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MUNICIPAL CORPORATION OF GREATER MUMBAI
Chief Engineer (Development Plan) Department

No: CHE/DP/25678/Gen. dt 16/01/2020.

CIRCULAR

Sub: The policy guidelines for allowing internal staircase/ internal lift in the commercial (Non residential) premises free of FSI.

There is provision in D.C.Reg. 31(1)(iv) to allow areas covered by staircase/ lift wells including lobbies as specified, excluding those covered under D.C.Reg.31(1)(iii) free of FSI with special written permission of the Commissioner subject to payment of premium. There was no policy/ provision to allow the internal staircase lift for commercial/non residential premises. To streamline the process of allowing internal staircase / lift for commercial/non residential premises, following guidelines are now issued as per provision of DCPR-2034.

- (1) The minimum & maximum 1.50 mt. width of the internal staircase (for assembly user minimum & maximum width needs to be 2m) of multilevel unit shall be insisted.
- (2) The minimum size of internal lift 0.75 X 0.75 mt. and maximum size of internal lift 1.25 X 1.25 mt. shall be allowed within the units.
- (3) (a) The area of internal staircase (except spiral internal staircase) of multi level unit at base level which is usable with minimum head room of 1.80 mt. shall be counted in FSI and the remaining area of internal staircase at base level and the area of internal staircase at all upper levels of commercial/non residential building only will be allowed free of FSI by charging 100% premium as per circular u/no. CHE/9488/DPR dtd.13.09.2011.
- (b) The area of spiral internal staircase only shall be allowed free of FSI at base level as well as on all upper floors by charging 100% premium.
- (c) Provided that the area of entire proposed staircase shall be kept open at all upper floors, if some portion on upper floors are proposed to be covered, the area of the same shall be counted in FSI.
- (4) Only one internal staircase or internal lift or staircase with internal lift per unit will be allowed as stated above.

- (5) The lift lobby and staircase lobby at floor level (i.e floor landing of staircase & lift) at each floor of multi level single unit will be counted in FSI being a habitable area of these units and will not be misused by removing staircase.
- (6) The Project Proponent shall submit the declaration, certifying that the multi level single non-residential units is a single unit and will be sold to the purchaser as a single non residential unit and incorporating the clause in agreement so that the multileveled unit will remain as single non residential unit & will not be misused by removing staircase/lift.
- (7) While requesting for occupation certificate to the building by the Architect/ Developer, the Architect has to invariably certify that, he has inspected the building and verified the construction and completion of internal staircase / lift or both of each multi level single units at site as per approved plan and same shall be confirmed by concerned EE(BP) on site before granting part O.C/ Full O.C. cum B.C.C. as the case may be.
- (8) The Architect has to clearly earmark the multi level single units as a single unit on the plan to be submitted for approval/ OCC cum BCC.
- (9) C.F.O. NOC shall be obtained for provision of internal staircase/ lift proposed.
- (10) Even though the special permission of Municipal Commissioner for allowing the area free of FSI is required to be obtained as per the provision of DCPR 2034, from ease of doing business point of view and if the proposal for concession has already been approved by counting in FSI, same may be allowed at the level of Dy.Ch.E.(BP) if it satisfies with the guideline / circular under reference.
- (11) Regular Main Entry multilevel single unit shall be allowed only at lower floor and single fire escape door of max. 1.0 m. width with opening at common lobby/ passage shall be allowed on each upper floor/ floors provided that, the entire wall abutting to common passage/ lobby shall be allowed with R.C.C. for all such fire escape doors.

These guidelines shall be applicable for all the ongoing proposals where full O.C.C. is not yet granted.


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