

**NAVI MUMBAI MUNICIPAL CORPORATION**

NO. NMMC/TPD/ADTP/EOFB/BP/6455 /2016, Date : 5 / 10 /2016

**C I R C U L A R****Subject : Procedure for Building Proposal Approvals**

- Ref : 1) Meeting held on 12-09-2016 along with Heads of Departments  
2) Meeting held on 19-09-2016 along with Heads of Departments

**Preamble:**

Making 'Ease of doing Business' a reality for obtaining Building Permissions, the approval process envisages parallel approvals of majority of the requirements of the Building Approvals, so that different processes operate simultaneously and converge at the time of approval. The circular read with relevant regulations of DCR of Navi Mumbai Municipal Corporation (NMMC) sets time limits for various approvals and ensures the transparency in the process.

The Building Proposal Approval (BPA) has been prepared after receiving observations and suggestions from each of the departments of NMMC dealing with Building Proposal Approvals and stakeholders.

The BPA is the first step towards achieving the Vision of 'Ease of doing Business'. The system shall be updated periodically for further improving effective implementation of Building Permissions.

The applications for BPA can be submitted by either of the two methods: 1) Online or 2) Physical. However, it must be noted that only one method should be adopted by the applicant for seeking Building Permissions. No physical submission of documents shall be required in case of online applications.

**A. Building Permission alongwith Commencement Certificate:**

As per prevailing procedure, for grant of Building Permission alongwith Commencement Certificate (CC), 36 documents/ NOC are required. However, henceforth only NINE documents will be required, doing away with 27 documents/ NOC. This will prove to be one of the biggest Business Process re-engineering exercises in BPA. This has been done keeping in view 'Ease of doing Business' and to achieve the goal of providing hassle-free services to all.

**DOCUMENTS REQUIRED FOR BUILDING PERMISSION ALONGWITH CC:****I] Documents:**

- 1) Receipt of Scrutiny Fees for Development Permission (As per Reg. No. 6.3.11)
- 2) Receipt of Security Deposit (As per Reg. No. 6.3.12)

- 3) Prescribed Application Form No. 1 (As per Reg. No. 6.1)
- 4) 5 sets of Detailed Building Plans (As per Reg. No. 6.3.1 to 6.3.9 and 6.4)
- 5) Ownership Documents such as Copy of Lease Agreement / Tripartite Agreement with CIDCO alongwith Possession Receipt, Demarcation Plan, 7/12 Extract, Property Register Card for Freehold Land etc. (As per Reg. No. 6.3.1(ii))
- 6) Form of Supervision of the Architect as prescribed in Form No. 2 (As per Reg. No. 6.3.10)
- 7) Letter of Appointment of Structural Engineer and Form for Acceptance and Supervision by Structural Engineer as prescribed in Form No. 3, 4 & 5 (As per Reg. No. 8.3.2 (ii) & 6.3.9)

**II] No Objection Certificates from External Authorities:**

- 8) NOC from CIDCO, being the Lessor of the land (As per Reg. No. 6.3.17)
- 9) Various NOC from concerned Depts. in following cases (As per Reg. No. 6.3.14)
  - a) MCZMA in case if CRZ
  - b) EC from MoEF, if applicable
  - c) Height Clearance from AAI, if applicable
  - d) NOC from Railways, if fronting/adjoining to plot
  - e) Any other NOC that may be required, if applicable

Note: The following In-house Clearances shall be verified by Town Planning Dept. NMMC before grant of Building Permission alongwith CC:

- a) Recovery of Property Tax/LBT dues, if any,
- b) NOC from Fire Officer, if applicable.

**B. Application for Plinth Completion:**

As per provisions of Reg. No. 7.2(c) & 9.3, the Owner shall give Notice to the Municipal Commissioner for his intention to start work on the building site in the Form No. 8. Reg. No. 7.2(d) further stipulates that the Owner shall give Notice to the Corporation on completion up to plinth level and before the commencement of further work (i.e. beyond plinth)

As per prevailing procedure, for grant of Plinth Certificate (i.e. construction upto plinth), five documents are required. As per BPA, henceforth only one document will be required, doing away with four documents. This has been done by exercising the powers vested under Reg. No. 10.1. The Self-Certification Document is further simplified.

**DOCUMENT REQUIRED FOR PLINTH CERTIFICATE:**

Self-Certification signed by the Architect, regarding construction of Plinth of Building as per Building Plans sanctioned by NMMC as prescribed in Form No. 9 (As per Reg. No. 7.2(d))

Note: Recovery of Property Tax dues, if any shall be verified by Town Planning Dept. NMMC, before grant of Plinth Certificate

### **C. Application for Occupancy Certificate:**

Once the Building is completed in all respects, as per the sanctioned building plans, NMMC grants Part / Full Occupancy Certificate depending upon the completion of work. The Reg. No. 9.8 stipulates the procedure for grant of Occupancy Certificate.

As per prevailing procedure, for grant of Occupancy Certificate (OC), 16 documents/ NOC are required. As per BPA, henceforward only FIVE documents will be required.

#### **DOCUMENTS REQUIRED FOR OC:**

##### **I] Documents:**

- 1) Applications in prescribed formats as per Form No. 11 to 15 (As per Reg. No. 7.2(e), 8.3.2(ii) & 9.7)
- 2) 6 sets of Detailed As-Built Plans (As per Reg. No. 9.8)
- 3) One set of Structural drawings of building, if modified during construction

##### **II] No Objection Certificates from External Authorities:**

- 4) NOC from Lift Inspector, wherever applicable
- 5) NOC from CIDCO regarding recovery of dues, if any (As per Reg. No. 6.3.17)

Note: The following In-house Clearances shall be verified by Town Planning Dept. NMMC before grant of OC:

- a) Recovery of Property Tax/LBT dues, if any,
- b) Drainage Connection Certificate from Public Health Engineering Dept.,
- c) NOC from Health Dept.,
- d) NOC from Garden Dept. for Tree Plantation,
- e) NOC from Fire Officer, if applicable,
- f) NOC for debris from Ward Officer.

It may be noted that if the construction is not found to be as per sanctioned plans, it shall be treated as unauthorized as per Regulation No. 9.6 and suitable action shall be taken as per Regulation No.11.4 of D.C.R. for NMMC.

  
Commissioner,  
Navi Mumbai Municipal Corporation  


#### **Copy for information & necessary immediate action to :**

1. Addl. Commissioner (City), NMMC,
2. Addl. Commissioner (Services), NMMC,
3. Asst. Director of Town Planning, NMMC,
4. City Engineer, NMMC,
5. Deputy Commissioner, Property Tax Department, NMMC,
6. Deputy Commissioner, Encroachment Department, NMMC.

**Amended Form No. 9**

(To be signed by Architect)

**[Regulation No.7.2 (d)]**

**FORM OF SELF-CERTIFICATION & INTIMATION OF COMPLETION  
OF WORK UPTO PLINTH LEVEL**

To,  
The Commissioner,  
Navi Mumbai Municipal Corporation,

Sir,

I, the undersigned, appointed Architect, hereby certify that the construction upto plinth / column upto plinth level has been completed in Building No. .... on/in Plot No. ...., Sector/Node ..... Division/Village/Town Planning Scheme No..... Road/Street ..... Ward..... strictly in accordance with your permission No: ..... dated ..... under my supervision and is in accordance with the sanctioned plans.

I declare that I shall be held responsible for work done upto Plinth level. Further, I undertake not to allow any deviations from the approved plans without prior approval of the competent Authority as mentioned in Reg. No. 9.6 of D.C.R. for NMMC.

I am aware that I shall be liable for action if any work has been done in contravention to the sanctioned plans as stated in Regulation No. 11.4 of D.C.R. for NMMC.

Yours faithfully,

Signature of Architect

Name of Architect .....  
(In block letters)

Address: .....

Date: .....