

GOVERNMENT OF WEST BENGAL
Department of Urban Development & Municipal Affairs
"Nagarayan", DF-8, Sector-I, Salt Lake, Kolkata : 700 064

No. 439-IT & e-Gov/UDMA/E 721215

Date: 04-10-2024

ORDER

The need of providing various services in Municipal Areas through the Online mode, in view of the "Ease of Doing Business Project" was under active consideration of the State Government for some time past and in view of the above, the State Govt has introduced Online Building Plan Approval System (OBPAS) (e-Grihanaksha) for Permission for Alteration and Addition /Revision / Revalidation and Permission for Demolition and Reconstruction of Building in Municipal area through Online Mode (<https://obpasudma.wb.gov.in>).

For successful implementation of the initiative as stated above and in order to place regulatory mechanism for the purpose, the following procedures and check lists shall be followed while inspection of Permission for Alteration and Addition /Revision / Revalidation and Permission for Demolition and Reconstruction by all the Urban Local Bodies in the State of West Bengal:

A. Inspection procedure for Alteration and Addition /Revision / Revalidation and Permission for Demolition and Reconstruction:

Step – 1 : The applicant of the building plan shall apply for building permit in SWS-OBPAS in terms of rule 11(3) of West Bengal Municipal Building Rules, 2007 (as Amended).

Step – 2: Upon submission of application digitally, the applicant/owner of the building will get a notification through SMS and e-mail.

Step – 3 : On receipt of the application, the Nodal Officer of the ULB shall make a preliminary checking of the application and shall select Site Inspector by randomization and shall fix up a date of inspection within 1 (one) day, which shall be not later than 6 (six) days from the date of receipt of the application.

Step-4 : The intimation about the date of inspection shall reach to the applicant/owner of the building through SMS and e-mail from OBPAS.

Step-5 : The ULB Site Inspector shall visit the site and hold the inspection in presence of the applicant/owner of the building and the technical personnel engaged.

Step-6 : The Site Inspector shall take at most 6 (six) nos. site photograph through site inspection app of OBPAS and shall also fill the Building Permit Checklist of inspection (**Annexure I**) using her/his own OBPAS log-in credential and upload in OBPAS within 6 (six) days from the date of receipt of the application by the ULB.

Step-7 : Within next 1 (one) day, the Nodal Officer shall place the application digitally through OBPAS to the Committee referred to in rule 20A of the said rules with necessary recommendation based on site inspection report furnished through the aforesaid check list by the Site Inspector.

Step-8 : If the Nodal Officer is not satisfied with the site photographs, s/he will return the file to the Site Inspector digitally through OBPAS for retaking photos and onward resubmission.

B. The applicant of the building plan/owner of the building shall keep ready the following documents at the time of inspection:

1. Any photo-identity document of the owner/lessee issued by Govt./Semi-Govt./Govt. Undertaking
2. Land deed/parcha/Municipal mutation certificate/Municipal tax receipt.

CHECKLIST

Sl. No.	Items	Whether checked or not		Remarks
		Y	N	
	A. General parameters			
1	Physical area of land			
2	Type of soil (solid/filled up/black cotton soil)			
3	Level of land with respect to road crown level			
4	Existence of municipal drainage/sewerage system			
5	Distance from nearby water course			
6	Nature of area (sinking zone/central business area/vulnerable area/quarry/river zone/coastal region zone etc.)			
7	Site inclination (for hill area)			
8	Plot abutting details:			
	a) Front (N/S/E/W)			
	b) Rear (N/S/E/W)			
	c) Side-1 (N/S/E/W)			
	d) Side-2 (N/S/E/W)			
9	Means of access			
	a) Status of road (Govt. road/Municipal road/private road/common passage)			
	b) Width of Road			
	c) Distance from plot (for hill area)			
10	Length and width of abutting footpath/passage/street connecting means of access (for hill area)			
11	Area and width of abutting water body			
12	Width of river and distance from bank			
13	Distance from nearby road junction			

14	Position, nature and height of electric line			
15	Distance from metro corridor (operational/under construction)			
16	Position and type of trees			
17	Existence of municipal water supply system			
18	Stage of construction (for addition/alteration)			
19	Any other special features			
	B. Additional parameters for existing building for addition case			
1	Occupancy			
2	Height			
3	Covered area			
4	Total floor area			
5	Mandatory open spaces			
	a) Front			
	b) Rear			
	c) Side-1			
	d) Side-2			
6	Parking provided			
	a) Car parking			
	b) Bus/truck parking			
7	Presence of lift			
8	Stage of construction if under construction			
9	Any other special features			
	C. Additional parameters for existing building for demolition case			
1	Use group			
2	Covered area			
3	Height			
4	Number of floors			
5	Number of floors and floor area to be			

	demolished as marked in the drawing			
6	Type of occupancy of the portion proposed for demolition			
7	Type of structure of existing building			
8	Habitable condition of existing building			
9	Presence of occupants in existing building or part thereof under demolition proposal			
10	Position of lift/escalator			
11	Position of underground utility services as shown in drawing			
12	Area of open spaces within the plot			
13	Width & position of driveway			
14	Distance of other buildings within the plot			
15	Distance of buildings/structures in adjacent plots from the building to be demolished			
16	Type of demolition wastes to be generated			
17	Any other special features			

Sd/-

**Joint Secretary
UD & MA Department**

No. 439/1(7)-IT & e-Gov/UDMA/E 721215

Date: 04-10-2024

Copy forwarded for information and necessary action to:

1. Mayor/ Chairman / Chairperson / Administrator Municipal Corporation/ Municipality/ NAA;
2. Municipal Commissioner / Commissioner Municipal Corporation;
3. Executive Officer Municipality/ NAA;
4. State EoDB Cell, MSME & T Department;
5. P.S. to the Hon'ble MIC, UD & MA Department;
6. Sr. P.S. to the Secretary, UD & MA Department;
7. SO (IT & e-Gov Cell), UD & MA Department with the request to upload this in the Departmental website.

**Joint Secretary
UD & MA Department**

Handwritten signature and date: 4/10/24