



An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte  
Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Pháláis, Baile Átha Cliath 2, D02 T277 |

(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services  
Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |

support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |

+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |



Bunluachanna NBC&MSO: Cur Chun Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála  
NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS

# Mayo Fire Authority



## Application Process and Documents required to show compliance with Part B of The Building Regulations

- What is a Fire Safety Certificate?
- When is a Fire Safety Certificate required?
- Different types of Fire Safety Certificates
- Who can submit a Fire Safety Certificate?
- How can a Fire Safety Certificate application be submitted?
- Methods of Payments & Fee Exemptions
- Documents and Information that must be submitted
- Validation, Assessment and Extension of Time Requests
- Main Points to Take Away



An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Phálás, Baile Átha Cliath 2, D02 T277 |

(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |

support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |

+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |



Bunluachanna NBC&MSO: Cur Chun Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála  
NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS



## Mayo Fire Authority

### What is a Fire Safety Certificate?

A Fire Safety Certificate is a certificate issued by the Building Control Authority which states that the works or building to which the application relates will, if constructed in accordance with the plans and specifications submitted, comply with the requirements of Part B of the Second Schedule to the Building Regulations.

For further details please refer to the [Building Control Regulations Article 11](#)



An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte  
Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Pháláis, Baile Átha Cliath 2, D02 T277 |

(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services  
Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |

support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |

+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |

SUSTAINABLE DEVELOPMENT GOALS



Bunluachanna NBC&MSO: Cur Chum Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála  
NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS



## Mayo Fire Authority

### When is a Fire Safety Certificate required?

The following developments require a Fire Safety Certificate:

- Works in connection with the design and construction of a new building.
- Works in connection with the material alteration of:
  - A day centre, a building containing a flat, a hotel, hostel or guest building, an institutional building, a place of assembly, a shopping centre
- Works in connection with the material alteration of a shop, office or industrial building where additional floor area is being provided within the existing building or where the building is being sub divided into a number of units for separate occupancy.
- Works in connection with the extension of a building by more than 25 square metres.
- A building as regards which a material change of use takes place.

The following buildings are exempted from the requirement to obtain a Fire Safety Certificate:

- Certain single storey agricultural buildings.
- A building used as a dwelling other than a flat.
- A single storey domestic garage.
- A single storey building ancillary to a dwelling which is used exclusively for recreational or storage purposes or the keeping of plants, birds or animals for domestic purposes and is not used for any trade or business or for human habitation.

For further details please refer to the [Building Control Regulations Article 11](#)



An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Pháilais, Baile Átha Cliath 2, D02 T277 |  
(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |  
support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |  
+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |



Bunluachanna NBC&MSO: Cur Chum Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála  
NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS

## Mayo Fire Authority



### Different types of Fire Safety Certificates

**Standard Fire Safety Certificate:** Required for all new buildings, existing buildings carrying out a material change of use, material alteration, extension or subdivision into multiple tenancies. [Article 11 of Building Control Regulations 1997-2024](#)

**7 Day Notice:** Required where works are proposed to begin prior to the grant of the relevant Fire Safety Certificate. 7 Day Notices should be submitted not less than 7 days prior to the commencement of works. A 7 Day Notice must be accompanied by a valid Fire Safety Certificate Application and a Statutory Declaration that the works will comply fully with the application made and any conditions attached are adhered to. [Article 20 \(A\) of Building Control Regulations 1997-2024](#)

**Revised Fire Safety Certificate:** Required for works that have already been granted a Fire Safety Certificate but where significant revisions have been made. [Article 20 \(B\) of Building Control Regulations 1997-2024](#)

**Regularisation Certificate:** Required where works were commenced or completed without the necessary Fire Safety Certificate. A Regularisation Certificate application must be accompanied by a Statutory Declaration stating that the works will comply with the Building Regulations and comply fully with the application made and any conditions attached are adhered to within 4 months of the application being granted, or prior to occupation of the building should works take greater than 4 months. [Article 20 \(C\) of Building Control Regulations 1997-2024](#)



An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Pháláis, Baile Átha Cliath 2, D02 T277 |  
(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |  
support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |  
+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |



**Bunluachanna NBC&MSO: Cur Chum Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála**  
**NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS**

## Mayo Fire Authority



### Who can submit a Fire Safety Certificate

A Fire Safety Certificate application is made by a Fire Safety Consultant, Architect, or Engineer who is familiar with the Building Regulations and the procedure for applying for a Fire Safety Certificate.

The content of the application needs to be comprehensive in nature. A person preparing a fire safety certificate shall have a sound knowledge of building construction and fire safety design. If the application submitted is lacking in information or drawings, the application may be deemed invalid.

### How is a Fire Safety Certificate submitted?

An application is submitted to the Building Control Authority via the Building Control Management System (BCMS) Online at [NBCO Website](#)

Applications can also be made in hardcopy, 2no. copies of all relevant documents are required when submitting via this method plus a fee for uploading to the BCMS system. All relevant forms/documents need to be downloaded from BCMS and filled in as required. Please also be aware that some elements, such as accepting roles and positions can only be done via BCMS. More guidance on the process of submitting an application via BCMS is provided here: [BCMS Guide for Submitting FSC in Mayo](#)





An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte  
Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Pháilais, Baile Átha Cliath 2, D02 T277 |

(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services  
Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |

support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |

+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |

SUSTAINABLE DEVELOPMENT GOALS



Bunluachanna NBC&MSO: Cur Chum Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála  
NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS



## Mayo Fire Authority

### Methods of Payment & Fee Exemptions

There are several different payment options:

- Pay by **Credit/Debit card** via the BCMS online portal while submitting the application;
- Pay by **Telephone** by calling the relevant Fire Authority and provide the required Credit/Debit card details;
- To pay by **Cheque**, a cheque in the required amount can be sent to the relevant Fire Authority. An application cannot be validated until cheque payment has cleared (can take up to 10 days to clear, relevant for 7DN);
- To make payment **in person** you can call to the relevant Fire Authority;
- By **Electronic Funds Transfer (EFT)**, BCMS application submission reference number must be included as the payment reference (i.e. FSC 30012345). Payment receipt must be uploaded to the BCMS application by clicking the fee exempt box and entering the details of the payment method including method, reference number and amount paid. The receipt should also be uploaded.

Exemptions from Fees:

- Voluntary organisations:
  - Intended for social, recreational, educational or religious purpose and not used for profit or gain;
  - Intended for use as hostel, workshop or other accommodation for disabled, poor or homeless and not used for profit or gain;
  - Is ancillary to either of the above.
- As per [Section 6 of Housing \(Miscellaneous Provisions\) Act 1992](#):
  - Designed or intended for use as accommodation for poor or homeless or others who would require housing by local authority and is not used for profit or gain;
  - Is ancillary to above.



An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte  
Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Pháláis, Baile Átha Cliath 2, D02 T277 |  
(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services  
Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |  
support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |  
+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |



Bunluachanna NBC&MSO: Cur Chum Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála  
NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS

## Mayo Fire Authority



### Documents and Information that must be submitted

[Article 13 of the Building Control Regulations 1997-2024](#) states that a Fire Safety Certificate shall be accompanied by the following:

- **Site Location Map** (1:1000 and 1:2500) – *show North Point, site location boundary line, road/neighbouring boundaries, water sources (hydrant, river, pond, tank, etc.)*
- **Dimensioned Site Layout Plan** (1:500) – *show North Point, gradient levels where applicable, all relevant boundaries, distances to relevant boundaries, roadways with widths, gates or any restrictions to vehicular access & most narrow points, location of any overhead restrictions to vehicular access, access points to the building, hydrant/watermain locations & diameters, dry/wet rising mains, foam inlets, storage compounds*
- **Dimensioned Floor Plans** – *suitable scale to show room names & use, room dimensions, travel distances, door & corridor widths, occupy levels, fire exits, forms of construction, fire resistance of elements of structure, compartmentation, special fire risk areas, fire doors, location of firefighting provisions (fire alarm panel, firehose, firefighting lift, internal dry/wet riser, shut off points for gas, ventilation, electricity provided, etc), smoke ventilation elements (AOV or openable window)*
- **Dimensioned Elevations and Sections** – *show relevant heights and dimensions, forms of construction, fire resistance of elements of structure, compartmentation, fire doors*
- **Compliance Report Document** – *demonstrate compliance with TGD B or other equivalent Code of Practice (more detail to follow)*
- **Completed Application Form** – *ensure applicant has signed the form, details are pre-populated correctly and match those entered on BCMS submission, description is **NOT** the planning description, statutory declaration signed and stamped, description of works to match on all documents submitted, including 7-day notices and statutory declaration*
- **Appropriate Fee** – *relevant fee has been paid via BCMS or alternative payment method details and proof uploaded to BCMS.*



An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Pháláis, Baile Átha Cliath 2, D02 T277 |

(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |

support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |

+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |



**Bunluachanna NBC&MSO: Cur Chum Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála**  
**NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS**



## Mayo Fire Authority

### Documents and Information that must be submitted

Compliance Report Document (in line with TGD B 2006(reprint 2020))

- B1– Means of Warning and Escape in Case of Fire
- B2– Internal Fire Spread (Linings)
- B3– Internal Fire Spread (Structure)
- B4– External Fire Spread
- B5– Access and Facilities for the Fire Service

Compliance Report Document (in line with TGD B 2024)

- B1/Section 1 – Means of Warning and Escape in Case of Fire
- B2/Section 2 – Internal Fire Spread (Linings)
- B3/Section 3 – Internal Fire Spread (Structure)
- B4/Section 4 – External Fire Spread
- B5/Section 5 – Access and Facilities for the Fire Service
- Section 6 – Smoke Control Systems
- Section 7 – Existing Buildings
- Section 8 – Sprinklers

Plus B12





An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte  
Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Pháláis, Baile Átha Cliath 2, D02 T277 |  
(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services  
Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |  
support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |  
+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |



Bunluachanna NBC&MSO: Cur Chum Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála  
NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS

## Mayo Fire Authority



### Validation, Assessment and Extension of Time Requests

When VALIDATING the following information is checked, if found lacking **Further Information** requested:

- Application form filled out correctly – name, address with Eircode, description of works, signed and dated (only handwritten elements)
- Relevant parts covered in Compliance Report Document, i.e. Design basis specified, a sufficient description of works given, B1-B5 (reprint 2020) or B1-B5 with Sections 6-8 & B12 (2024) covered and any other pertinent information
- Relevant and required drawings received, including existing set where works are being carried out to existing buildings, fee drawing highlighting relevant areas for calculation, etc. (multiple options can be selected for a drawing in relation to info being provided, multiple uploads of same drawing is not necessary)
- Appropriate fee for type of FSC application being made.

If any important details change from originally submitted all documentation will need to be downloaded and resubmitted and, in some instances, new applications made.

When ASSESSING the application a technical review is carried out. Where additional information is required, **Revised Information** is requested.

When Revised Information is issued a due date is assigned to the request. Where the information is not submitted in time a request for an extension of Time can be made by the Technical Advisor and/or the Fire Officer assessing the application.

#### Extension of Time Requests – Reasons for

- Trouble gathering requested information for Revised Information and more time needed by Technical Advisor;
- Administrative requirements on Authority's side when information is submitted too close to decision date.



An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte  
Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Phálás, Baile Átha Cliath 2, D02 T277 |

(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services  
Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |

support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |

+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |



**Bunluachanna NBC&MSO: Cur Chun Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála**  
**NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS**

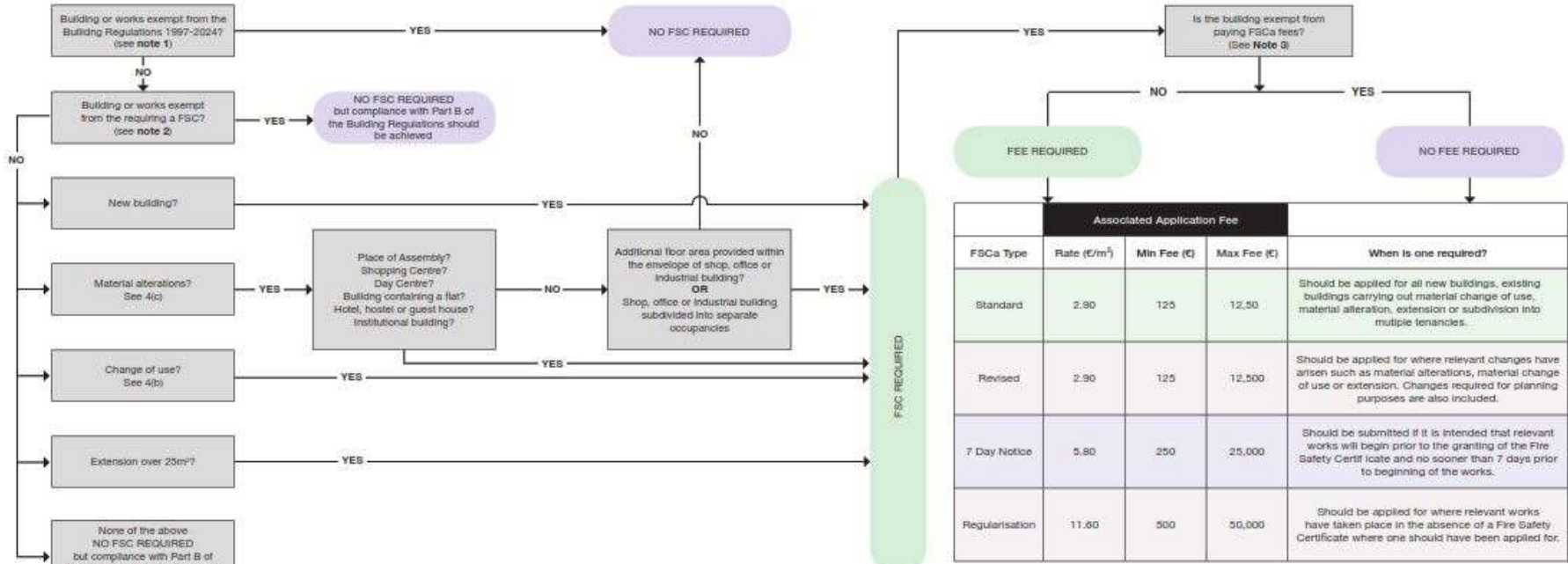
## Mayo Fire Authority



### Main Points to Take Away

- Ensure all relevant parties have an account on BCMS
- Choose the correct application type and download all relevant documents; sign, date and stamp where required.
- Ensure application description is apt and concise and matches on all documents submitted
- Submit clear and relevant drawings with appropriate and applicable information
- Check and pay the fee
- Justify exemptions
- Reg Certs vs Standard/Revised/7 Day Notice wording i.e. “is” vs “shall/will”, never “should”
- Adequate and appropriate Compliance Report and Drawings submitted for validation and assessment
- Further Information (application not validated) vs Revised Information (application validated)
- Check with Local Authority if limitations on Extension of Time requests

# Fire Safety Certificate Flow Chart



There are different fees for Agricultural Buildings:  
 - Standard/Revised FSCa is €85, or €8.80 for each m<sup>2</sup> above 300m of gross floor area being provided/relevant floor area  
 - 7 day Notice is €130, or €1.60 for each m<sup>2</sup> above 300m of gross floor area being provided/relevant floor area  
 - Regularisation FSCa is €260, or €3.20 for each m<sup>2</sup> above 300m of gross floor area being provided/relevant floor area

## Notes

### 1. Building Regulations 1997-2024 Third Schedule (exempt from Building Regulations)

#### a. Buildings related to dwellings:

- A single storey domestic garage.
- A single storey building ancillary to a dwelling (<25m<sup>2</sup> & <3m)
- A single storey extension to an existing dwelling (<20m<sup>2</sup> & <3m)

#### b. Buildings related to agriculture:

- A single storey glasshouse (must be detached, glazed on to more than three quarters of the external area and used solely for agriculture).
- A single storey building used exclusively for storage of materials/products, accommodation of plant/machinery or in connection with the housing, care or management of livestock (must be detached, have a floor area less than 300m<sup>2</sup>, used solely for agriculture and all building occupants must be engaged solely in work relating to agriculture).

#### c. Miscellaneous:

- Building related to a mine/quarry other than a house, office, laboratories or showrooms.
- A building subject to the Explosives Act.
- A building subject to the National Monuments Act.
- ESB generating, transmission or distribution station.

#### - A temporary building:

- Dwelling as defined in the Local Government Act 1948.
- Building used for the sale/letting of buildings or building plots (must be detached and erected in close proximity to the development).
- Building used only for construction works to/for another building.
- Building erected for maximum of 28 consecutive days or 60 days in 12 months.
- A lighthouse or similar structure which is an aid to navigation at water.

### 2. Building Control Regulations 1997-2024 Part 1 Section 6 (exempt from FSCa)

- Works by a building control authority in its functional area.
- Works in connection with the following:
  - A building used by An Garda Síochána;
  - A courthouse
  - A building used by the Defence forces
  - An office or other buildings used for the purposes of or in connection with:
    - Uachtarán na Éireann
    - Dáil Éireann
    - Seanad Éireann

- The Department of the Taoiseach
  - The Office of the Taoiseach
  - The Department of Defence
  - The Department of Foreign Affairs
  - The Department of Justice Equality and Law Reform
  - The Office of the Attorney General
  - The Chief State Solicitor's Office
  - The Office of the Director of Public Prosecutions
- A building or works carried out for reasons of national security.
  - A building used as a dwelling other than a flat.

### 3. Building Control Regulations 1997-2024 Part 5 Section 22 (exempt from FSCa fee)

- If the building is intended to be used:
  - As a hostel, work-shop or other accommodation for disabled, poor or homeless persons and is not to be used mainly for profit or gain.
  - By a voluntary organisation for social, recreational, educational and religious purposes.
  - For the accommodation of poor or homeless persons or persons who would otherwise be likely to require housing accommodation provided by a housing authority, and is not to be used mainly for profit or gain.
  - Is ancillary to any of the above

### 4. Building Control Regulations 1997-2024 Section 5 Interpretation

- "minor works" means works consisting of the installation, alteration or removal of a fixture or fitting, or works of a decorative nature
- "material change of use" means a building which was not previously being used as one of the following becomes so used:
  - Day centre;
  - Hotel, hostel or guest building
  - Industrial building
  - Institutional building
  - Office (which is not ancillary to the primary use of the building)
  - Place of assembly;
  - Shop (which is not ancillary to the primary use of the building)
  - Shopping centre
- "material alteration" means an alteration (other than a repair or renewal), where the work, or any part of the work, carried out by itself would be subject to a requirement of Part A - Structure or Part B - Fire Safety of the Second Schedule to the Building Regulations.
- "works" includes any act or operation in connection with the construction, extension, alteration, repair or renewal of a building.



An Oifig Náisiúnta um Rialú Foirgníochta agus Faireachas Margaidh (NBC&MSO) | Sheirbhísí Comhroinnte  
Rialtais Áitiúil | Comhairle Cathrach Bhaile Átha Cliath | 3 Sráid an Pháláis, Baile Átha Cliath 2, D02 T277 |

(NBC&MSO) National Building Control and Market Surveillance Office | Local Government Shared Services

Centre | Dublin City Council | 3 Palace Street, Dublin 2, D02T277 |

support@nbco.gov.ie | www.nbco.localgov.ie | https://data.nbco.gov.ie |

+353 1222 7947 | +353 1222 7948 | +353 1222 7945 |



Bunluachanna NBC&MSO: Cur Chum Cinn | Comhoibriú | Comhlíonadh | Rialachán Tógála  
NBC&MSO CORE VALUES: PROMOTION | COLLABORATION | COMPLIANCE | BUILDING REGULATIONS

# Any Questions?

Honor Rushe  
Assistant Chief Fire Officer  
Mayo County Fire Service  
[h rushe@mayococo.ie](mailto:h rushe@mayococo.ie)  
094 906 4662

Thank you for your time and attention

## Mayo Fire Authority

