

**Government of West Bengal**  
**Department of Urban Development & Municipal Affairs**  
**(Municipal Affairs Branch)**  
**'Nagarayan', DF – 8,**  
**Sector – I, Salt Lake, Kolkata – 700064**

**ORDER**

No. 974/UDMA-15011(24)/11/2021-LS-MA SEC

Dated, Kolkata, the 2<sup>nd</sup> August, 2021

The Governor is pleased hereby to direct that for the building classified as low risk or medium risk in terms of Order No. 161/ MA/O/C-4/IM-31/2015 (Pt. – III), dated 19.02.2020 of the Department of Urban Development and Municipal Affairs, inspection by the Board of Councillors or by its authorized representative in this behalf under the provisions of Rule 30 or Rule 34 of the West Bengal Municipal (Building) Rules, 2007. (hereinafter referred to as the said rule), shall be deemed to have been made on presumption of correctness on the basis of self-certification in Annexure – 1A or 1B, as the case may be, made by the applicant of the building plan approval / owner of the building in case of low risk building or on the basis of certification of inspection in Annexure – 2A or 2B, as the case may be, submitted by the empanelled Technical Personnel as specified in terms of Rule 15 of the said Rule in case of the medium risk building in the manner as specified in the table below :

**The Table**

Sl. No	Building Height	Risk Classification of Building	Self –certification by owner/ applicant of Building Plan /Empanelled technical personnel to be engaged for inspection
1.	Up to 10 meters (not involving deep foundation or underground structure)	Low Risk	Self – certification by the owner of the building/ applicant of building plan
2.	Up to 10 meters (not involving deep foundation or underground structure)	Medium Risk	Licenses Building Surveyor Class II along with written certification from Structural Engineer Class II and Geo Technical Engineering Class II
3.	Above 10 meters up to 15.5 meters (not involving deep foundation or underground structure)	Medium Risk	Licenses Building Surveyor Class I along with written certification from Structural Engineer Class II and Geo Technical Engineering Class II

2. The empanelled technical personnel who have been engaged for the purpose of sanction of building plan shall not be engaged for such inspection.

3. The Board of Councillors, if deem fit and proper, may conduct further inspection at any time and if self-certification/ certification of inspection in respect of the building has been submitted and the Board of Councillors is satisfied that such self-certification/ certification of inspection has been given in consequence of any misrepresentation of material facts or in fraudulent manner in respect of such building, may cancel such self-certification/ certificate of inspection and any work done thereunder shall be deemed to have been done in contravention of provisions of the relevant rules and concerned person(s) shall be liable for prosecution and punishment under the Indian Penal Code, 1860 and/or any other law applicable thereto for furnishing false information and /or forged document.
4. This order has been issued for the purpose of urgent implementation of the directives of "Ease of Doing Business".
5. Necessary amendment in the West Bengal Municipal (Building) Rules, 2007 for this purpose will be made accordingly in due course of time.

From : .....  
.....  
.....

Dated .....  
Office Ref. No. and date, if any.....

(Name and address of the applicant of the building plan approval / owner of the building )

To  
The Chairman,  
..... Municipality/Notified Area Authority/Industrial Township Authority

**Subject : Self-certification on completion of structural work up to plinth level or up to 1.0 metre above ground level.**

Building Particulars : Premises No. and Street .....  
Ward No. ....

Sir,

I do hereby declare that the structural construction up to the plinth level or up to 1.0 metre above ground level whichever is higher on the plot ..... Street ....., Ward No. .... has been completed on ..... according to the plan sanctioned vide Building Permit No..... dated.....by your ULB.

The work has been done in accordance with the sanctioned plan and to the best of my/ our satisfaction. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specification. No provisions of the West Bengal Municipal Act, 1993 and the West Bengal Municipal (Building) Rules, 2006 have been violated in course of the work. In case the above certification is found false or malafide on subsequent verification / inspection by the competent authority, I shall be held fully responsible for such default and shall be liable for any punishment for such offense as per law.

Yours faithfully

.....  
Signature of the applicant(s)/owner

From : .....  
.....  
.....

Dated .....  
Office Ref. No. and date, if any.....

(Name and address of the applicant of the building plan approval / owner of the building )

To  
The Chairman,  
..... Municipality/Notified Area Authority/Industrial Township Authority

**Subject : Self-certification on completion of work.**

Building Particulars :Premises No. and Street .....  
.....  
Ward No. ....

Sir,

I do hereby declare that the erection/re-erection/addition to/alteration of the building on plot ..... Street ....., Ward No. .... has been completed on ..... according to the plan sanctioned vide Building Permit No. .... dated ..... by your ULB.

The work has been done in accordance with the sanctioned plan and to my/ our best satisfactions. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specification. No provisions of the West Bengal Municipal Act, 1993 and the West Bengal Municipal (Building) Rules, 2006 have been violated in course of the work. The building is structurally safe and fit for use for which it has been erected/re-erected/alterd/added to.

In case the above certification is found false or malafide on subsequent verification / inspection by the competent authority, I shall be held fully responsible for such default and shall be liable for any punishment for such offense as per law.

Yours faithfully

.....  
Signature of the applicant(s)/owner

From : .....  
.....  
.....

Dated .....  
Office Ref. No. and date, if any.....

(Name and address of the applicant of the building plan approval / owner of the building)

To  
The Chairman,  
..... Municipality/Notified Area Authority/Industrial Township Authority

**Subject : Certification of inspection on completion of structural work up to plinth level or up to 1.0 metre above ground level.**

Building Particulars :Premises No. and Street .....  
.....  
Ward No.....

Sir,

I do hereby declare that the structural construction up to the plinth level or up to 1.0 metre above ground level whichever is higher on the plot ..... Street ....., Ward No. .... has been completed on ..... according to the plan sanctioned vide Building Permit No. .... dated ..... by ..... your ..... ULB.

Yours faithfully

.....  
Signature of the applicant(s)/owner

**Certificate of Licensed Building Surveyor**

I/ We hereby certify that the structural constructions up to the plinth level or up to 1.0 metre above ground level whichever is higher on the plot..... Street ....., Ward No. .... under the jurisdiction of ..... Municipality/Notified Area Authority/Industrial Township Authority has been inspected by me/ us on ..... and the work has been done in accordance with the sanctioned plan and to my/ our best satisfactions. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specification. No provisions of the West Bengal Municipal Act, 1993 and the West Bengal Municipal (Building) Rules, 2006 have been violated in course of the work. In case the above certification is found false or malafide on subsequent verification / inspection by the competent authority, I shall be held fully responsible for such default and shall be liable for any punishment for such offense as per law.

.....  
Licensed Building Surveyor  
(Name, address and License No. and seal  
of the Licensed Building Surveyor)  
Empanelment No.....

**Certificate of Structural Stability**

I/ We hereby certify that the structural constructions up to the plinth level or up to 1.0 metre above ground level whichever is higher on the plot ..... Street ....., Ward No. .... under the jurisdiction of ..... Municipality/Notified Area Authority/Industrial Township Authority have been inspected by me/ us on ..... and the foundation is structurally safe in all respect including the consideration of bearing capacity and settlement of soil and other conditions, if any, conforming to all relevant IS Code of Practice and National Building Code. In case the above certification is found false or malafide on subsequent verification / inspection by the competent authority, I shall be held fully responsible for such default and shall be liable for any punishment for such offense as per law.

.....  
Signature of Structural Engineer  
(Name, address and License No. and seal of the Structural Engineer)  
Empanelment No.....

.....  
Signature of Geo-technical Engineer  
(Name, address and License No. and seal of the Geo-technical Engineer)  
Empanelment No.....

**Annexure – 2B**

From : .....  
.....  
.....

Dated.....  
Office Ref. No. and date, if any.....

(Name and address of the applicant of the building plan approval / owner of the building )

To  
The Chairman,  
..... Municipality/Notified Area Authority/Industrial Township Authority

**Subject: Certification of inspection on completion of work.**

Building Particulars: Premises No. and Street.....

.....  
Ward No. ....

Sir,

I do hereby declare that the erection/re-erection/addition to/alteration of the building on plot ..... Street ....., Ward No. .... has been completed on ..... according to the plan sanctioned vide Building Permit No. .... dated.....

Yours faithfully

.....  
Signature of the applicant(s)/owner

## Certificate of Licensed Building Surveyor

I/ We hereby certify that the erection/re-erection/addition to/alteration of the building on plot..... Street ....., Ward No. .... under the jurisdiction of..... Municipality/Notified Area Authority/Industrial Township Authority has been inspected by me/ us on ..... and the work has been done in accordance with the sanctioned plan and to my/ our best satisfactions. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specification. No provisions of the West Bengal Municipal Act, 1993 and the West Bengal Municipal (Building) Rules, 2006 have been violated in course of the work. In case the above certification is found false or malafide on subsequent verification / inspection by the competent authority, I shall be held fully responsible for such default and shall be liable for any punishment for such offense as per law.

.....  
Licensed Building Surveyor

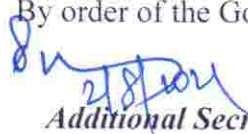
(Name, address and License No. and  
seal of the Licensed Building Surveyor)  
Empanelment No.....

## Certificate of Structural Stability

I/ We hereby certify that the erection/re-erection/addition to/alteration of the building on plot ..... Street ....., Ward No. .... under the jurisdiction of ..... Municipality/Notified Area Authority/Industrial Township Authority have been inspected by me/ us on .....and the foundation and super structure is safe in all respect including the consideration of bearing capacity and settlement of soil and other conditions, if any, conforming to all relevant IS Code of Practice and National Building Code. The building is structurally safe and fit for use for which it has been erected/re-erected/alterd/added to. In case the above certification is found false or malafide on subsequent verification / inspection by the competent authority, I shall be held fully responsible for such default and shall be liable for any punishment for such offense as per law.

.....  
Signature of Structural Engineer  
(Name, address and License No. and seal  
of the Structural Engineer)  
Empanelment No.....

.....  
Signature of Geo-technical Engineer  
(Name, address and License No. and  
seal of the Geo-technical Engineer)  
Empanelment No.....

By order of the Governor,  
  
Additional Secretary  
to the Govt. of West Bengal

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

1. Chairman/ Chairperson, Board of Administrators/ Administrator,  
\_\_\_\_\_, Municipality/ NAA.
2. Commissioner, \_\_\_\_\_ Municipal Corporation.
3. Additional Secretary, IT & EoDB , UD & MA Dept.
4. PS to Hon'ble Minister of State (I. C.), UD & MA Department.
5. Sr. P.S. to Principal Secretary, UD & MA Department.

  
Additional Secretary