

REFERENCES:

The following listed documents and guidelines have been extensively referred in preparation, compilation and finalization of the **Model Building Bye-Laws 2016**

1. *National Building Code, 2005*, Bureau of Indian Standards.
2. *Draft Unified Building Bye Laws for Delhi 2015*, Delhi Urban Arts Commission.
3. *Proposed Amendment in Town and Country Planning Legislations, Regulations for Land Use Zoning, Additional Provisions in Development Control Regulations for Safety Additional Provisions in Building Regulations / Byelaws for Structural Safety- in Natural Hazard Zones of India* by Committee of Experts, Ministry of Home Affairs, GoI.
4. *DC Regulations Greater Mumbai- 1991*, Government of Maharashtra.
5. *Kerala Municipal Building Rules – 1999*, Government of Kerala.
6. *Draft Harmonized Guidelines on the Norms and Standards for Barrier Free Environment for persons with disability and elderly persons, 2014*
7. *Energy Conservation Building Code, 2007*, by Bureau of Energy Efficiency, Ministry of Power.
8. *Indian Green Building Council, 2001*, by Confederation of Indian Industries.
9. *Green Rating for Integrated Habitat Assessment (GRIHA) Guidelines*, MNRE
10. *CE 335 Design project preliminary design of structural members* by R. Clarke
11. *Building Bye-Laws notified by various State Governments of India*

परिशिष्ट-8

संख्या-467/V-2/24(आ00)/2019

प्रेषक,

नितेश कुमार झा,
सचिव,
उत्तराखण्ड शासन।

सेवा में,

- | | |
|--|---|
| 1- मुख्य प्रशासक,
उत्तराखण्ड आवास एवं नगर
विकास प्राधिकरण, उत्तराखण्ड। | 2- आयुक्त,
गढ़वाल/कुमायूं मण्डल
पौड़ी/नैनीताल। |
| 2- उपाध्यक्ष,
समस्त विकास प्राधिकरण
उत्तराखण्ड। | 3- मुख्य नगर एवं ग्राम नियोजक,
नगर एवं ग्राम नियोजन विभाग
देहरादून। |

आवास अनुभाग-2

देहरादून, दिनांक 27 जुलाई, 2019

विषय : भवन निर्माण एवं विकास उपविधि/विनियम, 2011 (संशोधन, 2015) के प्राविधानों के सापेक्ष शिथिलता प्रदान किए जाने के आवेदन की प्रक्रिया निर्धारित करने विषयक।

महोदय,

उपर्युक्त विषयक शासनादेश संख्या-888/V/2013-55(आ0)/2006 टी0सी0 दिनांक 12 जून, 2015 का कृपया संदर्भ ग्रहण करने का कष्ट करें। जिसके द्वारा भवन निर्माण एवं विकास उपविधि/विनियम, 2011 (संशोधन, 2015) के भाग-1 प्रस्तर-1.2.3 एवं 1.2.4 के प्राविधानों के अन्तर्गत उक्त उपविधि के मानकों के सापेक्ष शिथिलता दिए जाने का प्राविधान किया गया है।

2- इस संबंध में मुझे यह कहने का निदेश हुआ है कि भवन निर्माण एवं विकास उपविधि/विनियम, 2011 (संशोधन, 2015) के भाग-1 प्रस्तर-1.2.3 एवं 1.2.4 के प्राविधानों के शिथिलता दिए जाने की प्रक्रिया निम्नवत् निर्धारित किए जाने की श्री राज्यपाल महोदय सहर्ष स्वीकृति प्रदान करते हैं -


1. भवन उपविधि में निर्धारित मानकों के सापेक्ष वांछित शिथिलीकरण हेतु आवेदक द्वारा आवेदन संबंधित प्राधिकरण तथा ग्राम एवं नगर नियोजन विभाग के क्षेत्रीय कार्यालय (यथा गढ़वाल मण्डल से सम्बन्धित प्रकरणों में क्षेत्रीय कार्यालय, गढ़वाल मण्डल देहरादून तथा कुमाऊ मण्डल से सम्बन्धित प्रकरणों में क्षेत्रीय कार्यालय, कुमाऊ मण्डल, हल्द्वानी) को प्रस्तुत किया जायेगा।
2. ग्राम एवं नगर नियोजन विभाग के क्षेत्रीय कार्यालय गढ़वाल मण्डल, देहरादून (गढ़वाल मण्डल से आच्छादित प्राधिकरण) तथा क्षेत्रीय कार्यालय कुमाऊ मण्डल, हल्द्वानी (कुमाऊ मण्डल से आच्छादित प्राधिकरण) द्वारा संबंधित प्रकरणों पर अपनी तकनीकी आख्या/अभिमत मुख्य नियोजक, नगर एवं ग्राम नियोजन कार्यालय, देहरादून को उपलब्ध कराया जायेगा।

3. संबंधित प्राधिकरण द्वारा शिथिलीकरण के संबंध में स्पष्ट अभिमत सहित प्रस्ताव संबंधित प्राधिकरण बोर्ड की बैठक में रखा जायेगा। उक्त बोर्ड की बैठक में संबंधित प्रकरण पर मुख्य नगर नियोजक की तकनीकी आख्या/अभिमत भी बोर्ड के सम्मुख रखी जायेगी। सम्बन्धित प्राधिकरण द्वारा प्रश्नगत प्रकरण पर न्यूनतम मानक के सापेक्ष शिथिलीकरण दिये जाने के सम्बन्ध में बोर्ड की स्पष्ट संस्तुति सहित प्राधिकरण का अभिमत एवं नगर नियोजक के अभिमत को सम्मिलित करते हुए सारगर्भित, तथ्यात्मक एवं स्पष्ट प्रस्ताव उडा के माध्यम से निम्न निर्धारित प्रारूप पर शासन को उपलब्ध कराया जायेगा -

1	2	3	4	5	6	7
क्रम सं०	वांछित शिथिलीकरण यथा भूखण्ड क्षेत्रफल, पहुंच मार्ग, भू-आच्छादन, एफ०ए०आर०, पार्किंग आदि	उपविधि में निर्धारित मानक	उपविधि में निर्धारित मानक के सापेक्ष शिथिलता	मुख्य नगर नियोजक का स्पष्ट अभिमत/ संस्तुति	प्राधिकरण का अभिमत	क्लम 5, 6 में शिथिलता हेतु प्राधिकरण एवं मुख्य नगर नियोजक के बोर्ड के अभिमत के संबंध में।

4. उपरोक्तानुसार उडा द्वारा उपलब्ध कराये गये समेकित प्रस्ताव पर शासन द्वारा यथोचित निर्णय लिया जा सकेगा।


भवदीय,


(नितेश कुमार झा)
सचिव

संख्या-467/V-2/2019-13(एल०यू०सी०)/2019 तददिनांक।
प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

- 1- समस्त जिलाधिकारी, उत्तराखण्ड।
- 2- सचिव, जिला स्तरीय विकास प्राधिकरण, उत्तराखण्ड।
- 3- उपाध्यक्ष, विकास प्राधिकरण, देहरादून/हरिद्वार।
- 4- सहयुक्त नियोजक, कुमायू सम्भागीय नियोजन खण्ड, नगर एवं ग्राम नियोजन विभाग हल्द्वानी।
- 5- एन०आई०सी०/गार्ड फाईल।

आज्ञा से,


(प्रेम सिंह राणा)
अनु सचिव

परिशिष्ट-9

प्रेषक,

सुनीलश्री पांथरी,
अपर सचिव,
उत्तराखण्ड शासन ।

सेवा में,

- 1- मुख्य प्रशासक,
उत्तराखण्ड आवास एवं नगर
विकास प्राधिकरण, देहरादून।
3- मुख्य नगर एवं ग्राम नियोजक,
नगर एवं ग्राम नियोजन विभाग,
देहरादून।

- 2- उपाध्यक्ष,
समस्त विकास प्राधिकरण,
उत्तराखण्ड।

आवास अनुभाग-2

देहरादून : दिनांक 02 सितम्बर, 2019

विषय- भारत सरकार द्वारा प्रायोजित **Ease of Doing Business (EoDB)** के अधीन भवन मानचित्र स्वीकृति की प्रक्रिया में ऐसे भवन जिनमें जोखिम की सम्भावना कम है, में **Empanalled Architect** द्वारा स्वप्रमाणित किए जाने का प्राविधान किया जाना।

महोदय,

उपर्युक्त विषय के संबंध में मुझे यह कहने का निदेश हुआ है कि **Ease of Doing Business (EoDB)** के अधीन भवन मानचित्र स्वीकृति की प्रक्रिया में ऐसे भवन जिनमें जोखिम की सम्भावना कम है, उनमें **Empanalled Architect** द्वारा स्वप्रमाणित/मानचित्र स्वीकृति श्री राज्यपाल निम्नलिखित प्राविधानों (प्रति संलग्न) के अधीन प्रदान किये जाने की सहर्ष अनुमति प्रदान करते हैं:-

- (i) सम्बन्धित निर्माणकर्ता द्वारा भवन का निर्माण/पुनर्निर्माण के आवेदन के साथ SC-1, SC-2 Form सहित समस्त अभिलेख सक्षम प्राधिकारी के समक्ष अनुमोदन हेतु सूचना प्रस्तुत करेगा कि भवन प्लान न्यून जोखिम श्रेणी के भवन के रूप में **Empanalled Architect** द्वारा स्वप्रमाणित किया गया है। जिसमें सभी प्रकार के शुल्क देय होंगे तथा 15 दिन के नोटिस के भीतर सक्षम प्राधिकारी के अनुमोदनोपरांत भवन निर्माण से सम्बन्धित निर्माण को आरम्भ करने की सूचना देगा। निर्माण को 15 दिन उपरांत प्रारम्भ किया जा सकता है बशर्ते कि आवेदक को कोई आपत्ति सूचित न की हो।
- (ii) SC-2 Form में भवन की संरचनात्मक सुरक्षा से सम्बन्धित प्रमाण पत्र प्रस्तुत करना होगा।
- (iii) सक्षम प्राधिकारी द्वारा अधिकृत व्यक्ति को यह अधिकार सुरक्षित होगा कि भवन मानचित्र एवं निर्माण की जांच करे तथा उक्त निर्माण में कोई विचलन पाये जाने पर सम्बन्धित भवन स्वामी द्वारा संशोधित किया जायेगा। यदि आवेदक विचलन को संशोधित करने में विफल होता है तो सक्षम प्राधिकारी द्वारा उक्त विचलन हटाने संबंधी कार्यवाही की जायेगी। इस संबंध में सम्बन्धित **Empanalled Architect** के

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विरुद्ध भी कार्यवाही करने हेतु Council of Architects को लिखा जायेगा तथा सम्बन्धित Architect को Blacklist करते हुए राज्य में कार्य करने हेतु प्रतिबन्धित किया जायेगा। सभी प्रकार के संशोधन का उत्तरदायित्व भवन स्वामी का होगा तथा इस संबंध में अधिकृत Architect द्वारा किए गये विचलन पर भवन स्वामी के अनुरोध पर भी विचार नहीं किया जायेगा।

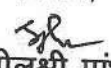
- (iv) भवन निर्माण/पुनर्निर्माण के कार्य में यदि उपविधि के प्राविधानों में विचलन किया जाता है तो सक्षम प्राधिकारी अथवा उनके द्वारा अधिकृत व्यक्ति को विचलित भवन के ध्वस्तीकरण हेतु सम्बन्धित पक्ष को लिखित रूप में नोटिस निर्गत करेगा। उक्त नोटिस में स्पष्ट रूप से ध्वस्तीकरण सम्पन्न किए जाने की अवधि का उल्लेख किया जायेगा। यदि उक्त नोटिस का अनुपालन नहीं होता है तो सक्षम प्राधिकारी द्वारा भवन स्वामी के व्यय पर उक्त भवन के ध्वस्तीकरण की कार्यवाही की जायेगी।
- (v) विवाद की स्थिति में सक्षम प्राधिकारी का निर्णय अंतिम माना जायेगा।
- (vi) निर्माण के किसी भी चरण पर यदि सम्बन्धित Architect के संज्ञान में कोई विचलन (जो स्वीकृत के अतिरिक्त हो) परिलक्षित होता है तो वह सक्षम प्राधिकारी को उक्त विचलन के संबंध में सूचित करेगा तथा उक्त निर्माण का अग्रेत्तर पर्यवेक्षण नहीं करेगा। इस संबंध में वह आवेदक को भी अग्रेत्तर निर्माण न करने के संबंध में सूचित करेगा तथा पूर्ण विवरण सहित फोटोग्राफ के साथ सम्बन्धित प्राधिकरण में जमा करवायेगा। Architect द्वारा दी गयी सूचना के आधार पर सक्षम प्राधिकारी द्वारा तत्काल विचलित निर्माण को संशोधित करने हेतु नोटिस निर्गत किया जायेगा।

ऐसे प्रकरणों में अग्रेत्तर विचलन किए जाने हेतु आवेदक स्वयं जिम्मेदार होगा तथा ऐसी स्थिति में स्वप्रमाणीकरण स्वतः समाप्त हो जायेगी तथा आवेदक द्वारा विचलित निर्माण हटाते हुए नवीन रूप में संशोधित मानचित्रों की स्वीकृति हेतु आवेदन करना होगा। ऐसे प्रकरणों में पूर्णता प्रमाण पत्र निर्गत करने से पूर्व संशोधित मानचित्र के स्थल निरीक्षण की जांच की जायेगी।

- (vii) स्वीकृति योग्य परिवर्तन अनुमन्य किया जायेगा, बशर्त की Architect द्वारा Completion Drawing में समस्त परिवर्तन अंकित किए गये हो, जो सक्षम प्राधिकारी के समक्ष जमा किए जायेंगे, अधिभोग प्रमाण पत्र प्राप्त करने से पूर्व Architect द्वारा प्रमाण पत्र दिया जायेगा कि समस्त परिवर्तन प्रचलित उपविधि व शासकीय नीति अनुसार किया गया है।

- 2- उपरोक्त प्राविधानों को प्रस्तावित Ease of Doing Business (EoDB) के अधीन प्रख्यापित होने वाले भवन निर्माण एवं विकास उपविधि के संगत प्राविधानों में तत्समय समायोजन कर लिया जायेगा।

संलग्नक-यथोक्त।

भवदीय,

(सुनीलश्री पांथरी)
अपर सचिव

संख्या-1197/V- 2/127(आ0)15टी0सी0/2019-तददिनांक।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

- 1- अपर मुख्य सचिव, मा0 मुख्यमंत्री, उत्तराखण्ड शासन।
- 2- महालेखाकार, उत्तराखण्ड।
- 3- सचिव, श्री राज्यपाल, उत्तराखण्ड।
- 4- सचिव, वित्त विभाग, उत्तराखण्ड शासन।
- 5- प्रमुख निजी सचिव, मा0 मंत्री, आवास विभाग, उत्तराखण्ड को मा0 आवास मंत्री जी के अवलोकनार्थ प्रस्तुत करने हेतु।
- 6- आवास आयुक्त, उत्तराखण्ड आवास एवं विकास परिषद, देहरादून।
- 7- आयुक्त, गढ़वाल मण्डल/कुमायूं मण्डल, पौड़ी/नैनीताल।
- 8- समस्त जिलाधिकारी, उत्तराखण्ड।
- 9- सचिव, मसूरी देहरादून/हरिद्वार रूडकी विकास प्राधिकरण, देहरादून/हरिद्वार।
- 10- एन0आई0सी0/गार्ड फाईल।

आज्ञा से,

(प्रेम सिंह राणा)

अनु सचिव।

2.3 Procedure for Submitting Application for low Risk Building through Self-certification

- (1) Any person intending to erect or re-erect building shall apply on Form SC-I & SC-II along with documents stated in Clause 2.1 to the Competent Authority for the intimation of approval of building plans of Low Risk Category Buildings (as defined in Chapter-4) under self-certification by the Empanelled Architect alongwith scrutiny and other types of fee as applicable, giving fifteen day notice to the Competent Authority for approval of building plans intimating the date of start of construction. The construction can be started after fifteen days, in case any objection is not conveyed to the applicant.
- (2) Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) in the relevant Form SC-II.
- (3) Competent Authority or any other person authorized by him reserves the right to check the building plans and construction at any stage and violations (except compoundable ones), if found shall have to be rectified by the owner / applicant. In case the owner / applicant fail to rectify violations, the Competent Authority may take necessary steps to remove the violations. Action shall also be taken against the UTTARAKHAND BUILDING CONSTRUCTION AND DEVELOPMENT BYELAWS/ REGULATIONS 2011 (2017) Page 26 defaulting Architect by referring his case to the Council of Architecture of misconduct and debarring / blacklisting the Architect from doing practice in State Government Departments / Authorities. All rectifications shall be at the risk and cost of the owner and no plea of the owner shall be entertained for any default committed by the Architect engaged by him. In all such cases the procedure of selfcertification shall stand aborted.

[Handwritten marks and signatures]

- (4) If a building is erected or re-erected or construction work is commenced in contravention to any of the building regulations, the Competent Authority or any other person authorized by him shall be competent to require the building to be altered or demolished, by a written notice delivered to the owner. Such notice shall also specify the period during which such alteration or demolition has to be completed and if the notice is not complied with, the Competent Authority or any other person authorized by him may demolish the said building at the expense of the owner.
- (5) The decision of Competent Authority, in case of any dispute shall be final and binding on all concerned.
- (6) At any stage during construction, if an Architect notices that violations (except sanctionable ones) are taking place, he shall intimate to the concerned authority of such violations and stop further supervision. He/She shall also intimate the owner about the violations and advise him to stop further construction. Complete details along with photographs shall be submitted to the concerned authority. The Competent Authority shall immediately issue a notice to the owner on the basis of the Architect's certificate to suspend further work and rectify violations. In such cases the owner shall be held responsible for further additions in violations. Such a situation shall automatically annul the process of self-certification and the owner may, after removal of violations, engage an Architect for preparing the revised drawings. In such cases completion shall be given only after scrutiny of revised drawings and inspection of site.
- (7) Sanctionable changes shall be allowed to be done, provided that at the completion stage all changes are incorporated by the Architect in the completion drawings to be submitted by the owner to the Competent Authority. While seeking occupancy certificate, the Architect shall give a certificate that all changes done are as per byelaws and policies of the Government from time to time.

sk G

Gm

Form SC-I

(See Byelaws 2.2(1))

FORM OF APPLICATION UNDER SELF-CERTIFICATION

Class of Building -

Residential <input type="checkbox"/>	Institutional
Commercial <input type="checkbox"/>	Industrial
Educational <input type="checkbox"/>	Any other

From

.....

.....

To

.....

.....

Sir,

I / We apply for permission to erect / re-erect / add / alter a building / wall in accordance with the plans submitted herewith on Site No.; Street No.; at

I / We attach:

- a. a site plan showing the position of site proposed to be built upon as required by the Byelaws (in triplicate) an un-editable Compact Disc / DVD or any other electronic medium permissible by Competent Authority from time to time containing the drawings as required **by Byelaws 2.1**
 - b. Plans, elevations and sections as required by the Byelaws (in triplicate) an un-editable Compact Disc / DVD or any other electronic medium permissible by Competent Authority from time to time containing the drawing as required **by Byelaws 2.2**;
 - c. Drainage plans (in triplicate), as required by Byelaws along with an un-editable Compact Disc / DVD or any other electronic medium permissible by Competent Authority from time to time containing the drawings as required under this byelaws;
 - d. Structural drawings (for record) along with structure Certificate as per **Form BRS-II**
 - e. Fire Safety design as required in the National Building Code as approved by the State Fire Authority. Alternatively an undertaking to the effect that the fire safety plans duly approved by the State Fire Authority will be submitted within sixty days;
2. Heating, Ventilation, Air conditioning (H.V.A.C.) service plans, wherever required;

4

1. Specifications of the proposed building (in triplicate) in **FORM-II**;
2. Certificate of conformity to regulation and structural safety for the relevant buildings;
3. An affidavit from the owner and architect, as required under **Byelaws 2.2**;
4. Scrutiny fee through an electronic transfer

The construction of the building will be undertaken as per the approved building plans, structural design given by the Structural Engineer, fire safety design as approved by the Competent Authority and got supervised through the following Architect / Engineer;

Signature of

Empanelled Architect: a. Complete Address b. E-Mail c. Mobile no.	Structural Engineer supervising the construction at site a. Complete Address b. E-Mail c. Mobile no.
---	--

gh

Form SC-II

(See Byelaws 2.2(2))

CERTIFICATE FOR STRUCTURE CONFORMING UNDER SELF-CERTIFICATION

Plot No.....

Sector.....

Colony.....

City / Town.....

Name of the Owner.....

Complete address of the owner.....

It is hereby certified that the plans submitted in **Form CS-I** for the building detailed above are in conformity with the UTTARAKHAND Building Byelaws-2017 and the approved Master Plan / zoning plan of the plot. The structure has been designed in accordance with the provision of National Building Code for structure's resistance to earthquakes and other natural hazards. The local soil conditions, its load bearing capacity and the underground water table etc. have been kept in view while designing the same.

Dated.

signature of Owner

Signature of Architect

Signature of Structural
Engineer

(No digital signatures are required)

Mobile no.

E-mail



परिशिष्ट-10

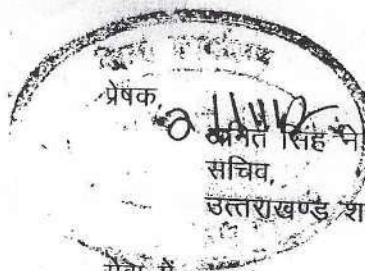
पंजीक सं- 8

वर्ष 2017-2018

विभाग: XVI मिसल सं. LBC-2

परिशिष्ट - 13

6



आदेश सं. 529 दिनांक 08 मार्च 2016

संख्या-1744/V-2/55(आ0)06/2017 T-51

उत्तराखण्ड शासन की उचित भेजना
कमाल हेतु निश्चित की।

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सेवा में,

- 1- मुख्य प्रशासक,
उत्तराखण्ड आवास एवं नगर विकास प्राधिकरण,
देहरादून।
- 3- सचिव,
समस्त विशेष क्षेत्र विकास प्राधिकरण,
देहरादून/नैनीताल/गंगोत्री।

- 2- उपाध्यक्ष,
समस्त विकास प्राधिकरण,
उत्तराखण्ड।
- 4- उपाध्यक्ष/जिलाधिकारी,
समस्त स्थानीय विकास प्राधिकरण,
उत्तराखण्ड।

जिला अधिकारी
टिहरी गढ़वाल

आवास अनुभाग-2

विषय- EoDB अन्तर्गत मानचित्र स्वीकृति की प्रक्रिया के सरलीकरण के संबंध में। देहरादून : दिनांक 30 अक्टूबर, 2017

महोदय,

उपर्युक्त विषयक विषयक शासन के पत्र 388/V/आ0-2016-132(आ0)/2015, दिनांक 08 मार्च, 2016 का सन्दर्भ ग्रहण करने का कष्ट करें। EoDB अन्तर्गत राज्य में प्रभावी भवन निर्माण एवं विकास उपविधि/विनियम-2011 (यथा संशोधित 2015 एवं 2016) में संशोधन कार्य गतिमान हैं।

उक्त के निरन्तरता भवन मानचित्र की स्वीकृति की प्रक्रिया में पारदर्शिता व सरलीकरण, परिवाद निवारण प्रणाली तथा मानचित्र स्वीकृति के समय जमा किये जाने वाले विविध रापथ-पत्र/प्रमाण-पत्र के स्थान पर एकीकृत रापथ-पत्र/प्रमाण-पत्र एवं आवश्यकतानुसार क्षतिपूर्ति बन्धकनामा का प्रारूप संलग्न कर प्रेषित करते हुए मुझे यह कहने का निदेश हुआ है कि सम्बन्धित स्थानीय विकास प्राधिकरण/विशेष क्षेत्र विकास प्राधिकरण/विकास प्राधिकरण स्तर पर मानचित्रों की स्वीकृति में उक्त निर्धारित प्रक्रिया को अपनाये जाने के संबंध में तत्काल प्रभाव से अपने क्षेत्र में इन प्राविधानों का अनुपालन सुनिश्चित करें। संशोधित की जा रही भवन उपविधि/विनियम में इन प्राविधानों को सम्मिलित किया जाएगा।

संलग्नक-यथोक्त।

R NO 1401 LBC
SOM (T)
कमल / पत्राचार
अनुपालन सुनिश्चित करें।
मा
प्रभारी अधिकारी
जिलाधिकारी
टिहरी गढ़वाल

भुवदीय,
(अमित सिंह नेगी)
सचिव
२

REFORMS UNDER EASE OF DOING BUSINESS

(1) **Applicability of Reforms under Ease of Doing Business**

The reforms as mentioned in the below section will be applicable to all structures and buildings in the State of Uttarakhand for all use groups except for single dwelling units (upto 105 sq. mt.) and Convenience Shops (upto 30 sq. mt.).

(2) **Reforms under Ease of Doing Business**

All the agencies / authorities / departments that are concerned with the approval of Building Plans or Occupancy-cum-Completion Certificates shall follow the below mentioned guidelines to ensure that the process for granting of construction permits be provided to users / applicants in a smooth and transparent manner.

All the agencies / authorities / departments are to ensure that online applications are invited and that the entire mechanism of approval shall happen without any physical touch points. Physical submission of any document in hard-copy shall not be accepted including fees thus ensuring that the entire approval process be done electronically with no hard-copy file movement.

The users / applicants should be able to track the status of their applications online through the unique reference number through any stage of the process. The users / applicants should also be provided online approval / rejection / objection letters (preferably digitally signed).

- (i) Buildings be inspected based on computerized risk based assessment to ensure that low risk buildings are not imposed regulatory burdens and adequate monitoring is engaged on the buildings that pose higher risks
- (ii) Ensure that all the inspection reports at every stage of construction i.e. pre-construction, during-construction and post-construction be submitted within 48 hours of the inspection
- (iii) All the inspections reports be available for view and download by the applicants on their logins
- (iv) After the inspections have been completed, an online certificate be issued for the inspections
- (v) The inspectors for the site inspections be allocated either randomly (preferred) or by jurisdiction and that manual allocation not be done
- (vi) Third party Architects (duly registered with Council of Architecture) be entrusted with the task of providing the Completion Certificates for all such buildings based on which the



applicant should then apply for the Occupancy-cum-Completion Certificate to the agencies / authorities / departments / urban local bodies of the State.

- (vii) All the affidavits and undertakings that are required from the applicant have been made into a single comprehensive affidavit to ensure that users / applicants need not provide multiple affidavits and undertakings.
- (viii) For Building Plan Approval, only a single, joint site inspection be carried out by all concerned authorities such as Fire, Sewerage, Electricity, Labor, Water Department and internal departments responsible for granting construction permits in urban areas and IDC instead of separate inspections by all the relevant agencies
- (ix) All the approval / rejection records should be easily verifiable through the portal of the agencies / authorities / departments .
- (x) The timelines as below need to be adhered and should be limited to 45 days for the entire life cycle of approvals for construction permits:
 - I. Building Plan Approval is provided within 30 days
 - II. Plinth Inspection is done within 7 days of intimation
 - III. Final Occupancy-cum-Completion certificate is provided within 8 days (including inspections)
- (xi) All the fees and charges that are to be borne out by the user / applicant should be prominently shown on the respective websites. The fees and charges calculations should be done through online fee calculators.
- (xii) All the agencies / authorities / departments should provide an online medium to the users / applicants to raise queries / grievances and that timely action be taken to resolve them

(3) **Creation of Smooth and Transparent Mechanisms**

All the agencies / authorities / departments should also provide the relevant areas which are under their jurisdictions to ensure that users / applicants are easily able to verify the concerned agency for approvals.

The agencies / authorities / departments / local bodies should also ensure robust systems for management of information and create actionable reports to identify and rectify issues that may be in the processes for the provisions of various services for construction permits. Departmental dashboards and reports be made available to each of the stakeholders in the system to ensure timely action can be taken to rectify and correct issue areas.

(4) **Grievance Redressal Committee for Building Byelaws**

All the agencies / authorities / departments which implement these building bye-laws, there shall be a Grievance Redressal Committee for building bye laws which shall be headed by a senior

officer of the Competent authority who shall receive complaints/ difficulties/appeals and provide appropriate redressal in a time bound manner. The above committee shall comprise of:

- (i) An officer of the concerned Competent authority not below the level of Class-1 officer.
- (ii) A senior officer of agencies / authorities / departments not below the level of Class-1 officer.
- (iii) Three representatives from the profession, one each from architecture, engineering and town planning, to be nominated by Housing Department.
- (iv) Any other official/professional may be co-opted if required.

This committee shall be constituted by the Executive Head of the authority/local body and shall have a term of 3 years after which, it shall be reconstituted with a change of members. If the authority/ local body so desires, some or all the members may continue. This committee shall meet regularly, at least once a month and consider the grievances / appeals/ queries regarding sanction, completion, interpretation etc. of these bye laws and codes, etc. The decision of this committee shall be final and binding in all matters related to interpretation of these building bye-laws. All decisions taken by this committee shall be recorded in minutes of the meeting and place on the website of the concerned Authority/ Local Body. All grievances/ appeals shall be in the form of an application. Fees if any shall be decided by the concerned authority/ local body.

Handwritten signature or initials.

FORM (A)
APPLICATION FORM

From

.....

To

.....

.....

.....

Sir,

I / We apply for permission to erect / re-erect / add / alter a building / wall in accordance with the plans submitted herewith on Site no. _____; Street no. _____; at _____ / Khasra no. _____, Village _____ (strike out whichever is not applicable)

I / We attach the following plans as required by the Byelaws along with an un-editable compact Disc / DVD or any, other electronic medium permissible by Competent Authority from time to time containing the drawings so submitted

- a. Site plan (In triplicate) showing the position of site proposed to be built upon;
- b. Building plans (alongwith elevations and sections) (in triplicate);
- c. Service plans (in triplicate);
- d. Landscape plan and Contour Plan
- e. Structural drawings (for record), as may be applicable;
- f. Other plans as required
- g. Scrutiny fee @ as decided by the Competent Authority deposited as per prescribed mode
- h. Form (B) duly filled and signed where ever applicable.
- i. Form (C) duly filled and signed where ever applicable.

Signature of the Applicant:

Name of the Applicant:

Address of the Applicant:

AS

**FORM (B)
CERTIFICATE**

S. No.	Name of Personnel Alongwith Registration Number	Declaration	Address & Phone Number
1	Owner / Owners / Lessee / Authorized Agent	I / we declare that I am / we are the absolute / owner / owners / lessee of the land on which I / we intend to erect the Building and am / are enclosing copies of relevant document of ownership / lease certified by Magistrate / Notary public / a Gazetted Officer. SIGN:	
2	Builder / Developer / Construction Firm	The construction of the building will be undertaken as per the approved building plans, structural design given by the Structural Engineer, and will be supervised through the following Architects / Engineers: 1. 2. SIGN:	
3	Architect	I / we have gone through the Building Regulations made under the provisions of the Building Byelaws and have satisfied myself / ourselves that the site and building plans are in accordance with provisions contained therein. SIGN:	
4	Supervision Engineer	The construction of the building will be undertaken as per the approved building plans, structural design given by the Structural Engineer, and will be supervised by me, SIGN:	
5	Structural Engineer	The structural drawings have been prepared with the provisions of the National Building Code and the relevant Indian Standard Byelaws (with latest amendments) including Bureau of Indian Standard Byelaws for structures resistant to earthquakes and other natural hazards. The local soil conditions, its load bearing capacity and the underground water table etc. have been	

S. No.	Name Of Personnel Alongwith Registration Number	Declaration	Address & Phone Number
6	Supervisor / Surveyor	kept in view while designing the same. In addition, the structural safety/ stability of adjoining existing buildings has been ensured. SIGN: I / we have gone through the Building Regulations made under the provisions of the Building Byelaws and have satisfied myself / ourselves that the site and building plans are in accordance with provisions contained therein.	
7	Engineer/ Structural Engineer/ Geotechnical Engineer (for high rise buildings)	we certify that we have carried out subsurface investigation at site and have performed various tests required to determine engineering properties of soil substrata and ground water based on which we have given recommendations about the type of foundation, soil bearing capacity and the depth at which the foundations shall be placed, considering the structural system and loads supplied by the structural engineer to enable the engineer/structural engineer to design the foundations and other structures below ground, as stipulated in National Building Code of India and its Part 6 .Structural Design, Section 2 Soils and Foundations. and other relevant Codes. SIGN:	
8	Town Planner	I / we have gone through the Building Regulations made under the provisions of the Building Byelaws and have satisfied myself / ourselves that the site and building plans are in accordance with provisions contained therein. SIGN:	
9	Fire Officer	I / we have gone through the Building Regulations made under the provisions of the Building Byelaws and NBC FOR FIRE SAFETY and have satisfied myself / ourselves that the site and building plans are in accordance with provisions contained therein. SIGN:	
10	Third Party Auditor	I / we declare that the structural design has been checked and has been found to be in order. The design is in	

S. No.	Name Of Personnel Alongwith Registration Number	Declaration	Address & Phone Number
	(For Buildings More Than 15 M. In Height)	accordance with the provisions of the National Building Code and the relevant Bureau of Indian Standard Codes (with latest amendments) including Bureau of Indian Standard Codes for structures resistant to earthquakes and other natural hazards. The local soil conditions, its load bearing capacity and the underground water table etc. have been kept in view while designing the same. SIGN:	

[Handwritten signature]

115

FORM (C)
COMBINED INDEMNITY BOND
FOR
BASEMENT/ ANY STRUCTURAL CHANGE TO EXISTING BUILDING

This Indemnity Bond is executed by Shri / Smt. S / o, D / o, W /
o Shri /Smt..... R/
O..... in favor of
(Name of Development Authority / Local Development Authority)

Whereas the executants has submitted to the concerned Authority the plans for, sanction of basement/ structural change to existing building over Plot No..... under the provisions of the Act and bye-laws made there under:

And whereas the concerned Authority has agreed to sanction the aforesaid construction subject to the conditions that the owner shall indemnify the concerned Authority in the event of any loss or damage being caused to the adjoining building on account of the construction of the said basement/ structural change to existing building either at the time of digging of its foundations or in the course of its construction or even there after and also against any claim of any concern thereto.

And whereas the executant has agreed to execute an indemnity bond to the above affect and also to abide by the terms imposed by the concerned Authority to the grant of sanction for construction of the basement/ structural change to existing building.

Now this deed witnesses:

1. That in consideration of the sanction of the plans by..... for construction of the basement/ structural change to existing building, the executant undertakes that he / she shall at all times keep..... harmless and free from any liability, loss or damages / flowing from any injury or damage caused to the adjoining built-up properties or to any person as a consequence of the construction of basement/ structural change to existing building, at the time of digging of its foundations or during the course of its construction or at any time thereafter.
2. The owner agreed and undertakes that in the event of any claim being made by any person or persons against the concerned Authority either in respect of the sanction granted by the concerned Authority to the owner for the construction of basement/ structural change to existing building or in respect of the construction or manner of construction of the basement/ structural change to

existing building , by the owner or the consequences flowing from the said sanction the executant shall be responsible and liable and not the concerned Authority.

- 3. The executant agrees and undertake to indemnify the concerned Authority fully in respect of any amount which the concerned Authority may be required to pay to any person either by way of compensation or damages or on any other account as a result of any claim or suit or any other proceedings concerning the sanctioning of the construction of the basement/ structural change to existing building and also in respect of the costs and expenses which the concerned Authority may incur on defending any action.
- 4. Without prejudice to the above undertaking the executant hereby binds itself to pay to the concerned Authority to the full extent any amount which the concerned Authority may be required to pay to any person in connection with, relating to or concerning the sanctioning of the basement/ structural change to existing building , or the making thereof.
- 5. The owner further agrees and undertakes that this bond shall remain in full force and effect till the executant faithfully observes / performs the undertaking herein before contained.

In witness where of the executants above named has signed this bond on this day of at.....

Witness 1

- 1. Name.....
- 2. Full Address.....
- 3. Signature.....

Witness 1

- 1. Name.....
- 2. Full Address.....
- 3. Signature.....

Indemnifier

- 1. Name.....
- 2. Full Address.....
- 3. Signature.....

खण्ड-4

प्रपत्र

प्रपत्र सं. 1
विकास/पुर्नविकास/भवन निर्माण हेतु आवेदन पत्र का प्रारूप

सेवा में,

महोदय,

मैं एतद्वारा यह आवेदन पत्र (दो प्रतियों में) प्रस्तुत करता हूँ कि मैं खसरा संख्या ग्राम नगर में विकास/पुर्नविकास/भवन निर्माण करने का इच्छुक हूँ और भवन उपविधियों के सुसंगत उपविधि के अनुसार आवेदित करता हूँ और मैं इसके साथ मानचित्रों एवं विशिष्टियों (मद 1 से 6) चार प्रतियों में जो मेरे द्वारा हस्ताक्षरित की गई हैं, और अनुज्ञापित तकनीकी व्यक्ति (नाम मोटे अक्षरों में) अनुज्ञापित संख्या जो कि विकास कार्य का पर्यावेक्षण करेगा द्वारा भी हस्ताक्षरित की गई हैं और प्रत्येक विवरण/प्रपत्र (7 से 10) संलग्न करता हूँ।

1. की प्लान
2. साइट प्लान
3. महायोजना में स्थिति का मानचित्र
4. तलपट मानचित्र
5. सर्विसेज प्लान
6. विशिष्टियाँ
7. स्वामित्व प्रमाण-पत्र
8. आवेदन शुल्क की प्रमाणित प्रतिलिपि
9. आवश्यक सूचनाएं एवं दस्तावेज
10. फॉर्म **A,B ; 2,3,4,5**

मैं निवेदन करता हूँ कि योजना अनुमोदित कर दी जाए और विकसित करने हेतु स्वीकृतिप्रदान की जाए।

Stamp and Signature
of Architect

स्वामी के हस्ताक्षर
स्वामी का नाम
(मोटे अक्षरों में)
स्वामी का पता

दिनांक :

FORM – A

Form for Specifications of Proposed Buildings other than single dwelling unit.

A	The Purpose for which the building is intended to be used			
B	Details of coverage on respective floors as given below :			
		Existing	Proposed	Total
	Basement Floor			
	Ground Floor			
	Mezzanine Floor			
	First Floor			
	Second Floor			
	Third Floor			
C	Approximate Number of inhabitants proposed to be accommodated			
D	The number of latrine, urinals, kitchen, baths to be provided			
E	The source of water to be used in the construction			
F	Distance from public sewer			
G	The material to be used in construction			
	Foundations			
	Walls			
	Columns			
	Roof			
	Floors			
	Finishes			
Signature of Registered Architect and Supervisor. License No.:		Yours faithfully (Signature of Owner) Full Address:		

FORM – B
BUILDING INFORMATION SCHEDULE

1	Building Address	Plot No.	Scheme/Colony	Town	District	
2	Building function & Locations					
2.1	Use	Institutional	Commercial	Industrial		
2.2	Importance	Ordinary	Important	Hazardous		IS:1893
2.3	Seismic Zone (Design Intensity Used)	V(IX)	IV(VIII)	III(VII)	II(VI)	IS:1893
3	Design EQ Factor					IS:1893
4	Foundation					
4-1	Soil type at site (Note 2)	Rock/stiff Medium # Soft	Liquefiable	Expensive (B.C.)		IS:1904
4.2	Type of Foundation	Strip/Indiv.Col./Footings/Raft/Bearing Piles/ Friction Piles/				IS:1893
5.	Load bearing wall buildings					
5.1	Building Category					IS:4326
5.2	Bearing Walls	Brick/ Stone/ Solid Block/ Hollow Block /Adobe/				
5.3	Mortar (note 4)	C : S=1: .../ C:L:S =1: .../ L:S=1: .../ Clay Mud/				
5.4	Floors	R.C.slabs/ Stone slabs on joists/ Prefab flooring elements /				
5.5	Roof structure	Flat like floors/ pitched/ Trussed/ Raftered / A Frame/ Slopping R.C. Slab/				
5.6	Roof covering	CGI Sheeting/ AC sheeting/ Clay tiles/Slate/ Wood shingle /				
5.7	Opening in walls	Control used on sizes ?	Control used on location ?	Strengthening around ?		IS:4326
		Yes/No/NA	Yes/No/NA	Yes/No/NA		IS:13828
5.8	Bands Provided	Plinth Band/ Lintel Band /Roof/Eave Band /Gable Band/ Ridge Band				-do-
5.9	Vertical Bars	At corners of rooms /At jambs of openings				-do-
5.10	Stiffening of Prefab Floors/Roofs	R.C. screed & Band/ Peripheral band and connectors/ Diagonal planks and around band				IS:4326
6.	Steel / R.C. frame buildings					
6.1	Building Shape	Both axes near symmetrical/ One axis near symmetrical / Unsymmetrical (Torsion considered)				
6.2	Infills / partitions	Out of plane stability check? Yes/ No	In Plane stiffness considered? Yes/ No			IS:1893, IS:4326
6.3	Ductile Detailing of RC Frames	Beams /Columns / Beam column Joint /sheer Walls? Yes/ No				IS:13920
6.4	Ductile Detailing of Steel Frames	Beams /Columns / Beam column Joint Yes/ No				

Notes:-

1. Encircle the applicable Data point or insert information.
2. Stiff. N>30:Medium. N=10.3:Soft.N<10:Liquefiable,poorly graded
Sands with N<15 under Water Table (see Note 5 of Table 1 in IS:1893)
Where N=Standard Penetration (IS:2131-1981).
3. Means any other, specify.
4. C= Cement, S= Sand, L= Lime

The above information is factually correct.

Signature of Owner with date

Signature of the Architect

Name (Block).....

Name(Block).....

Address:

**Signature of the Architect who had
Supervised the construction**

Name (Block).....

COA Registration No.....

Legible Seal :

Legible Seal :

प्रपत्र सं. 2
आपदा संरक्षा अपेक्षा हेतु वचनतबद्धता प्रमाणपत्र

सेवा में,

संदर्भ:
..... का प्रस्तावित कार्य.....
कार्य.....(परियोजना का नाम).....
गांव/शहर.....
खसरा सं.....

1.प्रमाणित किया जाता है कि अनुमोदन हेतु प्रस्तुत भवन नक्शा, भवन विनियम के अन्तर्गत अनुबद्ध सुरक्षा अपेक्षाओं को पूरा करेगा और उसमें दी गयी सूचना हमारे सर्वोत्तम ज्ञान एवं विवेक के अनुसार सही हैं।

2.यह भी प्रमाणित किया जाता है कि मृदा स्थिति के आधार उक्त भवन में आपदा संरक्षाओं सहित संरचनात्मक डिज़ाइन को विधिवत अंतर्विष्ट किया जाएगा और निर्माण के दौरान इन उपबंधों का पालन किया जाएगा।

तिथि सहित स्वामी का नाम

ट्रक्चरल इंजीनियरके हस्ताक्षर व मोहर

नाम.....
पता.....
.....

नाम.....
पता.....
पंजीकरण संख्या.....

डेवलेपर के हस्ताक्षर

तिथि.....
नाम.....
पता.....
.....

वास्तुविद् के हस्ताक्षर व मोह

तिथि.....
नाम.....
पता.....
पंजीकरण संख्या.....

पर्यावेक्षण इंजीनियर के हस्ताक्षर

नाम.....

पता.....
अर्हता सम्बन्धी वांछित अभिलेखों के संलग्न

प्रपत्र सं. 3
वास्तुविद् का वचनबद्धता प्रमाणपत्र

सेवा में

संदर्भ:
का प्रस्तावित कार्य (परियोजना का नाम) की खसरा सं.....
.....(गांव/शहर).....
हेतु (स्वामी/डेवलेपर/निर्माता का नाम).....
पता:

टेलीफोन नं0.....

मैं वास्तुविद् परिषद्/इंजीनियर संस्थान (भारत) का सदस्य हूँ और एक पंजीकृत वास्तुविद् के रूप में कार्य करने हेतु इस समय पंजीकृत हूँ।

मैं एतद्वारा प्रमाणित करता हूँ कि मुझे वास्तुविद् के रूप में नियुक्त किया गया है जैसा कि अधिनियम/विकास नियन्त्रण विनियमों के अन्तर्गत उक्त परियोजना के लिये अपेक्षित है, और मैंने उसे तैयार किया एवं उस पर हस्ताक्षर किये हैं तथा उक्त परियोजना को अनुमोदित आरेखणों के अनुसार एक पर्यावेक्षण इंजीनियर की देखरेख में संपन्न किया जाएगा। मैं विनियमों के लागू उपबंधों, और उनके अंतर्गत अपने कर्तव्यों एवं उत्तरदायित्वों से पूर्णतया परिचित हूँ और मैं उन्हें प्राकृतिक आपदाओं के हालातों को छोड़कर सभी संदर्भों में पूरा करने का वचन देता हूँ।

मैं प्लम्बिंग, जलनिकासी, साफसफाई और जल आपूर्ति की संस्थापना हेतु स्वामी द्वारा पर्याप्त उपायों के लिए भी उनका मार्गनिर्देशन करने का वचन देता हूँ। स्वामी द्वारा संगत कार्य शुरू किए जाने से पहले उसके द्वारा उपयुक्त चरण में निर्माण इंजीनियर, निर्माण ठेकेदार, प्लम्बिंग ठेकेदार और बिजली ठेकेदार नियुक्त किए जाएंगे।

हस्ताक्षर.....
पंजीकरण नं0.....
तिथि.....

मोहर :-

प्रपत्र सं. 4

स्ट्रक्चरल इंजीनियर का वचनबद्धता का प्रमाणपत्र

सेवा में

संदर्भ.....
का प्रस्तावित कार्य की खसरा सं.....
(गांव/शहर).....हेतु (स्वामी/डेवलेपर/निर्माता का नाम) पता:

टेलीफोन नं0.....

मैं एक पंजीकृत स्ट्रक्चरल इंजीनियर हूँ। इसका आशय यह प्रमाणित करना है कि मुझे उपर्युक्त उल्लिखित परियोजना के लिए संरचनात्मक डिजाइन आधार रिपोर्ट, विस्तृत संरचनात्मक डिजाइन आधार रिपोर्ट, विस्तृत संरचनात्मक डिजाइन और विस्तृत संरचनात्मक आरेखण बनाने के लिये स्ट्रक्चरल इंजीनियर के रूप में नियुक्त किया गया है। मैं विनियमों के अन्तर्गत अपने कर्तव्यों एवं उत्तरदायित्वों से पूर्णतया परिचित हूँ और आश्वासन देता हूँ कि मैं उन्हें हर संदर्भ में पूरा करूँगा।

मैंने संरचनात्मक डिजाइन आधार रिपोर्ट बनाई है और इस पर हस्ताक्षर किये हैं।

मैं एक विस्तृत संरचनात्मक डिजाइन निष्पादित करने और अद्यतन भारतीय मानक विशिष्टियों के अनुसार तथा संरचनात्मक डिजाइन आधार रिपोर्ट में इंगित के अनुसार विस्तृत संरचनात्मक आरेखण बनाने का वचन देता हूँ। मैं स्वामी और पर्यवेक्षक को विस्तृत संरचनात्मक आरेखण उपलब्ध कराने का वचन देता हूँ। अगर मेरी सेवाओं को समाप्त कर दिया जाता है तो मैं प्राधिकरण को लिखित सूचना देने का वचन देता हूँ।

हस्ताक्षर.....

पंजीकरण नं0.....

तिथि.....

मोहर :-

प्रपत्र सं. 5

INDEMNITY BOND FOR BASEMENT

This indemnity bond is executed by Sh. _____ S/o
Sh. _____ R/o _____ (herein after called the owner)
in favour of _____ authority

Whereas the owner has submitted plans for sanction of building construction alongwith basement over Plot No. _____ under the provisions of the Bye - laws made thereunder.

And whereas the Authority has agreed to sanction the aforesaid construction subject to the condition that the owner shall indemnify the Bond in the event of any loss or damage being caused to the adjoining building on account of the construction of the said basement either at the time of digging of the foundation and also against any claim of any concern thereto.

And whereas the owner has agreed to execute an indemnity bond to the above effect and also to abide by the terms by the Authority to the grant of sanction of the basement.

NOW THIS DEED WITNESSED

1. That consideration of the sanction of the plans of the owner of construction of the basement the owner undertake that he shall at all times keep the Basement harmless and free from any liability less or damage following from any injury or damage caused to either properties adjoining basement or to any person as a consequence of the construction or at the time of digging of its foundation or during the course of its construction or at any time there after.
2. That owner agrees and undertake that in the event of any claim being made by any person or persons against the Authority either in respect of the sanction granted by the Authority to the owner for the construction of basement by the owner or the consequences following from the said sanction the owner shall be responsible and liable and not the Authority.
3. The owner agrees and undertake to indemnify the Authority fully in respect of any amount which the owner may be required to pay to any person either by way of construction of damages or on any other account as a result of any claim or suit or any other proceedings concerning the sanctioning of the construction of the basement of the making there of and which the Authority may incur on defending any action.
4. Without prejudice to above the undertaking the owner hereby binds itself to apply to the _____ to the full extent any amount which the _____ may be required to pay to any person in connection with relating to or concerning the sanctioning of the basement or the making there of.
5. The owner further agrees and undertakes that this bond shall remain in full force and effect till the owner faithfully observes & performs the undertaking herein before contained.

IN WITNESS WHEREOF THE owner above named has signed this bond on this _____ day of _____ at _____

WITNESS 1:

Name :

Address :

WITNESS 2:

Name :

Address :

INDEMNIFIER

प्रपत्र सं. 6
भूमि विकास/भवन निर्माण का कार्य आरम्भ करने की सूचना

सेवा में,

.....

.....

महोदय,

मैं एतद्वारा यह प्रमाणित करता हूँ कि भूमि का विकास/भवन निर्माण कार्य जो खसरा संख्या ग्राम नगर में स्थित है, दिनांक ... को आपकी स्वीकृति पत्र एवं मानचित्र संख्या दिनांक के अनुसार आरम्भ किया जाएगा जो अनुज्ञापित तकनीकी व्यक्ति (पर्यावेक्षण इंजीनियर) (नाम) द्वारा निरीक्षण किया जाएगा।

स्वामी के हस्ताक्षर
स्वामी का नाम
(मोटे अक्षरों में)
स्वामी का पता

दिनांक :

स्थान :

प्रपत्र सं. 7
प्रगति प्रमाणपत्र

कुर्सीस्तर चरण/तहखाने के मामले में तहखाना लिंटर की ढलाई

संदर्भ सं.:-

स्वामी का नाम:-

प्रस्तुत किए जाने की तारीख :-

सेवा में,

सक्षम प्राधिकारी,

महोदय,

हम एतद्वारा आपको सूचित करते हैं कि अनुमोदित योजना, कार्यकारी आरेखणों और सरंचनात्मक आरेखणों के अनुसार भवन के निष्पादन का कार्य कुर्सी स्तर तक पहुंच गया है और हमारे पर्यावेक्षण के अधीन निष्पादित किया जा रहा है।

हम घोषणा करते हैं कि इस चरण में संशोधित योजना की आवश्यकता नहीं है।

भवदीय,

पर्यावेक्षण इंजीनियर/ वास्तुविद के हस्ताक्षर

स्वामी/डेवलेपर/बिल्डर के हस्ताक्षर

तिथि.....

तिथि.....

नाम.....

नाम.....

पता.....

पता.....

.....

.....

प्रपत्र सं.8
प्रगति प्रमाणपत्र – पहली मंजिल

संदर्भ सं:—
स्वामी का नाम:—
प्रस्तुत किए जाने की तारीख:—

सेवा में,
सक्षम प्राधिकारी,

महोदय,

हम एतद्द्वारा आपको सूचित करते हैं कि अनुमोदित योजना, कार्यकारी आरेखणों और संरचनात्मक आरेखणों के अनुसार भवन के निष्पादन का कार्य पहली मंजिल के स्तर तक पहुंच गया है और हमारे पर्यावेक्षण के अधीन निष्पादित किया जा रहा है।

हम घोषणा करते हैं कि इस चरण में संशोधित योजना की आवश्यकता नहीं है।

भवदीय,

पर्यावेक्षण इंजीनियर/ वास्तुविद के हस्ताक्षर

स्वामी/डेवलेपर/बिल्डर के हस्ताक्षर

तिथि.....

तिथि.....

नाम.....

नाम.....

पता.....

पता.....

.....

.....

प्रपत्र सं. 9
प्रगति प्रमाणपत्र – ऊंचे भवन के मामले में मध्य मंजिल

संदर्भ सं:—

स्वामी का नाम:—

प्रस्तुत किए जाने की तारीख :-

सेवा में,

सक्षम प्राधिकारी,

महोदय,

हम एतद्द्वारा आपको सूचित करते हैं कि अनुमोदित योजना, कार्यकारी आरेखणों और संरचनात्मक आरेखणों के अनुसार भवन के निष्पादन का कार्य मंजिल के स्तर तक पहुंच गया है और हमारे पर्यावेक्षण के अधीन निष्पादित किया जा रहा है।

हम घोषणा करते हैं कि इस चरण में संशोधित योजना की आवश्यकता नहीं है।

भवदीय,

पर्यावेक्षण इंजीनियर / वास्तुविद के हस्ताक्षर

स्वामी / डेवलेपर / बिल्डर के हस्ताक्षर

तिथि.....

तिथि.....

नाम.....

नाम.....

पता.....

पता.....

.....

.....

प्रपत्र सं. 10
प्रगति प्रमाणपत्र – अंतिम मंजिल

संदर्भ सं:—
स्वामी का नाम:—
प्रस्तुत किए जाने की तारीख:—

सेवा में,
सक्षम प्राधिकारी,

महोदय,

हम एतद्द्वारा आपको सूचित करते हैं कि अनुमोदित योजना, कार्यकारी आरेखणों और संरचनात्मक आरेखणों के अनुसार भवन के निष्पादन का कार्य मंजिल के स्तर तक पहुंच गया है और हमारे पर्यवेक्षण के अधीन निष्पादित किया जा रहा है।

हम घोषणा करते हैं कि इस चरण में संशोधित योजना की आवश्यकता नहीं है।

भवदीय,

पर्यवेक्षण इंजीनियर / वास्तुविद के हस्ताक्षर

स्वामी / डेवलेपर / बिल्डर के हस्ताक्षर

तिथि.....
नाम.....
पता.....
.....

तिथि.....
नाम.....
पता.....
.....

प्रपत्र सं. 11 (अ)

वास्तुविद् द्वारा भवन समापन प्रमाणपत्र

संदर्भ सं:-

स्वामी का नाम:-

प्रस्तुत किए जाने की तारीख:-

अवस्थिति:-

प्राप्त होने की तारीख:-

सेवा में,

सक्षम प्राधिकारी,

महोदय,

1. भवन/भवनों का निर्माण स्वीकृत योजना के अनुसार किया गया है।
2. भवन/भवनों का निर्माण अनुमोदित योजना और डिजाईन के अनुसार वास्तुविद् द्वारा बनाये गये विस्तृत वास्तु आरेखणों एवं विशिष्टियों के अनुसार किया गया है।
3. निर्माण हमारे पर्यवेक्षण/मार्गनिर्देशन में किया गया है और प्रस्तुत आरेखणों का अनुपालन करता है।

स्वामी के हस्ताक्षर
दिनांक

नाम

पता

वास्तुविद् के हस्ताक्षर
दिनांक

नाम

पता

प्रपत्र सं. 11 (ब)
पर्यावेक्षण इंजीनियर द्वारा भवन समापन प्रमाणपत्र

संदर्भ सं:—

स्वामी का नाम:—

प्रस्तुत किए जाने की तारीख:—

रोसासासोसासकोसासासे
सेवा में,

सक्षम प्राधिकारी,

अवस्थिति:—

प्राप्त होने की तारीख:—

महोदय,

1. भवन/भवनों का निर्माण स्वीकृत योजना के अनुसार किया गया है।
2. भवन/भवनों का निर्माण निम्न के अनुसार किया गया है
 - स्ट्रक्चरल इंजीनियर द्वारा बनाए विस्तृत संरचनात्मक आरेखण और संरचनात्मक विशिष्टियां
 - वास्तुविद् द्वारा बनाए गये विस्तृत वास्तु आरेखण और वास्तु विशिष्टियां
 - सभी सेवाओं के विस्तृत आरेखण और विशिष्टियां
3. निर्माण में प्रयुक्त सभी सामग्रियों की जांच की जा चुकी है जैसा कि विशिष्टियों में उपबंधित था और जांच रिपोर्ट का एक रिकार्ड रखा गया है।

स्वामी के हस्ताक्षर
दिनांक

नामरू

पता

पर्यावेक्षण इंजीनियर
दिनांक

नाम

पता

FORM – D
APPLICATION FOR PERMISSION TO OCCUPY

To

_____.

SUB: APPLICATION FOR PERMISSION TO OCCUPY

Sir,

I/We beg to apply for permission to occupy building/part of the building sanctioned vide B.A. No. _____ Dated _____ situated _____ . The building / part of the building has been completed in all respects according to the sanctioned plan and is fit for use for which it had been erected.

Yours faithfully,

Date :

Signature of owner.
Name & Address of the Owner.

Description of building / part of building

House No. _____

Road _____

Street _____

Description of building _____

(For office Use Only)

1. Date of receipt of notice _____
2. Date of issue of (a) permission to occupy _____
(b) refusal to occupy _____

खण्ड - 5

Amendments in order of Ease of Doing Business

1. शासनादेश संख्या 837/V-2-2016-127(आ0)/15-टी0सी0 दिनांक 03 जून, 2016 पेज 1 से 66 तक

उत्तराखण्ड शासन
आवास विभाग,
संख्या-837/v-2-2016-127(आ0)/LS-टी0सी0
देहरादून दिनांक: 03 जून, 2016

अधिसूचना

उत्तर प्रदेश (निर्माण कार्य विनियमन) अधिनियम, 1958 (उत्तराखण्ड राज्य में यथाप्रवृत्त) की धारा-5 के अधीन प्राप्त शक्ति का प्रयोग करते हुए उत्तराखण्ड राज्य के विनियमित क्षेत्रों हेतु भवन निर्माण एवं विकास उपविधि/विनियम, 2011 (संशोधन, 2015) प्रख्यापित किए जाने की स्वीकृति अधिसूचना संख्या-2015/V/आ0-2015-55(आ0)/2006-टीसी, दिनांक 08.12.2015 द्वारा प्रदान की गयी है।

2- उक्त के क्रम में सम्यक विचारोपरान्त लिये गये निर्णयानुसार भारत सरकार के Ease of Doing Business कार्यक्रम के तहत मानचित्र स्वीकृति का सरलीकरण, वास्तुविद, अभियंता के पंजीकरण की व्यवस्था, तृतीय पक्ष के द्वारा निर्माणाधीन भवन का निरीक्षण कराने, पूर्णता प्रमाण पत्र निर्गत करने हेतु पंजीकृत स्ट्रक्चरल इंजीनियर को अधिकृत करने एवं मानचित्र स्वीकृति से पूर्व संयुक्त स्थलीय निरीक्षण आदि की व्यवस्था से सम्बन्धित संलग्न प्राविधानानुसार भवन निर्माण एवं विकास उपविधि/विनियम, 2012 (संशोधन-2015) में संशोधनों को लागू किये जाने की सहर्ष स्वीकृति/सहमति प्रदान की जाती है।

संलग्न: यथोक्त।

(आर0 मीनाक्षी सुन्दरम)
सचिव

संख्या-837/v-2-2016-127(आ0)/LS-टी0सी0-तददिनांक।
प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

- (1) आयुक्त, कुमायूँ/गढ़वाल मण्डल, उत्तराखण्ड।
- (2) निदेशक, शहरी विकास निदेशालय, देहरादून।
- (3) ~~संयुक्त~~ जिलाधिकारी/नियंत्रक प्राधिकारी, विनियमित क्षेत्र, उत्तराखण्ड को Ease of Doing Business कार्यक्रम के तहत कतिपय व्यवस्था भवन उपविधि में करने हेतु संलग्न भवन निर्माण एवं विकास उपविधि/विनियम की प्रति सहित प्रेषित।
- (4) प्रबन्ध निदेशक, सिडकुल, देहरादून।
- (5) संयुक्त निदेशक, राजकीय मुद्रणालय, रुड़की, हरिद्वार को इस आशय से प्रेषित कि इस अधिसूचना हेतु संलग्न भवन निर्माण एवं विकास उपविधि/विनियम को असाधारण गजट में विधायी परिशिष्ट भाग-4 के सम्बन्धित खण्ड में प्रकाशित करने का कष्ट करें तथा 50 प्रतियां शासन को उपलब्ध कराने का कष्ट करें।
- (6) मुख्य नगर नियोजक, नगर एवं ग्राम नियोजन विभाग, देहरादून।
- (7) गार्डबुक/एन0आई0सी0, राधिकावालय परिसर, देहरादून।

संलग्नक: यथोक्त।

(आर0 मीनाक्षी सुन्दरम)
सचिव।

PART- V

Amendments in order of Ease of Doing Business

A. Signing the Plans

1. Every person who intends to erect, re-erect or add to, or alter any building / layout shall get its plan prepared and structural work designed and supervised by an Architect or Structural Engineer or licensed Engineer / Draftsman / Town Planner / (R.H.D., if required) as required under the provisions of the bye laws. While submitting the plan the architect or licensed building surveyor or structural engineer shall certify to the effect that the site has been personally inspected while planning the building and/or designing the structural members, as well as he has taken into account the findings of or recommendations of stability analysis as well as soil tests performed as and where necessary under this rule.
2. In all such cases, the licensed Architect /Engineer / Draftsman / Town Planner shall have to be empanelled with the Authority as detailed in these bye laws.
3. Structural Engineer shall have to be empanelled with the Housing Department as detailed in these bye laws
4. The name, address and license or empanelment number of the person so employed and serial number or registration number in the case of architect shall be stated in the application in respect of such building.
5. All the plans shall be prepared and duly signed by a registered/empanelled technical person as specified in Annexure – 1 (viz. Architect, Engineer, Structural Engineer, Town Planner, Supervisor and Draftsman) and Builder who shall indicate their names, addresses and registration numbers on the plan and in all other relevant documents. The concerned owner of the land shall also sign the plans.
6. All plans, drawings, statements, design details shall bear the signature of the applicants and shall be duly countersigned by the registered / empanelled Architect/Technical person. All documents and plans related to structural designs shall bear the full name and full signature of a registered / empanelled Structural Engineer.
7. Approval of drawings and acceptance of any statements, documents, structural report, structural drawings, progress certificate, Building Completion Certificate shall not discharge the Empanelled Architect and Structural Engineer or licensed Engineer / Draftsman / Town Planner / R.H.D. as well as the Developer / Owner / Applicant from their responsibilities imposed under the prevalent rules and regulations of the Authority / Regulated Areas / SADA / as well as the local rules and law. The Landowner(s) shall be held responsible if any, unauthorised construction, addition and alteration are done without prior permission of the competent authority.

Note:

- a. The registered Architect / Technical Person who has prepared the plan shall put the Registration No. and seal on all plans and documents signed by him and shall also furnish a certificate to the effect that he / she shall supervise the construction

of the building and shall be responsible for any deviation from the approved plan except if the Owner / Architect / Technical person intimates that their agreement has been terminated. The constructions to be stopped immediately until agreement with another architect/technical person is executed and intimated immediately to the authority

- b. Wherever required under these bye-laws, the empanelled Structural Engineer, who has prepared the structural design, shall put his seal and address on all the documents signed by him and shall also furnish a certificate to the effect that he shall supervise the structural part of the construction and shall be responsible for any structural failure except caused by unprecedented natural calamities and except if the owner intimates that his services have been terminated.
 - c. All aspects related to structural design, building surface, plumbing, electrical installation, sanitary arrangements, fire protection shall adhere to the specification, standards and code of practice recommended in the National Building Code of India, 2005 and any other relevant codes / norms or any amendments made to it in the future and any breach thereof shall be deemed to be a breach of the requirements under these Bye laws.
8. The technical personnel and builder as specified above shall have to be registered/empanelled with the Authority. Their qualifications and, competence shall be as per Annexure-I. Their duties and responsibilities will be as per **Annexure 4**. The application form shall be as per **Annexure 5 and Annexure 6**.
9. No plans for construction of any type of building of net plot area of 2,000 sq. m. and above in Plains & 1,000 sq. m. & above in Hilly Area shall be entertained unless the builder is registered as R. H. D.by Deptt. of Housing, Uttarakhand (Town & Country Planning Deptt.) (Please refer the Bye Laws for details) in accordance with the competence as specified in the bye laws.
10. The Authority shall issue a show cause notice within fifteen days as to why the registered / empanelled Architect / Technical person or builder shall not be disqualified / black listed and legal action taken against him, if any deviation or malpractice is found. After receipt of the show cause if any, the matter shall be placed before the Concerned Authority for a decision on such disqualification / black listing / legal action. The decision of the Concerned Authority on disqualification/black listing shall be published in the notice Board of the Authority.

B. Periodic Report of Construction

In case of high rise buildings the builder/ owner/ applicant shall submit a periodic progress report after plinth level, each roof slab casting in **Annexure - 2** to the authority. The authority has to make site inspection within 15 days from the date of application and if the construction is found as per bye laws the authority will issue a go ahead certificate to the applicant within 10 days of inspection.

C. Inspection Procedure

1. As a matter of course all construction or work for which a permit is required shall be subject to inspection by the Authority at all reasonable hours with prior intimation
2. Inspection, where required, shall be made within 15 days following the receipt of periodic report of construction in **Annexure – 2**. At the first inspection, the Authority shall determine that the building construction has been taken up in accordance with approved plans. A copy of the inspection report shall also be made available to the builder/developer. The Inspection Report will be submitted / uploaded online within 48 hours from the inspection.
3. Joint inspection will be done by concerned Authority, Fire Department, Airport Authority, Environment Authority and any other authority concerned with the clearance of Construction Permit through the NOC as required under the rules and regulations governing the concerned authorities. The relevant authorities will intimate the date and time in written form to the applicant for the Joint Site Inspection. The Joint Site Inspection Team shall carry a comprehensive checklist which will integrate the various inspection requirements into a single comprehensive checklist and thus allowing for a single clearance for compliant buildings, or for the development of a comprehensive corrective. After the Joint Site Inspection is completed, the Inspection Report will be submitted / uploaded online within 48 hours from the inspection and all the relevant authorities will issue NOC on the basis of this Joint Site Inspection.
4. Surprise inspection on the basic of complaint or otherwise only be done by the order of the Competent Authority at any time
5. The Inspection Checklist to be used by the Inspection Team during the construction or during Surprise Inspections will be as per Annexure 3 and the such inspection report will be submitted / uploaded within 48 hours after inspection has been completed. The individual Authority can also use their own pre-decided checklist on such visits to suit the local conditions or may modify the Annexure 3 to suit their own requirements.
6. A risk-based building classification enabling the introduction of fast-track mechanisms for low-risk building and higher supervision on high-risk buildings has been devised as per **Annexure - 7** wherein inspections have been tied with the quantum of risk posed by any type of building (weighed on the basis of various parameters like Fire Safety Norms, Height of the Building, Floor Area, Experience of the Design and Building Team, Vulnerability to Natural Disasters, Slope etc.).

For Low Risk Category of Building, self-inspection and self-certification by the supervising engineer or Architect has been introduced thereby easing the construction of such low risk buildings whereas necessary balances and checks have been introduced for the Medium and High Risk Building to ensure more time is spent for thorough review thereby ensuring structural and public safety of higher risk buildings.

D. Third Party Certification

1. Accredited Architects / Structural Engineers as per the Annexure 8 & Annexure 9 shall be authorized to do inspection as third party inspection of any building under

construction or completed. The Authority shall also make the list of accredited technical professionals publicly available which can help the community for the identification of the best professionals for construction projects.

2. Such accredited architects / engineers shall not be anyway associated to the project concerned.
3. They shall issue certificate regarding construction quality / structural safety norms as well as construction is going on or completed as per sanctioned drawing. Structural Safety Checklist shall be provided in **Annexure 10** and Construction Quality Checklist shall be provided in **Annexure 11** and Structural Inspection Report shall be provided in **Annexure 14**

E. Accreditation and Gradation of Architects / Structural Engineers

1. The accreditation of architects / engineers shall be done by the authority on the basis of their professional experience. The person concerned should have minimum experience of 5 years as registered architect/engineers/technical person in any Competent Authority / Organisation
2. The concerned should produce certificate for the required experience
3. The authority shall publish grading of professionals as on basis of their experience as follows

Architect / Structural Engineer

Grade	Minimum Experience	Work Assigned
A	20 Years and above	Any work
B	Between 5 Years and 15 Years	Above 12 meter height in Plains and Above 9 meter height in Hilly Areas
C	Minimum 5 Years	Up to 12 Meter height in Plain Areas and up to 9 meter height in Hilly Areas

4. They should not be blacklisted on any authority, they should have minimum qualification in as per **Annexure - 1**
5. The authority shall issue the detailed procedure of accreditation / empanelment of registered architect / engineers and technical personnel complying with rules and regulation. The empanelment forms have been attached as per **Annexure 5 and Annexure 6**.

F. Cancellation

1. If any time after permission to proceed with any building or development work has been given, the Authority is satisfied that such permission was granted in consequence of any material misrepresentation or fraudulent statement contained in the application given or information furnished, the Authority may cancel such

permission and any work done thereafter shall be deemed to have been done without permission.

G. Completion of Construction Certificate

1. The Empanelled Architect / Structural Engineer with the signatures of the applicant / builder / owner shall certify the completion of all buildings as per the approved building plan. The Certificate of Completion will be issued as per Annexure 12 by Empanelled Architect and as per Annexure 13 by Empanelled Structural Engineer. The responsibility of compliance with respect to provisions of these bye laws shall rest entirely on applicant / builder / owner.

2. The team of officials shall visit the site within 15 days after receiving of Completion Certificate issued by the authorised Architect / Structural Engineer in proper manner and Occupancy Certificate shall be issued. The team shall verify the following facts and the team shall record the deviations made from the following plan on the following facts:

ITEM	As Per Building Plan				Remark by authorized representative
	Yes	No	Non-applicable	Applicable	
1. Number of floors					
2. Building height					
3. External Setbacks					
4. Building Line, if any					
5. Parking space provision					
6. Abutting road width					
7. FAR					
8. Coverage percentage					
9. Tree Cover					
10. Water harvesting structures					
11. Land if required to be surrendered					
12. Lift/s, water pumps and storage tanks					
13. Internal roads /paving					
14. Parking areas and external lighting					
15. Lightening arrestors					
16. Fire Fighting installations					

17. Lifts					
18. Water pump					
19. Drainage and arrangement for waste water and sewage disposal					
20. Copy of agreement with the apartment Owners' Association/Society					
21. Implementation of Life Safety provisions as mentioned in National Building Code 2005(Group-1 Part-W Fire and Life Safety-4)					
22. NOC from Fire Service Department					
23. Any other specifications as required from time to time					

H. Certificate for Occupancy

1. The Authority shall issue a certificate for occupancy for all category of buildings after the construction of the entire building has been completed as per sanctioned building plan and a Certificate of Completion has been received from the third party professional as detailed in these bye laws as per Annexure 12 and Annexure 13 from the Empanelled Architect and Empanelled Structural Engineer respectively or refuse occupancy, as the case may be, within 30 days from the date of application.
2. If the Occupancy Certificate is not issued within time limit mentioned above, the applicant shall submit a notice with an affidavit that the construction is strictly as per the approved plans and no dues in development charges or any other form of payment to be made to the Authority are pending and all the conditions for issuing of occupancy permission are complied with. In case of non-compliance of such notice within 15 days, it will be deemed to have been granted. In case of any false statement the applicant shall be liable for punishment under the provisions of these Bye Laws and other suitable legal action.
3. The refusal of occupancy certificate shall be a speaking order clearly mentioning the reason for refusal of occupancy certificate.
4. Before issuing occupancy certificate, the competent authority shall verify that the building complies with the provisions of life safety as mentioned in National Building Code 2005(Group-1 Part-IV Fire and Life Safety-4) wherever applicable and other relevant codes.
5. The department/line agencies dealing with electric power, water supply, drainage and sewerage shall not give connections to building unless such occupancy certificate is produced. However a limit connection of water supply and electricity for the purposes of construction can be given after the approval of the Building Plan.

6. The occupancy certificate shall also state the use/type of occupancy of the building. However, the applicant may apply for change of use/occupancy permitted within the purview of the Development Plan/Zonal Plan/ Zoning Regulations, where so required.
7. In case of multi storied building (residential buildings greater than 15m in height) and other special building like educational, assembly, institutional, industrial, storage and hazardous and mixed occupancies with ground covered area within premises more than 500 sq.mtr., periodic inspection shall be made by the authority nominated by the State Government, once in five years to ensure the fire safety provisions of the building are in proper order and the building complies with the provision of fire and life safety requirements ('Fire and Life Safety', Part-4 of NBC).In case the building fails to comply with requirement of fire safety the building shall be declared unsafe.
8. All occupied buildings and buildings under construction shall also be subject to periodic joint physical inspection by a team of multi-disciplinary professionals of the Authority. This work may be out sourced by the Authority as may be deemed necessary. The team shall report compliance of bye-laws, natural lighting, and ventilation, lift besides structural and electrical safety. If any shortcomings/ deficiencies or violations are noticed during inspection, the occupants shall ensure the compliance of the same within a specified time frame of six months. If not complied with, the building shall be declared unsafe. The period of inspection shall be once in five years.

I. Responsibility and Duty of the Owner / Applicant

1. Neither granting of the permit nor the approval of the drawing and specifications, nor inspections made by the Authority during erection of the building shall in any way relieve the owner of such building from full responsibility for carrying out the work in accordance with the requirements of these bye laws
2. Every owner / applicant shall
 - a. Permit the Authority to enter the building or premises, for which the permission has been granted at any reasonable time for purpose of enforcing the bye laws;
 - b. Obtain, where applicable, from the competent Authority permissions/clearance required in connection with the proposed work;
 - c. Obtain an Occupancy Certificate from the Authority prior to occupation of building in full or part.

Annexure 1: Qualification & Competence of Technical Personnel for Preparation of Building Plan and Supervision

1.0 General

Building / Development Work, for which permission is sought, shall be planned, designed and supervised by registered professionals. The registered professionals for carrying out the various activities shall be: Architect, Engineer, Structural Engineer, and Town Planner & Draftsman.

Requirements for registration / license for these professionals by the Authority or by the body governing such profession and constituted under a statute, as applicable, to practise within the competent body's jurisdiction, are given in item 1 to 7 of the following table:

Sl. No.	Professional	Qualifications	Competence / Functions
1	Architect	Registered with a Valid Membership of the Council of Architecture, India; as prescribed under the Architect's Act, 1972	The registered architect shall be competent to carry out the work related to the building / development plan as given below: <ol style="list-style-type: none"> a. Prepare and sign all plans, sub-division / layout plans and information connected for building permit except engineering services of multi-storeyed / special buildings b. Preparation of building plans, drawings and related information connected for development permit of area up to 2 hectare for hilly areas and 4 hectares for plain areas c. Supervision for Development Permit of area up to 1 hectare for hilly areas and 2 hectare for plain areas (related to building layout and other architectural aspects) d. Supervision and completion of all buildings pertaining to architectural aspects
2	Engineer	Graduate Degree in Civil Engineering from recognized Indian or Foreign University or equivalent. Registered with Valid Membership (Civil) with the Institute of Engineers, India	The registered engineer shall be competent to carry out the work related to the building / development plan as given below: <ol style="list-style-type: none"> a. Prepare and sign all building plans, structural drawings and service plans and information for building permit; b. Supervision for Development Permit of area up to 1 hectare for hilly areas and 2 hectare for plain areas (related to building layout, building structure, civil works and service installations); c. Supervision and completion of all buildings pertaining including structure and building services Supervision and completion of all buildings pertaining to architectural aspects
3	Structural Engineer	Empanelled Structural Engineers as per detailed in "Annexure 8" and Structural Engineering Deptt. of all IIT/NIT/Govt. Engg. Institutes / Universities / Class -I Gazetted officers of 'Deptt. of Housing' has valid Post Graduate Degree in Structural Engg.	
4	Town Planner	Post Graduate	The registered Town Planner shall be competent to

	Planner	Degree / Diploma in Town and Country Planning or equivalent	<p>carry out the work for the development permit as given below:</p> <ul style="list-style-type: none"> a. Preparation of plans for land sub-division / layout and related information connected with development permit for all areas more than 1 hectare b. Supervision for Development of land of all areas
5	Draftsman	Diploma in Civil Engineering / Architectural Assistantship from recognised institute with 2 years working experience or Civil Draftsman ship from I.T.I. with 5 years' experience under a qualified Architect / Civil Engineer for building construction and supervision	<p>The registered Drafts shall be competent to carry out the work related to the building permit as given below:</p> <ul style="list-style-type: none"> a. All plans and related information connected with building permit for residential buildings on plot up to 250 m²

Annexure 2 - Periodic Progress Report

(To be submitted by the Empanelled Structure/Architect/Engineer)

From.

.....
.....

To,

.....
.....

Ref Authority Approval Letter No.....Dated.....

Madam/Sir,

I/we hereby certify that the construction of the building up to plinth level / ground floor roof slab level / first floor roof slab level /second floor roof slab level (whichever one is applicable) of the building with respect of Plot No (CS) Plot No (MSP).....Khata No..... Holding No..... Village Mohalla..... / Ward No..... of Municipal Corporations / Municipal Council / Nagar Panchayats / Metropolitan Area / Planning Area under Planning Authority / Gram Panchayat areas covered under..... Development Plan / Planning Authorities / or planning scheme notified under _____ within the development plan area of, has been supervised by me /us and has been constructed strictly conforming to the sanctioned plan and structural design as per the provision of NBC,2005.

The work has been done to my / our best satisfaction. All the materials used in construction of this building are strictly in accordance with BIS / ISI specifications and norms conforming to National Building Code, 2005 covering all the safety factors including earthquake and cyclone.

I/we will be responsible and liable for action by Authority / Govt. if there is any structural failure and fire endangering the inmates and public.

Yours faithfully,

Signature of the Architect/Engineer

Name

Empanelment No.

Signature of Structural Engineer

Name

Empanelment No. / Post of Authorised Govt. Officer

Name & Signature of Owner / Applicant

Annexure 3 - Inspection Checklist during Construction / Surprise Visit

Construction Stage	Element	As Per Approved Building Plan		Remark
		Yes	No	
Plan check	All, specially structural calculation , fire safety, area of glazing			
Commencement	Assessment of existing lintels, foundations, beams			
	Trial Hole			
	Check for encroaching trees, made up of ground, etc.			
Foundation & Excavations	Access for fire service			
	Excavations (Depth/ width, distance to tree & drain)			
	Movement of Joints, anti-heave protection , clearance to drain			
	Piling			
	Steel Enforcement			
Basement / tanking	Ground Preparation for raft			
	Tanking for below ground walls & floor			
Over site	Retaining wall			
	Ground Floor preparation (hard-core etc.)			
	Suspended timber ground floor preparation			
	Pre cast concrete beams/floor (ventilation & DPC)			
	DPC			
	DBM			
	Gas Protection – landfill, radon etc.			
Drainage (before back	Floor insulation			
	Site level for disabled access			
	Sewer branches to the site			
	Drainage laid prior to coverage			

fill)	Ground percolations tests (septic tanks and /or soak-aways)			
	Excavated Soak-away pits			
	Exposure of main sewer			
	Rerouting of main sewer/ relocation of main sewer			
Super Structure	Frame – concrete reinforcement or steel or timber			
	Floor joists and beams and connections			
	Construction at first floor level, e. g. block work and wall ties			
	Construction at 2 nd and subsequent floor levels			
	Dormer framework prior to boarding over			
	Roof timbers, restrains straps, bracing			
	Roof breather membrane			
	Staircase installed			
	Vehicle Barriers / bay			
	Fire protection applied to structural members			
	Cavity barriers / fire stopping			
	Fire dampers and fire collars			
	Means of escape			
	Space separation & compartmentation			
	Glazing			
	Opening to conservatories etc.			
	Area of Glazing			
	Thermal elements (cavity walls etc.)			
	Access			
	Pre Plaster	Sound insulation in walls, floors and stairs		
Insulation in walls and roof				
Bare walls, beams, lintels				
Fire door				
First fix electrical (dwellings only)				

	Ventilation system			
	Hygiene (sanitary convenience & washing facilities – pipes etc.)			
Completion	Drainage water tightness test			
	Internal lighting , appliance (CO2 emission rate (DER/BER)			
	Heating system, including thermostatic control			
	Sound insulation test			
	Gas tightness test to flues			
	Electrical installations (dwellings only)			
	Combustion appliance & fuel system storage			
	Air leakage test			
	Hygiene (sanitary conveniences & washing facilities)			
	Test of emergency lighting and fire alarms			

Annexure 4 - Responsibility and Duty of the Technical Personnel

It will be incumbent on every Technical Personnel, in all matters in which he/she is professionally consulted or engaged, to assist and co-operate with the Authority in carrying out and enforcing the provisions of this Bye Law and of any Bye-laws for the time being in force under the same.

Every Technical Personnel shall in every case in which he/she may be professionally consulted or engaged, be responsible, so far as his/her professional connection with such case extends, for due compliance with the provisions of these Bye Laws and of any regulations for the time being in force and in particular it will be obligatory on him/her to satisfy himself / herself that qualified and competent personnel is constantly employed and present on the work to supervise the execution of all works and to prevent the use of any defective material therein and the improper execution of any such work.

The specific duties and responsibilities of the technical professional would be as follows:

1. Architect

- a. They shall be conversant with the provisions of these rules and all relevant rules and regulations made under the bye laws and shall prepare plans, sections, elevations and other structural details as per the provisions of these rules,
- b. They shall prepare and submit all plans as may be necessary together with all documents and other details which are required to be submitted under these rules,
- c. They shall comply with all requisitions received from the Authority in connection with the work under their charge promptly, expeditiously and fully. When they do not agree with such requisition, they shall state their objections in writing within the stipulated time, in default of which the plans and the notice shall be rejected
- d. They shall immediately intimate to the owners of the corrections or other changes they make on the plans, documents and details as per requisition from the Authority
- e. They shall not prepare and submit plans, if the same is intended to be executed in contravention of the provisions of the bye laws
- f. They shall give all facilities to the Authority to inspect and examine the work in progress
- g. They shall be held responsible for any work executed on site in contravention of the provisions of these rules or other relevant rules and regulations,
- h. He / She shall be responsible for making adequate arrangements to ensure not only that work is executed as per the approval plans but also in conformity with the stipulations of the National Building Code, 2005 and the BIS Standards for safe and sound construction non-hazardous, functioning of the services incorporated in the building and for making adequate provision for services and equipment for protection from the fire hazards as per the stipulations of the NBC, 2005 in the buildings.
- i. If he/ she is found negligent in his / her duties and responsibilities, the concerned Authority may blacklist the technical personnel in case of serious and/or

repeated defaults. The registration shall be liable to be revoked temporarily or permanently by the Authority in such case of negligence and default, in that case necessary criminal legal action shall be taken under the relevant provisions of I.P.C. (Indian Penal Code).

- j. The registered architect shall submit the completion certificate and completion plan immediately after the work is completed.
 - k. They shall be deemed to have continued their supervision and control of construction of the building unless they have given notice in writing to the Authority that they have ceased to serve as the Architect or Licensed Building Surveyor for the building and shall be held responsible for the work executed up to the date of intimation
2. **Engineer** : He / She shall be responsible for making adequate arrangements to ensure not only that work is executed as per the approval plans but also in conformity with the stipulations of the National Building Code, 2005 and the BIS Standards for safe and sound construction non-hazardous, functioning of the services incorporated in the building and for making adequate provision for services and equipment for protection from the fire hazards as per the stipulations of the NBC, 2005 in the buildings. If he/ she is found negligent in his / her duties and responsibilities, the concerned Authority may blacklist the technical personnel in case of serious and/or repeated defaults. The registration shall be liable to be revoked temporarily or permanently by the Authority in such case of negligence and default, in that case necessary criminal legal action shall be taken under the relevant provisions of I.P.C. (Indian Penal Code).

3. Structural Engineer:

- a. They shall be conversant with the provisions of these rules and all relevant rules and regulations made under the bye laws and shall prepare plans, sections, elevations of structural details as per the provisions of these rules,
- b. They shall prepare and submit all plans as may be necessary together with all documents and other details which are required to be submitted under these rules,
- c. They shall comply with all requisitions received from the Authority in connection with the work under their charge promptly, expeditiously and fully. When they do not agree with such requisition, they shall state their objections in writing within the stipulated time, in default of which the plans and the notice shall be rejected
- d. They shall immediately intimate to the owners of the corrections or other changes they make on the plans, documents and details as per requisition from the Authority
- e. They shall not prepare and submit plans, if the same is intended to be executed in contravention of the provisions of the bye laws
- f. They shall be responsible for full quality control of materials and workmanship at site and carry out necessary tests on materials used at site, conducted by recognized institutions or recognized organization. No completion certificate will be issued unless copies of such test reports are submitted by the structural

- engineer for departmental record along with the structural stability certificate (as annexed) of the buildings
- g. They shall prepare detailed structural design, drawings and specifications and to prescribe the method and technique of its execution strictly on the basis of the National Building Code or relevant BIS specifications.
 - h. They supply copies of structural drawings to the site supervisor.
 - i. They inspect the works at all important stages and certify that the work being executed is up to the satisfaction of the Architect.
 - j. They shall certify the structural safety and overall structural soundness of the building to the Architect.
 - k. They shall advise the Owner / Architect / Engineer for arranging for tests and their reports for soil, building material etc. for his evaluation and design consideration.
 - l. They shall prepare the revised calculations & drawings in case of any revision with reference to the earlier submission of drawing and design in a particular case.
 - m. They shall submit the certificate of structural safety and over all structural soundness of building to Authority.
 - n. They shall prepare detailed structural drawings and specifications for execution indicating thereon, design live loads, safe soil bearing capacity, specifications of material, assumptions made in design, special precautions to be taken by contractor to suit the design assumptions etc. whatever applicable.
 - o. They shall give all facilities to Authority to inspect the work in progress,
 - p. (h) he shall be held responsible for the structural design and execution of the same on site and for contravention of the provisions of these rules and other relevant rules and regulations relating to structural safety
 - q. They shall not deviate or allow any deviation from the submitted structural plan in the execution of work at site,
 - r. They shall submit a certificate that the structure has been constructed as per submitted structural plans and the building is safe for occupation
 - s. They shall be deemed to have continued his supervision unless he has given notice in writing to the Authority that he has ceased to serve as the Structural Engineer for the work and submits a status report of the work completed under his supervision. He shall be held responsible for the work executed up to the date of intimation.

4. Draftsman :

- a. They shall be conversant with the provisions of these rules and all relevant rules and regulations made under the bye laws and shall prepare plans, sections, elevations and other structural details as per the provisions of these rules,
- b. They shall prepare and submit all plans as may be necessary together with all documents and other details which are required to be submitted under these rules,
- c. They shall comply with all requisitions received from the Authority in connection with the work under their charge promptly, expeditiously and fully. When they do not agree with such requisition, they shall state their objections in writing

within the stipulated time, in default of which the plans and the notice shall be rejected

- d. They shall immediately intimate to the owners of the corrections or other changes they make on the plans, documents and details as per requisition from the Authority
- e. They shall not prepare and submit plans, if the same is intended to be executed in contravention of the provisions of the bye laws
- f. They shall give all facilities to the Authority to inspect and examine the work in progress
- g. They shall be held responsible for any work executed on site in contravention of the provisions of these rules or other relevant rules and regulations,
- h. He / She shall be responsible for making adequate arrangements to ensure not only that work is executed as per the approval plans but also in conformity with the stipulations of the National Building Code, 2005 and the BIS Standards for safe and sound construction non-hazardous, functioning of the services incorporated in the building and for making adequate provision for services and equipment for protection from the fire hazards as per the stipulations of the NBC, 2005 in the buildings.
- i. If he/ she is found negligent in his / her duties and responsibilities, the concerned Authority may blacklist the technical personnel in case of serious and/or repeated defaults. The registration shall be liable to be revoked temporarily or permanently by the Authority in such case of negligence and default and necessary legal action will be taken.
- j. They shall be deemed to have continued their supervision and control of construction of the building unless they have given notice in writing to the Authority that they have ceased to serve as the Architect or Licensed Building Surveyor for the building and shall be held responsible for the work executed up to the date of intimation

5. Builder / R. H. D. / Contractor

- a. He / She shall engage a qualified Architect / Engineer / Town Planner to prepare plans, designs, drawings and specifications for execution of the works in accordance with the requirements of these bye laws.
- b. He shall not cause or allow any deviations from the approved drawings in the course of the execution of the project and shall bear responsibility for any irregularity committed in the use and function of the building or its parts for which the approval has been obtained
- c. He shall not commence the use of building or shall not give the possession to occupy the building to any one before obtaining the occupancy certificate from the Authority
- d. He shall provide adequate safety measures for structural stability and protection against fire hazards likely from installation of services like electrical installation, plumbing, drainage, sanitation, water supply etc. whenever required under the bye laws
- e. He shall provide adequate provisions for safety and welfare of the construction workers at the construction site as required under the prevalent laws

- f. He shall submit the completion certificate and obtain occupancy permission from the Authority
- g. He shall explain the construction / design and its intended use as per approved plan, to the prospective purchaser of the premises under construction

Annexure 5 – For Empanelment of Technical Person (Architect, Engineer, Structural Engineer, Town Planner, Supervisor)

To,
The Authority

Self-Attested
Passport Size
Photograph

1. Name..... (In block letter)
2. Father's /Husband's Name.....
3. Date of Birth.....
4. Nationality.....
5. Educational Qualification.....
6. Professional Experience.....
7. Registration No. With Council of Architecture, New Delhi..... (Only for Architects)
8. Registration with other relevant Institutions.....
9. Details of other Academic & Professional Achievements.....
10. Details of Certificate relating to qualifications/testimonials, if any as per column 5 & 6 with self-attested copies.....
11. Details of Bank Draft/Postal Order (separately for empanelment Rs. 500/.....)
12. Permanent Address-
13. Address for Correspondence-
14. Tel. No. /Mob. No-
15. Email id-

Place.....

Date.....

Name and Signature of the Applicant

DECLARATION

I hereby solemnly affirm and declare that the information as furnished above are true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, any my empanelment shall be liable to be cancelled without any prior notice in that regard and I shall not claim any compensation etc. for such a default on my part.

In case of any discrepancies found later, I understand that I may be eligible for punishment under the relevant provision of law as also under relevant Act.

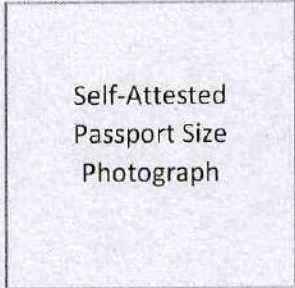
Place.....

Date.....

Name and Signature of the Applicant

Annexure 6 – For Registration of Builder / RHD

To,
The Authority



1. Name of the Firm
2. Type of Firm-(Partnership/Company) (In block letters)
3. Name of Partner/Directors..... (In block letters)
4. Father's /Husband's Name.....
5. Date of Birth.....
- 6.Nationality.....
7. Registration No.....
8. PAN/DIN.....
9. Sales Tax No.....
10. VAT No.....
11. Income Tax Statement of Last Three consecutive Financial Year.....
12. Category applied for.....
13. Details of fee.....
14. Permanent Address.....
15. Address for Correspondence -
16. Tel. No. /Mob. No.....
17. Email id.....
18. Required documents as enclosed

Place.....

Date.....

Name and Signature of the Applicant

DECLARATION

I hereby solemnly affirm and declare that the information as furnished above are true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, any my empanelment shall be liable to be cancelled without any prior notice in that regard and I shall not claim any compensation etc. for such a default on my part.

In case of any discrepancies found later, I understand that I may be eligible for punishment under the relevant provision of law as also under relevant Act.

Place.....

Date.....

Name and Signature of the Applicant

Annexure 7 – Risk Based Classification of Buildings

The purpose of these guidelines is to provide building certifiers with guidance on how to meet their responsibilities for sufficient inspections. Guidelines for the inspection of building work will not only help ensure safe community outcomes through higher levels of statutory compliance of buildings, but will also encourage accountability among building industry practitioners

The Risk Based Classification for Buildings has been prepared as below includes several components like:

- a. **Classifying and Assessing Buildings** - Building classifications and assessments are important for determining the frequency and scope of inspections. Not all buildings face the same risks. Thus risk evaluation requires a holistic approach, and understanding the risks associated with different types of buildings is essential for successful risk-based inspections. Hence the Buildings have been divided into High Risk, Medium Risk and Low Risk based on various parameters like Fire Safety, Height of the Buildings, Experience of design and building team, Floor area, Vulnerability to Natural Disasters and Slope.
- b. **Identifying who will conduct inspections** - Risk-based classification of Buildings that has been introduced has been tied to the Inspection Mechanisms and clearly identify the body which will conduct which type of inspection at what stage of the buildings. These inspections clearly outline the body who will be responsible for ensuring that buildings are constructed according to safety standards.
- c. **Identifying the responsibilities of those authorities** –The identified inspecting body have clearly defined qualifications, competence, functions and responsibilities in the bye laws and additionally, necessary mechanisms have been put in place in the bye laws to ensure strict compliance from the inspecting bodies / professionals.

Building certifiers are required to undertake sufficient inspections of buildings at stages at which the building development approval states the work must be inspected. In practice, this means that a building certifier is required to take a holistic view of a building rather than just consider a single aspect, such as structural adequacy.

A risk matrix forms part of the guidelines and complements the risk-based approach to inspections.

Risk Matrix on Various Parameters

Parameters	Risk Level		
	Low risk	Medium risk	High risk
Building Classification	Low hazard occupancies as defined in NBC-2005, Part-4, Annex-B& non-assembly buildings	Moderate hazard occupancies as defined in NBC-2005, Part-4, Annex-B& open assembly buildings	High hazard occupancies as defined in NBC-2005, Part-4, Annex-B& closed assembly buildings

Height	Plains	Buildings upto 9.0 meters height	More than 9.0 meters above ground upto 21.0 metres height	More than 21.0 metres in height
	Hills	Buildings upto 7.5 meters height	More than 7.5 meters above ground upto 9.0 meters height	More than 9.0 metres in height
Floor Area		Covered area on each floor less than 350sq. mt. of all non-residential buildings & all residential buildings	Covered area on each floor more than 350 sq. mt. and less than 500 sq. mt. of all non-residential buildings	Covered area on each floor more than 500sq. mt. of all non-residential buildings
Slope		Less than or equal to 10 degrees	Greater than 10 degrees & less than 26.5 degrees	26.5 degrees and above
Experience of the Design and Building Team		Practitioners designing and constructing the building have been involved with more than 3 (three) buildings of the same classification	Practitioners designing and constructing the building have been involved with, and completed, fewer than 3 (three) buildings of the same classification.	Practitioners designing and constructing the building have no previous experience relating to the proposed classification or building type.

All the parameters shall be assessed separately to classify the building low, medium or high risk in that particular parameter and the overall risk category of the building will be determined on the basis of the highest risk category for any parameter. The inspections shall be done specifically for the identified risk nature.

In addition to the above Risk Based Classification, the concerned Authority will further determine whether the location of plot is faced by any of the known risks in terms of Natural Disasters like flood, bushfire, earthquake zone 4 / 5, landslide, contaminated land, cyclone, landslide, avalanche, soil liquefaction etc. and take necessary corrective action to reduce such risks by either requesting modification from the application in their submitted building plan or rejecting the application, in case the incidence of any such risk is very high.

Timelines of Clearances (NOCs) from Various Agencies

Sl. No.	Type of approval	Approving Authority	Stage of project	Normal Duration (Days)	Reduced Duration (Days)	Activity Sequence
A	Intimation of Disapproval (IoD)	Development Authority/ Municipality	Pre-construction	30	5	Start Activity
B	Building Plan Approval	Development Authority / Municipality	Pre - construction	30-60	50 / 15 *	Following A
C	Road Access	NHAI/PWD	Pre-	30-60	5	Following B

			construction			
D	Ancient Monument Approval	Archaeological Survey of India (ASI)	Pre-construction	30-60	5	Following B
E	Environment Clearance	Ministry of Environment	Pre-construction	180	Only for large project	Following B
F	Borewell Registration Certificate	Central Ground Water Authority	Pre-construction	15	5	Following B
G	Fire Fighting Scheme Approval	Fire Department	Pre-construction	30	15	Following B
H	AAI Height NoC	Civil Aviation Department	Pre-construction	30-60	10	Following B
I	Defence Clearance	Ministry of Defence	Pre-construction	180	10	Following B
J	Building Permit Issue (All NOCs)	Development Authority/ Municipality	Pre-construction		1	Max of After C-I
	SUBTOTAL				26 (MAX)	
K	Electric Substation NoC (Substation / Transformers in the building)	Electricity Distribution Authority	During Construction	15	5	After J
L	Damp Proof Certificate (On Site)	Development Authority	During construction	7	3	After J
M	Pollution Clearance	State Pollution Control Board	During construction	30-60	5	After K
N	Construction Complete		Time depends on the project Scale and Size			

S.	Type of approval	Approving	Stage of	Normal	Reduced	Activity
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No.		Authority	project	Duration (Days)	Duration (Days)	Sequence
O	Building Completion Certificate	Empanelled Architect	Post – Construction	-	-	After N
P	Service Plan Clearance and Service Connections	Service Departments / Parastatals	Post construction	30	10	After O
Q	Occupancy Certificate	Development Authority/ Municipality	Post construction	15	2	After P
	Sub total				17	

** Detailed Timeline for Building Plan Approval as per Approval (Letter Number 507/UHUDA-109/E.D.B/2015-16 dated 14.03.2016*

S. No.	Concerned Authority	Number of Days
For Commercial, Multiple and Group Housing Scheme		
1	Lekpal / Patwari	05
2	Planning Section	05
3	Junior Engineer	15
4	Asst. Engineer	05
5	Executive Engineer	05
6	Superintending Engineer	05
7	Secretary	05
8	Vice Chairman	05
	Total	50
For Single Dwelling Unit		
1	Lekpal / Patwari	02
2	Planning Section	02
3	Junior Engineer	03
4	Asst. Engineer	02
5	Executive Engineer	01
6	Superintending Engineer	01
7	Secretary	02
8	Vice Chairman	02
	Total	15

Explanatory Notes:

1. The above Table and Chart indicates that the processes after the applicant applies for building approval with clear land title and possession of land. Hence, clearances related to CLU and Land Title has not been considered.

2. The table illustrates the duration of clearances obtained in Normal course and suggests the reduced duration of 26 days (Pre- Construction) if the Approving Authority **adopts online sanctions**.
3. Clearances indicated at S Nos. C-I are concurrent with applications at the pre-construction stages, wherein their process of approval can be taken up simultaneously.
4. Clearances indicated at S Nos. K-M are concurrent with applications during-construction stage, wherein their process of approval can be taken up simultaneously.
5. S.No. P has to be linked with S No. O, once applicant receives the **Completion Certificate**, service plan clearances and connections would be deemed to be sanctioned.

Inspections Basis the Risk Based Classification

Name Of Inspection	Time Of Inspection	Risk Category Of Building		
		Low	Medium	High
Preliminary Inspection (as per sanctioned drawing)	At completion of plinth level	Self-inspection and Certification by Supervision Engineer or Architect	Self-inspection and Certification by Supervision Engineer or Architect	By Sanctioning Authority
Intermediate Inspection	At completion of <= 15mt height	Not required	Third party Inspection by empanelled Structural Engineer	Third party Inspection by empanelled Structural Engineer
Final Inspection	At Building Completion	By Sanctioning Authority	By Sanctioning Authority, Fire Dept. and any other line departments*	Joint Inspection - Third party Inspection by empanelled Structural Engineer along with Sanctioning Authority, Fire Dept. and any other line department*
Surprise Inspection	At any time	Not required	Minimum one Inspection by Sanctioning Authority	Minimum Two Inspections by Sanctioning Authority
Complaint Based Inspection	At any time	Whenever a complaint is received by the Sanctioning Authority		
Periodic Occupancy	After obtaining	Not required	Once after Every 5 years	Once after Every 3 years

Renewal Certificate	Occupancy Certificate (by Fire Dept. & Sanctioning Authority regarding mock drills etc.)			
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*Departments which have laid down such conditions which require verification during construction stage / after completion.

Annexure 8 – Empanelment of Structural Engineers

EMPANELMENT OF STRUCTURAL ENGINEERS

एम्पेनलमेन्ट ऑफ स्ट्रक्चरल इंजीनियरस

संरचना इंजीनियरों [structural engineers] की शैक्षिक अर्हताओं एवं अनुभव के आधार पर उन्हें तीन 'ग्रेडों' में 'पंजीकृत' किया जाएगा। प्रत्येक 'ग्रेड' में पंजीकरण हेतु पात्रता मापदंड और प्रत्येक 'ग्रेड' के संरचना इंजीनियर को सौंपी जा सकने वाली 'कार्य परिधि' [Scope of Work] नीचे दी गई है।

इस पंजीकरण का प्रत्येक तीन वर्ष के पश्चात नवीनीकरण/उच्चीकरण किया जाएगा।

अध्यावसायिक आचरण [unprofessional conduct] के लिए यह पंजीकरण स्थायी रूप से या किसी विनिर्दिष्ट समयावधि के लिए [permanently or for a specified period] निरस्त किया जा सकता है।

ग्रेड-I

कार्य की परिधि : शैक्षिक संस्थान, अस्पताल, सार्वजनिक भवन, विशेष संरचना (एक समय में बड़ी सभा को इकट्ठा करने वाले भवन- assembly building- जैसे सिनेमाघर, नाटकशाला, सभा सदन, सभागार, व्याख्यान सदन, टाउन हॉल और इस प्रकार के भवन व बेसमेन्ट, स्टिल्ट आदि), जीवन रेखीय भवन (Lifeline buildings - ऐसे भवन जो भूकंप अथवा किसी प्रकार की वैश्वीय आपदा पश्चात महत्व रखती हैं जैसे अस्पताल भवन, बिजली घर भवन, टेलीफोन एक्सचेंज भवन और इसी प्रकार के भवन) , 15.0 मी0 से अधिक ऊंचे भवन का संरचनात्मक डिजाइन और संरचनात्मक आरेखण बनाना व ग्रेड-II व ग्रेड-III अन्तर्गत निर्धारित कार्यों की परिधि अन्तर्गत आने वाले कार्य।

पात्रता:

(i) किसी मान्यता प्राप्त संस्थान से बी.ई. (सिविल) अथवा उक्त के समतुल्य, एक संरचना इंजीनियर के रूप में जिम्मेदार ओहदे पर संरचनात्मक डिजाइन कार्य में कम से कम 10 वर्ष का अनुभव (डिग्री प्राप्त करने के बाद) व उपर्युक्त वर्णित कार्य की परिधि अनुसार न्यूनतम 5 पृथक-पृथक पूर्ण की गई /स्वीकृत परियोजनाओं के संरचनात्मक डिजाइन कार्य के अनुभव का साक्ष्य

या

(ii) एम.ई. संरचना/भूकंप इंजीनियरी या संरचनात्मक इंजीनियरिंग में विद्या वाचस्पति(Ph.D), एक संरचना इंजीनियर के रूप में जिम्मेदार ओहदे पर संरचनात्मक डिजाइन कार्य में कम से कम 5 वर्ष का अनुभव (डिग्री प्राप्त करने के बाद) व उपर्युक्त वर्णित कार्य की परिधि अनुसार न्यूनतम 2 पृथक-पृथक पूर्ण की गई /स्वीकृत परियोजनाओं के संरचनात्मक डिजाइन कार्य के अनुभव का साक्ष्य ।

पंजीकरण शुल्क/ नवीनीकरण : रु 30,000

ग्रेड-II

कार्य की परिधि: भूतल + 2 ऊपरी मंजिलों से अधिक व 15.0 मी० तक ऊंचे (5000 वर्ग मीटर तक के कुल तल क्षेत्रफल) विभिन्न भवनों के संरचनात्मक डिज़ाइन और संरचनात्मक आरेखण बनाना व ग्रेड-III अन्तर्गत निर्धारित कार्यों की परिधि अन्तर्गत आने वाले कार्य।

पात्रता:

- (i) किसी मान्यता प्राप्त संस्थान से बी.ई. (सिविल) अथवा उक्त के समतुल्य, एक संरचना इंजीनियर के रूप में जिम्मेदार ओहदे पर संरचनात्मक डिज़ाइन कार्य में कम से कम 5 वर्ष का अनुभव (डिग्री प्राप्त करने के बाद) या
- (ii) एम.ई. संरचना/भूकंप इंजीनियरी या संरचनात्मक इंजीनियरिंग में विद्या वाचस्पति(Ph.D), एक संरचना इंजीनियर के रूप में जिम्मेदार ओहदे पर संरचनात्मक डिज़ाइन कार्य में कम से कम 3 वर्ष का अनुभव (डिग्री प्राप्त करने के बाद)

पंजीकरण शुल्क / नवीनीकरण : ₹ 20,000

ग्रेड-III

कार्य की परिधि: ग्रेड-I और ग्रेड- II के लिए उपर्युक्त उल्लिखित संरचनाओं को छोड़कर 9.0 मी० तक ऊंचे भवनों का संरचनात्मक डिज़ाइन और संरचनात्मक आरेखण बनाना।

पात्रता:

- (i) किसी मान्यता प्राप्त संस्थान से बी.ई. (सिविल) अथवा उक्त के समतुल्य, एक संरचना इंजीनियर के रूप में जिम्मेदार ओहदे पर संरचनात्मक डिज़ाइन कार्य में कम से कम 3 वर्ष का अनुभव (डिग्री प्राप्त करने के बाद) या
- (ii) एम.ई. संरचना/भूकंप इंजीनियरी या संरचनात्मक इंजीनियरिंग में विद्या वाचस्पति(Ph.D), एक संरचना इंजीनियर के रूप में जिम्मेदार ओहदे पर संरचनात्मक डिज़ाइन कार्य में कम से कम 1 वर्ष का अनुभव (डिग्री प्राप्त करने के बाद)

पंजीकरण शुल्क / नवीनीकरण : ₹ 10,000

पंजीकरण हेतु नियम

- 1- पंजीकृत स्ट्रक्चरल इंजीनियर द्वारा स्ट्रक्चरल डिजाईन किये गये भवन का ऑडिट, विभाग द्वारा किसी भी समय किया जा सकता है। उक्त में प्रतिकूल तथ्य पाये जाने पर पंजीकरण निरस्त व विधिक कार्यवाही हेतु व्यक्ति स्वयं उत्तरदायी होंगे।
- 2- स्ट्रक्चरल इंजीनियर के पंजीकरण उपरान्त भवन निर्माण एवं विकास उपविधि-2011 के परिपेक्ष्य में स्ट्रक्चरल डिजाईन हेतु प्रमाणित किये गये मानचित्रों की सूचना प्रत्येक दो माह में मुख्यालय, नगर एवं ग्राम नियोजन विभाग को देनी आवश्यक होगी।
- 3- पंजीकृत स्ट्रक्चरल इंजीनियर स्ट्रक्चरल डिजाइन स्वयं करेगा, किसी भी दशा में उक्त को करने हेतु किसी अन्य व्यक्ति को अधिकृत नहीं करेगा। उक्त तथ्य संज्ञान में आने पर स्ट्रक्चरल इंजीनियर के विरुद्ध विधिक कार्यवाही की जायेगी।
- 4- स्ट्रक्चरल इंजीनियर द्वारा तैयार किये गये स्ट्रक्चर ड्राईंग के अनुरूप भवन/परियोजना का निर्माण किये जाने की जिम्मेदारी स्वयं स्ट्रक्चरल इंजीनियर की होगी। आवेदक द्वारा विकसित कार्य किये जाने पर उसकी सूचना तत्काल सम्बन्धित स्ट्रक्चरल इंजीनियर द्वारा विभाग को दी जायेगी।
- 5- स्ट्रक्चरल इंजीनियर द्वारा ड्राईंग के अनुरूप भवन का निर्माण सुनिश्चित किये जाने एवं निर्मित किये गये भवन की स्ट्रक्चरल सुरक्षा की जिम्मेदारी संयुक्त रूप से आवेदक एवं स्ट्रक्चरल इंजीनियर की होगी।

DOCUMENTS REQUIRED

Self Attested copies of

- High school Pass certificate.
- 12th Pass Certificate.
- Mark sheet & degree (Bachelor of Engineering / Master of Engineering or equivalent).
- Photocopy of the requisite experience certificate and relevant documents as required for different grades.
- 3 photographs duly attested.
- Photocopy of proof of address
- Photo I.D. proof.
- Annual Fee
- Affidavit as per the prescribed language.

To

The Secretary
Housing department,
Govt. of Uttarakhand,
Dehradun.

Subject : Registration of (name in block letters) _____

Sir,

I _____ S/o, W/o, D/o _____ R/o _____ hereby apply for grant of New Licence of Structural Engineer Grade-_____ with the Govt. of Uttarakhand. My technical qualification and experience are detailed as under; attested copies of the testimonials and experience are also attached herewith.

1. High School Certificate.
2. Senior Secondary Pass Certificate.
3. Mark sheet and Degree of Technical Qualification.
4. Three Photographs duly attested.
5. Photocopy of proof address.
6. Photo ID proof
7. Affidavit.
8. Experience Certificate/ relevant documents for experience
9. Any other related document.

Yours faithfully,

Signature with seal

Name & Address

Date _____

Place _____

A F F I D A V I T - C U M - U N D E R T A K I N G

Affidavit of _____ S/O / D/O / W/O
Shri _____ aged _____ resident of
_____ do hereby solemnly affirm and declare as under :-

- 1 That I have passed my school from (name of Board) _____ in the year _____.
- 2 That I have passed B. Tech or equivalent in Civil Engineering from (name of Board) _____ in the year _____.
- 3 That at present I am not working with any Government / Semi-Government / Public Undertaking Department.
- 4 That the copy of submitted documents alongwith the application for empanelment are genuine and valid.
- 5 That I will abide with the prevailing conditions pertaining to the empanelment of Structural Engineer.

DEPONENT

Verification :

Verified at _____ on this _____ day of _____ 2014 that the contents of the above said affidavit are true and correct and nothing has been concealed therefrom.

DEPONENT

Annexure 9 – Empanelment of Architect for Supervision / Issue of Completion Certificate

1. **Definition** : In these rules, unless the context otherwise requires
 - a. **“Act”** – the Act of the concerned Authority
 - b. **“Empanelled Architect for Supervision / Issue of Completion Certificate”** – A person empanelled by the Authority as per rules under these bye-laws as authorised person for Supervision / Issue of Completion Certificate
 - c. **“Person Authorised”** – means a qualified and duly registered Architect having a degree in Architecture or equivalent qualification and registered with the Council of Architects, India with minimum 5 years of experience in the practise
 - d. **“Sanctioned Building Plan”** – means a building plan of a building / premise to be constructed on a plot and approved by the Competent Authority in accordance with the provisions of Master Plan / Zonal Development Plan and Building Bye Laws

For the empanelment, the qualified Architect shall submit the list of projects handled with proof and credentials along with recommendations from the Council of Architecture, India

2. **Authority should obtain** security deposit / professional indemnity bond and professional liability insurance from empanelled Architects as decided in value from time-to-time
3. **The empanelment of an Architect** shall be for a period of two years and can be extended from time to time subject to review by the Competent Authority at the end of every two years
4. **The Architect shall charge** as prescribed by Council and Building Bye Laws and other charges as prescribed from time to time
5. **The Empanelled Architect shall ensure during the inspections at the construction stage and also at the time of issuing Completion Certificate** that there is no violation of Master Plan / Zonal Development, Approved Layout Plan and Building Bye Laws and other related rules and regulations in force
6. **In case it is found that there had been a violation** of Master Plan / Zonal Development Plan, approved layout plan and Building Bye Laws and other related rules and regulations in force at the time of sanction of building plans / construction stage / issue of completion certificate, action for penalising the Architect shall be taken including removal from the empanelment and referring the matter to the Council of Architecture, India for appropriate action
7. **The Empanelled Architect shall be required to file a quarterly return** of building plans received for Supervision / Issue of Completion Certificate, fee received, etc. to the Concerned Authorities. His work shall be monitored to check the backlog and performance.
8. **Before issue of Completion Certificate**, a Joint Inspection is to be carried out by the officer authorised by the Concerned Authority in this behalf and the empanelled Architect. Within 10 days of the Joint Inspection, the Architect shall be informed about the non-compoundable deviations to be removed and composition fee to be charged for minor deviations under the rules
9. **The Architect shall Issue the Completion Certificate** after having satisfied himself that non-compoundable deviations have been removed from the building and necessary compounding / regularisation fee has been deposited with the Concerned Authority

Annexure 10 –Certificate & Checklist for Structural Safety

From

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To

.....

With respect to the building work of erection re-erection or for making alteration in theKhataNo..... Building on in with respect of Plot No (CS).....Plot Village/Mohala..... Ward No.....of..... / Corporations/ Municipal council/ Nagar Panchayats/ Metropolitan area/ Planning Area under..... planning Authority/ Gram Panchayat areas covered underDevelopment Plan/ Planning Authority / or planning scheme notified within the development pan area of..... within the Development Plan Area of I certify;

1. That the building has been constructed according to the sanctioned plan and structural design (copy of the drawings executed enclosed) which incorporates the provisions of structural safety norms as specified in part 6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes and the design complies with the Earthquake safety requirement
2. That the construction has been done under my supervision and guidance and adheres to the drawings and specifications submitted and records of supervision have been maintained.

Any subsequent changes from the completion drawings shall be the responsibility of the owner. The Checklist for Structural Safety has been annexed to this letter.

Signature of Technical Person
 Registration No. and date:-
 Name of the Technical Person

Signature of Owner(s)
 Name of the Owner(s)
 Address:
 Date:

ITEM	As Per Building Plan				Remark by authorized representative
	Yes	No	Non-applicable	Applicable	

1) Structural Safety				
1. Provide Design Basis Report as per the document				
2. Provide description of Sub-structure and Super-structure as per the format given in the Ref (5&6) enclosed.				
3. Provide brief Description of Structural System with sketches, images of drawing, etc. with specific focus on Lateral load resisting system'.				
4. Provide brief note on modeling, software used etc. Clear mention whether infill / partition wall is idealized as part of lateral load system?				
5. Provide the height of building in meters.				
6. Provide plan dimensions of the building (mt x mt)				
EQ Loading Details				
7. Provide following EQ loading details.				
a) Zone Factor				
b) Importance factor				
c) Response Reduction factor				
d) Soil Type				
e) % LL considered in seismic				
f) Time Period in the horizontal X-direction (sec)				
g) Time Period in the horizontal Z-direction (sec)				
h) Total Seismic weight (Sw) of building (kN)				
i) Static Base-shear in X-direction (as % of Sw)				
j) Static Base-shear in Z-direction (as % of Sw)				
k) Table of distribution for static base shear				

l) Max. deflection at roof level. (mm)					
m) Max. inter storey drift./ Height					
Vertical Elements Details					
8. Provide following data regarding Vertical Elements.					
a) Size of maximum loaded column					
b) Gravity load on max. loaded column					
c) Axial stress in max. loaded column (Gravity loads)					
d) Grade of max. loaded column					
e) Axial settlement in max. loaded column					
f) Axial settlement in min. loaded column					
g) % Base-shear resisted by all columns along X (static)					
h) % Base-shear resisted by all columns along Z (static)					
Dynamic Analysis					
9. Provide following data from Dynamic Analysis					
a) Total gravity load on floating column (provide table if there are multiple floating columns)					
b) Size and span of girders supporting floating columns					
c) Number of floors supported by floating columns					
d) Deflection of girder under column (from model)					
e) Deflection of girder under column (from s/s action)					
f) Specific details about floating columns on cantilever girders (Refer Table below)					
10. Provide, if applicable, following data for each cantilever.					
a) Cantilever span					
b) Structural system					
c) Nature of usage					

d) Maximum elastic deflection under gravityloads					
11. Provide stability calculations for uplift and overturning (model extract in case of model)					
12. Typical design calculations for footings					
13. Typical design calculations for RCC columns Composite Columns					
14. Typical design calculations for RCC walls					
15. Typical design calculations for RC beams (Or Steel Beams)					
16. Typical design calculations for RCC Girders (Or Steel Girders/Truss)					
17. Typical design calculations for Steel Bracings					
18. Provide a note on special provisions suggested for the building (like dampers etc.)					
19. Soft copy of model including input and output.					

Provide following data from Dynamic Analysis				
Modes	Frequency	Time Period in Sec	X-Participation	Z-Participation
Mode 1				
Mode 2				
Mode 3				
Mode 4				
Mode 5				
Mode 6				
Mode 7				
Mode 8				
Mode 9				
Mode 10				
Mode 11				