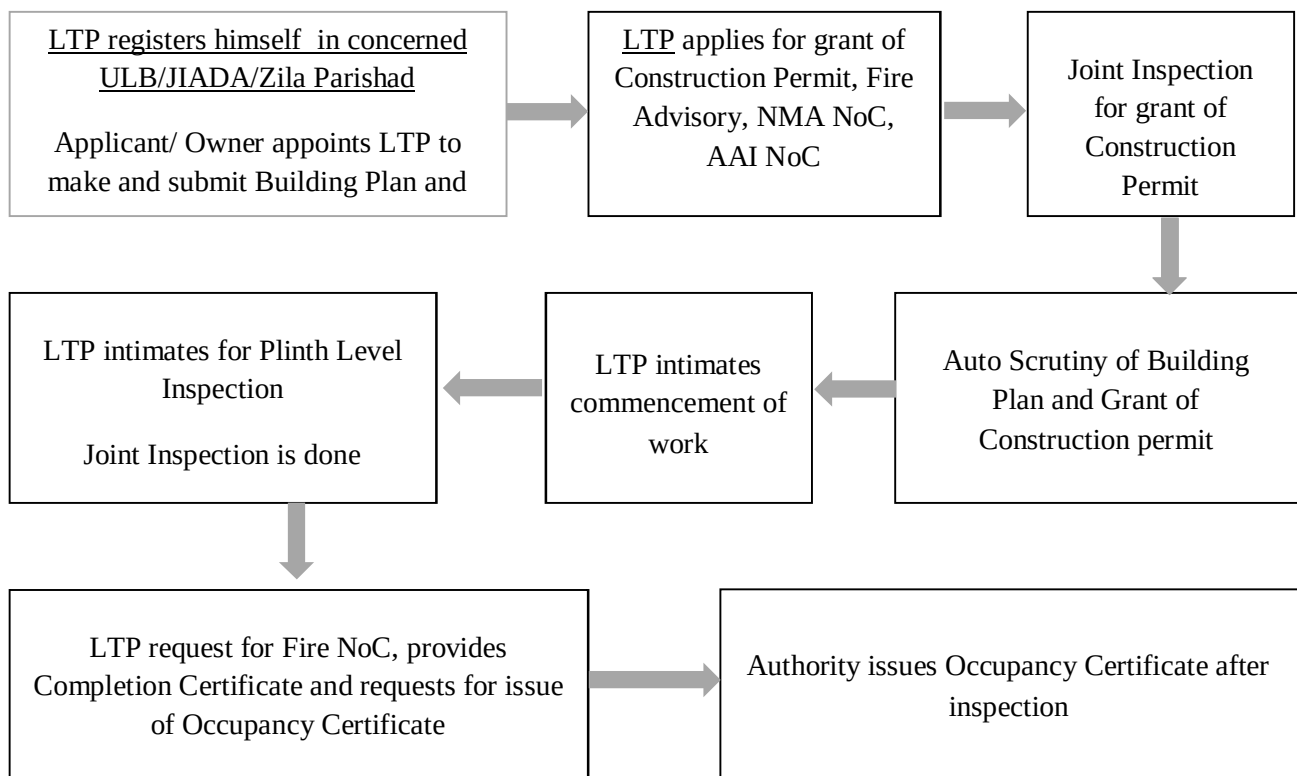


Standard Operating Procedure & List of Documents

(for Building Plan Approval: Pre-construction and Post-construction- prior to plinth and pre-occupancy)
(from the approving authority under Jharkhand Unified Building Bye Law 2016 - JBBL)

Standard Operating Procedure and a comprehensive list of documents including pre-construction and post-construction, No Objection Certificates (NOCs), registrations and other mandatory State approvals (prior to plinth and pre - occupancy) is as under. An online system for making application online and grant of approvals has been developed. Same system is applicable for grant of approvals required in “**Urban Local Bodies**” of Department of Urban Development and Housing Department, “**Zila Parishad-Panchayati Raj areas**” and “**Jharkhand Industrial Area Development Authority Areas**”.

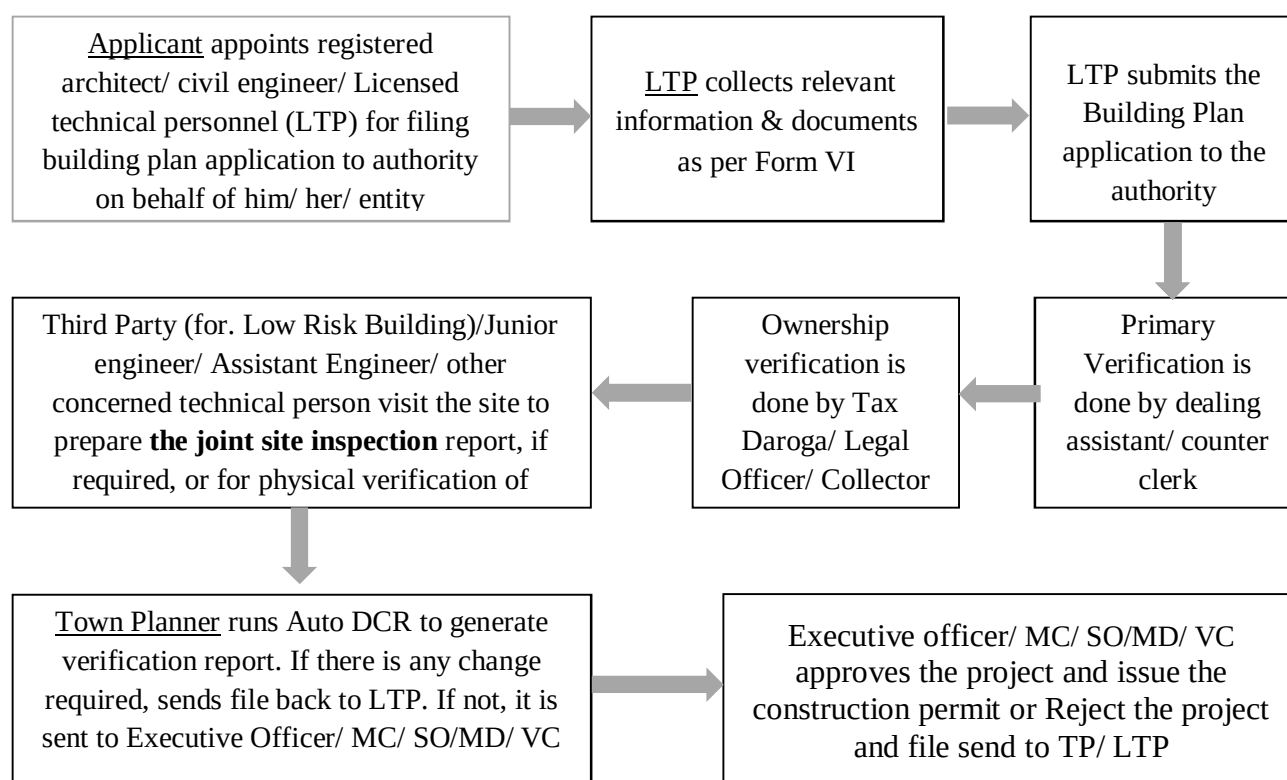
Overview Pre-Construction/Pre-Occupancy Stage



Section 1: Pre-Construction Stage

Construction Permit	
Stage	Procedure for 'Construction permit'
Primary Information for Applicant	Applicant selects and an architect/ Licensed Technical Person (LTP) for making an application through Building Plan Approval Management System (BPAMS) available on the http://udhd.jharkhand.gov.in and through www.advantage.jharkhand.gov.in and authorize the LTP to make the building plan and apply to the approving authority.
Making an application and Documents required	LTP makes and application in BPAMS and submits following documents to counter clerk: 1. Owner ship documents 2. Building Plan 3. Supervision certificate 4. Affidavit or peaceful procession of land 5. Structural stability certificate 6. NoC Form (in case of lease leasehold) 7. NoC from fire authority (applied through system) 8. NoC from airport authority (applied through system as applicable) 9. Environment clearance, as applicable 10. Online payment of Fee as calculated by the system 11. Mutation Paper, Rent receipt, Khatiyan 12. Details of the proposed building

Process flow for Obtaining Construction Permit



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Construction Permit		
Concerned Officer	Procedure and Documents	Timeline
Dealing Assistant/ Counter Clerk	Primary verification 1. Check challan generation by the system 2. Check payment received or not via online payment system 3. Verify documents submitted online 4. Mention remarks, as required	Max 3 days
Tax daroga/ collector	Ownership Verification 1. Check the ownership verification checklist generated by system 2. Verify documents submitted 3. Mention remarks/ recommendation, as required	Max 3 days
Third Party/Junior Engineer/ Assistant Engineer	1. Joint Site visit and fill up pre-defined check list generated by system 2. If applicant has opted and applied for Fire services and or, Electrical Connection and or, Factory Licence and or, Lift Plan(Electrical Inspectorate), Forest and or, etc. 3. Upload site photographs 4. Raise objection based on physical site inspection, as required 5. Send the file to town planner for processing 6. Mention remarks/ recommendation, as required	Max 10 days
Town planner (TP)	Site visit (optional) 1. Run AutoDCR to generate technical verification report on plan 2. Send the file to LTP to rectify the proposal/ dwg file, as required 3. Send the file to Executive officer with recommendation including attachment/ PDF/ dwg file 4. Mention remarks/ recommendation, as required	Max 9 Days
Executive officer Municipal Commissioner/ SO/ MDNC	1. Site visit (optional) 2. Approve the project and issue the construction permit 3. Reject the project and file send to TP/ LTP	Max 5 days

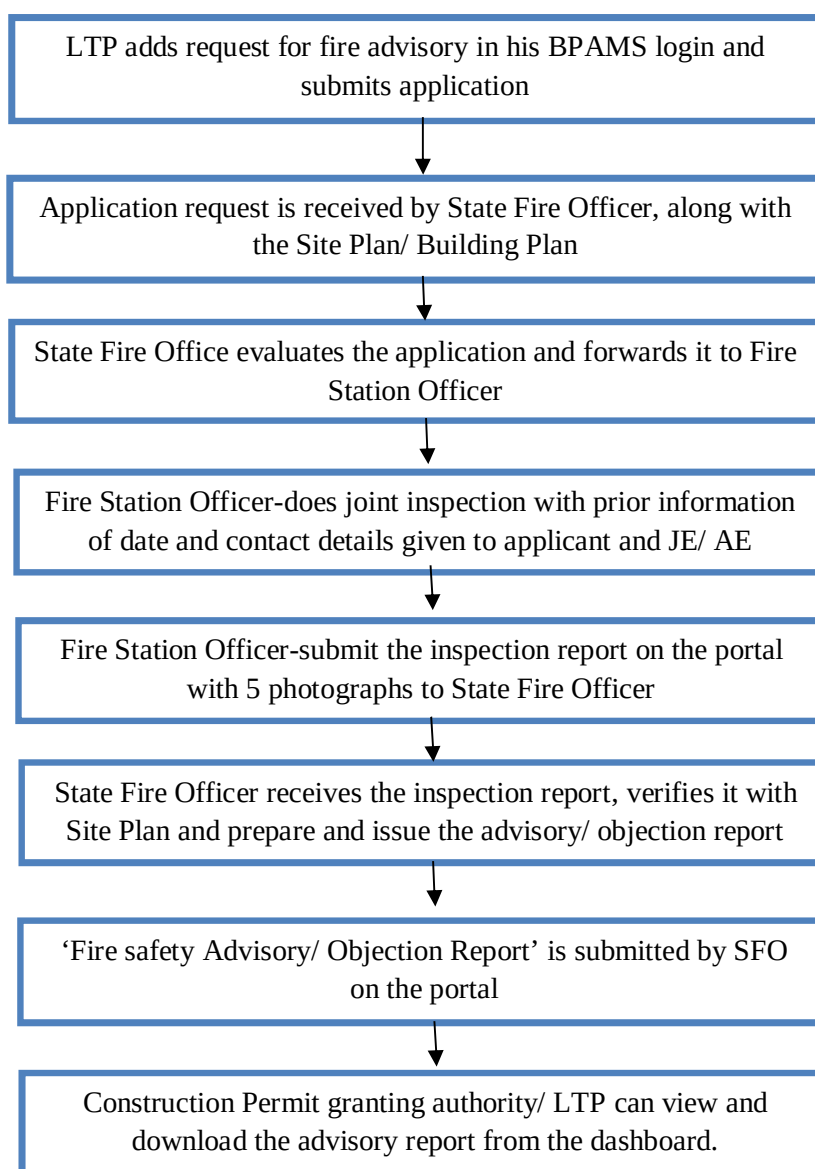
Advisory for Fire Safety (Pre Construction)		
Stage/ Steps	Documents/Information needed	Officer (timelines)
Forwarded application and Site Plan from BPAMS available on the http://udhd.jharkhand.gov.in and also through www.advantage.jharkhand.gov.in	All process are mandated to online only. Applicants can apply for Advisory for Fire Safety at Pre- Construction stage of building through BPAMS through application filed by via LTP.	--
Criteria of building (Construction permit is applied and granted in only online mode. There is a common BPAMS for all areas in Jharkhand. Approvals of Fire Services Directorate are part of process of Construction permit. Thus all requests are received through BPAMS.)	Licence Technical Person (LTP) can apply for the following category of the building as per National Building Code (NBC) Part 4 type of building: a) Group A Residential Buildings b) Group B Educational Buildings c) Group C Institutional Buildings d) Group D Assembly Buildings e) Group E Business Buildings f) Group F Mercantile Buildings g) Group G Industrial Buildings h) Group H Storage Buildings i) Group J Hazardous Buildings	--
Application by LTP	LTP applies for Advisory for Fire Safety through BPAMS console. Site Plan, affidavit and other details are fetched and sent to State Fire Officer login.	--

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Application and Site Plan received by State Fire Services Directorate (HQ)	State fire office receives the application verifies documents and information	State Fire Officer (5 days)
Inspection/ Site Visit along with concerned JE/ AE of authority	Field Station office does the inspection and prepares inspection report.	Fire Station Officer (3 days)
Inspection Report is submitted to HQ	Fire Station office uploads the inspection report (along with 5 site photographs) on the portal for State fire Officer	Fire Station Officer (2 days)
Preparation of Fire safety Advisory Report	- State fire officer (SFO) evaluates the map and the Inspection Report - SFO prepares the 'Fire safety Advisory/ Objection Report' and uploads the same on the portal. - Fire safety Advisory Report is received in BPAMS login	State Fire Officer and Team (20 days)

Advisory for Fire Safety (Pre Construction) Process flow

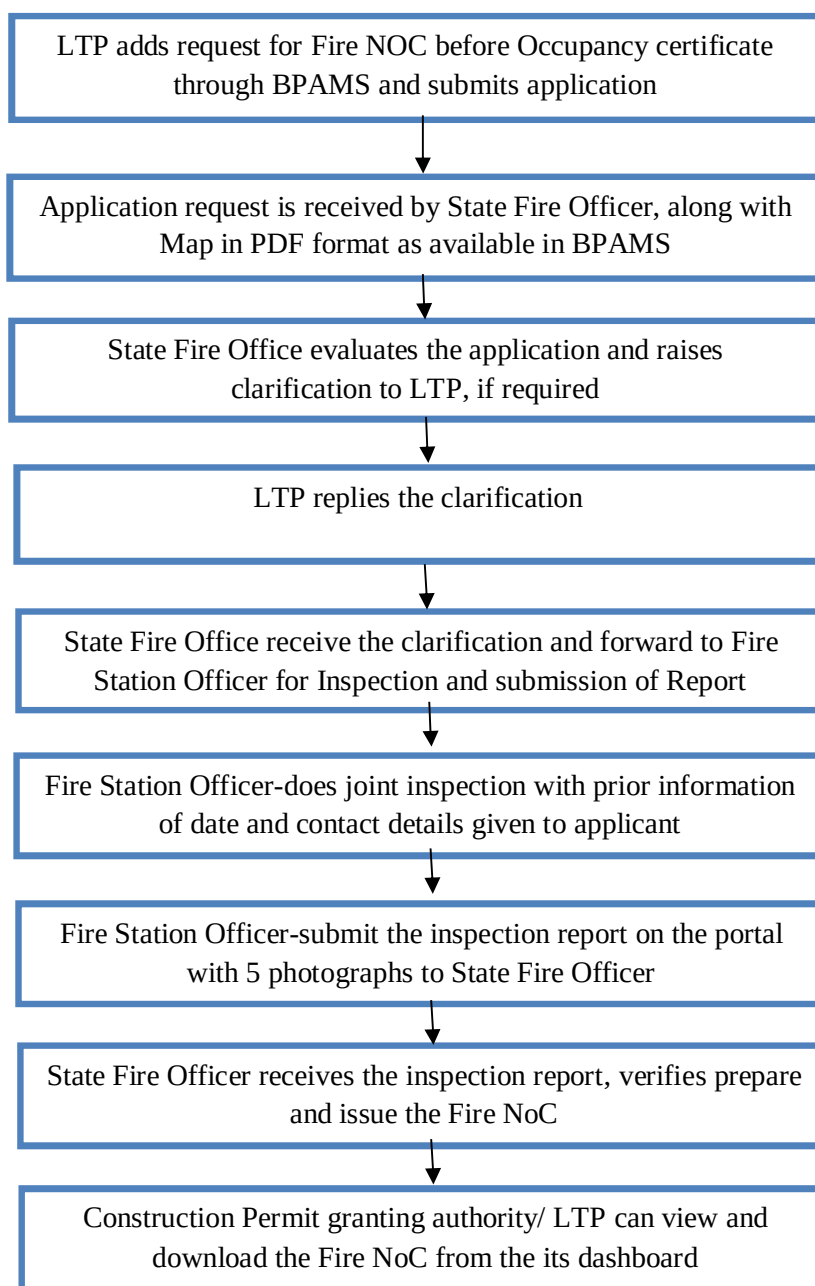


Section II: Post-Construction start stage

Occupancy Certificate		
Concerned Person/ Officer	Duties and Responsibility	Timeline
LTP	- Intimation for commencement of work through the online system - Intimation for Plinth level inspection	--
Municipal Commissioner/ Executive Officer/ SO/MDNC	Plinth Level Inspection and submission of inspection report	Within 7 days
LTP applies for Occupancy Certificate	List of enclosures required - Built building plan - Online payment of Rs. 1000/- fee - Approved plan and building permit approval letter as available in the BPAMS - Certificate of installation of fire safety appliances by the nominated authority/ agency wherever applicable - Evidence to the effect of all public utility services, and in particular, drainage, water supply, and electricity have been linked to the main public utility system - A certificate obtained from concern structural Engineer certifying the structural safety and stability of the building - Completion certificate from concern architect that the building has been constructed as per the provision of these bye-laws and approved Site Plan	--
Municipal Commissioner/ Executive Officer/ SO/MDNC	Occupancy Certificate	8 days (7 days Inspection and 1 day for issuing the certificate)

Fire NoC Safety		
Stage/ Steps	Documents/Information needed	Officer (timelines)
Application by LTP (Application)	LTP applies along with Affidavit for Fire NoC through BPAMS console. Building Map and other details are fetched and sent to State Fire Officer login.	--
Application received by State Fire Service Directorate HQ	State fire office receives the application verifies documents and information and forward it to Fire Station Officer	State Fire Officer (5 days)
Inspection/ Site Visit along with concerned JE/ AE of authority	Fire Station office does the joint inspection and prepares inspection report.	Fire Station Officer (3 days)
Inspection Report is submitted to HQ	Fire Station office uploads the inspection report (along with 5 site photographs) on the portal for State fire Officer	Fire Station Officer (2 days)
Preparation of Fire NoC	- State fire office evaluates/ verifies the inspection report and prepares the 'Fire NoC/ Objection Report' - State Fire Office issue the Fire NoC/ Objection report and uploads it on the portal - Fire NoC/ Objection Report is received in BPAMS login	State Fire Officer (20 days)

Advisory for Fire Safety (Pre Construction) Process flow



Inspection Procedure for Obtaining Occupancy Certificate

After availing the construction permit, construction should be completed within 3 years from the date such permission if built up area less than 10,000 sq m and 5 years if built up area more than 10,000 sq m.

Inspection category

There are 4 categories inspections have been mentioned in JBBL 2016. These 4 categories inspections have been linked to risk categories of building. The following table has exhibited the relationship between inspection category and risk category of building.

Name of Inspection	Risk Category of Building			
	Low	Medium	High	Inspection Check list
Inspection	Mandatory	Mandatory	Mandatory	Annexure – V

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Third Party inspection cum certification	Optional	Mandatory	Mandatory	Annexure – IX, X
Joint Inspection	Optional	Mandatory	Mandatory	--
Surprise Inspection	--	Optional	Optional	Annexure - V

There are four categories inspections have been mentioned in Bye-laws. These four categories inspections have been linked to risk category of building. The following tables have exhibited the relationship between inspection category and risk category of building

Pre-Construction and Pre-Occupancy			
Name of Inspection	Risk Category of Building		
	Low	Medium	High
Inspection	Mandatory	Mandatory	Mandatory
Third Party inspection cum certification	Optional	Mandate	Mandatory
Joint Inspection	Optional	Mandate	Mandatory
Surprise Inspection		Optional	Optional

Note:- As per above table, inspections is compulsory for all categories of buildings. In low risk building, approval will be based on 3rd party LTP certification/ inspection during pre-construction and/or construction and/or pre-occupancy stage. 3rd party LTP will be selected by applicant (LTP) through random list of third party through online system. In case, LTP denies to undertake the certification/ inspection, concerned JE will undertake the inspection.

Joint inspection and third party inspection-cum-certification are mandatory to medium an high risk category of building. All the inspections shall be limited to defined checklist. Surprise inspection will be based complain received and observation by concern authority.

Periodic report of Construction

In case of high rise building the builder/ owner/ applicant shall submit a periodic progress report after plinth level and each roof slab casting in Form XI to authority.

Third Party Inspection and Certification

The accredited architects/ engineers shall be authorized to do inspection as third party inspection of any building under construction or completed. The concerned accredited architects / engineers shall not be anyway associated to the project concerned. They shall issue certificate regarding construction quality/structural safety norms as well as construction is going on or completed as per sanctioned drawings. The checklist used by third party accredited architect/ civil engineer for structural safety has been provided in Annexure – IX. The checklist for construction quality inspection has been given in Annexure – X.

Joint Inspection

Joint inspection will be done by concerned ULB's Authority, Fire Service Department, Airport Authority and Environment authority as and when required. Applicant applies for individual NOC to respective department for availing NOC / relevant authority to carry out joint inspection. The authority will intimate date and time inform the same to applicant to present at site on specified date and time. A team of authority shall jointly come and inspect and issue NOC certificates to applicant after inspection.

Surprise inspection

Surprise inspection on the basic of complaint or otherwise only be done by the prior permission of EO/ Special Officer/MC/MD/VC of ULBs/Authorities

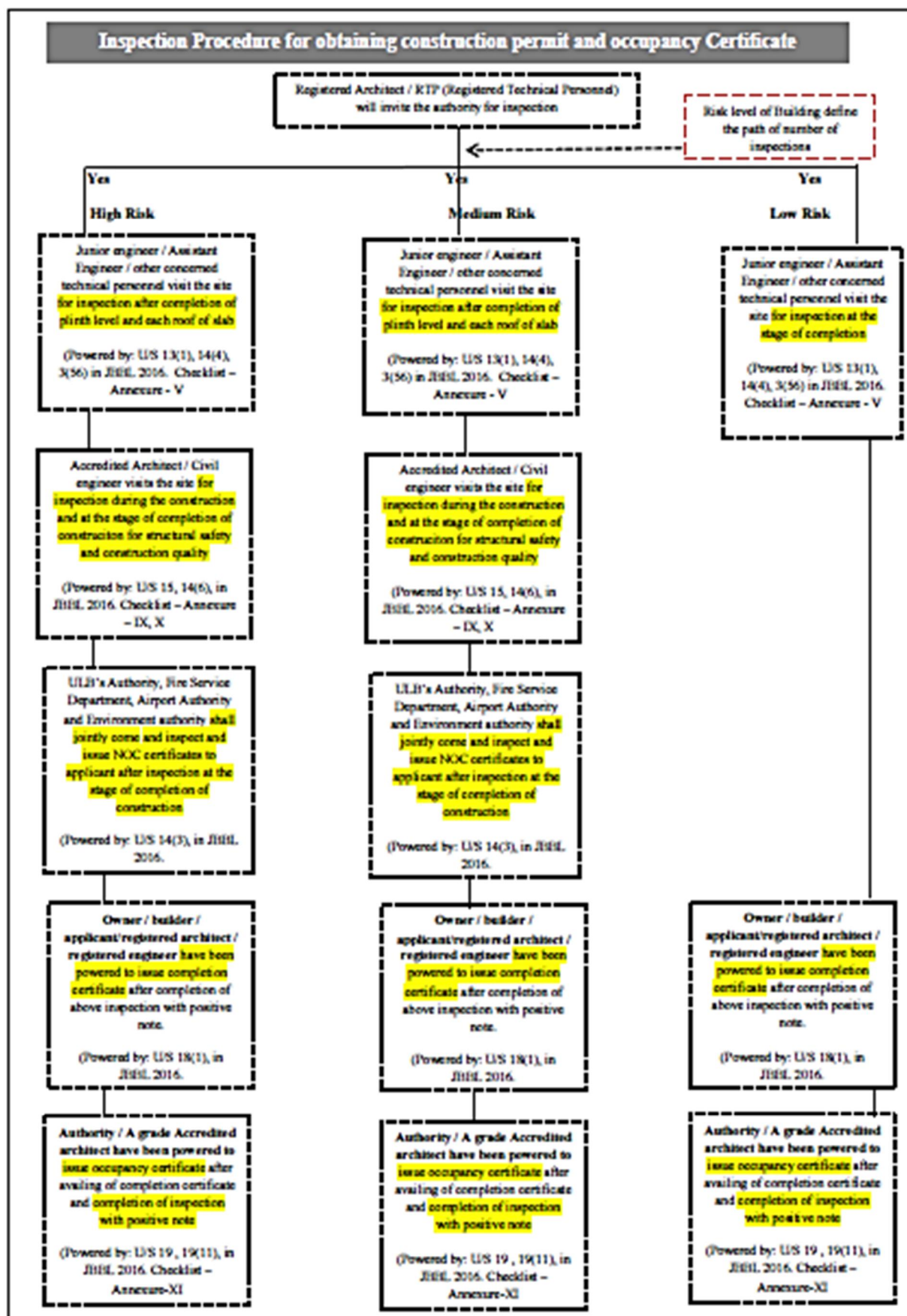
Inspection after construction

The applicant will submit the notice of completion to the Authority that the building has been completed in all respects as per the approved plan and provision of the Byelaws. The said notice shall be accompanied by the following documents:

- Built building plan
- Online payment of Rs. 1000/- fee
- Approved plan and building permit approval letter as available in the BPAMS
- Certificate of installation of fire safety appliances by the nominated authority/ agency wherever applicable
- Evidence to the effect of all public utility services, and in particular, drainage, water supply, and electricity have been linked to the main public utility system
- A certificate obtained from concern structural Engineer certifying the structural safety and stability of the building
- Completion certificate from concern architect that the building has been constructed as per the provision of these bye-laws and approved Site Plan. The deviations, if any, shall also be brought to the notice of the Authority.

Team for Joint Inspection shall visit the site after receiving of Completion Certificate in proper manner and occupancy certificate shall be issued after inspection. The team will verify the following facts mentioned in occupancy checklist (Annexure - XI) along with construction quality checklist / testing (Annexure – X).

Grade A Accredited architect may also issue occupancy certificate after being fully satisfied regarding compliance of all provisions of Building Bye-law and others related acts.



Other approvals as per requirement (SoP and Documents required)

- Registration under Building & Other Construction Workers Act (<http://advantage.jharkhand.gov.in/SingleWindow/url>)
- Certification & Final Approval of Electrical Installation (Form A), Electrical Inspectorate, Department of Energy (<http://advantage.jharkhand.gov.in/SingleWindow/url>)
- Approval of Overhead Transmission lines & Underground cables (Form B) Electrical Inspectorate, Department of Energy (<http://advantage.jharkhand.gov.in/SingleWindow/url>)
- Approval of the Electrical Inspector to Energise the HV/EHV overhead Transmission Line and Underground Cables under rule 63 [Form B], Electrical Inspectorate, Department of Energy (<http://advantage.jharkhand.gov.in/SingleWindow/url>)
- Electric Connection from Jharkhand B... (<http://jbvnl.co.in/DOC-20170607-WA0000.pdf>) ([http://jbvnl.co.in/Office%20order%20\(2198%20dt.%2018.10.17\).pdf](http://jbvnl.co.in/Office%20order%20(2198%20dt.%2018.10.17).pdf))
- Tree cutting cum Transit Permit (<http://advantage.jharkhand.gov.in/SingleWindow/url>)
- Factory Plan Approval under Factories Act (<http://advantage.jharkhand.gov.in/SingleWindow/url>)
- Water Connection (<http://udhd.jharkhand.gov.in/Handlers/Manual.ashx?id=M05042016040405PM.pdf>)

Government of India approvals

- NoC from Airport Authority of India (AAI), Government of India; Documents and Procedure available at http://nocas2.aai.aero/nocas/AAI_Links/User%20Guide%20Nocas.pdf. Approval application and grant is integrated with Jharkhand BPAMS system.
- NoC from National Monument Authority (NMA), Government of India; Documents and Procedure available at <http://nmanoc.nic.in/sites/default/files/form-one.pdf>. Approval application and grant is integrated with Jharkhand BPAMS system.
- Other NoC from Defence and Railways Authorities

Joint Inspection Process Flow through Single Window-BPAMS:

