

Government of West Bengal
Urban Development & Municipal Affairs Department
Municipal Affairs Branch
NAGARAYAN
DF – 8, Sector – I, Salt Lake, Kolkata - 700064

No. 230/MA/O/C-4/1M-31/2015 (Pt – III)

Date: 08.03.2019

MEMORANDUM

Subject: Inspection procedure & checklist while processing on-line sanction of Building Plan through WB e-District Portal.

For successful implementation of initiatives under Ease of Doing Business and in order to place a regulatory mechanism for this purpose, all Urban Local Bodies while granting construction permit in the light of existing building rules shall adhere to the the following **inspection procedure and checklist shall be followed while granting Building Plan Sanction** by all the Urban Local Bodies in the State of West Bengal the light of existing building rules:

INSPECTION PROCEDURE

Step- 1: Citizen/Kiosk operator logs into e-District portal (<https://edistrict.wb.gov.in>) to fill the electronic form and attaches required supporting documents as scanned files to submit the application. Citizen/Kiosk operator may also log into 'Slipasathi' portal (<http://eodb.silpasathi.in>) for sanction of building plan in municipal area for industrial buildings. Upon submission, the citizen and concerned ULB will get a notification through SMS and over e-mail.

Step- 2: On receipt of the notification through SMS and over e-mail, the concerned ULB shall make a preliminary Verification of the correctness and completeness of the application and send for inspection. The inspector will be selected by randomisation.

Step- 3: the selected inspector after downloading the inspection checklist and making preliminary verification shall fix up the date of inspection. Intimation about date of inspection will reach to the applicant two days prior through SMS & over e-mail. For High Risk buildings above 15.5 meter height, single joint inspection will be carried out by ULB inspector in presence of citizen, NOC giving authorities and empanelled technical personnel engaged by the citizen.

Step- 4: After holding joint inspection in presence of officials of the concerned Department of the ULB and applicant; a Certificate/Reports/Remarks/Update Decision shall be uploaded by the ULB inspector with the signature of all concerned within 48(forty eight) hours from the date of joint inspection and an intimation will be sent to the applicant through SMS and over e-mail.

Step- 5: ULB authority after verification of the inspection report, shall make entry of date of meeting for Board of Councilors if it is found in the Inspection report that everything is in order, otherwise the concerned ULB shall sent back the application to the applicant asking for necessary rectification as per inspection report.

CHECK LIST FOR CITIZEN:

❖ General:

- Site Plan
- Form A & Form B (Form A is applicable when an applicant submits for approval of site plan and building Plan simultaneously. In case of approved site plan, applicant need not upload Form A)
- Deed of Land (link deed is not mandatory)
- Up to date Tax receipt.

❖ Drawings

- Architectural drawings – Building plans, sections, elevations etc. in Auto-CAD or similar format.
- Structural drawings – in Auto-CAD or similar format.
- Architectural drawings – Building plans, sections, elevations etc. in PDF format (duly signed).
- Structural drawings – in PDF format (duly signed).

❖ Design calculation

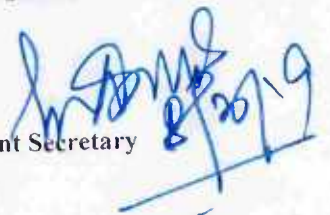
- applicable for all uses
- building with basement or deep foundation or height above 10 mtr. design calculation is to be supported by STAAD or e tab or any recognized software (both input and output file mentioning the version of software)

- ❖ Certificate of engagement and empanelment for all technical personnel as per provision of WBMBR 2007 (amended) except for Plan submitted by Govt. or Govt. schemes whichever is applicable.
- ❖ NOC
 - Fire
 - Residential bldg with height equal or more than 15.5 m
 - For all other Use group including mixed occupancy
 - Airport authority – as per directive of the Authority
 - Bidhannagar areas (as per rule 153 of WBMBR 2007)
 - Fire
 - Airport
 - PCB
 - WBSEB
 - Public health
 - Power distributing/ supply Authority
 - Residential bldg with ht equal or more than 15.5 m
 - For all other Use group
 - For cluster of buildings
 - For all building, if applicable under rule 43 of WBMBR 2007 (amended)
 - Pollution Control Board, WB
 - Built up area > 20000 sq. mtr.
 - Applicable as per order no. 1512/4A-18/2010 (Pt.I) dated- 14.06.2016
- ❖ Geo technical investigation report
 - Residential building with basement or deep foundation
 - applicable for all other uses including mix use for any height
 - applicable for framed structure for any use
 - Residential bldg with ht equal or more than 10 m
- ❖ Investigation for stability of slope
 - For plane areas as per rule 11 (3) (f)
 - For hill areas as per Rule 157 (f)
- ❖ FAR calculation sheet
 - For all buildings
- ❖ Others
 - Detail Parking area calculation (if not included under FAR calculation)
 - Residential bldg with ht equal or more than 15.5 m
 - For all other Use
 - For cluster of buildings (if not included under FAR calculation)
 - Ground coverage calculation sheet
 - Residential bldg with ht equal or more than 15.5 m
 - For all other Use
 - For cluster of buildings
 - Detail calculation of Power consumption (duly authenticated by competent Electrical Engineer)
 - Residential bldg with ht equal or more than 15.5 m
 - For all other Use
 - For cluster of buildings

Note:

1. In case of any application, if the citizen feels that the any one of the above noted documents is not mandatory, a clarification as to why it is not mandatory mentioning the relevant rules of WBMBR 2007 with other explanations, if any, duly countersigned by the technical personnel should be uploaded in place of the mandatory document.
2. All documents uploaded by the applicant should be countersigned by the technical personnel.

Joint Secretary



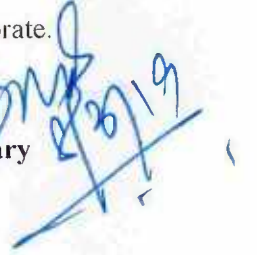
No. 230/1(150)/MA/O/C-4/1M-31/2015(Pt – III)

Date: 8th March, 2019

Copy forwarded for information and necessary action to the, :-

- (1) Addl. Chief Secretary, IT&E Department, Govt. Of West Bengal.
- (2) Municipal Commissioner/ Commissioner, _____ Municipal Corporation.
- (3) Executive Officer, _____ Municipality / Notified Area Authority/ Industrial Township Authority.
- (4) Chief Engineer, Municipal Engineering Directorate.
- (5) Head, EODB Cell.
- (6) P.S to MIC, UD & MA Department, Govt. of West Bengal.
- (7) Superintending Engineer (Planning), South Circle, Municipal Engineering Directorate.

Joint Secretary

A handwritten signature in blue ink is written over the printed text 'Joint Secretary'. To the right of the signature, the date '8/3/19' is written in blue ink.