

BUREAU OF FIRE PROTECTION

Marikina City Fire Station, Shoe Avenue, Sta.Elena Marikina City
 Department Head/OIC : Supt Marcos Monday T Valen, BFP
 Tel. No.: 681-0233



1. Fire Safety Inspection Certification (FSIC) for Business Permit

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Applicant secure application form with the first req. from CRO	Customer Relation Officer	Marikina City Fire Stn.	5 minutes
2.Applicant submit duly accomplishments form with complete req. to CRO	Customer Relation Officer	Marikina City Fire Stn.	10 minutes
3.Issue order of payment for fire inspection fee	FCF Assessor	Marikina City Fire Stn.	10 minutes
4.Collect necessary fees and issue official receipt	Customer Relation Officer	Marikina City Fire Stn.	10 minutes
5.Record FSIC application, issue inspection order and indorse to C,FSEC	Customer Relation Officer	Marikina City Fire Stn.	10 minutes
6.Sign the inspection order and indorse to CFM	C,FSEM	Marikina City Fire Stn.	5 minutes
7.Approve/Sign inspection order	CFM	Marikina City Fire Stn.	5 minutes
8.Record and release after inspection report	Clerk	Marikina City Fire Stn.	10 minutes
9.Conduct fire safety inspection and prepare after inspection report	Fire safety inspector	Marikina City Fire Stn.	3 days
10.Receive and evaluate after inspection report and supporting documents; indicate recommendation / action in the after inspection report and sign	C,FSEM	Marikina City Fire Stn.	4 hours
11.Disposition on the final action in the inspection report	C,FSEM	Marikina City Fire Stn.	2 hours
12.Prepare fire safety inspection certificate (FSIC)/notice to comply (NTC) / notice to correct violation (NTCV)	Clerk	Marikina City Fire Stn.	1 hour
13.Sign FSIC/NTC/NTCV	C,FSEM and CFM	Marikina City Fire Stn.	1 hour
14.Received and records FSIC/NTC/NTCV and file the supporting documents	Clerk	Marikina City Fire Stn.	30 minutes
15.Release original copy of FSIC/NTC/NTCV to applicant	Customer Relation Officer	Marikina City Fire Stn.	30 minutes

REQUIREMENTS:

1. Endorsement from the business permit licensing office
2. Photocopy of occupancy permit (if new)
3. Assessment of business permit fee
4. Copy of fire insurance (if any)
5. Copy of real property tax billing

2. Fire Safety Inspection Certification for Occupancy Permit

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1.Applicant secure application form with the first req. from CRO	Customer Relation Officer	Marikina City Fire Stn.	5 minutes
2.Applicant submit duly accomplishments form with complete req. to CRO	Customer Relation Officer	Marikina City Fire Stn.	10 minutes
3.Issue order of payment for fire inspection fee	FCF Assessor	Marikina City Fire Stn.	10 minutes
4.Collect necessary fees and issue official receipt	Collecting Agent	Marikina City Fire Stn.	10 minutes
5.Record FSIC application, issue inspection order and indorse to C.FSEC	Customer Relation Officer	Marikina City Fire Stn.	10 minutes
6.Sign the inspection order and indorse to CFM	C,FSEM	Marikina City Fire Stn.	5 minutes
7.Approve/Sign inspection order	CFM	Marikina City Fire Stn.	5 minutes
8.Record and release after inspection report	FSES, Clerk	Marikina City Fire Stn.	10 minutes
9.Conduct fire safety inspection and prepare after inspection report	Fire safety inspector	Marikina City Fire Stn.	3 days
10.Receive and evaluate after inspection report and supporting documents; indicate recommendation / action in the after inspection report and sign	C,FSEM	Marikina City Fire Stn.	4 hours
11.Disposition on the final action in the inspection report	C,FSEM	Marikina City Fire Stn.	2 hours
12.Prepare fire safety inspection certificate (FSIC)/notice to comply (NTC) / notice to correct violation (NTCV)	FSES, Clerk	Marikina City Fire Stn.	1 hour
13.Sign FSIC/NTC/NTCV	C,FSEM and CFM	Marikina City Fire Stn.	1 hour
14.Received and records FSIC/NTC/NTCV and file the supporting documents	Clerk	Marikina City Fire Stn.	30 minutes
15.Release original copy of FSIC/NTC/NTCV to applicant	Customer Relation Officer	Marikina City Fire Stn.	30 minutes

REQUIREMENTS:

1. Endorsement from Building Official
2. Assessment of Building Permit Fee
3. Photocopy of Fire Safety Evaluation Certificate

3. Fire Safety Evaluation Clearance (FSEC) for Building Permit

Procedure / Client Steps	Office / Person Responsible	Location of Office	Processing time
1. Applicant secure application form with the list of requirements, from CRO	Customer Relation Officer	Marikina City Fire Stn.	5 minutes
2. Applicant submit duly accomplishment form with complete requirement to CRO	Customer Relation Officer	Marikina City Fire Stn.	10 minutes
3. Issue Order Of Payment for Construction tax and other payments	Assessor	Marikina City Fire Stn.	15 minutes
4. Collect necessary fees and issue official receipt	Collecting Officer	Marikina City Fire Stn.	10 minutes
5. Record FSEC application, and indorse to C,FSES	Customer Relation Officer	Marikina City Fire Stn.	10 minutes
6. Received application and assign Building Plan Checker (BPE)	C,FSEM	Marikina City Fire Stn.	5 minutes
7. Evaluate Building Plans and accomplish fire safety checklist(FSC)	Building Plan Evaluator	Marikina City Fire Stn.	2 days
8. Review BPE findings and recommend issuance of FSEC	FSES, Clerk	Marikina City Fire Stn.	4 days
9. Disposition on the issuance of FSEC	CFM	Marikina City Fire Stn.	2 hours
10. Received and records Final action on FSEC / FSC and file the supporting documents	FSES Clerk	Marikina City Fire Stn.	30 minutes
11. Applicant Present Claim Stub to CRO	Customer Relation Officer	Marikina City Fire Stn.	30 minutes
12. Release original copy of FSEC and FSC to applicant	Customer Relation Officer	Marikina City Fire Stn.	30 minutes

REQUIREMENTS:

1. Endorsement from Building Official
2. Two (2) sets of Building Plans
3. Bill of materials
4. Project Technical Specifications

For recommendations, suggestions and complaints, contact the department head concerned or the City Personnel Office.