

**A. Check list for Sanction of Building Plan u/s 393 & 393 (A) of the KMC Act 1980. Except under Rule 142 of KMC Building Rules 2009.**

**Documents required:**

- Besides proposed plans for sanction.
- Photocopies of :
  - Copy of title deed with deed plan.
  - Current Tax receipt.
  - Mutation Certificate, Assessment Book Copy.
  - N.O.C. (No Outstanding Clearance Certificate) from Assessment Collection Department.
  - Survey Observation Report from Chief Valuer & Surveyor Department KMC.
  - N. O. C. from K.I.T.
  - Boundary Declaration if physical boundary of the premises / site does not match/ tallies with the deed plan.
  - Undertakings / indemnity bonds / affidavits as per Building Rules.
  - Registered gift of land if required.
  - Power of Attorney, if proposal is submitted through C.A.
  - ULC Clearance Certificate from Competent Authority if land area is more than 500 sqm.
  - NOC from WBF & ES if the height of the building is more than 15.50 m. for residential and for all non – residential buildings of any height.
  - NOC from BSNL Microwave Division for building height more than 24.0 m.
  - NOC from P.C.B if total constructed area more than 20,000sqm.
  - Any building close to Airport, compliance of departmental Circular No. 10 of 2015 – 16 dated 18/01/2016.
  - NOC from Local Military Authority if the premises is within 500 m. from military establishments.
  - Observation of PMU Department if it is a Heritage Building and to check existence of waterbody.
  - For corner plot section 405 of KMC Act to be complied.

- For plot within 500 m. from Bridge or Bridge approach under section 406 to be complied with.
- Registered undertaking for common passage u/s 364 / 365 of KMC Act 1980.
- Soil investigation report.
- Structural design calculation along with structural drawing.
- Undertaking for compliance of Rule 147 (Provision for use of Solar Energy) of KMC Building Rule 2009 for buildings of height more than 15.5 m.

**B. Check list for Physical Inspection for sanction:**

- Checking the boundary and surroundings of the boundary walls along with outline of existing structures.
- Abutting road width up to the extent of atleast 50 m. on both side of the premises.
- Checking of the character of land to verify with the land documents including KMC records.

**C. Check list for Completion Certificate.**

**Documents required:**

- Photocopies of :
  - NOC (No Outstanding Clearance Certificate) from Assessment Department.
  - Internal House Drainage sanction plan.
  - Copy of valid sanction plan and or Rule 26 plan and or regularised plan.
  - Form 'C' for lift where applicable.
  - NOC for occupancy from W.B.F.&.E.S. if height of building more than 15.50 m for residential building and for all category of non – residential building.
  - Consent to establish from PCB for building having constructed area more than 20,000 sqm.
  - Structural Stability Certificate.

**D. Check list for Physical Inspection for Completion Certificate :**

- To check whether the completed building is constructed as per sanction/ Rule 26/ regularised plan including checking of mandatory open spaces / car parking spaces etc.
- To check the various apparatus / facilities as shown in the sanction plan.
- To check plantation plan.