

## **Sanction of Plan by WBIDC for plots at Industrial Parks of WBIDC**

### **Note:**

*WBIDC is following the same guidelines as The West Bengal Municipal (Building) Rules, 2007 (along with The KMC Building Rules 2009, as applicable)*

### **Checklist and Procedure for Sanction of Plan by WBIDC for plots at Industrial Parks of WBIDC.**

#### **A. Checklist –**

List of Documents required for applying for Sanction of Industrial Building & structure Plan in Corporation Area/ Municipal Area/ Panchayat Area

1. Approved site plan of the land.
2. A plan showing elevation and sections of the proposed building along with structure together with a specification of the work (Note: In case of a building under the Salt Lake Township under Bidhannagar Municipality or Nabadiganta Industrial Township Authority, the provisions of rule 96(a) has to be followed).
  - i) Plan showing elevation & section allied and ancillary structures together with a specification of the work in AutoCAD drawings. (soft copy & hard copy)
  - ii) Plan duly signed by the owner and all technical personnel (Architect, Structural Engineer, Planner, LBS, etc.) showing elevation & sectional detailed drawings (soft copy & hard copy)

Scale - for buildings 1:100, for site plan 1: 600 and for Location map 1: 4,000

3. Engagement Certificate of all technical personnel similar as 2 (ii) to be engaged as per required qualifications as per rules (relevant portion as prescribed in Form B of West Bengal Municipal (Building) Rules, 2007)
4. Geo technical Investigation report – soft copy (in pdf format)& hard copy
5. Detailed Structural drawings (in AutoCad software) including a copy of structural calculation sheet – soft copy & hard copy  
(Please refer Rule 53 / Rule 155 of West Bengal Municipal (Building) Rules, 2007)
6. Duly signed Form C - Application Form under section 46 for Development by Erection or Re-erection of any Building along with structure Works, along with annexures
7. Water supply and sewage disposal plans – soft copy (in pdf format) & hard copy drawings
8. Copy of the possession certificate/ Copy of Joint Inspection report conducted at site
9. Sewage and water connection plan as per rule 96(b). – soft copy (in pdf format) & hard copy drawings
10. Reports of soil test and slope (grading) as per rule 157 (If Applicable)
11. Detailed calculation of structural design as per provision in these rules. – self / by structural engineer- attested
12. Current paid up Municipal Tax receipt/ Current paid up tax receipt applicable for the specified area
13. Clearance certificate/application copy from Urban Land Ceiling Branch of Urban Development Department, Government of West Bengal (if applicable).
14. EIA Report as may be applicable
15. No objection of West Bengal Fire and Emergency Services Dept.

16. No objection certificate from the Director of Factories or Industries, Government of West Bengal.
17. No objection certificate from the West Bengal Pollution Control Board and Department of Environment, Government of West Bengal.
18. No objection certificate from the West Bengal State Electricity Distribution Company Limited / Calcutta Electricity Supply Corporation
19. No objection certificate from the Public Health Engineering Directorate, Government of West Bengal
20. No objection certificate from State Water Investigation Directorate(SWID), Government of West Bengal
21. Indemnity Bond (along the lines of Form L of WB Municipal (Building) rules, 2007)
22. Copy of Deed and Deed plan
23. Registered Undertaking for common passage (if applicable)
24. Power of Attorney (if required).
25. Sanctioned plan in case of any existing structure for extension & renovation
26. FAR Calculation Sheet
27. Certificate of empanelment of LBS, as per rule
28. Certificate of empanelment of Geo-technical engineer, as per rule
29. Certificate of empanelment of Structural engineer as per rule
30. Certificate of empanelment of Structural Reviewer from MED/KMC, as per rule
31. Certificate from Council of Architect
32. Unit Details along with copy of Detailed Project report
33. Others (if applicable and not covered above)

**B. Procedure for Sanction of Plan/ Approval of Building & structure Plan by WBIDC**

1. Allottee to apply to WBIDC Ltd. for sanction of plan/ approval of building and structure plan along with drawings, documents, etc., as mentioned in the checklist (refer A., above)
2. Allottee is required to provide details against queries/ clarifications sought by WBIDC on the drawings, documents, project, etc., if requested for
3. In case revision is requested by WBIDC, if any required to be made in the drawings etc., the revised drawings to be submitted along with revised Form C under section 46, along with annexures
4. Subject to submission of all required details as mentioned above, a communication will be sent to the allottee regarding approval of Plan by WBIDC (Intimation of Approval), along with details of amount to be paid by allottee as development Charges.
5. On receipt of intimation of approval, the allottee shall submit the related development charges to WBIDC, and receipt of same to be retained.
6. The Letter of Approval along with receipt against payment of development charges to be shown to site engineer before commencement of construction at site.

Note-1: Any future changes required by the allottee subsequent to approval of plan shall be required to be intimated to WBIDC along with revised Form C along with annexures and the steps to be followed as mentioned (in Sl. 1 to 6) above.

**IMPORTANT NOTE:**

The above checklist and procedure are subject to further changes/ modifications, as and when necessary as may be deemed suitable by WBIDC.