

Sample Format for application of Final NOC

Date:

To,
The Director General
West Bengal Fire & Emergency Services
13D, Mirza Ghalib Street,
Kolkata 700 016

Subject: Application for Final NOC of¹ storied² building at premise no.
.....

Reference: Your Provisional NOC No..... dated

Sir,

With reference to the Provisional NOC No..... dated, we have completed the implementation of all necessary fire and life safety installation as recommended by your department in the¹ storied² building at premise no.
.....

We request to you to kindly inspect the implemented fire and life safety installations and allow us the required Final NOC of occupancy for the said building.

Thanking you,

Yours faithfully,

Enclosed: Filled in Checklist of Fire and Life Safety Installation

¹ mention number of stories e.g. G+II or B+G+IV etc.

² mention whether existing or proposed along with type of occupancy e.g. existing residential or proposed business