Licence tracker

One row per permission. Mark the ones that apply, then fill the dates as you go.

Permissions, in the order you meet them

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#	Permission	Issued by	Form / portal	Applies to us? (Y / N)	Applied on	Reference no.	Granted on	Valid till	Renewal due
1	Building use (BU) permission for hospital use	Municipal corporation / development authority	Local body						
2	Fire safety plan approval (FSPA)	Chief / Regional Fire Officer	gujfiresafetycop.in						
3	Fire safety certificate (FSCA), 3 years + annual declaration	Chief / Regional Fire Officer	gujfiresafetycop.in						
4	Biomedical waste authorisation	Gujarat Pollution Control Board	Form II (issued in Form III)						
5	Agreement with a common biomedical waste treatment facility	CBWTF operator	Contract						
6	Clinical establishment provisional registration	District Registering Authority	Annexure-1A, clinicalestablishment.gipl.in						
7	PC-PNDT registration (ultrasound)	District Appropriate Authority	Form A						
8	MTP place approval (if terminations are offered)	District Level Committee via CMO	Form A (certificate Form B)						
9	Drug licence (if you run a pharmacy)	Gujarat Food & Drugs Control Administration	Form 19 (licences Form 20, 21)						
10	AERB licence (if you install X-ray)	Atomic Energy Regulatory Board	eLORA						
11	Shops & Establishments registration or intimation	Local body / labour inspector	Local portal						
12	Professional tax registration and enrolment	State tax / local body	Online						
13	Clinical establishment permanent registration (within 6 months of opening)	District Registering Authority	Annexure-1A						
14	Fire safety certificate renewal (FSCR), every 2 years	Through a Fire Safety Officer	gujfiresafetycop.in						

Planning checklist built from the Gujarat Clinical Establishments Act 2021 and 2024 Amendment Rules, the Gujarat fire safety rules and FSCOP applicant guide, the Bio-Medical Waste Management Rules 2016, the MTP Rules 2003, the Drugs and Cosmetics Rules and the Registration of Births and Deaths Act. Not legal advice: fees, forms and timelines change, so confirm with each office. Month estimates are planning guides, not legal deadlines. Template by MedStream · medstream.in · free to use and adapt.

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Before you sign the lease

The building decides your fire category and whether the rooms can meet the minimum standards. Check before you commit.

Site and building

Check	Our answer	Note
Is hospital use permitted in this zone, and does the building have (or can it get) BU permission for it?		
Building height in metres (9 m and above, or 15 m and above, changes the fire category)		
Number of storeys and plot area in sq m		
Largest floor area in sq m (above 500 sq m on any floor needs a fire safety certificate)		
Basement? Area in sq m		
Is a common biomedical waste treatment facility available within 75 km?		
Space for a labour room of at least 120 sq ft plus a preparation room		
Space for a minor OT (100 sq ft) and a main OT (150 sq ft)		
Waiting area, toilets with water, room for wheelchairs and stretchers		
Power backup (generator or UPS) for essential services		

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Timeline from lease to permanent registration

Month estimates are planning guides, not legal deadlines. The six-month permanent registration limit is in the Act (s.9(4)).

Month by month

When	What to do	Done on
Before signing	Zoning and BU check; fire category check on gujfiresafetycop.in; CBWTF coverage; room sizes	
Month 1 to 4 (fit-out)	Fire safety plan approval; build rooms to the minimum standards; order the ultrasound; choose your records system	
Month 4 to 5	Fire safety certificate; GPCB Form II; CBWTF contract; PC-PNDT Form A; MTP Form A if needed; drug licence if pharmacy; AERB if X-ray	
Opening	Clinical establishment provisional registration (decision within 15 days); Shops & Establishments; professional tax; staff hired to Annexure-9 norms	
Within 6 months of opening	Apply for permanent registration; prepare for the Rule 17 inspection (Annexure-12 checklist)	

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Recurring duties after you open

Put these in the clinic calendar on day one.

Calendar

Duty	When	Owner in our clinic
Report every birth, death and still birth to the Registrar	Within 21 days of the event	
Biomedical waste annual report to GPCB (Form IV)	By 30 June every year	
Fire safety annual declaration	Every year of the 3-year FSCA	
Fire Safety Officer inspection and mock drill	Every 6 months	
Fire safety certificate renewal through a Fire Safety Officer	Every 2 years, applied for before the certificate expires	
PC-PNDT registration renewal	Every 5 years; apply 30 days before expiry	
Clinical establishment registration renewal	Every 5 years; apply within the 6 months before expiry	
Drug licence retention fee	Before every 5-year period	

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Registers to start from the first patient

The inspector asks to see these. Free formats for most are on medstream.in/formats.

Day-one registers

Register	Kept by	Paper or electronic?
OPD patients' register		
Admission and discharge register		
Delivery (labour room) register and birth register		
Register for babies and mothers		
Operation register (Annexure-10 Part E)		
OT swab culture register		
PC-PNDT Form F record		
Medico-legal register		
Biomedical waste records		
Staff, qualifications and equipment record (electronic)		

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