

Directorate name: WBSIDCL - MSME & T

Allotment of land in Industrial Area (WBSIDC)

Building Plan approval (WBSIDC)

- 1) Assessment Book Copy
- 2) Clearance from WBPCB {Consent to Establish (CTE), original scanned copy}
- 3) Copy of Deed (original scanned copy)
- 4) Copy of Deed Plan
- 5) Current Paid up Tax receipt / Tax Clearance Certificate issued by competent authority (original scanned copy)
- 6) Detailed Architectural drawing(s) (in “.dwg” format) as per provision of WBMBR, 2007 (as amended) with specifications of the work.
- 7) Detailed calculation of structural design as per provision in these rules self or by structural engineer attested
- 8) Detailed Structural drawings (in AutoCad software) including a copy of structural calculation sheet (Please refer Rule 53 or Rule 155 of West Bengal Municipal (Building) Rules 2007)
- 9) Fire Safety Recommendation(FSR) along with drawing duly authenticated by WBF&ES(original scanned copy)
- 10) General undertaking
- 11) Geo-technical investigation soil report
- 12) House Sewer pipe/drain layout drawing
- 13) Indemnity Bond (Notarized original scanned copy)
- 14) Possession Certificate(original scanned copy)
- 15) Registered power of attorney (if applicable, notarized original scanned copy)
- 16) Sanctioned plan in case of any existing structure for extension and renovation

- 17) Self- declaration as to existence of existing structure of the plot (if any) (notarized original scanned copy)
- 18) Self-Declaration as to existence of structure, if any, of the plot
- 19) Self- declaration in respect of Boundary Demarcation (Notarized original scanned copy)
- 20) Structural stability Certificate duly signed by concerned Empanelled Structural Engineer

e-intimation of commencement of construction by applicant (WBSIDC)

Occupancy Certificate (WBSIDC)

- 1) A certificate pertaining to lift installation, if any
- 2) A certificate pertaining to lift installation, if required;
- 3) An Indemnity Bond undertaking to indemnify the Sanctioning Authority against any risk, danger or damage to any person, whether an occupier or not.
- 4) An undertaking that no person shall occupy or shall be allowed to occupancy any other portion of the building for which Occupancy Certificate has not been issued.
- 5) An undertaking to ensure, in such a manner as the Sanctioning Authority may specify, Public safety.
- 6) Appendix -7
- 7) Area Statement and parking statement for the portion which is proposed to be occupied (FAR Calculation sheet)
- 8) Certificate from electric supply undertaking.
- 9) Certificate from WBSEDCL or CESC or any other Power Supply Authority;
- 10) Completion Certificate for house wiring and all electrical installations from Electrical Engineering or Licensed Electrical Supervisor.
- 11) Completion Certificate for internal drainage, water supply, sewerage and plumbing works from Public Health Engineering/Plumber.
- 12) Copy of Land Mutation and Conversion.

- 13) Fire Safety Certificate (FSC) in original scanned copy) issued under the West Bengal Fire Services Act,1950 from Department of West Bengal Fire & Emergency Services or the rules made there under;
- 14) Form of Notice for Partial Completion.
- 15) Joint Inspection Report duly signed by concerned LBA / LBS, ESE and Applicant.
- 16) Latest Colour Photographs of front side, rear setbacks, front and rear elevation of the constructed Structures shall be submitted.
- 17) NOC from WBPCB ('Consent to Operate' in original scanned copy).
- 18) Original Scanned copy of 'Completion Plans' duly authenticated by concerned LBA / LBS; ESE & the Applicant.
- 19) Other certificate (mention the nature of other certificates, if any
- 20) Plinth Completion Certificate issued by this authority
- 21) Property Tax Clearance.
- 22) Structural Stability Certificate duly authenticated concerned Empanelled Structural Engineer(ESE).

Plinth level completion (WBSIDC)

- 1) Appendix -6
- 2) Inspection Report duly signed by concerned Empanelled LBA / LBS, ESE and the Applicant
- 3) Notice of Commencement as per Appendix -5
- 4) Sanction building permit
- 5) sanctioned building plan .

Scheme for Approved Industrial Park (SAIP)

14/05/2026 03:24 AM