

EASE OF DOING BUSINESS

PROCEDURE FOR LOW RISK BASED BUILDING PERMISSION

➤ **Procedure for Building Permission**

- In this case, the applicant applies for building permission if he wants to apply for 151-200 sq. mts. **Only Ground floor + First Floor construction is allowed for Low Risk Building Permission**
- Applicant fills up the form (Annexure A-1) and submits the application with supporting documents.
- Applicant also has to submit self-certified plan in drawing and the documents to register the application.
- This application goes in for approval.
- Assistant Town Planner / Municipal engineer checks and counter signs on the self –certified plan and documents.
- ATP / Municipal Engineer verifies the calculation of charges to be paid for building permission.
- Architect/Owner has to pay the required charges for building permission online.
- On verification of payment, Assistant town planner digitally signs on the Building Permission certificate which is then available for printing online.
- **Note:**
- Site Visit and Scrutiny inspection verification is not applicable in case of Low Risk.
- No File movement for Chief Officer or Commissioner for Building Permission.

➤ **Document Checklist**

Document List	Mandatory / Optional
Self-Certified documents as:	
Appendix –F	Mandatory
Sanctioned Plans	Mandatory

➤ **Procedure for Plinth Permission (151-200 sq. mts.)**

- Applicant submits proposal with self-certified plan and other related documents.
- Site Visit is performed by Assistant Town Planner
- On successful site visit, the ATP counter signs on self-certified plan and documents
- ATP then digitally signs on the plinth permission certificate which is then available on portal for Architect to download and print.

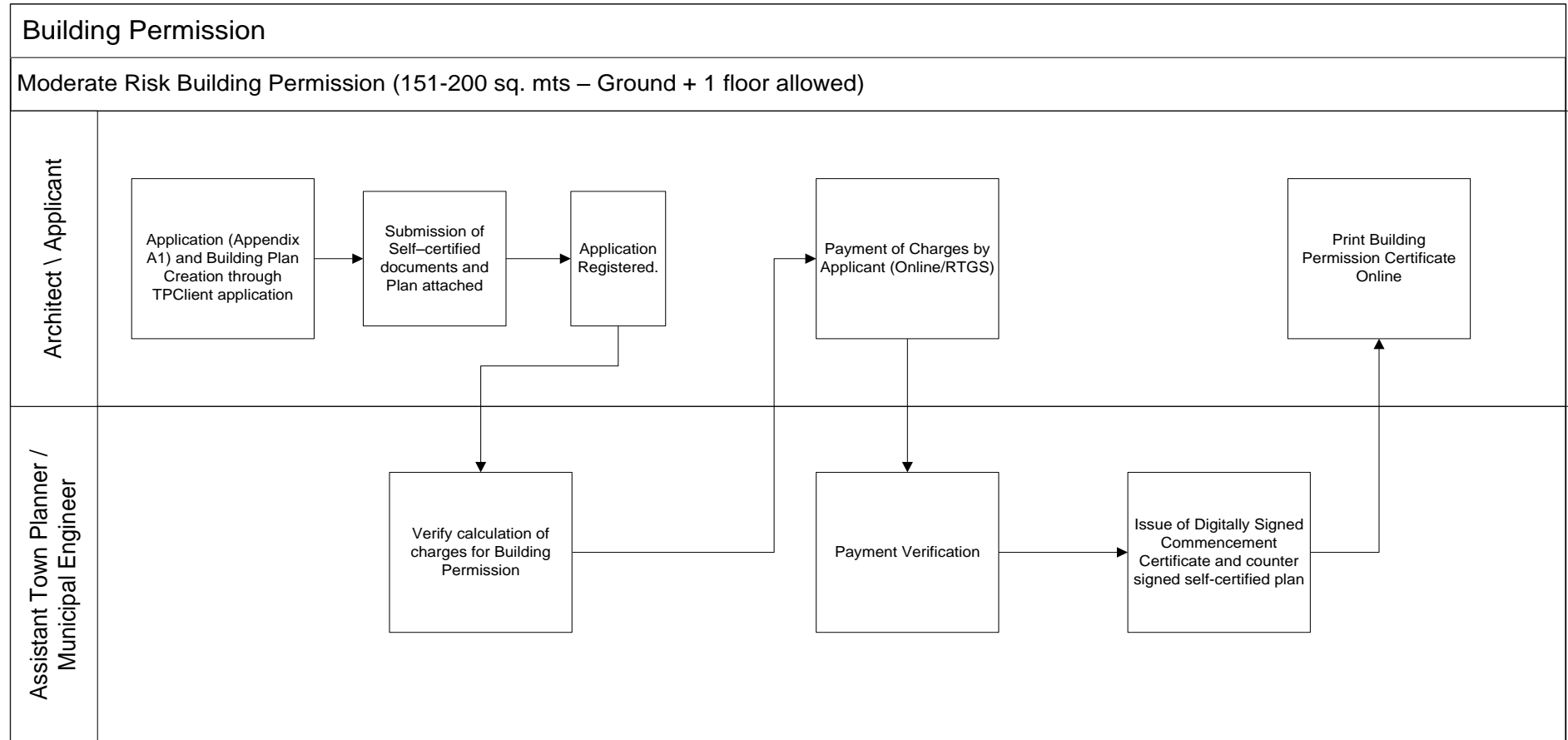
➤ **Site Visit Checklist**

Sr. No.	Scrutiny Questions	Answer Options		Remarks
PLINTH PERMISSION				
1	Setback Front as per Building Permission	Remarks		
2	Setback Rear as per Building Permission	Remarks		
3	Setback Side 1 as per Building Permission	Remarks		
4	Setback Side 2 as per Building Permission	Remarks		
5	Site dimensions appears in consonance with drawing?	Yes	No	
6	Is the Plinth height as per rule	Yes	No	
7	Is the distance between two building as per sanction plan	Yes	No	

➤ **Procedure for Occupancy**

- Applicant applies for the proposal of occupancy service.
- Applicant submits self-certified completion plan and other related documents along with the proposal.
- This application then goes for approval to Assistant Town Planner / Municipal Engineer
- Assistant Town Planner / Municipal Engineer checks and counter signs the self-certified completion plan and other related documents.
- ATP then digitally signs on the Occupancy certificate.
- The Occupancy certificate will then be available to the Architect for printing.

➤ **Workflow for Moderate Risk Based Building Permission**

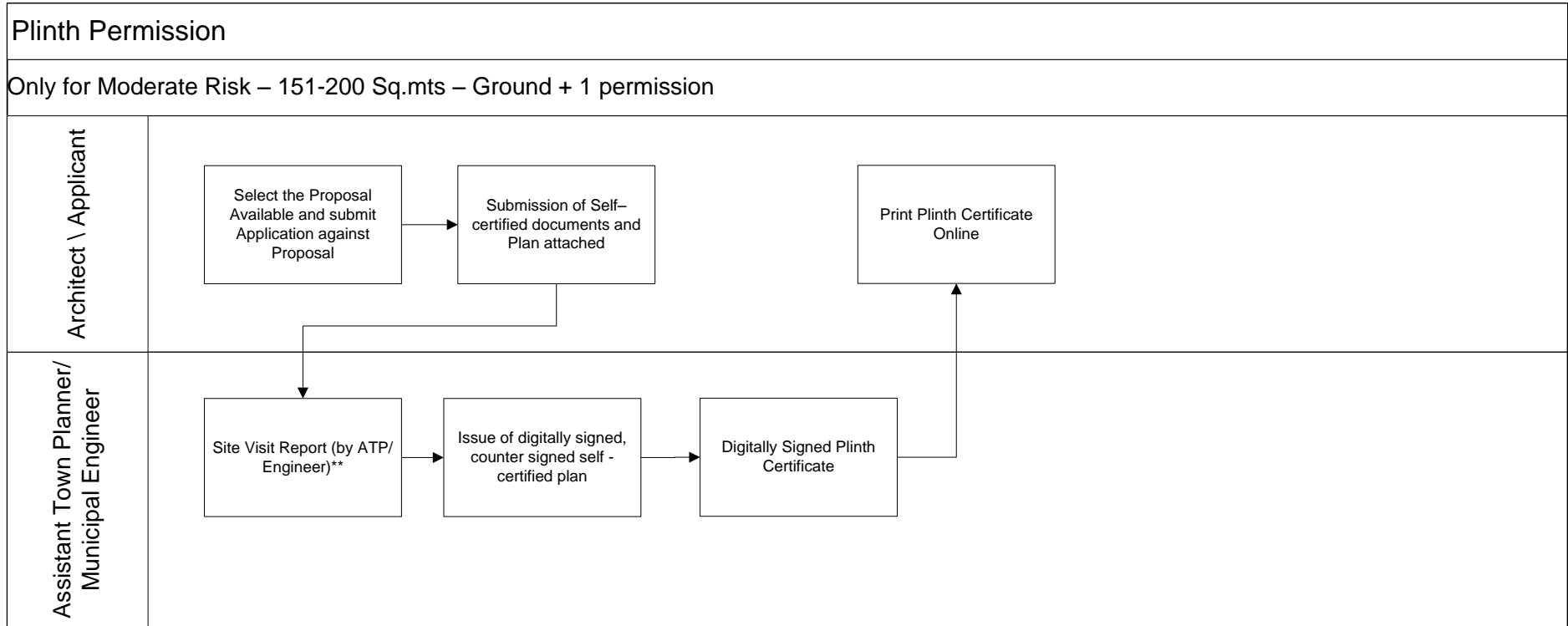


****Note:**

Site Visit and Scrutiny inspection verification is not applicable in case of Moderate Risk.
No File movement for Chief Officer or Commissioner for Building Permission.



➤ **Workflow for Moderate Risk Based Plinth Permission**

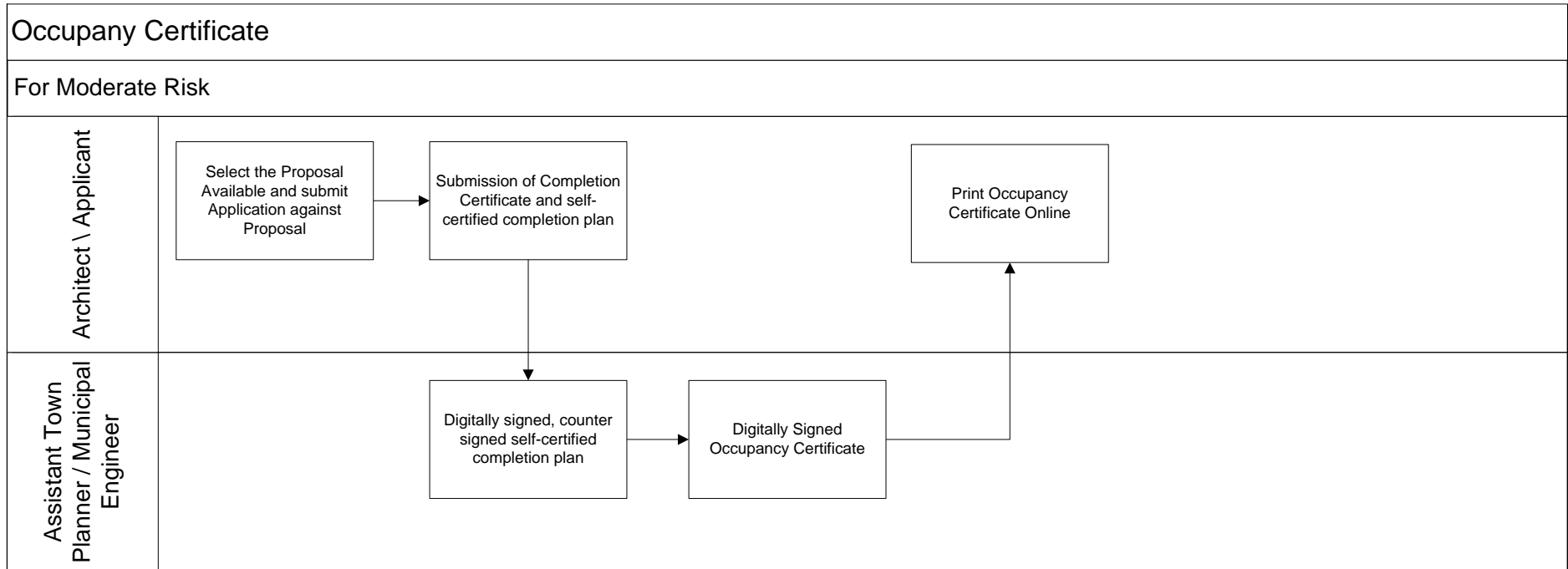


****Note:**

If the site visit is done by Engineer, then forward the proposal to ATP for approval after scrutiny/site visit.
 No charges applicable for Plinth. All the charges are taken at the time of Building Permission itself.
 No File movement for Chief Officer or Commissioner for Plinth Permission.



➤ **Workflow for Moderate Risk Based Occupancy Certificate**



****Note:**

Site Visit and Scrutiny inspection verification is not applicable in case of Low Risk.
 No charges applicable for Occupancy. All the charges are taken at the time of Building Permission itself.
 No File movement for Chief Officer or Commissioner for Occupancy Certificate.