

Government of West Bengal
Department of Urban Development and Municipal Affairs
(Municipal Affairs Branch)
Poura Prashasan Bhawan
DD – I, Sector – I, Salt Lake, Kolkata – 64

No. 497/MA/O/C-4/1M-31/2015(Pt. I)

Dated: 25th July, 2017

MEMORANDUM

The need of providing various services in municipal areas through the on-line mode, in view of Easing Business was under active consideration of the State Government for some time and in view of above, State Government has introduced Building Plan Approval, Occupancy Certificate and Water Connection for this purpose in municipal areas through online mode under e-district Mission Mode Programme.

For successful implementation of the initiative and in order to place a regulatory mechanism for this purpose, the following **procedure and checklist shall be followed while granting intimation for plinth level completion & Occupancy Certificate** by all the Urban Local Bodies in the State of West Bengal the light of existing building rules:

A. Inspection Procedure for plinth level completion:

Step-1: applicant shall intimate about the completion of building up to plinth level or 1(one) meter above the ground level in e-District portal (<https://edistrict.wb.gov.in>). Upon intimation, the applicant and concerned Municipal Authority 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 Municipal Authority shall make a preliminary check and select the inspector by randomisation within 1 day.

Step -3: ULB shall fix up the date of Inspection, which shall not be later than 4 days from the date of intimation by the applicant. Intimation about date of inspection will reach to the applicant two days prior through SMS & over e-mail through e-district portal.

Step-4: After holding inspection in presence of officials of the concerned Department of the ULB and applicant; a report shall be uploaded with signature of all concerned Authority of the ULB within 48(forty eight) hours from the date of joint inspection in the e-district web portal and an intimation will be sent to the applicant through SMS and over e-mail.

Step-5: if it is found in the Inspection report that everything is in order, the concerned Municipal Authority shall informed the applicant to resume construction work, otherwise asked the applicant to make necessary rectification as per inspection report.

If any of the scheduled date is a Government holiday then the immediate next working day will be the timeline for this purpose.

A process map for this purpose have also been uploaded in the departmental website at www.wbdma.gov.in . for the citizens & particularly to the new and/ or existing entrepreneurs in the area and outside by the Municipal authority for their information.

B. Inspection Procedure for Occupancy Certificate:

Step-1 : Intending applicant shall apply for Occupancy Certificate in e-District portal (<https://edistrict.wb.gov.in>) along with the requisite supporting documents as per list available in the e-district portal as well as in the website of the Department (www.wbdma.gov.in) and shall upload the same for verification. Upon submission, the applicant and ULB authority will get a notification through SMS and over e-mail.

Step-2: Upon receipt of notification on submission of application to ULB by the applicant, concerned ULB shall verify in details the uploaded documents submitted by the applicant.

In case the documents are found non-satisfactory by the ULB authority, the application shall be returned back in the e-district portal to the applicant mentioning the reason and for re-submission with necessary compliances following the procedure mentioned in Step-1. The applicant shall get notification for this purpose through SMS and e-mail.

Step -3: If every document is found satisfactory, then ULB shall fix up a date of Joint Inspection, if required as per risk category of buildings, which shall not be later than 3 days from the date of receipt of all the documents, with all concerned Departments, ULB and applicant. Intimation will reach to the concerned Departments, the applicant and through SMS & over e-mail through e-district portal.

Step-4: After holding joint inspection in presence of officials of the concerned Department, ULB and applicant; a report shall be uploaded with signature of all concerned Departmental and ULBs officials within 2(two) days from the date of joint inspection in the e-district web portal and an intimation will be sent to the applicant through SMS and over e-mail.

Step-5: ULB shall convene a meeting of the Board of Councillors (BOC) within four (4) days from the date of Joint Inspection and will intimate through e-District portal and the applicant shall get notification for this purpose through SMS and over e-mail. For Low Risk and Medium Risk Building necessary documents will be placed in the meeting of BOC, after thorough checking within the stipulated period.

Step-6: A report/ comment of resolution of the meeting of BOC shall be uploaded in the e-district portal and the applicant shall get intimation through SMS & e-mail whether fit for occupancy or not.

In case of unfit for occupancy, intimation in this regard with reason shall be uploaded in the e-district portal and intimation through SMS & e-mail to the applicant will be received.

Step-7: in case the building is considered fit for Occupancy, approval with digital signature shall be uploaded in the e-District portal as per Form 'H' of West Bengal Municipal Building Rule, 2007 within one day.

If any of the scheduled date is a Government holiday then the immediate next working day will be the timeline for this purpose.

CHECKLIST

C. At the time of plinth level inspection: Approved Building plan and Construction Permit.

D. Occupancy Certificate: 1. Approved Building Permit 2. Revised Building Plan, if any deviation 3. Structural Stability Certificate signed by Structural Engineer or Architect or LBS or Geo Technical Engineer or Structural Reviewer as applicable 4. Completion certificate for inside house drainage & Water supply network 5. Certificate pertaining to the Lift Installation

This order is issued with the approval of appropriate authority.

Sd/- Santanu Das

Joint Secretary

No. 497/1(135)/MA/O/C-4/1M-31/2015(Pt. I)

Dated: 25th July, 2017

Copy forwarded for information and necessary action to the:-

- (1) Executive Director, WBIDC
- (2) Joint Secretary, PAR & e-Governance Department (e-Governance Cell), 4, Camac Street, 2nd Floor, Kolkata -16.
- (3) Chief Engineer, Municipal Engineering Directorate.
- (4) Municipal Commissioner/ Commissioner, _____ Municipal Corporation,
P.O. _____, Dist. _____.
- (5) Executive Officer, Nabadiganta Industrial Township Authority.
- (6) Executive Officer, _____ Municipality / Notified Area Authority,
P.O. _____, Dist. _____.
- (7) P.S to MIC, UD & MA Department, Govt. of West Bengal.
- (8) Superintending Engineer (Planning), South Circle, Municipal Engineering Directorate


Joint Secretary