

**Kolkata Municipal Corporation**  
**Building Department**  
**On line building plan sanction**



**Guide line to follow during preparation of AutoCAD drawing :**

Sl. No.	Item	Layer Name	Drawing Element	Color	Line weight	Remarks	Data to retrieve	Printable (Y/N)
1.	a) Plot boundary	Plot	Closed Polyline	240	0.50	Use linetype as PHANTOM2, draw only in Proposed GF Plan	Area	Y
1.	b) Frontage of Plot		Line	240	0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90 (if Offset at front then use 0.15 for Segment 1 , 0.20 for next and so on ....)	Use linetype as PHANTOM2, draw only in Proposed GF Plan Road Abutting Part	Length	Y
2.	Corner splay	Splay	Closed Polyline	240	0.20 to 0.35	0.20 for splay 1, 0.25 for splay 2, 0.30 for splay 3, 0.35 for splay 4 and so on	Area	Y
3.	Strip of land	Strip	Closed Polyline	240	0.20 to 0.35	0.20 for strip 1, 0.25 for strip 2, 0.30 for strip 3, 0.30 for strip 4 and so on	Area	Y
4.	Ground Coverage	Ground Coverage	Closed Polyline	53 - 62		<b>For area to be deducted :-</b> Such as for Duct, internal Court-Yard etc. Use line type as "DASHED".	Area	N
5.	Tree Cover	Tree Cover	Closed Polyline	230	0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90	0.15 for Tree Cover area 1 0.20 for Tree Cover area 2 and so on ...	Area	Y
6.	Joint Open Space	North	Line	13	0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90	0.15 for JOP 1 , 0.20 for JOP 2 and so on ...0.90 for JOP 10	Length	N
		South	Line	23			Length	N
		East	Line	33			Length	N
		West	Line	43			Length	N
7.	Side Space	Front Open Space	Line	53 - 62		53 for single bldg or block 1 54 for block 2 and so on ... 62 for block 10	Length	N
		Rear Open Space	Line	63 - 72		63 for single bldg or block 1 64 for block 2 and so on ...72 for block 10	Length	N
		Side 1 Open Space	Line	73 - 82		73 for single bldg or block 1 74 for block 2 and so on ...82 for block 10	Length	N
		Side 2 Open Space	Line	83 - 92		83 for single bldg or block 1 84 for block 2 and so on ...92 for block 10	Length	N

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8.	Use Group	Residential	Residential	Closed Polyline	97 to 175	<p>In all Layers Other Than Residential :- i) Use line thickness 0.15 for carpet area required for Car-Parking calculation. ii) For Assembly Building where No. of Room Required for Car-Parking calculation - Use Line Type "Phantom2". iii) For Assembly Building where No. of Seats Required for Car-Parking calculation - Draw "Circle" for each seat with dia. "400mm". iv) For Educational Building used linetype as "Dot" for Administrative Area with line thickness 0.15 as of carpet Area.</p>	<p>Use linetype as "DASHED" for area to be deducted (like Duct, Shaft etc.).                      For covered area                      100 for ground floor,                      101 for 1<sup>st</sup> floor                      ...                      175 for 75<sup>th</sup> floor                      (For carpet area use line thick as 0.15)</p>	Area	N
		Mercantile (Wholesale)	Mercantile_wholesale						N
		Mercantile (Retail)	Mercantile_retail						N
		Business	Business						N
		Institutional	Institutional						N
		Storage	Storage						N
		Assembly	Assembly						N
		Hazardous	Hazardous						N
		Industrial	Industrial						N
	Educational	Educational	N						
9.	Stair	Stair	Closed Polyline	97 to 175	0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90 for stair 1, stair 2 etc. Use linetype as "DASHED" for area to be deducted.	99 for basement 1 98 for basement 2 100 for ground floor, 101 for 1 <sup>st</sup> floor ... 175 for 75 <sup>th</sup> floor	Area	N	
10.	Lift	Lift	Closed Polyline	97 to 175	0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90 for Lift 1, Lift 2 etc. For lift lobby use linetype as "DASHED"	99 for basement 1 98 for basement 2 100 for ground floor, 101 for 1 <sup>st</sup> floor ... 175 for 75 <sup>th</sup> floor	Area	N	
11.	Loft / Ledge / Tend	Loft	Closed Polyline	100 to 175		100 for ground floor, 101 for 1 <sup>st</sup> floor ... 175 for 75 <sup>th</sup> floor	Area	N	
12.	Cup Board	Cupboard	Closed Polyline	101 to 175		101 for 1 <sup>st</sup> floor ... 175 for 75 <sup>th</sup> floor	Area	N	

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Sl. No.	Item	Layer Name	Drawing Element	Color	Line weight	Remarks	Data to retrieve	Printable (Y/N)
13.	A) Tenement	Tenement	Closed Polyline	100 to 175	Use Linetype as 0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90 for tenement 1, tenement 2 and so on. If Total Tenement exceed 10 then use rest of the Line weight in AutoCad starting from 0.00, 0.05, 0.09, 0.13, 0.18 etc ... so on up to 24 tenements. For Single Tenement and or Duplex Tenement use same Line Weight with Line Type as "Phantom2".	100 for ground floor, 101 for 1st floor ... 175 for 75th floor Use Linetype as "DASHED" for area to be deducted with same Line Weight as of individual Tenement. When Tenements in one floor exceed 24 nos. use separate layer. For rest of the Tenements use separate Layer named Tenement1, Tenement2 so on.	Area	N
13.	B) Tenement	Tenement1	Closed Polyline	100 to 175	Use Linetype as 0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90 for tenement 25, tenement 26 and so on. If Total Tenement exceed 10 then use rest of the Line weight in AutoCad starting from 0.00, 0.05, 0.09, 0.13, 0.18 etc ... so on up to 34 tenements . For Single Tenement and or Duplex Tenement use same Line Weight with Line Type as "Phantom2".	The rest of the Tenement exceed over 24 nos. use the new Layer named Tenement1. 100 for ground floor, 101 for 1st floor ... 175 for 75th floor Use Line type as "DASHED" for area to be deducted with same Line Weight as of individual Tenement.	Area	N
14. A)	Height of the Building	Height	Line	6	0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90	0.15 for single bldg or block 1 0.20 for block 2 and so on ... 0.90 for block 10	Length	N
14. B)	Depth of the Building	Depth_Building	Line	6	0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90	0.15 for single bldg or block 1 0.20 for block 2 and so on ... 0.90 for block 10	Length	N
15.	Car parking	Car parking (individual) at ground floor - Cover	Closed Polyline	20	0.20	Rectangle of size 2500 X 5000	Count	Y
		Car parking (individual) at ground floor - open	Closed Polyline	20	0.25	Rectangle of size 2500 X 5000	Count	Y
		Car parking (individual) - other than ground floor	Closed Polyline	20	0.30	Rectangle of size 2500 X 5000	Count	Y

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Sl. No.	Item	Layer Name	Drawing Element	Color	Line weight	Remarks	Data to retrieve	Printable (Y/N)
	Car parking (two-layer) at ground floor - Cover		Closed Polyline	30	0.20	Rectangle of size 2500 X 5000	Count	Y
	Car parking (two-layer) at ground floor - open		Closed Polyline	30	0.25	Rectangle of size 2500 X 5000	Count	Y
	Car parking (two-layer) - other than ground floor		Closed Polyline	30	0.30	Rectangle of size 2500 X 5000	Count	Y
	Bus/Truck parking (individual) - Cover		Closed Polyline	40	0.20	Rectangle of size 3750 X 10000	Count	Y
	Bus/Truck parking (individual) - open		Closed Polyline	40	0.25	Rectangle of size 3750 X 10000	Count	Y
	Parking Area - Cover	Parking_Area	Closed Polyline	97 to 175	Use linetype as "DASHED" for area to be deducted.	99 for basement 1 98 for basement 2 97 for basement 3 100 for ground floor, ... 175 for 75th floor	Area	N
16.	Open Terrace	Terrace	Closed Polyline	101 to 175	Use linetype as "DASHED" for area to be deducted such as void etc.. Use Line Weight as 0.15 for Excess Area of Roof over the permissible projected limit as per KMC Rule.	101 for OT-1, 102 for OT-2 ... 175 for OT-75	Area	N
17.	Waterbody	Waterbody	Closed Polyline	4	0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90	0.15 for water body 1 ... 0.90 for water body 10	Area	Y
18.	Heritage Building	Heritage	Closed Polyline	100 to 110	0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90 for block 1 to block 10	100 for ground floor, 101 for 1 <sup>st</sup> floor ... 110 for 10 <sup>th</sup> floor	Area	N
19.	Existing Structure	Existing	Closed Polyline	100 to 110	0.15, 0.20, 0.25, 0.30, 0.35, 0.40, 0.50, 0.60, 0.70 & 0.90 for block 1 to block 10	100 for ground floor, 101 for 1 <sup>st</sup> floor ...110 for 10 <sup>th</sup> floor	Area	N
20.	Service Floor	Service_floor	Closed Polyline	101 to 175		101 for 1 <sup>st</sup> floor ... 175 for 75 <sup>th</sup> floor	Area	N
21.	Internal road	Internal Road	Line	4, 5		4 for length 5 for width	Length	N

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S1. No.	Item	Layer Name	Drawing Element	Color	Line weight	Remarks	Data to retrieve	Printable (Y/N)
22.	Column	Column	Closed Polyline	5	0.35	Draw single column as a closed Polyline with solid filled.		Y
23.	Roof Structure	Roof_Structure	Closed Polyline	4, 5, 6, 7, 8, 9, 10,11,12, 13	Note:- Colour of Line sequence are as For Water Reservoir (at Roof), Lift Machine Room, Stair head Room, Service toilet, Pergola, Roof Top Swimming Pool, Lift Machine Room Stair, Roof Garden, Excess Roof, Canopy/Porch.		Area	N
24.	Wall	Wall						Y
25.	Text	Text						Y
26.	Dimensions	Dimension			To be drawn by "Dimension" Command Only. No Text Dimension will be allowed.			Y
27.	Sections	Section						Y
28.	Print	Print						Y
29.	Miscellaneous-1	Mis1						
30.	Miscellaneous-2	Mis2						
31.	Common Area	Common Area	Closed Polyline	97 to 175	Note :- Other Than Tenement the rest of the Area to be Drawn in this layer. Use linetype as "DASHED" for area to be deducted.	99 for basement 1, 98 for basement 2, 97 for basement 3 100 for ground floor, 101 for 1 <sup>st</sup> floor , ... 175 for 75 <sup>th</sup> floor	Area	N
32.	Block Name	Block_Text	Text			Use separate text for each block		Y
33.	Fire Refuge Area	Fire Refuge	Closed Polyline	103 to 175	Use linetype as "DASHED" for area to be deducted.	103 for 3 <sup>rd</sup> floor ...175 for 75 <sup>th</sup> floor	Area	N
34.	Triple Height Balcony	Triple_Balcony	Closed Polyline	103 to 175	Draw the Poly line which only has Triple Height.	103 for 3rd floor ...175 for 75th floor	Area	N
35.	Gate Goomty	Goomty	Closed Polyline	6	Max 9.0 sqm per goomty per 2000 Sq.m. Land area.	Area to be added in the Other Area only for fees	Area	N

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**Note :**

1. Drawing should be prepared for online submission following KMC Building Rules, 2009 with some extra nonprintable line /Polyline to calculate area and length of some drawing element following enclosed guideline. **The all aforesaid Layer should be created as Default one (with no Colour, Line Type & Line Weight in Layer itself) in individual Layer. The property of individual Drawing Element should be marked as detailed above. The name of Owner/Owners'/C.A. ; LBS/LBA & ESE should be printed in the submitted drawing.**
2. Drawing should be submitted in .dwg AutoCAD 2004 file format. If drawn in other version, before submission save the file in AutoCAD version 2004/2006. **At the time of submission never create two consecutive file for same Premises No.**
3. In case of a single building or block in a plot mark it as A1. For multiple block building, use separate file for each block details and mark it as A, B, C etc. Use single file for identical block and mark it as A1, A2, ... or B1, B2, .... etc. as the case may be.
4. Drawing must be drawn in 1: 1 scale. **Please do not use any AutoCAD Block element or hatch in the above specified layer.**
5. **For more than one Block :-** Please make one "Master Sheet" with all the Layers like - i)Plot, ii) Ground\_Coverage, iii)Open\_Space, iv) Open car Parking, v)Tree cover, vi) Water bodies etc. The other detail with individual Block to be shown in different file. Create a Single folder with all individual CAD files and save the folder as ".rar" file format and then upload the file to KMC Online Process.
6. Please do not draw any other object in a specific layer with color and line thickness as mentioned in enclosed guideline.
7. Use minimum text height 2.5 mm adjusted with scale of the print accordingly (i.e. for print in 1:100 scale, text height has to be 250mm and so on). **All Dimension should be drawn using Command "Dimension" only.**
8. The precision must be maintained upto 2 decimal points and rounded off the part there of. (for built up area above 5000 Sqm. however, shall maintain upto 4 decimal points)
9. Drawing Sheet should be so arranged that it can be printed in 36" roll.
10. **The Procedure of Online Data & Drawing Submission for ready reference can be followed in "youtube.com" - "Step-by-Step video Tutorial of Online Submission of Building Plan in KMC".**
11. **For Calculation of other Area only for Fees :-** Add all Exempted Area , Excess Area of Roof over the permissible projected limit as per KMC Rule , Excess Area of Terrace i.e. Total Terrace Area over the Ground Coverage, Roof Top Swimming Pool, Lift Machine Room Stair, Fire Refuge Platform, Roof Top Garden etc.