

MUNICIPAL CORPORATION OF GREATER MUMBAI

No. CHE/27921/DP/Gen dt. 06.01.2014

CIRCULAR

Sub : To incorporate the condition in IOD/amended plan/O.C.C. regarding Compilation of required information of Building Plans, Structural Stability, Fire safety etc. by the owner/ developer/ Architect/ Licensed Surveyor and to hand over the same to the end user/prospective society. Then after the end user/ prospective society to carry out further necessary repairs/audits etc. and to maintain all such records.

Ref : Hon. M.C.'s approval under No. MGC/F/1784 dt. 16.12.2012.

With reference to the note of director (ES&P) and Chairman, Technical Committee submitted to AMC (WS)/Hon. M.C. regarding obtaining and compiling available information i.e. Architectural and Structural Drawings, Soil Investigation Report, Structural Audit Report, repair history etc. It has been decided to include the following conditions in the I.O.D./further amendments.

“That the owner/developer and concerned Architect / Licensed Surveyor shall compile and preserve the following documents.

- a) Ownership documents.
- b) Copies of IOD, C.C. subsequent amendments, O.C.C., B.C.C. and corresponding canvass mounted plans.
- c) Copies of Soil investigation reports.
- d) RCC details and canvas mounted structural drawings.
- e) Structural Stability Certificate from Licensed Structural Engineer.
- f) Structural Audit Reports.
- g) All details of repairs carried out in the buildings.
- h) Supervision Certificate issued by the Licensed Site Supervisor.
- i) Building Completion Certificate issued by Licensed Surveyor/ Architect.
- j) NOC and completion certificate issued by the C.F.O.
- k) Fire safety audit carried out as per the requirement of C.F.O.

The above documents/plans shall be handed over to the end user/ prospective Society within a period of 30 days in case of redevelopment of properties and in other cases, the same should be handed over within a period of 90 days after granting occupation

certificate. The prospective society/end user shall preserve and maintain the above said documents/plans and shall preserve and maintain the above said documents/plans and shall also preserve and maintain the subsequent periodical structural audit reports and repair history. Similarly, to check and to carry out fire safety audit time to time as per the requirement of C.F.O. through the authorized agencies of MCGM.

The necessary condition to this effect shall also be incorporated in the sale agreement / supportive agreement so that the end user/prospective society will take over the above said documents from the developer. End user/prospective society shall carry out necessary repairs/structure audit/fire audits at regular intervals. The registered undertaking and indemnity bond to that effect shall be submitted by the developer and certified copy of the agreement/ supportive agreement showing the above conditions shall be submitted to the office of Executive Engineer (Building Proposals)".

Sd/-2.12.13  
Ch.Eng. (DP)

Sd/-  
A.M.C. (W.S.)

Sd/-16.12.13  
M.C.

Copy to :

AMC(WS)/ AMC(ES)/ AMC(C)/ AMC(P)

Dir(ES&P)/ DMC(Z-I)/(Z-II)/(Z-III)/(Z-IV)/(Z-V)/(Z-VI)/(Z-VII)

DMC (SE)/ DMC (E)/ DMC (Vig.)/ DMC (I) & DMC (RE)

Submitted for information please.

Sd  
Ch.Eng.(DP)