

## 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.

## ANNEXURE-I

### Site Inspection Report for building plan approval

Sl.No	Particulars	Details	
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.		
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:		
7.	Sital area in Sq.m, as per site conditions: i) As per ownership document ii) As per Khata iii) As per actuals at site		
8.	Schedule of site :  East : West : North : South:		
9.	Physical features:	Within the site	Surrounding the site
	(i) Existing well		
	(ii) Existing Tree		
	(iii) Electric Line		
	(iv) Nala		
	(v) Existing Buildings		
(vi) Railway line near by			
10.	Other features / Observation if any		

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

DESIGNATED OFFICER

## ANNEXURE-II

### CHECKLIST FOR ISSUE OF OCCUPANCY CERTIFICATE

1.	Applicant Name and Address								
	Email ID                  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	Built up area		Number of Dwelling units		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 Road /Street 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 b) Solar installation c) Rain Water Harvesting d) STP	Yes/NO Yes/NO Yes/NO 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		
13.	Permission from District Magistrate for a) Inflammable/explosive storage buildings b) Theatre/Multiplex		

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