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Karnataka Guarantee of Services to Citizens System

Service Procedures

Name of the Department	BRUHAT BANGALORE MAHANAGARA PALIKE
Name of the Service	Trade Licence
Whom to approach for this service (Designated Officer)?	Medical Officer of Health/Deputy Health Officer
Procedure involved to get this service	1. Submission of Application along with payment 2. Issue of Receipt 3. Inspection of Site by Health Inspector 4. Processing by the competent Authority (MoH / DHO / HO / JC) 5. Issue of Licence by MoH / DHO
Form to be submitted to get this service	Prescribed Application Form
Who are eligible to get this service	Traders under BBMP Jurisdiction
Documents to be enclosed with the request	1 . PRESCRIBED APPLICATION FORM. 2 . LATEST PROPERTY TAX RECEIPT. 3 . RENT AGREEMENT COPY (IF THE BUILDING IS ON RENT) 4 . No Objection Certificate from adjacent / immediate neighbour for Residential Zone Area
Fee/Charges to be paid to get the service	₹ As Specified for trade
Maximum number of days to wait to get this service delivered	30 Working Days
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Health Officer
Maximum number of days to wait to get the decision of the Competent Officer	15 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Zonal Additional/Joint Commissioner
Maximum no. of days to wait to get the decision of Appellate Authority	30 Working Days
Other information	bbmp.gov.in
Website (if online)	
Reference Document	

Work Flow

Step	Description	No. of Days	Designation
1	ACCEPTING APPLICATION AND RECORDING THE SAME ONLINE AND GIVING BACK THE ACKNOWLEDGEMENT TO THE APPLICANT	2.00	Case Worker
2	INSPECTION AND DOCUMENT VERIFICATION , PROCEED TO DHOS CONSIDERATION	5.00	Inspector
3	DOCUMENT VERIFICATION , PROCEED TO HOS CONSIDERATION	4.00	Supervisor
4	DOCUMENT VERIFICATION , PROCEED ATO JOINT ADDL COMM OFFICER	5.00	Officer(General)
5	DOCUMENT VERIFICATION AND RETURN BACK THE FILE TO HEALTH OFFICER	5.00	Assistant Commissioner
6	DOCUMENT VERIFICATION , PROCEED TO HOS CONSIDERATION	3.00	Officer(General)
7	DOCUMENT VERIFICATION , RETURN TO CASE WORKER	2.00	Officer(General)
8	ISSUE OF LICENCE, AFTER GETTING SIGNED BY DHO	4.00	Case Worker

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