

Procedure for Approval/Revision of Building Plan

Basic Information:

Procedure for Approval of Building Plans in pursuance to Municipal Building Bye-Laws/Master Plan 2011 is given under:

Timeline for permission:

Building plan approval is provided within 30 days

Copy of plans to be forwarded by CEO/EO to the concerned agencies within 2 days.

NOCs from all departments shall be received within a period of 2 weeks.

Inspection report by the designated officer shall be submitted within 7 weeks

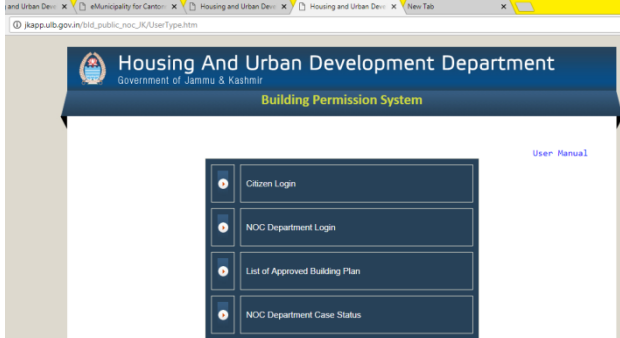


COMPLETION CERTIFICATE:

Completion Certificate is provided within 8 days from receipt of notice of completion for residential building.

Fee Criteria:Not required

Procedure for Obtaining Building/Construction Permit Approval

Designated Officer	Chief Executive Officer/Executive Officer
Checklist for Building Plan Approval	Application on prescribed Form-A for building Permission.
	6 copies of the building plans showing the site plan, key/location plan, section and elevation of each floor and specifications.
	An attested copy of sale deed/lease deed/gift deed/court decree/mutation order in support of ownership.
	Two photographs (Passport size).
	Qualification/Registration Certificate of consultant with respective authority.
Fee:	As per criteria.
	Building plan approval is provided within 30 days. TimeLine: 30 days.
Procedure for users:	Applicant shall get building cum site plan on prescribed drawing format prepared by the empanelled Draftsmen/Engineers with Municipal Council/Committee or Architects duly registered with the Council of Architecture. NOTE: During verification of the application, the Authority may ask for any

	clarification if required any time.
	The applicant can track the status of building plan approval process anytime at: www.ulbjammu.org (citizen services).
	The applicant can track the status of building plan approval process anytime at http://jkapp.ulb.gov.in/bld_public_noc_JK/UserType.htm as shown in Fig. 1.0, Fig. 1.1 & 1.2.
	
	
	
	Accordingly the applicant is intimated through phone call and SMS to get approved building plan at Single Window at Municipal Council/Committee Office within the period of 30 days.
Procedure by Department:	Once the applicant submits building cum site plan along with all relevant documents, the case file is accordingly put into online mode through concerned Municipal Council/Committee Office.
	The building cum site plan along with all relevant documents is being scanned by Single Window Assistant and necessary data entry is being done on the said window as per prescribed format (https://http://ulbjammu.org/BuildingPermission%20Application%20Form.xls) for onward submission to concerned line departments for obtaining of NOCs. Timeline: 2 days.
	NOCs from all departments. Timeline: 14 days.
	The pre-construction inspection and reporting (Khilafwarzi Asstt). Timeline:3 days.
	The recommendations at Level-II (Khilafwarzi Inspector). Timeline:2 days
	The recommendations at Level-III (CEO/EO) in conformity to Building bylaws, Master plan and Land use plans.

	Timeline: 2 days
	Accord of approval at Level-IV (President/Administrator). Timeline: 3 days
	After final approval from Competent Authority at Level-IV the case is being forwarded to Level-I for Fee Assessment. Accordingly the applicant is intimated through phone call and SMS for submission of Fee at Single Window at Municipal Council/Committee. Timeline: 2 days.
	After fee submission, the building plan approval certificate is being generated online as per prescribed format. Timeline: 2 days

Procedure for Plinth Inspection

Designated Officer	Chief Executive Officer/Executive Officer
Check list for plinth level approval	Approved Building Plan
	Intimation of completion through application.
	Fee/charges to be paid to get the service: NIL
	Timeline: 7 days
Procedure:	The Applicant should submit the application along with all relevant documents at concerned Municipal Council/Committee. The CEO/EO will forward the application to Khilafwarzi Inspector for inspection of the site. Timeline: 1 day.
	The Concerned Khilafwarzi Inspector in conformity to Building Bye-laws/ Sanctioned Building plan submit report to CEO/EO. Timeline: 3 days.
	The CEO/EO shall approve or reject plinth completion certificate and forward to applicant. Timeline: 3 days.

Procedure for obtaining occupation certificate

Designated Officer	Chief Executive Officer/Executive Officer
Obtaining of completion/occupancy certificate	Approved Building Plan.
	Plinth inspection Certificate.
	Application form for Occupancy Certificate
	Fee/charges to be paid to get the service: NIL
	Timeline: 7 Days
Procedure for user:	After the construction of building as per approved building plan the applicant can apply for grant of occupation certificate at concerned Municipal Council/Committee office on prescribed form available at office website (www.ulbjammu.org).
Procedure by Department:	The application on prescribed format along with all relevant documents by the applicant is submitted at concerned Municipal Council/Committee office and the same is forwarded to Khilafwarzi Inspector by CEO/EO. Timeline: 2 days.
	After Final Inspection by Concerned Khilafwarzi Inspector, the application alongwith inspection report is being forwarded to CEO/EO for recommendation. Timeline: 3 days.
	Final approval is accorded and intimated to the applicant through phone call/SMS for collection of Occupancy Certificate. Timeline: 2 days.