भारतीय मानक ब्यूरो
(उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय, भारत सरकार)
BUREAU OF INDIAN STANDARDS
(Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India)

मानक भवन, 9, बहादुर शाह ज़फर मार्ग, नई दिल्ली – 110002
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व्यापक परिचालन मसौदा

हमारा संदर्भ: सीईडी 46/टी-2 **27 मार्च 2025**

तकनीकी समिति: भारत की राष्ट्रीय भवन निर्माण विषय समिति, सीईडी 46

प्राप्तकर्ता :

1. **सिविल अभियांत्रिकी विभाग परिषद, सीईडीसी के सभी सदस्य**
2. **राष्ट्रीय भवन निर्माण संहिता विषय समिति, सीईडी 46 के सभी सदस्य**
3. **सीईडी 46 की पैनल और अन्य कार्यदल के सभी सदस्य**
4. **रुचि रखने वाले अन्य निकाय।**

महोदय/महोदया,

निम्नलिखित मानक का मसौदा संलग्न हैं:

प्रलेख संख्या	शीर्षक
सीईडी 46 (26990) WC	**भारत की राष्ट्रीय भवन निर्माण संहिता भाग 2 प्रशासन** [SP7 (भाग 2) का चौथा पुनरीक्षण] (आई सी एस नंबर: 01.120: 91.040.01)

कृपया इस मसौदे का अवलोकन करें और अपनी सम्मतियाँ यह बताते हुए भेजे कि यह मसौदा प्रकाशित हो तो इस पर अमल करने में आपको व्यवसाय अथवा कारोबार में क्या कठिनाइयां आ सकती हैं।

सम्मतियाँ भेजने की अंतिम तिथि: 26 अप्रैल 2025

सम्मति यदि कोई हो तो कृपया अधोहस्ताक्षरी को ई-मेल द्वारा ced46@bis.gov.in पर या उपरलिखित पते पर, संलग्न फोर्मेट में भेजें। सम्मतियाँ बीआईएस ई-गवर्नेंस पोर्टल, www.manakonline.in के माध्यम से ऑनलाइन भी भेजी जा सकती हैं।

यदि कोई सम्मति प्राप्त नहीं होती है अथवा सम्मति में केवल भाषा संबंधी त्रुटि हुई तो उपरोक्त प्रलेख को यथावत अंतिम रूप दे दिया जाएगा। यदि सम्मति तकनीकी प्रकृति की हुई तो विषय समिति के अध्यक्ष के परामर्श से अथवा उनकी इच्छा पर आगे की कार्यवाही के लिए विषय समिति को भेजे जाने के बाद प्रलेख को अंतिम रूप दे दिया जाएगा।

यह प्रलेख भारतीय मानक ब्यूरो की वैबसाइट www.bis.gov.in पर भी उपलब्ध हैं।
धन्यवाद।

भवदीय

ह/-

(द्वैपायन भद्र)
वैज्ञानिक 'ई' एवं प्रमुख (सिविल अभियांत्रिकी विभाग)

सलंग्न: उपरिलिखित

भारतीय मानक ब्यूरो
(उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय, भारत सरकार)
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WIDE CIRCULATION DRAFT

Our Reference: CED 46/T-2 **27 March 2025**

National Building Code of India Sectional Committee, CED 46

ADDRESSED TO:

1. All Members of Civil Engineering Division Council, CEDC
2. All Members of the National Building Code Sectional Committee, CED 46
3. All Members of Panels and Working Groups under CED 46
4. All other interests

Dear Sir/Madam,

Please find enclosed the following draft:

Doc No.	Title
CED 46 (26990) WC	***Draft* National Building Code of India Part 2 Administration** [Fourth Revision of SP 7 (Part 2)] (ICS No. 01.120: 91.040.01)

Kindly examine the attached draft and forward your views stating any difficulties which you are likely to experience in your business or profession, if this is finally adopted as National Standard.

Last Date for comments: 26 April 2025

Comments if any, may please be made in the enclosed format and emailed at ced46@bis.gov.in or sent at the above address. Additionally, comments may be sent online through the BIS e-governance portal, **www.manakonline.in**.

In case no comments are received or comments received are of editorial nature, kindly permit us to presume your approval for the above document as finalized. However, in case comments, technical in nature are received, then it may be finalized either in consultation with the Chairman, Sectional Committee or referred to the Sectional Committee for further necessary action if so desired by the Chairman, Sectional Committee.

The document is also hosted on BIS website **www.bis.gov.in**.

Thanking you,

Yours faithfully,

Sd/-
(Dwaipayan Bhadra)
Scientist 'E' / Director & Head
(Civil Engineering Department)

Encl: As above

FORMAT FOR SENDING COMMENTS ON THE DOCUMENT

[Please use A4 size sheet of paper only and type within fields indicated. Comments on each clause/sub-clause/ table/figure, etc, be stated on a fresh row. Information/comments should include reasons for comments, technical references and suggestions for modified wordings of the clause. Comments through e-mail to ced46@bis.gov.in shall be appreciated.

Doc. No.: CED 46 (26990) WC **BIS Letter Ref**: CED 46/T-2

Title: *Draft* National Building Code of India Part 2 Administration [Fourth Revision of SP 7 (Part 2)] (ICS No.01.120:91.040.01)

Last date of comments: **26 April 2025**

Name of the Commentator/ Organization: _____

Clause/ Para/ Table/ Figure No. commented	Comments/Modified Wordings	Justification of Proposed Change

NOTE- Kindly insert more rows as necessary for each clause/table, etc

BUREAU OF INDIAN STANDARDS

DRAFT FOR COMMENTS ONLY
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Draft **National Building Code of India**

PART 2 ADMINISTRATION

[Fourth Revision of SP 7 (Part 2)]

(ICS No. 01.120: 91.040.01)

National Building Code Sectional Committee, CED 46	Last Date for Comments: **26 April 2025**

C O N T E N T S

SECTION 3 PERMIT AND INSPECTION

National Building Code Sectional Committee, CED 46

FOREWORD

This Code (Part 2) covers the administrative aspects, such as applicability of the Code, organization of building department for enforcement of the Code, procedure for obtaining development and building permits, and responsibility of the owner and all related professionals.

A need for codifying and unifying administrative provisions in different development control rules and building byelaws had been felt, particularly in regard to the applicability of such provisions, desirable qualifications for the enforcing Authority and the representative of the owner and responsibilities and duties of the Authority, the owner and all related professionals.

It is expected that the town and country planning department, department of local bodies, municipal administration, urban development, etc as the case may be will coordinate the administrative provisions of this Part and the same given in the State Town and Country Planning Act, Municipalities Act/ Municipal Corporation/ Local Bodies Act, Development Authorities Act, etc.

This Part recommends the setting up of a 'Board of Appeal'. The 'Board of Appeal' gives the owner/architect/engineer an opportunity to defend the schemes which are based on conventional or new methods of design and construction or using new materials, which have been otherwise rejected by the Authority.

This Part also emphasizes the need for setting up an Urban Arts Commission for metropolitan areas to safeguard existing aesthetics in the event of new schemes proposed for buildings of public importance or buildings coming up in an important area near historic/monumental buildings. The Commission can assist the civic authorities in reviewing plans for development from the stand point of assuring aesthetic impact and regard for often threatened natural beauty. The Commission can serve as a means whereby the government and public bodies and individuals could get advice on artistic questions in connection with building schemes.

The first version of this Part was brought out in 1970, which was subsequently revised in 1983 and 2005. As a result of implementing 1970 version of this Part in rewriting building byelaws and development control rules of some municipal corporations and municipalities, some useful suggestions were emerged. These were incorporated in the first revision to the extent possible. The significant changes in 1983 version of this Part included the new administrative provisions related to development control rules, additional information to be furnished/indicated in the building plan for multistoried and special buildings and

modified provisions regarding submission of building plans by Government Departments to the Authority.

In the second revision in 2005, number of modifications were incorporated based on the experience gained over the years then. The provisions of this Part were thoroughly reviewed in the context of the natural calamities faced by the country then, such as the devastating earthquake in Gujarat in the year 2001, and provisions were modified accordingly to further ensure structural adequacy of the buildings. Structural design of buildings in accordance with the provisions of the Code and construction and supervision thereof by competent professionals to ensure structural safety were given due importance in the revision. Other significant modifications incorporated in the 2005 revision were: inclusion of the concept of team of building officials; provision of single window approach for permit for all services; provisions regarding computerization of approval process for building permit; provision to certify safety of buildings against natural disaster by engineer/structural engineer and owner; provision of two stage permit for high rise residential buildings and special buildings; provisions regarding inspection of completed and occupied building by the Authority from safety point of view; provision empowering engineers/architects for sanctioning plans of residential buildings up to 500 m^2; and modifications in the provisions for architectural control to effectively take care of the urban aesthetics, and inclusion of architectural engineer, landscape architect and urban designer among the registered professionals for the concerned applicable works.

Significant modifications were made in the third revision in 2016, such as: incorporation of an integrated approval process through single window clearance approach for enabling expeditious approvals, avoiding separate clearances from various authorities; detailing of the computerization of approval process enabling online submission of plans, drawings, etc; introduction of enabling provisions were introduced to get the design, drawings and details of buildings, peer reviewed/proof checked (in case of important projects and projects having high complexity and sensitivity, before approving); detailing of responsibility of the owner; inclusion of provision of periodic audit of designated public buildings for accessibility; inclusion of geotechnical engineer as a registered building professional; inclusion of the qualification and competence of builder/constructor and the form for their engagement; introduction of form for certificate for subsurface investigation; inclusion of forms for completed structural design work, and completed work by constructor; and rationalization of form for certificate for supervision of work and the form for completion certificate.

In this fourth revision, a number of modifications have been incorporated based on the experience gained over the years specially in the implementation of techno-administrative and techno-legal regime encountered and with a view to strengthening the structural safety mechanism in building permit process. The significant modifications made in this revision include:

a) Encouraging the involvement of public in the case of development work/building activities for special and large buildings, in **6.9**;
b) List of applicable plans and documents to be submitted for high rise and special buildings in the two stages has been included, in **12.2.5.1**;
c) Introduction of structural design basis report for special buildings and high rises, in **12.2.8.2**;
d) Demolition permit, plan and process of demolition has been introduced, in **12.1.3**;
e) Rationalization of the list of activities involving alteration which do not require a notice to authority and a permit for the same, in **12.4**;
f) A format for applicable fees and charges has been included in **12.5**;
g) Modification in the period/duration of sanction including renewal for development permit and building permit, in **12.6**;
h) Continued professional development for every professional has been suggested in clause **12.9.2**;
j) User-friendly provisions and flow charts have been included for better comprehension and implementation of the process of scrutiny, grant of sanction/ refusal, occupancy permit, etc, in **12.10**;
k) Introduction of structural design review for certain categories of buildings, in **12.10.7**;
l) Rationalization of responsibilities and duties of the owner, in **13**;
m) Inclusion of part occupancy permit, in **14.2.3**;
n) Periodic occupancy renewal considering structural, electrical and fire audit has been detailed, in **14.4**;
p) Introduction of permits for signages, hoardings and outdoor display structures; in **19**;
q) Guide for qualification and competence of other associated professionals, such as fire protection engineer and peer reviewer/proof checker of structural design has been included, in **A-2.9** and **A-2.11,** respectively.

The Sectional Committee responsible for the revision of the Code had examined the use of the words ‘surveyor/building surveyor/supervisor’, etc under various building byelaws with varying qualifications in different states. It was decided not to use the generic word ‘surveyor’ or such other words. The Sectional Committee had, on the other hand recommended association of various professionals for various job responsibilities depending upon their qualifications/competence.

The Sectional Committee observed that this Part has been so formulated as to ensure quality and safety in the whole gamut of activities primarily divided into planning, design and execution. This has been ensured by obtaining certification from the registered professionals involved in planning, design, execution and supervision. Apart from these, various other resource groups are involved whose contribution may be duly taken into account depending on the type, nature,

magnitude and complexity of the project, such as fire protection engineer, security system specialist, environment specialist/sustainability and green building specialist, accessibility specialist, interior designer, project management consultant, etc in proper construction/erection, commissioning and operation of buildings and built environment.

Also, it was noted that the words 'licencing/licensed, etc' were in use by local bodies in different states. The Sectional Committee, however, decided for use of words 'registration/registered, etc' for the same, which may be adopted uniformly. The registration requirements of professionals are given in Annex A.

Code users are requested to share their inputs/comments on the draft particularly w.r.t the changes listed above in the foreword; and especially on those text highlighted in yellow and blue in this draft.

Important Explanatory Note for Users of the Code

In any Part/Section of this Code, where reference is made to **'good practice'** in relation to design, constructional procedures or other related information, and where reference is made to **"accepted standard"** in relation to material specification, testing, or other related information, the Indian Standards listed at the end of the Part/Section shall be used as a guide to the interpretation.

At the time of publication, the editions indicated in the standards were valid. All standards are subject to revision and parties to agreements based on any Part/ Section are encouraged to investigate the possibility of applying the most recent editions of the standards.

In the list of standards given at the end of a Part/Section, the number appearing within parentheses in the first column indicates the number of the reference of the standard in the Part/Section. For example:

a) Good practices [2-(1)] refers to the Indian Standard(s) give at serial number (1) of the list of standards given at the end of this Part/Section, that is, IS 13827 : 1993 'Improving earthquake resistance of earthen buildings — Guidelines', IS 13828 : 1993 'Improving earthquake resistance of low strength masonry buildings — Guidelines', IS 13935 : 2009 'Seismic evaluation, repair and strengthening of masonry buildings — Guidelines (*first revision*)' and IS 15988 : 2013 'Seismic evaluation and strengthening of existing reinforced concrete buildings — Guidelines'

BUREAU OF INDIAN STANDARDS

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Draft **National Building Code of India**

PART 2 ADMINISTRATION

[Fourth Revision of SP 7 (Part 2)]

(ICS No. 01.120: 91.040.01)

National Building Code Sectional Committee, CED 46	**Last Date for Comments: 26 April 2025**

1 SCOPE

This Code (Part 2) covers the administrative aspects of the Code, such as applicability of the Code, organization of building department for enforcement of the Code, procedure for obtaining development and building permits, and responsibility of the owner and related professionals.

NOTE — This Code is called the National Building Code of India, hereinafter referred to as 'the Code'.

2 TERMINOLOGY

For the purpose of this Part, the following definitions shall apply.

2.1 Accessory Use – Any use of the premises subordinate to the principal use and customarily incidental to the principal use.

2.2 Alteration – A change from one type of occupancy to another, or a structural change, such as an addition to the area or height, or the removal of part of a building, or any change to the structure, such as the construction of, cutting into or removal of any wall, partition, column, beam, joist, floor or other support, or a change to or closing of any required means of ingress or egress or a change to the fixtures or equipment.

2.3 Approved – Approved by the Authority having jurisdiction.

2.4 Authority Having Jurisdiction – The authority which has been created by a statute and which, for the purpose of administering the Code/Part, may authorize a committee or an official or an agency to act on its behalf; hereinafter called the 'Authority'.

2.5 Building – Any structure for whatsoever purpose and of whatsoever materials constructed and every part thereof whether used as human habitation or not and includes foundation, plinth, walls, floors, roofs, chimneys, plumbing and building services, fixed platforms, verandah, balcony, cornice or projection, part of a building or anything affixed thereto or any wall enclosing or intended to enclose any land or space, built environment and signs and outdoor display structures. Tents/*Shamianahs*, tarpaulin shelters, etc, erected for temporary and ceremonial occasions with the permission of the Authority shall not be considered as building.

2.6 Building, Height of – The vertical distance measured, in the case of flat roofs from the average formed ground level ~~of the ground around and contiguous to the building or as decided by the Authority~~ to the terrace of the last livable floor of the building adjacent to the external walls; and in the case of pitched roofs, up to the point where the external surface of the outer wall intersects the finished surface of the sloping roof, and in the case of gables facing the road, the midpoint between the eaves level and the ridge. Architectural features serving no other function except that of decoration shall be excluded for the purpose of measuring heights.

In the case of pitched/sloped roofs, it is the vertical distance measured from the average ground level around (and contiguous to) the building to the point where the external surface of the outer wall intersects the finished surface of the sloping roof.

Where the gable end of sloping roof faces the access road, it is the vertical distance measured from the average ground level around (and contiguous to) the building to the mid-point between the eaves and the ridge level.

Where the building is located on a sloped terrain, height shall be calculated from the lowest ground level.

NOTE — Architectural/decorative features extending above terrace shall be ignored for the purpose of this measurement.

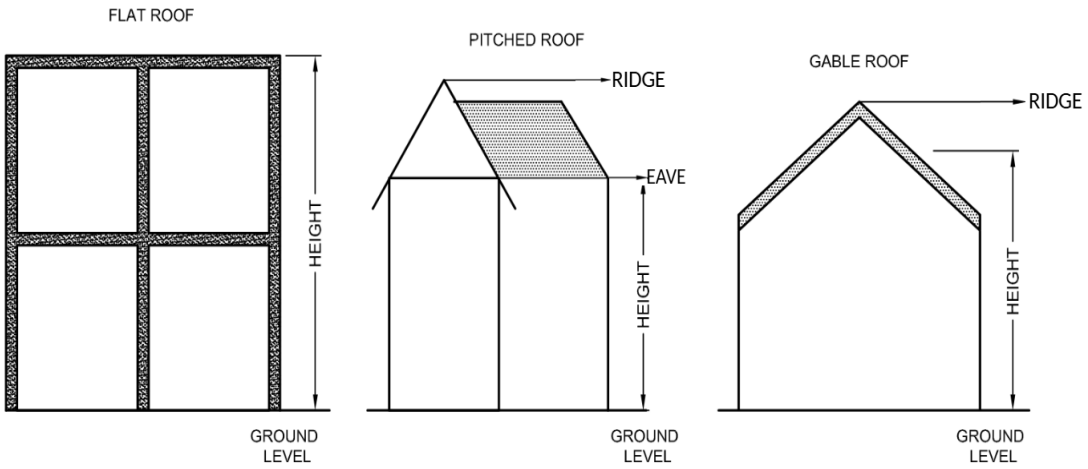


FIG. 1 BUILDING HEIGHT

2.7 Building Line – The line up to which the plinth of a building adjoining a street or an extension of a street or on a future street may lawfully extend. It includes the lines prescribed, if any, in any scheme. The building line may change from time to time as decided by the Authority.

2.8 Conversion – The change of building occupancy or premises to any occupancy or use requiring additional building permit or occupancy permit.

2.9 Development – 'Development' with grammatical variations means the carrying out of building, engineering, mining or other operations in, or over, or under land or water, or in the use of any building or land, and includes redevelopment and layout and subdivision of any land; and 'to develop' shall be construed accordingly.

2.10 Drain – A conduit or channel for the carriage of storm water, sewage, waste water or other water-borne wastes in a building drainage system.

2.11 Drainage – The removal of any liquid by a system constructed for the purpose.

2.12 Occupancy or Use Group – The principal occupancy for which a building or a part of a building is used or intended to be used; for the purposes of classification of a building according to occupancy, an occupancy shall be deemed to include the subsidiary occupancies which are contingent upon it.

2.13 Occupier – It includes any person for the time being, paying or liable to pay rent or any portion of rent of the building in respect of which the ward is used, or compensation or premium on account of the occupation of such building and also a rent-free tenant, but does not include a lodger, and the words 'occupy' and 'occupation' do not refer to the lodger.

An owner living in or otherwise using his own building shall be deemed to be the occupier thereof.

2.14 Operational Construction/Installation – A construction/installation put up by Government Departments for operational purposes (*see* **12.1.2.1**).

2.15 Owner – A person, a group of persons or a body having a legal interest in land and/or building thereon. This includes freeholders, leaseholders or those holding a sub-lease which both bestows a legal right to occupation and gives rise to liabilities in respect of safety or building condition.

In case of lease or sublease holders, as far as ownership with respect to the structure is concerned, the structure of a flat or structure on a plot belongs to the allottee/lessee till the allotment/lease subsists.

2.16 Permit – A permission or authorization in writing by the Authority to carry out work regulated by the Code.

2.17 Registered Building Professional (RBP) – Registered Architect, Engineer, Structural Engineer, Geotechnical Engineer, Supervisor, Town Planner, Landscape Architect, Urban Designer, Utility Services Engineer – A qualified architect, engineer, structural engineer, geotechnical engineer, supervisor, town planner, landscape architect, urban designer or utility services engineer who has been registered by the Authority or by the body governing such profession and constituted under a statute, as may be applicable. The registration requirements of these professionals shall be as given in Annex A.

NOTES
1 Unless specified otherwise, the world ‘engineer’ shall mean ‘civil engineer’ or ‘architectural engineer’.
2 The word ‘licencing/licensed’, etc, if used by the Authority in the above context, shall be deemed to mean ‘registration/registered’, etc.

2.18 Road – *See* **2.25.**

2.19 Road Line – *See* **2.27.**

2.20 Room Height – The vertical distance measured from the finished floor surface to the finished ceiling surface. Where a finished ceiling is not provided, the underside of the joists or beams or tie beams shall determine the upper point of measurement for determining the head room.

2.21 Sanctioned Plan – The set of plans, specifications and other details submitted in connection with a building or development and duly approved and sanctioned by the Authority.

2.22 Service Road – A road/lane provided at the rear or side of a plot for service purposes.

2.23 Set-Back Line – A line usually parallel to the plot boundaries and laid down in each case by the Authority, beyond which nothing can be constructed towards the site boundaries.

2.24 Site (Plot) – A parcel (piece) of land enclosed by definite boundaries.

2.25 Street – Any means of access, namely, highway, road, street, lane, pathway, alley, stairway, passageway, carriageway, footway, square, place or bridge, whether a thoroughfare or not, over which the public have a right of passage or access or have passed and had access uninterruptedly for a specified period, whether existing or proposed in any scheme and includes all bunds, channels, ditches, storm-water drains, culverts, sidewalks, traffic islands, roadside trees and hedges, retaining walls, fences, barriers and railings within the street lines.

2.26 Street Level or Grade – The officially established elevation or grade of the center line of the street upon which a plot fronts and if there is no officially established grade, the existing grade of the street at its mid-point.

2.27 Street Line – The line defining the side limits of a street.

2.28 To Erect – To erect a building means,

a) to erect a new building on any site whether previously built upon or not;
b) to re-erect any building of which portions above the plinth level have been pulled down, burnt or destroyed.

2.29 Unsafe Building – Buildings which are structurally (or otherwise) ~~and constructionally~~ unsafe or insanitary or not provided with adequate means of egress or which constitute a fire hazard or are otherwise dangerous to human life or which in relation to existing use constitute a hazard to safety or health or public welfare (life safety and public safety), by reason of inadequate maintenance, dilapidation or abandonment.

3 APPLICABILITY OF THE CODE

3.1 All Parts of the Code and their sections shall apply to all buildings described in **3.2** to **3.8**, as may be applicable.

3.2 Where a building is erected, the Code applies to the design and construction of the building.

3.3 Where the whole or any part of the building is removed, the Code applies to all parts of the building whether removed or not.

3.4 Where the whole or any part of the building is demolished the Code applies to any remaining part and to the work involved in demolition.

3.5 Where a building is altered (*see* **12.4** and **12.4.1**), the Code applies to the whole building whether existing or new except that the Code applies only to part, if that part is completely self contained with respect to facilities and safety measures required by the Code.

3.6 Where the occupancy of a building is changed the Code applies to all parts of the building affected by the change.

3.7 Where development of land is undertaken the Code applies to the entire development of land.

3.8 Existing Buildings/Development

Nothing in the Code shall require the removal, alteration or abandonment, nor prevent continuance of the use or occupancy of an existing building/development, unless in the opinion of the Authority, such building/development constitutes a hazard to the safety of the adjacent property or the occupants of the building itself.

4 INTERPRETATION

4.1 The heading which appears at the beginning of a clause or sub-clause of the Code shall be deemed to be a part of such clause or sub-clause, respectively.

4.2 The use of present tense includes the future tense, the masculine gender includes the feminine and the neuter, the singular number includes the plural and the plural includes the singular. The word ‘person’ includes a corporation as well as an individual; writing includes printing and typing and ‘signature’ includes thumb impression made by a person who cannot write if his name is written near to such thumb impression and digital signature.

5 ALTERNATIVE MATERIALS, METHODS OF DESIGN AND CONSTRUCTION, AND TESTS

5.1 The provisions of the Code are not intended to prevent the use of any material or method of design or construction not specifically prescribed by the Code, provided any such alternative has been approved.

5.2 The Authority may approve any such alternative provided it is found that the proposed alternative is satisfactory and conforms to the provisions of relevant

parts regarding material, design and construction and that material, method, or work offered is, for the purpose intended, at least equivalent to that prescribed in the Code in quality, strength, compatibility, effectiveness, fire and water resistance, durability, safety and performance.

5.3 Tests

Whenever there is insufficient evidence of compliance with the provisions of the Code or evidence that any material or method of design or construction does not conform to the requirements of the Code or in order to substantiate claims for alternative materials, design or methods of construction not specifically prescribed in the Code, the Authority may require tests sufficiently in advance as proof of compliance. These tests shall be made by an approved agency at the expense of the owner.

5.3.1 Test methods shall be specified by the Code for the materials or design or construction in question. If there are no appropriate test methods specified in the Code, the Authority shall determine the test procedure. For methods of test for building materials, reference may be made to Part 5 'Building Materials' of the Code.

5.3.2 Copies of the results of all such tests shall be retained by the Authority for a period of not less than two years after the acceptance of the alternative material or technology options.

SECTION 2 ORGANIZATION AND ENFORCEMENT

6 DEPARTMENT OF BUILDINGS

6.1 The department of buildings shall be created by the Authority and a team of building officials shall be appointed to carry out work of such department.

6.2 Appointment of Team of Building Officials

The team of building officials shall be appointed by the Authority. The team shall comprise officials drawn from concerned disciplines such as engineer, architect, town planner, landscape architect and urban designer OR as may be decided by the Authority.

For scrutiny of layout plans of plots of one hectare and above in metro cities and two hectares and above in other places, town planner shall be part of the team of building officials. For plots of five hectares and above, landscape architect shall also be part of the team. An urban designer shall also be required to be the part

of team of building officials for examining proposals on integrated urban design and development for residential/business/institutional and assembly buildings.

NOTE – Metro cities are cities with population more than 1 000 000.

6.3 Organization

In the department of buildings, such number of officers, technical assistants, inspectors and other employees shall be appointed to assist the team of building officials as shall be necessary for the administration of the Code and as authorized by the Authority.

6.4 Delegation of Powers

The Authority may designate one of the building officials who shall exercise all the powers of the team of building officials. The work of the team of building officials may be outsourced to competent professional/agency/group as may be deemed necessary.

6.5 Qualification of Building Officials

The qualification of building officials scrutinizing the plans and carrying out inspection of buildings shall not in any case be less than those prescribed in Annex A.

6.5.1 In small local bodies having insufficient resources to appoint such officials with the above qualifications, two or three such bodies contiguously located could join together and share the services of one team of building officials.

6.6 Qualifications of Assistant

No person shall be appointed as assistant unless he has got the qualifications prescribed in Annex A for a registered supervisor.

6.7 Restriction on Employees

No official or employee connected with the department of buildings except one whose only connection is that of a member of the Board of Appeals, established under **8** shall be engaged directly or indirectly in a work connected with the furnishing of labour, materials or appliances for the construction, alteration or maintenance of a building, or the preparation of plans or of specifications thereof unless he is the owner of building; nor shall such official or employee engage in any work which conflicts with his official duties or with the interests of the Department.

6.8 Records

Proper records of all applications received, permits and orders issued, inspections made shall be kept and copies of all papers and documents connected with the administration of its duties shall be retained and all such records shall be open to public inspection at all appropriate times, including electronic/digital records.

6.9 When large projects are developed particularly through public-private-partnerships, the Authority should enable mechanisms to have engaging discussions between the project developers and the public community through meetings, surveys, online platforms, etc so as to obtain the feedback of public before a formal decision towards approval is made and pave way for any modification in the development proposed.

7 POWER AND DUTIES OF TEAM OF BUILDING OFFICIALS

The team of building officials shall enforce all the provisions of the Code and shall act on any question relative to the mode or manner of construction and the materials to be used in the erection, addition, alteration, repair, removal, demolition, installation of service equipment and the location, use, occupancy and maintenance of all buildings except as may otherwise be specifically provided.

7.1 Application and Permits

The team of building officials shall receive all applications and issue permits (*see* **12.10**) for the erection and alteration of buildings and examine the premises for which such permits have been issued and enforce compliance with the Code.

7.2 Building Notices and Orders

The team of building officials shall issue all necessary notices or orders to remove illegal or unsafe conditions, to require the necessary safeguards during construction, to require adequate exit facilities in existing buildings and to ensure compliance with all the requirements of safety, health and general welfare of the public as included in the Code.

7.3 Right of Entry

Upon presentation of proper credentials and with advance notice, the team of building officials or its duly authorized representative may enter at any reasonable time any building or premises to perform any duty imposed upon him by the Code.

7.4 Inspection

The team of building officials shall make all the required inspections or it may accept reports of inspections of authoritative and recognized services or individuals; and all reports of inspections shall be in writing and certified by a responsible officer of such authoritative service or by the responsible individual or engage any such expert opinion as he may deem necessary to report upon unusual technical issues that may arise, subject to the approval of the Authority.

7.5 Construction not According to Plan

Should the team of building officials determine at any stage that the construction is not proceeding according to the sanctioned plan or is in violation of any of the provisions of the Code, or any other applicable Code Regulation, Act or Byelaw, it shall notify the owner, and all further construction shall be stayed until correction has been effected and approved.

7.5.1 Should the owner fail to comply with the requirements at any stage of construction, the Authority shall issue a notice to the owner asking explanation for non-compliance. If the owner fails to comply within 14 days from the date of receiving the notice, the Authority shall be empowered to cancel the building permit issued and shall cause notice of such cancellation to be securely pasted upon the said construction, if the owner is not traceable at his address given in the notice. Pasting of such a notice shall be considered sufficient notification of cancellation to the owner thereof. No further work shall be undertaken or permitted upon such construction until a valid building permit thereafter has been issued. If the owner, in violation of the notice for cancellation, continues the construction, the Authority may take all necessary means to stop such work and further appropriate actions including demolitions. The owner shall, however, have right to appeal against cancellation of permit, to the board of appeal, within a stipulated period, as may be decided by the Authority.

7.6 Modification

Wherever practical difficulties are involved in carrying out any provision of the Code, the team of building officials may vary or modify such provisions upon application of the owner or his representative provided the spirit and intent of the Code shall be observed and public welfare and safety be assured. The application for modification and the final decision of the team of building officials shall be in writing and shall be officially recorded with the application for the permit in the permanent records of the Department of Building Inspection.

7.7 Occupancy Violations

Wherever any building is being used contrary to provisions of the Code, the team of building officials may order such use discontinued and the building or portion thereof, vacated by the notice served on any person, causing such use to be

discontinued. Such person shall discontinue the use within 10 days after receipt of such notice or make the building or portion thereof, comply with the requirements of the Code.

8 BOARD OF APPEALS

8.1 In order to determine the suitability of alternative materials or methods of design or construction and to provide for reasonable interpretation of the provisions of the Code or in the matter of dispute relating to an ongoing construction *vis-a-vis* the sanctioned plan, a Board of Appeals consisting of members who are qualified by experience and training and to pass judgement upon matters pertaining to building construction, shall be appointed by the Authority. A representative of the team of building officials shall be an *ex-officio* member and shall act as secretary to the Board. The Board shall adopt reasonable rules and regulations for conducting its investigations and tests and shall render all decisions and findings in writing to the team of building officials with a duplicate copy to the appellant and may recommend such modifications or actions as are necessary.

9 VIOLATIONS AND PENALTIES

9.1 Offences and Penalties

9.1.1 Any person who contravenes any of the provisions of the Code or any requirements of obligations imposed on him by virtue of the Code, or who interferes with or obstructs any person in the discharge of his duties, shall be guilty of an offence and the Authority shall levy suitable penalty or take other actions as per the Code (*see also* **7.5** and **15**).

NOTE – The penalty may be in the form of collection of arrears of tax.

9.1.2 The buildings/developments violating any applicable statutory rules shall be demolished/brought within the limits as prescribed in such rules at the expense of the owner. The buildings coming up in the vicinity of an aerodrome in violation of the height restriction laid down by the Directorate General of Civil Aviation shall be accordingly demolished/brought within the limits prescribed by DGCA rules. This is equally applicable for only violations of other statutory regulations.

9.1.3 The registered architect, engineer, structural engineer, supervisor, town planner, landscape architect, urban designer and utility service engineer (*see* Annex A) responsible for the services rendered for supervision of the construction/development and for the completion certificate; in the event of violation of the provisions of the Code, shall be liable to penalties as prescribed by the Authority including cancellation of registration done by it or make such recommendation to the statutory body governing such profession.

9.2 Further Obligation of Offender

The conviction of any person for an offence under the provision of **9.1** shall not relieve him from the duty of carrying out the requirements or obligations imposed on him by virtue of the provisions of the Code; and if such requirements or obligations are not complied with in accordance with an order made under provisions of **9.1**, the Authority under the provisions of the Code may, if necessary and advisable, enter upon the premises in respect of which a conviction has been made and carry out at the expense of the convicted person, the requirements or obligations referred to in the said order and the expense, if not paid on demand, may be recovered with cost in a court.

9.3 Conviction No Bar to Further Prosecution

The conviction of any person under the provisions of this part for failing to comply with any of the said requirements or obligations shall not operate as a bar to further prosecution under this part for any subsequent failure on the part of such person to comply.

10 POWER TO MAKE RULES

The Authority may make rules for carrying out the provisions and intentions of the code provided that any rule shall not be in direct/indirect conflict or nullify/dilute any of the provisions of the Code.

SECTION 3 PERMIT AND INSPECTION

11 DEVELOPMENT/BUILDING PERMIT

11.1 Permit Required

11.1.1 No person shall carry out any development, erect, re-erect or make alterations or demolish any building or cause the same to be done without first obtaining a separate permit for each such development/building from the Authority. No permit shall, however, be required for works referred to in **12.1.2.1** and **12.4.1**.

11.1.2 The development/building permit shall take into cognizance the provisions under the relevant Town and Country Planning Act/Development Act/Municipal Act/any other applicable statutes for layout, building plans, water supply, sewerage, drainage, electrification, etc, as provided in the said Act/statute. ~~Also, if so directed by the Authority,~~ The permit shall take care of the need for landscape development plan in the layout and building plans.

11.1.3 Specific approvals shall be obtained from Airports Authority of India, Ministry of Environment, Forests and Climate Change, Fire Services Department, Pollution Control Board, designated authorities under Factories Act/Cinema Regulation Act, Urban Arts Commission, designated Coastal Regulation Zone Authority, Archeological Survey of India, Heritage Committee, Electrical inspectorate/Utilities and any such other authority as may be applicable. Approval of Fire Services Department shall be required for buildings of height 15 m or above and for such other buildings/special buildings referred to in Part 4 'Fire and Life Safety' of the Code.

11.1.4 *Integrated Approval Process*

11.1.4.1 In order to facilitate ease of doing business and ensure efficient and expeditious clearance from above bodies with the concept of single window clearance approach and thereby final approval by the Authority within the stipulated time frame, the Authority may constitute a Development/Building Permit Approval Committee consisting of representatives of the team of building officials, representatives of all bodies/organizations from whom clearance for development/building permit clearance is required.

Recommendations from such Committee shall be summarily utilized by the team of building officials in sanctioning process. The Committee may meet once in 15/30 days depending upon the work load. The first response/invalid notice/non-compliance intimation shall be issued by the Authority to the owner within 30 days of submission of the plans to the Authority (*see also* **12.10.2**).

11.1.4.2 It would be more appropriate that all the above authorities may make the information available in public domain delineating clearly the situations requiring their clearance. This information being available to the Authority as well, should be utilized by the Authority in deciding on the required sanction or otherwise without the need to go to the above multiple authorities. This can be achieved by providing, for necessary reference of the Authority, simplified environmental guidelines by the Ministry of Environment, Forests and Climate Change; colour coded zoning maps for Airports depicting restrictions imposed near airports, by Airports Authority of India; information on categorization of monuments with concerned degree of restrictions, by National Monuments Authority; etc.

The above could be further facilitated, if such requirements in respect of clearances from all such authorities be integrated in the Development Control Rules of the Master/Development Plan of the concerned city/town. The areas unaffected by any of the restrictions should be clearly marked out and mapped, preferably on a GIS platform. Area zones of differential control regulations (within the city) by any of these authorities may also be mapped accordingly so as to result in a composite map of the city/town with various control regulations by different authorities, clearly marked on the map. The sites which are located

outside the restricted/regulated areas would not require availing clearance from the respective authorities.

Such integrated approval by the Authority shall be accorded within the time limit of 30 days (*see also* **12.10.2**).

11.1.5 The Authority shall permit a registered architect/engineer to approve the building proposals including plans, and certify completion of building for issue of related regulatory building permits and occupancy certificate for residential buildings designed by self or otherwise, on plot size up to 500 m^2. The responsibility of compliance with respect to provisions of Code shall rest with the registered architect/engineer. However, the plans shall be required to be submitted to the Authority for information and records. If the professionals give approval under this process, violating processes of the Code, the Authority shall take necessary actions against such professionals including de-recognition and informing the concerned professional bodies for professional misconduct/disciplinary penalties.

NOTE – Where the experience clearly shows that satisfactory building permit activities are being carried out through the above empowerment of professionals, the Authority may extend such provision for larger areas and other building occupancies.

11.2 Pre-code Development/Building Permit

If any development/building, permit, ~~for which~~ had been issued before the commencement of the Code, is not wholly completed within a period of three years from the date of such permit, the said permission shall be deemed to have lapsed and fresh permit shall be necessary to proceed further with the work in accordance with the provisions of the Code.

12 APPLICATION FOR DEVELOPMENT, BUILDING PERMIT AND DEMOLITION PERMIT

12.1 Application

Every owner who intends to develop, erect, re-erect or make alterations in any place in, or even demolish a building shall give an application in writing to the Authority of his said intention in the prescribed form (*see* Annex B) and such notice shall be accompanied by plans and statements in triplicate as required under **12.2** and **12.3** except for special buildings (high rise, non-residential) where additional copies may be submitted as desired by the Authority. For demolition permit, refer **12.1.3**. The Authority shall permit submission of plans/documents in electronic form.

12.1.1 *Computerization of Approval Process*

The Authority should progressively computerize the approval process. This may involve facilitating the submission of building plans and other documents and requisite fees online by uploading the same through the designated portal of the Authority as well as sanction online. It may also require instituting appropriate procedure for registration and traceability along with responsibility of the applicant making such submissions.

Authorities are encouraged to have centralized approval process involving online tools/softwares that can be calibrated to the provisions of the Code and used simultaneously by various agencies (whose officials to familiarize themselves including w.r.t updates). Authorities shall ensure that such online tools/softwares are safe and secure, thus tamper-proof.

12.1.2 Regarding the submission of plans by Government Departments, the procedure shall be as given in **12.1.2.1** and **12.1.2.2**.

12.1.2.1 The operational construction/installation of the Government, whether temporary or permanent, which is essential for the operation, maintenance, development or execution of any of the following services may be exempted from the point of view of the Code :

a) Railways;
b) National highways;
c) National waterways;
d) Major ports;
e) Airways and aerodromes;
f) Posts and telegraphs, telephones, wireless, broadcasting, and other like forms of communications;
g) Regional grid for electricity;
h) Defence; and
j) Any other service which the Central/State Government may, if it is of opinion that the operation, maintenance, development of execution of such service is essential to the life of the community, by notification, declare to be a service for the purpose of this clause.

In case of construction/installation where no approvals are required, the concerned agencies which are exempted from seeking approval shall submit the drawings/plans/details for information and records of the Authority before construction/installation. The provisions of the Code, as applicable, shall however be followed by all such developments.

12.1.2.2 However, the following construction of the Government departments do not come under the purview of operational construction for the purpose of exemption under **12.1.2.1**:

a) New residential building (other than gate lodges, quarters for limited essential operational staff and the like), roads and drains in railway

colonies, hospitals, clubs, institutes and schools, in the case of railways; and

b) A new building, new construction or new installation or any extension thereof in the case of any other services.

12.1.3 *Demolition Permit*

12.1.3.1 In the case of demolition activity (for any building having total coverage area of size 100 m^2 or greater), the process of demolition permit involves an initial application made by the owner in writing to the authority providing therein the key documents as given below, apart from submitting applicable fees and charges:

a) Engagement of building professional,
b) Engineering survey report of the substructures/buildings prepared by the professional;
c) Demolition plan, and
d) NOC from all essential authority services (supply of gas, water, sewerage, communications, electricity) (*see* Table 3).

The views/objections of the abutting/adjoining building should also be considered by the building official.

The applicant shall ensure that a safe procedure for demolition of buildings is adopted. This is critical to ensure that any associated hazards such as collapse of a structure, falling material, flying material, impact/hit by material, collapse of equipment/machinery, noise, entrapment, fall from height, electrocution, fire, explosion, etc are avoided. All essential services shall be located/marked to perform dislocation before demolition. Safety measures in construction to protect the adjoining buildings should be ensured particularly by employing a suitable structural engineer / geotechnical engineer.

12.1.3.2 *Demolition plan*

A plan of procedure for the demolition work shall be prepared by the RBP, highlighting the sequence of demolition activities. The detailed plan shall take care of the following:

a) Process shall not adversely affect the structural integrity of the adjacent or adjoining building;
b) Proposed methods for handling heavy, bulky or awkward components;
c) Need for specific lifting arrangements to be detailed to facilitate safe lifting;
d) Handling, lifting, storing, stacking and transportation of components, depending on their size, shape and weight;
e) Provision of safe access and safe working areas;

f) Equipment to be used for the work, including the size, type, position and coverage of the proposed demolition crane(s) shall be indicated on a site plan, and locations such as unloading points and storage areas (if any) shall be shown;
g) Plan for disposing demolition waste shall be in accordance with **12** of Part 7 'Construction Management, Practices and Safety' of the Code; and
h) A risk assessment plan.

12.1.3.3 *Demolition process*

The owner/occupier shall notify the concerned departments/agencies related to utilities having service connections within the building, such as water, electricity, gas, sewer and other connections and obtain an NOC issued by the concerned departments/agencies related to the disconnection of utilities and services

The demolition process shall follow:

a) safety provisions for protection against fire in accordance with the provisions of Part 4 'Fire and Life Safety' of this Code;
b) systematic waste disposal in accordance with **12.21.1** of Part 7 'Construction Practices, Management, and Safety' of this Code; and
c) provisions given in **12** of Part 7, 'Construction Management, Practices and Safety' of this Code.

The Building Official has the Authority to cancel the demolition permit if any part of the process is not followed. A copy of the demolition permit and/or methods of operations shall be maintained at the job site for the duration of the demolition operation.

12.2 Information Accompanying Notice

The notice shall be accompanied by the key plan, site plan, building plan, services plans, specifications, structural sufficiency certificate and certificate of supervision as prescribed in **12.2.2** to **12.2.8**.

12.2.1 *Sizes of Drawing Sheets and Recommended Notation for Colouring Plans*

12.2.1.1 The size of drawing sheets shall be any of those specified in Table 1.

Table 1 Drawing Sheet Sizes
(*Clause* 12.2.1.1)

Sl No.	Designation	Trimmed Size mm
(1)	(2)	(3)
1)	A0	841 X 1189
2)	A1	594 X 841
3)	A2	420 X 594
4)	A3	297 X 420
5)	A4	210 x 297
6)	A5	148 x 210

12.2.1.2 The plans shall be coloured as specified in Table 2, including for the digital submissions.

12.2.2 *Key Plan*

A key plan drawn to a scale of not less than 1 in 10 000 shall be submitted along with the application for a development/building permit showing the boundary locations of the site with respect to neighbourhood landmarks. The minimum dimension of the key plan shall be not less than 75 mm.

Table 2 Colouring of Plans
(*Clause* 12.2.1.2)

Sl No.	Item	Site Plan			Building Plan		
		White Plan Print	Blue Print	Ammonia Print	White Plan Print	Blue Print	Ammonia Print
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
i)	Plot lines	Thick black	Thick black	Thick black	Thick black	Thick black	Thick black
ii)	Existing street	Green	Green	Green	-	-	-
iii)	Future street, if any	Green dotted	Green dotted	Green dotted	-	-	-
iv)	Permissible building lines	Thick dotted black	Thick dotted black	Thick dotted black	-	-	-
v)	Open spaces	No colour	No colour	No colour	No colour	No colour	No colour
vi)	Existing work	Black	White	Blue	Black	White	Blue

vii)	Work proposed to be demolished	(outline) Yellow hatched	Yellow hatched	Yellow hatched	Yellow hatched	Yellow hatched	Yellow hatched
viii)	Proposed work (*see* Note 1)	Red filled in	Red	Red	Red	Red	Red
ix)	Drainage and sewerage work	Red dotted	Red dotted	Red dotted	Red dotted	Red dotted	Red dotted
x)	Water supply work	Black dotted thin	Black dotted thin	Black dotted thin	Black dotted thin	Black dotted thin	Black dotted thin
xi)	Electrical supply system including communication network, intersection with transmission line	Coloured suitably in line with Part 8/Sec 2 of the Code					

NOTES
1 For entirely new construction this need not be done; for extension of an existing work this shall apply.
2 For land development, subdivision, layout, suitable colouring notations shall be used which shall be indexed.

12.2.3 *Site Plan*

The site plan sent with an application for permit shall be drawn to a scale of not less than 1 in 500 for a site up to one hectare and not less than 1 in 1 000 for a site more than one hectare and shall show,

a) the boundaries of the site and of any contiguous land belonging to the owner thereof;
b) the position of the site in relation to neighbouring street;
c) the name of the streets in which the building is proposed to be situated, if any;
d) all existing buildings standing on, over or under the site including service lines.
e) the position of the building and of all other buildings (if any) which the applicant intends to erect upon his contiguous land referred to in (a) in relation to:

1) the boundaries of the site and in case where the site has been partitioned, the boundaries of the portion owned by the applicant and also of the portions owned by others;

2) all adjacent street, buildings (with number of storeys and height) and premises within a distance of 12 m of the site and of the contiguous land (if any) referred to in (a); and
3) if there is no street within a distance of 12 m of the site, the nearest existing street;

f) the means of access from the street to the building, and to all other buildings (if any) which the applicant intends to erect upon his contiguous land referred to in (a);
g) space to be left about the building to secure a free circulation of air, admission of light and access for scavenging purposes;
h) the width of the street (if any) in front and of the street (if any) at the side or near the buildings;
j) the direction of north point relative to the plan of the buildings;
k) any physical features, such as wells, drains, etc; and
m) such other particulars as may be prescribed by the Authority.

12.2.4 *Subdivision/Layout Plan*

In the case of development work, the notice shall be accompanied by the subdivision/layout plan which shall be drawn on a scale of not less than 1 : 500 containing the following:

a) Scale used and north point;
b) Location of all proposed and existing roads with their existing/proposed/prescribed widths within the land;
c) Dimensions of plot along with building lines showing the setbacks with dimensions within each plot;
d) Location of drains, sewers, public facilities and services, and electrical lines, etc;
e) Table indicating size, area and use of all the plots in the subdivision/layout plan;
f) A statement indicating the total area of the site, area utilized under roads, open spaces for parks, playgrounds, recreation spaces and development plan reservations, schools, shopping and other public places along with their percentage with reference to the total area of the site proposed to be subdivided; and
g) In case of plots which are subdivided in built-up areas in addition to the above, the means of access to the subdivision from existing streets.

12.2.5 *Building Plan and Details*

The plan of the buildings and elevations and sections accompanying the notice shall be drawn to a scale of 1 : 100. The plans and details shall,

a) include floor plans of all floors together with the covered area clearly indicating the size and spacing of all framing members and sizes of rooms and the position of staircases, ramps and lift wells;
b) show the use or occupancy of all parts of the buildings;
c) show exact location of essential services, for example, WC, sink, bath and the like;
d) include at least one elevation from the front showing height of building and rooms and also the height of parapet.
e) include at least one section through the staircase.
f) include the structural arrangements with appropriate sections showing type/arrangement of footings, foundations, basement walls; structural load bearing walls, columns and beams, and shear walls; and arrangement/spacing of framing members, floor slabs and roof slabs with the material used for the same.
g) show all street elevations;
h) give dimensions of the projected portions beyond the permissible building line;
j) include a terrace plan indicating the drainage and the slope of the roof; and
k) give indications of the north point relative to the plan.

NOTE – The requirement of 1 : 100 is permitted to be flexible for specific details needed for further illustration; and also for drawings for these in electronic form.

12.2.5.1 *Building plan for high rise/special buildings*

For all high rise buildings which are 15 m or more in height and for special buildings like educational, assembly, institutional, business, mercantile, industrial, storage and hazardous and mixed occupancies with any of the aforesaid occupancies having covered area more than 500 m^2 (*see* also Part 4 'Fire and Life Safety' of the Code), the building sanction shall be done in two stages. In case of important projects and projects having high complexity and sensitivity, the Authority may get the design, drawings and details of such buildings peer reviewed/proof checked before approving the same.

a) Stage 1 Planning clearance

The following additional information shall be furnished/indicated in the building plan in addition to the items given in **12.2.5** as applicable:

1) Access to fire appliances/vehicles with details of vehicular turning circle and clear motorable accessway around the building;
2) Size (width) of main and alternative staircases along with balcony approach, corridor, ventilated lobby approach;
3) Location and details of lift enclosures;
4) Location and size of fire lift;
5) Smoke stop lobby/door, where provided;

6) Refuse chutes, refuse chamber, service duct, etc;
7) Vehicular parking spaces;
8) Refuge area, if any;
9) *Details of building services* – Air conditioning system with position of fire dampers, mechanical ventilation system, electrical services, boilers, gas pipes, etc;
10) Details of exits including provision of ramps, etc, for hospitals and special risks;
11) Location of generator, transformer and switchgear room;
12) Smoke exhauster system, if any;
13) Details of fire alarm system network;
14) Location of centralized control, connecting all fire alarm systems, built-in-fire protection arrangements and public address system, etc;
15) Location and dimensions of static water storage tank and pump room along with fire service inlets for mobile pump and water storage tank;
16) Location and details of fixed fire protection installations such as sprinklers, wet risers, hose-reels, drenchers, etc; and
17) Location and details of first-aid firefighting equipment/installations.
18) Features relating to accessibility for the elderly and persons with disabilities, shall be in accordance with **13** of Part 3 'Development Control Rules and General Building Requirements' of the Code for the designated buildings and areas.

b) Stage 2 Building permit clearance

After obtaining the sanction for planning (Stage 1) from the Authority, a complete set of structural plans, sections, details, design calculations and duly signed by engineer/structural engineer (*see* Annex A) along with the complete set of details duly approved in Stage 1 along with certificate structural design basis report (*see* Annex T) and completed structural design work (*see* Annex J) shall be submitted. A copy of the sub-surface investigation report prepared and duly signed by the geotechnical engineer shall also be submitted. The building plans/details shall be deemed sanctioned for the commencement of construction only after obtaining the permit for Stage 2 from the Authority.

A summary of the applicable plans and documents to be submitted in the two stages is given in Table 3.

NOTE – In case of the two stage process, all the documents required to be submitted for stage 2 shall be submitted by the applicant within 90 days of obtaining planning clearance from the Authority/BO. The timelines for grant of permit shall begin from the date of submission of all documents of stage 2.

Table 3 Documents to be Submitted in the Two Stages of Building Permit Process for High Rise and Special Buildings
(*Clauses* 12.2.5.1 and 12.10.3)

Sl No.	Documents	Stage 1	Stage 2
(1)	(2)	(3)	(4)
i)	Engagement of RBP (**Annex D**)	Y	To be submitted only if there is a change
ii)	Application for obtaining development permit/building permit (**Annex B**)	Y	NA
iii)	Key plan	Y	NA
iv)	Site plan	Y	NA
v)	Subdivision/layout plan	Y	NA
vi)	Building plan	Y	NA
vii)	Stage 1 Planning Clearance	NA	Y
viii)	Structural plans, sections, details, design calculations	NA	Y
ix)	Services plans (including electrical)	NA	Y
x)	Specifications, general and detailed	NA	Y
xi)	Ownership documents	Y	NA
xii)	NOC related to site, wherever applicable for permissibility of proposed activity	Y	NA
xiii)	Certificate for subsurface investigation (**Annex H**)	NA	Y
xiv)	Certificate of structural design sufficiency (**Annex J**)	NA	Y
xv)	Indemnity bonds (**Annexes Q and R**)	Y	NA
xvi)	Valid time extension (wherever applicable)	To be submitted only if there is a change.	To be submitted only if there is a change.
xvii)	Photographs of the site with date-time stamp	Y	Y

Sl No.	Documents	Stage 1	Stage 2
(1)	(2)	(3)	(4)
xviii	NOCs (as per requirement) (**Table 4**)	Y	Y
xix)	Receipts of all applicable fees and charges including labour cess (**Annex S**)	Y	Y
xx)	SDBR (as described in **Annex T**)	NA	Y
xxi)	Energy Efficiency Compliance Report from BEE certified professional, wherever applicable as per ECBC Rules	NA	Y

Table 4 Indicative List of NOCs/ Approvals from the Agencies
(Table 3)

Sl No.	Agencies from Whom NOCs/Clearances may be required (Wherever Applicable)
(1)	(2)
1)	Monuments Authority of India
2)	Ministry of Environment, Forest and Climate Change (MoEFCC)
3)	Fire Service Department
4)	Electrical/lift inspectorate
5)	Designated Authorities under Factories Act
6)	Designated Authorities under Cinema Regulation Act
7)	Urban Art Commission
8)	Heritage Committee
9)	State Pollution Control Board
10)	Designated Coastal Regulation Zone Authority
11)	Metro Rail Corporation (MRC)
12)	Chief Controller of Explosives
13)	Service departments
14)	Town Planning Department
15)	Clearance from Defence, Border Roads Organization
16)	Public Works Department (PWD)
17)	National Highway Authority of India (NHAI)
18)	Railways
19)	Police (for construction of religious structures)
20)	District Magistrate
21)	Inspectorate of Boilers and Smoke Nuisance
22)	Atomic Energy Regulatory Board
23)	Departments/Agencies responsible for the maintenance of the public utilities (If the allotted site falls in the proximity of their

	establishment or has any departmental utilities or conveniences or infrastructure, etc within, below or above the ground or on the periphery of the site which has the possibility of being affected while undertaking the construction.)
24)	Lessor, in case of leased sites

12.2.6 *Services Plans*

The services plans shall include all details of building and plumbing services, and also plans, elevations and sections of private water supply, sewage disposal system and rainwater harvesting system, if any (*see* Part 4 'Fire and Life Safety' , Part 8 'Building Services' and Part 9 'Plumbing Services' of the Code).

12.2.7 *Specifications*

Specifications, both general and detailed, giving type and grade of materials to be used, duly signed by the registered architect, engineer, structural engineer or supervisor, utility services engineer shall accompany the application (*see* Annex B).

12.2.8 *Structural Design Sufficiency*

12.2.8.1 *Structural design sufficiency certificate*

The application shall be accompanied by structural sufficiency certificate in the prescribed form (*see* Annex C/Annex J as applicable) signed by the engineer/structural engineer (*see* Annex A) and the owner jointly to the effect that the building is safe against various loads, forces and effects including due to natural disasters such as earthquakes, landslides, cyclones, floods, etc as per National Building Code of India and its Part 6 'Structural Design' ~~of the Code~~ and other relevant Codes. The engineer/structural engineer shall also have the details to substantiate his design (*see* **12.2.8.2**).

12.2.8.2 *Structural design basis report (SDBR)*

The SDBR (Annex T) consists of basis for designing the building. It includes four parts as provided below:

a) Part 1 : General information/data
b) Part 2 : Load bearing masonry buildings
c) Part 3 : Reinforced concrete buildings
d) Part 4 : Steel and Steel-concrete composite buildings

In compliance of the design with Part 6 'Structural Design' of the Code/the relevant Indian Standards mentioned in this Code, the registered

engineer/structural engineer shall also submit a SDBR for structures of different complexities, as given in **12.2.5.1**, along with the drawings and documents to be submitted with the application. The SDBR shall include the parts as detailed below:

1) Part 1
2) Part 2 or Part 3 or Part 4 (whichever is applicable)

12.2.9 *Execution and Supervision*

The notice shall be further accompanied by a certificate in the prescribed form (*see* Annex D) by a builder/constructor (*see* Annex A) undertaking the execution.

The notice shall also be accompanied by a certificate in the prescribed form (*see* Annex E) by the registered architect/engineer/structural engineer/supervisor /town planner (*see* Annex A) undertaking the supervision (*see* **9.1.3**).

12.2.10 *Miscellaneous Documents*

In addition to the aforementioned documents as at **12.2.1** to **12.2.8** depending on the location of development/building activity the related miscellaneous documents such as no objection certificate/clearance from agencies (*see* Table 4), and indemnity bonds (*see* Annexes Q and R).

12.3 Preparation and Signing of Plans

The registered architect/engineer/supervisor/town planner/landscape architect/urban designer/utility service engineer shall prepare and duly sign the plans as per their competence (*see* Annex A) and shall indicate his/her name, address, qualification and registration number as allotted by the Authority or the body governing such profession. The structural plans and details shall also be prepared and duly signed by the competent professionals like registered engineer/structural engineer (*see* Annex A). The plans shall also be duly signed by the owner indicating his address. The type and volume of buildings/development work to be undertaken by the registered building professionals may generally be as in Annex A.

12.4 Notice for Alteration Only

When the notice is only for an alteration of the building (*see* **3.5**), only such plans and statements, as may be necessary, shall accompany the notice.

12.4.1 No notice and building permit is necessary for the following alterations, and the like which do not otherwise violate any provisions regarding general building requirements, structural stability and fire and health safety requirements of the Code:

~~a) Opening and closing of a window or door or ventilator;~~
~~b) Providing intercommunication doors;~~
~~c) Providing partitions;~~
~~d) Providing false ceiling;~~
~~e) Gardening;~~
~~f) White washing;~~
~~g) Painting;~~
~~h) Re-tiling and re-roofing;~~
~~j) Plastering and patch work;~~
~~k) Re-flooring; and~~
~~m) Construction of sunshades on one's own land.~~

a) plastering, re-plastering and patch repairs, cladding, except for the heritage buildings where the permission or NOC from the concerned authorities is required;

b) re-tiling, and re-roofing or renewal of roof without altering its height;

c) flooring and re-flooring*;*

d) opening and closing of window, door and ventilator in non-load bearing walls provided they do not open directly over other private/public property;

e) minor rehabilitation/repair of fallen bricks/stones, walls, columns, beams etc;

f) construction or re-construction of sunshade;

g) construction or re-construction of parapet;

h) white washing, painting, polishing, and varnishing;

j) erection of false ceiling in any floor while maintaining the permissible clear height, provided the false ceiling is not to be used as a loft/mezzanine;

k) erection or re-erection of internal partitions;

m) change/installation/re-arranging/relocating of fixture(s)/re-wiring;

n) gardening;

p) public art;

q) public washroom, security room and bank ATM on the ground floor up to a maximum area of 9 m^2, provided it does not obstruct fire tender movement;

r) portable cabins up to a maximum area of 4.50 m^2.

12.5 Fees

No notice as referred to in **12.1** shall be deemed valid unless and until the person giving notice has paid the fees to the Authority and an attested copy of the receipt of such payment is attached with the notice.

NOTE – The fees may be charged as a consolidated fee. In the event of a building/development permit is not issued, the fees so paid shall not be returned to the owner, but he shall be allowed to re-submit it without any fees after complying with all the objections raised by the Authority within a period of one year from the date of rejection after which fresh fees shall have to be paid.

A suggestive format of the heads for applicable fees and charges (inclusive of labour cess) is given in Annex S, which the authority may affix/review from time to time.

12.6 Duration of Sanction

~~The sanction once accorded shall remain valid up to three years. The permit shall be got revalidated before the expiration of this period. Revalidation shall be subject to the rules then in force.~~

12.6.1 The development permit shall remain valid for 5 years from the date of grant of permit. The building permit/sanction once accorded shall remain valid for up to three years for low rises (and five years for GROUP HOUSING and GROUP OF BUILDINGS within a plot).

12.6.2 Extension of the above 5 years time for sanctioned plans may be granted to the applicant for a maximum of 2 years. However, if the allotment/lease conditions allow for a development and/or construction period of more than 7 years (5 + 2), the Authority may allow further extension for such time period to the sanctioned plans. Figure 6 depicts the entire process regarding validity and extension. The applicant shall submit the sanctioned plans for extension of time along with the following documents:

a) copy of previously granted permit; and
b) 50 percent of original processing plan fees.

The following shall also be submitted in applicable cases while applying for an extension of sanction:

1) a copy of the letter granting an extension of time period prescribed in the lease condition for development and/or construction (this extension of time period shall be granted by the lessor; also referred to as revalidation); and
2) applicant/ownership documents for updated applicant/ownership title after previous sanction, if applicable;

12.7 Deviations During Construction

If during the construction of a building any departure (excepting for items as given in **12.4.1**) from the sanctioned plan is intended to be made (*see* **7.5**), sanction of the Authority shall be obtained before the change is made. The revised plan showing the deviations shall be submitted and the procedure laid down for the original plan heretofore shall apply to all such amended plans except that the time limit specified under **12.10.2** shall be three weeks in such cases.

12.8 Revocation of Permit

The Authority may revoke any permit issued under the provisions of the Code, wherever there has been any false statement, misrepresentation of any material fact in the application on which the permit was based or violation of building permit or in case of noncompliance thereof, and shall state the reasons for revoking the permit. However, a reasonable opportunity of being heard shall be provided to the applicant before revoking any permit.

12.9 Qualification of Architects, Engineers, Structural Engineers, Geotechnical Engineers, Supervisors, Town Planners, Landscape Architects, Urban Designers, Utility Services Engineer ~~Personnel~~ and Builder/Constructor

Architects, engineers, structural engineers, geotechnical engineers, supervisors, town planners, landscape architects, urban designers, utility service engineers and builders/constructors wherever referred in the Code, shall be registered by the Authority or the body governing such profession constituted under a statute, as competent to do the work for which they are employed. A guide for the equivalent technical qualifications and professional experience required for such registration with the Authority is given in Annex A. In the case of building and plumbing services, qualifications for engineers for utility services shall be as given in **A-2.9**.

12.9.1 In case the registered building professional associated with the preparation and signing of plans or for supervision, is being changed during any stage of building/land development process, the professional shall intimate the Authority in writing about the further non-association with the project.

12.9.2 Authority personnel as well as all the registered building professionals are encouraged to engage in continued professional development to remain updated with the technological developments, regulatory updates, and sustainable practices, leading to contribution towards better development activities and

building construction. Authority should develop a mechanism to support and track progress.

12.10 Scrutiny, Grant of Sanction or Refusal

12.10.1 *Scrutiny of the Application*

12.10.1.1 The Authority (Building Official) shall validate completion of an application against the list of documents specified in **12.2.2** to **12.2.5**(k), within 7 working days from the date of submission/resubmission of an application.

12.10.1.2 Completed applications shall be accepted for technical scrutiny. In case of any deficiency, notice for modifications shall be issued to the applicant.

12.10.1.3 Resubmission of the application shall be made within 30 days of issuance of notice for modifications, else the submitted application shall stand cancelled and a fresh application shall be submitted along with plan processing fees.

12.10.1.4 The Building Official shall conduct site inspections to verify the site conditions and status of proposed development and/or construction activity.

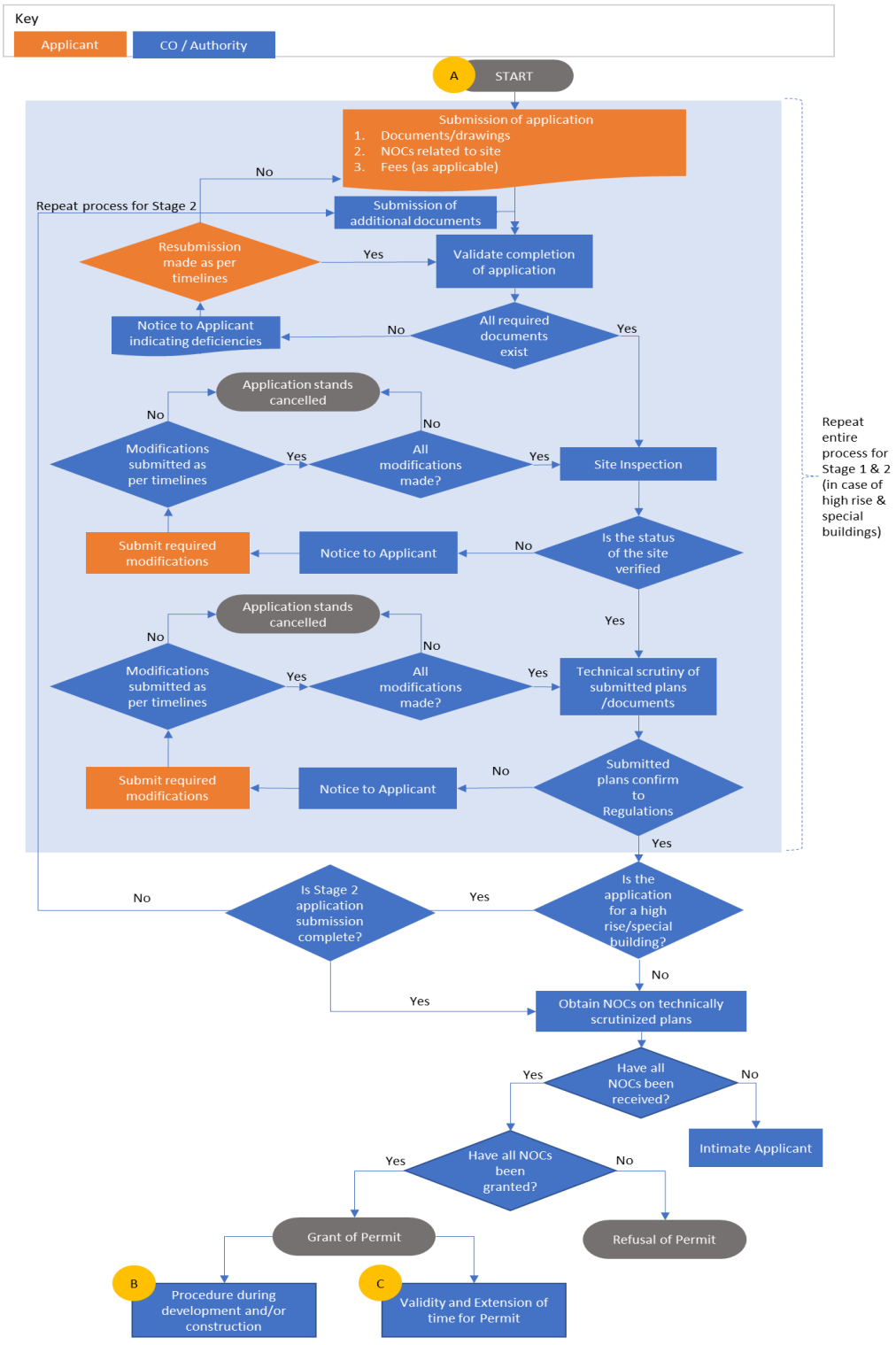
12.10.1.5 The Building Official shall conduct technical scrutiny of the application for conformity to the Code and provisions of applicable regional plan, master plan, development plan, zoning regulations and/or other plans prepared for the area. Scrutiny shall be completed within 15 working days from the date of submission/resubmission of application.

12.10.1.6 If found in conformity, technically scrutinized applications shall be sent to external departments (*see* Table 3) as and where required for receipt of NOCs from them.

12.10.1.7 If not in conformity, modifications required in the submitted plans shall be formally communicated to the applicant. The communication shall be sent within 21 working days from the date of submission/resubmission of application.

12.10.1.8 Plans along with required modifications shall be resubmitted within 15 working days from the date of communication failing which the application shall stand cancelled and a fresh application shall be submitted along with plan processing fees.

12.10.1.9 The process flow for obtaining development/building permit is illustrated in Fig. 2 and timelines are illustrated in Fig. 3.



NOTE – B & C are elaborated in Fig. 4 and Fig. 6 respectively.

FIG. 2 PROCESS FLOW FOR OBTAINING DEVELOPMENT PERMIT AND/OR BUILDING PERMIT

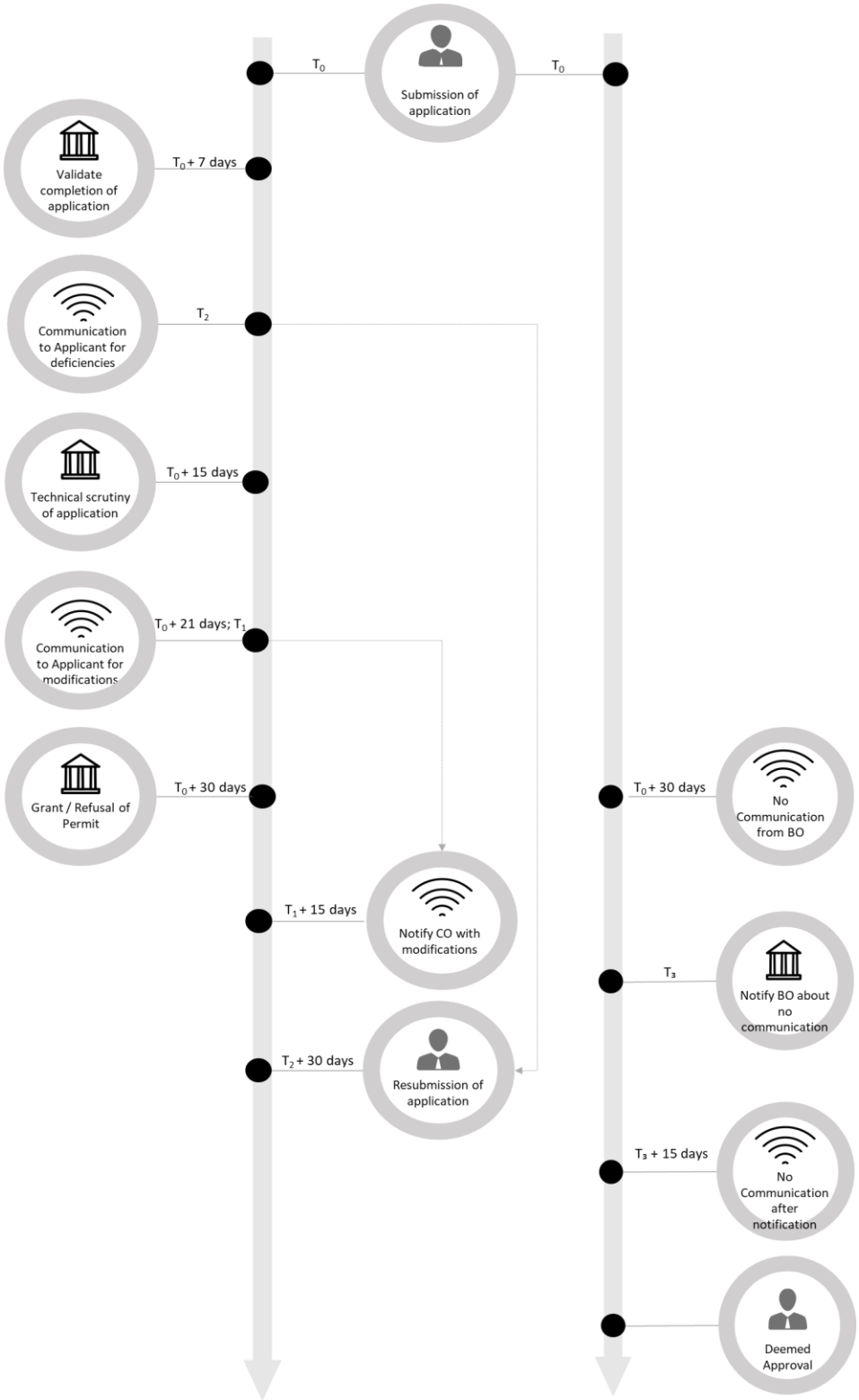


FIG. 3 TIMELINES FOR THE PERMIT PROCESS FOR DEVELOPMENT AND/OR BUILDING PERMIT (FOR OTHER THAN 2-STAGE PROCESS)

12.10.2 The Authority may either sanction or refuse the plans and specifications or may sanction them with such modifications or directions as it may deem necessary and thereupon shall communicate its decision to the person giving the notice (*see* Annex F).

12.10.3 The building plans for buildings identified in **12.2.5.1** shall also be subject to the scrutiny of the Fire Authority and the sanction through building permit shall be given by the Authority after the clearance from the Fire Authority (*see also* **11.1.3**), and for other agencies under NOC regime, see Table 3.

12.10.4 If within 30 days of the receipt of the notice under **12.1** of the Code, the Authority fails to intimate in writing to the person, who has given the notice, of its refusal or sanction, the notice with its plans and statements shall be deemed to have been sanctioned; provided the fact is immediately brought to the notice of the Authority in writing by the person who has given notice and having not received any intimation from the Authority within fifteen days of giving such written notice. Subject to the conditions mentioned in this clause, nothing shall be construed to authorize any person to do anything in contravention of or against the terms of lease or titles of the land or against any other regulations, byelaws or ordinance operating on the site of the work.

12.10.5 In the case of refusal, the Authority shall quote the reason and relevant sections of the Code which the plans contravene. The Authority shall as far as possible advice all the objections to the plans and specifications in the first instance itself and ensure that no new objections are raised when they are resubmitted after compliance of earlier objections.

12.10.6 Once the plan has been scrutinized and objections have been pointed out, the owner giving notice shall modify the plan to comply with the objections raised and resubmit it. The Authority shall scrutinize the re-submitted plan and if there be further objections, the plan shall be rejected.

12.10.7 *Review of Structural Design*

12.10.7.1 The Authority shall empanel structural engineers (as in **A-2.11**) for peer reviewing/proof checking and certifying the design of buildings with height above 50 m, important service and community buildings or structures, lifeline and emergency buildings and/or large assembly buildings. The owner may also decide to carry out proof checking of structural design for other buildings.

NOTE — Important service and community buildings or structures may include critical governance buildings, schools, signature buildings, monument buildings. Lifeline and emergency buildings may include hospitals, telecommunication buildings, bus stations, railway stations/buildings, airports, ports, food storage, power stations, fuel stations, fire stations, etc.

12.10.7.2 The peer review/proof checking shall be carried out through an individual/organization (who/which is not part of the original design team and is

thus independent from the project). The qualification, experience and competence shall be as described in **A-2.11**.

12.10.7.3 The subsmission of the structural design by the structural engineer to the peer reviewer/proof checker shall be done in three stages as given below, and the succeeding stage submission shall be made only after obtaining concurrence for the preceeding stage:

a) SDBR

b) Preliminary design, related drawings and documents

c) Detailed design, related drawings and documents

13 RESPONSIBILITIES AND DUTIES OF THE OWNER

13.1 Neither the granting of the permit nor the approval of the drawings and specifications, nor inspections made by the Authority during erection of the building shall in any way relieve the owner of such building from full responsibility for carrying out the work in accordance with the requirements of the Code (*see* **9**).

13.2 Every owner shall,

a) permit the Authority to enter the building or premises for which the permit has been granted at any reasonable time for the purpose of enforcing the Code;
b) submit a document of ownership of the site;
c) obtain, where applicable, from the Authority, permits relating to building, zoning, grades, sewers, water mains, plumbing, signs, blasting, street occupancy, electricity, highways, and all other permits required in connection with the proposed work;
d) give notice to the Authority of the intention to start work on the building site (*see* Annex G);
e) give written notice to the Authority intimating completion of work up to plinth level;
f) submit the certificate of engagement of builder/constructor(s) for the buildings given in **12.2.5.1** (*see* Annex D), certificate for sub-surface investigation, where applicable (*see* Note 1) (*see* Annex H), certificate for completed structural design work as per structural safety requirements (*see* Annex J); certificate for supervision and execution of work (*see* Annex K); certificate for completed work by builder/constructor(s) (*see* Annex M) (*see* Note); and give written notice to the Authority regarding completion of work described in the permit (*see* Annex N);

NOTE – See **3.1** and **3.1.1** of Part 6 ‘Structural Design: Section 2 Soils and Foundations’ of the Code.

g) give written notice to the Authority in case of termination of services of a professional engaged by him;

h) shall, while submitting the notice of completion along with the sanctioned plans and deviations, if any, detail out with specific colours in the completion drawings. The documents to be submitted along with notice of completion for occupancy permit shall be as specified in **12.2.2** to **12.2.8** covering therein/depicting the actual completed works on site.

j) obtain an occupancy permit (*see* Annex P) from the Authority prior to any,

1) occupancy of the building or part thereof after construction or alteration of that building or part, or
2) change in the class of occupancy of any building or part thereof.

k) at least complete the following works before sending the notice of completion:
1) flooring that is hard surface and finished floors for common areas or/and public use areas;
2) electrical wiring;
3) toilets and plumbing work;
4) parking **and landscaping** as required;
5) installation of board with details regarding plot identification and ownership;
6) internal and external finishing (plastering may not be mandatory);
7) boundary wall and gates (may not be insisted **unless requested by the owner** in writing);
8) buildings shall be lockable that is, all external doors and windows shall be provided with doorknobs and locks. In case grill is provided in the windows the fixing of glass in the windows pane shall not be mandatory;
9) kitchen in a residential building;
10) lift in case of high rise and special buildings;
11) any other special provision as mentioned in the lease deed/memorandum of understanding (MoU);
12) all fire prevention, life safety and fire protection works/installation as specified in building plans; and
13) accessibility features where applicable.

Figure 4 summarizes the procedure/steps to be taken care during the course of development work/construction activity/demolition activity.

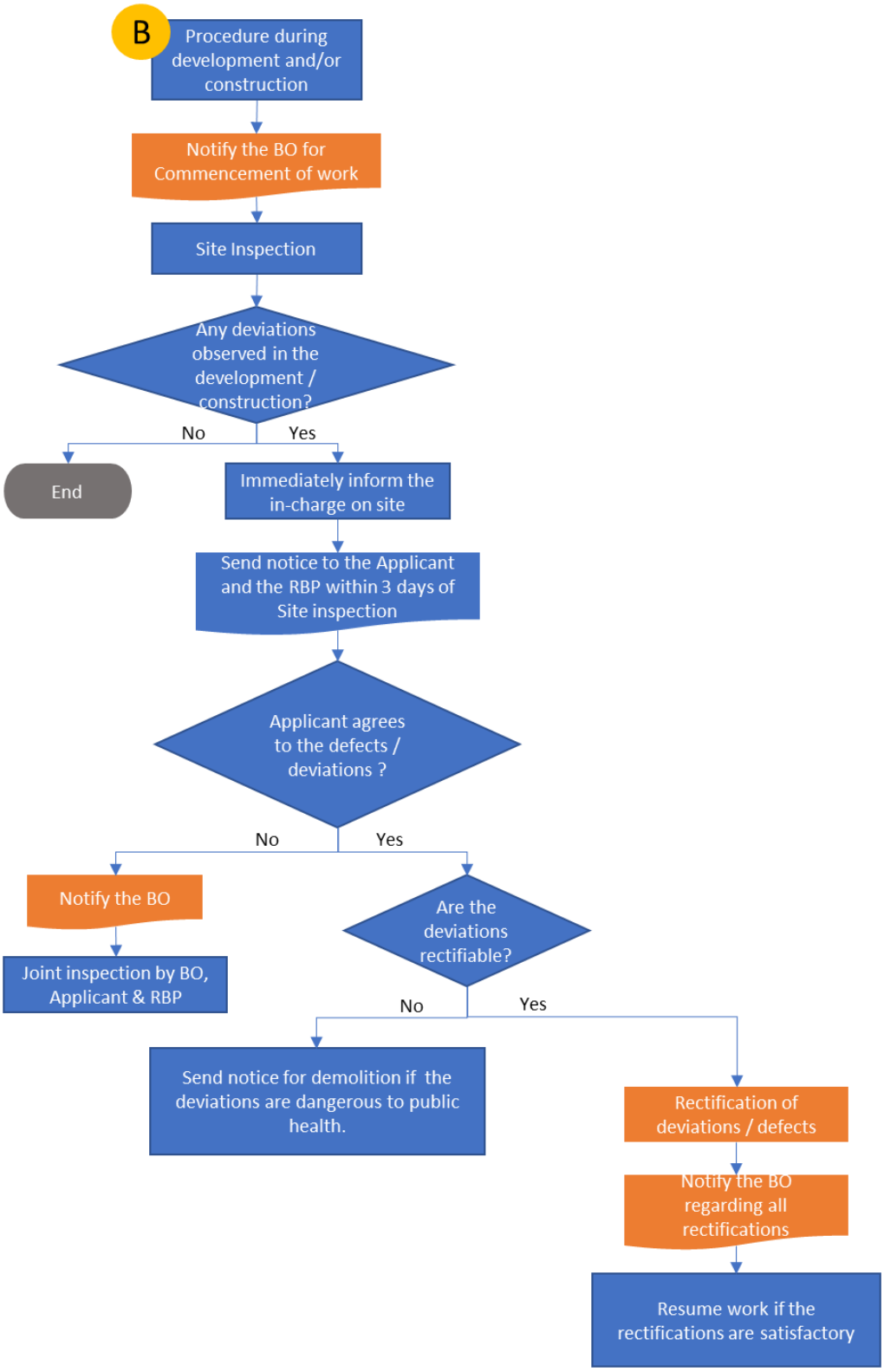


FIG. 4 PROCEDURE DURING DEVELOPMENT/CONSTRUCTION

13.2.1 *Temporary Occupancy* – See **14.2.3**.

13.3 Documents at Site

13.3.1 Where tests of any materials are made to ensure conformity with the requirements of the Code, records of the test data shall be kept available for inspection during the construction of the building and for such a period thereafter as required by the Authority.

13.3.2 The person to whom a permit is issued shall during construction keep pasted in a conspicuous place on the property in respect of which the permit was issued,

a) a copy of the building permit; and
b) a copy of the approved drawings and specifications referred in **12**.

14 INSPECTION, OCCUPANCY PERMIT/CERTIFICATE AND POST OCCUPANCY INSPECTION

14.1 Generally all construction or work for which a permit is required shall be subject to inspection by the Authority and certain types of construction involving unusual hazards or requiring constant inspection shall have continuous inspection by special inspectors appointed by the Authority.

14.2 Inspection, where required, shall be made within 7 days following the receipt of notification, after which period the owner will be free to continue the construction according to the sanctioned plan. At the first inspection, the Authority shall determine to the best of its ability that the building has been located in accordance with the approved site plans. The final inspection of the completion of the work shall be made within 21 days following the receipt of notification [*see* **13.2**(f)] for the grant of occupancy certificate. The entire process for obtaining occupancy permit has been illustrated in Fig. 5.

14.2.1 The owner/concerned registered architect/engineer/structural engineer/town planner will serve a notice/completion certificate to the Authority that the building has been completed in all respects as per the approved plans. The deviations shall also be brought to the notice of the Authority (with relevant documents). The team of building officials or its duly authorized representative shall then visit the site and occupancy certificate shall be given in one instance.

14.2.2 The occupancy should clearly state the use/type of occupancy of the building. However, the applicant can apply for change of use/occupancy permitted within the purview of the Master Plan/Zonal Plan/Building Bye-laws, where so required.

14.2.3 *Part Occupancy Permit of Buildings*

~~Upon the request of the holder of the permit, the Authority may issue a part occupancy certificate for a building or part thereof, before the entire work covered by permit shall have been completed, provided such portion or portions may be occupied safely prior to full completion of building without endangering life or public welfare.~~

The Authority may issue part occupancy permit (*see* **Annex U**) for a building/development or part thereof before the entire work covered by building permit and/or development permit is completed, for a specific time period, provided such portion or portions may be functional safely prior to full completion of building without endangering life or public welfare. The minimum covered area to be completed for such part occupancy permit shall be as specified in Table 5 and the following shall be applicable.

Table 5 Minimum Covered Area Requirements

(*Clause* 14.2.3)

Sl No.	Size of Plot	Minimum Covered Area (As Percentage of Total Permissible FAR)
(1)	(2)	(3)
i)	Up to 5 000 m^2	50
ii)	Exceeding 5 000 m^2 but not exceeding 10 000 m^2	40
iii)	Exceeding 10 000 m^2 but not exceeding 20 000 m^2	35
iv)	Exceeding 20 000 m^2 but not exceeding 1 00 000 m^2	30
v)	Exceeding 1 00 000 m^2 but not exceeding 2 00 000 m^2	25
vi)	Exceeding 200 000 m^2 but not exceeding 4 00 000 m^2	20
vii)	Above 4 00 000 m^2	15

Provisions related to Notice of Completion (documents, minimum requirements of construction, NOCs), inspections, etc shall be as provided for the grant of occupancy permit.

14.2.4 *Revocation of Development, Building and Occupancy Permit*

Permits may be revoked by the Authority, with reasons issued under the provisions of the Code, wherever there has been any false information and/or misrepresentation and suppression of any material fact in the application on which the permit was based or violation of permit or in case of non-compliance thereof.

14.3 When inspection of any construction operation reveals that any lack of safety precautions exists, the Authority shall have right to direct the owner to stop the work immediately until the necessary remedial measures to remove the violation of safety precautions are taken.

14.4 Periodic Occupancy Renewal

14.4.1 For buildings covered in **12.2.5.1** after completion of the building and obtaining the occupancy certificate, periodic inspections (every 3 years) of buildings shall be made by the Fire Authority to ensure the fire safety of the building and compliance with the provisions of fire and life safety requirements including safe keep of firefighting equipment and installations (*see* Part 4 'Fire and Life Safety' of the Code). An electrical audit (also including the sanctioned load vs actual load drawn by the various equipment) should be done prior to ~~done together with~~ this fire audit, to ascertain possible damage due to overloading or malfunctioning of electrical installations/systems. ~~Periodic occupancy renewal certificate shall be made available by the Authority/Fire Authority which shall also include safe keep of firefighting installations and equipment for such buildings.~~

~~**14.4.2** All buildings covered under **12.2.5.1** shall be subjected to periodic physical inspection by a team of multi-disciplinary professionals of local Authority. The work by team of professionals may be outsourced by the authority to competent professionals as may be deemed necessary. The team shall ensure the compliance of byelaws, natural lighting, ventilation, etc besides structural safety, electrical safety and accessibility (for designated public buildings and areas as per **13** of Part 3 'Development Control Rules and General Building Requirements' of the Code). After checking, the team shall be required to give the certificate for above aspects. If any shortcoming/deficiencies or violations are noticed during inspection, the Authority shall ensure the compliance of these within a specified time frame of six months. If not complied with, the building shall be declared unsafe/unfit. The period of inspection shall usually be 3 to 5 years but in any case not more than 5 years.~~

14.4.2 All buildings covered under **12.2.5.1** shall be subjected to periodic evaluation, as given in **14.4.2.1** to **14.4.2.3**:

14.4.2.1 The owner of the building shall get the structural audit/inspection of building done by the registered structural engineer/**empanelled** expert structural engineer first in the tenth year from the date of grant of occupancy permit, and

thereafter every 5 years. Findings shall be submitted to the Authority for record. In case the building shows signs of distress such as structural cracks, etc, the owner should opt for conducting such evaluation immediately. For buildings of height more than 50 m and **special structures**, the evaluation shall be done by **expert structural engineer** only.

If any action for ensuring the structural safety and stability of the building is to be taken, as recommended by the registered structural engineer/**empanelled** expert structural engineer, it shall be completed within the time period as stipulated by the Authority to maintain the occupancy.

The owner on the advice of the Authority shall carry out such repair/restoration and strengthening/retrofitting of the building found necessary as per good practices [2(1)].

In the failure to carry out such repair/restoration, supply of electricity/other services should be disconnected until the time the correction is carried out.

In case, the owner does not carry out such action, the Authority or any agency authorized by the Authority may carry out such action at the cost of the owner.

14.4.2.2 The Authority shall ensure the compliance of the Code, natural lighting, ventilation, etc besides structural safety, electrical safety and accessibility (for designated public buildings and areas as per **13** of Part 3 'Development Control Rules and General Building Requirements' of the Code).

14.4.2.3 After checking, the Authority/ their empanelled expert shall be required to give the certificate for the above aspects. If any shortcomings/deficiencies or violations are noticed during inspection, the Authority shall ensure the compliance of these within a specified time frame of six months. If not complied with, the building shall be declared unsafe/unfit. The period of inspection shall usually be 3 to 5 years but in any case not more than 5 years.

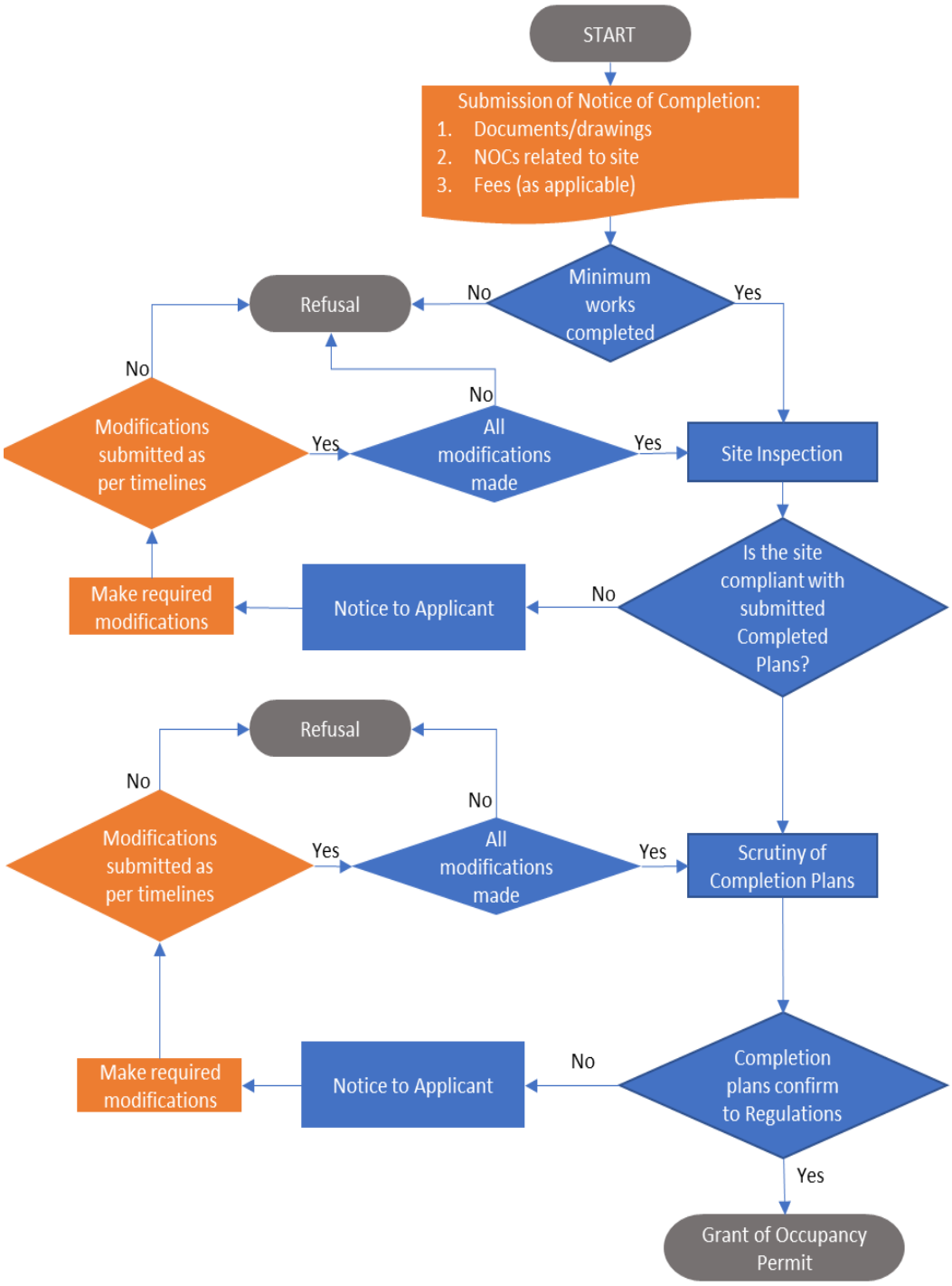


FIG. 5 PROCESS FLOW FOR OCCUPANCY PERMIT/CERTIFICATE

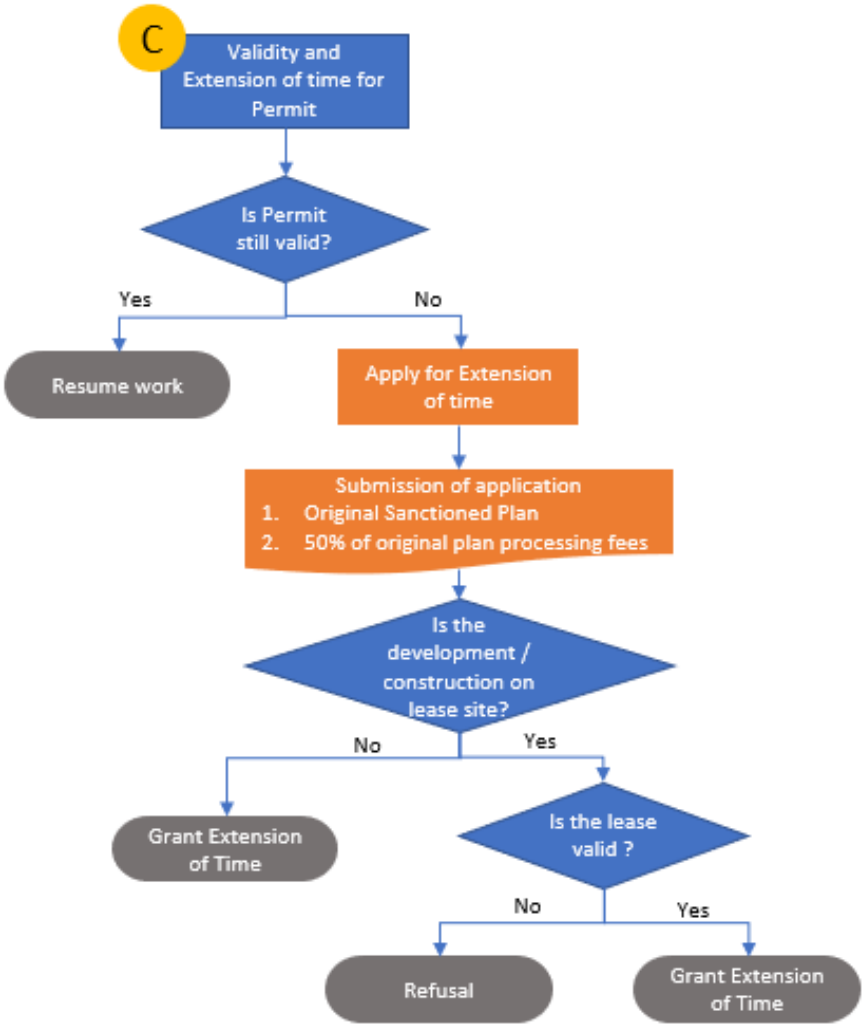


FIG. 6 PROCESS FLOW FOR VALIDITY AND EXTENSION OF TIME

15 UNSAFE BUILDING

15.1 All unsafe buildings shall be considered to constitute a danger to public safety and shall be restored by repairs or demolished or dealt with as otherwise directed by the Authority (*see* **15.2** to **15.5**).

15.2 Examination of Unsafe Building

The Authority shall examine or cause to be examined every building reported to be unsafe or damaged, and shall make a written record of such examination.

15.3 Notice to Owner, Occupier

Whenever the Authority finds any building or portion thereof to be unsafe, it shall, in accordance with established procedure for legal notice, give to the owner and occupier of such building written notices stating the defects thereof. This notice shall require the owner or the occupier within a stated time either to complete specified repairs or improvements or to demolish and remove the building or portion thereof.

15.3.1 The Authority may direct in writing that the building which in his opinion is dangerous, or has no provision for exit if caught fire, shall be vacated immediately or within the period specified for the purpose; provided that the Authority concerned shall keep a record of the reasons for such action with him.

If any person does not comply with the orders of vacating a building, the Authority may direct the police to remove the person from the building and the police shall comply with the orders.

15.4 Disregard of Notice

In case the owner or occupier fails, neglects, or refuses to comply with the notice to repair or to demolish the said building or portion thereof, the Authority shall cause the danger to be removed whether by demolition or repair of the building or portion thereof or otherwise.

15.5 Cases of Emergency

In case of emergency, which, in the opinion of the Authority involves imminent danger to human life or health, the decision of the Authority shall be final. The Authority shall forthwith or with such notice as may be possible promptly cause such building or portion thereof to be rendered safe by retrofitting/strengthening to the same degree of safety or removed. For this purpose, the Authority may at once enter such structure or land on which it stands, or abutting land or structure, with such assistance and at such cost as may be deemed necessary. The Authority may also get the adjacent structures vacated and protect the public by an appropriate fence or such other means as may be necessary.

15.6 Costs

Costs incurred under **15.4** and **15.5** shall be charged to the owner of the premises involved. Such costs shall be charged on the premises in respect of which or for the benefit of which the same have been incurred and shall be recoverable as provided under the laws (*see* Note).

NOTE – The costs may be in the form of arrears of taxes.

16 DEMOLITION OF BUILDING

Before a building is demolished (*see* **12.1.3**), the owner shall notify all utilities having service connections within the building, such as water, electric, gas, sewer and other connections. A permit to demolish a building shall not be issued until a release is obtained from the utilities stating that their respective service connections and appurtenant equipment, such as meters and regulators have been removed or sealed and plugged in a safe manner.

17 VALIDITY

17.1 Partial Invalidity

In the event any part or provision of the Code is held to be illegal or void, this shall not have the effect of making void or illegal any of the other parts or provisions thereof, which may or shall be determined to be legal, and it shall be presumed that the Code would have been passed without such illegal or invalid parts or provisions.

17.2 Segregation of Invalid Provisions

Any invalid part of the Code shall be segregated from the remainder of the Code by the court holding such part invalid, and the remainder shall remain effective.

17.3 Decisions Involving Existing Buildings

The invalidity of any provision in any clause of the Code as applied to existing buildings and structures shall not be held to effect the validity of such section in its application to buildings hereafter erected.

18 ARCHITECTURAL CONTROL

18.1 Compliance with the provisions of the Code is adequate for normal buildings. But for major public building complexes or buildings coming up in an important area near historic/monumental buildings and areas of heritage, the aesthetics of the whole scheme may also have to be examined, *vis-a-vis* existing structures. In addition, any development which may mar the general characteristics and environment of historical, architectural or other monuments should also be subject to the provisions of this clause. This clause is intended to cover very few structures to come up in the vicinity of other declared/historically important structures, and the scrutiny shall be limited to the external architectural features only so as to ensure an aesthetic continuance of the existing structures with the new. The scrutiny shall not deal with the routine building plan scrutiny from other requirements of Code from the point of view of structural safety and functional requirements.

18.2 An Urban Arts Commission shall be established at the city/state level on issues related to urban aesthetics, through a statute. This statutory authority/commission established by an Act of State Legislative Assembly, shall accord approval to all major buildings/important development projects having bearing on the urban aesthetics, depending upon the importance of the area with respect to natural or built heritage or projects on plot areas above 1 ha and located in specifically identified areas. The Urban Arts Commission shall act as guardian of urbanscape ~~architecture~~; mainly with regard to building form and envelope, the relationship between the building, and the ambient environment *vis-a-vis* other dependents should be seen in depth.

18.3 The Commission may work in the following manner:

a) The Commission may select only the important buildings as in **18.1** and examine the same. The person responsible for the schemes, say an architect or an engineer, may examine either alone or with the owner. A study of the plans, elevations, models, etc, should be made. The architect/engineer should explain in general terms the purposes which the building is to serve and the main conditions which have influenced him in preparing the design.

b) The Commission after full discussion, may communicate their decision in writing to the parties concerned. The Commission may recommend a change in the whole scheme or suggest modifications in the existing scheme, if so required.

18.4 The Urban Arts Commission should also be charged with advising the city government, on schemes which will beautify the city and add to its cultural vitality.

19 PERMIT FOR SIGNAGE, HOARDINGS AND OUTDOOR DISPLAY STRUCTURES

19.1 Applicant shall erect, alter or maintain a sign/hoarding/outdoor display structure (of size 10 m^2 or more in area or for any size located above 6 m in height) after obtaining a permit for the same from the Authority which shall be subject to the following conditions:

a) Written permit shall not be granted or renewed at any one time, for a period exceeding three years from the date of grant of such permit or renewal.

b) Written permit or the renewal granted by the Authority shall become void,

i) if any sign or the part thereof collapses due to an accident or any other causes;

ii) if any addition is made except for the purpose of making it secure under the direction of the Authority;

iii) if any change is made in the sign or part thereof;

iv) if any addition or alternation is made to the building or structure upon or over which the sign is erected and if such addition or alteration involves disturbance of the sign or any part thereof; or

v) if the building or structure upon or over which the sign is erected fixed or restrained becomes demolished or destroyed.

c) A signage shall not be placed/installed in any form, shape or manner that it obstructs a means of egress, nor be placed in such manner as to interfere with any opening required for lighting and ventilation. Light and ventilation of buildings, if any, situated near the signs and hoardings, shall also not be obstructed in any way.

d) Advertisements displayed shall not be of any objectionable or obscene nature.

e) No signage shall be provided in/over group housing.

f) Advertising signage or outdoor display structures shall not be permitted on buildings of architectural, aesthetical, historical or heritage importance as may be decided by the Authority, or on government buildings. In case of government buildings, only such advertising signages or outdoor display structures may be permitted that relate to the activities of the said buildings and related programs.

g) Every signage along with its supports shall be designed to safely withstand wind, dead, seismic and other loads as specified in Part 6 'Structural Design', Section 1 'Loads, Forces and Effects' of the Code. For advertising signs, application shall be submitted through a structural engineer along with necessary drawings and structural calculations.

h) Well illuminated, clear and readable signages shall be placed at an appropriate and consistent height. They shall be designed, located and illuminated in accordance with Part 10 'Landscape Development, Signs and Outdoor Display Structures', Section 2 'Signs and Outdoor Display Structures' of the Code.

j) In case of public buildings and group housing, signage for the persons with disabilities at all level/grade changes, entry points to buildings and public conveniences and facilities; including braille and tactile signage used for the benefit of the visually impaired; shall be designed, located and illuminated as per provisions given in Part 3 'Development Control Rules and General Building Requirements' of the Code. In addition, information with text may be supplemented with graphical symbols to facilitate comprehension for everyone.

k) The signages shall be made of robust materials and be easy to change, clean and repair. Signs and sign support structures, together with their supports, braces, and anchors, shall be maintained at all times. Display surface of the same shall always be kept neatly painted or posted. They shall be maintained and inspected in accordance with Part 10 'Landscape Development, Signs and Outdoor Display Structures', Section 2 'Signs and Outdoor Display Structures' of the Code.

m) Signage shall be erected in a manner that it does not confuse or obstruct the view of or interfere with exit/entry signs or with official traffic signs, signals or devices.

n) Hoarding sign on the highways/roads/flyovers shall not be put without the permission of the Authority maintaining/in-charge of highways/roads/flyovers.

p) Signs shall not be nailed or tied to trees or any other woody vegetation.

q) In the public interest, the Authority shall have the right to suspend the permit even before the expiry period, upon which the applicant shall remove the signs.

19.2 Application for Permit

19.2.1 Every person intending to erect, alter or display an advertising sign for which a permit is required, shall make application to the Authority in the form as given in Annex V. The application shall be signed by the applicant of the site upon which such sign is or is to be situated. It shall include the following information:

a) Full specifications showing the length, height and weight of the sign, the location where it is to be erected, the manufacturer's name and address and where applicable, the number of lights and other details of electrical provisioning within the same.

b) Such application shall be accompanied by a location plan indicating the position of the sign on the site drawn to a scale of 1:500 and by full detail drawing drawn to a scale of 1:20 or an exact multiple thereof including, if required by the Authority, an elevation showing the sign in relation to the facade.

c) In the case of roof signs, projecting signs or ground signs, in addition to the foregoing, the size of all members of supporting frameworks and anchorages, and, if required by the Authority, the necessary design calculations shall be furnished with the application.

d) Any other particulars as may be desired by the Authority as covered in Part 10 'Landscape Development, Signs and Outdoor Display Structures', Section 2 'Signs and Outdoor Display Structures' of the Code.

e) In the case of sky signs, necessary information as desired by the Authority may be supplied.

19.2.2 The Authority may, on the receipt of an application for permit, either sanction or refuse such a permit or sanction with modifications as deemed necessary and shall communicate decision to the applicant. If within 30 days of receiving an application for a permit, the Authority fails to intimate in writing to the applicant, the permit along with the plans shall be deemed as sanctioned.

19.2.3 When a sign has to be altered, information only on such plans and statements, as may be necessary, shall be included in the application. However, the changing of movable parts of an approved sign that is designed for such changes, shall not be deemed an alteration provided the conditions of the original approval and the requirements of this part are not violated.

19.3 Existing Advertising Signs

19.3.1 Advertising signs in existence at the date of notification of the Code and covered by a valid licence or permit issued by the Authority shall not require to be approved under the Code until such licence or permit has expired, provided it is maintained in good and safe condition.

19.3.2 For existing advertising signs, application shall be submitted through a structural engineer along with necessary drawings and structural calculations. The wind load taken in the design calculations shall be in accordance with Part 6 'Structural Design', Section 1 'Loads, Forces and Effects' of the Code.

19.4 Exemptions

No permit shall be required for signs and outdoor display structures of the following types:

a) If the signs are exhibited within the window of any building, provided it does not affect light and ventilation of the building.

b) If it relates to the trade or business carried on within the land or building upon which such advertisement is exhibited or to any sale, entertainment or meeting or lettering of such land or building or any effects therein; or to the trade or business carried on by the owner of any tramcar, omnibus or other vehicle upon which such advertisements is exhibited, provided it is not more than 1.2 m^2.

c) In addition, no permit shall be required for wall signs, temporary signs and ground signs as specified in Part 10 'Landscape Development, Signs and Outdoor Display Structures', Section 2 'Signs and Outdoor Display Structures' of the Code. Such exemptions, however, shall not be construed to relieve the owner of the sign from the responsibility of erection and maintenance in compliance with the Code.

19.5 Unsafe and Unlawful Signs

19.5.1 *Notice of unsafe and unlawful signs*

When any sign becomes insecure, or in danger of falling, or otherwise unsafe, or if any sign is unlawfully installed, erected or maintained in violation of any of the provisions of the Code, the owner thereof, or the person or firm maintaining the same, shall upon written notice of the Authority, forthwith in the case of immediate danger and in any case within not more than three days, make such sign conform to the provisions of the Code or shall remove it. If within three days the order is not complied with, the Authority may remove such sign at the expense of the owner.

19.5.2 Notwithstanding the above, it shall be the responsibility of the owner to ensure the safety of the advertising signs, even without a reference from the Authority. The owner shall also ensure to remove the remnant structures of the abandoned sign.

19.5.3 Any sign which in the opinion of the Authority is an obscene, repulsive, revolting, or objectionable character; or prejudicial to the Authority; or savouring undesirable political propaganda; or of a nature calculated to produce pernicious or injurious effect on public or any particular class of persons; or is displayed in such a place, in such a manner or by any such means as, in the opinion of the Authority, could be likely to affect injuriously the amenities of, or to disfigure any neighbourhood, shall not be permitted under any circumstances.

ANNEX A

[*Foreword and* C*lauses* 2.17, 6.5, 6.6, 9.1.3, 12.2.5.1, 12.2.8, 12.2.9, 12.3, 12.9 ~~*and* 13.2(f)~~]

GUIDE FOR THE QUALIFICATIONS AND COMPETENCE OF REGISTERED BUILDING PROFESSIONALS

A-1 ESSENTIAL REQUIREMENTS

Every building/development work for which permission is sought under the Code shall be planned, designed and supervised by registered professionals. The registered professionals for carrying out the various activities shall be: (a) architect, (b) engineer, (c) structural engineer, (d) geotechnical engineer, (e) supervisor, (f) town planner, (g) landscape architect, (h) urban designer, and (j) utility service engineer. Requirements of registration for various professionals by the Authority or by the body governing such profession and constituted under a statute, as applicable to practice within the local body's jurisdiction, are given in **A-2.1** to **A-2.8**. The competence of such registered personnel to carry out various activities is also indicated in **A-2.1.1** to **A-2.8.1**.

The qualification and competence of the engineers for utility services and of builder/constructor shall be as prescribed in **A-2.9** and **A-2.10**, respectively.

A-2 REQUIREMENTS FOR REGISTRATION AND COMPETENCE OF BUILDING PROFESSIONALS

A-2.1 Architect

The minimum qualifications for an architect shall be the qualifications as provided for in the *Architects Act*, 1972 for registration with the Council of Architecture.

A-2.1.1 *Competence*

The registered architect shall be competent to carry out the work related to the building/development permit as given below:

a) Preparation of all plans and information connected with building permit except engineering services of high rise/special buildings given in **12.2.5.1**.
b) Issuing certificate of supervision and completion of all buildings pertaining to architectural aspects.
c) Preparation of subdivision/layout plans and related information connected with development permit of area up to 1 ha for metro-cities, and 2 ha for other places.
d) Issuing certificate of supervision for development of land of area up to 1 ha for metro-cities, and 2 ha for other places.

A-2.2 Engineer

The minimum qualifications for an engineer shall be graduate in civil engineering/architectural engineering of recognized Indian or foreign university, or the Corporate Member of Civil Engineering Division/Architectural Engineering Division of the Institution of Engineers (India) or the Member of the statutory body governing such profession, as and when established.

A-2.2.1 *Competence*

The registered engineer shall be competent to carryout the work related to the building/development permit as given below:

a) Preparation of all plans and information connected with building permit.
b) Structural details and calculations of buildings including sub-surface investigation on plot up to 500 m^2 and up to 5 storeys or 16 m in height.
c) Issuing certificate of supervision and completion for all buildings.
d) Preparation of subdivision/layout plans and related information connected with development permit of area up to 1 ha for metro-cities, and 2 ha for other places.
e) Preparation of all service plans and related information connected with development permit.
f) Issuing certificate of supervision for development of land for all area.

A-2.3 Structural Engineer

The minimum qualifications for a structural engineer shall be graduate in civil engineering of recognized Indian or foreign university, or Corporate Member of Civil Engineering Division of Institution of Engineers (India), and with minimum 3 years' experience in structural engineering practice with designing and field work.

NOTE – The 3 years' experience shall be relaxed to 2 years in the case of post graduate degree of recognized Indian or foreign university in the branch of structural engineering. In case of doctorate in structural engineering, the experience required would be one year.

A-2.3.1 *Competence*

The registered structural engineer shall be competent to prepare the structural design, calculations and details for all buildings and carry out supervision.

A-2.3.1.1 In case of buildings having special structural features, as decided by the Authority, which are within the horizontal areas and vertical limits specified in **A-2.2.1**(b) and **A-2.5.1**(a) shall be designed only by structural engineers.

A-2.4 Geotechnical Engineer

The minimum qualifications for a geotechnical engineer shall be graduate in civil engineering of recognized Indian or foreign university, or Corporate Member of Civil Engineering Division of Institution of Engineers (India), and with minimum 3 years' experience in geotechnical engineering practice with designing and field work.

NOTE – The 3 years' experience shall be relaxed to 2 years in the case of post graduate degree of recognized Indian or foreign university in the branch of geotechnical engineering. In case of doctorate in geotechnical engineering, the experience required would be one year.

A-2.4.1 *Competence*

The registered geotechnical engineer shall be competent to carry out sub-surface investigations and give report thereof. These may *inter-alia* include performing various tests required to determine engineering properties of sub-strata and ground water and making recommendations about the type of foundation, soil bearing capacity and the depth at which the foundations shall be placed, considering the structural system and loads supplied by the engineer/structural engineer.

A-2.5 Supervisor

The minimum qualifications for a supervisor shall be diploma in civil engineering or architectural assistantship, or the qualification in architecture or engineering equivalent to the minimum qualification prescribed for recruitment to non-gazetted service by the Government of India plus 5 years' experience in building design, construction and supervision.

A-2.5.1 *Competence*

The registered supervisor shall be competent to carry out the work related to the building permit as given below:

a) All plans and related information connected with building permit for residential buildings on plot up to 200 m^2 and up to two storeys or 7.5 m in height; and
b) Issuing certificate of supervision for buildings as per (a).

A-2.6 Town Planner

The minimum qualification for a town planner shall be the Associate Membership of the Institute of Town Planners or graduate or post-graduate degree in town and country planning.

A-2.6.1 *Competence*

The registered town planner shall be competent to carryout the work related to the development permit as given below:

a) Preparation of plans for land subdivision/layout and related information connected with development permit for all areas.
b) Issuing of certificate of supervision for development of land of all areas.

NOTE – However, for land layouts for development permit above 5 ha in area, landscape architect shall also be associated, and for land development infrastructural services for roads, water supplies, sewerage/drainage, electrification, etc, the registered engineers for utility services shall be associated.

A-2.7 Landscape Architect

The minimum qualification for a landscape architect shall be the bachelor, master's degree in landscape architecture or equivalent from recognized Indian or foreign university.

A-2.7.1 *Competence*

The registered landscape architect shall be competent to carryout the work related to landscape design for building/development permit for land areas 5 ha and above. In case of metro-cities, this limit of land area shall be 2 ha and above.

NOTE – For smaller areas below the limits indicated above, association of landscape architect may also be considered from the point of view of desired landscape development.

A-2.8 Urban Designer

The minimum qualification for an urban designer shall be the master's degree in urban design or equivalent from recognized Indian or foreign university.

A-2.8.1 *Competence*

The registered urban designer shall be competent to carryout the work related to the building permit for urban design for land areas more than 5 ha and campus area more than 2 ha. He/she shall also be competent to carryout the work of urban renewal for all areas.

NOTE – For smaller areas below the limits indicated above, association of urban designer may be considered from the point of view of desired urban design.

A-2.9 Engineers for Utility Services

For buildings identified in **12.2.5.1**, the work of building and plumbing services shall be executed under the planning, design and supervision of competent personnel. The qualification for registered mechanical engineer (including HVAC), electrical engineer and plumbing engineers for carrying out the work of air conditioning, heating and mechanical ventilation, electrical installations, lifts and escalators and water supply, drainage, sanitation and gas supply installations respectively shall be as given in Part 8 'Building Services' and Part 9 'Plumbing Services' of the Code or as decided by the Authority taking into account practices of the national professional bodies dealing with the specialist engineering services.

Such an approach may be followed for association of other/multi-disciplinary professionals for taking inputs and associating with their areas of specialization. For example, specific to fire, the role of fire protection engineer is important, who could be, any of the following:

a) a graduate in fire protection engineering (or the related discipline like fire engineering, fire safety engineering, fire technology & safety engineering) from a recognized institution,

b) a graduate in the discipline of mechanical / civil / electrical / electronics engineering– and having at least 10 years of experience in the field of fire protection work.

NOTE – The existing fire protection professionals having graduation in science or diploma in engineering having experience of at least 10 years may be allowed for the activity.

A-2.10 BUILDER/CONSTRUCTOR

The minimum qualification for the builder/constructor or his representative for execution of respective works shall be as given in **A-2.1**, **A-2.2, A-2.3, A-2.4, A-2.5, A-2.6, A-2.7, A-2.8** and **A-2.9** for the concerned professional.

A-2.10.1 Competence

The qualified builder/constructor or his representative shall be competent to carry out execution of work, which shall have the same extent as for supervision by such professional as prescribed in **A-2.1.1**, **A-2.2.1, A-2.3.1, A-2.4.1, A-2.5.1, A-2.6.1, A-2.7.1, A-2.8.1** and **A-2.9~~.1~~**.

A-2.11 PEER REVIEWER/PROOF CHECKER (FOR STRUCTURAL DESIGN)

The individual peer reviewer/proof checker or the team leader of the peer review/proof checking organization shall have the following qualification, experience and competence:

a) *For Buildings up to the height of 15 m*

B.E./B.Tech (Civil) with 7 years of experience in structural engineering practice with designing and field work of relevant structures. The 7 years of experience shall comprise a minimum of 5 years exclusively in structural designing.

b) *For Buildings of height more than 15 m and up to 50 m*

B.E./B.Tech (Civil) with 10 years of experience in structural engineering practice with designing and field work of relevant structures. The 10 years of experience shall comprise a minimum of 7 years exclusively in structural designing.

c) *For Buildings of height more than 50 m and specialized structures*

1) Master's degree with major in structural engineering and 10 years of experience in structural engineering practice with designing and field work of relevant structures. The 10 years of experience shall comprise a minimum of 7 years exclusively in structural designing,

2) B.E./B.Tech (Civil) with 15 years of experience in structural engineering practice with designing and field work of relevant structures. The 15 years of experience shall comprise a minimum of 10 years exclusively in structural designing.

ANNEX B
(*Clauses* 12.1 and 12.2.7)

FORM FOR FIRST APPLICATION TO DEVELOP, ERECT, RE-ERECT OR TO MAKE ALTERATION IN ANY PLACE IN A BUILDING

To

_____
_____
_____

Sir,

I hereby give notice that I intend to develop, erect, re-erect or to make alteration in the building No. _____or to _____ on/in Plot No._____ in Colony/Street_____*Mohalla*/*Bazar*/Road_____City _____and in accordance with the building code of _____ Part 2, Clauses _____ and I forward herewith the following plans and specifications in triplicate duly signed by me and _____ the Architect/Engineer/Structural Engineer/Supervisor/Town Planner/Landscape Architect/Urban Designer[1)], Registration No. _____.

(Name in block letters)

a. Key plan
b. Site plans
c. Subdivision/layout plan
d. Building plans
e. Services plans (including mechanical/ plumbing/ fire/ and electrical supply and installation)
f. Specifications, general and detailed [2)]
g. Title of ownership of land/building
h. Certificate for structural design sufficiency
i. Certificate for engagement of builder/constructor(s), where applicable
j. Certificates for supervision

I request that the development/construction may be approved and permission accorded to me to execute the work.

Signature of owner _____
Name of the owner _____
(in block letters)
Address of owner _____
_____
_____
_____

Date _____

[1)] Strike out whichever is not applicable.
[2)] A format may be prepared by the Authority for direct use.

ANNEX C
(*Clause* 12.2.8)

FORM FOR CERTIFICATE FOR STRUCTURAL DESIGN SUFFICIENCY

With respect to the building work of erection, re-erection or for making alteration in the building No. _____ or to _____ on/in Plot No. _____ Colony/Street _____ *Mohalla*/*Bazar*/Road _____City _____, we certify that the structural design of the building, for which building plans are being submitted for approval, shall be done and submitted for approval, to satisfy the structural safety requirements for all situations including natural disasters, as applicable, as stipulated in National Building Code of India and its Part 6 'Structural Design' and other relevant Codes; and the information given therein is factually correct to the best of our knowledge and understanding. The Structural Design Basis Report, as applicable, is attached.

Signature of owner with date	Signature of the registered engineer/structural engineer[1)] with date and registration No.

Name (in block letters) : _____ _____

Address : _____ _____

[1)] Strike out whichever is not applicable. The entries shall be in respect of the professional who would do the structural design.

ANNEX D

[*Clauses* 12.2.9 and 13.2(f)]

FORM FOR ENGAGEMENT OF BUILDER/CONSTRUCTOR

(*Before the Commencement Stage of a Project*)

With respect to the building work of erection, re-erection or for making alteration in the building No. _____ or to _____ on/in Plot No. _____ Colony/Street _____ *Mohalla*/*Bazar*/Road _____City _____, I certify that the following builder/constructor is engaged by me towards carrying out/executing the construction:

Name and details of the builder/constructor or his representative including:

_____

_____

_____

_____

	Signature of the builder/constructor or his representative (who has agreed for the execution of above work) with date	Signature of Owner with date
Name (in block letters) :	_____	_____
Address:	_____	_____

ANNEX E
(*Clause* 12.2.9)

FORM FOR SUPERVISION

I hereby certify that the development, erection, re-erection or material alteration in/of building No. _____ or the _____on/in Plot No. _____in Colony/Street _____ *Mohalla*/*Bazar*/Road _____ City _____ shall be carried out under my supervision and I certify that all the materials (type and grade) and the workmanship of the work shall be generally in accordance with the general and detailed specifications submitted along with, and that the work shall be carried out according to the sanctioned plans.

Signature of Registered Architect/Engineer/Structural Engineer/Supervisor/Town Planner/Landscape Architect/ Utility Services Engineer ~~Urban Designer~~ [1] _____

Name of Registered Architect/Engineer/Structural Engineer/Supervisor/Town Planner/Landscape Architect/Utility Services Engineer ~~Urban Designer~~ [1] _____
(in block letters)

Registration No. of Architect/Engineer/Structural Engineer/Supervisor/Town Planner/Landscape Architect/Utility Services Engineer ~~Urban Designer~~ [1]
_____

Address of Registered Architect/Engineer/Structural Engineer/Supervisor/Town Planner/Landscape Architect/Utility Services Engineer ~~Urban Designer~~ [1]
_____

_____

_____

_____

_____

Date _____

---

[1] Strike out whichever is not applicable. The entries shall be in respect of the professional who would supervise the work.

ANNEX F
(*Clause* 12.10)

FORM FOR SANCTION OR REFUSAL OF DEVELOPMENT/BUILDING PERMIT

To

_____
_____
_____
_____

Sir,

With reference to your application _____dated _____ for grant of permit for the development, erection, re-erection or material alteration in the building No. _____or to _____on/In Plot No._____ in Colony/Street_____ *Mohalla*/*Bazar*/Road _____ City_____, I have to inform you that the sanction has been granted/refused by the Authority on the following grounds:

1.
2.
3.
4.
5.
6.

Office stamp _____

Office (Communication) No. _____

Date _____

Signature of the Authority _____

Name, Designation and Address
of the Authority _____
_____
_____

ANNEX G
[*Clause* 13.2 (d)]

FORM FOR NOTICE FOR COMMENCEMENT

I hereby certify that the development, erection, re-erection or material alteration in/of building No. _____or the _____on/in Plot No._____ in Colony/Street _____ *Mohalla*/*Bazar*/Road _____ City _____ will be commenced on _____ as per your permission, vide No._____ dated _____ under the supervision of[1)] _____ Registered Architect/Engineer/Structural Engineer/Supervisor/Town Planner/Landscape Architect/Urban Designer[2)], Registration No._____ and in accordance with the plans sanctioned, vide No._____ dated_____.

Signature of owner _____

Name of owner _____
(in block letters)
Address of owner _____

_____
_____

Date _____

[1)] Only professional who would supervise the work shall be named.
[2)] Strike out whichever is not applicable.

ANNEX H
[*Clause* 13.2(f)]

FORM FOR CERTIFICATE FOR SUB-SURFACE INVESTIGATION

With respect to the building work of erection, re-erection or for making alteration in the building No. _____ or to _____ on/in Plot No. _____ in Colony/Street _____ *Mohalla*/*Bazar*/Road _____City _____, we certify that we have carried out subsurface investigation at site and have performed various tests required to determine engineering properties of soil substrata and ground water based on which we have given recommendations about the type of foundation, soil bearing capacity and the depth at which the foundations shall be placed, considering the structural system and loads supplied by the structural engineer to enable the engineer/structural engineer to design the foundations and other structures below ground, as stipulated in National Building Code of India and its Part 6 'Structural Design', Section 2 'Soils and Foundations' and other relevant Codes.

I am enclosing a copy of the report of sub-surface investigation carried out as above and submitted to the Structural Engineer.

Signature of
owner with date

Signature of
the registered
Engineer/
Structural Engineer/
Geotechnical Engineer[1)]
and registration No.
with date

Name (in block letters) : _____
_____

Address : _____ _____

[1)] Strike out whichever is not applicable. The professional who has done the sub-surface investigation shall sign.

ANNEX J

[*Clauses* ~~12.2.8, 12.2.5.1 and~~ 13.2(f)]

FORM FOR CERTIFICATE FOR COMPLETED STRUCTURAL DESIGN WORK AS PER STRUCTURAL SAFETY REQUIREMENTS

With respect to the building work of erection, re-erection or for making alteration in the building No. _____ or to _____ on/in Plot No. _____ in Colony/Street _____ *Mohalla*/*Bazar*/Road _____City _____, we certify that the structural design, structural drawings and details of the building which has been done by us satisfy the structural safety requirements for all situations including natural disasters, as applicable, as stipulated in National Building Code of India and its Part 6 'Structural Design' and other relevant Codes considering the report of sub-surface investigation, where applicable.

	Signature of owner with date	Signature of the registered engineer/structural engineer[1)] with date and registration No.
Name (in block letters) :		_____
Address :	_____	_____

[1)] Strike out whichever is not applicable. The professional who has done the structural design shall sign.

ANNEX K
[*Clause* 13.2(f)]

FORM FOR CERTIFICATE FOR SUPERVISION OF WORK

With respect to the building work of erection, re-erection or for making alteration in the building No. _____ or to _____ on/in Plot No. _____ in Colony/Street _____ *Mohalla*/*Bazar*/Road _____City _____, we certify,

a) that the building has been constructed according to the sanctioned plans, specifications, details and structural drawings issued to the site by the Engineer/Structural Engineer (one set of drawings as executed enclosed); and
b) that the construction has been done under our supervision and guidance and records of supervision have been maintained.

Any subsequent changes from the completion drawings shall be the responsibility of the owner.

Signature of owner with date	Signature of the registered Architect/Engineer/ Structural Engineer/ Supervisor/Town Planner/Landscape Architect/Urban Designer [1)] and registration No.

Name (in block letters) : _____
_____

Address : _____ _____

[1)] Strike out whichever is not applicable. The professional who has supervised the work shall sign.

ANNEX M
[*Clause* 13.2(f)]

FORM FOR CERTIFICATE FOR COMPLETED WORK BY BUILDER/CONSTRUCTOR

With respect to the building work of erection, re-erection or for making alteration in the building No. _____ or to _____ on/in Plot No. _____ in Colony/Street _____ *Mohalla*/*Bazar*/Road _____City _____, we certify,

a) that the building has been constructed by us according to the sanctioned plans, structural drawings and details issued to the site by the Engineer/Structural Engineer[1)]; and
b) that the work has been completed with high level of workmanship observing due diligence and all the materials have been used strictly in accordance with the general and detailed specifications.

I hereby also enclose the following:

1) parking plan,
2) landscape plan,
3) valid time extension (wherever applicable),
4) indemnity bonds,
5) photographs of the site with date – time stamps,
6) NOCs, and
7) execution plans and their details of all facilities and services (including mechanical/electrical/plumbing/fire) developed as per the sanctioned plan.

Signature of owner with date

Signature of representative of the Builder/ Constructor with date

Name (in block letters) : _____
_____

Address : _____ _____

[1)] Substitute by details of relevant services and the concerned constructor in case of execution of services works.

ANNEX N
[*Clause* 13.2 (f)]

FORM FOR COMPLETION CERTIFICATE

I hereby certify that the development, erection, re-erection or material alteration in/of building No. _____or the _____on/in Plot No._____in Colony/Street _____ *Mohalla*/*Bazar*/Road _____ City _____ has been supervised by me and has been completed on _____according to the plans sanctioned, vide No. _____dated _____. The work has been completed to my best satisfaction, the workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specifications subject to compliance the minimum parameters specified in National Building Code of India. No provisions of the Code, no requisitions made, conditions prescribed or orders issued thereunder have been transgressed in the course of the work. The land is fit for construction for which it has been developed or redeveloped or the building is fit for use for which it has been erected, re-erected or altered, constructed and enlarged.

I hereby also enclose the plans, drawings, details, reports and certificates of the building/work as executed, as follows:

1) Plans of completed works
2) Structural design, drawings and details
3) Services drawings and details (mechanical/electrical/plumbing/fire)
4) Certificate for sub-surface investigation along with a copy of report
5) Certificate for completed structural design work as per structural safety requirements
6) Certificate for supervision of execution of work
7) Certificate for completed work by the builder/constructor

Permission to occupy or use the building may be granted.

Any subsequent change from completion drawings shall be the responsibility of the owner.

Signature of Architect/Engineer/Structural Engineer/Supervisor/Town Planner/Landscape Architect/Urban Designer[1)] _____

Name of Architect/Engineer/Structural Engineer/Supervisor/Town Planner/Landscape Architect/Urban Designer [1)] _____ (in block letters)

Registration No. of Architect/Engineer/Structural Engineer/Supervisor/Town Planner/ Landscape Architect/Urban Designer [1)] _____

Address of Architect/Engineer/Structural Engineer/Supervisor/Town Planner/Landscape Architect/Urban Designer [1)] _____

_____
Signature of the owner

Date _____

[1)] Strike out whichever is not applicable.

ANNEX P
[*Clause* 13.2(h)]

FORM FOR OCCUPANCY PERMIT/CERTICIATE

The work of erection, re-erection or alteration in/of building No. _____or the _____on/in Plot No._____in Colony/Street_____ *Mohalla*/*Bazar*/Road _____ City _____ completed under the supervision of _____Architect/Engineer/Structural Engineer/Utility Services Engineer/Supervisor, Registration No._____ has been inspected by me. The building can be permitted/not permitted for occupation for _____occupancy subjected to the following:

1.
2.
3.

One set of completion plans duly certified is returned herewith.

Signature of the Authority _____

Office stamp

Date _____

ANNEX Q

(*Clause* 12.2.10, Table 3)

INDEMNITY BOND 1

(On a stamp paper)

To

……..

…….. (*insert name and address*)

Madam/Sir,

I/We (include successor and assigns) hereby indemnify the Authority and all functionaries of the Authority, against any risk, damage and danger which may occur to adjoining development and building(s) and within the building on account of the development/redevelopment/construction/ reconstruction/alteration/demolition (*select as applicable*) to be carried out at …… ……..……..……... *(mention complete address)*.

I/We (include successor and assigns) undertake to indemnify any such amount to the full extent which may be required to be paid to anyone having rights in the adjoining properties on account of the development/redevelopment/construction/reconstruction/alteration/demolition (*select as applicable*) by way of compensation or otherwise and further pay all costs and expenses which the Authority may have to spend in defending any action in the Court of Law.

I/We (include successor and assigns) promise to undertake all necessary security measures for their safety.

This indemnity bond is executed at ……. *(mention place)* on …….. *(mention date)* day of ……*(mention month)* in witness of …… *(mention name of witness 1)* and …….. *(mention name of witness 2)*.

……	……	……
Signature of Witness 1	Signature of Witness 2	Signature of Applicant
Name: …….	Name: …….	Name: …….
Address: ……...	Address: ……...	Address: …….
……	……	……...
Phone number: ……	Phone number: ……	Phone number: ……
Email: ……...	Email: ……...	Email: …….
Date: …….	Date: …….	Date: ……

ANNEX R

(*Clause* 12.2.10, Table 3)

INDEMNITY BOND 2

(On a stamp paper)

To

……..

……..(*insert name and address*)

Madam/Sir,

I/We (include successor and assigns) hereby indemnify the BO/Authority and all functionaries of the Authority against any risk, damage and danger which may occur to occupants and users of the development/redevelopment/construction/reconstruction/alteration/demolition (*select as applicable*) to be carried out on the ……..……..
…. ……..……..……..……...
(mention address).

I/We (include successor and assigns) undertake to indemnify any such amount to the full extent which may be required to be paid to anyone having rights over the development/redevelopment/construction /reconstruction/alteration/demolition (*select as applicable*) by way of compensation or otherwise and further pay all costs and expenses which the BO/Authority may have to spend in defending any action in the Court of Law.

I/We (include successor and assigns) promise to undertake to take necessary security measures for their safety.

This indemnity bond is executed at …… *(mention place)* on …….. *(mention date)* day of ……*(mention month)* in witness of ……*(mention name of witness 1)* and …….. *(mention name of witness 2).*

……	……	……
Signature of Witness 1	Signature of Witness 2	Signature of Applicant
Name: ……..	Name: ……..	Name: ……..
Address: ……..	Address: ……..	Address: ……..
……	……	……...
Phone number: ……	Phone number: ……	Phone number: ……
Email: ……..	Email: ……..	Email: ……..
Date: ……..	Date: ……..	Date: ……..

ANNEX S

(*Clause* 12.5, Table)

FEES AND CHARGES

S-1 The application for development permit, building permit, occupancy permit and demolition permit shall be filed along with the fees prescribed in Table 6, Table 7 and Table 8 respectively.

Table 6 Plan Processing Fees for Development Permit

Sl No.	Plot Area	Fees (Calculated using Telescopic Method)
(1)	(2)	(3)
i)	Up to 1 ha	₹ __/- m^2
ii)	>= 1 ha up to 5 ha	₹ __/- m^2
iii)	Greater than 5 ha	₹ __/- m^2

Table 7 Plan Processing Fees for Building and/or Demolition Permit

Sl No.	Proposed Building Use	Fees (Per sqm of BUA)
(1)	(2)	(3)
i)	For all buildings	₹ __/- m^2
ii)	Government buildings/ utilities	Nil

Table 8 Plan Processing Fees for Occupancy Permit

Sl No.	Proposed Building Use	Fees (Per sqm of BUA)
(1)	(2)	(3)
i)	For all buildings	₹ __/- m^2

S-2 These fees shall be updated from time to time by the Authority. The Authority shall use the computation criteria as mentioned in Table 6, Table 7 and Table 8.

S-3 In addition to the above fees, the Authority may also levy one or more special charges as provided in Table 9. These charges shall be levied only once for respective land/building.

Table 9 Special Charges

Sl No.	Special Charges (As Applicable)	Purpose
(1)	(2)	(3)
i)	Betterment levies	Provisioning of infrastructure facilities
ii)	City development charges	
iii)	Infrastructure development charges	
iv)	Infrastructure strengthening charges	
v)	Charges for proof checking	Undertaking structural/material proof checking
vi)	Location based charges	Location of plot/building in specific area
vii)	Charges for additional FAR	Providing additional development rights
viii)	Construction and demolition waste charges	-
ix)	Charges for development/construction without permission	-

ANNEX T

(*Clause* 12.2.8.2)

STRUCTURAL DESIGN BASIS REPORT

T-1 This report shall accompany the application for Building Permit.

T-2 In case information on items (iii), (x), (xviii), (xix) and (xx) of Part 1 of SDBR not can be given at this time, it should be submitted at least one week before commencement of construction.

T-3 In case of reinforced concrete framed buildings, a certificate to the effect that the Part 3 of the SDBR will be completed and submitted at least one month before commencement of construction, shall be submitted with the application for Building Permit. In addition to the completed report, the following additional information shall be submitted, at the latest, one month before the commencement of construction:

a) Foundations:

1) In case raft foundation has been adopted, indicate stiffness (K) value used for analysis of the raft.
2) In case pile foundations have been used, give full particulars of the piles, type, diameter, length, capacity.
3) In case of high water table, indicate system of countering water pressure, and indicate the existing water table, and that assumed to design foundations.

NOTE – The report/certificate of sub-surface investigation shall be duly considered and used in the preparation of foundation design and details.

b) Idealization for earthquake analysis

1) In case of a composite system of shear walls and rigid frames, give distribution of base shear in the two systems on the basis of analysis, and that used for design of each system.
2) Indicate the idealization of frames and shear walls adopted in the analysis with the help of sketches.

c) Submit framing plans of each floor and in case of basements, indicate the system used to contain earth pressures.

T-4 The latest version of the Indian Standards with their amendments as indicated in the SDBR template given below, shall be referred for the preparation of the report.

T-5 The format of Part 1 of SDBR shall be as below:

PART 1	**GENERAL DATA**		
Sl No.	**Description**	**Information**	**Notes**
i)	**Address of the building** a) Name of the building b) Plot number c) Subplot number, if any d) Town Planning Scheme (if applicable) 1) Name 2) Number e) Locality/Township f) District		
ii)	Name of owner		
iii)	Name of Building Constructor on record		
iv)	Name of Architect/Engineer on record		
v)	Name of Structural engineer on record		
vi)	Use of the building		
vii)	Number of storeys above ground level (including storeys to be added later, if any)		
viii)	Number of basements below ground level		
ix)	**Type of structure** a) Load bearing walls b) R.C.C frame c) R.C.C frame and shear walls d) Steel frame		
x)	**Soil data** a) Type of soil b) Design safe bearing capacity		IS 1892 IS 1904

PART 1 GENERAL DATA			
Sl No.	**Description**	**Information**	**Notes**
xi)	**Dead loads (Unit weight adopted)** a) Earth b) Water c) Brick masonry d) Plain cement concrete e) Reinforced cement concrete f) Floor finish g) Other fill materials h) Piazza floor fill and landscape		IS 875 (Part 1)
xii)	**Imposed (Live) loads** a) Piazza floor accessible to fire tender b) Piazza floor not accessible to fire tender c) Floor loads[1)] d) Roof loads[2)]		IS 875 (Part 2)
xiii)	**Cyclone/Wind** a) Speed b) Design pressure intensity		IS 875 (Part 3)
xiv)	Other loads, if any		Relevant parts of IS 875
xv)	Seismic zone		IS 1893 (Part 1)
xvi)	Importance factor (*I*)		IS 1893 (Part 1)
xvii)	Earthquake zone factor (Z)		IS 1893 (Part 1)
xviii)	Elastic force reduction factor (*R*)		IS 1893 (Part 1)
xix)	Fundamental natural period (approximate)		IS 1893 (Part 1)
xx)	Horizontal site-specific acceleration PSA (A_{SS})		IS 1893 (Part 1)
xxi)	Expansion/Separation Joints[3)]		

1) Enclose small scale plans of each floor on A4 sheets
2) In case terrace garden is provided, indicate additional fill load and imposed (live) load
3) Indicate on a small scale plan on A4 sheet

Signature

(Registered Engineer/Structural Engineer)

T-6 The format of Part 2 of SDBR shall be as below:

<table>
<tr><th colspan="4">PART 2 LOAD BEARING MASONRY BUILDINGS</th></tr>
<tr><th>Sl No.</th><th>Description</th><th>Information</th><th>Notes</th></tr>
<tr><td>i)</td><td>Building category</td><td></td><td>IS 4326
IS 1893 (Part 5)
<table><tr><td>Zone / Building</td><td>II III IV V VI</td></tr><tr><td>Ordinary</td><td>B C D E E</td></tr><tr><td>Important</td><td>C D E E E</td></tr></table></td></tr>
<tr><td>ii)</td><td>Basement provided</td><td></td><td></td></tr>
<tr><td>iii)</td><td>Number of floors including ground floor (all floors including stepped floors in hill slopes)</td><td></td><td></td></tr>
<tr><td>iv)</td><td>Type of wall masonry</td><td></td><td></td></tr>
<tr><td>v)</td><td>Type and mix of mortar</td><td></td><td>IS 4326</td></tr>
<tr><td>vi)</td><td>Size and position of openings (see Note 1)
a) Minimum distance (b5)
b) Ratio (b1+b2+b3)/l1 or (b6+b7)/l2
c) Minimum pier width between consequent opening (b4)
d) Vertical distance (h3)
e) Ratio of wall height to thickness
f)Ratio of wall length</td><td></td><td>IS 4326</td></tr>
</table>

PART 2 LOAD BEARING MASONRY BUILDINGS			
Sl No.	**Description**	**Information**	**Notes**
	between cross wall to thickness		
vii)	**Horizontal seismic band**	**P** **TP** **NA**	(*see* Note 2)
	a) at plinth level	□ □ □	IS 4326
	b) at window sill level	□ □ □	IS 4326
	c) at lintel level	□ □ □	IS 4326
	d) at ceiling level	□ □ □	IS 4326
	e) at eave level of sloping roof	□ □	IS 4326
	f)at top of gable walls	□	
	at top of ridge walls		
viii)	**Vertical reinforcing bar**	**P** **TP** **NA**	
	a) at corners and T-junction of walls	□ □ □	IS 4326
	b) at jambs of doors and window openings	□ □ □	IS 4326
ix)	Integration of prefab roofing/flooring elements through reinforced concrete screed	□ □ □	IS 4326
x)	**Horizontal bracings in pitched truss**	□ □ □	
	a) in horizontal plane at the level of ties		
	b) in the slopes of pitched roofs		

PART 2 LOAD BEARING MASONRY BUILDINGS			
Sl No.	**Description**	**Information**	**Notes**
NOTES 1 Information in Sl No. (vi) of Part 2 should be given on separate A4 sheets for all walls with large number of openings. 2 P indicates "Information Provided"; TP indicates "Information to be Provided" and NA indicates "Not Applicable". Tick mark one box which is applicable.			

Signature

(Registered Engineer/Structural Engineer)

T-7 The format of Part 3 of SDBR shall be as below:

PART 3 REINFORCED CONCRETE FRAMED BUILDINGS			
Sl No.	**Description**	**Information**	**Notes**
i)	**Type of Building** a) Regular frames b) Regular frames with shear walls c) Irregular frames d) Irregular frames with shear walls e) Soft storey		IS 1893 (Part 2)
ii)	Number of basements		
iii)	Number of floors including ground floor		
iv)	**Horizontal floor system** a) Beams and slabs b) Waffles c) Ribbed Floor d) Flat slab with drops e) Flat plate without drops		

PART 3	REINFORCED CONCRETE FRAMED BUILDINGS		
Sl No.	**Description**	**Information**	**Notes**
v)	**Soil data** a) Type of soil b) Recommended type of foundation 1) Independent footings 2) Raft 3) Piles c) Recommended bearing capacity of soil d) Recommended, type, length, diameter and load capacity of piles e) Depth of water table f) Chemical analysis of ground water g) Chemical analysis of soil		
vi)	**Foundations** a) Depth below ground level b) Type of independent interconnected raft piles		
vii)	**System of interconnecting foundations** a) Plinth beams b) Foundation beams		
viii)	Grades of concrete used in different parts of building		
ix)	Method of analysis used		
x)	Computer software used		
xi)	Torsion included		IS 1893 (Part 2)
xii)	**Base shear** a) Based on approximate fundamental period		IS 1893 (Part 2)

PART 3	REINFORCED CONCRETE FRAMED BUILDINGS		
Sl No.	**Description**	**Information**	**Notes**
	b) Based on dynamic analysis c) Ratio of a/b		
xiii)	Distribution of seismic forces along the height of the building		IS 1893 (Part 2) (provide sketch)
xiv)	The column of soft ground storey specially designed		IS 1893 (Part 2)
xv)	**Clear minimum cover provided in** a) Footing b) Column c) Beams d) Slabs e) Walls		IS 456
xvi)	**Ductile detailing of RC frame** a) Type of reinforcement used b) Minimum dimension of beams c) Minimum dimension of columns d) Minimum percentage of reinforcement of beams at any cross-section e) Maximum percentage of reinforcement at any section of beam f) Spacing of transverse reinforcement in 2-D length of beams near the ends g) Ratio of capacity of beams in shear to capacity of beams in flexure h) Maximum percentage of reinforcement in column i) Confining stirrups near ends of columns and in beam-column joints		IS 456 IS 13920 IS 13920 IS 456 IS 13920 IS 456 IS 13920 IS 13920 IS 456 IS 13920

PART 3 REINFORCED CONCRETE FRAMED BUILDINGS			
Sl No.	**Description**	**Information**	**Notes**
	1) Diameter 2) Spacing j) Ratio of shear capacity of columns to maximum seismic shear in the storey		

Signature

(Registered Engineer/Structural Engineer)

T-8 The format of Part 4 of SDBR shall be as below:

PART 4 STRUCTURAL STEEL/ STEEL CONCRETE COMPOSITE BUILDINGS			
i)	Adopted method of design	• Simple • Semi-rigid • Rigid	IS 800
ii)	Design based on	• Elastic analysis • Plastic analysis	IS 800 SP 6(6)
iii)	Floor construction	• Composite • Non-composite • Boarded	
iv)	Roof construction	• Composite • Non-composite • Metal • Any other	
v)	Horizontal force resisting system adopted	• Frames • Braced frames • Frames and shear	NOTE– Seismic force as per IS 1893 (Part 2) would depend on the system.

		walls	
vi)	Slenderness ratios maintained	Members defined in IS 800	IS 800
vii)	Member deflection limited to	• Beams, rafters • Crane girders • Purlins • Top of columns	IS 800
viii)	Structural members	• Encased in Concrete • Not encased	IS 800
ix)	Proposed material	• General weldable • High strength • Cold formed • Tubular	IS 2062 IS 8500 IS 801, IS 811 IS 806
x)	Minimum metal thickness specified for corrosion protection	• Hot rolled sections • Cold formed sections • Tubes	IS 800
xi)	Structural connections	• Rivets • CT bolts • HSFG bolts • Black bolts • Welding- Field/Shop (Specify welding type proposed) • Composite	IS 800 IS 1929, IS 2155, IS 1149 IS 6639, IS 1367 IS 3757, IS 4000 IS 1363, IS 1367 IS 816, IS 814, IS 1395, IS 7280, IS 3613, IS 6419, IS 6560, IS 813, IS 9595
xii)	Minimum fire rating proposed, with method	• Rating ___ hours • Method proposed-	IS 1641, IS 1642, IS 1643

		- Intumescent painting - Spraying - Quilting - Fire retardant boarding	

Signature

(Registered Engineer/Structural Engineer)

ANNEX U

(*Clause* 0)

PART OCCUPANCY PERMIT

(to be issued on BO's letter head)

With reference to your application, development/redevelopment/construction/reconstruction/alteration *(select as applicable) of* …… *(mention completed parts of building)* at ……..…….. ……..…….. *(mention complete address),* partly completed under the supervision of the Registered Building Professional (RBP) …… (*mention name of RBP*), …….. (*mention registration number of RBP*) has been inspected by me. The building can be permitted/not permitted *(select as applicable)* for part occupancy …… *(mention activity or use of the building for which the part occupancy permit is given)* use.

Part Occupancy has been refused because of the reasons given below.

1.
2.
3.

One set of completion drawings duly certified is returned herewith.

(*insert office stamp*)

……
Signature of the Building Official (BO)
Name of BO:
……
Address of BO:
……
……
Email: ……...
Phone number:
……
Date: ……..

Annex V

(*Clause* 19.2.1)

SPECIMEN FORM FOR APPLICATION FOR PERMIT TO ERECT, RE-ERECT OR ALTER ADVERTISING SIGN

1) Type of sign _____

2) Location[1] _____

a) Building/premises _____

b) Location of building/premises with respect to neighbouring streets _____
_____

3) Dimensions and details of the sign[1]_____
_____

4) Materials used for different parts _____
_____

5) Electrical and lighting details[1] _____
_____

6) Structural details showing also supporting framework and anchorages[1]_____
_____

7) Mode of operation _____

Name and address of the applicant	Name and address of the owner of the building/premises
_____	_____
_____	_____
_____	_____
Signature_____	Signature_____
Date_____	Date_____

1 Plans as desired in **12.2** and as per the format **Table 2** in case of hard copies are enclosed.

LIST OF STANDARDS

The following list records those standards which are acceptable as 'good practice' and 'accepted standards' in the fulfillment of the requirements of the code. The latest version of a standard shall be adopted at the time of enforcement of the code. The standards listed may be used by the Authority as a guide in conformance with the requirements of the referred clauses in the code.

	IS No.	*Title*
(1)	13827 : 1993	Improving earthquake resistance of earthen buildings — Guidelines
	13828 : 1993	Improving earthquake resistance of low strength masonry buildings — Guidelines
	13935 : 2009	Seismic evaluation, repair and strengthening of masonry buildings — Guidelines (*first revision*)
	15988 : 2013	Seismic evaluation and strengthening of existing reinforced concrete buildings — Guidelines
(2) (Annex T)	1892 : 2021	Subsurface investigation for foundations — Code of practice (*second revision*)
	1904 : 2021	General requirements for design and construction of foundations in soils — Code of practice (*fourth revision*)
	875 (Part 1) : 1987	Code of practice for design loads (other than earthquake) for buildings and structures: Part 1 Dead loads – Unit weights of building materials and stored materials (*second revision*)
	875 (Part 2) : 1987	Code of practice for design loads (other than earthquake) for buildings and structures: Part 2 Imposed loads (*second revision*)
	875 (Part 3) : 2015	Design loads (other than earthquake) for buildings and structures – Code of practice: Part 3 Wind loads (*third revision*)
	1893 (Part 1) :	Criteria for earthquake resistant design of

IS No.	*Title*
2016	structures – Part 1 : General provisions (*seventh revision*)
1893 (Part 2) : 2014	Criteria for earthquake resistant design of structures Part 2 : Liquid retaining tanks (*fifth revision*)
1893 (Part 5) : 2005	Criteria for earthquake resistant design of structures Part 5 : Buildings (*seventh revision*)
4326 : 2013	Earthquake resistant design and construction of buildings - Code of practice (*third revision*)
456 : 2000	Plain and reinforced concrete - Code of practice (*fourth revision*)
13920 : 2016	Ductile design and detailing of reinforced concrete structures subjected to seismic forces – Code of practice (*first revision*)
800 : 2007	General construction in steel — Code of practice (*third revision*)
SP 6 (6) : 1972	ISI handbook for structural engineers: Part 6 application of plastic theory in design of steel structures: Sec A
801 : 1975	Code of practice for use of cold – Formed light gauge steel structural members in general building construction (*first revision)*
806 : 1968	Code of practice for use of steel tubes in general building construction (*first revision*)
811 : 1987	Specification for cold formed light gauge structural steel sections (*second revision*)
2062 : 2011	Hot rolled medium and high tensile structural steel – Specification (*seventh revision*)
813 (Part 1) : 2018 ISO 2553:2013	Welding and allied processes : Part 1 Symbolic representation on drawings – Welded joints (*second revision*)

IS No.	*Title*
814 : 2004	Covered electrodes for manual metal arc welding of carbon and carbon manganese steel- specification (*sixth revision*)
816 : 1969	Code of practice for use of metal arc welding for general construction in mild steel (*first revision*)
1148 : 2009	Steel rivet bars (medium and high tensile) for structural purposes (*fourth revision*)
1367 (Parts 1 to 14) ISO 8992 : 2005	Technical supply conditions for threaded steel fasteners
1363 (Parts 1 to 3)	Hexagon head bolts, screws and nuts of product grade 'c'
1395 : 1982	Specification for low and medium alloy steel covered electrodes for manual metal arc welding (*third revision*)
1929 : 1982	Specification for hot forged steel rivets for hot closing (12 to 36 mm diameter) (*first revision*)
2155 : 1982	Specification for cold forged solid steel rivets for hot closing (6 to 16 mm diameter) (*first revision*)
3757 : 1985	Specification for high strength structural bolts (*second revision*)
4000 : 1992	High strength bolts in steel structures - Code of practice (*first revision*)
6639 : 1972	Specification for hexagon bolts for steel structures
6419 : 1996	Welding rods and bare electrodes for gas shielded arc welding of structural steel — Specification (*first revision*)
6560 : 2017 ISO 21952 : 2012	Welding consumables – Wire electrodes, wires, rods and deposits for gas shielded arc

IS No.	*Title*
	welding of Creep-Resisting steels-Classification (*second revision*)
9595 : 1996	Metal – Arc welding of carbon and carbon manganese steels – Recommendations (*fifth revision*)
15977 : 2013	Classification and acceptance tests for bare solid wire electrodes and wire flux combination for submerged arc welding of structural steel — Specification
1641 : 2013	Fire safety of buildings (General): General principles of fire grading and classification – Code of practice (*second revision*)
1642 : 2013	Fire safety of buildings (General): Details of construction – Code of practice (*second revision*)
1643 : 2013	Fire safety of buildings (General): Exposure hazard – Code of practice (*second revision*)

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