

**For successful implementation of the initiative, the following mandates while generating in Building Plan Sanction for industries in the Industrial Parks, under WBIDC, shall be followed in the light of the of the relevant rules-**

1. All application for having Building Permit is to be submitted through ONLINE mode only.
2. Queries/Clarification/Documents, as necessary to accord the desired sanction towards Building Plan, shall be communicated to applicant at a time, that too within Seven(7)days ,w.e.f the date of submission of the applicant to the corporation.
3. Building Permit along with Sanction Building Plan shall be provided within thirty (30) days in the line of relevant provision of the West Bengal Right to Public Service Act and West Bengal Municipal Building rules 2007.
4. Plinth level Completion Certificate shall be provided within seven (07) days in the line of relevant provision of the West Bengal Right to Public Service Act and West Bengal Municipal Building rules 2007.
5. Occupancy certificate shall be provided within eight(08) days in the line of relevant provision of the West Bengal Right to Public Service Act and West Bengal Municipal Building rules 2007.

#### **6. Application procedure for Sanction of Building Plan-**

##### **Step :1**

The applicant/citizen will register themselves in the e-district portal ( PACE module) and apply for online sanction of Building plan.

##### **Step:2**

At first applicant will choose LBS/ Architect, Geotechnical Engineer, StructuralEngineer, Structural reviewer, (ifapplicable), from the list of empanelment under WBIDC in his/ their own choice.

##### **Step: 3**

Selected Architect on the behalf of entrepreneur/s will upload all the documents as displayed in corporation website and e-district portal afterscrutinizing its end to end with proper authentication.

Before uploading, selected architect/LBS, will prepare the respectedrawing having formal feedback from Geotechnical Engineer together with the formal opinion of Structural Engineer and if required, structural reviewer also in pre D.C.R format under the guideline of West Bengal Municipal Building Rules 2007 and it's amendment , if any, and upload the same in one go to this corporation while an A.I.N will be generated against the successful submission to the e-district portal.

#### Step:4

After generation of AIN , the e- file will come to Executive Director ( ED), WBIDC, as per approved flow chart. E.D will forward the same to Head of the Department (HOD), WBIDC and then after due scrutiny it will be transmit to Officer on Special Duty ( OSD), WBIDC . When lastly OSD, WBIDC will send the application to Executive Engineer for necessary checking.

#### Step:5

Executive Engineer will check from his level and ultimately he will send the application to Assistant Engineer for final checking of all the attached documents as per relevant clause including checking of drawings in **AUTODCR format**.

#### Step:6

After due checking of documents including successful generation of report from AUTODCR format, Assistant Engineer will sent the application including sanctioned fees based on build up area to Executive Engineer and Executive Engineer in turn will forward the same to HOD, WBIDC, as per approved flowchart.

#### Step:7

In accordance and also as per approved flowchart, HOD, WBIDC with his comments, if any, will transmit to OSD, WBIDC

#### Step:8

In ideal condition and after having inter-alia approved flow process OSD, WBIDC will finally send an intimation through e-district portal along with message/e-mail to Entrepreneur's for submission of applicable amount towards sanction of Building Plan.

#### Step:09

On submission of sanctioned fees to this corporation from entrepreneur end, sanctioned Building Plan certificate will be uploaded with auto generated BPS number, in E-District portal including digital signature by ED, WBIDC

#### Step:10

If there is any shortfall or deficiency during scrutiny of the total process in order of approved flowchart of the corporation, the same will be notified to Entrepreneur through system for necessary compliance and after due compliance, building permit will be generated. In that case, repetition in order of approved flowchart will be maintained till fulfillment of the required criteria towards on line Building Plan Sanction and the stipulated 30 days timeline may not be applicable.

#### Step:11

The tracking of the Application can be made through E-district portal.