

ADMINISTRATIVE SERVICES

987 Issuance of Statement for compliance of investment projects with the fire safety requirements

Issuance of Statement for compliance of investment projects with the fire safety requirements

Based on:

- The Ministry of Interior Act - Art. 125, para. 1, unit 9, in relation to
- Spatial Development Act - Art. 143
- Period of issuance:
 - 14 days
- Period of validity of the document/individual administrative act:
 - Indefinite

Administrative units

Administrative units for submission of documents and receiving information on the file:

Metropolitan Directorate Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 46, Ekzarh Iosif Str.

Country Dialling Code: 00359

Phone number: 029823720

01 Regional Service Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 46a, Ekzarh Iosif Str.

Country Dialling Code: 00359

Phone number: 029821871

Working hours: Standard working hours - 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

02 Regional Service Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 10, Petar Panaiotov Str.

Country Dialling Code: 00359

Phone number: 02 9825 231

Working hours: Standard working hours - 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

03 Regional Service Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 7, Sirma Voivoda Str.

Country Dialling Code: 00359

Phone number: 02 9823 605

Working hours: Standard working hours - 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

04 Regional Service Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 7, Filip Kutev Str.

Country Dialling Code: 00359

Phone number: 02 9825 237

Working hours: Standard working hours - 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

05 Regional Service Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 44, Alexandar Ekzarh Str.

Country Dialling Code: 00359

Phone number: 02 9825 226

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06 Regional Service Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 3, Siaina Str.

Country Dialling Code: 00359

Phone number: 02 9821 795

Working hours: Standard working hours - 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

07 Regional Service Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 5, Aidemir Str.

Country Dialling Code: 00359

Phone number: 02 9825 249

Working hours: Standard working hours - 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

08 Regional Service Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 2, Porutchik Nelelcho Bonchev Str.

Country Dialling Code: 00359

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09 Regional Service Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 8, Doctor Petar Dertliev Bul.

Country Dialling Code: 00359

Phone number: 02 824 2222

Working hours: Standard working hours - 08:30 to 17:30

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Requirements, procedures, instruction

Submission of application

A template is available

Legal basis

The Ministry of Interior Act

Payment

The service is charged

The service is paid by:

A bank transfer.

1305 Issuance of Statement for compliance with the requirements of the fire safety rules and regulations in relation to permission for use of construction works

Issuance of Statement for compliance with the requirements of the fire safety rules and regulations in relation to permission for use of construction works

- Based on:
 - The ministry of Interior Act - Art. 125, para. 1, unit 9; Art. 125, para. 1, unit 10
- Period of issuance:
 - 14 days
- Period of validity of the document/individual administrative act:
 - Indefinite

Administrative units

Administrative units for submission of documents and receiving information on the file:

Metropolitan Directorate Fire Safety and Civil Protection

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Requirements, procedures, instruction

Submission of application

A template is available

Legal basis

The Ministry of Interior Act

Payment

The service is charged

The service is paid by:

A bank transfer.

1529 Issuance of Opinion on the compliance of the investment projects with the requirements for fire safety (in case of existing construction)

Issuance of Opinion of Compliance of Investment Projects with the Fire Safety Requirements (Existing Construction)

Under:

○ Ordinance No I3-1971 of 29 October 2009 on the construction and technical rules and standards for fire safety in cases of fire – art. 7, para. 2

• Period of issuance:

○ 14 days

• Expiry of the document/individual administrative act:

○ indefinite

Administrative units

Administrative units for submission of documents and receiving information on the file:

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Phone number: 029823720

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Requirements, procedures, instructions

Submission of applications

A template is available

Legal basis

Ordinance № I3-1971 of 29 October 2009 on the construction, technical rules and standards for fire safety in cases of fire

Methods of payment

The service is charged

The service is paid by:

A bank transfer.

1773 Issuance of a duplicate of the issued documents by FSCP authorities

Based on:

- The Ministry of Interior Act - Art. 18, para 1

Period of issuance

- 7 days

Period of validity of the document/individual administrative act:

- indefinite

Administrative units

Administrative units for submission of documents and receiving information on the file:

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Country Dialling Code: 00359

Phone number: 02 824 2222

Working hours: Standard working hours - 08:30 to 17:30

The standard working time for the civil servants in MoI is 8 hours per day and 40 hours per week, in a 5-day working week.

Requirements, procedures, instruction

Submission of application

In a template

Legal basis

The Ministry of the Interior Act

Payment

The service is charged

The service is paid by:

A bank transfer.

449 Issuance of site compliance certificate to fire safety requirements

It is issued upon request of concerned person in relation to the requirements of another legislative act (e.g. specific rules of the bodies of the state and local authorities, issued under Article 137, Paragraph 2, of the Ministry of Interior Act).

- Certificate
- Economic activity:
 - Fire and explosive activity
- Based on:
 - the Ministry of Interior Act - Art. 125, para. 1, item 10
 - Ordinance No. 8121h-882 dated 25.11.2014 on the Procedure for Implementation of State Fire Control - Art. 33, para. 1, item 5
- Body, issuing an individual administrative act:
 - The Director of the Fire Safety and Civil Protection General Directorate or the Director of the Regional Directorates of Fire Safety and Civil Protection
- Period of issuance:
 - 14 days
- Period of validity of the document/individual administrative act:
 - 3 years

Administrative units

Administrative units for submission of documents and receiving information on the file:

Metropolitan Directorate Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 46, Ekzarh Iosif Str.

Country Dialling Code: 00359

Phone number: 029823720

- Authority exercising control over the activity of the service provider:
 - Minister of the Interior
- Body to appeal an individual administrative act:
 - Supreme administrative authority and court
- Order, including time limits for appealing the actions of the service provider:
 - The certificate can be issued both by the General Fire Safety and Civil Protection Directorate and by the Regional Directorates of Fire Safety and Civil Protection, depending on the specifics of the site.

Refusal to issue a certificate may be contested by administrative order before the higher administrative authority, through the administrative body that issued it, within 14 days of its notification under the procedure of the APC.

- Limitations and conventions:
 1. A copy of a power of attorney (contract) – when the applicant is different from the owner of the site;
 2. for legal entities registered abroad - original or copy of a registration document (judgment or other certificate according to the laws of the state of registration of the legal entity);
 3. document for paid state fee under Tariff № 4 on the fees collected in the system of the Ministry of Interior under the State Fees Act, SG No. 27 of 1998;

4. a copy of a use permit, a certificate of putting into operation or a certificate of tolerance.

- Internet address for providing the service:
- http://www.nspbzn.mvr.bg/Rabota_s_grajdani/vidove_uslugi.htm
- E-mail address for proposals:
- nspab@mvr.bg

Requirements, procedures, instructions

Submission of application

A template is available

Make an eligibility check on the request

The check is on the eligibility of the request and the completeness of the attached documents

Verification of the merits

It includes a substantive examination of the attached documents, as well as certification check for which a record is drawn up.

In the protocol the conformity of the object is established by:

1. the legislative acts applicable to the construction upon putting it into operation, or the requirements of the construction and technical regulations and fire safety norms in force at the time of the inspection;
2. fire safety rules and standards for the operation of the sites in force at the time of the inspection.

Based on the results of the protocol check, the conformity or non-compliance of the site with the requirements of the fire safety rules and regulations is assessed as follows:

1. the site complies with the requirements of the fire safety rules and standards - there is full compliance with its actual status with fire safety rules and standards and conditions for their observance have been established;
2. the site does not comply with the requirements of the fire safety rules and regulations - there is non-compliance with the rules and fire safety regulations or no conditions for their observance

Issuing / refusal to issue a certificate

Based on the certification audit protocol, the director of the General Fire Safety and Civil Protection Directorate, respectively the director of the Regional Directorate of Fire Safety and Civil Protection, issues or refuses the issue a certificate.

Legal basis

The Ministry of the Interior Act

Ordinance No. 8121h-882 of 25.11.2014 on the procedure for implementation of state fire control

Tariff No 4 on the fees collected in the system of the Ministry of Interior under the State Fees Act.

Payment

The service is charged

The fee is determined in accordance with Art. 31 para. 1 of Tariff No 4 on the fees collected in the system of the Ministry of Interior under the State Fees Act and depends on a number of factors, built-up area, site designation, etc.

Service payment:

The service can be paid in one of the following ways:

- Bank transfer

At a desk, by a bank card.

988 Issuance of permit for carrying out activities for ensuring fire safety of sites and/or maintenance and service of fire safety tools, systems and equipment

The services is provided upon request by traders willing to carry out fire safety activities; firefighting activity; rescue activity; service of fire tools; maintenance of fire systems and equipment

- Licensing
- Economic activity:
 - Firefighting and explosive activity
- Based on:
 - The Ministry of the Interior Act - Art. 129, para. 1
- Body issuing an individual administrative act:
 - The Director of the General Fire Safety and Civil Protection Directorate or an official authorized thereby
- Period of issuance:
 - 1 month
- Period of validity of the document/individual administrative act:
 - Indefinite

Administrative units

Administrative units for submission of documents and receiving information on the file:

Metropolitan Directorate Fire Safety and Civil Protection

Address: Region of Sofia (Capital), Sofia Municipality, City of Sofia, 46, Ekzarh Iosif Str.

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- Authority exercising control over the activity of the service provider:
 - Minister of the Interior
- Order, including time limits for appealing the actions of the service provider:
 - The refusal to issue a permit is subject to appeal under the Administrative Procedure Code.
- Limitations and conditions:

1. Permit is issued only to individuals and legal entities registered as traders on the territory of EU Member states, in a state which is a party to the Agreement for European Economic Area or the Swiss Confederation.

2. The applicant can request a permit for one or more of the following activities:
 - fire safety and implementation of preventive and organizational measures to ensure fire safety at sites
 - firefighting activity
 - rescue activity
 - service of fire-fighting tools
 - service and maintenance of fire systems equipment
3. The permit is valid only for the activities specified therein and can be used only by the person to whom it has been issued
 - Internet address for the service:
 - http://www.nspbzn.mvr.bg/Rabota_s_grajdani/vidove_uslugi.htm
 - E-mail address for proposals:
 - nspab@mvr.bg
 - Public register:
 - REGISTER of issued and revoked permits for carrying out activities under Ordinance No. 8121z-531 dated September 09, 2014.

Requirements, procedures, instructions

Acceptance of applications and substantive examination

A template is available.

The following documents should be attached to the application:

1. Unified identification code (UIC), when registered under the Commercial Law or a copy of a certificate for entry into the relevant register under the national law of the respective Member State, in a legalized translation into Bulgarian.
2. List of the owned or hired equipment as well as equipment under para. 4 and documents proving the ownership or legal basis for its use.
3. Criminal record or similar document under the national legislation of another state for the trader's representative stating that he/she have not been convicted of an intentional offense of general nature.
4. An official document issued by a judicial authority or a relevant document under the national law of another country proving that there is no criminal proceedings against the representative of the trader for an intentional crime of a general nature.
5. A medical certificate by a medical center or a similar document under the national legislation of another country, certifying that the trader's representative does not suffer from mental disorders.
6. A list of the employees and their respective positions and duties.
7. List of addresses of workshops where the maintenance of firefighting tools will be carried out and of mobile workshops – plate number of the vehicles.
8. Documents proving professional qualification, documents under points 3 – 5, as well as a copy of the contract – for each employee.
9. A medical certificate by a medical center or a similar document under the national legislation of another country certifying that the persons employed for firefighting activities and rescue activities are clinically healthy.

10. A document for paid state fee to the amount defined by the Council of Ministers.

Documents for a course of initial vocational training at the Academy of MoI or for the period of service at the MoI units shall not be submitted. However, in the list under point 6 information should be included for the year of entering and leaving the MoI units by the person, his/her last job at MoI, period of service in the respective field of activity and year of completion of the course for initial vocational training.

Upon receipt of the application and the file the authorities of the General Fire Safety and Civil Protection Directorate shall examine the completeness and compliance of the documents submitted with the requirements for issuance of permits and, if necessary, shall carry out on-site check of the facilities, the tools and the equipment.

In case of incompleteness and/or discrepancies with the requirements of the law, the authorities of the General Fire Safety and Civil Protection Directorate shall notify the applicant in writing and give instructions and a 30-day period for their removal.

If the deficiencies and/or inconsistencies are not removed within the aforementioned period, the procedure for issuing the authorization shall be terminated.

Issuance / Refusal to issue a permit

The Director of the General Fire Safety and Civil Protection Directorate or an official authorized thereby issues permit or reasonably refuses to issue such within a period of one month from the submission of the application form.

Templates

Application form for permit to a trader for carrying out activities for ensuring fire safety of sites and/or use of tools and equipment for fire safety,

Legal basis

The Ministry of Interior Act

Payment

The service is charged

The fee is determined in Art. 31a of Tariff № 4 on fees collected in the system of Ministry of Interior under the State Fees Act.

For issuance of a permit for more than one activity, the fee shall be defined as a sum total of the fees for each separate activity.

The service can be paid in one of the following ways:

- Bank transfer
- At a desk, by a bank card.

1528 Issuance of supporting documents for incidents and accidents and for providing information on the performed activities

Issuance of certifying documents for incidents and accidents for providing information on the activity performed

- Legal basis:
 - o the Ministry of Interior Law - Art. 18, para. 1
- Responsible authority for the administrative service:
 - o structures of the Ministry of Interior
- Period of issuance:

14 days

- Validity of the document / the individual administrative act:

- o indefinite

Administrative units

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- Authority exercising control over the activity of the service provider:

- o the head of the respective unit

Requirements, procedures, instructions

Submission of applications

Free text

II. Determination of the fee

The fee shall be determined depending on the number of pages of the document issued.

III. Document delivery

After payment of the fee, the document will be provided to the applicant.

Legal basis

The Ministry of Interior Law

Payment

Service is charged

1. For verification and issuance of an official note, certificate, reference and certified copy of a document:

- for the first page - **2,50 BGN.**
- for each subsequent one - **1,00 BGN.**

2. For delivery or submission of a document in electronic form (CD, floppy disk) - The fee is determined in accordance with item 1.

The service can be paid in one of the following ways:

- Bank transfer
- At a desk, by a bank card.