

Checklist for site inspection before the approval of building plan

1. Name and Designation of Inspector _____
2. Date of Inspection : _____
3. Name of the owner _____
4. Date of submission of application for _____

approval Of Building Plan on BR-I.

Sr. No.		
1.	Area on the Sazra plan, registry, intkaal	
2.	Area of site under H.T. line, road widening, green belt	
3.	Considerable area for approval of Building plan	
4.	Whether site part of regularized colony or not? If yes, then name and notification date of regularized colony.	
5.	Location of site	
6.	Width of the approach road	
7.	Whether Construction already exist	
8.	If constructions already exist then total area under construction duly shown on site plan and its verified building plan	
9.	Compoundable and non-compoundable construction (on composition form)	
10.	Use of the construction at the site	

Date:

Signature of Inspecting Officer

Inspection procedure for approval of Building Plan

Receipt of application in the office of Commissioner, Municipal Corporation, Executive Officer, Municipal Council and Secretary, Municipal Committee on BR -I alongwith BR - III



That before the Inspection of the site the concerned municipality will intimate to the applicant in advance about the site inspection date and time.



After receipt of the application the site will be inspected by the concerned officers/officials as authorized by the Commissioner, Municipal Corporation, E.O., Municipal Council, Secretary, Municipal Committee and fill the report on the prescribed performa. The officer/officials will inspect the site in term of;

- Location of the site
- Accessibility to the site
- Surrounding area/feature of the site
- Width of the road/street on which the plot abuts
- Dimensions of the plot
- Area of the plot
- Whether any construction at site or site is vacant
- If construction exist at site then area and type of construction
- Use of site
- Any HT line, gas pipe line passing through the site
- Enquiry if any, required approvals like MoEF, PWD etc.
- Any other details which is necessary for approval of building plan.

The concerned officer/official will submit the Inspection report to the Commissioner, Municipal Corporation, E.O. Municipal Council and Secretary, Municipal Committee alongwith the report on document submitted by the applicant.

The Commissioner, Municipal Corporation , E.O. Municipal Council and Secretary, Municipal Committee on the basis of site inspection report and office report sanction or reject the building plans within 60days from the date of receipt of the building plan.