

CHE/DP/ 80 / Gen

2016-17

MUNICIPAL CORPORATION OF GREATER MUMBAI
OFFICE OF THE CHIEF ENGINEER (DEVELOPMENT PLAN)
No.CHE/DP/ 36106 /Gen Dtd: 6.3.17

C I R C U L A R


Sub : Reduction in the number of procedures in sanction of building Plans.

In order to further streamline the building permits sanctions, it is now decided that number of procedure for issuance of construction permit right from sanction of building plan to issuance of completion-cum-occupancy certificate are to be reduced. Accordingly, the entire process from applying for sanction of building plan to issue of occupancy-cum-completion certificate shall consist of following 08 steps/ procedures:-

Sr.No.	Process/ Procedure	Time
1.	Submit Online application in Common Application Form (CAF) Extract property Register Card (P.R.Card) from the Revenue Department (pre condition) Application with Design Plan, Pay Online Scrutiny Fee, Apply for NOC from Tree Authority, Strom Water Drain (SWD), Sewerage Operation (SO), Hydraulic Engineering (HE), Traffic & Co-ordination (T & C) , Chief Fire Officer (CFO) Department, Labour and Electric Department (Parellel Online Processes)	½ day
2.	Receive Inspection and obtain NOC: - Receive inspection from Tree Authority, SWD, SO, T & C, HE Department, Obtain NOC Tree, SWD, SO, HE, CFO, Labour, Electric Department, Receive Concessions Approval (Parellel online process)	22 days
3.	IOD Process: Receive IOD and payment to be paid for CC	07 day
4.	Obtain Plinth CC: Request and receive plinth inspection, obtain further C.C.	½ day
5.	Further CC: Request and receive plinth inspection, obtain further C.C.	7 days
6.	Common Completion Request Form (CCRF): Request completion NOC from Tree, SWD, SO, T & C, CFO	15 days
7.	Request for OC/BCC: Request for an Occupancy Certificate(OC) and Building Completion Certificate (BCC)	1 day
8.	Obtain OC/ BCC: Receive Final Inspection and OC and BCC	7 days
	Total	60 days

The timeline for all the above procedures i.e from the date of submission of Common Application Form to release of occupancy-cum-completion certificate is 60 days.

This is for necessary compliance by all concerned.

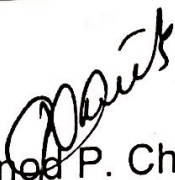

(Vinod P. Chithore)
Ch.E.(DP)

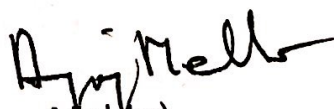

(Ajoy Mehta)
Municipal Commissioner

Copy to:

addl. Mun. Commissioner(City/E.S./W.S.)

Director (ES & P)/ D.M.C.(Engg.)/ D.M.C.(Special Engg)/ Ch.E.(Rd. & Tr.)/
Ch.E.(SWD)/ Ch.E. (S.P.)/ H.E./ Ch.E.(Sewerage Operation)/ CFO/ S.G./ M.A./
y.Ch.E.(B.P.) City/ ES/ WS-I/ WS- II)


(Vinod P. Chithore)
Ch.E.(DP)


(Ajoy Mehta)
Municipal Commissioner