/owner and name of establishment, OR number and amount paid. Provide duplicate copy of FSIC/NTC to the designated BFP Records Custodian and BPLO. (Serve copy of NTC to the owner in case there is a violation of the Fire Code, copy furnished BPLO.)	10 Minutes	CRO, Records Custodian
4. Present Claim Stub. (A new FSIC will be issued if there is no violation during inspection)	Release FSIC to applicant through the CRO.	5 Minutes	CRO
<b>Accomplish Client Feedback Form and drop at designated drop box.</b>			
<b>TOTAL RESPONSE TIME: Maximum of 1 day</b>			

### C. FIRE SAFETY INSPECTION CERTIFICATE (FSIC) FOR OCCUPANCY PERMIT

#### THE SERVICE:

Fire Safety Inspection Certificate is a pre-requisite prior to the issuance of business permit and occupancy permit. It signifies that the owner complied with the standard requirements recommended by the Fire Safety Inspection.

**SCHEDULE OF THE SERVICE:**

**MONDAY TO FRIDAY 8:00 AM TO 5:00 PM**

**REQUIREMENTS: FOR OCCUPANCY PER**

1. ENDORSEMENT FROM BO/CERTIFICATE OF COMPLETION
2. CERTIFIED TRUE COPY OF ASSESSMENT FEE FOR SECURING OCCUPANCY PERMIT FROM BO

**FSIC FEES: 10% OF ASSESSMENT FEE FOR SECURING OCCUPANCY PERMIT FROM BO. (OTHER FEES/TAXES PRESCRIBED UNDER RA 9514 AND ITS IRR NOT ASSESSED AND COLLECTED DURING APPLICATION PERIOD WILL BE ASSESSED AND COLLECTED AFTER REGULAR FIRE SAFETY INSPECTION.**

The Client shall	The Service Provider shall	It will take	Responsible Person/s
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.	10 Minutes	CRO
	Assess Fire Code Fees/Taxes and issue assessment and OP.	10 Minutes	FCA
2. Pay the assessed amount and submit copy of receipt of payment to CRO	Receive payment from applicant and compile copy of receipt of payment	10 Minutes	FCCA
3. 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.	5 Minutes	CRO



	Assign Fire Safety Inspector and Issue Inspection Order	15 Minutes	Chief, FSEU and MFM
	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 is there is a violation of the Fire Code.	2 Days	FSI
	Review/evaluate the Findings of FSI and recommend to MFM the issuance of FSIC/NOD or NTC	2 Hours	C, FSEU
	Final review/evaluation of the C, FSEU's recommendation for disposition.	2 Hours	MFM
	Approve and sign three (3) copies of FSIC/NOD or NTC as the case may be.	20 Minutes	MFM
	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.	10 Minutes	CRO, Records Custodian
4. 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.	5 Minutes	CRO
<b>Accomplish Client Feedback Form and drop at designated drop box.</b>			
<b>TOTAL RESPONSE TIME: Maximum of 3 days</b>			

**D. FIRE SAFETY EVALUATION CLEARANCE FOR NEW BUILDING PERMIT**

**THE SERVICE:**

**FIRE SAFETY EVALUATION CLEARANCE FOR BUILDING PERMIT.**

**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

**FSEC FEES: 0.10% OF THE VERIFIED ESTIMATED VALUE OF THE BUILDING TO BE ERECTED.**

<p>1. Apply for FSEC using the standard application form including the required attachments</p> <p>Received the release Order of Payment (OP)</p>	<p>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.</p>	<p>10 Minutes</p>	<p>CRO</p>
	<p>Assess Fire Code Fees/Taxes and issue assessment and OP.</p>	<p>10 Minutes</p>	<p>FCA</p>
<p>2. Pay the assessed amount and submit copy of receipt of payment to CRO</p>	<p>Receive payment from applicant and compile copy of receipt of payment</p>	<p>10 Minutes</p>	<p>FCCA</p>
<p>3. 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.)</p>	<p>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).</p>	<p>5 Minutes</p>	<p>CRO</p>



	Assign Building Plan Evaluator (BPE) who will review/evaluate the plans and specifications.	15 Minutes	Chief, FSEU
	Review/Evaluate Building Plans and Accomplish Fire Safety Checklist, and make appropriate recommendations/findings.	2 Days Maximum from the date of application.	BPE
	Review/evaluate the recommendations/findings of BPE and recommend to MFM the issuance of FSEC/NOD.	2 Hours	C, FSEU
	Final review/evaluation of the C, FSEU's recommendation for disposition.	2 Hours	MFM
	Approve and sign three (3) copies of FSEC/NOD as the case may be.	20 Minutes	MFM
	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 BO.	10 Minutes	CRO, Records Custodian
4. 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.	5 Minutes	CRO
<b>Accomplish Client Feedback Form and drop at designated drop box.</b>			
<b>TOTAL RESPONSE TIME: Maximum of 3 days</b>			