

**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 WBMNR, 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 occupy 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)**

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