

**User Manual for Sanctioning of Building
Plan and C.C. & O.C. Through
COMMON APPLICATION FORM (CAF)**

Pre-requisite Documents:

(A) Applicant has to obtain relevant registered Title documents, NOC from ULC, BL&LRO mutation & Conversion certificates, Clearance from Environment & heritage Department of KMC, Tree cutting permission from competent authority, Clearance from IGBC etc. before applying through CAF.

(B) Applicant cannot apply through CAF if :

- (i) Tax NOC is pending
- (ii) Premise falls under List of Waterbody or Graded List of Heritage Building of KMC.
- (iii) BL&LRO Mutation Certificate (if applicable) is absent
- (iv) BL&LRO Conversion Certificate (if applicable) is absent

Procedure for Applying through Common Application Form (CAF)

1. User (Architect / L.B.S.) has to open KMC Web Portal → Dash Board →CAF.
2. Architect / L.B.S. has to log in through CAF with their respective User ID and Password.
3. CA/LBS has to generate User Id and Password by filling in relevant details in External User Login Page of Official KMC Website.
4. Architect / L.B.S. has to put Assessee No. in the CAF (Initial page)
5. After giving Assessee No. Name of the Owner / Lessee, Address, Borough No. etc. can be found in the CAF automatically.
6. Architect / LBS has to chose pre-determined ESE, ESR and GTE from the drop down menu from CAF as appointed by the Owner and save.
7. Then Architect / L.B.S. has to fill up the initial page of the CAF wherein area of land, Height of the Building, Applicants Name and other parameters can be found.
8. According to the Height, Land Area, Total Covered Area and other parameters respective page from CAF will be open viz. W.B.F. & E.S., A.A.I., etc. and to be filled up accordingly and save.

9. If all the respective fields are found in order then upload page will be opened. This page will contain the document drawings etc. to be uploaded viz. Building Plan in ZIP Format and other documents in .pdf format etc.
10. After successful uploading the required documents e-undertaking page will be opened and to be agreed by the Architect / L.B.S.
11. After successful submission of the e-undertaking a Computer generated Plan Case No. will be generated. Subsequently a system generated joint site inspection will be intimated electronically (SMS & E-mail) to all concerned.
12. At the time of date of inspection concerned Departments (Building, water Supply, Drainage, ChV&S, Engineering, KMDA, etc.) will put their prima-facie report along with attendance sheet and upload the same in PDF format.
13. Within three days after inspection the respective departments has to upload their final inspection report and concurrence for the NOC (as applicable) within 7 days.
14. Thereafter KMC being the nodal department will generate demand for fees as applicable for NOCs along with submission fees and the Applicant has to complete the payment procedure online.
15. All internal and external authorities will upload their NOC within 2 days after receipt of payment.
16. Then after obtaining all NOCs and scrutiny of the document and drawing, within 15 days KMC will generate demand for building sanction and after payment of the same the Building Permit and Sanction Plan will be generated and issued to the Applicant Electronically.
17. Architect / L.B.S. then intimate KMC through online for plinth level completion along with relevant documents where ever applicable. Dash Board → Plinth level intimation.
18. Department will inspect the site accordingly.
19. The Architect / L.B.S. then apply for C.C. & O.C. online through another CAF with respective documents, drawing etc. Subsequently a system generated joint site inspection will be intimated electronically to all concerned.
20. Within three days after inspection the respective departments has to submit their final report.

21. Thereafter KMC being the nodal department will collect fees for applicable for NOCs and the Applicant has to complete the payment procedure online.
22. Then after obtaining all NOCs and scrutiny of the document and drawing KMC will generate demand for C.C. & O.C. and after payment of the same the C.C. and drawing will be generated and will be issued to the Applicant electronically & after external drainage connection and water connection within 3 days, O.C will be issued electronically.
23. For uploading documents in .pdf, .zip, the file name should not contain any special character or space.