

The Kolkata Municipal Corporation

Central Municipal Office Building

Municipal Commissioner's Department

Dated : 04-03-2020

Municipal Commissioner's Circular No 175 of 2019-2020


Sub: Reduction of Procedure for sanction and Completion cum Occupancy of Building

It may be noted that Ease of Doing Business in Construction Permit has already been launched and a Common Application Form (CAF) has already been developed in which Owner/ Applicant will apply through LBS/ Architect in a single window for all relevant external authorities along with relevant internal departments of KMC. Building Department will collect fees for all stake holding Departments and remit the same to the respective departments/ authorities.

At present the Common Application Form (CAF) is applicable for sanction of Buildings dealt under section 393A of the KMC Act 1980 where no NOC is obtained by the applicant.

However where the applicant obtains NOC (partly/fully), they can also apply through another CAF, which will be launched soon.

The procedure for Sanction and Completion of Building has been reduced from 23 (Twenty Three) to 10 (Ten) for the Building plans which has been applied through Common Application Form (CAF) as per Annexure


Municipal Commissioner

Distribution

1. OSD to Hon'ble Mayor
2. P.A. to Dy. Mayor
3. P.A. to all Member Mayor-In-Council
4. All Borough Chairperson
5. D.G. (Building)
6. All Deputy Chief Engineer (Civil/ Building)
7. All Borough Executive Engineer (Civil/ Building)

ANNEXURE

	Procedures before implementation of CAF		Procedures after implementation of CAF
1	Apply for mutation and updation of land record (Agency : Block Land & Land Record Office)	PRE CAF	
2	Obtain NOC from Assessment Department KMC (Agency : Kolkata Municipal Corporation)		
3	Obtain NOC from the Department of Land Ceiling. (Agency : Department of Land Ceiling.)		
4	Obtain Property Tax Clearance. (Agency : Kolkata Municipal Corporation)		
5	Apply and obtained Survey Observation Report. . (Agency : Kolkata Municipal Corporation)	CAF- SANCTION	1.Apply through Common Application Form Online (Agency: Applicable for All relevant Internal & External Departments)
6	Apply for No Objection Certificate from West-Bengal Fire & Emergency Services.		
7	Notarize the Affidavits.		
8	Submit Application For Building Plan Approval and pay fee. (Agency : Kolkata Municipal Corporation)		2.Joint Site Inspection (Agency: Applicable for All relevant Internal & External Departments)
9	Receive inspection by the building proposal office. (Agency : Kolkata Municipal Corporation)		
10	Obtain Demand note & pay the scrutiny fees. (Agency : Kolkata Municipal Corporation)	POST CAF-I	3.Generation of Demand for NOC after scrutiny & payment through Online (Agency: Applicable for All relevant Internal & External Departments)
11	Obtain Sanction plan. (Agency : Kolkata Municipal Corporation)		4.Payment for Sanction Fees after final scrutiny through Online and Obtain Sanction Plan Through Online (Agency: Kolkata Municipal Corporation)
12	Information the KMC for commencement of construction. (Agency : Kolkata Municipal Corporation)	ABOLIS HED	
13	Apply and obtain plinth completion. (Agency : Kolkata Municipal Corporation)	CAF-PLINTH	5.Plinth Level intimation through Common Application Form through Online (Agency: Kolkata Municipal Corporation)
			6.Joint Site Inspection (Agency: Kolkata Municipal Corporation)
14	Request sewerage and drainage connection. (Agency : Kolkata Municipal Corporation)	CAF- OCCRF	7.Apply through Common Application Form Online for CC & OC (Agency: Applicable for All Internal & External Departments)
15	Receive sewerage and drainage connection(Agency : Kolkata Municipal Corporation)		
16	Request water connection. (Agency : Kolkata Municipal Corporation)		
17	Receive water connection. (Agency : Kolkata Municipal Corporation)		
18	Request fire completion certificate. (Agency :West-Bengal Fire & Emergency Services.)		
19	Receive inspection by the fire department. (Agency :West-Bengal Fire & Emergency Services.)		
20	Obtain fire completion certificate. . (Agency :West-Bengal Fire & Emergency Services.)		
21	Submit notice of completion. . (Agency : Kolkata Municipal Corporation)		8.Joint Site Inspection, for CC & OC (Agency: Applicable for All relevant Internal & External Departments)
22	Receive inspection from building department. (Agency : Kolkata Municipal Corporation)		
23	Obtain final Completion Certificate. . (Agency : Kolkata Municipal Corporation)		
		POST CAF - OCCRF	9.Payment through Online for NOC (Agency: Applicable External Departments)
			10. Payment for CC cum OC through Online & Obtain CC cum OC Certificate/ Plan (Agency: Kolkata Municipal Corporation) online.