

I/213364/2022

Govt. of West Bengal
Department of Urban Development & Municipal Affairs
“Nagarayan”, DF-8, Sector-I, Bidhannagar,
Kolkata : 700 064

No. 819/MA/O/C-4/1M-31/2015 (Pt-V)

Date: 08.08.2022

ORDER

In reference to this Department's Order No. 172/UDMA-15011(24)/11/2021-LS-MA SEC dated 11.02.2022, the Governor is hereby pleased to specify the Standard Operating Procedure (SOP) for holding the inspection of buildings of Medium Risk category in different stages of construction and uploading of check list of inspection and other formalities in the Online Building Plan Approval System (OBPAS) of UD & MA Department.

A. Inspection Procedure for plinth level construction:

Step – 1 : Applicant of the building plan / owner of the building shall engage the technical personnel as the 3rd party consultant , as per the Notification No. 173/UDMA-15011(24)/11/2021-LS-MA SEC dated 11.02.2022 and the 3rd party consultant shall be responsible for uploading the Certificate of Inspection similar to Annexure – 2A , appended to Departmental Order No. 172/UDMA-15011(24)/11/2021-LS-MA SEC dated 11.02.2022.

Step – 2 : 3rd party consultant means any Licensed Building Surveyor(Class – I/II) duly empanelled in any Municipality / Municipal Corporation /NAA / Industrial Township Authority of the State other than the empanelled Licensed Building Surveyor (Class – I/II) who has been actually engaged by the applicant of the building plan/owner of the building for the purpose of sanction of the Building Plan and/or supervision of the construction of the same building.

Step – 3 : After construction of the structural work up to the plinth level or 1.0 meter above the ground level, which is higher , the applicant of the building plan/owner of the building shall apply to the concerned ULB in OBPAS for plinth level certificate in terms of Rule 30 of West Bengal Municipal Building Rules.

Step – 4 : Immediately after that , the applicant of the building plan/owner of the building shall choose the 3rd party consultant as per procedure laid down in Order No. 173/UDMA-15011(24)/11/2021-LS-MA SEC dated 11.02.2022.

Step – 5 : The concerned 3rd party consultant within the time frame as mentioned in Order No. 173/UDMA-15011(24)/11/2021-LS-MA SEC dated 11.02.2022 shall hold the inspection of the building site and shall prepare a Check List in the format as per **Annexure – I** and put his Empanelment number in the Check List and as well as in the e-certificate format similar to Annexure – 2A of the Order No. 172/UDMA-15011(24)/11/2021-LS-MA SEC dated 11.02.2022.

Step – 6 : The 3rd party consultant then using his Log-in credentials shall upload the e-certificate along with the filled-in Check List.



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Step – 7 : If the ULB is satisfied with the Check List and e-certificate of the 3rd party consultant, it shall then send the Certificate of Plinth Level construction to the applicant of the building plan / owner of the building digitally through OBPAS within the time frame as mentioned in Order No. 173/UDMA-15011(24)/11/2021-LS-MA SEC dated 11.02.2022.

Step – 8 : If it is found that the Check List and e-certificate are not satisfactory, the Municipal Authority may ask the applicant to make the necessary rectification in the process of construction.

B. Inspection Procedure for Occupancy Certificate:

Step – 1 : After completion of the construction of the building and within a period of one month from the completion of building, the applicant of the building plan/owner of the building shall submit a Notice of completion to the concerned Municipal Authority digitally along with requisite documents viz., (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 and water supply network (5) Certificate pertaining to the Lift installation.

Step – 2 : Immediately after sending this notice to the Municipal Authority, the applicant of the building plan/owner of the building shall engage a 3rd party consultant i.e., License Building Surveyor (Class-I/II) in the manner as mentioned in Order No. 173/UDMA-15011(24)/11/2021-LS-MA SEC dated 11.02.2022.

Step – 3 : The engaged 3rd party consultant shall , within the scheduled time limit , inspect the building site and the constructed building and prepare the certificate similar to Annexure – 2B of the Order No. 172/UDMA-15011(24)/11/2021-LS-MA SEC dated 11.02.2022 and also shall prepare the Check List as per **Annexure-II** and put his Empanelment number in both the documents.

Step – 4 : Immediately after that the 3rd party consultant shall upload the completed e-certificate and the Check List in OBPAS to the concerned Municipal Authority using his Log-in credentials.

Step – 5 : The concerned Municipal Authority shall then verify in detail uploaded documents submitted by the consultant and if those are found in order, the Municipal Authority shall convene a meeting of the Board of Councillors (BOC) for approval.

Step : - 6 : If the Board of Councillors (BOC) approves the application for Occupancy Certificate, one demand of balance charges (if any) is generated in the OBPAS and it is sent to the applicant electronically for online payment.

Step – 7 : On successful online payment of the requisite fees, the Municipal Authority shall issue the Occupancy Certificate similar to Form – H of the WB Municipal Building Rules , to the applicant of the Building Plan / owner of the building digitally



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through OBPAS with QR Code and Digital Signature of the Chairman/Chairperson/Commissioner of the Municipal Authority.

Step – 8 : In case the BOC find the building is unfit for occupancy, one intimation in this regard with reasons shall be sent to the applicant of the building plan / owner of the building electronically.

This Order shall take immediate effect.

By the Order of the Governor,

Sd/-
**Special Secretary
to the Govt. of West Bengal**


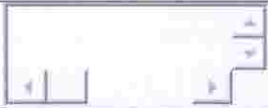





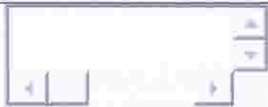

No. 819 /1(9)/MA/O/C-4/1M-31/2015 (Pt-V)

Date: 08.08.2022

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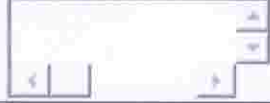





1. Mayor / Chairman / Chairperson.....Municipal Corporation / Municipality / NAA / ITA
2. Commissioner.....Municipal Corporation
3. Executive Officer.....Municipality / NAA / ITA
4. Additional Secretary, UD & MA Department (MA Branch)
5. Secretary, Municipal Engineering Directorate
6. Chief Engineer, MED
7. State EoDB Cell, MSME & T Department.
8. P.S to Hon'ble MIC, UD & MA Department
9. P.S to Principal Secretary, UD & MA Department






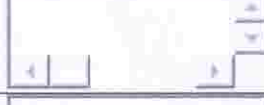

[Signature]
**Special Secretary
to the Govt. of West Bengal**

Sl No	Items	Whether complied or not	Remarks
A	CHARACTERISTIC DETAILS OF BUILDING		
1	OPEN SPACES PROVISIONS FOR PRIVATE BUILDING (REFER PART-IV, RULE -50):		
	a) External Open spaces provided:		
	Front (N/S/E/W/NE/NW/SE/SW)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Rear (N/S/E/W/NE/NW/SE/SW)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Side 1 (N/S/E/W/NE/NW/SE/SW)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Side 2 (N/S/E/W/NE/NW/SE/SW)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	b) Internal Open spaces provided:		
	Inter courtyard	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Outer courtyard	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	c) Joint open space for multiple building blocks	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	d) Joint open space for multiple building blocks	<input type="radio"/> Yes <input type="radio"/> No	
	e) Layout and areas of all units of the building	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Annexure 1

	OPEN SPACES PROVISIONS FOR CONSTRUCTION OF DWELLING HOUSES UNDER GOVERNMENT SCHEMES (REFER PART-IV, RULE -50.5)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2	a) Ground floor		
	Ground coverage	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Height of PL/Stilt	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Service area for pump house, transformer etc	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	b) Basement floor, if any		
	Area	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Height	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3	Stair case		
	Number	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Minimum width of each flight	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Area including landing	<input checked="" type="radio"/> Yes <input type="radio"/> No	
4	Lift and/or Escalator		
	Number	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Size	<input type="radio"/> Yes <input checked="" type="radio"/> No	

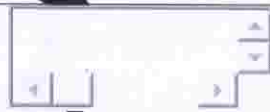

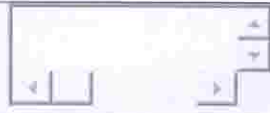





5	Ramp, if any		
	Width	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Slope	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Area	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Ventilation shaft, if any		
	Area	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Minimum Width	<input type="radio"/> Yes <input checked="" type="radio"/> No	
7	Checking of -		
	Fire Exit/Fire stair, if any	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Proposed no & Position of Ramp	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Water source for construction	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Permission of Ground Water extraction from competent authority, if required	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Height of boundary wall, if any	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Height of parking floor as per rule -112	<input type="radio"/> Yes <input checked="" type="radio"/> No	







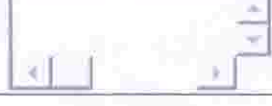
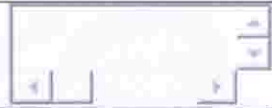
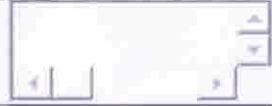

	All issues with respect to NOC(s)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Stacking of constructional materials	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Provisions of Sewerage plan/layout	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Provisions of Water supply plan/layout	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Provisions of gifted corner splay, if any	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Provisions of land strip gifted, if any	<input type="radio"/> Yes <input checked="" type="radio"/> No	
8	Checking of building frame component	<input checked="" type="radio"/> Yes <input type="radio"/> No	





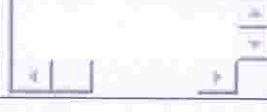

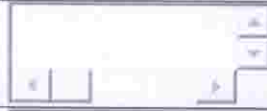




☒ Found in Order ☐ Found some Deviation


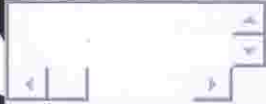
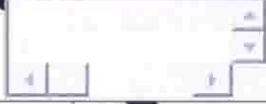




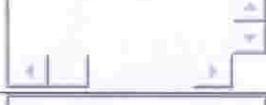
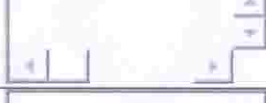

✓ This is to certify that the Building of has been completed upto Plinth Level at Plot Number....., Ward Number under (ULB name), West Bengal, has been inspected by (3rd Party consultant's name) on and found to be in order as per sanctioned Building Plan vide No..... dated.....


Name:
Empanelment number:

Sl No	Items	Whether complied or not	Remarks
A	PRESENT STATUS OF LAND		
1	Area of land as per deed	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2	Bondaries of site on (Meters):		
	Front (N/S/E/W/NE/NW/SE/SW)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Rear (N/S/E/W/NE/NW/SE/SW)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Side 1 (N/S/E/W/NE/NW/SE/SW)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Side 2 (N/S/E/W/NE/NW/SE/SW)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
3	Nature of Land (solid / filled up body)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
4	Existing ground level as shown in plan	<input checked="" type="radio"/> Yes <input type="radio"/> No	
5	Terrain condition (Plain / Hilly)	<input checked="" type="radio"/> Yes <input type="radio"/> No	

6	Type of surface soil	<input checked="" type="radio"/> Yes <input type="radio"/> No	
7	Means of access		
	Status of road (Govt. Road/ Private Road / Common Passage)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Width of Road	<input checked="" type="radio"/> Yes <input type="radio"/> No	
8	Height of adjoining building		
	Front (N/S/E/W/NE/NW/SE/SW)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Rear (N/S/E/W/NE/NW/SE/SW)	<input type="radio"/> Yes <input type="radio"/> No	
	Side 1 (N/S/E/W/NE/NW/SE/SW)	<input type="radio"/> Yes <input type="radio"/> No	
	Side 2 (N/S/E/W/NE/NW/SE/SW)	<input type="radio"/> Yes <input type="radio"/> No	
B	CHARACTERISTIC DETAILS OF BUILDINGS		
9	Proposed no of Units	<input checked="" type="radio"/> Yes <input type="radio"/> No	
10	a) Principal occupancy	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	b) Other occupancy / occupancies	<input checked="" type="radio"/> Yes <input type="radio"/> No	

11	Proposed height of the building	<input type="radio"/> Yes <input type="radio"/> No	
12	Proposed with Basement	<input type="radio"/> Yes <input type="radio"/> No	
13	Proposed no. & position of stair case	<input type="radio"/> Yes <input type="radio"/> No	
14	Proposed no. & position of Lift	<input type="radio"/> Yes <input type="radio"/> No	
15	Proposed no. & position of escalators	<input type="radio"/> Yes <input type="radio"/> No	
16	Addition and alteration work		
	Ground Coverage	<input type="radio"/> Yes <input type="radio"/> No	
	Total Floor Area	<input type="radio"/> Yes <input type="radio"/> No	
	Parking provided	<input type="radio"/> Yes <input type="radio"/> No	
17	Proposed no & Position of Ramp	<input type="radio"/> Yes <input type="radio"/> No	
18	Proposed width & Position of driveway	<input type="radio"/> Yes <input type="radio"/> No	
19	Proposed no of Ventilation Shaft	<input type="radio"/> Yes <input type="radio"/> No	

20	Proposed no & Position of Latrine	<input type="radio"/> Yes <input type="radio"/> No	
	Proposed no & Position of kitchen	<input type="radio"/> Yes <input type="radio"/> No	
	Number of storey	<input checked="" type="radio"/> Yes <input type="radio"/> No	
21	Water supply and sewage disposal plan		
	Proposed position and distance of source of Electric supply	<input type="radio"/> Yes <input type="radio"/> No	
22	Checking of special features viz. -		
	Nearby water body	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	High / Low Tension electric line	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	High Tension tower / Low Tension post	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Aprox. distance from Airport	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Approx. distance from Railway track	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Height of existing boundary wall if any?	<input checked="" type="radio"/> Yes <input type="radio"/> No	

	Any other special features	<input checked="" type="radio"/> Yes <input type="radio"/> No	
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☒ Found in Order ☐ Found some Deviation

☒ This is to certify that the plot of land for proposed storied building of (Name of the building owner) at Plot Number....., Ward Number under (Name of the ULB), West Bengal, has been inspected by (Name of the 3rd Party Consultant) on and found to be in order.

Name:

Empowerment number:

OCCUPANCY