

Procedure for Approval/Revision of Building Plan

Basic Information:

Procedure for Approval of Building Plans in pursuance to J&K Municipal Act, 2000/ Building Bye Laws is given under:

<http://www.ulbk.org/Building%20Permission.html>

[Include Master plan link of Councils/Committees site here]

Timeline:

45 days (under Public Service Guarantee Act-2011)

<http://jkhudd.gov.in/pdfs/J&K-Public-Services-Guarantee-Act,2011.pdf>

- (i). Building plan approval is provided within 30 days.
- (ii). Plinth Inspection is done within 7 days of intimation.
- (iii). Occupancy Certificate is provided with 8 days (7 days for Inspection & 1 day for issuing the Certificate).

Fee Criteria:

A.Registration	
For residential house	Rs. ____ Per house
Residential house having one shop in ground floor	Rs. ____ Per house
For commercial building	Rs. ____ Per building
For other permission (i.e. Repairs, re-roofing and walling)	Rs. ____ Per house
B. Construction Fee for Residential Buildings	
Ground Floor	Rs. ____ per Sft
First Floor	Rs. ____ per Sft
Second Floor	Rs. ____ per Sft
C. Construction Fee for Commercial Building	
Basement	
Ground Floor	Rs. ____ per Sft
1st Floor	Rs. ____ per Sft
2nd Floor and above	Rs. ____ per Sft
D. Miscellaneous	
Compound Walling	Rs. ____ per Sft
Repairs for Residential Houses	Rs. ____ per Sft
Govt./ Semi Govt. Hospitals/ Schools	Rs. ____ per Sft
Recovery of Debris lifting charges	Rs. ____
E. Labour Cess	
• Charge on covered area	Labour Cess charges as per the prevailing rules for those constructions having estimated cost more than 10.00lacs.

Procedure for Obtaining Building/Construction Permit Approval

Designated Officer	Chief Executive Officer/Executive Officer
Checklist for Building Plan Approval	<ol style="list-style-type: none"> 1. Application addressed to Executive Officer, MC _____ on prescribed format (Annexure-A). 2. Two passport size photographs of the applicant. 3. Site cum Building Plan of A-4 size on prescribed drawing format one copy duly attested by approved Architect/Draftsman (Annexure-B1). 4. Site/Building Plan (A-3 size on prescribed drawing format) four copies duly attested by approved Architect/Draftsman. (Annexure-B2). 5. (a). One copy of Site cum Building Plan must be dully attested by the Assistant Commissioner, Nazool in case of evacuee immovable property. (b). One copy of Site cum Building Plan must be dully attested by the Assistant Commissioner, Nazool for title verification of land in case of State land. 6. Duly attested copy of Building cum Site Plan with the following attested revenue documents by concerned Tehsildar. <ol style="list-style-type: none"> 1. Shajra-Khasra (Survey plan) 2. Shajra-Aks (Demarcation plan) 3. Intikhabi-Girdawari (Record of Tenancy/ Possession) 4. Intikhabi-Jamabandi (Record of Rights) 5. Sale deed/gift deed/lease 6. Affidavit (Annexure-B3)
Fee	As per criteria
Time line	Building plan approval is provided within 30 days [Include J&K Public Service Guarantee Act of ULB site here]
Procedure for Users:	<ul style="list-style-type: none"> ❖ Applicant shall get building cum site plan on prescribed drawing format prepared by the empanelled Architects/Draftsmen with the concerned Municipal Committee <p>List of Empanelled Architects/Draftsmen is available on Departmental website. [Include List of Approved Draftsmen from ULB Website]</p> <ul style="list-style-type: none"> ❖ Applicant shall submit Building cum Site Plan with all relevant documents at Single Window at Building Permission Section of concerned Municipal Council/ Committee. <p>Note: During verification of the application, the Authority may ask for any further clarification if required at any point of time.</p> <p>The applicant can track the status of building plan approval process anytime at http://www.ulbk.org/Building%20Permission.html</p>
Intimation	Accordingly the applicant is intimated through phone call and SMS to get approved building plan at Single Window at Building Permission Section of Municipal Councils/ Committees within the period of 30 days.

Procedure by
Department:

- i). Once the applicant submits building cum site plan along with all relevant documents duly authenticated by empanelled Architects/Draftsmen with the concerned Municipal Council/ Committee. The case file is accordingly put into online mode at Single Window at Building permission section.
- ii). The building cum site plan along with all relevant documents duly authenticated by empanelled Architects/Draftsmen/Revenue Authorities is being scanned by concerned Assistant and necessary data entry is being done on the said window as per prescribed format for onward submission to concerned line departments for obtaining of NOC
- iii). After obtaining NOCs, the case file is being forwarded to Inspection Level-I to get basic inspection and reporting done in conformity to building by laws on prescribed format. The case may be accepted or rejected at Level-I before proceeding.
Timeline: 7 days for the pre-construction inspection and reporting done in conformity to building bylaws.
- iv). After pre construction inspection and reporting at Level-I in conformity to building bylaws, the case is being forwarded to Level-II for recommendations in conformity to building bylaws, master plan and land-use.
Timeline: 7 days for the recommendations at Level-II in conformity to building bylaws.
- v). After recommendations at Level-II in conformity to building bylaws, master plan and land-use plan the case is being forwarded to Level-III for recommendations for accord of approval at Level-III i.e, Competent Authority.
Timeline: 5 days for the recommendations at Level-III in conformity to building bylaws master plan and land-use plan.
- vii). After final approval from Competent Authority at Level-III the case is being forwarded to Level-I for Fee Assessment. Accordingly the applicant is intimated through phone call and SMS for submission of requisite Fee
- vii). After fee submission the building plan approval certificate is being generated online as per prescribed format.
Timeline: 3 days for the assessment & submission of fee and generation of building plan approval certificate.
- viii). After fee assessment and submission, the case is being forwarded to Level-III for Sign and the same is being forwarded to Single Window at Building permission section for final disposal. Accordingly the applicant is intimated through phone call and SMS for delivery of the approved building plan as per prescribed format at Single Window at Building Permission section.
Timeline: 3days for sign and final disposal.

Procedure for Plinth Inspection

Designated Officer Chief Executive Officer/ Executive Officer of Municipal Committee concerned
Check list for Relevant prescribed Drawings and Documents:
Plinth Level
Approval

1. Sanctioned Building Plan
2. Form of notice of commencement of work.
3. Inspection Report
4. State subject
5. Aadhaar Card

Fee/charges to be Nil
paid get the service

Time line 7 days
Procedure

1. The Applicant can visit Building Permission Section or download Form of notice for commencement of work from the official website of ULB.
2. The Applicant should submit the application along with all relevant documents at Building Permission Section of the Municipal Council/Committee.
3. After submission, the application will be forwarded to the Secretary of MC.
4. The Secretary of the Municipal Committee will forward the application to Enforcement Officer/ Khilafwarzi Inspector for further n/a.
5. The Enforcement Officer/ Khilafwarzi Inspector will forward the application to Concerned field staff for Plinth Inspection and reporting.
Timeline: 1 day for scrutinizing of documents.

The Concerned Enforcement officers/ Khilafwarzi Inspector in conformity to Building Bye-laws/ Sanctioned Building plan submit report to Secretary of MC.
Timeline: 3 day for scrutinizing documents & submission of inspection report.

5. The Secretary of Municipal Committee shall forward the application to the Chief Executive Officer/ Executive Officer concerned for accord of approval and signature.
Timeline: 3 day for approval and Signature.
6. The Chief Executive Officer/ Executive Officer shall approve or reject Plinth Completion Certificate and forward to Building Permission Section of Municipal Council/ Committee.
Timeline: 2 days for final disposal.

Same Procedure shall be adopted for 2nd and 3rd level Inspections.

Procedure for Obtaining Occupation Certificate

Designated officer Chief Executive Officer/ Executive Officer concerned.
 Check list for Sanctioned Plan
 Occupancy Plinth inspection certificate
 Certificate Aadhar card
 State Subject
 Form of Rejection or Compliance in Respect of Occupancy Certificate
 Application form for occupancy certificate

Fee/charges to be Nil
 paid get the service
 Time line 7 days

Procedure for User: After the construction of building as per approved building plan the applicant can apply for grant of occupation certificate at single window, Building Permission section. The applicants that want to obtain occupation certificate need to apply on prescribed occupation certificate Form available at ULB website as well as at Building Permission Section of Municipal Councils/ Committee

<p>Procedure by Department:</p>	<ul style="list-style-type: none"> • After submitting application on prescribed format along with all relevant documents by the applicant at Single Window, Building Permission Section, on the same day the application is being forwarded to Secretary of Municipal Council/ Committee for further n/a. • Timeline: 1 day • The Secretary of Municipal Council/ Committee forwards the application to Enforcement Officer/ Khilafwarzi Inspector concerned. • The Enforcement Officer/ Khilafwarzi Inspector forwards the application to Concerned Khilafwarzi Supervisor for Inspection and Report. • Timeline: 1 day • After Final Inspection by Concerned Officers, the application is being forwarded to Concerned Enforcement officer/ Khilafwarzi Inspector. • The application is being forwarded to the Enforcement Officer for recommendation. • Timeline: 2 days • After recommendation the application is being forwarded to the Chief Executive Officer/ Executive Officer for accord of approval. • Timeline: 2 days. • After approval the applicant is intimated through phone call/SMS for collection of Occupation Certificate at CCFC. • Timeline: 1 day
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