



# WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LTD.

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

"PROTITI", 23, Abanindranath Thakur Sarani (Camac Street), Kolkata - 700 017

Phone : +91 33 2255 3700-705, Fax : +91 33 2255 3737

E-mail : wbidc@wbidc.com Web : www.wbidc.com

Corporate Identity Number : U75142WB1967SGC026988

## NOTIFICATION

No.: WBIDC/EODB/BRAP-2019/CP/1642

Date: 13<sup>th</sup> December, 2018

In view of Easing Business, the need of providing various services in Industrial Parks and estates of WBIDC was under active consideration of the State Government for some time. For successful implementation of the initiative and in order to place a regulatory mechanism for the purpose the following procedure and checklist shall be followed while granting intimation for plinth level completion & occupancy certificate.

### **A. Inspection Procedure for plinth level Completion:**

**Step-1:** Applicant shall intimate about the completion of building up to the plinth level or one meter above the ground level, whichever is higher, in e-District portal (<https://edistrict.wb.gov.in>). Upon intimation the applicant and the concerned authority will get a notification through SMS and over e-mail.

**Step-2:** On receipt of the notification through SMS and over e-mail the concerned authority will make a preliminary check through the online system and automate computerized allocation for selection of inspector within 1 day.

**Step-3:** The concerned authority shall fix up the date of inspection, which shall not be later than 4 days from the date of intimation by the applicant. Intimation about the date of inspection will reach to the applicant two days prior through SMS & over e-mail through e-district portal.

**Step-4:** The inspection report will then be uploaded within 48 hours (forty eight) from the date of holding joint inspection in the e-district web portal and intimation will be sent to the applicant through SMS and over e-mail.

**Step-5:** If it is found in the inspection report that, everything is in order, the concerned authority shall inform the applicant to resume construction work by issuing a digitally signed certificate, otherwise ask the applicant through online system to make necessary rectification as per inspection report.

If any of the scheduled date is a government holiday then the immediate next working day will be the timeline for this purpose.



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## **B. Inspection Procedure for Occupancy Certificate:**

**Step-1:** Intending applicant shall apply for occupancy certificate in e-district

Portal (<https://edistrict.wb.gov.in>) along with the requisite supporting documents as per list available in the e-district portal as well as in the website of the department [http://www.wbidc.com/ease\\_doing\\_business/ease\\_doing\\_business.htm](http://www.wbidc.com/ease_doing_business/ease_doing_business.htm) and shall upload the same for verification. Upon submission, the applicant and the concerned authority will get a notification through SMS and over e-mail.

**Step-2:** Notification to be forwarded to concerned authority through online system.

**Step-3:** Upon receipt of notification on submission of application by the applicant, concerned authority shall verify the uploaded documents submitted by the applicant.

In case the documents are found non-satisfactory by the concerned authority the application shall be returned back in the e-district portal to the applicant mentioning the reason and for re-submission with necessary compliances following the procedure mentioned in step -1. The applicant shall get notification for this purpose through SMS and e-mail.

**Step-4:** If every document is found satisfactory then the concerned authority shall fix up a date of joint inspection, if required as per the risk category of buildings which shall not be later than 3 days from the date of receipt of all documents. Intimation will reach to the concerned departments and the applicant through SMS and over e-mail through e-district portal.

**Step-5:** After holding joint inspection in presence of the officials of the departments concerned and the applicant, report shall be uploaded within 2 (two) days from the date of joint inspection in the e-district web portal and an intimation will be sent to the applicant through SMS and over e-mail.

**Step-6:** In case the building is considered fit for occupancy, approval with digital signature shall be issued through the e-district portal.

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## C. CHECKLIST

- i. At the time of plinth level inspection: Approved building plan and construction permit
- ii. Occupancy Certificate: 1. Approved Building Permit. 2. Revised Building plan, if any deviation  
3. Structural Stability Certificate signed by structural Engineer or Architect or LBS or Geo Technical Engineer or Structural Reviewer as applicable. 4. Completion certificate for inside house drainage & Water supply network. 5. Certificate pertaining to the lift installation.

D. Further it is also mandated that the above inspection procedure and checklist only shall strictly be followed while granting Plinth Level Completion certificate & Occupancy Certificate.

This order is issued with the approval of appropriate authority.

  
Managing Director  
WBIDC

No.: WBIDC/EODB/BRAP-2019/CP/1642

Date: 13<sup>th</sup> December, 2018

Copy to:

1. Additional-Chief-Secretary, Information Technology & Electronics Department, Government of West Bengal
2. Additional-Chief-Secretary, Industry, Commerce and Enterprises Department, Government of West Bengal
3. Additional-Chief-Secretary, Department of Power and Non-conventional Energy Sources, Government of West Bengal
4. Principal Secretary, Urban Development & Municipal Affairs Department, Government of West Bengal
5. Secretary, Department of Fire & Emergency Services, Government of West Bengal
6. CEO, WBIIDC



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7. Executive Director, WBIDC.
8. Chief Electrical Inspector, Directorate of Chief Electrical Inspectorate
9. Chief Engineer, Municipal Engineering Directorate
10. H.O.D.-in-charge - Planning Division, WBIDC
11. H.O.D - Land Management, WBIDC
12. H.O.Ds - Industrial Parks (All), WBIDC
13. PA to ED(PK), WBIDC

*V. Y. Chakravarty*  
Managing Director  
WBIDC