

**Directorate name: WBEIDC - IT & E WB**

**Building Plan approval (WBEIDC)**

- 1) Any other relevant document
- 2) Copy of application made to WBSEDCL/ CESC/ any other Power Supply and Distribution Company
- 3) Copy of Deed and Deed plan/Agreement to lease
- 4) Current paid up Municipal / Panchayat Tax receipt or Current paid up tax receipt applicable for the specified area
- 5) Detailed Architectural drawing(s) (in “.dwg” format) as per provision of WBMBR, 2007 (as amended) with specifications of the work. Only 1 dwg input file in 1 application
- 6) Detailed calculation of structural design as per provision in these rules self or by structural engineer attested
- 7) Detailed calculation of structural design as per provision in these rules self or by structural engineer attested
- 8) Detailed Structural drawings
- 9) EIA Report as may be applicable
- 10) FAR calculation sheet including Built-up area and construction area statement of the proposed industrial/commercial buildings, etc. certified by the applicant and concerned Architect
- 11) Geo technical Investigation report
- 12) Indemnity Bond (along the lines of Form L of WB Municipal (Building) rules,2007)
- 13) MSME Certificate
- 14) Sanctioned plan in case of any existing structure for extension and renovation
- 15) Structural drawing (.dwg format)
- 16) Submission of duly filled Form B in all aspects
- 17) Upload signed, stamped FAR calculation sheet on the letter head of consultant (Maximum file size should be 1MB, allowed file types: .pdf)

18) Utility Plan: Drainage Plan showing proposed layout for drainage of both storm and treated Septic Sewer along with water requirements computations and setting up other treatment plants(if any)

**e-intimation of commencement of construction by applicant (WBEIDC)**

**Mobile Tower approval - (WBEIDC)**

1) Acknowledgement receipt issued by TERM Cell on the basis of the self-certificate submitted by Licensee in respect of Mobile / Base Transceiver Station (BTS) establishing / certifying that all General Public Areas around the tower shall be within safe Electro Magnetic Radiation (EMR) exposure limit as per peak measurement after the antennas starts radiating (Allowed Maximum file size-200 KB, pdf Only).

2) Adequate bank guarantee to indemnify the restoration work, Self-assessed and self-certified by the applicant. (Allowed Maximum file size-200 KB, pdf Only).

3) Any Other Documents (Allowed Maximum file size-200 KB, pdf Only).

4) Applicant / Licensee's License / Registration Certificate granted by Central Govt. (Allowed Maximum file size-200 KB, pdf Only).

5) For Forest / Protected Areas, the copy of NOC from State Environment & Forest Department (if applicable) (Allowed Maximum file size-200 KB, pdf Only).

6) Location Map from any publicly available source (Scale 1:1000) showing the site with it's Latitude & Longitude (Allowed Maximum file size-200 KB, pdf Only).

7) NOC given by the Land / Building Owner (Allowed Maximum file size-200 KB, pdf Only).

8) SACFA Clearance Certificate / SACFA application for the said location submitted to WPC wing of DoT with Registration Number as WPC acknowledgement (Allowed Maximum file size-200 KB, pdf Only).

9) Signed Deed with Land / Building Owner (Allowed Maximum file size-200 KB, pdf Only).

10) Signed NOC issued by the Fire & Emergency Department (in case of high rise buildings where fire clearance is mandatory) (Allowed Maximum file size-200 KB, pdf Only).

11) Signed project report with details of installation of all items / machineries / fitting with description of all dimensions / length / height / wt. / vol. technical specification with technical vetting from competent authority (Allowed Maximum file size-200 KB, pdf Only).

12) Structural Stability Certificate (Allowed Maximum file size-200 KB, pdf Only).

13) The detailed technical design and drawing of tower / post or other above ground infrastructure including the specification of foundation (Allowed Maximum file size-200 KB, pdf Only).

14) Underwriting to take care of any loss or injury due to accident caused by the tower (including a declaration to the effect that the applicant shall take special precaution for fire safety, lightning and he shall be solely responsible for any civil or criminal case arising there from) [Should be given in company letterhead with seal and signature] (Allowed Maximum file size-200 KB, pdf Only).

### **Occupancy Certificate (WBEIDC)**

1) A certificate from the electric supply undertaking regarding provision to its satisfaction, of transformer, sub-station, ancillary power supply as required

2) Building plans marked as 'Completion Plans' signed by the applicant and the Architect/Licensed Building Surveyor, (clearly stating the occupancy and use-group for which the building or the work has been sanctioned)

3) Building plans marked as 'Completion Plans' signed by the applicant and the Architect/Licensed Building Surveyor, (clearly stating the occupancy and use-group for which the building or the work has been sanctioned)

4) Certificate from the Technical persons employed as per rule 15 that inside house drainage and water supply network have been completed to the satisfaction of the Municipal Authority

5) Fire safety certificate, if applicable under the West Bengal Fire Services Act, 1950 (West Ben. Act XVIII of 1950) and the rules made there under

6) Form-G

7) Other certificates (mention the nature of other certificates)

8) Structural stability certificate duly signed by the Architect or Licensed Building Surveyor and/or registered Structural Engineer

### **Plinth level completion (WBEIDC)**

1) Any Other Document as necessary

2) Deviation plan

- 3) Form-F
- 4) Notice of Commencement (for applicant who got approval of Building Plan through other than SWS-OBPAS)
- 5) Sanctioned plan (for applicant who got approval of Building Plan through other than SWS-OBPAS)
- 6) Sanctioned plan (for applicant who got approval of Building Plan through other than SWS-OBPAS)
- 7) Self-Certification for Low Risk or Third Party Certification from reputed institute for medium risk

### **Renewal for Mobile Tower approval - (WBEIDC)**

- 1) Acknowledgement receipt issued by TERM Cell on the basis of the self-certificate submitted by Licensee in respect of Mobile / Base Transceiver Station (BTS) establishing / certifying that all General Public Areas around the tower shall be within safe Electro Magnetic Radiation (EMR) exposure limit as per peak measurement after the antennas starts radiating (Allowed Maximum file size-200 KB, pdf Only).
- 2) Adequate bank guarantee to indemnify the restoration work, Self-assessed and self-certified by the applicant. (Allowed Maximum file size-200 KB, pdf Only).
- 3) Any Other Documents (Old NOC) (Allowed Maximum file size-200 KB, pdf Only).
- 4) Applicant / Licensee's License / Registration Certificate granted by Central Govt. (Allowed Maximum file size-200 KB, pdf Only).
- 5) For Forest / Protected Areas, the copy of NOC from State Environment & Forest Department (if applicable) (Allowed Maximum file size-200 KB, pdf Only).
- 6) Location Map from any publicly available source (Scale 1:1000) showing the site with it's Latitude & Longitude (Allowed Maximum file size-200 KB, pdf Only).
- 7) NOC given by the Land / Building Owner (Allowed Maximum file size-200 KB, pdf Only).
- 8) SACFA Clearance Certificate / SACFA application for the said location submitted to WPC wing of DoT with Registration Number as WPC acknowledgement (Allowed Maximum file size-200 KB, pdf Only).
- 9) Signed Deed with Land / Building Owner (Allowed Maximum file size-200 KB, pdf Only).
- 10) Signed NOC issued by the Fire & Emergency Department (in case of high rise buildings where fire clearance is mandatory) (Allowed Maximum file

size-200 KB, pdf Only).

11) Signed project report with details of installation of all items / machineries / fitting with description of all dimensions / length / height / wt. / vol. technical specification with technical vetting from competent authority (Allowed Maximum file size-200 KB, pdf Only).

12) Structural Stability Certificate (Allowed Maximum file size-200 KB, pdf Only).

13) The detailed technical design and drawing of tower / post or other above ground infrastructure including the specification of foundation (Allowed Maximum file size-200 KB, pdf Only).

14) Underwriting to take care of any loss or injury due to accident caused by the tower (including a declaration to the effect that the applicant shall take special precaution for fire safety, lightning and he shall be solely responsible for any civil or criminal case arising there from) [Should be given in company letterhead with seal and signature] (Allowed Maximum file size-200 KB, pdf Only).

14/05/2026 03:24 AM