



## **Fire & Emergency Services:**

### **Renewal of Fire Safety Certificate**

*Provided as a service  
through 'SilpaSathi', the  
Online Single Window portal  
of the State (West Bengal)*

[\*User Manual\*](#)

---

# Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>About the Service .....</b>	<b>3</b>
<b>Comprehensive Checklist of Documents to be submitted online.....</b>	<b>3</b>
<b>Timeline (WBRTPS) .....</b>	<b>5</b>
<b>Instructions related to the application form.....</b>	<b>6</b>
<b>Application Process through SilpaSathi .....</b>	<b>7</b>
<b>1. Online Application submission along with online submission of documents .....</b>	<b>7</b>
<b>2. Online Payment of fees .....</b>	<b>20</b>
<b>3. Track Status of Application.....</b>	<b>20</b>
<b>4. Online Download of final approval certificate.....</b>	<b>21</b>
<b>5. Third Party verification details .....</b>	<b>22</b>

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### Introduction

This document is intended to serve as a User Manual for grant of the service “**Renewal of Fire Safety Certificate**” by **Fire & Emergency Services, Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

#### Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

### About the Service

“**Renewal of Fire Safety Certificate**” by **Fire & Emergency Services** is required for revision of fire safety certificate which ensures fire safety regulations. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

### Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Key Location Plan	A key plan is a small map that shows the location of specific elements within a building's overall design
2.	Site Plan	A site plan, also known as a plot plan, is a diagram that shows the existing and proposed conditions of a property or parcel of land

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

#	Documents Required	Detailed Description
3.	Section Plan	A Section Plan refers to a detailed design or layout of a room, building, or floor plan
4.	Elevation Plan	elevation plan illustrates the exterior and interior design of a structure, including its height, width, and depth
5.	Floor Plan	A floor plan is a two-dimensional representation of a building's layout, typically drawn to scale.
6.	Basement Plan	A basement plan refers to a detailed architectural design or blueprint of the underground level of a building, typically including the layout, measurements, and features of the space
7.	Master plan with ground floor showing floor wise area (statement in square metres)	A master plan with a ground floor floor-wise area breakdown typically includes a detailed layout of the building's floor space, highlighting specific areas for various purposes.
8.	Roof Plan	A roof plan refers to a detailed design and layout of a roof's structure, including the type of roofing system, pitch, and design features.
9.	F.A.R. calculation showing details of area	F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land
10.	F.A.R. calculation showing calculation of parking area	F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land
11.	Sanction plan for existing building	A sanctioned plan for an existing building is a plan and permissions granted by the competent authority for a building
12.	Other Supporting Documents	Other Supporting Documents
13.	Applicant's proof of identity (Aadhar/ passport/ voter id)	Aadhar/ passport/ voter id
14.	Proof of power of attorney	A proof of power of attorney is a legal document that grants one person (the agent) the authority to make decisions and take actions on behalf of another

## User Manual

### Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

#	Documents Required	Detailed Description
15.	Copy of Last FSR / RFSR issued by the Department	Copy of Last FSR / RFSR
16.	Electrical Wiring / Installation Report by Competent Authority	Document describing Electrical Wiring / Installation requirements
17.	Structured Drawing	A structural drawing, a type of engineering drawing, is a plan or set of plans and details for how a building or other structure will be built.
18.	Master Plan Drawing	A Master Plan Drawing is a comprehensive visual representation of a proposed development or construction project
19.	Area Statement	An area statement for a residential building typically includes the total constructed area, plot area, and land area.
20.	Structured Drawings	A structural drawing, a type of engineering drawing, is a plan or set of plans and details for how a building or other structure will be built
21.	Typical Building plan	A building plan consists of elements such as elevations, electrical detailing, plumbing, site plan, floor plans, structural plans, cross-sections, and landscape drawings
22.	Section Elevation Plan	A Section Elevation Plan is a detailed architectural drawing that showcases the vertical elevation of a building or structure, typically from a specific section or plane
23.	PAN	Permanent Account Number
24.	Completion Certificate for existing building	Building Completion Certificate

### Timeline (WBRTPS)

**Renewal of Fire Safety Certificate has an WBRTPS timeline of 30 days in general and an WBRTPS timeline of 15 days in KMC area till approval by the authorities.**

### Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### Instructions related to the application form

Sl. No.	Field Name	Instructions
1.	Applicant Type	Select type of applicant
2.	FSC Type	Select type of FSC
3.	Legacy Registration No.	Enter valid Legacy Registration No.
4.	Applicants Basic Information	Enter Applicants Basic Information which include name, phone number, email id, etc
5.	Address of the Property	Enter address details of the property
6.	Communication Address	Enter details of the address for communication
7.	Legal Status of Site	Select answer from dropdown
8.	Details of Legally Owned Site	Enter name and address
9.	Details of legally held site	Enter name and address
10.	Minimum Open Space Details	Enter open space details
11.	Means of Access	Enter number of entries, maximum width, minimum width, length of internal road, etc
12.	Details of Licensed Building Surveyor (LBS) or Architect	Enter architect, address, pincode
13.	Power Attorney Details	Enter name and address
14.	Structural Engineer Details	Enter name, address, pin code, Registration No., Contact No.
15.	Previous Application Details	Enter Previous Application ID, Name of applicant, Reason for rejection
16.	Location of Fire Check Door	Staircases, Fire Refuge Area, Lift
17.	Rating of FCD (in HRS.)	Staircases, Fire Refuge Area, Fire plan installed, Floor Plan, Number of staff trained
18.	Occupancy and use group details	Enter details for Occupancy and use group
19.	Lift Details	Enter Lift Details
20.	FSC Requirement for Floor	Block No. with floor, FSC needed, etc
21.	FSC Requirement for Basement	Basement Identifier, FSC Needed, etc
22.	Total Plot Area	Enter Plot details
23.	Name and Address to be printed on Fire Safety Certificate	Enter Name and Address
24.	Boundaries Details	Enter details of boundaries

# User Manual

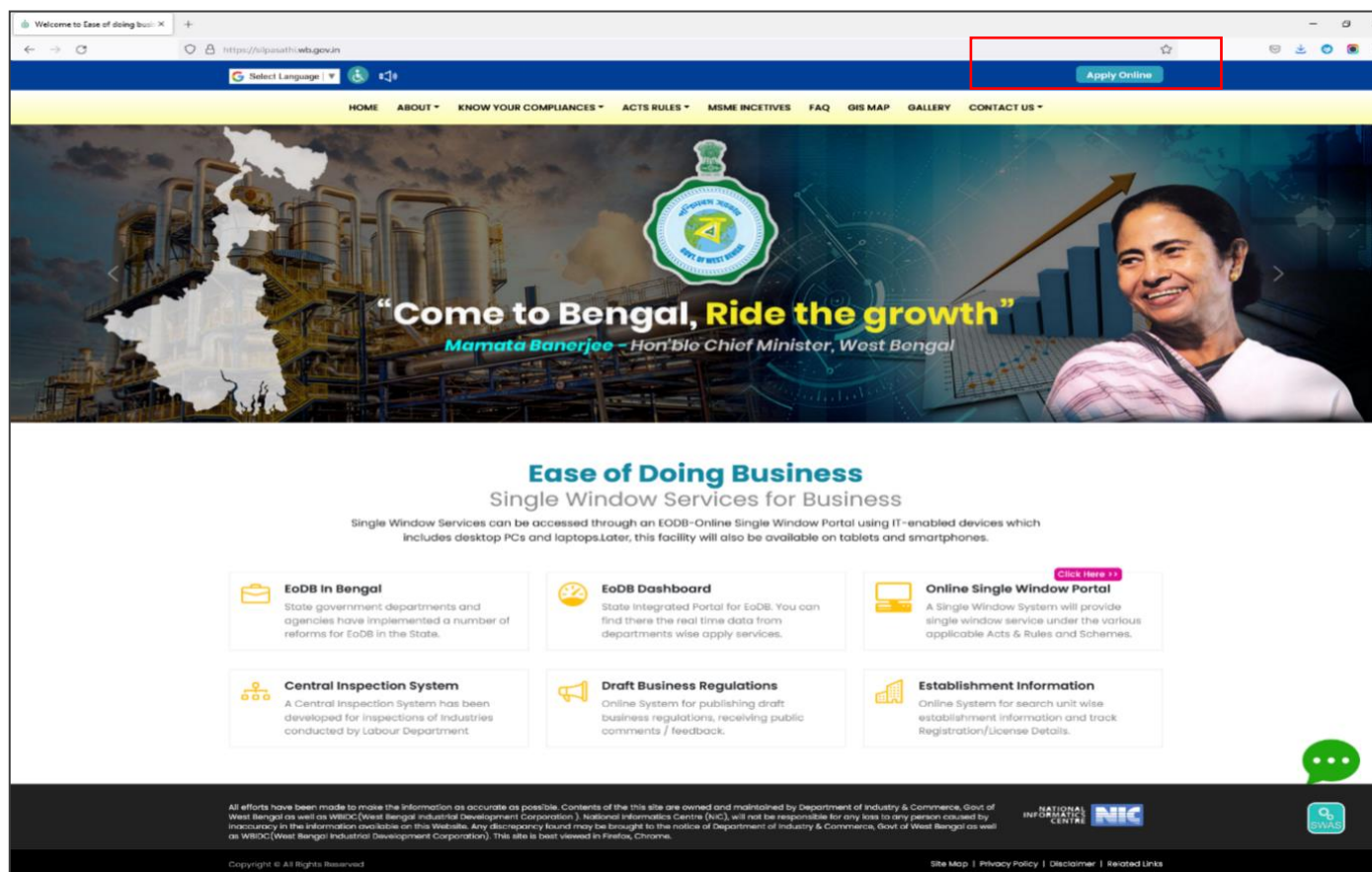
## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

## Application Process through SilpaSathi

### 1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply online' button.



**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.



# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The screenshot shows the SilpaSathi portal homepage. The URL in the browser is [silpasathi.wb.gov.in/udyam-declaration](http://silpasathi.wb.gov.in/udyam-declaration). The page features the SilpaSathi logo and the text "State Single Window Portal for Industries". A green callout box on the left says "Select the required category to proceed with the application." A red-bordered box in the center contains the following text:

Silpasathi Portal is intended to provide statutory licences/certificates/registrations/renewals/incentives to Industry / Business / Commercial / Charitable Society / Govt. entities.

If you are an Industry / Business / Commercial / Charitable Society / Govt. entity \*

☐ MSME Sector (UDYAM) ☐ Large Industries (EM PART-A) ☐ Large Industries (IFM PART-B) ☐ Charitable Society

☐ Govt. Entities ☐ Exempted Category

A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The '[User Registration](#)' window will appear with the relevant fields that the applicant needs to fill accurately and click on '[Register](#)' as shown by the below screenshot. In case the applicant already has an account, click on the '[Sign In](#)' button and login using valid **User ID, password and Captcha**.

The screenshot shows the 'User Registration' form on the SilpaSathi portal. The background image shows industrial cooling towers. The form fields are:

- First Name
- Middle Name
- Last Name
- Mobile Number
- Email
- Gender: ☒ Male ☐ Female ☐ Transgender
- Username: sudhansu
- Password: \*\*\*\*\*
- Confirm Password
- Register button
- Already have an account? [Sign in](#)

At the bottom, it says "Copyright © All Rights Reserved" and "Design & Developed By NATIONAL INFORMATICS CENTRE NIC".

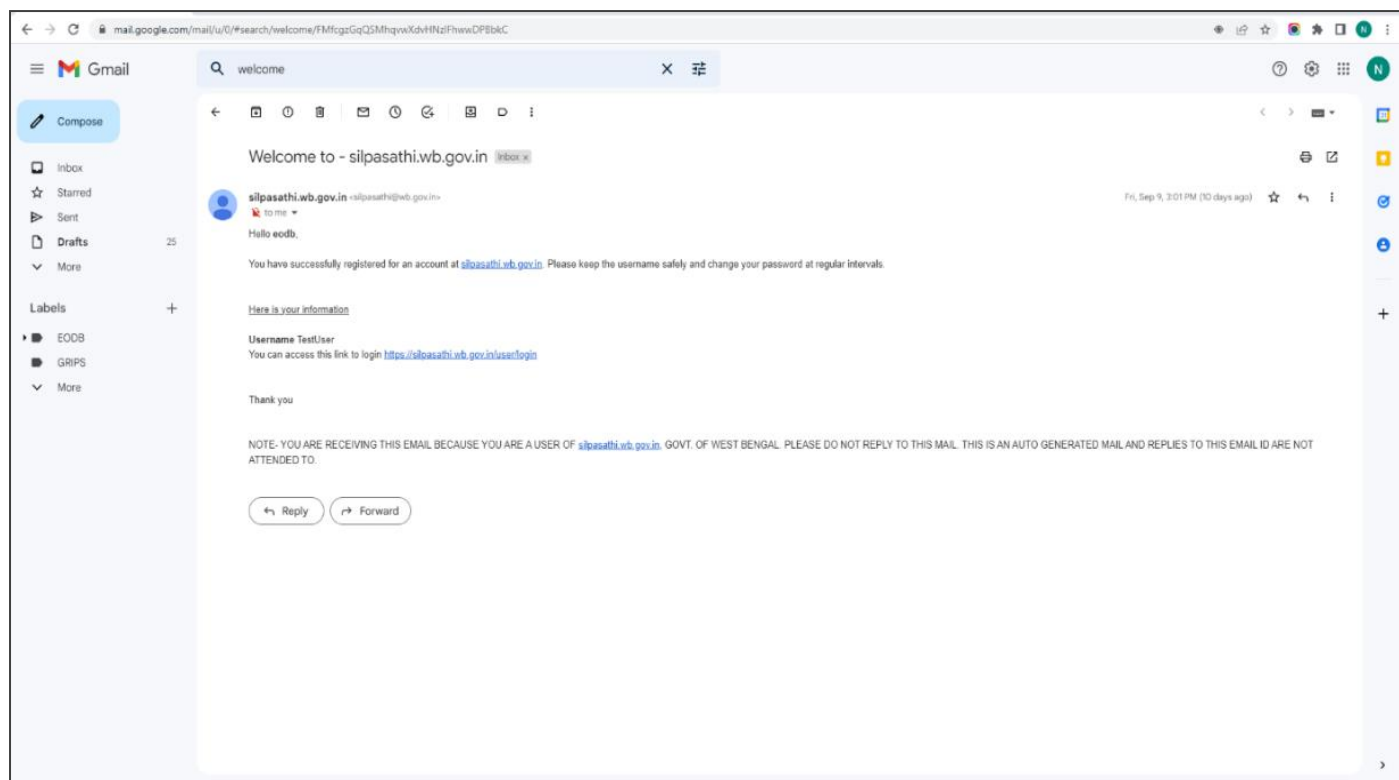
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:



# User Manual

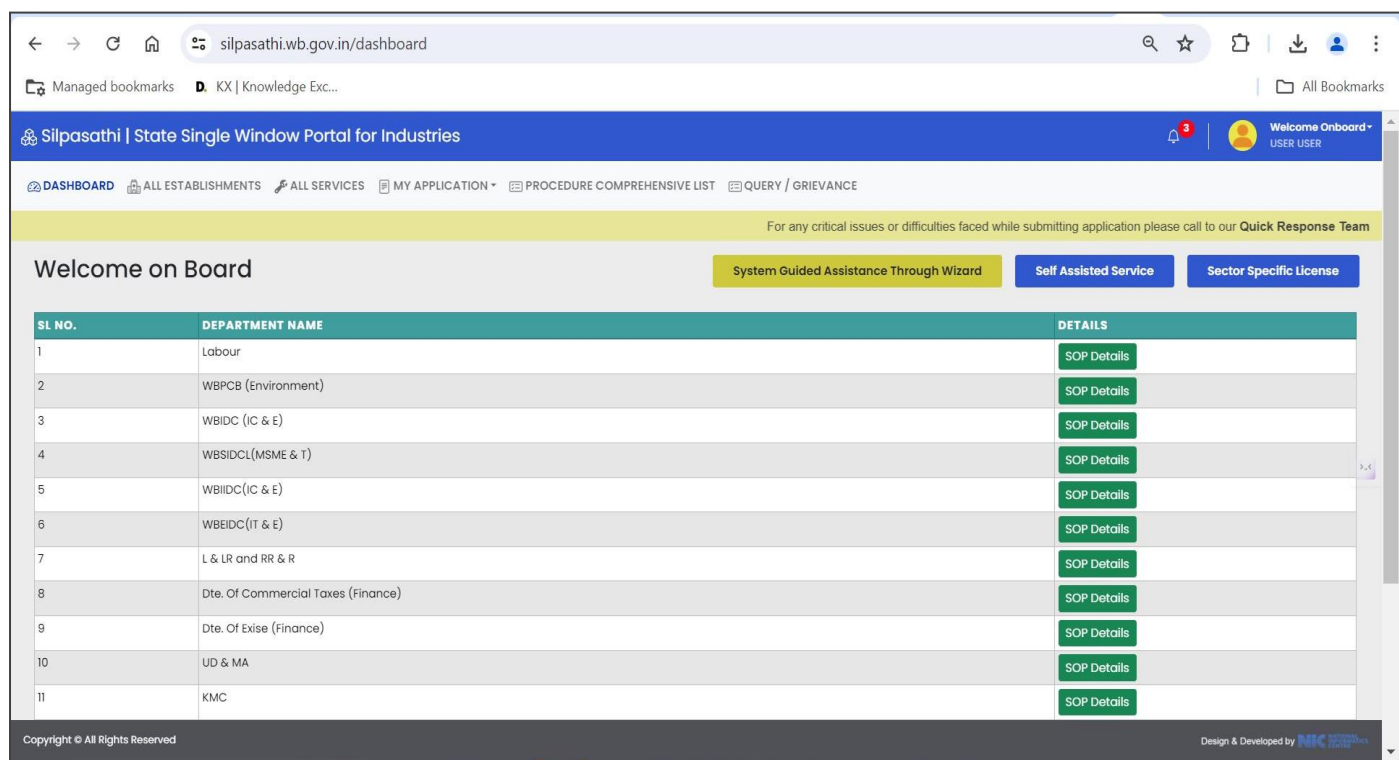
## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



## Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

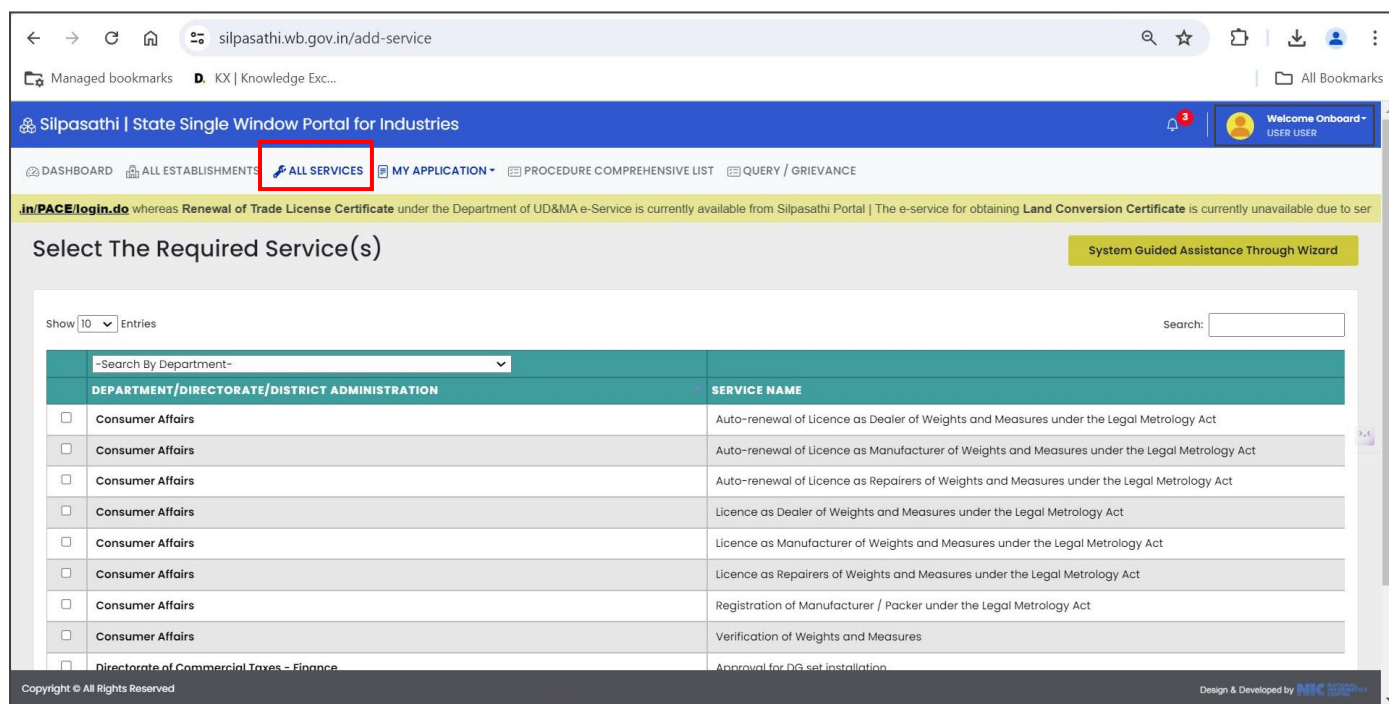


# User Manual

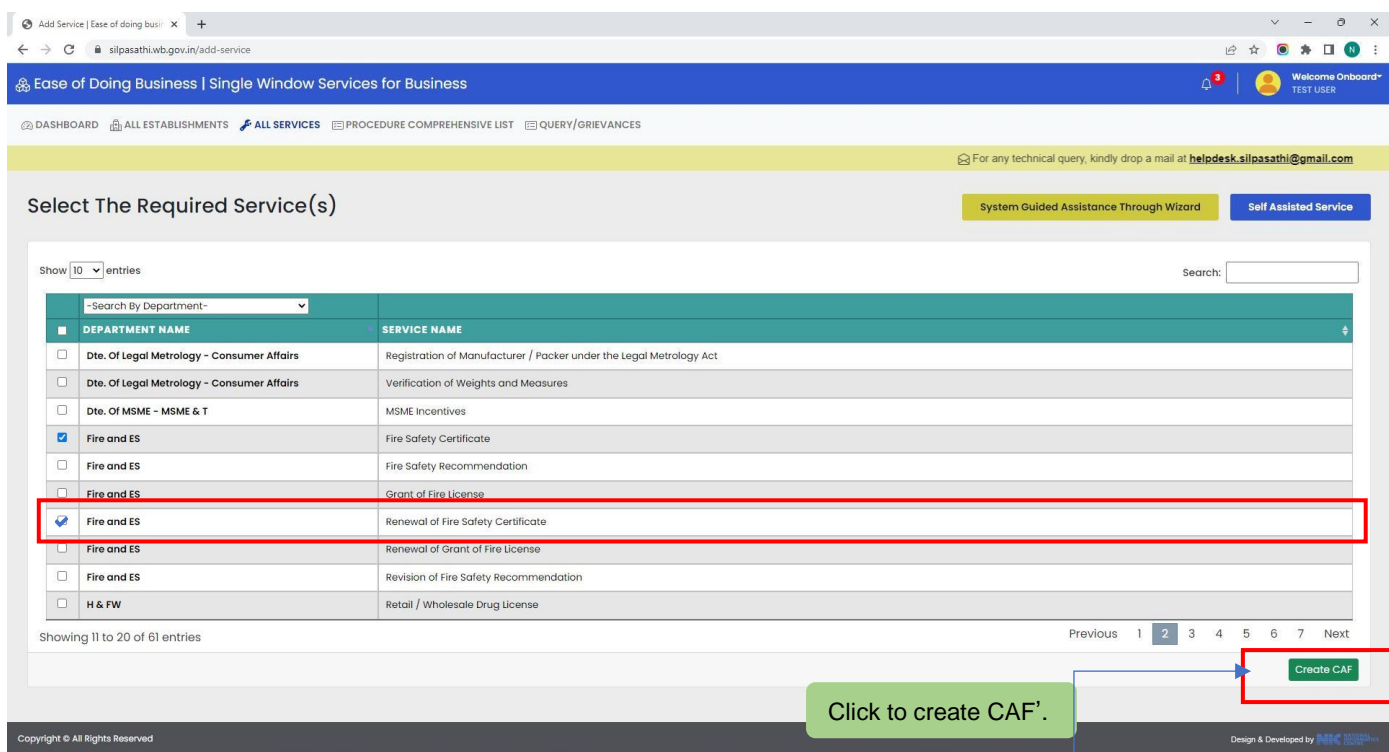
## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **Renewal of Fire Safety Certificate**.



After selecting the service '**Renewal of Fire Safety Certificate**', the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### Applicant's Dashboard

**CAF ID generated.**

Click on 'Apply Online' to proceed with the application.

The screenshot displays the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green banner at the top states 'Service Added Successfully'. Below this, there are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. The 'Your Selected Service(s)' section shows a table with one entry: 'Renewal of Fire Safety Certificate' with a 'BUSINESS REFERENCE ID : CAF2022000495'. An 'Apply Online' button is located to the right of this entry. A process flow diagram for the 'Renewal of Fire Safety Certificate' is shown below the table, detailing steps from 'Forward' to 'Applied'.

After clicking on '[Apply Online](#)' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and add existing FSR details (screenshot below):

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' application form. The title is 'Existing FSR Details for which FSC is needed.' Below the title, there is a field for 'Existing FSR No.' with the value 'FSR/0225186220400464'. A green 'Search' button is located to the right of the field. The form is part of the 'CAF2022000495000713' application.

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Ease of doing business x +

Not secure | 172.20.176.12/eodbosw/cat/application77/steptwo/TUJV50RHZTNwU3JTSINsbFRXN3pkZz09/WGyNE1vdW52TE5UTVpM1BLUKNaQT09

Ease of Doing Business | Single Window Services for Business

Valid FSR NO .

Common Application Form - CAF2022000495

Process Start 2 10%

**Applicant Type**

Applicant Type \* Owner FSC Type \* please select Legacy Registration No \* NO

**Applicants Basic Information**

Name: Mr. eodb test, Dob: 20-09-1981(age=41), Mobile No: 2334534534, Email: sy@yahoo.co.in, Pan No: BCSPD5422J, Aadhar No: 123456788888

Edit

**Address Of The Property**

Country: India, State: West Bengal, District: Coochbehar, Sub-division: CoochBehar, Rural or Urban: Urban, Block/Municipality/Municipal Corporation: Municipality ,Block/Municipality/Municipal Corporation Name:Cooch Behar, Village or Ward:xcv xcv xcv, Post Office:xc vxcv xcv, Police Station:Dinhata PS, Address Line 1:xcv xcv xcv, Address Line 2:, Pin Code:713103, Nearest Fire Station to the Premises:Dinhata, Plot No./Holding No./Premises No:dflg dfg

Edit

**Communication Address**

Country: India, State: West Bengal, District: Coochbehar, Sub-division: CoochBehar, Rural or Urban: Urban, Block/Municipality/Municipal Corporation: Municipality ,Block/Municipality/Municipal Corporation Name:Cooch Behar, Village or Ward:xcv xcv xcv, Post Office:xc vxcv xcv, Police Station:Dinhata PS, Address Line 1:xcv xcv xcv, Address Line 2:, Pin Code:713103

Edit

**Legal Status Of Site**

Whether Site Legally Owned or Legally Held? \*

Copyright © All Rights Reserved Design & Developed by NIC

Ease of doing business x +

Not secure | 172.20.176.12/eodbosw/cat/application77/steptwo/TUJV50RHZTNwU3JTSINsbFRXN3pkZz09/WGyNE1vdW52TE5UTVpM1BLUKNaQT09

Whether Site Legally Owned or Legally Held?

Legally Owned

**Details For Legally Owned Site**

Whether Site Legally Owned or Legally Held? \* Name \* Address with Pin code \* Registration Particulars if any.

please select Name Address with Pin code Add

SL. NO.	WHETHER SITE LEGALLY OWNED OR LEGALLY HELD	NAME	ADDRESS WITH PIN CODE	REGISTRATION PARTICULARS IF ANY	DELETE
1	Yes	sdf sdf	rt ertot	ert ertot	

**Details For Legally Held Site**

I or We Declared that this site is Legally hold by me in terms of lease whose particulars are as stated below \* Name \* Superior or Sub-lessor? \* Co-lessor? \* Registration Particulars

please select Name please select please select Add

SL. NO.	I OR WE DECLARED THAT THIS SITE IS LEGALLY HOLD BY ME IN TERMS OF LEASE WHOSE PARTICULARS ARE AS STATED BELOW	NAME	SUPERIOR OR SUB-LESSOR?	CO-LESSOR?	REGISTRATION PARTICULARS	DELETE
No Record Exists						

**Occupancy And Use Group Details**

Type of Dominant Occupancy \* Residential

Mention the Share of Different Occupancy with Floor

Type of Use Group \* Guest House

**Total Plot Area**

As per Documents (sqm) \* 22

As per physical measurements(sqm) \* 22

**Boundaries On Each Sides**

Copyright © All Rights Reserved Design & Developed by NIC

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Boundaries On Each Sides

North (m) : 22 South (m) : 22

East (m) : 2 West (m) : 2

Main Characteristic Details

Maximum Height of the Building (m) : 2

Width of the Abutting Road (m) : 2

Total Floor Area of the Building (sqm) : 2

Car Parking in Basement : Yes

Car Parking in ground floor : Yes

Car Parking in Other Space : No

No. of Individual Basement :

Bed Capacity : Bed Capacity

Name of the Abutting Road : 2

Area of the Site (sqm) : 2

Was the building with the advantage of the open space on which the present proposal has been submitted? : Yes

Car Parking in Open Space : Yes

Car Parking in MLCP : No

Specify Other Space (car parking) : Specify Other Space (car parking)

No. of Common Basement : Specify Other Space (car parking)

Holding Capacity : Holding Capacity

Block Details

Block No	Block Description	Height of the Block(in meter)	No. of Floors(excluding Basement)	Total Floor Area of the Block(sqm)	Basement

Copyright © All Rights Reserved

No Record Exists

Lift Details

Block No : please select

Type of Lift : please select

Capacity of each Lift(Person or Weight) : Capacity of each Lift(Person or Weight)

Availability of Service Staircase,Service Lift : please select

Add

SL. NO.	BLOCK NO.	TYPE OF LIFT	CAPACITY OF EACH LIFT(PERSON OR WEIGHT)	AVAILABILITY OF SERVICE STAIRCASE, SERVICE LIFT	DELETE
No Record Exists					

Minimum Open Space Details

Open Space around the building on North Side (m) : 3

Open Space around the building on South Side (m) : 3

Open Space around the building on East Side (m) : 3

Open Space around the building on West Side (m) : 3

Means Of Access

No. of Entry or Exit to Premises : 1

Minimum Width of Exit from Premises (m) : 1

Maximum Width of Exit from Premises (m) : 1

Length of internal road or driveway from abutting to last block or building(m) : 1

Maximum Width of Internal Driveway (m) : 1

Height of Exit from Premises (m) : 1

Minimum Width of Internal Driveway (m) : 1

Power Of Attorney Details

Name :

Address :

Copyright © All Rights Reserved



# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Ease of doing business | 172.20.176.12/eodbosw/caf/application77/steptwo/TUJVSORHZNwU3JTSINSbFRXN3pkZz09/WGyNE1vdW52TE5UTVpvm1BLUkNaQT09

Name \* dfg dfg Address \* dfg dfg

Letter of Proof : \* No

### Details Of Licensed Building Surveyor (LBS) Or Architect

Architect or LBS? \* please select Name of the Architect or LBS \* Name of the Arc Class of the LBS \* Class of the LBS Architect Registration No. or LBS License No \* Architect Registration No. or LBS License Address \* Address Pin Code \* Pin Code Contact No of Architect or LBS \* Contact No of A Validity Period of the License or Registration \* Add

SL. NO.	ARCHITECT OR LBS?	NAME OF THE ARCHITECT OR LBS	CLASS OF THE LBS	ARCHITECT REGISTRATION NO. OR LBS LICENSE NO	ADDRESS	PIN CODE	CONTACT NO OF ARCHITECT OR LBS	VALIDITY PERIOD OF THE LICENSE OR REGISTRATION	DELETE
No Record Exists									

### Structural Engineer Details

Name \* Name Address \* Address Pin Code \* PIN Code Registration No. \* Registration No. Contact No \* Contact No Validity Period \* Add

SL. NO.	NAME	ADDRESS	PIN CODE	REGISTRATION NO	CONTACT NO	VALIDITY PERIOD	DELETE
No Record Exists							

### Previous Application Details, If Any

Previous Application Id \* Previous Application Id Name of the Applicant in the Previous Application \* Name of the Applicant in the Previous Application Reason for Rejection \* please select Add

SL. NO.	PREVIOUS APPLICATION ID	NAME OF THE APPLICANT IN THE PREVIOUS APPLICATION	REASON FOR REJECTION	DELETE
No Record Exists				

### Other Details

Copyright © All Rights Reserved Design & Developed by NMC

Ease of doing business | 172.20.176.12/eodbosw/caf/application77/steptwo/TUJVSORHZNwU3JTSINSbFRXN3pkZz09/WGyNE1vdW52TE5UTVpvm1BLUkNaQT09

No Record Exists

### Other Details

Whether proposed or existing building \* Existing Year of Construction \* 2010

Date of Completion of the Building \* 08-11-2022 Property Details \* Residential or Educational or Institutional or Hotel or Guest House Building above G + IV storied

Whether you need any Special Consideration? \* No Location of Gas Bank : dfg

Location of Generator : Location of Generator Electrical Sub-station Provided or Not \* No

If Fire station is proposed for Mega Project \* No Capacity of Underground Static Water Tank (L) : Capacity of Underground Static Water Tank (L)

Capacity of Intermediate Static Water Tank for Fire for building above 150 meters (L) : Capacity of Intermediate Static Water Tank for Fire for building above 150 meters (L) Capacity of the Overhead Static Water Tank (L) for fire : Capacity of the Overhead Static Water Tank (L) for fire

Alternate Lighting Arrangements \* Available Transformer Location : Transformer Location

Area of Transformers (sqm) : Area of Transformers (sqm) Distance of Building from Transformers (m) : Distance of Building from Transformers (m)

Location of Fire Pump room : \* 4 Area of Fire Pump room (sqm) : \* 4

Existing Covered Area in Ground (sqm) : Existing Covered Area in Ground (sqm) Whether completion certificate is required : Whether completion certificate is required

Whether the Aerial Ladder can be moved around the Building and adequate Open Space available beneath Refuge Area Available \* No Fire Refuge Area \* No

Copyright © All Rights Reserved Design & Developed by NMC

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Ease of doing business x +

Not secure | 172.20.176.12/eodbosw/cal/application77/stepTwo/TUJV50RHZTNwU3JTSINsbFRXN3pkZz09/WGxyNE1vdW52TE5UTVpVm1BLUKNaQT09

Other Staff trained for Handling Fire related emergency Adequate Fire Safety Directional Signage Board Installed please select

### Location Of Fire Check Door

Stair Cases Stair Cases	Fire Refuge Area Fire Refuge Area	Lift Lift	Electrical Plumbing Shaft Lift
----------------------------	--------------------------------------	--------------	-----------------------------------

### Rating Of FCD (In HRS.)

Stair Cases Stair Cases	Fire Refuge Area Fire Refuge Area	Lift Lift	Electrical Plumbing Shaft Electrical Plumbing Shaft
Fire Plan Installed in Each Floor Fire Plan Installed in Each Floor	Floor no. Exit Signage Floor no. Exit Signage	Floor Plan at the Fire Control Room / Main Entrance Lobby Floor Plan at the Fire Control Room / Main Entrance Lobby	Fire / Emergency Instruction Board Installed on every Floor Fire / Emergency Instruction Board Installed on every Floor
Duct / Shaft Sealed with Fire Resistance Material Duct / Shaft Sealed with Fire Resistance Material	No. of Staff Trained for Basic Fire fighting No. of Staff Trained for Basic Fire fighting	Total No. of Fire Fighting staff shift wise Total No. of Fire Fighting staff shift wise	Responsible Persons name Responsible Persons name
Responsible Persons Address Responsible Persons Address	Responsible Persons Mobile No Responsible Persons Mobile No	Fire Officer Employed Fire Officer Employed	Fire Officer Name Fire Officer Name
Fire Officer Mobile Number Fire Officer Mobile Number	Fire Officer Qualification Fire Officer Qualification	Fire Mock Drill Conducted Fire Mock Drill Conducted	Date of Drill Date of Drill
Evacuation Drill Conducted Evacuation Drill Conducted	Evacuation Drill Date Evacuation Drill Date	Date of Drill provided * - Select -	Evacuation Drill Date Provided * - Select -
Onsite Emergency Plan Onsite Emergency Plan	Refuge Area Available Refuge Area Available	Refuge Area Location (Levels in meter) Refuge Area Location (Levels in meter)	Measurement of Clear Open Space beneath Refuge Area as per building height Measurement of Clear Open Space beneath Refuge Area as per building height
Floor Areas including Basement natural/mechanical ventilated (If mechanical ventilated give details) Floor Areas including Basement natural/mechanical ventilated	Auto Actuation of Mechanical Ventilation with Detectors MCP Auto Actuation of Mechanical Ventilation with Detectors MCP	Automatic MLCP Suppression Detection system (give details) Automatic MLCP Suppression Detection system (give details)	No. of Escalator / Moving Walks (connecting more than one floor) No. of Escalator / Moving Walks (connecting more than one floor)
Smoke barrier Sprinkler Protection of Escalator / Moving Walks (connecting more than one floor) Smoke barrier Sprinkler Protection of Escalator / Moving Walks (connecting more than one floor)			

Copyright © All Rights Reserved Design & Developed by **NIC**

Ease of doing business x +

Not secure | 172.20.176.12/eodbosw/cal/application77/stepTwo/TUJV50RHZTNwU3JTSINsbFRXN3pkZz09/WGxyNE1vdW52TE5UTVpVm1BLUKNaQT09

### Industrial And Storage Buildings

Details of Smoke and Fire Venting Details of Smoke and Fire Venting	Details of Explosion Relief Vents Details of Explosion Relief Vents	Any other Fire Safety Measure (If Provided) Any other Fire Safety Measure (If Provided)
------------------------------------------------------------------------	------------------------------------------------------------------------	--------------------------------------------------------------------------------------------

### Name And Address To Be Printed On Fire Safety Certificate

Name to be Printed on the Fire Safety Certificate * Anil Aharma	Address to be Printed on the Fire Safety Certificate * 29 bipin ganguly road kolkata 700029
--------------------------------------------------------------------	------------------------------------------------------------------------------------------------

### FSC Requirement For Block

Block No * Block No	FSC Needed : * No	Add	
SL. NO.	BLOCK NO	FSC NEEDED	DELETE
No Record Exists			

### FSC Requirement For Floor

Block No with Floor * Block No with Floor	FSC Needed : * No	Add	
SL. NO.	BLOCK NO WITH FLOOR	FSC NEEDED	DELETE
No Record Exists			

### FSC Requirement For Basement

Basement Identifier * please select	FSC Needed : * No	Add	
SL. NO.	BASEMENT IDENTIFIER	FSC NEEDED	DELETE
No Record Exists			

Copyright © All Rights Reserved Design & Developed by **NIC**

Upon completion of the application process along with document submission, the applicant clicks on the '**Submit**' button for final submission of the application.



# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

**The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.**

Upload Documents | Ease of doing business | Not secure | 172.20.176.12/eodbasw/caf/upload-document/WGxyNE1rdWS2TE5UTVpwM1BLUkNaQT09

Ease of Doing Business | Single Window Services for Business

Welcome Onboard\* SHOP TEST NAME

### Upload Documents - CAF2022000495

0%

**1. Section Plan(1:100)**

Browse... No file selected. Upload Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

**2. Elevation Plan(1:600)**

Browse... No file selected. Upload Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

**3. Floor Plan(1:100)**

Browse... No file selected. Upload Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

**4. Basement Plan(1:100)**

Browse... No file selected. Upload Add more file

Copyright © All Rights Reserved Design & Developed by NIC

The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '[Browse](#)'. Once the required file is selected, the applicant has to click on '[Upload](#)' button to upload the files successfully.

Open

Service Manuals > P&RD

68-Trade License - P & RD-user-manual (2).docx

68-Trade License - P & RD-user-manual OLD.docx

2416.JPG

2419\_tpld.JPG

address.JPG

agarbatti\_tpld.JPG

app1.JPG

aPP2.JPG

File name: All Files (\*.\*)

Open Cancel

Upload Documents | Ease of doing business | Not secure | 172.20.176.12/eodbasw/caf/upload-document/WGxyNE1rdWS2TE5UTVpwM1BLUkNaQT09

Ease of Doing Business | Single Window Services for Business

Welcome Onboard\* USER USER

33%

DOCUMENT HISTORY

Upload

Save & Continue >>

Copyright © All Rights Reserved Design & Developed by NIC

The applicant must select the files and upload.

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.

Upload Documents - CAF2022000495

1. Section Plan (1:100)

D3.pdf Remove Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

2. Elevation Plan (1:600)

D3.pdf Remove Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

3. Floor Plan (1:100)

D3.pdf Remove Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

4. Basement Plan (1:100)

D3.pdf Remove Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

Copyright © All Rights Reserved Design & Developed by **NIC**

20. Copy of the Last FSR / RFSR issued by the Department

D3.pdf Remove Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

21. Electrical Wiring/Installation Report by Competent Authority

D3.pdf Remove Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

22. Building Plan Sanctioned by Competent Authority

Choose File D3.pdf Upload Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

23. Applicants Proof of Identity

Choose File No file chosen Upload Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

<< Back Click to continue with the application process. Save & Continue >>

Copyright © All Rights Reserved Design & Developed by **NIC**

The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to '**Submit**' button, as illustrated in the screenshots below.

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### Application Form

Common Application Form Preview - CAF2022000495

Almost Completed 67%

PARAMETERS	INPUTS
Applicant Type	Owner
FSC Type	Final
Legacy Registration No	NO
Salutation	Mr.
First Name	ecdb
Middle Name	
Last Name	test
Date of Birth	20-09-1981
Age	41
Gender	Male
Date of Application	02/11/2022 13:33:27
Mobile No	2334534534
E-mail	sy@yahoo.co.in
Aadhaar Card No	123456788888
PAN Number	BCSPD5422J
Address of the Property	

Copyright © All Rights Reserved Design & Developed by

Site Plan(1:600) View

Section Plan(1:100) View

Elevation Plan(1:600) View

Floor Plan(1:100) View

Basement Plan(1:100) View

Master Plan with ground floor showing floorwise area statement in sq meter.(1:100 / 1:200) View

Roof Plan(1:100) View

F.A.R. calculation showing Details of Area View

F.A.R. calculation showing Calculation of Parking Area View

Applicants Proof of Identity (Aadhaar / Passport / Voter ID) View

Proof of Power of Attorney View

Completion Certificate for existing building View

Section Elevation Plan View

Typical Building Plan View

Structured Drawings View

Area Statement View

Master Plan Drawing View

Building Completion Certificate View

Copy of the Last FSR / RFSR issued by the Department View

Electrical Wiring/Installation Report by Competent Authority View

Building Plan Sanctioned by Competent Authority View

☐ I hereby declare that the particulars given above are true to the best of my knowledge and belief \*

Submit

Declaration Statement

Click for final submission.

On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' portal. The current status is 'CAF20220004'. A green box highlights the text 'Application status updated.' and a blue arrow points to the 'Renewal of Fire Safety Certificate' service. A table shows the application status across various stages:

NAME OF THE SERVICES	CURRENT STATUS	DATE
Applied	Completed	
Initiated	Pending	
Approve	Pending	
Forward	Pending	
Forward for Rejection	Pending	
Forward for Seeking Clarification	Pending	
Physical Documents received	Pending	
Reject	Pending	
Waiting for Physical Documents	Pending	
Send Back to Immediate Previous Actor	Pending	

The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

The diagram illustrates the notification process. It starts with an application submitted to the 'VM-WBGOVT' portal. A green box indicates 'Application status notified through SMS.' and another green box indicates 'Application status notified through email.' Arrows point from these boxes to the respective notification screenshots.

**SMS Notification:**

Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference.  
CAF No.: CAF2024XXXXXX  
Dt.: 22-07-2024 14:03:05  
- Silpa Sathi SWP, Govt. of WB  
2:03 pm

**Email Notification:**

Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in> to me

Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No : CAF2022000481 Dt : 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB

NOTE- YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi.wb.gov.in. GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO.

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### 2. Online Payment of fees

No Payment of fees is required.

After completion of necessary steps, after Approval by the authority the applicant will receive the Registration Certificate and License as approved by the Department.

### 3. Track Status of Application

The applicant has to click on '**Check Status**' to view the updated status of application.

#### Applicant's Dashboard



**Note: Latest status can be seen any time through Applicant's Dashboard**

#### Status Dashboard

The screenshot shows the 'Current Status-CAF2022000' dashboard. A green callout box with the text 'Latest Status updated.' points to a red-bordered table. The table has three columns: 'NAME OF THE SERVICES', 'CURRENT STATUS', and 'DATE'. The 'CURRENT STATUS' column shows 'Completed' for all listed services.

NAME OF THE SERVICES	CURRENT STATUS	DATE
Applied	Completed	
Initiated	Completed	
Approve	Completed	
Forward	Completed	
Forward for Rejection	Completed	
Forward for Seeking Clarification	Completed	
Physical Documents received	Completed	
Reject	Completed	
Waiting for Physical Documents	Completed	
Send Back to Immediate Previous Actor	Completed	

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

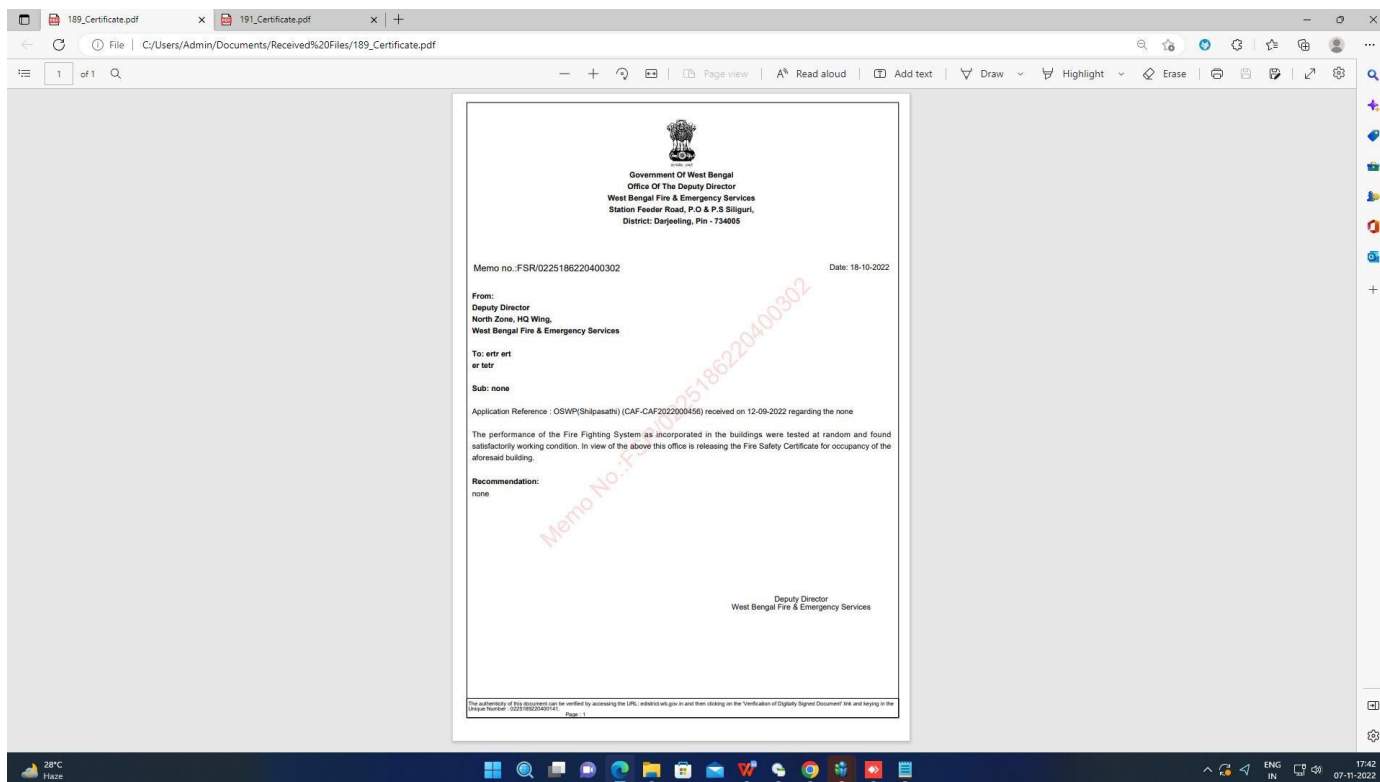
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### 4. Online Download of final approval certificate

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on '**Click to Proceed**', icon to download the Final Approval Certificate issued.



#### The certificate as downloaded:





# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### Sample Certificate as downloaded:

Government Of West Bengal  
Office Of The Deputy Director  
West Bengal Fire & Emergency Services  
Station Feeder Road, P.O & P.S Siliguri,  
District: Darjeeling, Pin - 734005

Memo no.:FSR/0225186220400302 Date: 18-10-2022

From:  
Deputy Director  
North Zone, HQ Wing,  
West Bengal Fire & Emergency Services

To: ertr ert  
er tetr

Sub: none

Application Reference : OSWP(Silpasathi) (CAF-CAF2022000456) received on 12-09-2022 regarding the none

The performance of the Fire Fighting System as incorporated in the buildings were tested at random and found satisfactorily working condition. In view of the above this office is releasing the Fire Safety Certificate for occupancy of the aforesaid building.

Recommendation:  
none

Deputy Director  
West Bengal Fire & Emergency Services

The authenticity of this document can be verified by accessing the URL: edistrict.wb.gov.in and then clicking on the 'Verification of Digitally Signed Document' link and keying in the Unique Number : 0225186220400302  
Page : 1

## 5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate, without

### Third part verification process

The applicant or any user has to log in to <https://silpasathi.wb.gov.in/>.

A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

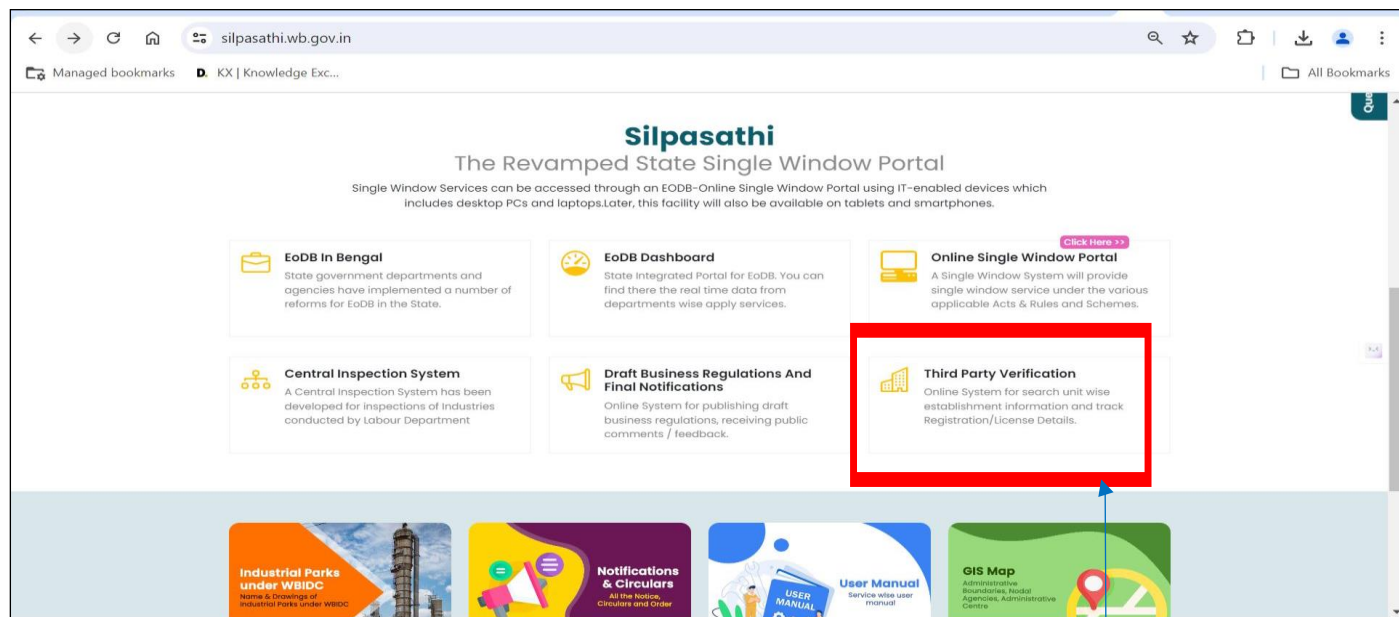
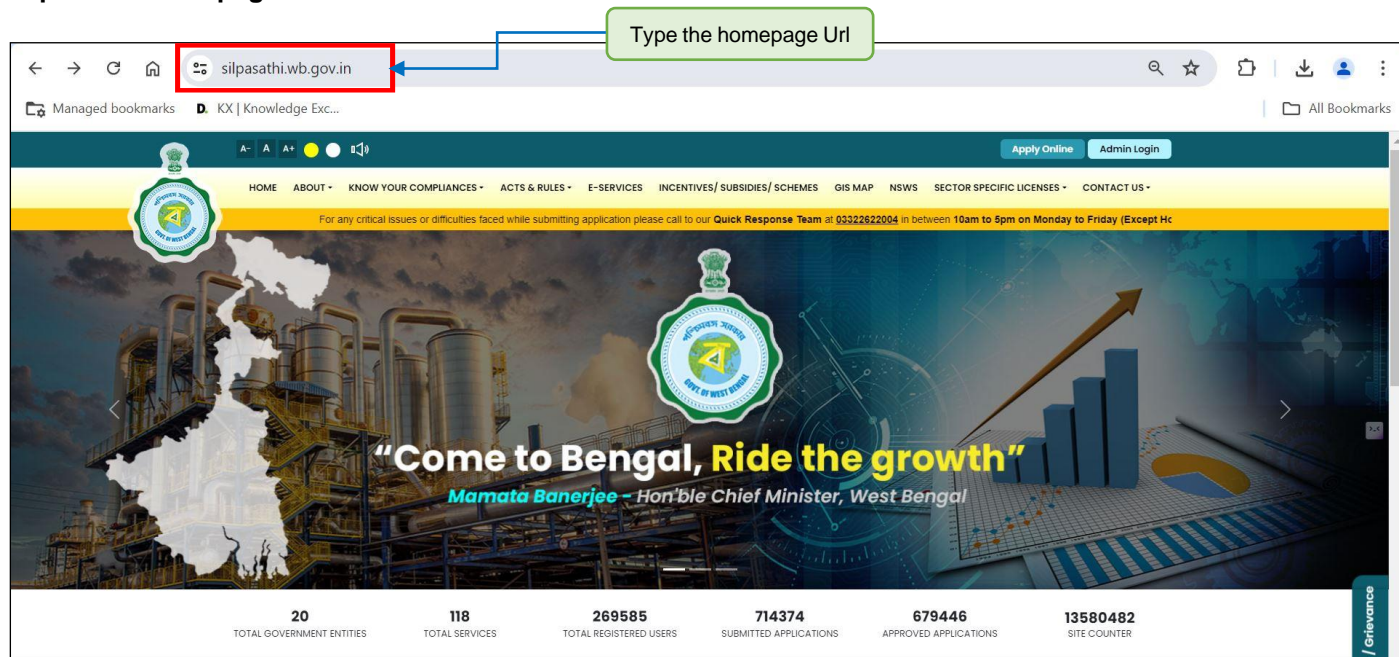


# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### SilpaSathi Homepage



Applicant selects the service and then enter the Certificate/ Approval number and clicks on 'Search' to view details of certificate.

# User Manual

## Renewal of Fire Safety Certificate (Fire & Emergency Services)

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

silpasathi.wb.gov.in/third-party-verification

User can also directly use this url

**Third Party Verification**

Track Registration/License details through **Silpasathi Portal**

Select Services \*  
Allotment of land in Industrial Area (WBIDC) - (Industry, C

Registration Number / License Number / Others \*

Search

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	<a href="#">Click Here &gt;&gt;</a>
2	Building Plan Approval	UD&MA	<a href="#">Click Here &gt;&gt;</a>
3	Issuance of approval post plinth inspection	UD&MA	<a href="#">Click Here &gt;&gt;</a>
4	Issuance of Occupancy Certificate	UD&MA	<a href="#">Click Here &gt;&gt;</a>

Query / Grievance

Enter Registration number/ License number to view details.

silpasathi.wb.gov.in/third-party-verification/K2NFZUIZMXp2U0ZEQUrbjVwbE9Rdz09/NmVKMXdLc0liSHpDRmxWSzE0citVdz09

**Third Party Verification**

Track Registration/License details through **Silpasathi Portal**

Select Services \*  
Renewal of Fire Safety Certificate - (Fire and Emergency S

Registration Number / License Number / Others \*

452

Search

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	<a href="#">Click Here &gt;&gt;</a>
2	Building Plan Approval	UD&MA	<a href="#">Click Here &gt;&gt;</a>
3	Issuance of approval post plinth inspection	UD&MA	<a href="#">Click Here &gt;&gt;</a>
4	Issuance of Occupancy Certificate	UD&MA	<a href="#">Click Here &gt;&gt;</a>

Copyright © All Rights Reserved

Site Map | Privacy Policy | Disclaimer | Related Links

License details can be viewed after entering correct license number and clicking on Search.

### ***Renewal of Fire Safety Certificate (Fire & Emergency Services)***

**The third party can view the details as illustrated below:**

Query / Grievance