PROCEDURE FOR SITE INSPECTION

I.BUILDING PLAN SANCTION:

Scheduling for inspection shall be done after all the requisite documents are submitted by the applicant.

Scrutiny of documents shall be completed within ten days of submission of application

Intimation of inspection shall be generated **within two days** of completion of the scrutiny of documents through SMS and e-mail only. The scheduled date and time shall be intimated to the applicant and the scheduled date shall **not exceed three days**.

The designated officers may inspect the site with or without the applicant. However on inspection in the absence of the applicant or his authorised person if the designated officer requires any other further assistance for site inspection may call upon the applicant or his authorised representative to be present for site inspection.

The officers designated for inspection shall inspect the site and upload the site inspection report **within 48 hours** of site inspection.

The observations of site inspection and comments shall be recorded in the prescribed format annexure appended herewith.

Any queries/ observations regarding the uploaded site inspection report may be addressed to the sanctioning authority **within 48 hours** of publishing the site inspection report.

II.SITE INSPECTION FOR ISSUAL OCCUPANCY CERTIFICATE:

On submission of application for issue of Occupancy certificate by the applicant along with the as-built plans, Photographs of the building from all sides, installation of RWH, Solar Water Heaters, Solid Waste collection, segregation, composting facilities, fire clearances issued by the fire and emergency services Department and CFO issued by KSPCB wherever applicable, the designated shall scrutiny the submitted documents within .**five days** from the receipt of the application.

Intimation of inspection shall be generated **within two days** of completion of the scrutiny of documents through SMS and e-mail only. The scheduled date and time shall be intimated to the applicant and the scheduled date shall **not exceed three days**.

The designated officer shall compile the observations and verify the as built drawing with respect to the sanctioned drawing and record the findings in the prescribed annexure appended herewith and upload the site inspection report within **five days** of the site inspection.

<u>ANNEXURE-I</u>

Site Inspection Report for building plan approval

1. Application number (Unique number to be generated) 2. Inspection date: 3. Applicant Name (GPA Holder /Khata)and Postal Address: Email ID and Mobile no. Email ID and Mobile no. 4. Proposed site location, Ward No. and address 5. Topographical Features (level, slope, rocky, gravelly, sandy etc.,) 6. Width of Existing Road /Street abutting the site in meters East : West : North : South: East : West : North : South: 7. Sital area in Sq.m, as per site conditions: i) As per ownership document ii) As per actuals at site 8. Schedule of site : East : West : North : South: 9. Physical features: (i) Existing well (ii) Existing Tree [iii] (iii) Electric Line [iii] (iv) Nala [v] (v) Existing Buildings [v] (v) Railway line near by [v] 10. Other features / Observation if any	SI.No	Particulars	D	etails				
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(v) Existing Buildings (vi) Railway line near by		(iii) Electric Line						
(vi) Railway line near by		(iv) Nala						
		(v) Existing Buildings						
10. Other features / Observation if any		(vi) Railway line near by						
	10.	Other features / Observation if any		I				

11.	Proposed Type of Construction	
	i. New Construction	Work Commenced/Not Commenced
	ii. Modification of Sanction Plan	Work Commenced/Not Commenced
	iii. Addition to the existing Building	Work Commenced/Not Commenced
	iv. Modification / Alteration of Existing Building	Work Commenced/Not Commenced
	v. Other if any, Specify	Work Commenced/Not Commenced
	b) If the work is commenced ,the status of construction	
12.	Remarks	

TECHNICAL CASE WORKER

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DESIGNATED OFFICER

ANNEXURE-II

CHECKLIST FOR ISSUE OF OCCUPANCY CERTIFICATE

1.	Applicant Name and Address								
	Email I	D	Mobile No).					
2.	Site location, Ward No. and address								
3.	Plan sanction No. & Date								
4.	Date of issue of Commencement Certificate as per building byelaws								
5.	Floor wise building Details:								
	Floor	Floor Built up area		Number o un	f Dwelling its	Number of parking slots		Usage	
		As per sanction	As built	As per sanction	As built	As per sanction	As built	As per sanction	As built
6.	Existing	g Road /Stre	eet Width						
7.	Road /Street widening, if any If yes, relinquishment details			Yes/No					

8.	Date of Inspection		
9.	Whether the applicant has submitted		
	Photographs of the		
	a)Completed building	Yes/NO	
	b)Solar installation	Yes/NO	
	c)Rain Water Harvesting	Yes/NO	
	d)STP	Yes/NO	
10.	Sital Area (in Sq.m)		
11.	Building Details	As per Sanction	As built
	a) Plinth area (in sq.m)		
	b) FAR		
	c) Height of Building in meters		
	d) No. of Dwelling Units		
	e) No. of Parking units		
	f) No. of Floors		
12.	Clearances from different departments a) Consent for Operation from		
	KSPCB.		
	b) Clearance from Fire Force		
	Department (High rise Building)		
	c) Factories and Boilers for		
	Industrial buildings d) Others, if any		
	Permission from District Magistrate for		
	 a) Inflammable/explosive storage buildings 		
	b) Theatre/Multiplex		

14	Whether Facilities provided for	Yes/No
	a) Rain water harvesting	
	b) Solar energy	Yes/No
	 c) Solid waste collection and management 	Yes/No
	d) Differently abled persons.	Yes/No
	e) Tree planting	Yes/No