

Procedure for Online Issuance of NOC in Single Window Portal
(Provisional/Occupancy)

Step-1:	<p>a) The applicant open the Online Single Window Portal using the address www.apindustries.gov.in</p> <p>b) Register in Online portal using their Personal Details and Contact Details.</p> <p>c) A password is generated and sent thru SMS to their Mobile Number.</p> <p>d) Using the User id and Password to log into the online Web portal.</p>
Step-2:	<p>After logging into the web portal, the Applicant shall fill the required application form and upload following documents for Provisional or Occupancy Certificate. The comprehensive list of documents required are:</p> <p>a) If Provisional NOC, the following documents (Scanned Copies) are required to be uploaded.</p> <p>I. For Buildings of height above 10 Mtrs:</p> <ol style="list-style-type: none"> 1) Building Plans in .DWG format to be uploaded in the Auto DCR system. 2) Estimation of Fire Fighting Equipment. 3) Bank Guarantee (15% of above Fire Fighting Equipment Estimation) 4) Under taking letter on Rs. 100/- Stamp Paper. <p>II. For Buildings of height 10 Mtrs and below:</p> <ol style="list-style-type: none"> 1) Building Plans in .DWG format to be uploaded in the Auto DCR system. 2) Under taking letter on Rs. 100/- Stamp Paper. <p>b) If Occupancy NOC, the following documents are required.</p> <ol style="list-style-type: none"> 1) Building Plans in .DWG format to be uploaded in the Auto DCR system. 2) Municipal Approved Copy (If management has not obtained provisional NOC).
Step-3:	<p>After the complete entry of the application, the applicant shall go ahead and submit the application.</p>
Step-4:	<p>Once the application is submitted it appears in the Dashboard of the Director General of State Disaster Response and Fire Services, A.P., Vijayawada for buildings of height above 15 mtrs. For buildings of height 15 mtrs and below, the applications appear in the Dashboard of respective District Fire Officer.</p>
Step-5:	<p>The Inspection Committee shall review the application and inspect the premises, if required and submit their inspection report for further action.</p>
Step-6:	<p>Basing on the inspection report, Further, the Senior officers of this Office will scrutinized the Inspection Committee report and submit their specific recommendations whether, the NOC issued (or) not.</p>
Step-7:	<p>Finally, the kind Director General of State Disaster Response and Fire Services (Higher authority of this Department) has reviewed the above all reports and to Approve either may be issued (or) rejected.</p> <p>For buildings of height between 10 mtrs to 15 mtrs, the respective Regional Fire Officer will issue No Objection Certificate.</p> <p>For buildings of height 10 mtrs and below, the respective District Fire Officer will issue No Objection Certificate.</p> <p>In case of the NOC is to be issued (or) to be rejected, the Signed Document is to be uploaded into the Single Desk portal.</p>