

Procedure for Approval/Revision of Building Plan

Basic Information:

Procedure for Approval of Building Plans in pursuance to Municipal Building Bye-Laws/ Master Plan 2011 is given under:

<https://smcsite.org/building%20bye%20laws%20.html>

<https://smcsite.org/index.php?link=Srinagar%20City%20Master%20Plan>

Timeline:

45 days (under Public Service Guarantee Act-2011)

<https://smcsite.org/index.php?link=JK%20Public%20Service%20Guarantee%20Act>

- ✓ Building plan approval is provided within 30 days
- ✓ Plinth Inspection is done within 7 days of intimation
- ✓ Occupancy Certificate is provided with 8 days (7 days for Inspection & 1 day for issuing the Certificate).

Fee Criteria:

A. Registration	
For residential house	Rs. 500.00 per house
Residential house having one shop in ground floor	Rs. 1000.00 per house
For commercial building	Rs. 5000.00 per building
For petty permission (i.e. Repairs, re-roofing and walling)	Rs. 200.00
B. Construction Fee for Residential Buildings	
Ground Floor	Rs. 5.00 per Sft.
First Floor	Rs. 4.00 per Sft.
Second Floor	Rs. 4.00 per Sft.
C. Construction Fee for Commercial Building	
Basement	Rs. 10.00 per Sft
Ground Floor	Rs. 50.00 per Sft
1st Floor	Rs. 50.00 per Sft
2nd Floor and above	Rs. 40.00 per Sft
D. Miscellaneous	
Compound Walling	Rs. 8.00 per Rft
Repairs for Residential Houses	Rs. 50.00 per Rft
Govt./ Semi Govt. Hospitals/ Schools	Rs. 10.00 per Sft
Recovery of Debris lifting charges	Rs. 2000.00
E. Labour Cess <ul style="list-style-type: none">• Charge on covered area.	Labour Cess charges as per the prevailing rules for those constructions having estimated cost more than 10.00lacs.

Procedure for Obtaining Building/Construction Permit Approval

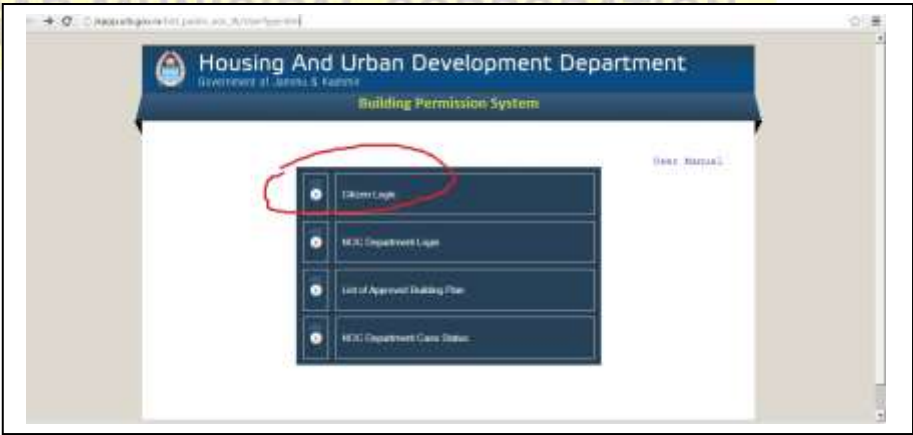
Designated Officer	Joint Commissioner (Planning)
Checklist for Building Plan Approval	<ol style="list-style-type: none"> 1. Application addressed to Joint Commissioner (P) on prescribed format (https://smcsite.org/download/Annexure-A.pdf). 2. Two passport size photographs of the applicant. 3. Site cum Building Plan of A-4 size on prescribed drawing format one copy duly attested by approved Architect/Draftsman (https://smcsite.org/download/Annexure-B1.pdf). 4. Site/Building Plan (A-3 size on prescribed drawing format) four copies duly attested by approved Architect/Draftsman. (https://smcsite.org/download/Annexure-B2.pdf). 5. (a). One copy of Site cum Building Plan must be dully attested by the Assistant Commissioner, Nazool in case of evacuee immovable property. (b). One copy of Site cum Building Plan must be dully attested by the Assistant Commissioner, Nazool for title verification of land in case of State land. 6. Duly attested copy of Building cum Site Plan with the following attested revenue documents by concerned Tehsildar. <ol style="list-style-type: none"> 1. Shajra-Khasra (Survey plan) 2. Shajra-Aks (Demarcation plan) 3. Intikhabi-Girdawari (Record of Tenancy/ Possession) 4. Intikhabi-Jamabandi (Record of Rights) 5. Sale deed/gift deed/lease 6. Affidavit (https://smcsite.org/download/Annexure-B3.pdf)
Fee	As per Fee Criteria.
Time line	<ul style="list-style-type: none"> ✓ Building plan approval is provided within 30 days https://smcsite.org/index.php?link=JK%20Public%20Service%20Guarantee%20Act
Procedure for Users:	<ul style="list-style-type: none"> ✓ Applicant shall get building cum site plan on prescribed drawing format prepared by the empanelled Architects/Draftsmen with the Srinagar Municipal Corporation. List of Empanelled Architects/Draftsmen are available on SMC website (https://smcsite.org/download/Annexure B4.pdf). ✓ Applicant shall submit Building cum Site Plan with all relevant documents at Single Window at Central Citizen Facilitation Centre. ❖ Note: During verification of the application, the Authority may ask for any clarification if required any time. <p>The applicant can track the status of building plan approval process anytime at https://www.smcsite.org/index.php?link=Government%20Gateway as shown in Fig.1.0 & Fig. 1.1</p> 

Fig.1.0

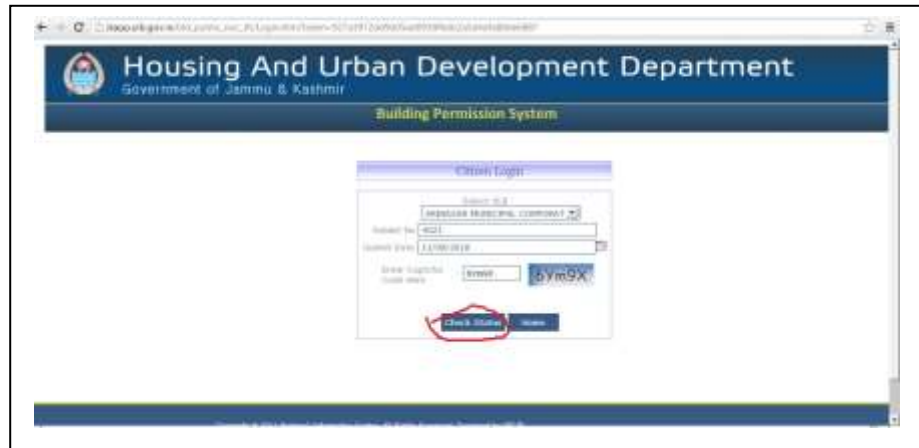


Fig.1.1

✓ The applicant can track the status of NOC process anytime at http://jkapp.ulb.gov.in/bld_public_noc_JK/UserType.htm as shown in Fig.2.0 & Fig. 2.1



Fig.2.0



Fig.2.1

	<ul style="list-style-type: none"> ✓ Accordingly the applicant is intimated through phone call and SMS to get approved building plan at Single Window at Central Citizen Facilitation Centre within the period of 30 days.
<p>Procedure by Department:</p>	<ul style="list-style-type: none"> ✓ Once the applicant submits building cum site plan along with all relevant documents duly authenticated by empanelled Architects/Draftsmen with the Srinagar Municipal Corporation. The case file is accordingly put into online mode at Single Window at Central Citizen Facilitation Centre. ✓ The building cum site plan along with all relevant documents duly authenticated by empanelled Architects/Draftsmen/Revenue Authorities is being scanned by Single Window Assistant and necessary data entry is being done on the said window as per prescribed format (https://smcsite.org/download/Annexure-C.pdf) for onward submission to concern line departments for obtaining of NOC <ul style="list-style-type: none"> ○ Timeline: 8 days to obtain NOC from line departments. ✓ After obtaining NOC the case file is being forwarded to Inspection Level-I to get basic inspection and reporting done in conformity to building bylaws on prescribed format (https://smcsite.org/download/Annexure-D.pdf). The case may be accepted or rejected at Level-I before proceeding. <ul style="list-style-type: none"> ○ Timeline: 7 days for the pre-construction inspection and reporting done in conformity to building bylaws. ✓ After pre construction inspection and reporting at Level-I in conformity to building bylaws, the case is being forwarded to Level-II for recommendations in conformity to building bylaws, master plan and land-use. <ul style="list-style-type: none"> ○ Timeline: 5 days for the recommendations at Level-II in conformity to building bylaws. ✓ After recommendations at Level-II in conformity to building bylaws, master plan and land-use plan the case is being forwarded to Level-III for recommendations for accord of approval at Level-IV i.e, Competent Authority. <ul style="list-style-type: none"> ○ Timeline: 3 days for the recommendations at Level-III in conformity to building bylaws master plan and land-use plan. ✓ After final recommendations from Level-III to Level-IV for accord of approval at Level-IV i.e, Competent Authority. <ul style="list-style-type: none"> ○ Timeline: 3 days for the accord of approval at Level-IV. ✓ After final approval from Competent Authority at Level-IV the case is being forwarded to Level-I for Fee Assessment. Accordingly the applicant is intimated through phone call and SMS for submission of Fee through cashless mode viz POS Terminals installed at Single Window at Central Citizen Facilitation Centre ✓ After fee submission the building plan approval certificate is being generated online as per prescribed format (https://smcsite.org/download/Annexure-E.pdf) <ul style="list-style-type: none"> ○ Timeline: 2 days for the assessment & submission of fee and generation of building plan approval certificate. ✓ After fee assessment and submission, the case is being forwarded to Level-III for Sign and the same is being forwarded to Single Window at Central Citizen Facilitation Centre for final disposal. Accordingly the applicant is intimated through phone call and SMS for delivery of the approved building plan as per prescribed format (https://smcsite.org/download/Annexure-F.pdf) at Single Window at Central Citizen Facilitation Centre. <ul style="list-style-type: none"> ○ Timeline: 2 days for sign and final disposal.

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Procedure for Plinth Inspection	
Designated Officer	Joint Commissioner (Planning)
Check list for Plinth Level Approval	Relevant prescribed Drawings and Documents: <ol style="list-style-type: none"> 1. Sanctioned Building Plan 2. Form of notice of completion (https://smcsite.org/download/Annexure-G.pdf) 3. Form of intimation of completion. (https://smcsite.org/download/Annexure-H.pdf) 4. Inspection Report (https://smcsite.org/download/Annexure-J.pdf) 5. State subject 6. Aadhaar Card
Fee/charges to be paid get the service	Nil
Time line	7 days
Procedure	<ul style="list-style-type: none"> ✓ The Applicant can visit Central Citizen Facilitation Centre or download Form of notice of completion and Form of intimation of completion from the official website of SMC. ✓ The Applicant should submit the application along with all relevant documents at Central Citizen Facilitation Centre. ✓ After submission, the application will be forwarded to the Joint Commissioner (Planning). ✓ The Joint Commissioner (Planning) will forward the application to Enforcement Officer for further n/a. ✓ The Chief Enforcement Officer will forward the application to Concerned Enforcement Officers for Plinth Inspection and reporting. <ul style="list-style-type: none"> ○ Timeline: 1 day for scrutinising of documents. <p>The Concerned Enforcement officers in conformity to Building Bye-laws/ Sanctioned Building plan submit report to Chief Enforcement Officer.</p> <ul style="list-style-type: none"> ○ Timeline: 3 day for scrutinising documents & submission of inspection report. <ul style="list-style-type: none"> ✓ The Chief Enforcement Officer shall forward the application to the Joint Commissioner (Planning) for accord of approval and signature. <ul style="list-style-type: none"> ○ Timeline: 2 day for approval and Signature. ✓ The Joint Commissioner (Planning) shall approve or reject Plinth Completion Certificate and forward to Central Citizen Facilitation Centre for final disposal. <ul style="list-style-type: none"> ○ Timeline: 1 day for final disposal.

Procedure for Obtaining Occupation Certificate

Designated officer	Joint Commissioner (Planning)
Check list for Occupancy Certificate	Sanctioned Plan Plinth inspection certificate (https://smcsite.org/download/Annexure-J.pdf) Aadhaar card State Subject Form of Rejection or Compliance in Respect of Occupancy Certificate (https://smcsite.org/download/Annexure-K.pdf) Application form for occupancy certificate (https://smcsite.org/download/Annexure-L.pdf)
Fee/charges to be paid get the service	Nil
Time line	7 days
Procedure for User:	After the construction of building as per approved building plan the applicant can apply for grant of occupation certificate at single window, Central Citizen Facilitation Centre, The applicants that want to obtain occupation certificate need to apply on prescribed occupation certificate Form available at SMC website as well as at Citizen Facilitation Centre.(URL)
Procedure by Department:	<ul style="list-style-type: none"> ✓ After submitting application on prescribed format along with all relevant documents by the applicant at Single Window, Central Citizen Facilitation Centre, on the same day the application is being forwarded to Joint Commissioner (Planning) for further n/a. <ul style="list-style-type: none"> ○ Timeline: 1 day ✓ The Joint Commissioner (P) forwards the application to Chief Enforcement Officer. ✓ The Chief Enforcement Officer forwards the application to Concerned Enforcement officers for Inspection and Report <ul style="list-style-type: none"> ○ Timeline: 1 day ✓ After Final Inspection by Concerned Assistant Enforcement Officers/Ward Officers, the application is being forwarded to Concerned Enforcement officers. ✓ The application is being forwarded to the Chief Enforcement Officer for recommendation. <ul style="list-style-type: none"> ○ Timeline: 2 days ✓ After recommendation the application is being forwarded to the Joint Commissioner (P) for accord of approval. <ul style="list-style-type: none"> ○ Timeline: 2 days. ✓ After approval the applicant is intimated through phone call/SMS for collection of Occupancy Certificate at CCFC. <ul style="list-style-type: none"> ○ Timeline: 1 day