

The Kolkata Municipal Corporation

Central Municipal Office Buildings
5, S. N. Banerjee Road, Kolkata - 700 013

Municipal Commissioner's Department

Dated 03-12-2015

Municipal Commissioner's Circular No. 81 of 2015-16

Sub : Survey Observation Report in relation to sanction of Building Plan.

1. It is directed that Building Department will receive the application for 'Survey Observation Report (SOR)' at the time of application for sanction of Building Plan u/s 393, 393A & 394 of the KMC Act, 1980 (Amended) where 'SOR' is mandatory. For that signed and filled up application format along with necessary annexure and signature have to be enclosed along with application of Building Plan.
2. It is further directed that Building Department upon receipt of the said application for SOR will forward the same within 3 (Three) days to the Ch. V & S.
A separate movement register should be maintained in this regard.
3. It is further directed that Ch. V & S Department will give their observation with a copy to the applicant within 10 (Ten) days from date of receipt of the application from Building Department.
4. It is further directed that Building Department on receipt of the information regarding width of the means of access, character of the road and existence of any alignment, encroachment, acquisition etc. will process for sanction of Building plan. Necessary fees and charges for SOR will be charged as per prescribed rate under respective budget code at the time of demand of sanction fees and charges by Building Department.
5. If the application for SOR is locked for further process due to existence of Heritage Building or waterbody, observation of DG(PMU) has to be obtained. In that case Ch. V & S Department will inform Building Department along with information to the applicant.

This is issued as per approval of Mayor-in-Council vide item No. 9.6 dated 16/09/2015.


Municipal Commissioner

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- 1) Hon'ble Mayor / Dy. Mayor / Members, Mayor-in-Council
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- 6) Dy. CE(C) / Ex. Engineer (C), Building Department
- 7) Ch. Valuer & Surveyor