

# Urban Development and Housing Development Government of Jharkhand



DIPP Point No. 253

Question	Remarks
Area 9c: Inspection by Building Proposal Office/ relevant agency as part of obtaining construction permit  Recommendation 253: Publish a well-defined inspection procedure and checklist on department's web site  URL: <a href="http://udhd.jharkhand.gov.in/Other/Manual.aspx">http://udhd.jharkhand.gov.in/Other/Manual.aspx</a>	Ans: Yes, a well-defined inspection procedure and checklist is available on department's web site at the Dept. website at link given below.

Note: The above links will bring the platform; the user should search the document through name of the document to get relevant document. As example, for Inspection Procedure and checklist for obtaining construction permit, document is;

- ❖ Inspection Procedure and checklist for obtaining construction permit

The screenshot shows the website interface with a navigation menu and a list of documents. The first document in the list is highlighted with a red box:

#	Subject	Download
1	Inspection Procedure and checklist for obtaning construction permit	
2	Inspection Procedure and list of checklists for obtaining occupancy certificate	
3	Water Connection Approval System (Process Manual) for all ULBs	
4	Building Plan Approval System (Process Manual) for Notified Area Committe	
5	Building Plan Approval System (Process Manual) for all Muncial Corporation and RRDA	
6	Building Plan Approval System (Process Manual) for MADA	
7	Building Plan Approval System (Process Manual) for Municipal Councils and Nagar Panchayats and Municipality	

The screenshot shows a PDF document with the following content:

**झारखण्ड सरकार**

**Inspection Procedure For Obtaining Construction Permit  
For All Authorities Who Issue Construction Permit**

At all Urban Local Bodies, Industrial Authorities, Development authorities, Mineral Area Development Authority (MADA), inspection at construction site / proposed site for obtaining construction permit is one of mandatory step which need to be followed as per section 7(10 ) in Jharkhand Building Bye-Laws 2016 (JBBL 2016 ). Registered / Empanelled Technical Personnel has been empowered to furnish duly filled up checklist in FORM-VI mentioned in Bye-laws after site visit/inspection as a required documents along with the application form FORM II mentioned in Bye-laws. Additionally, U/S 14.1 in JBBL 2016 has also powered the authority to inspect the site on which construction / work is required a permit from the authority. Moreover, higher authority such as

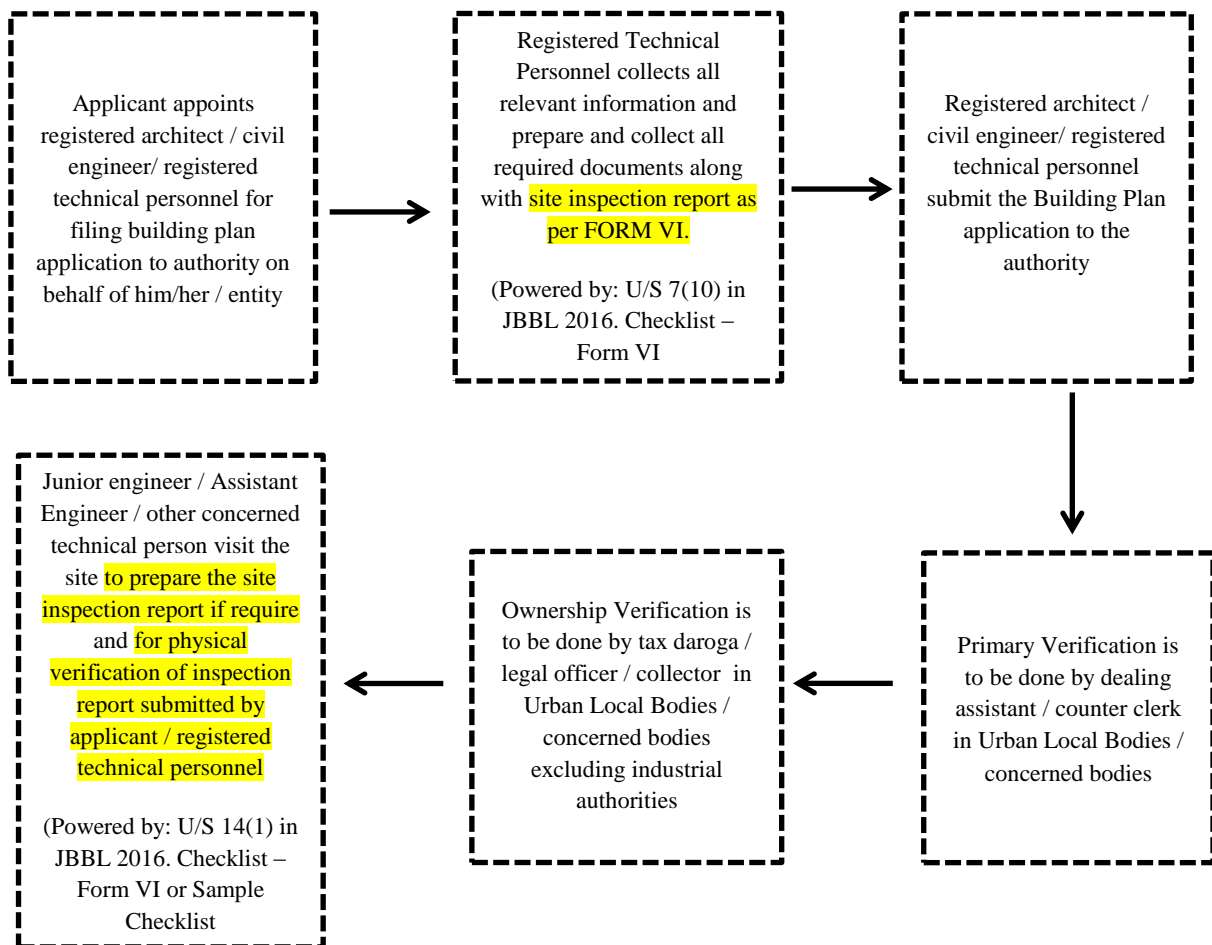
# Urban Development and Housing Development Government of Jharkhand



## Inspection Procedure For Obtaining Construction Permit For All Authorities which Issue Construction Permit

At all Urban Local Bodies, Industrial Authorities, Development authorities, Mineral Area Development Authority (MADA), inspection at construction site / proposed site for obtaining construction permit is one of mandatory step which need to be followed as per section 7(10) in Jharkhand Building Bye-Laws 2016 (JBBL 2016). Registered / Empanelled Technical Personnel has been empowered to furnish duly filled up checklist in FORM-VI mentioned in Bye-laws after site visit/inspection as a required documents along with the application form (FORM II) mentioned in Bye-laws. Additionally, U/S 14.1 in JBBL 2016 has also powered the authority to inspect the site on which construction / work is required a permit from the authority. Moreover, higher authority such as assistant engineer / town Planner / additional Municipal commissioner / municipal Commissioner/secretary/ executive officer / managing director may take a part of site visit based on their observation and nature of the proposal. JBBL 2016 has mandate to ensure the availability of inspection report on portal within 48 hours after inspection as per U/S 14.5. On the advent of online Building Plan approval system, application for construction permit have to be submitted online and all inspection reports to be uploaded in respective dashboard of registered technical personnel / authority and access of availability of inspection report to public to be on public portal.

### Inspection Procedure For Obtaining Construction Permit



# Urban Development and Housing Development Government of Jharkhand



## FORM VI CHECK LIST JBBL 2016 – U/S 7(10) (x)

1. Name of the Applicant:
2. Name of the Owner:
3. Name of the Builder/Developer and Name of the Project:
4. Ownership documents: Established/Non established
5. Land Area

As per Document	As per Building Plan	As per Possession

6. Tenancy:-Lease hold/Free hold.

If lease hold:

- (i) Name of Lesser:
- (ii) Purpose of lease:
- (iii) Duration of lease:

7. Existing off site Physical Infrastructure:

- (a) Road
- (b) Sewerage
- (c) Drainage
- (d) Water facility
- (e) Availability of drain
- (f) Telephone
- (g) Electricity

8. Nature of Construction: New Construction/Reconstruction/Addition/Alteration

9. (i) Amount of fee deposited
- (ii) Covered area on all floors

- 10.

Use applied	Prescribed Land use in the development plan(if any)	Whether permissible/not permissible/special consideration

11. (i) Whether first permission/Revised permission/Revalidation.....
- (ii) No of floor(s).....

12. Contents of Buildings Plan:

- (i) Site plan
- (ii) Lay out plan
- (iii) All floor plan
- (iv) Elevations Front/Rear/Right/Left/Cross section
- (v) Plan of foundation
- (vi) Septic tank and Soak pit
- (vii) recharging pit & Rain Water harvesting Plan
- (viii) Drain Section
- (ix) Schedule of doors and windows

13. Approach road:

- (i) Nature of road
- (ii) Width of road

As per site/key plan	Site inspection report

- (iii) Whether the approach road as shown connected to an existing public road in the site plan.....

## Urban Development and Housing Development Government of Jharkhand



(iv) Whether such connection is available in settlement sheets or Cadastral Map: Yes/No

(v) If private, whether

(a) transferred to the Authority: Yes/No

(b) indicated in the final settlement plan: Yes/No

(c) mentioned in the ownership document: Yes/No

14. Whether the plot is affected by proposed road/proposed drain/proposed lake/any other public use.....

15. Whether the plot is within 100meter/100-300 meter of State/A.S.I. protected monuments....

Whether the plot is within 200 meter radius of important buildings (i.e. Governor House, High Court, State Secretariat, Legislative Assembly)

16. Building Parameters:

Category	Requirement as per norm	Approved building plan	Proposal	Remarks
1	2	3	4	5
Basement/stiltsqmt				
1 <sup>st</sup> floorsqmt				
2 <sup>nd</sup> floorsqmt				
3 <sup>rd</sup> floorsqmt				
4 <sup>th</sup> floorsqmt				
Other Floors				
Society room				
Front set back				
Rear set back				
Left/Right side set back				
FAR				
Parking				
Height				
No. of dwelling unit				
Population density				
No. of staircase				
No. of lift				
Recharging pit				
Fee deposited				
Any other item				
Exemptions (i) height (ii) setback (iii) FAR				

17. Whether falls in the Airport funnel zone.....

18. Provision of proposed on site physical infrastructure

(i) Water Supply:-

(ii) Sewerage:-

(iii) Drainage:-

(iv) Electrical Installation:-

19. Clearance/Certificate produced

(i) General Affidavit:-

(ii) Structural Stability Certificate:-

(iii) Form of Supervision:-

## Urban Development and Housing Development Government of Jharkhand



- (iv) NOC from Fire Authority:-
- (v) Undertakings with regard to quality construction/Water  
Supply/Sewerage/Drainage/Waste disposal/firefighting (wherever applicable)

Any other (specify)

**N:B: (RS Required and Submitted, RNS: Required not Submitted, NR: Not Required)**

### 20. Involvement of Technical Person & Builder:

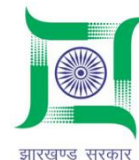
#### (i) Architect/Engineer:-

Name:-  
CoA registration no.  
(for Architects)  
Empanelment no:  
Signature

#### (ii) Engineer/Structural Engineer:-

Name  
Empanelment No:  
Signature  
(iv) Builder/Owner/Applicant  
Name:  
Registration no.  
Signature

# Urban Development and Housing Development Government of Jharkhand



(Powered by: U/S 14(1) in JBBL 2016: Checklist: Form VI or Sample Checklist)

## Checklist ( As a sample of checklist to be used by Authority)

### 1. Approach Road

- |  |   |                      |    |
|--|---|----------------------|----|
| a. whether existing at site  | Y | N                    | NA |
| b. Whether connected with an existing public road                            | Y | N                    | NA |
| c. Status of road  |   | Public Private       | NA |
| d. Nature of road<br>kutchha/Moram/Metalled/Blacktop/Concrete                |   | -----                |    |
| e. whether road site drain exist is yes- width(Mtr)                          |   | -----                |    |
| f. whether road site drain exist is yes- Nature                              |   | concrete/moram/earth |    |
| g. whether road site drain exist is yes- whether connected to                |   | Outfall/Public drain |    |
| h. whether road site drain exist is No- Distance<br>Form nearest drain (mtr) |   | -----                |    |
| i. whether road site drain exist is No- easibility to connect                | Y | N                    | NA |
| j. whether road site drain exist is Nos-scope of widening road               |   | -----                |    |

### 2. Site Situation

- |  |   |   |     |
|--|---|---|-----|
| a. Whether the site is at road junction  | Y | N   | YNA |
| b. Level of site in relation to approach road  |   | -----   |     |
| c. Whether the area is subjected to  |   | water logging/affected by drainage<br>Channel/low lying/Land/Agriculture<br>land/Floodable area |     |
| d. Whether the locality is   |   | Developed/Un-Developed/Basti<br>Area/Developing   |     |
| e. Distance of plot from the nearest temple/monument/airport<br>Other important building |   | -----   |     |
| f. the vertical & horizontal distance from 33KV/11KV electric line                       |   | -----   |     |

### 3. Site Details

- |   |   |                      |    |
|---|---|----------------------|----|
| a. Whether site is vacant                                   | Y | N                    | NA |
| b. If whether the site is vacant No- Stage of construction. |   | -----                |    |
| c. If whether the site is vacant No- No of storey.          |   | -----                |    |
| d. If whether the site is vacant No- Nature of Construction |   | Thatched/AC Shed/RCC |    |

**Urban Development and Housing Development  
Government of Jharkhand**



e. If whether the site is vacant No- Sketch enclosed at page -----

f. Plot Size (as per measurement) -----

**4. Whether the application encroached the Govt. land  
/any other/ drainage channel** Y N NA

**5. sketch site plan showing the location of the site,  
Important land marks and connectivity with the main  
Road enclosed (for site not located on main road) at map** -----

**6. Any Other Information** -----

**7. Verification Details.** -----

Contd.....

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Government of Jharkhand**



**a. Verified the Amins report with/without site inspection and found Correct** Y    N    NA

**b. If no, reason** -----

**8. Verification the cadastral map**

a. Land Use Residential/ Commercial/ Industrial/  
Agriculture Zone /Public Semi Public/Commercial  
retail

**9. Existing Off site Physical Infrastructure:    REMARKS    OBJECTION**

a. Road	Y	N	NA	-----	-----
b. Sewerage	Y	N	NA	-----	-----
c. Drainage	Y	N	NA	-----	-----
d. Water Facility	Y	N	NA	-----	-----
e. Available of Drain	Y	N	NA	-----	-----
f. Telephone	Y	N	NA	-----	-----
g. Electricity	Y	N	NA	-----	-----

**10. SITE VISIT PHOTOGRAPH/ATTACHMENT**

NORTH SIDE SITE VISIT

SOUTH SIDE SITE VISIT

EAST SIDE SITE VISIT

WEST SIDE SITE VISIT

**11. SITE VISIT SKETCH**

**12. AMINS REPORT**