

**Directorate name: WBIIDC - IC & E**

**Allotment of land in Industrial Area (WBIIDC)**

**Building Plan approval (WBIIDC)**

- 1) Any other relevant document
- 2) A site plan as required by the Regulations
- 3) Certificate for incorporation of Green Building Features in Form 15
- 4) Certificate for incorporation of Green Building Features in Form 15 of Building Regulation for Industrial Growth Centres and Parks of WBIIDC in West Bengal, 2016
- 5) Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height)
- 6) Detailed Architectural drawing(s) including Floor Plan, Sectional Elevation, Front Elevation, Site Elevation, Key Plan, Roof Plan for every individual structure, drainage plan
- 7) Detailed calculation of structural design as per provision in these rules
- 8) Detailed Soil Test Report duly prepared and authorized by a Geo-technical Engineer recommending safe and stable load bearing capacity and slope stability analysis for desired construction work
- 9) Detailed Structural drawings
- 10) Details of specifications of the work to be executed in Form 2
- 11) EIA Report as may be applicable
- 12) Fire safety design as required under National Building Code or under West Bengal Fire Services Act, 1950, as applicable
- 13) Heating, Ventilation, Air'Conditioning (H.V.A.C.) service plan
- 14) Lease holding documents- viz. lease deed/ agreement to lease and possession certificate in the name of lease holder issued by the allotment authority or permission to use the land issued by Competent Authority

- 15) Public health services plan containing drawing in .DWG format
- 16) Sanctioned plan in case of any existing structure for extension and renovation
- 17) Up to date payment receipt clearing payment of user and other charges
- 18) Water Connection Agreement
- 19) Water Supply Pipeline Network Layout & Water Storage Tanks for Fire & Essential Storage along with water requirements computations
- 20) When applicant is a Government/semi Government/Statutory Body, allotment and possession letter of the land along with the site plan, land area and boundary given by the Land Acquisition Collector / Concerned department

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

**Occupancy Certificate (WBIIDC)**

- 1) Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) in the relevant Form 10 or 11
- 2) Completion Certificate by an Architect / Engineer in respect of building (depending upon type and height) in the relevant Form 10 or 12 of Building Regulation for Industrial Growth Centres and Parks of WBIIDC in West Bengal, 2016
- 3) Completion Certificate up to Plinth Level of building shall be issued by the Competent Authority of the Corporation only after the applicant / lease holder submits a certificate from an Architect (who has supervised the construction of the building) that the building has been constructed in accordance with the provision of the Energy Conservation Building Regulations
- 4) Completion drawings or 'As-Built' drawings in .dwg format
- 5) Drainage Plan showing proposed layout for drainage of both Storm and treated Septic Sewer along with water requirements computations duly authenticated by the concerned Divisional Engineer
- 6) Sanction letter for change of ownership (if Any)
- 7) Self-certification duly authenticated by the concerned Divisional Engineer for front, side, rear open spaces and setbacks, front and rear elevation of the building along with photographs of essential areas like cut outs and shafts from the roof top
- 8) Self-certification duly authenticated by the concerned Divisional Engineer shall be essential for issue of Completion Certificate or as specified by the

Corporation from time to time

9) Up to date payment receipt clearing payment of user and other charges

10) Water Supply Pipeline Network Layout & Water Storage Tanks for Fire & Essential Storage along with water requirements computations duly authenticated by the concerned Divisional Engineer

**Plinth level completion (WBIIDC)**

1) Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) in the relevant Form 3 or 4

2) Completion Certificate up to Plinth Level of building shall be issued by the Competent Authority of the Corporation only after the applicant / lease holder submits a certificate from an Architect (who has supervised the construction of the building) that the building has been constructed in accordance with the provision of the Energy Conservation Building Regulations

3) Drainage Plan showing proposed layout for drainage of both Storm and treated Septic Sewer along with water requirements computations duly authenticated by the concerned Divisional Engineer

4) Sanction letter for change of ownership

5) Self-certification duly authenticated by the concerned Divisional Engineer for Completion drawings or 'As-Built' drawings up to Plinth Level

6) Self-certification duly authenticated by the concerned Divisional Engineer for front, side, rear open spaces and setbacks, front and rear elevation of the building along with photographs of essential areas like cut outs and shafts from the roof top

7) Self-certification duly authenticated by the concerned Divisional Engineer for minimum 25% of total permissible ground coverage, excluding ancillary zone, shall be essential for issue of Completion Certificate up to Plinth Level or as specified by the Corporation from time to time

8) Up to date payment receipt clearing payment of user and other charges

9) Water Supply Pipeline Network Layout & Water Storage Tanks for Fire & Essential Storage along with water requirements computations duly authenticated by the concerned Divisional Engineer

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