

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

No. 896/MA/O/C-4/1M-31/2015 (Pt-V)

Date : 01.09.2022

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 Building Plan Approval, Plinth Level Certification, Occupancy Certificate of the constructed Building , Water Connection and Sewer Connection for this purpose 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 this purpose, the following procedures and check lists shall be followed while inspection of Plinth level completion and Plinth level certification along with issuance of Occupancy Certificate by all the Urban Local Bodies in the State of West Bengal in respect of Building of High risk classification.

A. Inspection Procedure for Plinth Level Completion :

Step – 1 : The applicant of the building plan / owner of the building shall intimate about the completion of the building up to the plinth level or 1 meter above the ground level, which is higher, in OBPAS in terms of Rule 30 of the West Bengal Municipal Building Rules.

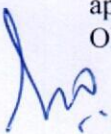
Step – 2 : Upon submission of intimation digitally, the applicant of the concerned Municipal Authority will get a notification through SMS and e-Mail.

Step – 3 : On receipt of the notification, the concerned Municipal Authority shall make a preliminary checking of the intimation 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 3 (three) days from the date of intimation by the applicant.

Step – 4 : The intimation about the date of inspection shall reach to the applicant of the building plan / owner of the building at least 1 (one) day prior to the date of inspection through SMS and e-Mail from OBPAS.

Step – 5 : The ULB Site Inspector shall visit the site and hold the inspection in presence of officials of the concerned NOC Issuing Authorities and the applicant of the Building Plan/owner of the building.

Step – 6 : The Site Inspector shall take 5 (five) nos. of site photograph through site inspection APP of OBPAS and shall also fill the Plinth level Check List of inspection (**Annexure-I**) using his own OBPAS Log-in credentials and upload in OBPAS within 24 hours from the date of joint inspection. The intimation will be sent the applicant of the building plan / owner of the building through SMS and e-Mail from the OBPAS.



Step – 7 : If the Municipal Authority is satisfied with the check list it shall send the Certificate of plinth level construction to the applicant of the building plan / owner of the building digitally through OBPAS within 24 hours from the date of receipt of inspection report from the site inspection.

Step – 8 : If it is found that the check list of Site Inspector is not satisfactory, the Municipal Authority may ask the applicant to make the necessary rectification in the process of construction as per the inspection report.

B. Inspection Procedure for Occupancy Certificate :

Step – 1 : After completion of the construction of the building and within a period of 1 (one) month from the date of the 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 the 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 as per Rule 33 of the West Bengal Municipal Building Rules.

Step – 2 : Upon receipt of the Notice of completion by the Municipal Authority, concerned Municipal Authority shall verify the details of the uploaded documents submitted by the applicant of the building plan / owner of the building.

Step – 3 : If every documents are found satisfactory, the Municipal Authority shall fix up a date of joint inspection, if required which shall not be later than 7 (seven) days from the date of receipt of the Notice and select the Site inspector for the inspection through randomization. Intimation will be given to the concerned NOC Issuing Authority and the applicant of the building plan / owner of the building through SMS and e-Mail from OBPAS.

Step – 4 : After holding the joint inspection by the site Inspector in presence of the officials of the concerned NOC Issuing Authority and the applicant of the building plan / owner of the building, the Site Inspector shall take a upload 5 (five) nos. of site photographs through Site Inspection mobile app of OBPAS. The Site Inspector also fill up the Check List for occupancy level(**Annexure-II**) and shall upload the check list using his own log-in credentials in the OBPAS within 48 (forty eight) hours of making the inspection.

Step – 5 : On receipt of the inspection report (check list) of the site Inspector, the Municipal Authority shall convey a meeting of the Board of Councillors within 4 (four) days from the date of joint inspection and the applicant of the building plan shall get intimation through SMS and e-Mail.

Step – 6 : If the Board of Councillors approved the application for occupancy certificate on the basis of the inspection report (check list) and other documents on demand of balance charges (if any) is generated in the OBPAS and will send to the applicant of the building plan / owner of the building digitally for Online payment within 48 (forty eight) hours.



Step – 7 : On successful Online Payment of the requisite fees, the Municipal Authority shall issue the Occupancy Certificate similar to Form-H of the West Bengal Municipal Building Rules to the applicant of the building plan / owner of the building digitally through OBPAS with QR Code and digital signature of the Chairman / Chairperson / Commissioner of the Municipal Authority.

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

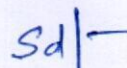
C. The applicant of the building plan / owner of the building shall keep ready the following documents at the time of inspection:

At the time of Plinth Level Inspection: Approved Building Plan and Construction Permit.

Occupancy Certificate: 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 & Water Supply network, 5. Certificate pertaining to the Lift Installation.

This Order shall take immediate effect.

By the Order of the Governor,



Special Secretary
to the Govt. of West Bengal

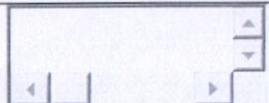
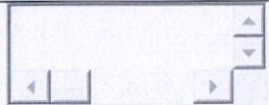
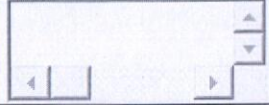
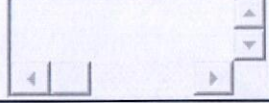
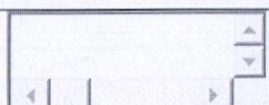
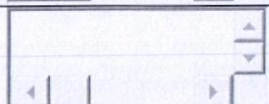
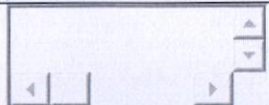
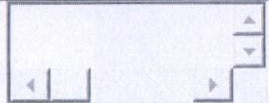
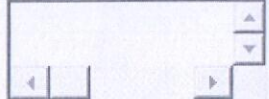
No. 896/ 1(9) /MA/O/C-4/1M-31/2015 (Pt-V)


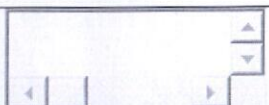
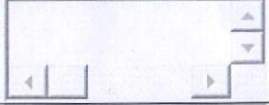
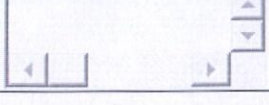
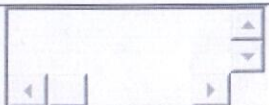
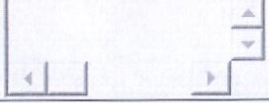
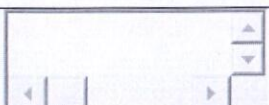

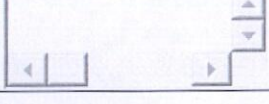

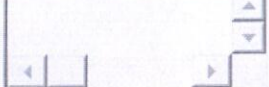
Date : 01.09.2022

Copy forwarded for information and necessary action to :

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 (M A Branch)
5. Secretary, Municipal Engineering Directorate
6. Chief Engineer, Municipal Engineering Directorate
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


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	

	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	

Annexure-I

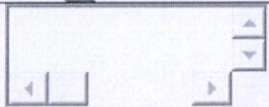
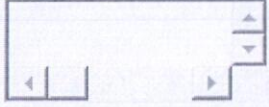
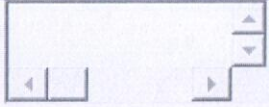
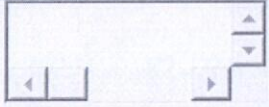
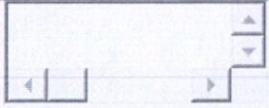
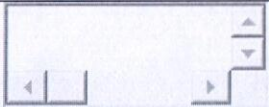
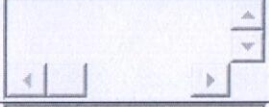

5	Ramp, if any		
	Width	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Slope	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Area	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Ventilation shaft, if any		
	Area	<input type="radio"/> Yes <input checked="" 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	

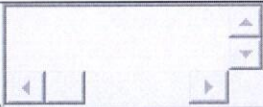
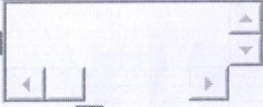
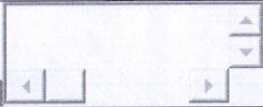
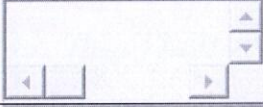
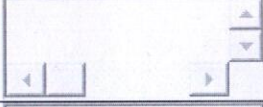
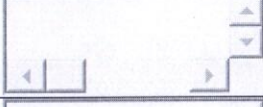
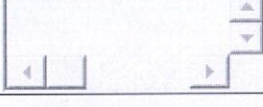
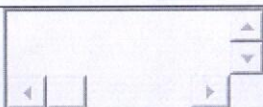
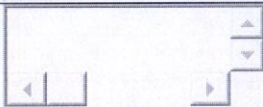
Annexure-I

	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	

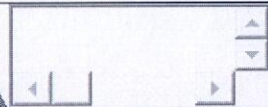
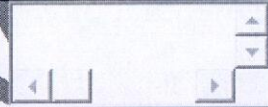
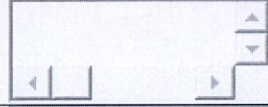
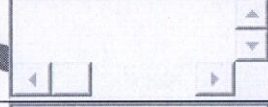
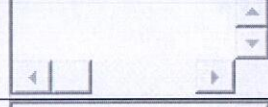
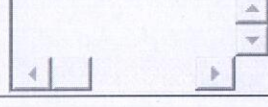
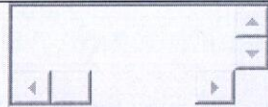
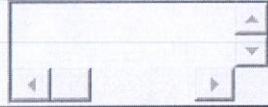
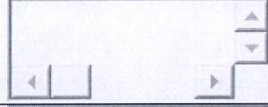
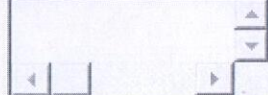
☒ Found in Order ☐ Found some Deviation

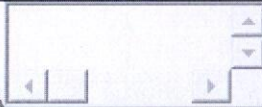
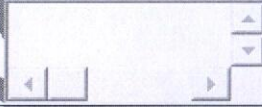
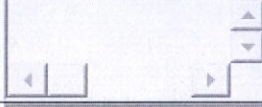
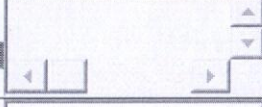
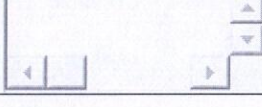
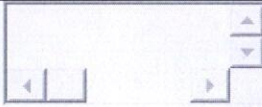

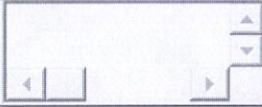
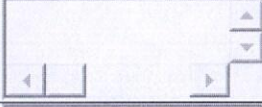
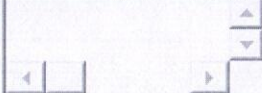
✓ This is to certify that the Building of has been completed upto Plinth Level at Plot Number, Ward Number under, West Bengal, has been inspected by (Site Inspector) on and found to be in order as per sanctioned Building Plan vide No .

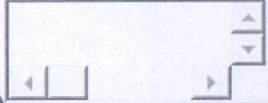
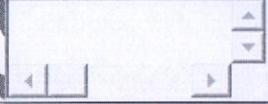
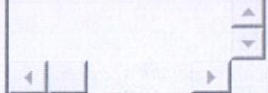
Sl No	Items	Whether complied or not	Remarks
A	PRESENT STATUS OF LAND		
1	Area of land as per deed	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2	Bondaries of site on (Meters):		
	Front (N/S/E/W/NE/NW/SE/SW)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Rear (N/S/E/W/NE/NW/SE/SW)	<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	
	Rare (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 Unit/s	<input checked="" type="radio"/> Yes <input type="radio"/> No	
10	a)Principal occupancy	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Annexure-II

	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	

☒ Found in Order ☐ Found some Deviation

✓ This is to certify that the plot of land for proposed storied building of..... at Plot Number, Ward Number under, West Bengal, has been inspected by (Site Inspector) on and found to be in order.