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PART I.—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF INDUSTRY, COMMERCE & ENTERPRISES**

**IPI Branch**

NOTIFICATION

No: I/155758-ICE-14011(99)/22/2020.—8th October, 2021.—Whereas, for implementation of Business Reforms and Action Plan under Ease of Doing Business, an online system for Sanction of Building Plan, Issuance of Plinth Level Verification and Occupancy Certificate by West Bengal Industrial Development Corporation Limited (WBIDCL) has already been framed;

And Whereas, Government of West Bengal has decided to simplifying by the process by reducing the documents required in the purpose;

Now, to ease the whole process, the Governor is pleased to notify that the required documents on account of (I) Building Plan Sanction (II) Issuance of Plinth Level Verification Certificate and (III) Issuance of Occupancy Certificate has been hereby reduced, as follows and the same is now valid till issuance of further notification, if any—

**(I) BUILDING PLAN SANCTION:**

**A) Eligibility Criteria:**

1. Applicant should have a valid possession certificate issued by West Bengal Industrial Development Corporation.
2. Provisional NOC from Fire Department, GoWB.
3. Consent to Establish from WBPCB.

**B) Documents Required:**

1. Copy of Deed and Deed plan/Agreement to lease (.gpg,.jpeg,.pdf).
2. Submission of duly filled Form B in all aspects. (.gpg,.jpeg,.pdf).
3. A plan (for industrial buildings 1:100, for site plan 1: 600 and for Location Map 1: 4,000) showing elevation and sections of the proposed industrial building and all allied/ancillary building with structure together with a specification of the proposed Industrial/Commercial buildings etc. along with foundation and structural details of the proposed work in AutoCAD Drawing duly signed by the owner and certify by all technical personnel (Architect, Structural Engineer, Geo-Technical Engineer, LBS) (.dwg)
4. Utility Plan: Drainage Plan showing proposed layout for drainage of both storm and treated Septic Sewer along with water requirements computations and setting up other treatment plants(if any).
5. FAR calculation sheet including Built-up area and construction area statement of the proposed Industrial/Commercial buildings, etc. certified by the applicant and concerned Architect. (.gpg,.jpeg,.pdf)



6. Certificate of empanelment of LBS/Architect, Geo-Technical Engineer as per rule. (.gpg,.jpeg,.pdf)
7. Certificate from Council of Architect (.gpg,.jpeg,.pdf)
8. Certificate of empanelment of Structural Engineer including structural stability certificate duly signed by the concerned empanelled Structural Engineer as per rule. (.gpg,.jpeg,.pdf)
9. Certificate of empanelment of Structural Reviewer from MED/KMC, as per rule. (.gpg,.jpeg,.pdf)
10. Geo-Technical Investigation report. (.gpg,.jpeg,.pdf)
11. Detailed Structural drawings (in AutoCad software) including a copy of detailed structural analysis structural design Calculation in STAAD input and output files abiding West Bengal Municipal Building Rules,2007. (.gpg,.jpeg,.pdf,.dwg)
12. Current paid up Municipal or Panchayet Tax receipt/ Current paid up tax receipt applicable for the specified area. (if applicable) (.gpg,.jpeg,.pdf)
13. EIA Report as may be applicable. (.gpg,.jpeg,.pdf)
14. Copy of application made to WBSEDCL/CESC/any other Power Supply and Distribution Company. (.gpg,.jpeg,.pdf)
15. Indemnity Bond (along the lines of Form L of WB Municipal (Building) rules, 2007). (.gpg,.jpeg,.pdf)

**C) Time Required:**

Time Limit prescribed as per the Public Service Guarantee Act [i.e. as per West Bengal Right to Public Services Act, 2013 *vide* memo: 2748-UD/O/M/ESTT/E-19/2014 (Pt-I) dated 16.10.2020] is 15 days.

**D) Fees:**

Rs. 50 per sq.mtr. (built up area) plus GST etc. as applicable.

**(II) ISSUANCE OF PLINTH LEVEL VERIFICATION CERTIFICATE:****A) Eligibility Criteria:**

1. Location of the Building should be within Industrial Parks under West Bengal Industrial Development Corporation.

**B) Documents Required:**

1. Form-F (.pdf)
2. Deviation Plan, if any as per Rule 31 of WBMBR,2007 (.dwg).
3. Any other documents in case of deviation from Sanctioned Plan (.pdf).

**C) Time Required:**

Time Limit prescribed as per the Public Service Guarantee Act [i.e. as per West Bengal Right to Public Services Act, 2013 *vide* memo: 2748-UD/O/M/ESTT/E-19/2014 (Pt-I) dated 16.10.2020] is 5 days.

**D) Fees:**

Not applicable.

**(III) ISSUANCE OF OCCUPANCY CERTIFICATE:****A) Eligibility Criteria:**

1. Location of the Building should be within Industrial Parks under West Bengal Industrial Development Corporation.

**B) Documents Required:**

1. Completion Plan as built at site duly signed by Applicant, Architect / LBS, Structural Engineer, Geo-Technical Engineer, Structural Reviewer as applicable (clearly stating the occupancy and use-group for which the building or the work has been sanctioned) (.dwg)
2. Form-G along with Structural Stability Certificate signed by Structural Engineer, Architect, LBS, Geo-Technical Engineer, Structural Reviewer as applicable. (.pdf)
3. Completion Certificate for inside house drainage & Water Supply Network. (.pdf)
4. Certificate/NOC from Fire Department, WBSEDCL/CESC/or any other Power supply provider, Lift Installation, WBPCB & EC from SEIAA/MoEF, if applicable (.pdf).

**C) Time Required:**

Time Limit prescribed as per the Public Service Guarantee Act (i.e. as per West Bengal Right to Public Services Act, 2013 *vide* memo: 2748-UD/O/M/ESTT/E-19/2014 (Pt-I) dated 16.10.2020) is 25 days.

**D) Fees:**

Not applicable.

This Notification will take immediate effect.

By order of the Governor,  
Sd/-  
Secy. to the Govt. of West Bengal.