

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

No. 205/MA/O/C-4/1M-31/2015 (Pt – III)

Date: 06/03/2019

MEMORANDUM

Subject: Roadmap to the on-line Sanction of Building Plan through WB e-District Portal

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, Urban Development & Municipal Affairs Department has decided to introduce Site Plan approval, Building Plan Approval, notice for commencement of work together with e-intimation of plinth level completion & Common Completion Request Form cum Occupancy Certificate Application and Water Connection and Sewer Line connection for all type of buildings in municipal areas through online mode in WB e-District portal (<https://edistrict.wb.gov.in>) and accordingly it has been decided that all the above municipal services in municipal areas henceforth should be delivered **online by the authority concerned through WB e-District portal without any physical touch point with the authority for document submission and practise of processing applications offline should be done away with gradually with passage of time.**

For successful implementation of the initiative and in order to place a mechanism for this purpose, the following guidelines for **Approval of Building Plan for Industrial and other categories of buildings** shall be followed by all the Urban Local Bodies in West Bengal except Kolkata Municipal Corporation in the light of existing building rules:

GUIDELINES

SERVICE NAME: SANCTION OF BUILDING PLAN IN MUNICIPAL AREA FOR INDUSTRIAL BUILDING AND OTHER CATEGORIES OF BUILDINGS

• **Application Submission**

Step: 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. The building plan gets approved after the applicant successfully pays the required fees. Citizen/Kiosk operator may also log into 'Slipasathi' portal (<http://eodb.silpasathi.in>) for Sanction of Building Plan in Municipal Area for Industrial Building.

• **Application Processing At ULB Level**

Step1: Verification of the correctness and completeness of the application

Actions (any one as applicable):

1. Reject
2. Send Back To Applicant
3. Sent for Joint Inspection

Assigned Actor: ULB

Step 2: Downloading the inspection checklist

Actions (any one as applicable):

1. Send back to Previous Actor
2. Accepted for joint inspection

Assigned Actor: Inspector (Multiple)

Step 3: Uploading inspection report against the application after the physical verification

Actions:

Upload Certificate/Reports/Remarks/Update Decision

Assigned Actor: Inspector in ULB

Step 4: Verification of the inspection report, entry of date of meeting for Board of Councils or accepting payment

Actions (any one as applicable):

1. Sent back to the applicant
2. Meeting for Board of Councilors

Assigned Actor: ULB

Step 5: Uploading the decision of BOC**Actions:**

1. Upload Certificate/Reports/Remarks/Update Decision

Assigned Actor: ULB**Step 6: Accepting the application for making payment for approval or rejecting with reason****Actions (any one as applicable):**

1. Reject
2. Sent back to the applicant
3. Accept the application for Payment

Assigned Actor: ULB**Step 7: Approval of application with digital signature****Actions (any one as applicable):**

1. Approve
2. Sent Back to applicant for appropriate payment

Assigned Actor: ULB**CHECK LIST:**Probable List of Mandatory Documents

- ❖ 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.

FEE DETAILS

A. Guideline of calculation for Sanction Fees of building plan: (to be calculated on total covered area as per Rule 24 of WBMBR-2007, amended)

1. Thatched Building to be constructed with mud, mortar and brick in slum areas [sub-rule (1)(b)]
 - For each building: Rs.200/- (Rupees two hundred only)
2. Residential Buildings for own use [sub-rule (1)(a)] [BASIC RATE]
 - For building work upto 30 Sq. meters of total covered area in all floors : Rs.500/- (Rupees Five Hundred Only)
 - For every additional 10 Sq. meters of covered area or part thereof beyond the first 30 Sq. meter: Rs.75/- (Rupees Seventy Five Only)

However, maximum fees not exceeding the 5 times the minimum specified fees may be determined by the Board of Councilor.

3. Apartment Residential Buildings other than self use [sub-rule (2)(a)]
 - Double the basic rate (minimum specified fees) of Residential Buildings for own use.
4. Institutional, Business, Assembly, Commercial or Mercantile Buildings etc. [sub-rule (2)(b)]
 - Six times the basic rate (minimum specified fees) for Residential Buildings for own use.
5. Storage or Hazardous Buildings etc. [sub-rule (2)(c)]
 - Eight times the basic rate (minimum specified fees) for Residential Buildings for own use.
6. Charitable Institute or Charitable Educational Building etc. [sub-rule (2)(d)]
 - Half the basic rate (minimum specified fees) for Residential Buildings for own use with the approval of BOC
7. Steel Tower [sub-rule (3)]
 - For every cu. meter volume or part thereof: Rs.10/- (Rupees ten only)
8. Mixed Used
 - Sanction fees to be calculated on the basis of Principle Occupancy
9. Residential and Commercial Building within Bidhannagar MC & Nabadiganta Industrial Township [Rule 100].
 - For every 1 sqm of total covered area in all floors of Residential Building: Rs. 37.67/- (Rupees three and fifty paisa only).

- For every 1 sqm of total covered area in all floors of Commercial/Co-opt. Building: Rs. 107.64/- (Rupees ten only).
10. For Institutional, Business, Assembly or Mercantile Buildings etc.: similar as Commercial building are to be charged with the approval of BOC.
- B. Development Fees charged at the time of building plan sanction: (to be calculated by ULB as per Rule 24 (4) of WBMBR-2007, amended)
- C. Stacking Fees charged at the time of building plan sanction: (to be calculated by ULB as per Rule 25 of WBMBR-2007, amended)

Note: The total fees will include actual fees for sanction of plan, development fees, stacking fees & dues, if any. This will be intimated by the ULB to the Citizen before approval of Building Plan.

This memo is issued with the approval of appropriate authority in supersession of earlier memo No. 498/MA/O/C-4/1M-31/2015 (Pt – I) dated, the 25th July, 2017 in this regard.

It is requested to make wide publication of this online user friendly service or other services in the municipal area for information of the citizen in the public interest.

Sd./- S. K. Dutta
Joint Secretary

No. 205/1(135)/MA/O/C-4/1M-31/2015 (Pt – III)

Date: 06/03/2019

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

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

Joint Secretary