



Business Reform Action Plan 2016 Response by Government of Maharashtra

Area 4a: Construction Permit Enablers

76: Ensure information on the procedure and a comprehensive list of all documents that need to be provided are available on the web site

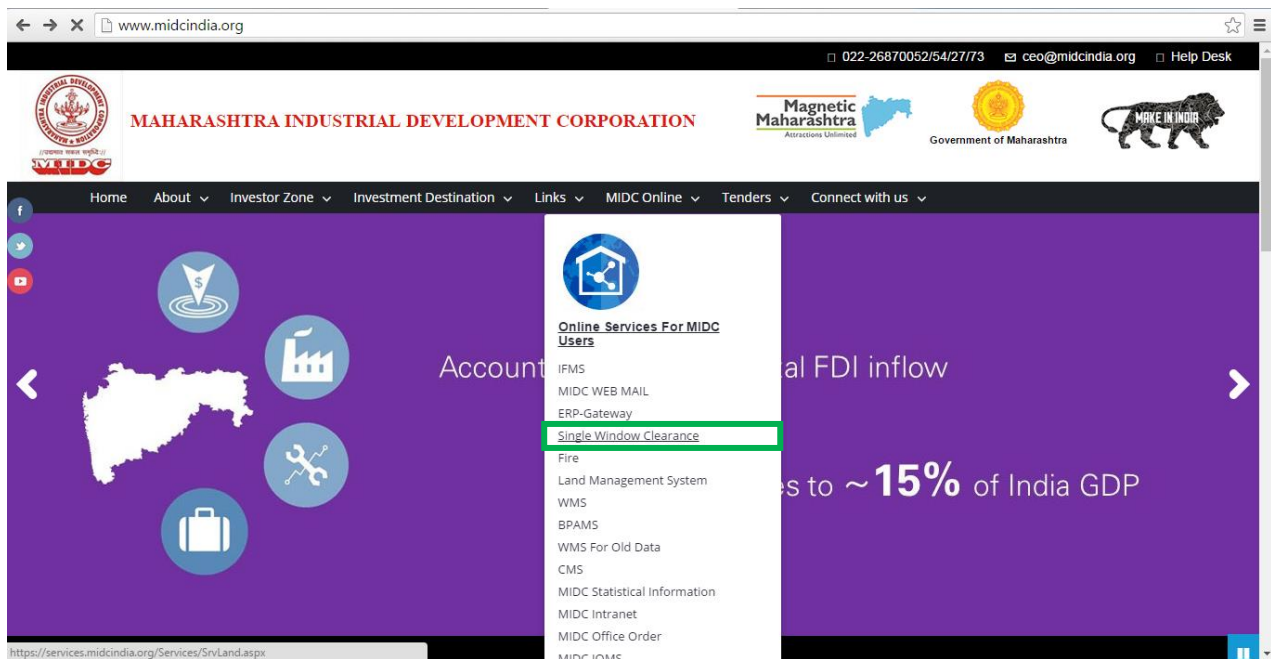
Response: **Yes**

Remarks:

The list of required documents for the Building Plan Approval application can be seen at the following website:

<https://services.midcindia.org/services/FillFormAnon.aspx?AMId=523>

Supporting Documents:





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https://services.midcindia.org/Services/SrvLand.aspx

Maharashtra Industrial Development Corporation

Single Window Clearance

Home | Entrepreneur Zone | **Available Services** | e-Pay Water Bill | Circulars | Feedback | Contacts | FAQs

1. Payments to MIDC made easy now. **Pay Online** & avail ser

Welcome to MIDC's Single Window Clearance Service website.

This facility allows you to register your plots and apply online for various clearances by MIDC related to Fire Department, Water Supply, Technical Advisor (TA), Special Planning Authority (SPA), Engineering and Land Department Clearances.

In addition to MIDC clearances you also apply online for certain services of DIC and MPCB.

To view the list of services and online forms available [Click Here](#)

To start using services, you need to [Register Online](#) and link your plot to access the online services.

To know more about how to set up your unit in MIDC and the various permissions required please see [Entrepreneur Zone](#)

This new service is launched by MIDC on **26th April 2010**. For all feedback and comments, please email swc@midcindia.org

Logins

Login

Govt. Login

User Registration

Register

Register and create a User-name and password to gain access to online services related to your plot.

Apply for a plot.

Apply

To apply for a plot in MIDC Industrial Area please register with

https://services.midcindia.org/Services/AllServicesAnon.aspx

Single window Clearance

Home

List of services which can be availed online. On this web page, you can fill the form and print it for submitting to MIDC/DIC/MPCB physically.

MIDC SERVICES

Land Department- Services

Fire Department- Services

Engineering - Water Department- Services

Engineering - Drainage Department- Services

Engineering - Power Department- Services

SPA Department- Services

Building Completion Certificate (BCC) / Occupancy Certificate [Application form for Building Completion Certificate \(BCC\) / Occupancy Certificate\[Annexure-19\]](#)

Application for Completion of drainage Plan [Application form for Completion of drainage Plan](#)

Fast-Track Building Plan Approval [Fast-Track Building Plan Approval](#)

Application form for Building Plan, Provisional Fire, temporary water connection & external drainage connection approvals (combined) [Application form for Building Plan, Provisional Fire, temporary water connection & external drainage connection approvals \(combined\)](#)

Permission for Felling/Trimming/Re-plantation of Trees [Permission for Felling/Trimming/Re-plantation of Trees](#)

Revised Building Plan Approval [Revised Building Plan Approval](#)

Technical Advisor Department- Services

IT SEZ Department- Services

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This site is best viewed with Internet Explorer 6.0 or higher at a minimum screen resolution of 1024x768



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← → ↻ <https://services.midcindia.org/services/FillFormAnon.aspx?AMid=523> ☆ ☰

Documents to be enclosed with the application:

1. Agreement to Lease / Deed of Possession
2. Possession receipt
3. Drawings in metric system which should include Block Plan, Typical Floor Plan, Elevation Plan etc. An AutoCAD drawings CD should be submitted along with drawings. If the drawings are prepared in Pre DCR utility then also CD should be submitted to this office. Block Plan of company should give the details of main entrances, other entrance to plot, surrounding of plot like any other company, road, etc. Marginal space, approach roads around the plant, capacity of underground water storage tank and the details like transformer yard, utility block, raw material and finish goods, storage, tank farm area, storage of hazardous gases, etc. e.g. details of Basement LPG, A-class petroleum products, LDO etc. Elevation Plan and Typical Floor Plan showing exits, Fire escapes, travel distance along the travel line, terrace level water storage, location of fire duct, fire extinguishers, hydrant system, sprinkler system, alarm system etc. Details of Basement, Sub Basement, their ventilation system and exits.
4. Form of Supervision from Architect [Refer MIDC D.C.Rules : APPENDIX IX - Form No. 2](#)
5. Form of appointment of Structural Engineer [Refer MIDC D.C.Rules : APPENDIX IX - Form No. 11](#)
6. Form of acceptance by Structural Engineer [Refer MIDC D.C.Rules : APPENDIX IX - Form No. 12](#)
7. Form of supervision by Structural Engineer [Refer MIDC D.C.Rules : APPENDIX IX - Form No. 13](#)
8. MPCB Consent (if applicable)
9. Letter of Extension of Time Limit (if applicable)
10. Fire NOC
11. LOI from Director of Ind. regarding IT Part/Units (if applicable)

I request that the proposed development/Construction may be approved and permission accorded to me to execute the work.

Signature of Licensee/ Lessee

ULBs:

Development Control Regulations 1991 – ‘Section 5: Procedure for obtaining Development Permission and Commencement Certificate’ specify the list of documents required

Please refer to the DCR 1991 available at:

<http://www.mcgm.gov.in/irj/portal/anonymous/qldecreg>

Supporting Documents



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- (4) *Validity of development permission.* - If a development permission has been issued before the date of commencement of these Regulations, but the development is not started within a year from the date of such permission, the said development permission shall be deemed to have lapsed.
- (5) *Applicability to partially completed works.* - For partially completed works, started with due permission before these Regulations have come into force, the Commissioner may not, for reasons to be recorded in writing, necessarily insist on compliance with the provisions of these Regulations for extending the period of the development permission, which shall not exceed that specified in section 48 of the Maharashtra Regional Land Town Planning Act, 1966.

5. Procedure for obtaining Development Permission and Commencement Certificate.-

- (1) *Notice of Intention* - Every person who intends to carry out a development or redevelopment erect or re-erect a building or alter any building or part of a building shall give a notice in writing to the Commissioner of his said intention in the form in Appendix X and such notices shall be accompanied by plans and statements with sufficient number of copies, as required by sub-Regulations (2) and (3) hereunder. The plans may be ordinary prints. One set of such plans shall be retained in the office of the Commissioner for record after the issue of permission or refusal.
- (2) *Copies of plans and statements* -
- (i) *Notice.*- The notice referred to in sub Regulations (2) of Regulations 6 shall be accompanied by as many copies of plans as the Commissioner may prescribe after taking into consideration the clearances required from other agencies.
- (ii) *Size.*-The size of drawing sheets shall be any of those specified in Table 1 hereunder.

TABLE 1
Drawing sheet Sizes

| Serial No.1 (1) | Designation (2) | Trimmed Size (mm) (3) |
|--------------------|--------------------|--------------------------|
| 1 | A0 | 841-1189 |
| 2 | A1 | 594-841 |
| 3 | A2 | 420-594 |
| 4 | A3 | 297-420 |
| 5 | A4 | 210-297 |
| 6 | A5 | 148-210 |

- (iii) *Colouring notations for plans.*-The plans shall be coloured as specified in Table hereunder. The prints of the plans shall be on one side of the paper only.

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TABLE 2
Colouring of Plans

| Sr. No. (1) | Item (2) | Site Plan (3) | Building Plan (4) |
|----------------|--------------------------------|-------------------------------------|----------------------|
| 1. | Plot Lines | ----- Thick Black ----- | ----- |
| 2. | Existing Street | Green | ----- |
| 3. | Future Street | Green Dotted | ----- |
| 4. | Permissible Building | Thick Dotted black | ----- |
| 5. | Open Spaces | ----- No Color ----- | ----- |
| 6. | Work proposed to be demolished | ----- Yellow hatched ----- | ----- |
| 7. | Proposed work | ----- Red filled in ----- | ----- |
| 8. | Drainage and Sewerage work | ----- Red Dotted ----- | ----- |
| 9. | Water Supply Work | ----- Blue Dotted thin ----- | ----- |
| 10. | Deviations | ----- Red Hatched ----- | ----- |
| 11. | Recreation Ground | ----- Green Wash ----- | ----- |
| 12. | Roads and Set backs | ----- Burnt sienna ----- | ----- |
| 13. | Reservation | ----- Appropriate colour code ----- | ----- |



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Note.- Existing work to be hatched black; for land development/sub-division/lay-out suitable colouring notations shall be used duly indexed.

(3) *Information accompanying notice.* -(i) Key plan, site plan, etc. to accompany notice. - The notice shall be accompanied by the key plan (location plan), a site plan, subdivision/lay out plan, building plan, specifications and certificate of supervision, ownership, title, etc. as prescribed in clauses (ii) to (xiii) below.

(ii) Ownership title and area.-Every application for development permission and commencement certificate shall be accompanied by the following documents for verifying the ownership and area etc. of the land:-

Attested copy or original sale/lease deed/power of attorney /enabling ownership documents wherever applicable;
Property register card of a date not earlier than twelve months of the date of submission of the development proposal;
Statement of area of the holding by triangulation method from the qualified licensed technical personnel or architect with an affidavit from the owner in regard to the area in the form prescribed by the Commissioner. ;
Any other document prescribed by the Commissioner;

In the case of land leased by the Government or local authorities, clearance of Government or such authorities regarding observance of the lease conditions shall be obtained and attached to the application for development permission in respect of such land.

(iii) Key plan or location plan-A Key plan drawn to a scale of not less than 1 : 10000 shall be submitted along with the application in Appendix X for development permission and commencement certificate showing the boundary locations of the site with respect to neighborhood land-marks.

(iv) Site -plan - The site plan sent with an application for permission drawn to a scale of 1:500 shall be duly authenticated by the appropriate officer of the Department of Land Records showing in addition to, the details in Form-II of Appendix X the following:-

The boundaries of the site and of any contiguous land belonging to the owner of the site;
The position of the site in relation to neighboring streets;
The names of the streets on which the building is proposed to be situated if any;
All existing buildings contained in the site with their names (where the buildings are given names) and their numbers;
The position of the building and of other buildings, if any, which the applicant intends to erect upon his contiguous land referred to in (a) above in relation to-

- I. the boundaries of the site and ,in a case where the site has been partitioned the boundaries of the portions owned by others;
- II. all adjacent streets , buildings (with number of storeys and height) and premises within a distance of 12 m. of the work site and of the contiguous land(if any) referred to in (a); and
- III. if there is no street within a distance of 12m. of the site, the nearest existing street with its name;

The means of access from the street to the building, and to all other buildings (if any) which the applicant intends to erect upon his contiguous land referred to in (a); above

The space to be left around the building to secure free circulation of air, admission of light and access for scavenging purposes;
The width of the street (if any) in front and of the street (if any) at the side or near the building;
The direction of the north line relative to the plan of the building;
any existing physical features, such as wells, tanks, drains or trees;



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The ground area of the whole property and the back-up of the covered area on each floor with the calculations for percentage covered in each floor, in terms of the total area of the plot as required by the Regulations governing the coverage of the area;

Overhead electric supply lines including space for electrical transforming sub-station according to the requirements of the electric distribution licenses, water supply and drainage line;

Such other particulars as may be prescribed by the Commissioner.

- (v) **Sub-division/Lay-out Plan** -Where development is proposed in a sub-division or involves a layout plan, the notice shall be accompanied by a key-plan showing the location of the plot in the ward at a scale of not less than 1:4000 and a sub-division layout plan to a scale of not less than 1:500 ,which shall be duly authenticated by the appropriate officer of District Inspector of Land Record/Superintendent of Land Records containing the following:-

Scale used and the north line;

The location of all proposed and existing road with their names, existing /proposed/prescribed width within the land;

dimensions of the plot along with the building lines showing the set-backs with dimensions each plot;

The location of drains, sewers , public facilities and services, electric lines, etc;

A table indicating the size ,area and use of all the plots in the sub-division/lay-out plan;

A statement indicating the total area of the site area utilised under roads open spaces for parks , playgrounds ,recreation spaces and development plan designations, reservations and allocations ,school , shopping and other public places along with their percentage with reference to the total area of the site;

In the case of plots which are sub-divided, in built-up areas, in addition to the above the means of access to the sub-division from existing streets , and in addition , in the case of plots which are sub-divided in built up area, the means of access to each sub-plot from existing streets.

- (vi) **Building plan** -The plans of the building with elevations and section accompanying the notice shall be drawn to a scale of 1:100 and shall-

Include floor plans of all floors together with the covered area clearly indicating the size of the rooms , the positions and width staircases , ramps and other existways, liftwells, lift machine rooms and lift pit details , meter room and electric sub-station . It shall also include the ground floor plan as well as the basement plan and shall indicate the details of parking spaces, loading and unloading and spaces, if required to be provided around and within the building, as also the access ways and appurtenant open spaces with projections in dotted lines, the distance from any building existing on the plot in figured dimensions along with the accessory building. These plans will also contain the details listed in Form-I of Appendix X.

Show the use or occupancy of all parts of the buildings;

Show the exact location of essential services, e.g. water closet (WC), sink, bath Include sectional drawing showing clearly the sizes of the footings, thickness of basement wall, wall construction, size and spacing of framing members ,floor slabs and roof slabs with their materials. The section shall indicate the heights of the building and rooms and also the height of the parapet and the drainage and the slope of the roof. At least one section should be taken through the staircase. The structural plan giving details of all structural element and materials used along with structural calculations can be submitted separately, but in any circumstances before the issue of the development permission/commencement certificate;

Show relative levels of streets;

Indicate details of basket privy/served privy, if any;

Give dimensions of the portions projecting beyond the permissible building line;

Include a terrace plan indicating the drainage and the slope of the roof;

Indicate the north line relative to the plans;

Give a schedule of doors, windows and ventilators;

Provide such other particulars as may be prescribed by the Commissioner;



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Provided that with the building plans for multi-storeyed/high rise or special buildings, the following additional information shall be furnished or indicated on the building plans:-

Access to fire appliances/vehicles with details of vehicular turning circle and clear motorable accessway around the building;
Size (width) of main and alternate staircases along with the balcony approach, corridor, ventilated lobby approach;
Location and details of lift enclosures;
Location and size of fire lift;
Smoke stop lobby door, where provided;
Refuse chutes, refuse chamber, service duct etc.
Vehicular, loading and unloading parking spaces;
Refuse area, if any;
Details of air-conditioning system with position of fire dampers, mechanical ventilation system, electrical services (with dimensions of electrical transforming sub-stations etc.) boilers, gas pipes, meter rooms etc;
Details of exits, including ramps, etc. for hospitals and special risks;
Location of generator, transformer and switch gear room;
Smoke exhaust systems, if any;
Details of fire alarm system;
Location of centralised control, connecting all fire alarms, built-in fire protection arrangements and public address system, etc; location and dimensions of static water storage tank and pump room along with fire service inlets for mobile pump and water storage tank;
Location and details of fixed fire protection installation such as sprinklers, wet hose reels, drenchers, carbon-dioxide (CO₂) installations, etc; and.
location and details of first aid and fire fighting equipment/installations.

- (vii) *Service plan.* - Plan and sectional elevations of private water supply, sewage disposal system and details of building services, where required by the Commissioner, shall be made available on a scale of not less than 1:100 before underrating such work.
- (viii) *Specifications.* - General specifications of the proposed construction, giving the type and grade of materials to be used in the form in Appendix X, signed by a licensed surveyor/engineer/structural engineer, supervisor, or architect as the case may be, shall accompany the notice.
- (ix) *Supervision Certificate.* - The notice shall be further accompanied by a certificate of supervision in the form in Appendix XI by the licensed surveyor/engineer/structural engineer/supervisor or architect as the case may be. If the said licensed technical person or architect ceases to be employed for the development work, further development shall be suspended till a new licensed technical person or architect is appointed and his certificate of supervision along with a certificate for the previous work erected, if any, is accepted by the Commissioner.
- (x) *Development permission fee receipt.* - The notice shall accompanied by an attested copy of the receipt of payment of the development permission application fee.
- (xi) *Security deposit.* - To ensure compliance with these Regulations and the directions given in the sanctioned plan and other conditions, a security deposit which may be in the form of an irrevocable bank guarantee, shall be charged at rates specified by the Commissioner. It shall be returned to the owner one year after the issue of the full occupancy certificate after the Commissioner is satisfied with the compliance with various conditions stipulated in the said full, occupancy certificate.
- (xii) *Clearance certificate for tax arrears.* - The notice shall also be accompanied by an attested copy of a clearance certificate from the Assessment Department of the Corporation for payment of tax up-to-date.
- (xiii) *No objection certificate.* - For occupancies requiring clearance from authorities like the Civil Aviation Department, Directorate of Industries, Maharashtra Pollution Control Board, Inspectorate of Boilers and Smoke Nuisances, electrical distribution licencers regarding requirements of electrical transforming stations, the no objection



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- certificate from these authorities, applicable to the occupancy, shall also accompany the application.
- (xiv) *Other facilities to be provided during construction.* - The notice shall also be accompanied by an undertaking from the owner/developer/contractor to the effect that during the period of construction facilities, will be made available for day-care centre, crèche, adult-literacy and non-formal education programmes for the construction workers, directly by him or through a voluntary agency.
- (4) *Signing of plans by owners and licensed personnel/architect.* - (i) *Signing of Plans.* - All the plans shall signed by the owner and the licensed surveyor/engineer/structural engineer/supervisor, or architect, as the case may be, and shall indicate their names in block capital letter, addresses and license numbers when so licensed, allotted by the Commissioner.
- (ii) *Qualification and competence of the Licensed Surveyor/Engineer/Structural Engineer/Supervisor.* - The Commissioner shall license surveyors, engineers, structural engineers and supervisors with the qualifications listed in Appendix XII to perform the tasks mentioned in that Appendix.
- (5) *Processing of the development permission application.* - (i) *Grant of permission or refusal* - The Commissioner may either sanction or refuse to sanction the plans and specifications or may sanction them with such modifications or directions as he may deem necessary, and thereupon, he shall communicate his decision to the person giving the notice accordingly in the form in Appendix 'XIII or XIV'.
- (ii) *Fire brigade scrutiny.*-The plans for all multi-storied, high rise and special buildings shall also be subject to the scrutiny of the Chief Fire Officer, and development permission shall by given be the Commissioner only after the clearance by the Chief Fire Officer.
- (iii) *Deemed permission.*-If within sixty days of the receipt of the notice under sub-Regulations (i) of Regulations 5, the Commissioner fails to intimate in writing to the person who has given the notice his refusal or sanction, or sanction with modifications or directions, the notice with its plans and statements shall be deemed to have been sanctioned, provided that this shall not be construed to authorise any person to do anything on the site of the work in contravention of or against the terms of lease or titles of the land, development plan, these Regulations or any law in force.
- (iv) *Revised plans.* - Once the plans have been scrutinised and objections have been pointed out, the owner giving notice shall modify the plans to comply with the objections raised and resubmit them. The plans submitted for final approval shall not contain superimposed corrections. The Commissioner shall scrutinise the revised plans and shall grant or refuse commencement certificate/development permission within sixty days from the date of resubmission.
- (6) *Commencement of work.* - A commencement certificate/development permission shall remain valid for four years in the aggregate, but shall have to be renewed before the expiry of one year from the date of its issue. The application for renewal shall be made before expiry of one year, if the work has not already commenced. Such renewal can be done for three consecutive terms of one year each, after which proposals shall have to be submitted to obtain development permission afresh.
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For the purpose of this Regulations, 'Commencement' shall mean as under: -

| | | |
|-----|---|--|
| (a) | For a building work including additions and alterations | Upto plinth level |
| (b) | For bridges and overhead Tanks | Foundation and Construction work upto the base Floor. |
| (c) | For Underground works | Foundation and Construction work upto floor of underground Floor. |
| (d) | For lay-out, sub-division and amalgamation proposals | Final demarcation and provisions of infrastructure and services upto the following stages: (I) Roads : Water bound macadam complete. (II) Sewerage, Drainage and water supply excavation and base concreting complete. |

6. Procedure during construction.-

- (1) **Construction to be in conformity with Regulations. - Owner's liability.**-Neither the grant of permission nor approval of the drawing and specifications nor inspections by the Commissioner during erection of the building, shall in any way relieve the owner of such building from full responsibility for carrying out carrying out the work in accordance with these Regulations.
- (2) **Notice to start of work :-** The owner shall give notice to the Commissioner of his intention to start work on the building site in the form of given in Appendix XV. The owner may start the work after 7 days have elapsed from the date of the service such notice to the Commissioner or earlier, if so permitted.
- (3) **Documents at site :-** (I) **Results of tests:-** Where tests of any material are made to ensure conformity with the requirements of these Regulations, record of the test data shall be kept available for inspection during the construction of the building and for such period thereafter as required by the Commissioner.

(II) **Development permission :-** The person to whom a development permission is issued shall during construction, keep-
 - (a) posted in a conspicuous place, on the site for which permission has been issued, a copy of the development permission; and
 - (b) a copy of the approved drawings and specifications referred to in Regulations 5 on the site for which the permit was issued.
- (4) **Checking of plinth columns upto plinth level :-** The owner through his licensed surveyor, engineer, structural engineer or supervisor or his architect shall give notice in the form of Appendix XVI to the Commissioner on completion of work upto plinth level to enable the Commissioner to ensure that the work conforms to the sanctioned plans. The Commissioner may inspect the work jointly with the licensed technical personal or architect within fifteen days from the receipt of such notice and either give or refuse permission for further construction as per the sanctioned plans in the form in Appendix XVII. If within this period, the permission is not refused, it shall be deemed to have been given provided the work is carried out according to the sanctioned plans.
- (5) **Deviation during constructions :-** If during the construction of a building, any departure of a substantial nature from the sanctioned plans is intended by way of internal or external additions, sanction of the Commissioner shall be necessary. A revised plan showing the deviations shall be submitted and the procedure laid down for the original plans heretofore shall apply to all such amended plans. Any work done in contravention of the sanctioned plans, without prior approval of the Commissioner, shall be deemed as unauthorised.