

MEMORANDUM

Subject: Roadmap to the on line Sanction of Building Plan for Industries through e-district Portal under e-district Mission Mode Programme.

The need of providing various civic services in municipal areas through the on-line mode, in view of implementation of 'Business Reforms Action Plan under Ease of Doing Business' especially for the services related **Sanction of Building Plan for Industries** was under active consideration of the State Government for some time and in view of above, State Government has decided to introduce Sanction of Building Plan for Industries in municipal areas through online mode and accordingly it has been decided that all the applications for sanction of Building Plans for Industries in municipal areas will be submitted by the applicant through e-district portal under e-district Mission Mode Programme (<https://edistrict.wb.gov.in>), administered by Information Technology Department, Government of West Bengal.

2. For successful implementation of the initiative and in order to place a regulatory mechanism for this purpose, the guidelines for granting permission for sanction of building plans for Industries which shall be followed by all the Urban Local Bodies in the State of West Bengal in the light of existing building rules, has already been issued and circulated to all Urban Local Bodies vide No.221(125)/MA/O/C-4/1M-31/2015 dated 24/06/2016 and made available in the website of Municipal Affairs Department at: www.wbdma.gov.in.

The details guideline and checklist are furnished below.

GUIDELINES FOR SANCTION OF BUILDING PLAN FOR INDUSTRIES THROUGH e-district PORTAL

Step-1 : Intending applicant, willing to construct/renovate/repair Industrial buildings shall apply 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 concerned Superintending Engineer of the concerned circle of Municipal Engineering Directorate under this Department 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 Superintending Engineer of the concerned circle of Municipal Engineering Directorate, shall make a preliminary check within 3 days whether the application along with necessary supporting documents have been properly uploaded. All the supporting documents shall be checked conforming to the provisions of the West Bengal Municipal Building Rules, 2007 (with latest amendment).

Step-3: If after preliminary checking of the documents by the concerned Superintending Engineer of the concerned division of the Municipal Engineering Directorate it is found that all the documents submitted as per list and in conformity to the provisions of the West Bengal Municipal Building Rules, 2007 (with latest amendment) by the applicant, then the application shall be forwarded by the office of the concerned Superintending Engineer, Municipal Engineering Directorate through e-district portal to the concerned ULB within three(3) days of receipt of application. Upon forwarding by the concerned Superintending Engineer, Municipal Engineering Directorate to the ULB, the applicant and concerned Urban Local Body will get notification through SMS and over e-mail.

In case of non-submission of all the documents, 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-4: Upon receipt of notification on forwarding of application to ULB by concerned Superintending Engineer, Municipal Engineering Directorate, concerned ULB shall verify in details the uploaded documents submitted by the applicant. For this purpose, ULB may ask to furnish hard copies from the applicant, if necessary and applicant shall get notification for this purpose through e-mail or SMS within two (2) days of receipt of the forwarded application through e-district portal.

Step -5: If every document is found satisfactory, then ULB shall fix up a date of Joint Inspection (for buildings which are categorised as High Risk Buildings), which shall not be later than 10 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 M.E.D through SMS & over e-mail through e-district portal. In case of non submission of requisite document for verification, ULB shall send intimation within 2 days of receipt of forwarded application through SMS & over e-mail to the applicant for re-

submission following the procedure mentioned in Step-1 stating the reasons. Formal letter in hard copy shall also be sent to the applicant by the ULB within 2 days of the receipt of application through web portal. The verification of documents will be done on the basis of risk based classification of buildings which are being notified separately. In case of Low Risk Buildings necessary sanction for Industrial buildings will be accorded on the basis Self-Certification by the empanelled Technical persons with Municipal Engineering Directorate; for Medium Risk Buildings the necessary sanction will be accorded by way of obtaining Third Party certification from reputed Institution and for High Risk Buildings necessary sanction will be accorded by way of conducting joint inspection.

Necessary notification of this Department will be in this regard in due course.

Step-6: 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 3(three) 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-7: ULB shall convene a meeting of the Board of Councillors (BOC) within fourteen (14) days from the uploading of Joint Inspection Report (in case of high Risk Buildings) 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-8: On the scheduled date of the BOC meeting, the Building Plan will be placed in the meeting of the Board of Councillors of the concerned ULB for examination along with the documents, which are found complying with the provisions of West Bengal Municipal Building Rules, and upon examination of the Industrial Building Plan, concerned Board of Councillors will accord necessary sanction as per provision of West Bengal Municipal Building Rules, 2007 (as amended). A letter indicating sanction of the Building Plan shall be uploaded along with payment due within three (3) days from the meeting of BOC in the e-district portal and the applicant, concerned Departments, and MED shall get intimation through SMS & e-mail for making necessary payment through online in the GRIPS Portal.

After making necessary payment to the ULB, the receipt of the payment shall be uploaded by the applicant into the e-District portal. In case of non sanction of the plan, intimation in this regard as per Form 'D' of West Bengal Municipal Building Rule, 2007 with reason shall be uploaded in the e-district portal and intimation through SMS & e-mail to the applicant, concerned Department and M.E. Directorate will be received.

Step-9: ULB upon receipt of such payment document shall upload the sanctioned Building Plan in the e-District portal as per Form 'C' of West Bengal Municipal Building Rule, 2007 within one day. In case of any due regarding payment the applicant shall be intimated through notification for payment of balance amount and upon after receipt of payment of the same, necessary sanction shall be issued.

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

DOCUMENTS REQUIRED:

1. Approved site plan of the land.
2. A plan showing elevation and sections of the proposed building together with a specification of the work (in case of a building under the Salt Lake Township under Bidhannagar Municipality or Nabadiganta Industrial Township Authority the provisions of rule 96(a) has to be followed).
- Plan showing elevation & section together with a specification of the work in AutoCAD.
- Plan duly signed by owner and all technical personnel showing elevation & section.
3. Engagement Certificate of all technical personnel to be engaged as per relevant portion as prescribed in Form B.
4. Geo technical Investigation report (in pdf format).
5. Detailed Structural drawings (in AutoCad software) (Please refer Rule 53 / Rule 155).
6. Duly signed Form B.
7. Water supply and sewage disposal plans.
8. Copy of the possession certificate .
9. Sewage and water connection plan as per rule 96(b).
10. Reports of soil test or test for stability of slope as per rule 157 (If Applicable).
11. Detailed calculation of structural design as per provision in these rules.
- STAAD input file.
- Output file of STAAD analysis.
- Input and Output etab file.
- Duly signed copies of the drawings (Structural, Architectural), design calculations.
12. Current paid up Municipal Tax receipt.
13. Clearance certificate/application copy from U.L.C. Branch of Urban Development Department, Government of West Bengal (if applicable).
14. No objection of West Bengal Fire and Emergency Services Dept. (if applicable).
15. No objection certificate from the Director of Factories or Industries, Government of West Bengal.
16. No objection certificate from the West Bengal Pollution Control Board / Department of Environment, Government of West Bengal.
17. No objection certificate from the West Bengal State Electricity Distribution Company Limited / Calcutta Electricity Supply Corporation.
18. No objection certificate from the Public Health Engineering Directorate, Government of West Bengal.
19. Indemnity Bond (As per form No. L).
20. Copy of Deed and Deed plan.
21. Registered Undertaking for common passage (if applicable).
22. Power of Attorney (if applicable).
23. Sanctioned plan in case of any existing structure.
24. FAR Calculation Sheet (if applicable).
25. Certificate of empanelment of LBS, as per rule.
- 26.

Certificate of empanelment of Geo-technical engineer, as per rule. 27. Certificate of empanelment of Structural engineer as per rule. 28. Certificate of empanelment of Structural Reviewer from MED/KMC, as per rule. 29. Certificate from Council of Architect (if Architect engaged). 30. Others not covered above (if applicable). 31. Unit Details.

FEE DETAILS: Fees on total covered area as per Rule 24(1) & (2) of West Bengal Municipal (Building rule, 2007 with latest amendment) • For building upto 30 sq. meters of total covered area in all floors : Rs.4000/- (Rupees four thousand only). • For every additional 10 sq. meters of covered area or part thereof beyond 30 sq. meter: Rs.600/- (Rupees six hundred only). However, maximum fees not exceeding the 5 times the minimum specified fees may be determined by the Board of Councillor. Note: The above noted fees are only the estimated fees for the sanction of building plan. but before approval of the building plan total payment due shall be intimated by the ULB through SMS and email. It will include actual fees for sanction of plan, development fees and other fees & dues, if any

Apart from this, a process map and checklist for this purpose have also been uploaded in the departmental website, for the citizens & particularly to the new and/ or existing entrepreneurs in the area and outside by the Municipal authority for their information.

This order is issued with the approval of appropriate authority.


Joint Secretary

No. 498/1(135)/MA/O/C-4/1M-31/2015 (Pt – 1)

Dated, the 25th July, 2017

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

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