

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. 441/MA/O/C-4/1M-31/2015(Pt. I)

Dated: 4th 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 decided to introduce Building Plan Approval, Occupancy Certificate and Water Connection for Industrial purpose in municipal areas through online mode and accordingly it has been decided that all the applications for the above purposes in municipal areas will be submitted by the applicant through e-district portal 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 **mandates while granting Building Plan Sanction, together with – e-intimation to authorities of plinth level completion & Common Completion Request Form cum Occupancy Certificate Application and Water Connection** for Industries shall be followed in the light of existing building rules by all the Urban Local Bodies in the State of West Bengal:

i. all applications for construction permit, Common Completion Request cum Occupancy Certificate and Water Connection are submitted online.

ii. All queries/clarifications related to investor's application are sought once and within 7 days of receiving the application.

iii. construction permits, including sanctioning of building permits, inspections during construction stage and final completion cum occupancy certificate shall be provided within 45 days, in the following time frame –

- I. Building Plan approval is provided within **30** days
- II. Plinth Inspection is done within **7** days of intimation
- III. Final completion/occupancy certificate is provided within **8** days (7 days for inspection + 1 day for issuing the certificate).

iv. a single, joint site inspection will be carried out by all concerned authorities such as Fire, Sewerage, Electricity, Labour (such as Factory license), Water Department and internal departments responsible for granting construction permits in urban areas.

v. Urban Local Body shall obtain inspection reports from the concerned Departments/authorities and submit the same online positively within **48 hours** of inspection to the Department.

vi. Urban Local Body in line with the notification issued by them already under Right to Public Services Act, 2013 defining timeline for providing water supply connection, shall provide the same for the respective premises/holdings to be used/ already in use for Industrial purpose within **15 (fifteen) days** upon receipt of online application with valid documents and requisite fee/charges as already determined by the concerned Urban Local Body for this purpose.

Sd./- Santanu Das

Joint Secretary

No. 441/1(150)/MA/O/C-4/1M-31/2015(Pt. I)

Dated: 4th July, 2017

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

- (1) Principal Secretary/Secretary, _____ Department, Govt. Of West Bengal.
- (2) Executive Director, WBIDC
- (3) Commissioner, _____ Municipal Corporation,
P.O. _____, Dist. _____.
- (4) Chief Engineer, Municipal Engineering Directorate.
- (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