

Directorate name: WBIDC - IC & E

Allotment of land in Industrial Area (WBIDC)

- 1) A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ESI, Income Tax, GST and any other statutory compliances/law, as applicable.
- 2) Audited Financial Statement/Annual Accounts including audit report and directors' report & MGT-9 etc.(Annual Report) of the company and the group companies(if any) for last 3 years
- 3) Certificate of Incorporation
- 4) Copy of MOA and AOA
- 5) Copy of PAN
- 6) Details of the proposed Project
- 7) GST Certificate
- 8) Identify Proof(e.g. PAN) and Address proof(e.g. Voter Id/ Adhaar/Passport/Driving License/Electricity Bill etc.) of promoters/directors/partners/proprietor etc. (to be annexed in DPR).
- 9) IEC (if any)
- 10) INC-20A along with paid challan copy (if applicable)
- 11) IT Return
- 12) Net Worth Statement for all Directors
- 13) Project Feasibility Report
- 14) Requirement and justification of land
- 15) Signature
- 16) Trade License

17) Udyam registration certificate/UAM (if any)

Building Plan approval (WBIDC)

- 1) Certificate of empanelment of Structural Engineer including structural stability certificate duly signed by the concerned empanelled Structural Engineer as per rule
- 2) Copy of application made to WBSEDCL/CESC/any other Power Supply and Distribution Company
- 3) Copy of Deed and Deed plan
- 4) Current paid up Municipal or Panchayet Tax receipt/ Current year paid up tax receipt applicable for the specified area. (if applicable)
- 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 Structural drawings (in AutoCad software) including a copy of detailed structural analysis structural design Calculation in STAAD input and output files abiding West Bengal Municipal Building Rules,2007
- 8) 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
- 9) Indemnity Bond (along the lines of form L of WB Municipal (Building) rules, 2007)
- 10) Revised Fire Safety Recommendation of building issued under the West Bengal Fire Services Act, 1950
- 11) Sanctioned plan in case of any existing structure for extension and renovation
- 12) Submission of duly filled Form B in all aspects
- 13) 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 (WBIDC)

Occupancy Certificate (WBIDC)

- 1) Building permit/approved building plan documents
- 2) Building permit/approved building plan documents * (Maximum file size should be 1MB, allowed file types: .pdf,jpg,jpeg) Completion Plan as built at side dully signed by Applicant,Architech/LBS,Structural Engineer,Geo- Technical Engineer,Structural Reviewer as applicable(clearly stating the occupancy and use-group for which the building or the work has been sanctioned)
- 3) Completion Certificate for inside house and drainage and Water Supply Network
- 4) Document Uploaded For Occupancy Certificate Completion Plan as built at side dully signed by Applicant,Architech/LBS,Structural Engineer,Geo- Technical Engineer,Structural Reviewer as applicable(clearly stating the occupancy and use-group for which the building or the work has been sanctioned)
- 5) Form-G Along with structural stability certificate signed by Structural Engineer,Architect,LBS,Geo-Technical Engineer,Structural Reviewer as applicable
- 6) Plinth level permit

Plinth level completion (WBIDC)

- 1) Any other document in case of deviation from sanctioned Plan
- 2) Building permit/approved building plan documents
- 3) Deviation Plan, if any as per Rule 31 of WBMBR,2007
- 4) Form-F

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