HARYANA GOVERNMENT

URBAN LOCAL BODIES DEPARTMENT

NOTIFICATION

The 3rd March, 2014

No. S.O.-40/H.A. 16/1994/S.250, 252 & 392/2014.-- The following draft of the bye-laws, which the Governor of Haryana proposes to make in exercise of the powers conferred by sections 250, 252 and 392 of the Haryana Municipal Corporation Act, 1994 (Act 16 of 1994) is hereby published as required under section 394 of the said Act, for information of persons likely to be affected thereby.

Notice is hereby given that the draft byelaws shall be taken into consideration by the State Government on or after the expiry of a period of fifteen days from the date of publication of this notification in the Official Gazette, together with objections or suggestions, if any, which may be received by the Principal Secretary to Government, Haryana, Urban Local Bodies Department, Chandigarh, from any person with respect to the following draft bye-laws, namely:-

DRAFT BYE-LAWS

Part-I

Short title, extent and commencement.- 1. (1) These bye-laws may be called the Haryana Municipal Corporation Building Bye-laws, 2014.

(2) These shall be applicable in all the Municipal Corporations of the State of Haryana.

Definitions.- 2. (1) In these byelaws , unless the context otherwise requires,-

(i) "abut" in relation to a building means when it is on a street and the outer face of any of its external walls is on the street boundary;

(ii) "Act" means the Haryana Municipal Corporation Act, 1994. (Act no 16 of 1994);

(iii) "ancillary building" ,-

(a) in the residential area means the building attached to and serving the main residential building and includes garage, store room, fuel store and servant quarters, but shall not include a guest house capable of use as an independent dwelling unit;

(b) in the industrial area means the building ancillary to and serving the main industrial building and includes godown, cycle-shed, dispensary, canteen, electric sub-station and quarters for watch and ward staff but shall not include residential accommodation for supervisory staff;

(iv) "apartment" means a part of the property, intended for any type of independent use, including one or more rooms with enclosed spaces located on one or more floors or any part or parts thereof, to be used for residence, office, or for practicing any profession or for carrying on any occupation, trade, business or manufacturing or other uses relating to information technology or for such other type of independent use, with a direct exit to a public street, road or highway or to a common area leading to such street, road or highway;

(v) "applicant" means a person who applies to the Commissioner, of intention to erect or re-erect a building and shall include his legal representatives;

(vi) "approved" means approved by the Commissioner, Municipal Corporation;

(vii) "architect" means a person registered with the Council of Architecture, whether employed for preparation of plans or for supervision of construction or for both;

(viii) "architectural control sheets" means sheet of drawing with directions signed by the Commissioner and kept in his office showing the measure of Architectural control as prepared under bye-law 6;

(ix) "area" means the Municipal Corporation Area;

(x) "area plan" shall mean the plan of a space or piece of ground or a portion of surface;

(xi) "authorized officer" or 'officer authorized' means an officer authorized by the Commissioner, Municipal Corporation;

(xii) "balcony" means a cantilevered horizontal projection from the wall of a building not supported from the ground and having a balustrade or railing and intended for human use;

(xiii) "basement" means the storey which is next below the ground storey or which is in any part more than half of its height below the mean level of the street or ground adjoining the building;

(xiv) "building line" means a fixed line, if any, specified for a site beyond which no building within that site other than a compound wall shall project;

(xv) "canopy" means a cantilevered projection from the face of a wall over an entrance to the building at the lintel level, not exceeding 5 square metres in area at the entrance not lower than 2.3 metres and not extending 1.8 metres beyond the building line;

(xvi) "chimney" means the ventilating shaft/ absorber provided in the building for intake and disposal of smoke above the fire place/ cooking platform/ range;

(xvii) "colony" means an area of land, which is developed or proposed to be developed for the purpose of subdividing it into plots for residential, commercial, industrial or other purposes;

(xviii) "commercial building" means a building used or constructed or adopted to be used or intended to be used wholly or partially for business purpose;

(xix) "controlled area" means area declared as controlled area under section 4 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963 (Act no. 41 of 1963) or under section 29 of the Faridabad Complex (Regulation and Development) Act, 1971 (Act no. 42 of 1971) or under section 346 of the Haryana Municipal Corporation Act, 1994 (Act No. 16 of 1994) or under section 203C of the Haryana Municipal Act, 1973 (Act no. 24 of 1973);

(xx) "core area" means thickly built up area of the old town, lal dora/ phirni of villages included in the municipalities other than planned areas, or the area shown as existing town in the Development Plan of the town;

(xxi) "court-yard" means a space open to the sky for providing light and ventilation to habitable areas but within the boundary of a plot, which is enclosed or partially enclosed by buildings/ boundary walls or railings. It may be at ground floor level or any other level within or adjacent to a building;

(xxii) "covered area" means the area covered immediately above the plinth level by the building but does not include the space covered by –

(a) garden, rockery, plant nursery, water pool, swimming pool (uncovered), platform around a tree, tank, fountain, bench, chabutra with open top and not enclosed on sides by walls and the like;

(b) drainage culvert, conduit, catch-pit, gully-pit and gutter chamber;

(c) compound wall, gate, cantilevered porch (without any storey above) and areas covered by chajja; and portico, slide, swing, open staircases for fire escape;

(xxiii) "corporation" means a Municipal Corporation declared and constituted under section 3 and 4 of the Haryana Municipal Corporation Act, 1994;

(xxiv) "damp proof course (DPC)" means a course consisting of some appropriate water proofing material provided to prevent seepage/ penetration of dampness or moisture from any part of the structure to any other part at height of not less than 15 cms above the surface of adjoining ground;

(xxv) "development plan" in respect of controlled area means the final plan notified in the Official Gazette under sub-section (7) of section 5 of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963, or the plan notified under sub-section (7) of Section 346 of the Haryana Municipal Corporation Act 1994;

(xxvi) "director" means the Director, Urban Local Bodies Department, Haryana;

(xxvii) "drainage" means the removal of any liquid by a system constructed for this purpose;

(xxviii) "dwelling unit" means a self contained building with such out-buildings as are ordinarily ancillary to the main building and used in connection therewith and physically incapable of subdivision into two or more independent building unit. A dwelling unit, may however, be owned by an individual or may be jointly or severally owned, provided it remains a single individual ownership;

(xxix) "engineer" means a person holding qualifications in civil engineering recognised by the Institute of Engineers (India) or Associate Membership of the Institute and duly registered with Corporation, whether engaged for the supervision, construction or for the preparation of structural drawing or both;

(xxx) "erection or re-erection of building" means and includes,-

(a) any material alteration or enlargement of any building;

(b) the conversion by structural alteration into a place for human habitation of any building not originally constructed for human habitation;

(c) the conversion into more than one place for human habitation, of a building originally constructed as one such place;

(d) the conversion of two or more places of human habitation into a greater number of such places;

(e) such alterations of a building as affect an alteration of its drainage or sanitary arrangements, or materially affect its security;

(f) the addition of any rooms, buildings, outhouses, or other structures to any building; and

(g) the construction of a wall adjoining any street or land, not belonging to the owner of the wall, of a door opening on to such street or land;

(xxxi) "exit" means a passage, channel or means of egress from any building, storeys or floor area to a street or other open space of safety;

(xxxii) "external wall" means an outer wall or vertical enclosure of any building not being a party wall, even though adjoining to a wall of another building and also includes a wall abutting on an interior open space of any building but shall not include an outer verandah wall;

(xxxiii) ''flat'' means a part of any property, intended to be used for residential purposes, including one or more rooms with enclosed spaces located on one or more floors, with direct exit to a public street or road or to a common area leading to such streets or roads and includes any garage or room whether or not adjacent to the building in which such flat is located, provided by the colonizer/ owner of such property for use by the owner of such flat for parking any vehicle or for residence of any person employed in such flat, as the case may be;

(xxxiv) "floor" means the lower surface in the storey on which one normally walks in a building;

(xxxv) "floor area ratio (FAR)" mean a quotient obtained by dividing the multiple of the total of the covered area of all floors and hundred, by the area of plot i.e.

$$\text{FAR} = \frac{\text{total covered area X 100}}{\text{plot area}};$$

For the purpose of calculating FAR, cantilevered permitted roof projections, lift room, mumty, basement if used for parking, services and storage, Stilts area (unenclosed) proposed to be used for parking and pedestrian plaza only, open staircase (without riser and mumty), open court yard of permitted size shall not be counted towards FAR;

(xxxvi) "form" means a form appended to these bye-laws;

(xxxvii) "foundation" means a part of a structure which is below the lower most floor and which provides support for superstructure and which transmit load of the superstructure to the bearing materials;

(xxxviii) "front" means generally the portion facing the street from which it has access;

(xxxix) "garage" means a building or portion thereof used or intended to be used for shelter, storage or repair of a wheeled vehicle;

(xl) "ground floor" means a storey which has its floor surface nearest to the ground around the building;

(xli) "group housing" means a building designed and developed in the form of flats for residential purpose or any ancillary or appurtenant building including community facility, public amenities and public utility as may be specified;

(xlii) "habitable room" means a room constructed or adopted to be used by some person either as a living room in which a part of the day is spent or a room in which some person may pass the night and shall include a kitchen but shall not include a bath room, water-closet or store room;

(xliii) "height" as applied to a building means vertical measurement of the building measured from the finished level of the center of the street where such street exists or from the mean level of the ground adjoining the outside of the external walls to half the height of the roof in the case of sloping roofs and to the highest level of the building in case of building with flat roof, excluding the projected portions of mumties, flues, ducts, minarets and parapets not exceeding one metre in height. Architectural features serving no other functions except that of the decoration shall be excluded for the purpose of taking heights. Height as applied to a room shall mean the vertical measurement from the upper surface of the floor to the under surface of the ceiling of the same room, joist and beams being allowed to project beneath the ceiling, and in the case of a sloping ceiling, the height shall be the mean height of any such room;

(xliv) "industrial building" means a building wholly or principally used as factory, workshop, warehouse, godown or for any other similar purpose;

(xlv) "institutional building" means any building used for school, college or day-care purpose involving assembly for instruction, education use;

(xlvi) "integrated commercial complex" means building containing apartments sharing common services and facilities and having their undivided share in the land and meant to be used for office or for practicing of any profession or for carrying on any occupation, trade, business or such other type of independent use as may be prescribed;

(xlvii) "layout plan" means a plan of the entire site showing location of plots/ building blocks, roads, open spaces, entry/ exit, parking, landscaping etc. indicating activity of all land or partial;

(xlviii) "load" includes,-

(a) 'dead load' i.e. weight of all permanent stationary construction becoming a part of the structure; and

(b) 'live load' i.e. all load except dead load that may be imposed on a structure and wind loads shall be considered as live load;

(xlix) "loft" means an intermediate floor in between two main floors but not more than 1.5 metres in height which may be adopted or constructed for storage purpose;

(l) "mumti" means a small structure erected on the roof of a building at the head of a staircase to protect such staircase;

(li) "mezzanine floor" means a balcony, or loft or an inter floor, not so constructed as to be capable of used for living or sleeping and erected between the floor and the ceiling of any storey not less than sixteen feet in height but not exceeding one third of the enclosed space;

(lii) "occupancy" means the main purpose for which a building or a part of building is used or intended to be used and classification of a building according to occupancy shall deem to include subsidiary occupancies which are contingent upon it;

(liii) "open space" means a space forming an integral part of the plot left open to sky;

(liv) "parapet" means a low wall built along the edge of a roof or a floor not more than 01 metre in height;

(lv) "parking" means a space enclosed or unenclosed, to park vehicles together with a driveway connecting the parking space with a street permitting ingress and egress of the vehicles;

(lvi) "partition wall" means an interior non load bearing wall, one storey or less in height;

(lvii) "partition" means a wall which bears no load other than its own weight;

(lviii) "party wall" means a common wall partly constructed on the plot of land, and partly on the adjoining plot and serving both structurally;

(lix) "planned area" means the area developed as a town planning scheme, licensed colony duly approved by the Government and developed by private builder, semi Government agency like HUDA, HSIIDC, HSAMB, Improvement Trusts or any other statutory agency;

(lx) "plinth" means the portion or structure between the surface of the surrounding ground and surface of the floor immediately above the ground;

(lxi) "plinth area" means the built up covered area measured at floor level on the basement or of any storey;

(lxii) "plinth level" means the level of the ground floor of building;

(lxiii) "plot" means a piece of land enclosed by definite boundaries;

(lxiv) "plumber" means a person holding qualification approved by the Institute of Engineers for its associate membership or Diploma in Civil Engineering from any college or institution recognized by Government of Haryana, with at least three years experience in Sanitary Engineering Works and plumber of at least five years practical experience or who has passed the test conducted by the Public Works Department, Haryana;

(lxv) "porch" means a covered surface supported on pillars or otherwise for the purpose of pedestrian or vehicular approach to a building;

(lxvi) "public building" means and include a building used or constructed or adopted to be used either ordinarily or occasionally, as a place of public worship, a theatre, hostel, Government office, public hall, public concert room, public lecture room, public exhibition or as a public place of assembly or occasionally for any similar purpose;

(lxvii) "public sewer" means a sewer constructed by Municipal Corporation or a local authority or a colonizer;

(lxviii) "rain water pipe" means a pipe or drain situated wholly above ground and used or constructed to be used solely for carrying off rain water directly from roof surfaces;

(lxix) "rear" as applied to a building means that portion which is on the opposite side of the 'front';

(lxx) "residential building" means a building used or constructed or adopted to be used wholly or principally for human habitation and includes garages, or other houses appurtenant thereto;

(lxxi) "street line" means the line defining the side limits of a street i.e., the line beyond which the property vests in municipality as public street;

(lxxii) "set back" means a line usually parallel to the plot boundary as laid down in each case by the Municipal Corporation beyond which nothing can be constructed towards the plot boundary unless specifically allowed by Commissioner or any other officer authorized by him;

(lxxiii) "sector" means any part of the controlled area indicated as such in the Development Plan;

(lxxiv) "site" means a parcel of land enclosed by definite boundaries;

(lxxv) "storage tank" means a tank or a cistern for storage of water which is connected to water main by means of a supply pipe;

(lxxvi) "storey" means any horizontal division of a building so constructed as to be capable of use as living unit;

(lxxvii) "structural wall" means a load bearing wall or wall that carries load in addition to its own load;

(lxxviii) "sub-soil drain" means a drain used or constructed to be used solely for conveying to any sewer (either directly or through another drain) any water that may percolate , through the subsoil;

(lxxix) "sun-shade" means a slope or horizontal structure over hanging, usually provided over openings on external wall to provide protection from sun and rain and shall not be used for human habitation;

(lxxx) "urbanisable area" means an area earmarked for any one of the use in the development plan;

(lxxxi) "verandah" means a roofed open gallery of which a minimum of fifty per cent of the outside face is open;

(lxxxii) "water closet" means a privy with arrangement for furnishing the pan with water. It does not include a bathroom;

(lxxxiii) "zoning plan" means the detailed layout plan of the sector or municipal area of a part thereof maintained in the office of the Municipal Corporation showing the sub-division of plots, open spaces, streets, position of protected trees and other features and in respect of each plot , permitted land use, building lines and restrictions with regard to the use and development of each plot in addition to those laid down in the building bye-laws;

(2) The words and expressions used but not defined in these bye-laws and defined in the Act, shall have the meanings assigned to them in the Act. In case of words used here but not defined in both these bye-laws and the Act they shall have the meanings assigned to them in the National Building Code or Indian Standard Code as amended from time to time.

PART –II

Procedure for submission of building plan application and execution of works

The procedure for submission of a building plan application and execution of work shall be as per the provisions contained in sub part-A of these bye-laws:

Provided that in case of an individual plotted residential plot of any size and commercial plot area up to 100 square metres., the building plan can also be

got approved through self certification of building plan by an Architect as per the procedure specified in sub part-B.

Sub Part A

3. **Application for erection or re-erection of building:-**

(1) Any person intending to erect or re-erect any building shall make an application in writing to the Commissioner or an officer authorized for this purpose in **Form BR-I** accompanied by the following certified documents, duly signed by the owner, the registered Architect and or Engineer, as applicable,-

(i) Proof of ownership or possession letter in the name of owner by an allotment authority;

(ii) Key plan showing location of site with reference to the colony/ scheme plan;

(iii) A site plan as required under bye-law 4 ;

(iv) A building plan or plans as required under bye-law 5;

(v) Structural drawing/ plans of building;

(vi) Details of specifications of the work to be executed in **Form BR-II**;

(vii) Certificates in forms **BR-III, BR-IV** and **BR-V**.

(2) Every person applying under sub-clause (1) shall appoint an Architect/Engineer for drawing up of building plans/ structural drawings and for the supervision of erection or re-erection of the building. The supervision of erection or re-erection of residential or commercial building upto three storeys or 12 metres height (14.5 metres in case of provision of stilt) may be undertaken by the Architect or the Engineer. However, in case of buildings more than three storeys, the supervision shall be undertaken by both the Architect and the Engineer who have been enrolled/ registered by the Corporation.

(3) The application, plans, structural drawings, specifications and the certificates shall be signed by the applicant and the Architect/ Engineer as required in the relevant forms and documents. In case where the supervising Architect and Engineer are different from the

one who has prepared the designs, the plan shall be signed by both of them.

(4) The building plan (except for commercial building) shall be accompanied by scrutiny fee to be calculated at the rate of rupees ten per square metre, for the proposed covered area (including area under basement floor/floors), in the shape of a demand draft in favour of the Commissioner, drawn on any local scheduled bank. In the case of a commercial building application, the scrutiny fee shall be rupees twenty per square metre. In case the building application is rejected/ returned, it may be re-submitted within 180 days from the date of such rejection/ return without fresh scrutiny fees. Such resubmission, however may not be allowed more than two times in 180 days from the date of first rejection.

(5) A refundable malba fee of Rs. 5000/- (rupees five thousand only) for the plots upto 250 square metres and Rs. 10,000/- (rupees ten thousand only) for the plots of above 250 square metres, shall be deposited by the applicant along with the building application for stacking building material/ malba over the road berms of adjacent public street for a period of two years or part thereof from the date of approval of building plan for which a notice shall be given by the applicant in **Form BR-VIII**. In case of occupation of public street beyond the period of two years, the refundable fee shall be rupees twenty thousand till the completion of building.

(6) In case of a multiplex or a shopping mall, the building plan shall be approved by the Government or any officer authorized by it. The zoning plan of plot more than size of 1,000 square metres (other than the residential) shall be got approved from the Director.

Site plan.

4. (1) The site plan shall be drawn on a scale of not less than -

(i) 1:200 for sites upto 1000 square metres;

(ii) 1:400 for sites above 1000 square metres and upto 4500 square metres; and

(iii) 1:800 for sites above 4500 square metres.

(2) The site plan shall be prepared with sufficient accuracy to enable the site to be identified and shall be submitted on distinct prints in

quadruplicates. The site plan shall be fully dimensioned and shall show-

(i) the boundaries of the site;

(ii) the direction of the North point;

(iii) the street or roads adjoining the site with their width clearly dimensioned and with names, if any, of all existing roadside trees, lamp-posts, or other features or structures likely to affect the approach to the buildings;

(iv) surrounding buildings in outline up to a distance of twenty metres from the boundaries of the site;

(v) buildings or structures on or under the site or projecting beyond the outline including proposed building to be shown distinctly;

(vi) dimensions of open spaces at the rear, side or front;

(vii) the area and proportion of the site to be covered by building;

(viii) the levels of the site and of the plinth of the building in relation to those of the neighbouring street, also the levels of all court-yards and open spaces in relation to the bed levels of the existing drains and sewers in the street or streets into which the building or site is to be drained and rain water harvesting system for rooftop rain water;

(ix) method of disposal of waste water, sewage and storm water in different colour along with index; and

(x) position of water supply/ main.

5. (1) The building plan or plans shall be drawn on a scale not less than:- Building plan

(i) 1: 50 for plots upto 1000 square metres.

(ii) 1 : 100 for plots from 1000 square metres to 2000 square metres.

(iii) 1 : 200 for plots/sites above 2000 square metres.

(2) The building plans shall be submitted on distinct prints in quadruplicates, two of which shall be mounted on cloth. One mounted copy shall be returned to the applicant with the words

"Sanctioned" or "Rejected", as the case may be, written on it.

(3) The building plans shall show -

(i) the plans of all the floors and all external elevations and cross sections, illustrating distinctly all the different levels through stair case, Water Closet (W.C), bath, kitchen and garage;

(ii) the plinth level of the building with reference to the level of the center of the street or streets or existing ground level on which the proposed building is to be constructed;

(iii) the schedule indicating the size of the doors, windows, openings and other methods of ventilation of each room;

(iv) the means of access to the buildings and to its various floors as well as the means of escape in case of fire, if required under the specific bye-law;

(v) in the case of proposed additions and alterations in the existing building, all new works shall be shown on the plan in indelible distinctive colours along with index;

(vi) the method of disposal of waste water, sewage, storm water and water supply in full detail;

(vii) provision of rain water harvesting system as per bye-law 37;

(viii) in case the building on adjoining plot is existing, for the purpose of making basement a minimum distance of 2.5 metre shall be kept from the adjoining building wall;

(ix) no sewerage manhole, underground water tank, overhead water tank and rain water harvesting well shall be made along common building wall; and

(x) the plan showing the firefighting equipment, rain water harvesting system, provisions for physically handicapped persons, solar heating system as per the bye-laws.

Provided that in case of large buildings, various blocks of the building may be drawn on separate sheets.

Provided further that provision of parking within the plot shall be made in the building plans as per requirement

worked out on the basis of norms as specified and no parking shall be made on the public street and an affidavit shall be given by the applicant with regard to it.

Type or standard design plans

6. In case the applicant wishes to follow a type design of the building approved by the Commissioner, he may obtain type plan/ Architectural Control Sheet (if available) for his plot from the Commissioner on payment of charges as specified. These building plans, along with relative site plan and other documents, shall nevertheless be submitted for approval as required under these bye-laws.

Information necessary to validate building plan application

7. No building plan application under bye-law 3 shall be considered to be valid, unless it is made on the prescribed form and is accompanied with the requisite number of plans and documents, along with scrutiny fee required to be furnished along with the application. In case of failure of such compliance, the application together with plans and documents shall be returned to the applicant for resubmission in accordance with these bye-laws.

Constitution of 'Building Plan Committee

8. (1) The Commissioner shall constitute a 'Building Plan Committee' with minimum two members for scrutiny of the building plans received and for submission of recommendations for sanction/ refusal of such applications. The Committee shall consist of Branch In-charge, each from Planning or Architecture and Engineering Branch. The Building Plan Committee shall ,-

(i) meet every week;

(ii) scrutinize every application for erection or re-erection of a building for which notice/ application has been received under bye-law 3.

(2) The Building Plan Committee shall, if so considered necessary, refer the matter, to the concerned department of the Central/ State Govt. or concerned authority for opinion before finalizing the recommendation, In case, any building or execution of any work, as the case may be, affects or is likely to affect:—

(i) any defence installation and its prohibited surrounding area.

(ii) any area under Environment Protection Act 1986.

(iii) any area prohibited by the Hon'ble Supreme Court or the Hon'ble Punjab and Haryana High Court for building activities.

(3) The recommendations of the members of the committee shall be forwarded to the Commissioner, Municipal Corporation for consideration and approval, with or without change. The Commissioner shall record reasons in writing if there is any deviation from the recommendations.

Sanction to erect or re-erect

9. After an application in the prescribed form containing the required information and accompanied by necessary documents as mentioned in bye-law 3 is received, the Commissioner shall on the recommendation of 'Building Plan Committee' pass an order as per Section 254 of the Act and convey the decision in **Form BR-VI** in the case of sanction and in **Form BR-VII** in the case of refusal/ rejection.

Validity of sanctioned plans

10. (1) Every sanction for the erection or re-erection of any building which shall be given (or deemed to have been given) shall remain in force for two years, from the date of such sanction.

(2) If a building is not completed within two years from the date of sanction, the sanction shall be deemed to have lapsed with respect to that portion of the building which has not been completed. In regard to the incomplete portion, a fresh application shall be submitted in accordance with bye-law 3:

Provided that for multi-storied buildings (more than four storey or above fifteen metres in height, as the case may be) on plot area having 1000 square metres and above, the sanction for the erection or re-erection shall remain in force for five years from the date of sanction.

Revalidation of building plans

11. After sanction of building plan, in case the construction could not be started within two years or has been started but could not be completed within the stipulated period due to reasons beyond the control of the applicant, the owner/ applicant may apply for the extension or revalidation of building plans before the sanction has lapsed along with re-validation fee @ Rs 20/- (rupees twenty only) per square metres for the proposed covered area requested for re-validation and in case of commercial building @ Rs.40/- (at the rate of rupees forty) per square metres. The Commissioner, after making necessary inquiry and satisfying himself about all aspects of the case, may pass an order revalidating the plans on yearly basis.

Deemed sanction

12. The Commissioner shall pass an order within a period of sixty days of submission of building plans, accompanied by all necessary documents as

mentioned in bye-law 3, either sanctioning it or rejecting it. The building plan shall be deemed to be sanctioned, if it is inconformity with building bye-laws and in accordance with the permitted land use of the area and all leviable fee/ charges have been deposited by the applicant but no orders have been passed by the Commissioner within the specified time.

Submission of revised building plans during the validity period of sanction

13. If during the construction of a building, any deviation of a substantial nature from the sanctioned plan is intended to be made, approval of the Commissioner for the same shall be obtained before the change is made. The revised plan showing the deviations shall be submitted and the procedure laid down for the sanction of building plan shall be followed for all revised plans, along with the depositing of scrutiny fee.

Revocation of sanction

14. The sanction granted under bye-law 9 can be revoked by the Commissioner if it is found that such sanction has been obtained by the owner by misrepresentation of material facts or fraudulent document submitted alongwith the building plan application or otherwise or the construction is not being done in accordance with the sanction granted or the occupancy is not in accordance with the purpose mentioned in the sanctioned plan or the owner after obtaining the occupation certificate or otherwise, changes the permitted use of the building.

Submission of building plans by Government. departments

15. The Government departments shall submit the building plans as per the following procedure,-

(1) All buildings, whether designed by the Government Department or private Architect shall, in all respects, conform to the building bye-laws.

(2) The Central or State Government department concerned may designate an authority, within its own department, to issue a certificate specifying that the provisions of these building bye-laws have been followed in all respects. The plans shall be submitted to the Municipal Corporation, for information and record before commencement of erection or re-erection of the building. The certificate should preferably be given by a person not directly connected with the preparation of plans.

(3) In the case of construction within urbanisable area of the Corporation by the Ministry of Defence, layout plans should be submitted along with general indication specifying whether they are residential or not, so that the Municipal Corporation can estimate the requirement of water, electricity and sewerage disposal etc.

Maintenance of Register for sanction /Registration of Building Plans and issue of Occupation Certificate

16. A register in form **M-I and M-2** shall be maintained for all building applications received, permissions given or deemed to have been given or refused, occupation certificate issued under these bye-laws and the said register shall be available for inspection, without making any payment by any person interested and such person shall also be allowed to take extracts there from on payment, as specified by the Commissioner.

Notice of commencement of work

17. A person who has been issued type plans/ Architectural Control Sheet under bye-law 6 and given permission under bye-law 9 and intends to commence the erection or re-erection, shall give a notice of not less than a week at which the erection or re-erection of the building shall commence, in writing to the Commissioner or to the authorized officer in this behalf in **Form BR-VIII**,.

Damp Proof Course certificate

18. The owner shall obtain Damp Proof Course (D.P.C) Certificate from the Commissioner before raising further construction in accordance with the sanctioned building plans, and as per the conditions of sanction in **Form BR-VI**.

Occupation Certificate

19. No owner/ applicant shall occupy or allow any other person to occupy new building or part of a new building or any portion whatsoever, until such building or part thereof has been certified by the Commissioner or by any officer authorized by him in this behalf as having been completed in accordance with the permission granted and an 'Occupation Certificate' has been issued in **Form BR-XI.** The 'Occupation Certificate' shall be issued on the basis of parameters mentioned below:-

(1) Minimum 25% of total permissible ground coverage, excluding ancillary zone, on the plot/ site at ground floor shall be essential for issue of occupation certificate for the first time.

(2) Every person, who intends to occupy such a building or part thereof, shall apply for the 'Occupation Certificate' in **Form BR-IX** and **Form BR-X** duly signed by an Architect/ Engineer along with photograph of front and rear elevations of the building and three sets of completion drawings along with NOC from HAREDA in respect of installation of Solar Water Heating System as per requirement of bye-law 40.

(3) No 'Occupation Certificate' shall be issued unless the debris and rubbish consequent upon the construction has been cleared from the site and its surroundings.

(4) After receipt of application, the Commissioner shall communicate in writing within thirty days, his decision for grant/ refusal of such permission for occupation of the building.

(5) In case, after the issuance of occupation certificate, the building is used for some other purpose against the permission or make any addition/ alteration in the building then, after affording personal hearing to the owner, the Commissioner may pass orders for withdrawal of occupation permission and revocation of sanction of building plans.

Sub Part – B

20. (1) Any person intending to erect or re-erect any building shall apply on **Form BRS-I** through Architect along with material specifications on **Form BRS–II** and certificate of conformity to these bye-laws and structural safety for the building in **Form BRS–III**. Application

(2) Self certification of building plans would be applicable for individual residential plots of all sizes and commercial plots having area up to 100 square metres, located in any scheme/ colony approved/ regularized by the Government within the Corporation limits.

(3) The Architect, on receiving a request from the plot owner, shall complete the requirements with regard to submission of building plans on **(BRS-I, BRS-II, BRS-III)** forms. After ensuring that the proposed plans are in consonance with the building bye laws and approved Zoning Plan (if any), the Architect shall submit a complete set of building plans along with necessary documents and requisite scrutiny fee, *malba* fee and development charges etc. to the Commissioner of the Corporation.

(4) After receipt of complete application, fee/ charges and requisite documents, an acknowledgement shall be issued by the office of Commissioner indicating the serial number of the application, date of receipt and target date for conveying the deficiencies/ discrepancy, if any.

(5) The 'Building plan Committee' shall check/ verify the following components/ documents of the proposed building plan -

(i) confirmation that the location of the plot is in an approved

area or authorized colony/ and is in conformity with the approved scheme;

(ii) authenticity of ownership by checking allotment letter or registered sale deed, mutation, etc.;

(iii) checking the provision of setbacks, gate position, etc. particularly with respect to approved Zoning plan, if any;

(iv) ensuring that the ground coverage and overall covered area, including FAR and maximum height, are in conformity with the building bye-laws/ zoning;

(v) Water supply, sanitary and drainage plans are as per norms;

(vi) adequate vehicle parking spaces, covered/ open, etc., are as per norms, within the site. An undertaking from the plot owner to the effect that no vehicle shall be parked on public road / open space must be taken;

(vii) the application is accompanied with a certificate by a qualified structural Engineer with regard to structural stability/ earthquake resistance.

(6) The Commissioner or any officer authorized by him, within a period of 15 working days from the receipt of application, shall convey confirmation or the deficiencies, if any noticed, with regard to above mentioned components/ documents in writing and through e-mail to the Architect. In case any error is detected at a subsequent stage, the concerned officers/ officials shall be held responsible along with the Architect. A fortnightly status of building plans received in the office shall be hosted on the portal of the Corporation and also displayed on the notice board of the Corporation for a period of fifteen days.

The Architect shall issue the approved building plan after receiving confirmation from the Commissioner or any authorized officer as the case may be. In case, no intimation with regard to deficiency or confirmation is received within fifteen working days from the date of acknowledgement issued by the authorised officer, it shall be considered as confirmation and the Architect shall issue the building

plan approval to the plot owner. The Architect shall also submit a complete set of documents of approval issued by him to the concerned authority.

(7) The Commissioner or any person authorized by him reserves the right to check the building plans and construction at any stage and violations, if any detected, shall have to be rectified by the owner/ Architect. Only compoundable violations can be compounded as per the composition policy. In case the owner/ Architect fails to rectify the violations pointed out, the Commissioner or any officer authorized by him may take necessary steps to ensure rectification of the violations, at the risk and cost of the owner. Action shall also be taken against the defaulting Architect by referring his case to the Council of Architecture for misconduct and cancellation of his licence. No plea of the owner shall be entertained for any default committed by the Architect.

If a building is erected or re-erected or construction work is commenced in contravention of the approved building plan/ building bye-laws, the authorized officer of the Corporation may order that the building be altered or demolished by a written notice, delivered to the owner. Such notice shall also specify the period during which such alteration or demolition has to be completed and if the notice is not complied with, the concerned officer may order for demolishing of the building at the expense of the owner.

If at any stage during construction, the Architect notices that violations (except those which are compoundable) are taking place, he shall intimate in writing, to the Commissioner of such violations, with complete details along with photographs and may stop further supervision. He shall also intimate the owner about the violations and advise him to stop further construction. The Corporation shall, immediately on receiving information from the Architect about violation, issue a notice to the owner to suspend further work and rectify the violations. Such a situation shall automatically annul the process of self certification and the owner may, after removal of violations, engage an Architect for preparing the revised drawing plans. Further construction shall be undertaken only after submission of revised drawings by the Architect and inspection of the site and

clearance by the Corporation.

(8) The responsibility to ensure that the building bye-laws/ guidelines/ norms are strictly complied with and also responsibility to ensure the authenticity of the documents, shall be of the Architect and the owner, jointly.

(9) After submitting the application or during the construction of building, if the owner/ Architect is changed, the owner/ Architect shall intimate the concerned officer of the Corporation by registered letter, within seven days of occurrence of the change, that he is no longer responsible for the project from the date of actual dispatch of the letter. The construction work shall have to be suspended until the new owner/ Architect, as the case may be, undertakes the full responsibility of the project, by submitting a new application form and the documents, within seven days of his taking over. The owner's intimation regarding change of name of Architect shall be considered to be final by the Corporation.

(10) In case the Architect or owner of the plot is not satisfied with the orders of the Commissioner with regard to approval of **building** plan, he may appeal before the Divisional Commissioner and his decision shall be final.

Part-III

Siting, Planning and Architectural Control

Use of site, type and character of building

21. (1) Type and character of building, including ancillary buildings, that may be erected or re-erected on a site and the purpose for which these may be used shall not be other than that shown in the Area Plan or the approved layout plan and where the site does not form a part of such an area plan or layout, the use shall be in conformity with the use of the surrounding area and the decision of the Commissioner shall be final in this respect.

(2) Every building that may be erected or re-erected on a site shall, in addition to the foregoing restriction, comply with the restriction shown in the zoning plan. The Architectural or Frame Control Sheets, wherever applicable, shall have precedence over the zoning plan or the building bye-laws.

(3) Every building that may be erected or re-erected on site shall, in addition to other restrictions under these byelaws, comply with the provisions made in the National Building Code, wherever the bye-laws are silent.

(4) Division of plot into smaller units is not permissible without obtaining the prior approval of the Corporation. In the event of division, the resultant plots shall not in any case be less than sixty square metres in area. However, in case of projects under the slum clearance schemes or housing for economically weaker sections of society undertaken by the Government, local authority, Improvement Trust or any other semi-public agency, the minimum plot area shall not be less than fifty square metres.

(5) Each plot shall be accessible separately and independently through a public road laid out and constructed to the satisfaction of the Commissioner.

(6) The Commissioner shall be competent to refuse permission for construction on consideration of compact and economical development of the area till such time as availability of water supply, drainage arrangement, and other facilities are ensured to his satisfaction.

Proportion of the site which may be covered with buildings

22. The proportions of covered area of a building, including ancillary buildings, shall be in accordance with the following slabs and the remaining portion shall be left open in the form of open space around the building,-

(1) **RESIDENTIAL**

Ground coverage, FAR and height

(i) **Planned area**

Sr. No.	Area of plot (in square metres)	Maximum permissible ground coverage	Floor Area Ratio	Maximum permissible height (in metres)	
				Without stilt	With stilt
1	For the Ist 150	Ground Floor = 80%, First Floor = 60%	200%	12.0	14.5
2	Above 151	Ground Floor = 60%, First Floor = 50%	150%	12.0	14.5

(ii) **Core area :**

Sr. No.	Area of plot (in square metres)	Maximum permissible ground coverage	Floor Area Ratio	Maximum permissible height (in metres)	
				Without stilt	With stilt
1	For the first 60	85%	200%	12.0	14.5
2	From 61 to 150	80%	200%	12.0	14.5
3	From 151 to 450	70%	160%	12.0	14.5
4	For the area above 450	60%	160%	12.0	14.5

(iii) **Core Area – Set backs**

The buildings shall not project beyond the building lines as shown in the zoning plan of respective schemes. However, in cases where zoning plans are not prepared, the minimum setbacks shall be provided as below:-

Sr. No.	Area of plot (in square metres)	Front setback (in metres)	Rear Setback (in metres)
1	For the first 60	0.5	0.0
2	From 61 to 150	1	1.5
3	From 151 to 225	2.5	3.0
4	From 226 to 450	4.0	3.0
5	From 451 to 1000	6.0	4.5

(a) The height of basement, stilt, plinth level, parapet/ railing, mumti, lift room, floor heights shall be as per the National Building Code;

(b) Front set back of 0.5 metre for residential plots up to 60 square metres and 1 metre for the plots up to 61-150 square metres without front boundary wall shall be mandatory. The balance open area shall be adjusted suitably to ensure proper light and ventilation;

(iv) **Ground coverage, FAR and height for group housing**

Maximum permissible ground coverage	Floor Area Ratio	Permissible height, including stilt (in metres)
35 %	175 %	60

(a) In case of group housing, any building may have a mumti, lift room

and water storage tanks at terrace. The height of mumti/ lift room shall be exclusive of building height;

(b) The provisions in the above table are subject to the fulfillment of requirements of light, ventilation and the prescribed limit of ground coverage.

(c) Setbacks in planned colonies, Town planning schemes, etc shall be governed by the zoning plans.

(d) The group housing shall be governed by the parking policy notified from time to time.

(e) The height of 30 metres and above shall only be allowed subject to availability of infrastructure for fire safety for such high rise building and No Objection Certificate from the Airport Authority of India.

(f) Twin level basement in group housing may be allowed upto the maximum roof height of not more than 1.2 metres from the ground level for the area of maximum permissible coverage and after that till the zoned area, the roof of basement shall be flush with the ground level.

(g) The parking and service areas shall not be included in the Floor Area Ratio (FAR).

(2) **INDUSTRIAL**

Maximum permissible ground coverage (percentage of the site area)		**Floor Area Ratio**		**Maximum permissible height (in metres)**	
General Industries	Information Technology Industry	General Industries	Information Technology Industry	General Industries	Information Technology Industry
60%	40%	125%	250%	30	30

Twin level basement, not exceeding the zoned area of plot, intended to be used for parking, storage and godown, may be allowed if it satisfies the public health and structural requirements. The basement may be allowed to the maximum roof height of not more than 1.2 metres from the ground level for the area of maximum permissible coverage and after that till the zoned area, the roof of basement shall be flush with the ground level.

(3) **COMMERCIAL**

Ground Coverage, FAR and height:

(i) **Planned areas**

S.no.	**Area**	**Ground coverage, Floor Area Ratio and Height**
1.	Approved/ licensed plotted colonies	As per the approved standard design/ Architectural control sheet and bye-laws of the authority/ agency.
2.	Approved/licensed Integrated Shopping Complexes / Malls	As per approved zoning plan.

(ii) **Core area**

(a) Upto 50 square metres plot size –

S.no.	**Area**	**Ground coverage, Floor Area Ratio and height**
1.	Plot size upto 50 square metres	■ Upto 100 % Ground Coverage, subject to the maintenance of existing building line and Floor Area ratio of 200 %· ■ No projection/ step on the public streets shall be allowed · ■ Staircase as per provisions made in the bye-laws · ■ For shops more than 30 square metres area, front corridor for customers shall be provided within the shop · ■ Maximum permissible height shall not be more than 12.0 metres.

(b) Above 50 square metres plot size-

Sr. No.	Area of plot (in square metres)	Maximum permissible ground coverage (in square metres)	Floor Area Ratio	Permissible height (in metres)
1	From 51 to 60	85%	200%	12.0
2	From 61 to 150	75%	200%	12.0
3	From 151 to 225	60%	200%	12.0
4	From 226 to 450	40%	175%	21.0
5	From 451 to 1000	30%	175%	21.0

A basement, not exceeding the zoned area of plot (excluding the area under public corridors) and intended to be used only for parking, services and storage may be allowed if it satisfies the public health and structural requirements. The basement may be allowed to the maximum roof height of not more than 1.2 metres from the ground level for the area of maximum permissible coverage and after that till the zoned area, the roof of basement shall be flush with the ground level.

(4) **PUBLIC AND INSTITUTIONAL BUILDINGS**

Area of plot (in square metres)	Maximum permissible ground coverage
Upto 10,000	35%
Above10,000	25%

(i) Maximum permissible F.A.R. shall be 100%

(ii) Maximum permissible height shall not be more than 21 metres

(iii) A twin level basement, not exceeding the zoned area of plot and intended to be used only for parking, services and storage may be allowed if it satisfies the public health and structural requirements. The basement may be allowed to the maximum roof height of not more than 1.2 metres from the ground level for the area of maximum permissible coverage and after that till the zoned area, the roof of basement shall be flush with the ground level.

(5) **GENERAL**

The following projections shall not be counted towards the covered area, namely:-

(i) pergola constructed purely for Architectural effects;

(ii) canopy, sunshade, chajja, balcony or an architrave cantilevers from the face of any wall, provided that canopy projecting over an entrance to the building at lintel shall not be allowed beyond the street line; and

(iii) cantilevered projections as referred in bye-law 31.

23. **Court-Yard:-**

(1) The minimum area of court-yard on which habitable rooms abut and from which they derive light and ventilation, shall be minimum 12 square metre or 1/6 of the aggregate plinth area of the rooms whichever is greater.

(2) The minimum dimensions of court-yard in any direction shall not be less than 3.0 metres.

(3) Any room which is separated only by an open verandah from the court-yard shall, for the purpose of these bye-laws, deemed to abut on such court-yard.

Plinth

24. (1) The plinth of the main building shall be so located with respect to surrounding ground level that proper drainage of the site is assured. The height of the plinth shall not be less than 45 cms and more than 1.2 metre in case of habitable rooms and not less than 15 cms in case of stables, garages etc.

(2) Every court-yard shall be raised at least 15 cms above the level of the nearest street and shall be satisfactorily drained.

Area, light and ventilation for a habitable room

25. (1) Every habitable room, other than a kitchen shall have clear area of not less than 9.5 square metres and shall not be less than 2.5 metres in any side.

(2) Every habitable room shall have ,-

(i) clear height of at least 2.75 metres in every part from floor to ceiling. In case of air conditioned rooms, the height shall

not be less than 2.4 metres measured from the surface of the floor to the lowest point of air conditioning duct or false ceiling; and

(ii) open able windows, ventilators or other apertures which shall have a total area of not less than 1/4th of the total floor area of the room shall be provided for the purpose of light and ventilation. All doors and windows or other apertures shall open directly or through a verandah or to a permanent open space or an open space abutting the building not less than 1.8 metres in width. No portion of a room shall be assumed to be lighted, if it is more than 7.5 metre away from the opening provided for lighting that portion. In case of centrally air-conditioned buildings the provisions made in NBC shall be followed.

26. (1) The area of a kitchen should not be less than 5.5 square metres and it shall have a minimum width of 1.8 metres. Where there is a separate store, the floor area of the kitchen may be reduced to 4.5 square metres. In case of houses constructed on plots up to 100 square metres, the size of the kitchen may be reduced to 3.8 square metres. The kitchen which is intended for use as a dining space also shall have a floor area of not less than 9.5 sq.mtr with a minimum width of 2.45 metres. Kitchen

(2) Height of the kitchen measured from the surface of a floor to the lowest point of the ceiling (bottom of the slab) shall not be less than 2.45 metres except for the portion to accommodate floor trap of the upper floor.

(3) The kitchen shall be deemed to be a habitable room and the requirement regarding ventilation already mentioned for habitable room shall be applicable. The area of opening shall be increased by 25% in the case of a kitchen.

(4) For water conservation in the building, provision shall be made whereby the waste water generated from the sources such as dishwashing or washing machines, is used for sub-surface irrigation, or if treated, for non-potable purposes e.g. to flush toilets and for washing cars.

Bathroom and water closet (WC)

27. (1) The area of the bathroom shall not be less than 1.4 square metres with a minimum width of 1.2 metres and that of the water closet shall not be less than 1.1 square metres, the smallest side being minimum 0.90 metres.

The above restriction shall not apply in case of plots upto 100 square metres.

The minimum height of the bathroom and water closet shall not be less than 2.45 metres. For the purpose of permanent ventilation, a minimum opening of 0.2 square metre placed close to the ceiling in addition to the doors and windows, opening directly to the external air and of not less than ¼th of the floor area, shall be provided.

(2) A vertical shaft open to sky of a minimum size of 1.25 metre X 1.50 metre may be provided for ventilation to toilet, bath and water closet, but it shall be counted towards covered area.

(3) Every bathroom and water closet shall:-

(i) be so situated that at least one of its walls shall have opening for circulation of external air;

(ii) not be directly over any room other than another latrine, washing place, bath or terrace unless it has a water-tight floor;

(iii) have a platform or seat made of water tight non-absorbent materials;

(iv) be enclosed by walls and partitions and the surface of every such walls or partition, shall be finished with a smooth impervious material to a height not less than 1.5 metres above the floor of such room; and

(v) be provided with impervious floor covering sloping towards the drain with a suitable gradient and not towards verandah or any other room.

(4) No room containing water-closet shall be used for any other purposes except as lavatory and no such room shall open directly into any kitchen or cooking space by a door/ window or another opening. Every room containing water-closet shall have a door completely closing the entrance to it.

(5) In order to minimize wastage of water the owner shall ensure installation of fixtures such as ultra-low flush toilets and low-flow shower heads.

Staircase in residential buildings

28. (1) Every building which is of more than one storey high intended to be used as a single family or two families residential building, shall be provided at least with one staircase having a minimum clear width of 0.8 metres constructed of fire resistance materials throughout.

(2) Every building intended to be used as a multiple residential building or commercial or public or industrial building shall be provided with required number of staircases (accessible from a maximum distance of 22.85 metres from any part of the building), extending from ground floor level to the highest floor, having a minimum clear width as laid down below:-

Sr. No.	Number of Users	Width of Stair Case
1	number of users upto 100	1.2 metres
2	for every additional 50 persons or part thereof	width shall be increased by 0.1 metre until a maximum of 2.75 metres is reached.

If a service or a spiral staircase is provided, its width shall not be less than 80 cms.

Note:- For the purpose of these bye-laws, each 5 square metres of floor space in the case of non-residential building and 10 square metres of floor space in the case of residential building shall be deemed to be occupied by one person.

(3) (i) No staircase in a residential building shall have riser of more than 20 cms and a tread of less than 22.5 cms.

(ii) No staircase in a commercial, public or industrial building shall have a riser of more than 18 cms and a tread of less than 27 cms.

(iii) Notwithstanding anything contained in sub- bye-law (2), the staircases in the private portion of a public building and industrial building not open to the general public, may be of the sizes mentioned for residential building.

(4) The minimum clear head room in any staircase, shall be 2.10 metres

measured from top of the riser to the lowest point of the ceiling above.

(5) Treads and risers of each flight of a staircase or of several flights in the same staircase in any building shall be of uniform width and height. The maximum number of steps in a flight shall be 14. Winders shall be allowed in residential buildings provided, they are not at the head of downward flight. In every staircase at least one hand rail of 0.90 metres height shall be provided. At ground floor of the building, handrail may not be provided if the steps do not go above 1.5 metres in height and are not less than 1 metre in width.

(6) Where the staircase is in a residential building and is not otherwise ventilated to the minimum extent of 1.2 metres in each flight, it shall be ventilated at the top by means of a window or a ventilator or skylight of an area not less than 1/3rd of the area of the said staircase roof.

(7) No part of the second or any higher storey of any building, shall be more than 22.85 metres from the staircase or a ramp leading to the ground floor except allowed in the zoning plan approved by the Commissioner.

(8) Every staircase shall be adequately ventilated and lit to the satisfaction of the Commissioner.

Lifts and ramps

29. Every building having more than four storeys or 15 metres height shall be provided with a lift or a ramp with an inclination of 1:6 in addition to the staircases.

Lobbies, passages and corridors

30. (1) The minimum width of lobbies, corridors and passages in a residential building shall be at least 0.9 metres and these shall be of fire resistant material.

(2) Minimum width of any lobby, corridor and passage in case of residential building with multiple dwelling units, commercial, public or industrial building, shall be as given below:

(i) Number of users from 1 to 20 = 0.9 metres.

(ii) Number of users from 21 to 100 = 1.2 metres.

(3) The width shall be increased by 2.5 cms for every additional 15 persons until a maximum of 2.75 metres is reached.

(4) The clear height of lobbies and corridors shall, in no case, be less than 2.15 metres as measured between the floor and the ceiling.

(5) The walls and roof shall be of fire resistance materials and if supported, shall be carried on supports of fire-resisting materials.

Cantilevered roof and chajja projections

31. No building verandah, chajja or other projections from the face of the building shall be allowed to be erected or re-erected on or over a road or beyond the boundaries of the applicants own land. No balcony shall be permitted on public road/ space. However, balcony of a width of maximum 1.80 metres. in front and rear sides of a plot can be permitted within the plot, provided the width of balcony do not exceed half of the width of setback. On plots of the size of 300 square metres or above, where side setback has been provided, a balcony of maximum width of 1.0 metre, in side set back can be permitted. No projection or sun-shade shall be permitted on public road/ space. Projection of sun-shades over opening or projection against sun light and rain shall be allowed subject to the following:-

(1) No Sun-shade shall be permitted over any road/ over any park/ public place.

(2) Sun-shade within setbacks provided it is above a height of 2.3 metres from the ground level shall be permitted to project up to a maximum of 1.80 metres within the applicants own land, provided it does not exceed half of the width of setback/open space.

Mezzanine floor

32. (1) A Mezzanine floor or internal balcony shall not be permitted unless the height of the room is at least 5.0 metres and such mezzanine floor or balcony do not cover more than 1/3rd of the room area. The area of such mezzanine floor shall be counted towards FAR.

(2) The height of such mezzanine floor or internal balcony shall not be less than 2.3 metres from the floor level.

Motor garage

33. (1) The minimum size of a private motor garage shall not be less than 2.75 metres X 5 metres. The clear height of the garage shall not be less than 2.75 metres. The plinth of the motor garage shall not be less than 15 cms above the average ground level.

(2) A garage shall not be permitted in the side set back and shall not be used for habitable purposes. The area of garage shall be counted towards covered area.

Minimum provision with regard to residential buildings

34. No building for any residential use shall be constructed or allowed to be used/ occupied till, in addition to living rooms, each of the dwelling unit provides for –

(1) One kitchen;

(2) One Bathroom or raised bathing platform; and

(3) One latrine or W.C.

Height of boundary wall and fence and type of gate

35. The height and design of the boundary wall or fence and gate shall be in accordance with the provisions of the zoning plan and shall conform to the pattern as laid down for such a plot in the zoning plan.

Provided that where zoning plan has not been prepared, the height and design of the boundary wall or fence and gate shall be as specified by the Commissioner.

Fire protection

36. Fire protection measures provided in Part IV of National Building Code dealing with the fire protection measures, as amended from time to time, shall be followed. The fire provisions made in the building shall have to be got verified from the concerned fire officer and accordingly a certificate shall be submitted by the owner. In the buildings of public gathering, at least four exits directly opening outside the building or to a staircase/ ramp/ corridor directly leading to the open area around the building, shall be provided by the owner.

Rain water harvesting

37. (i) Arrangement of roof rain-water harvesting within the plot shall have to be made by the plot owner, constructing the building on the plot where the area of the roof is 100 square metres or more.

(ii) The system of collection, conveyance and dispersion of rain-water for harvesting shall be made in such a manner that only clear water is able to enter and no contaminated waste water from the building or surrounding area should find its way in this system.

(iii) The entry points of the rain-water for harvesting shall be designed in such a manner that, in normal days, these remain covered. Arrangements of segregation of the rain-water from the first shower (containing wash water) shall also be made.

(iv) The arrangement of quick filtration of rain-water shall also be made in the rain-water harvesting well/ tubewell so that rain-water does not pollute or choke the strata.

(v) The complete system of rain-water harvesting shall be constructed within plot area available with the owner.

(vi) The recharge well shall be located at a distance of not less than 10 metres away from any structure handling sewage or industrial waste water (such as septic tank or effluent treatment plant etc.). This minimum distance of 10 metres shall not be applicable to manholes or sewer lines although it shall be ensured that they are leak proof.

(vii) The detailed proposal of the system comprising collection, conveyance and dispersion of rain-water harvesting well/ tubewell shall have to be shown on the building plan submitted for approval.

(viii) An Engineer, authorized by the Commissioner, not below the rank of Assistant Engineer, shall have the powers to inspect the system whenever considered necessary and the owner of building shall ensure compliance.

(ix) The provision of Water (Prevention and Control of Pollution) Act, 1974 (Act 6 of 1974), with all amendments made from time to time, shall be applicable.

(2) The construction of the building as laid down in sub-clause (1) shall be the part of occupation certificate. Unless such construction is completed as per the approval, no occupation certificate shall be issued.

Structural safety for natural hazard protection of building

38. For buildings more than three storeys (including ground floor) or more than 11.5 metre height and for important facilities like water works, overhead tank, telephone exchange, bridges and culverts, electric substation, transmission towers, Mobile Phone Signal Towers, the requirements specified in the Indian Standards Code and Guidelines and other documents shall be observed for structural safety and natural hazards protection of buildings.

Provision of Solar Heating System

39. The provision for Solar Water Heating System conforming to BIS (Bureau of Indian Standards) as per Specifications IS 12933, shall be mandatory for the plans of the buildings namely, industries with hot water requirements for processing, hospitals, nursing homes, hotels, motels, banquet halls, guest houses, lodges, barat ghars, kalyan mandaps and buildings of similar use, barracks of armed forces, paramilitary forces, police, canteens, group housing society complexes, residential buildings on a plot of 500 sq.yds and above and all

Government buildings, hostels of schools, colleges, technical/vocational institutions, tourist complexes and universities.

Provision/ facilities for physically handicapped persons

40. In all public buildings/ places of public gathering, the level of the roads, access paths and parking areas shall be described in the plan, along with specification of the materials.

The specified facilities in public buildings for physically handicapped persons shall be as follows:-

(1) Parking.- For parking of vehicles of handicapped people the following provisions shall be made:-

(i) surface parking for two car spaces shall be provided, near the entrance, for the physically handicapped persons, with maximum travel distance of 30 metres from building entrance;

(ii) the width of parking bay shall be minimum 3.6 metres;

(iii) information stating that the space is reserved for wheel chair users shall be conspicuously displayed; and

(iv) guiding floor materials shall be provided or a device which guides the visually impaired persons, with audible signals or other devices which serve the same purpose, shall be provided.

(2) Every building shall have at least one entrance accessible to the handicapped and shall be indicated by proper signage. This entrance shall be approachable through a ramp together with the stepped entry.

(i) **Ramped approach**:- Ramp shall be finished with non slippery material to enter the building. Minimum width of ramp shall be 1.8 metres with maximum gradient 1:12, length of ramp shall not exceed 9.0 metres having 0.8 metres high handrail on both sides extending 0.3 metres beyond top and bottom of the ramp. Minimum gap from the adjacent wall to the handrail shall be 5 cms.

(ii) **Stepped approach**:- For stepped approach size of tread shall not be less than 0.3 metres and maximum riser shall be 0.15 metres. Provision of 0.8 metres high handrail on both sides

of the stepped approach similar to the ramped approach shall be made.

(iii) **Exit/ entrance door:-** Minimum clear opening of the entrance door shall be 0.9 metres and it shall not be provided with a step that obstructs the passage of a wheel chair user.

(iv) **Entrance landing:-** Entrance landing shall be provided adjacent to the ramp, with the minimum dimension 1.8 metres x 2.0 metres. The entrance landing that adjoin the top end of a slope shall be provided with floor materials to attract the attention of the visually impaired persons (limited to coloured floor material whose colour and brightness is conspicuously surrounding floor material that emit different sound to guide visually impaired persons, hereinafter referred to as "guiding floor material"). Finishes shall have a non-slip surface with a texture traversable by a wheel chair. Curbs, wherever provided shall blend to a common level.

(3) Corridor connecting the entrance/exit for the handicapped:- The corridor connecting the entrance/exit for handicapped leading directly outdoor to a place where information concerning the overall use of the specified building can be provided to visually impaired persons either by a person or by signs, shall be provided as follows:-

(i) guiding floor materials shall be provided or devices that emit sound to guide visually impaired persons;

(ii) the minimum width of corridor shall not be less than 1.5 metres;

(iii) in case there is a difference of level, slope-ways shall be provided with a slope of 1:12;

(iv) handrails shall be provided for ramps/slope-ways.

(4) Stair-ways:- One of the stair-ways near the entrance/ exit, for the use of handicapped, shall have the following provisions:-

(i) the minimum width shall be 1.35 metres;

(ii) height of the riser shall not be more than 0.15 metres and width of the tread 0.300 metre. The steps shall not have abrupt (square) nosing;

(iii) maximum number of risers on a flight shall be limited to 12;

(iv) handrails shall be provided on both sides.

(5) Lifts:- Wherever lift is required as per bye-laws, provision of at least one lift shall be made for the wheel chair users, with the following cage dimensions, recommended for passenger lift of 13 persons capacity by the Bureau of Indian Standards:-

· Clear internal depth 1.1 metres.

· Clear internal width 2.0 metres.

· Entrance door width 0.9 metre.

(i) a handrail not less that then 0.6 metre long and 1 metre above floor level shall be fixed adjacent to the control panel;

(ii) the lift lobby shall be of an inside measurement of 1.8 metres x 1.8 metres or more;

(iii) the time of an automatically closing door shall be minimum 5 seconds and the closing speed shall not exceed 0.25 metre/ second;

(iv) the interior of the cage shall be provided with a device that audibly indicates the floor. When the cage reached on floor, it should indicates that the door of the cage for entrance/ exit is either open or closed.

(6) Toilets:- One special water closet in a set of toilets shall be provided for the use of handicapped, with essential provision of wash basin near the entrance for the handicapped. It shall have-

(i) the minimum size of 1.50 metres x 1.75 metres;

(ii) minimum clear opening of the door of 0.900 metre and it shall swing out;

(iii) suitable arrangement of vertical/horizontal handrails with 5 cms clearance from the wall;

(iv) at least 0.500 metre distance between the water closet seat and the floor.

(7) Drinking Water:- Suitable provision of drinking water shall be made for the handicapped persons near the special toilet provided for them.

(8) Designing for Children:- In the building meant for the predominant use of children, the height of the handrail and other fittings and fixtures, etc shall suit the requirements of children.

41. (1) Control of noise on construction sites:

Construction related to air pollution control for major buildings/ projects.

(i) The provision of Bye-laws shall apply to following description:-

(a) erection, construction, alteration, repair or maintenance of buildings, structures or roads;

(b) break up, opening or boring under any road or adjacent land in connection with the construction, inspection, maintenance or removal of works;

(c) demolition or dredging work; and

(d) any work of engineering construction.

(ii) Where it appears to the Commissioner that works to which this Bye-laws applies are being, or are going to be, carried out on any premises, the Commissioner may serve a notice imposing requirements as to the way in which the works are to be carried out and may, if he thinks fit, issue public notice of the requirements in such way as appears to him to be appropriate.

(iii) The notice may in particular:-

(a) specify the plant or machinery which is or is not, to be used;

(b) specify the hours during which the works may be carried out;

(c) specify the level of noise which may be emitted from the premises in question or at any specified point on those premises or which may be so emitted during specified hours; and

(d) provide for any change of circumstances.

(iv) While acting under this Bye-law, the Commissioner shall .-

(a) ensure the relevant provisions of any code of practice issued under this part shall be followed;

(b) ensure that the best possible means are employed to minimize noise;

(c) specify any particular methods or plant or machinery, by examining the desirability in the interest of any recipients of the notice in question of specifying other methods or plant or machinery which would be substantially as effective in minimizing noise and more acceptable to them; and

(d) take measures to protect any persons in the locality in which the premises in question are situated, from the effects of noise.

(v) A notice shall be served on the person, who appears to the Commissioner to be carrying out or going to carry out the works and on such other persons appearing to be responsible for, or to have control over, the carrying out of the works, as he thinks fit.

(vi) A notice under this Bye-law may specify the time within which the notice is to be complied with, and may require the execution of such works, and the taking of such other steps as may be necessary for the purpose of the notice, or as may be specified in the notice.

(vii) A person served with a notice under this Bye-law may appeal against the notice to a Magistrate Court within 21 days from the service of the notice.

(viii) If a person, on whom a notice is served under this Bye-law, without reasonable excuse contravenes any requirement of the notice, he shall be guilty and necessary action shall be initiated.

(2) Prior consent for work on construction sites:

A person who intends to carry out works to which the preceding bye-laws applies, may apply to the Commissioner for consent along with an application containing particulars of:

(i) the works and the method by which they are to be carried out; and

(ii) the steps proposed to be taken to minimize noise resulting from the works.

The Commissioner shall convey his decision to the applicant within twenty eight days from receipt of the application.

(3) Noise in Streets:

Subject to the provision of these bye-laws, a loudspeaker on a road shall not be operated

(i) from the 9.00 PM in the evening to 8.00 AM in the following morning, for any purpose;

(ii) at any other time, for the purpose of advertising or entertainment, trade or business, prior permission is required to be taken from the Commissioner

Any person who operates or permits the operation of loudspeaker in contravention of these sub-bye-laws shall be held guilty and necessary action shall be taken.

(4) Designation of Zones:

The Commissioner may designate all or part of its area as a noise abatement zone.

(5) Register of noise levels:

After designation of the area as a noise abatement zone, the Commissioner shall measure the level of noise emanating from premises within the zone which are of any class to which the relevant noise abatement order relates and it shall record all measurements taken in pursuance of the preceding sub-clause.

(6) Reduction of noise level:

If it appears to the Commissioner,-

(i) that the level of noise emanating from any premises to which a noise abatement order applies is not acceptable having regard to the purposes for which the order was made ; and

(ii) that a reduction in that level is practicable at reasonable cost and would afford a public benefit, he may serve a notice to the person responsible.

(7) New building etc.

Where it appears to the Commissioner -

(i) that a building is going to be constructed and that a noise abatement order shall apply to it when it is erected or

(ii) that any premises shall as a result of any works, become premises to which a noise abatement order applies -

He may on the application of the owner or occupier of the premises or a person who satisfies the authority that he is negotiating to acquire an interest in the premises or on its own initiative, determine the level of noise which will be acceptable as that emanating from the premises.

(8) Noise from plant or machinery:

The Commissioner may prepare a policy/ norms regarding control of noise from plant or machinery or devices or arrangement for reducing the noise caused by the plant and machinery.

PART IV

STRUCTURAL MATERIALS AND CONTROL

Materials

42. All materials to be used for the erection or re-erection of a building shall confirm to the relevant specifications and standards laid down by the Indian Standards Institution. For items not covered by the Indian Standards Institution, the specification and standards laid down in Public Works Department (PWD) Haryana Specifications 1990, and as adopted by the Corporation, and as amended from time to time, shall be followed.

Site

43. No person shall erect or re-erect the building on any ground which has been filled up with offal or offensive vegetable or animal matter, or upon which any such matter is deposited, unless and until the Commissioner, certifies that such matter has been properly removed by excavation or otherwise, becomes or has been rendered innocuous.

Foundations

44. (1) The foundations of every building shall be designed and constructed as per the requirements of National Building Code and relevant Indian Standard Codes including codes for buildings resistant to earthquake and other natural hazards, and also keeping in view the safe bearing capacity of the soil and other local conditions, in the area where the building is to be erected or re-erected. The table

given below provides only the guidelines for Architect/ Structural Engineer, however, the provision of National Building Code and Indian Standard Code shall be followed for all structural designs.

Type of soil	**Safe allowable pressure in tones/ sq.mtr**	**At and beyond depths of (in metres)**
Soft, wet, pasty or	5.38	2.44
Muddy clay	3.55	1.22
Alluvial earth	5.38	0.61
Artificial filling	2.69	0.61
Loams (loose)	10.76	0.61
Loams (Compact)	8.07	0.61
Sandy loam	10.76	0.46
	16.14	0.76
	16.14	1.07
Clay (loose)	8.07	0.61
Clay (Compact)	8.07	0.46
	10.76	0.76
	16.14	1.07

(2) The loads shall not cause such settlements of the building or any part of the building as may impair its stability.

(3) For buildings more than 3 storey high, foundation shall be designed after making standard tests or establishing the safe bearing pressure of the soil and the foundation shall be taken down to such a depth or so constructed as to render the building immunes from damage from upheaval and movements due to seasonal variations in the content of the moisture in the ground.

Damp proof courses

45. (1) Every wall of public building or residential building (including a pier forming a part of the wall or a compound wall) shall be provided with a damp proof course, except when built up of materials such as cement concrete (50 kgs cement, 0.07 cubic metre fine aggregate (sand) and 0.14 cubic metre coarse aggregate (gravel)) known as

1:2:4 cement concrete with or without the addition of any commercial damp proofing material.

(2) Materials specified as damp proof course shall be as per the Indian Standard Institution specifications or as indicated in the Haryana Public Works Department or specifications, specified for this purpose and as amended from time to time.

(3) In external wall, the horizontal damp proof course shall be laid immediately above the plinth protection and a vertical damp proof course shall be provided on the interior face of the wall extending between the horizontal damp proof course and the level of the upper surface of the concrete in finished floor.

(4) In an internal wall, the horizontal damp proof course shall be laid in level with the upper surface of the concrete in the finished floor. The section continuity of damp proof course between the internal and external wall shall be secured by the insertion of bituminized bricks of cement concrete bricks laid in cement mortar ratio of 1:3 or any other damp proof material.

Loads

46. In addition to the dead load, the building shall be designed for imposed loads including wind pressure and seismic load as per Indian Standard Code 800, the National Building Code and Indian Standard Codes, as amended from time to time, for structures resistant to earthquakes and other natural hazards.

Floor

47. All floors of every building including floors of kitchen, bath room, latrine, urinals shall be damp and rot-proof and shall be constructed of materials so treated as to protect it from white ants, dry rot, wet rot as per the Indian Standard Institutions specifications or as per the Haryana Public Works Department specifications, as amended from time to time.

Walls

48. (1) No wall shall be constructed of easily inflammable materials. For the purpose of this bye-law, easily inflammable material shall not include teak, sal, shisham, deodar, kail wood or other woods as per Indian Standard Institution specifications for such work.

(2) No masonry wall, other than partition wall shall be built in clay mortar to a greater height than one storey and such wall shall be plastered or pointed so as to render it impermeable and damp proof. The minimum thickness of such a wall shall, in no case, be less than 20 centimetres.

49. Where walls of buildings are constructed of bricks, stones, blocks or of other hard and incombustible material laid in horizontal beds of courses, every wall or part of a wall shall be so designed and constructed as to be capable of safety, sustaining and transmitting the dead loading, superimposed loading and horizontal and inclined forces including wind pressure and seismic loads to which it may be subjected to (calculated in accordance with National Building Code and relevant Indian Standard Code) without undue settlement or deflection and exceeding the permissible pressure/ stress on the materials prescribed by National Building Code and relevant Indian Standard Code. Thickness of walls

50. Slenderness ratio shall be as per the National Building Code Standards or Indian Standard Institution specifications. Slenderness ratio

51. (1) Every roof shall be weather proof and fire resistant and in no case shall be built of mat, sirki, cloth, grass or thatch or any other easily inflammable material and it shall be structurally safe against dead and live loads, imposed loads, seismic loads and prevailing wind pressure, as per relevant National Building Code and other Indian Standard Codes, as amended from time to time. Roofs

(2) Subject to above provisions, every roof shall be of any material and specification as prescribed in National Building Code/ Indian Standard Institution specifications, as amended from time to time.

52. (1) Provisions of this bye-law shall not apply to the erection or re-erection of chimney shafts for the furnaces in commercial or industrial buildings, the design of which shall be specially approved by the Commissioner but the owner shall apply for the erection or re erection of chimney shaft's for open fires and small domestic boilers.

Explanation:- Small domestic boilers shall mean boilers, which do not require flues exceeding 500 square centimetres in area.

(2) Every chimney shall be constructed of burnt bricks, concrete bricks or blocks or of any other good, hard and incombustible material, properly and solidly put together.

(3) Every chimney, which is built against or forms a part of a wall and extent to or below the surface of the ground, shall be built on solid foundation which shall comply with the requirement of the bye-laws relating to the foundations of structural walls. It shall have a damp proof course at the top and if the wall with which it is built requires to be provided with a damp proof course at the bottom, the

chimney shall be provided with the same. Also it shall be properly bonded or otherwise securely tied with the wall with which it is built.

(4) Floor beneath and around every fire place shall be of concrete or similar fire proof materials and shall project 45 centimetres (cms.).

(5) The jamb of a fire place opening shall be of adequate width and the back of the chimney opening in a party wall shall be 20 cms. above the top of the opening. Where the flues in a party wall are not back to back, the required 20 cms. of solid wall at back of the fire place shall be carried up to the floor of the room above. In an external or internal wall, the back of the opening and all sides of the flues, shall be at least 10 cms. thick.

(6) Every fire place shall have a flue giving a brick opening of not less than 20 cms. x 20 cms. or not less than 75 square centimetres if a pipe is used:

Provided that in case of reinforced cement concrete construction, the flue shall not be less than 20 cms. X 10 cms.

(7) The inside of every chimney flue shall be properly rendered or paragetted so that flue is carried upward unless the whole flue is built with fire brick or fire proof piping or fire clay or at least 2.5 cms. in thickness in which case the spandrel angles shall be filled in solid with brick work or other incombustible materials.

(8) In any wall no timber shall be placed nearer than 20 cms. to the inside of any flue or chimney opening except that wooden plugs in any wall or chimney breast can be driven nearer than 15 cms. to the inside of any flue or chimney opening. Under any chimney opening, no timber shall be within 40 cm from the upper surface of the earth.

(9) (i) Chimney stack or smoke flues shall be carried up to a height not less than 1 metre and not more than six times the least width of the chimney above the adjoining roof and shall be built at least 10 cms. thick. The maximum height for any stake may be exceeded if it is adequately secured against overturning.

(ii) Height of chimney stack may be reduced to 45 cms. when the roof is made up fire resisting materials. The top six courses off all stacks shall be built in cement mortar.

(10) No pipe for the purpose of conveying smoke or other products of combustion shall be allowed to project through the wall externally. Elsewhere such pipes may be of mild steel 4 mm thick or of cast iron complying with the Indian Standard Institution specifications, or if sheet metal for domestic cooking ranges only and shall be fixed at a distance of at least 20 cms. from any combustible substance.

Part V

Drainage and Sanitary Installation

General

Carrying out drainage work and application for permission

53. (1) No person shall carry out any water borne sanitary and drainage installations or carry out any works connected therewith, within any building or site, without the previous permission of the Municipal Commissioner.

(2) Every person, who intends to carry out these works, shall apply for permission as laid down in bye-law 76, 77 and 78.

Work to be executed under the supervision of plumber

54. Execution of all works, for the laying out of any drainage system or for the carrying out of water borne sanitary installations, shall be done through a licensed plumber, duly registered with the Municipal Corporation.

Adequacy of water supply for installation of water-borne sanitary installations

55. Before undertaking the installation of water borne sanitary installation in any building, an adequate, constant and reliable water supply to the premises shall be ensured to the satisfaction of the Commissioner.

Sanitary fitting and execution of works to conform to PWD specifications

56. All sanitary fittings, drainage pipes including soil and waste pipes and other articles used in the execution of these works, shall be as per standards and specifications laid down for such articles in the Haryana PWD specifications 1990, and if there are no standards or specifications laid down for any article in the Haryana PWD specification 1990, then, the article shall be as per standards and specifications of the Indian Standard Institution specifications.

All drainage system to be air, smoke and water tight

57. All drainage systems, including joints shall be air, smoke and water tight and shall be capable of resisting a pressure of at least 1.5 metres head of water.

Networks of foul and waste water drainage to be kept separate

58. The network of foul water drainage and the network of the waste water drainage shall be kept separate from each other upto the point till they are connected at a manhole to the outflow drain.

Junctions

59. Every drain, including a pipe draining into any other drain or a pipe sewer, shall join the later obliquely in the direction of the flow of the water/ sewage.

Minimum sanitary facilities required for various type of buildings

60. (1) Dwellings with individual convenience shall have atleast the following fitments namely:-

(i) one bath room provided with a tap;

(ii) one water closet; and

(iii) one nahani or sink either in the floor or raised from the floor.

Where only one water closet is provided in a dwelling, the bath and water closet shall be separately provided.

(2) Dwellings (tenements) without individual conveniences shall have the following fitments namely: -

(i) one water tap with draining arrangements in each tenement;

(ii) one water closet and one bath for every two tenements; and

(iii) water tap in common bath room and common water closet.

(3) The requirements for fitments for drainage and sanitation, in the case of buildings other than residences such as office buildings, factories, cinemas, concert halls, theatres, hospitals, hotels, restaurants, schools and hostels shall be in accordance with Indian Standard Code of Basic requirements for water supply, drainage and sanitation "I.S.-1172-1957", issued by Indian Standard Institutions, with such modifications as may be made by the said institution from time to time.

Water Closet

61. (1) Every water closet pan shall have an efficient siphon trap, with a minimum water seal of 7.5 cms beneath so that sufficient water seal, between the pan and any drain or soil pipe, is maintained.

(2) No part of the water closet apparatus shall be directly connected with water supply distribution pipe. For flushing and cleaning of the pan, a special closet cistern with suitable ball cock and of not less than three gallons capacity shall be provided.

(3) The capacity of every flushing storage tank shall be at the scale of 270 litres per water closet connected to the tank and 180 liters for each additional seat in the same premises.

(4) No self acting or automatic flushing apparatus shall be constructed or fixed, except with the prior permission of the Commissioner.

(5) Where the water closet discharges into a soil pipe which also receives the discharge from another water closet, i.e. where there is another water closets pan above the other, the trap of the water closet shall be ventilated by a pipe called "anti-syphonage pipe" which shall namely:-

(i) have an internal diameter of not less than 5 cms.;

(ii) be connected with the arm of the soil pipe at a point not less than 7.5 cms, and not more than 30 cms. from the highest part of the trap, on that side of the water seal which is nearer to the soil pipe and in the direction of flow; and

(iii) either have an open and as high as the top of the soil pipe or be carried into a soil pipe at a point not less than 2.0 metres above the highest connection to the soil pipe.

Urinals

62. A urinal connected with a building, which has a supply of water laid on, shall comply with the following requirements :-

(1) the urinal shall be provide with a basin, stall, trough or other suitable receptacle or receptacle of non-absorbent material;

(2) the outlet from the receptacle or receptacles shall be provided with an efficient gratings;

(3) the urinal shall be provide with suitable apparatus for effectually flushing and cleaning the receptacle;

(4) no part of the urinal apparatus, other than the flushing apparatus shall be directly connected with a supply or distributing pipe;

(5) if the urinal can be entered from within the building and is constructed to discharge into a soil pipe which also receives the discharge from another urinal, or from a water closet, bath, sink, bidet or lavatory basin, the trap of the urinal shall be ventilated by a pipe which shall:-

(i) be of an internal diameter not less than that of the trap or 5 cms whichever is less;

(ii) be connected with the waste pipe from the urinal at a point not less than 7.5 cms and not more than 30 cms from the highest part of the trap, on that side of the water seal which is

nearer to the waste pipe; and

(iii) either have an open and as high as the top of the waste pipe or be carried into a waste pipe at a point not less than 1.5 metres above the highest connection to the waste pipe.

Laying out of drains and installation of drain pipes

63. (1) Every drain shall:-

(i) be of a suitable size, and if it is intended for the conveyance of soil water or waste water, shall have an internal diameter of not less than 10 cms;

(ii) be laid with a suitable gradient, and where practicable, in a direct line. The standard gradient shall be 1 in 40 for a 10 cms. drain and 1 in 80 for 15 cms. drain. The maximum and minimum gradient shall respectively be 1 in 20 and 1 in 80 for a 10 cms. drain and 1 in 40 and 1 in 140 respectively for a 15 cms. drain.

(2) A drain shall not be constructed so as to be within or under any building, except in a case where any other situation is impracticable.

(i) where any such drain or part thereof is constructed within or under any building, such drain or such part thereof shall be laid or fixed in a direct line, and where practicable, and be provided with adequate means of access.

(ii) such drains within the built area, shall be either hard Cast Iron pipes or if any other type of pipe is used, shall be encased with 15 cms of cement concrete of M.150 all round.

(3) Where any drain is laid under a wall, it shall be protected at that part which is under the wall by means of a relieving arch, flag stone, iron or any other support which shall not bear on the drain and shall be of sufficient size and strength to prevent any disturbance or other injury to such drain.

(4) A drain shall not be constructed in such a manner that there shall be within a building any inlet to such drain except such inlet as may be necessary from any sanitary fittings or any sanitary installation connected directly to such drain.

(5) Every inlet other than a ventilating pipe to such drain shall be properly trapped by suitable and efficient trap, and such trap shall

be formed and fixed so as to be capable of maintaining a water seal of: -

(i) 5 cms where such inlet has an internal diameter of less than 8 cms.

(ii) 7.5 cms where such inlet has an internal diameter of more than 8 cms.

(6) Every trapped gully shall be covered with a grating the bars of which shall be no more than 1 cm apart.

(7) A suitable and efficient intercepting trap, with a water seal of at least 10 cms, at a point as distant as may be practicable from the building as near as may be practicable to the point at which the drain may be connected with the sewer, shall be provided to such drain before connecting it with the sewer. Such a trap shall be provided with a raking or cleaning arm, fitted with a secure and suitable stopper as a means of access to the drain between such trap and sewer, and shall be located within a manhole.

Ventilation of drains

64. The drains intended for conveying soil water or waste water from a building shall be provided with at least one ventilation pipe situated as near as practicable to the building and as far as practicable from the point at which the drain empties into the sewer or other means of disposal;

Provided that a soil pipe from a water closet, a waste pipe from a slop sink constructed in accordance with these bye-laws may serve for the ventilating pipe of the drain, if its situation is in accordance with these bye-laws.

Manholes

65. A manhole shall be provided at every point at which the drain changes either its direction or gradient and otherwise at intervals not exceeding 30 metres. A manhole shall be of such a size as to allow access to the drain for prodding and shall be provided with proper cover in flush with ground surface. The cover shall be as per the Indian Standard Institution specifications and properly fitted.

Soil pipe and soil ventilating pipes

66. A soil pipe or a soil ventilation pipe shall be -

(1) easily accessible throughout its course and adequately protected where necessary from damage;

(2) of an internal diameter of not less than 10 cms;

(3) circular;

(4) carried upwards to such a height and in such a manner so as to prevent any nuisance or injury or danger to health arising from the omission of foul air from such pipe, the minimum height being 70 cms above flat roof or terrace parapet whichever is higher or top of the window within a horizontal distance of 3 meters and be fitted with suitable cowl. In case the adjacent building is taller, the ventilating pipe shall be carried higher than the roof of the adjacent building wherever it is possible. The minimum height being 70 cms from the rooftop if inaccessible and 1.8 metres in case the roof is accessible

(5) be fitted at the open end with a suitable grating or cover admitting the free passage of air.

Separation of soil pipe from rain water pipe

67. No soil pipe or ventilating pipe shall be connected with any rain water pipe or waste water pipe.

Provision of traps

68. There shall be no trap in any soil or ventilating pipes, nor between any other pipe and drain to which it is connected, but every sanitary fitting connected to a soil pipe, ventilating pipe or drain shall be provided with a trap, so constructed as to be capable of maintaining a sufficient water seal.

Waste water pipes

69. A waste water pipe from a bath, sink (not being a slop sink), bidet or lavatory basin and pipe for carrying dirty water shall:-

(1) not discharge as to cause dampness in wall or foundation of a building;

(2) if it discharges in to a drain, it should be disconnected from the drain by a trapped gully with a suitable grating above the level of water in the trap;

(3) if it is more than 1.80 metres in length, be provided with a suitable trap.

Overflow pipe

70. An overflow pipe from a flushing cistern shall discharge in an exposed and conspicuous position so as not to cause dampness on any part of a building.

Pipes not to be exposed on external walls

71. Wherever possible, no rain water pipe, waste pipes, soil pipes and ventilating pipes shall be exposed on any external wall of a building and shall be placed in a recess or chase/ or a duct. Drains for storm water shall be constructed within the thickness of walls.

72. (1) Every water borne drainage installation shall be connected with the public sewer but in case no public sewer exists in the vicinity of the said premises the drainage system may as a temporary measure and subject to the previous written approval of the Corporation be connected to a septic tank from which the effluent shall be drained off - Method of disposal

(i) into absorption pits; or

(ii) by sub-soil drain:

Provided that no absorption pit shall be allowed in the case of any premises or area in which domestic supply is taken from sub soil water:

Provided further that if in future a public sewer is constructed in the nearby area, which can serve the premises, the owner shall at his own expense cause the said drainage system to be connected to the sewer.

(2) Effective arrangements shall be made to treat the effluents from the sewer system so as to ensure that the untreated effluents do not enter any canal, river or water body.

73. (1) No septic tank shall be located - Septic tank

(i) at a distance of less than 25 metres from a dwelling unit or any other building used for human habitation or for work or recreation;

(ii) within a public through fare;

(iii) within 60 (sixty) metres from any percolation well, water-course or stream used or likely to be used for drinking or domestic purposes or for manufacture or preparation of any article of food or drink for human consumption and it shall be readily accessible so as to permit cleaning operation being carried out without interference with the operation of any water borne sanitary installation as a whole.

(2) Every septic tank intended to serve a population of 24 (twenty four) or more persons shall be constructed into two separate compartments so that one compartment when required can be put out of use for cleaning purposes. The capacity of every compartment of the septic

tank shall be 2 ½ (two and half) times the total water supply allowances for the total number of residents of the buildings in premises.

(3) Every inlet pipe into a septic tank shall be effectively trapped.

(4) The design of septic tank shall be in accordance with the Indian Standard Institution specifications.

Absorption pit

74. (1) In the matter of location, every absorption pit shall conform to same restrictions as are laid down for a septic tank in bye-law 73.

(2) No absorption pit shall have, any outlet into, a means of communication with any sewer, storm water drain and surface drain.

(3) The walls of every absorption pit shall be at least 0.5 metres above ground level so as to exclude effectively the entry of storm water or irrigation water into the absorption pit.

(4) The absorption pits shall be constructed in duplicate so that one pit can be put out of use for cleaning purposes. The capacity of the absorption pit shall be as approved by the Commissioner.

(5) Other details should conform to the Indian Standard Institution specifications.

Sub-soil irrigation for disposal of effluent

75. (1) No Sub-soil irrigation work for disposal of effluent from a septic tank shall be laid out within a premise till a suitable area of open land, the situation and extent and sub-soil of which is previously approved by the Commissioner, is set apart within the premises to be used as a farm or a garden.

(2) The area set apart shall be one hectare for every 25,000 liters of effluent per day.

(3) No part of any area reserved for sub soil irrigation, shall be within a distance of 25 metres from the nearest point of any dwelling unit or any other building used for human habitation or for work or for recreation and of any canal or irrigation well.

(4) No such works shall be laid out within a distance of 75 metres from any percolation well, tube well, or water-course or stream used or likely to be used for drinking or domestic purposes or for the manufacture or preparation of any articles of food or drink for human consumption.

Notice and certificate of completion of work

76. No connection to any public sewer shall be made nor any water borne sanitary and drainage installations intended to be connected through the connection, shall be brought into use until a certificate after completion of these works, has been applied for by the applicant to the Commissioner and a certificate has been issued by the latter to the effect that the sanitary installations and drainage have been satisfactorily completed in compliance with these bye-laws. If no decision is communicated on the application for a certificate within 30 days of the receipt of the application, the certificate shall be deemed to have been granted.

Application for connection with public sewer

77. (1) After the grant of a certificate referred to in the Bye-laws or in the event of the said certificate having been deemed to have been granted, every person intending to connect a drain to a public sewer shall apply to the Commissioner at least seven days before the date on which connection is required.

(2) The application shall be accompanied by a certificate referred to the Bye-law 76 and such amount as may be laid down from time to time by the Commissioner and calculated on the basis of the current schedule of rates to meet the cost of the proposed connection.

(3) On receipt of the application and subject to the requirement of the foregoing bye-laws, the Commissioner shall sanction or reject the request.

(4) In the event of the required connection having been sanctioned, it shall be made only through an officer authorized by the Commissioner.

Sewer connection

78. (1) Every drain discharging into a public sewer shall join the sewer obliquely in the direction of the flow of the sewer.

(2) If practicable, the connection shall be made at an existing junction in the sewer and if not possible, then there shall be an intercepting manhole before the connection.

Drainage of roof

79. The roof of every building shall drain rain water into gutters, chutes or trough and shall be carried down through adequate number of down pipes without causing dampness in any part of the wall or foundation of the building or any adjacent building.

Provided that in the case of detached or semi detached building not exceeding one storey, in height, rain water pipe, khasi or exposed parnalas may

be provided for so long as these do not discharge into any public roadway, footpath or on private land of adjoining owner.

Size of rain water pipes

80. A rain water pipe of minimum diameter of 15 cms shall be provided for every 50 square metres of the flat roof area (slope of roof being 1:48) or for every 100 square metre of sloping roof area (slope of roof exceeding 1:48)

Inspection of work

81. Every person by or for whom any water home sanitary installation or drainage installation or any other work in connection therewith is carried out for any existing or new building or any other premises, shall at all reasonable times, afford the Commissioner or any other officer/official duly authorised by him, free access to such water borne sanitary installations or drainage installations or work in connection therewith, for the purpose of inspection.

Minor alteration in case of emergency

82. Any case in which a minor alteration of a water borne sanitary installations or drainage installations or work must be carried out at once, every person who is about to carry out such alteration shall, in lieu of depositing the plans, sections, and particulars referred to in the foregoing bye-law, forthwith inform the Commissioner in writing of such proposed alternations, provided these alterations are in conformity with the Bye-laws. He shall also within fourteen days of the commencement of such alterations, make the deposits as specified by the Commissioner, from time to time.

Carrying out of work

83. All work required to be done for the installations or repair of sanitary fittings shall be entrusted to a licensed plumber duly registered with the Corporation.

Effect on the transferred areas

84. Where the planned areas are transferred to the Corporation then the norms/ bye-laws/ zoning bye-laws applicable to them at the time of transfer of these areas shall remain same, as defined by the concerned Department/ Authority.

FORM BR-I

[See Bye-law -3(1)]

Form of Application

Class of building- Residential, Commercial, Industrial, Public / Semi-public, Warehousing, Recreational (Please tick whichever is applicable)

From

_____

_____

To

The Commissioner
Municipal Corporation
_____.

Sir,

I/ We hereby apply for permission to erect/ re-erect/ add to/ alter a building/ wall, in accordance with the plans submitted herewith, on plot no._____, Block no._____, street/ road and in colony/ Sector no._____

1. I/ We attach herewith, in quadruplicate:-
   a. a site plan showing the position of the site proposed to be built upon.
   b. plans, elevations and sections.
   c. water supply, drainage and sanitary installation plans
   d. structural drawings for the foundation and roofing system, together with a prescribed certificate duly signed by qualified engineer in **Form BR-IV**,
   e. specifications of the proposed building, and
2. A requisite fee @ Rs. ____ per sq. metre has been deposited, - vide receipt no. _____, dated_____
3. The following documents are attached herewith:-
   a. proof of ownership or possession certificate of land;
   b. key plan showing location of site with reference to layout plan of colony/ sector;
   c. site plan;
   d. a building plan or plans;
   e. additional information in **Form BR-II**;
   f. details of specifications of the work to be executed in **Form BR-III**;

g. certificates in **Forms BR-IV**, **V** and **VI**;

h. No pending tax/ dues certificate from the Municipal Corporation, if applicable.

i. The colouring of the plans (site plan and building plans) shall be as prescribed in National Building Code.

4. The construction of the building shall be supervised by _____ Architect/ Engineer, Registration No._____ (Copy of agreement).

5. The building shall be used for_____ and the number of users shall be _____

6. The requisite scrutiny fee of Rs _____ is deposited in form of Bank Draft in favour of the Commissioner of Municipal Corporation, _____, payable at _____.

7. I/ we further declare that I/ We am/ are the lawful owner/ owners or authorized agents of the owner of the property to be built upon. The certified copy of the necessary authorization is attached herewith.

8. I/ we request that the enclosed building plans may kindly be approved to enable me/ us to execute the works.

9. I/ We further certify that we have not raised and shall not raise any unauthorized construction at the said site and in case any unauthorized constructions are detected later, we are prepared to get it regularized/ removed at our cost in accordance with the prevailing Act and Bye-laws.

Dated:

Place: Signatures of Applicant.

Name of the Applicant———————

Permanent Address———————

Temporary Address ———————

Telephone No. (with STD Code)

———————----------

Mobile No. ———————————

E-mail Address ———————————

Note: Certified that the above furnished information is true to the best of my/our knowledge and nothing has been concealed. In case any discrepancy/ suppression of information is found, I/ We wsould be responsible for all consequences.

Date: _____

Place: _____ **Applicant/ Owner**

FORM BR–II

[See Bye-law -3(1)(vi)]

Specifications

The materials to be used in the construction to be clearly specified under the following heads:-

Sr.No.	Items	Specifications
a.	Foundations	
b.	Walls	
c.	Damp-proof-course	
d.	Floors	
e.	Roofs	
f.	Windows and Doors and other wood work	
g.	Steel Work	
h.	Internal finish	
i.	External finish	
j.	Water supply	
k.	Sanitary and drainage installations	
l.	Electric Installations	
m.	Rain water harvesting measures	
n.	Fire fighting provisions	
o.	Non-conventional energy uses	

Signature of Architect/ Engineer
Name and address of Architect/ Engineer _____,
with Registration No. _____
Dated:
Place:

Signature of Applicant
Name of the Applicant———————
Permanent Address———————
Temporary Address———————
Telephone No. (with STD Code)
———————————————
Mobile No.———————————
E-mail Address———————————

Note: Certify that the above furnished information is true to the best of my/our knowledge and nothing has been concealed. In case any discrepancy / suppression of information is found, I/We would be responsible for all consequences.

Date: _____
Place: _____ **Applicant /Owner**

FORM BR III

[See Bye-law -3(1)(vii)]

CERTIFICATE FROM THE ARCHITECT

I_____ do hereby certify that I am a registered Architect with the Council of Architecture with registration no. CA _____, which is valid till date. I have prepared these plans for _____ on plot no._____, block no._____, street/ road and in colony/ Sector no._____ , belonging to Sh/ Smt/ M/s _____ and have personally satisfied myself that the building plans conform to the relevant building bye-laws and the zoning plan of the area and I hold myself personally responsible for any default in the building plans.

Date : _____

Place:_____

Signature of the Architect ———

Name of the Applicant———————

Permanent Address———————

Temporary Address ———————

Telephone No. (with STD Code)

_____

Mobile No. ———————

E-mail Address ———————------

Note: Certified that the above furnished information is true to the best of my/our knowledge and nothing has been concealed. In case any discrepancy/ suppression of information is found, I/ We would be responsible for all consequences.

Date: _____

Place: _____ **Signature of Architect**

FORM BR IV

[See Bye-law -3(1)(vii)]

CERTIFICATE TO BE SUBMITTED ALONGWITH THE BUILDING APPLICATION DULY SIGNED BY THE REGISTERED ARCHITECT/ ENGINEER

Certified that the structural part of the entire building on plot no._____, block no._____, street/ road and in colony/ Sector no._____, belonging to Sh./ Smt. _____ have been designed by me on the basis of calculations as per National Building Code and the building is safe in accordance with the permissible stresses and slenderness ratio necessary to take care of the natural disaster as laid down. In case of any error in the structure and for any loss caused, I/ We would be solely responsible for loss of any kind.

Note: Form BR-IV shall be rejected if particulars are incomplete/ Form is incorrectly filled in.

Signature of the Engineer/ Architect

Date:_____

Place:_____

Name of the Engineer/ Architect ———

Permanent Address_____

Temporary Address_____

Telephone No. (with STD Code)

_____

Mobile No. _____

E-mail Address _____

Note: Certified that the above furnished information is true to the best of my/our knowledge and nothing has been concealed. In case any discrepancy/ suppression of information is found, I/ We would be responsible for all consequences.

Date: _____

Place: _____ **Signature of Architect/ Engineer**

FORM BR V

[See Bye-law -3(1)(vii)]

CERTIFICATE FOR ARCHITECTURAL SUPERVISION

I hereby certify that the erection/ re-erection/ addition or alteration in the building on plot no._____, block no._____, street/ road and in colony/ Sector no._____, shall be carried out under my supervision and I certify that all the materials (type and grade), etc. and the workmanship of the work shall be in accordance with the general and detailed specifications submitted herewith and work shall be carried out according to the sanctioned plan. In case of any loss of life or loss whatsoever is caused during construction due to whatsoever reasons, I/ We ———————— will be personally and solely responsible for that loss.

Date: _____

Place: _____

Signature of Architect/ Engineer/ Licensed Supervisor ————————————

Name of the Architect/ Engineer/ Licensed Supervisor _____

Permanent Address————————————

Temporary Address ————————————

Telephone No. (with STD Code)————————

Mobile No. ————————————

E-mail Address ————————————

Note: Certified that the above furnished information is true to the best of my/our knowledge and nothing has been concealed. In case any discrepancy/ suppression of information is found, I/We would be responsible for all consequences.

Date: _____

Place: _____ **Applicant /Owner**

FORM BR VI

[See Bye-law -9]

FORM OF SANCTION OF BUILDING APPLICATION

From

The Commissioner,

Municipal Corporation,

_____

To

_____

_____

_____

Memo No. _____

Dated

Sub: Sanction under section 254/ 349 (2) of the Haryana Municipal Corporation Act, 1994.

Reference your application dated _____ for permission to erect/ re-erect a building on plot no._____.

It is hereby stated that the building plan submitted by you has been sanctioned on _____ by the Commissioner, Municipal Corporation, _____ subject to the following conditions : -

1. Plans are valid upto _____ month _____ year.
2. The construction will be undertaken as per sanctioned plan only and no deviation will be permitted. Any deviation done against building bye-laws is liable to be demolished and the supervising Architect engaged on the job will bear the risk of having his registration cancelled.
3. Violation of building bye-laws will not be compounded except in accordance with the policy approved by the Government.
4. It will be the duty of the owner of the plot and the Architect who has prepared the plans to ensure that the sanctioned plans are as per prevalent building bye-laws. If any infringement of bye-laws or court orders remains unnoticed, the Commissioner, Municipal Corporation, _____ reserve the right to amend the plans as and when the infringement comes to his notice and Municipal Corporation, _____ will stand indemnified against any claim on this account.

5. A notice in writing shall be sent to the Commissioner, Municipal Corporation, _____before commencement of the erection of building as per bye-laws. Similar notice will also be sent when the building has reached upto plinth level for issue of D.P.C Certificate.

6. The party shall not occupy or permit it to occupy the building or use or permit to be used the building or any part thereof affected by any such work until occupation certificate is issued by the Commissioner, Municipal Corporation, _____.

7. The Commissioner, Municipal Corporation, _____will stand indemnified and kept harmless from all proceedings in courts and before other authorities of all expense/ losses/ claims which the Commissioner, Municipal Corporation, _____ incur or become liable to pay as a result or in consequences of the sanction accorded by him to the building plan.

8. The door and window levels shall be fixed in such a way that they shall not, when open, project on any street.

9. The building shall not be constructed within minimum distance as specified in Indian Electric Rules from power lines running on side of the site.

10. The land left open as consequence of the enforcement of the set back bye-laws, shall form part of the public street.

11. All required fire fighting norms as per bye-laws shall be ensured by the owner before occupying the building.

12. In case any dispute arises at a subsequent stage regarding ownership of land/ plot, then Municipal Corporation, _____ shall not be responsible for any loss on the ground of sanction of building plan and the owner shall be responsible for such dispute/loss.

13. The sanction will be void ab-initio if auxiliary conditions mentioned above are not complied.

Encl: A set of sanctioned plan

Date: _____ **Commissioner**

Place: _____ Municipal Corporation, _____

FORM BR VII

[See Bye-law -9]

FORM OF REJECTION OF BUILDING APPLICATION

From

The Commissioner,

Municipal Corporation,

_____

To

_____

_____

_____

Memo No:

Dated:

Subject: Refusal of sanction

With reference to your application dated _____ for the grant of sanction for the erection of a building/ execution of work on plot no._____, block no._____, street/ road and in colony/ Sector no._____.

It is intimated that the sanction sought for has been refused on the following grounds.

1. _____
2. _____
3. _____
4. _____

Encl: Three sets of rejected plans

Date: _____ **Commissioner**

Place: _____ Municipal Corporation

_____

FORM BR VIII

[See Bye-law 3(5), 17]

FORM FOR NOTICE OF COMMENCEMENT OF WORK

To

The Commissioner,

Municipal Corporation,

_____.

Sir,

I/ we hereby give notice that the erection/ re-erection/ addition/ alteration of the building on plot no._____, block no._____, street/ road and in colony/ Sector no._____, shall be commenced on _____ (date) as per your permission granted vide memo no._____ dated _____ under the supervision of _____ Registered Architect/ Engineer (Registration No._____), and in accordance with the plans sanctioned.

Date: _____

Place: _____ Signature of Applicant/Owner

Name of the Applicant_____

Permanent Address_____

Temporary Address _____

Telephone No. _____

(with STD Code)

Mobile No. _____

E-mail address _____

Note: Certified that the above furnished information is true to the best of my/our knowledge and nothing has been concealed. In case any discrepancy/ suppression of information is found, I/We would be responsible for all consequences.

Date: _____

Place: _____ **Signature Applicant/Owner**

FORM BR IX

[See Bye-law -19 (2)]

APPLICATION FOR PERMISSION TO OCCUPY

To

The Commissioner,

Municipal Corporation,

_____.

Sir,

I/ we hereby report that the building/ part of the building described below and sanctioned ——vide your memo No._____ dated _____, has been completed in all respects according to the sanctioned plans (and the suggested modification have been carried out).

I/ We have reported that we have made certain changes in the plan during the course of construction are submitted herewith along with the revised plans and completion certificate from the Architect/ Engineer who has supervised the construction.

I/ We request that an Occupation Certificate as required under bye-law 19 of Haryana Municipal Corporation Building Bye-laws 2013 may kindly be issued and permission to occupy the building be given.

DESCRIPTION OF BUILDING

Plot no._____, Block no._____

Street/ road _____, Colony/ Sector no._____

Use _____

Description of building _____

Yours faithfully,

Date:

Place: Signature of the Applicant,

Name of the Applicant———————

Permanent Address———————

Temporary Address ———————

Telephone No. ———————

(with STD Code)

Mobile No. ———————

E-mail address ———————

Note: Certified that the above furnished information is true to the best of my/our knowledge and nothing has been concealed. In case any discrepancy/ suppression of information is found, I/We would be responsible for all consequences.

Date:

Place: **Signature of Applicant**

FORM BR X

[See Bye-law -19 (2)]

BUILDING COMPLETION CERTIFICATE BY AN ARCHITECT/ ENGINEER

I do hereby certify that the building work described below and sanctioned by the Commissioner vide Memo. No._____ dated _____, has been supervised by me. The work has been completed on _____, (dated) to my satisfaction and according to the sanctioned plan and the workmanship and all the materials (type and grade) have been used strictly in accordance with the general and detailed specifications. No provision of the building bye-laws, no requisitions made, conditions prescribed or orders issued there under have been transgressed in the course of the work. The building is fit for use which it has been erected, re-erected, or altered, constructed or enlarged.

DESCRIPTION OF BUILDING

Plot no._____, Block no._____

Street/ road _____, Colony/ Sector no._____

Use _____

Description of building _____

Date:

Place: Signature registered Architect/ Engineer

Name of registered Architect/ Engineer ———— ————————

Permanent Address ————————

Temporary Address ————————

Telephone No. ————————

(with STD Code)

Mobile No. ————————

E-mail address ————————

Note: Certified that the above furnished information is true to the best of my/our knowledge and nothing has been concealed. In case any discrepancy/ suppression of information is found, I/We would be responsible for all consequences.

Date:

Place: **Signature of Applicant**

FORM BR XI

[See Bye-law -19]

OCCUPATION CERTIFICATE AND PERMISSION TO OCCUPY

Whereas

_____

has requested to occupy the building described below, I hereby certify that the building has been completed in every respect in accordance with the plans sectioned vide memo. No ———————————— dated———————— and is fit for use for which it has been erected. I hereby:-

1. grant permission for the occupation of the said building

2. grant provisional permission of occupation for a period of six months

3. refuse permission for the occupation of the said building for reasons given below

DESCRIPTION OF BUILDING

Plot no._____, Block no._____

Street/ road _____, Colony/ Sector no._____

Use _____

Description of building _____

Date: Commissioner

Place: Municipal Corporation, ———————————

Dated ———————————

Endst. No. ————————————————————————, dated ——
_____

A copy is forwarded to ———————————————————— with reference to his/ her application dated———————————

Date: Commissioner

Place: Municipal Corporation, ———————————

FORM BRS-I

[See Bye-law -20]

FORM OF APPLICATION

(To be submitted at the time of submission of building plans/ drawings)

Class of building- Residential, Commercial, Industrial, Public/ Semi-public, Warehousing, Recreational

From

……..

……..

To

The Commissioner,

Municipal Corporation_____

…….

Sir,

I/ we hereby submit the following building plans to erect/re-erect/add to/ alter a building/wall, in accordance with the plans being submitted herewith, on site/Plot No …… Block No. …….. House No. …….. Street / Road ……... City ……

I/we attach herewith in quadruplicate:-

1. ownership record e.g. allotment letter/registered sale deed/ mutation deed etc.
2. a site plan showing the position of the site proposed to be built upon;
3. plans, elevations and sections;
4. water supply, drainage and sanitary plan;
5. fire safety design as required in the National Building Code duly approved by the State Fire Authority, wherever applicable. Alternatively, an undertaking to the effect that Fire safety plans duly approved by the State Fire Authority shall be submitted within sixty days;
6. heating, ventilation, Air Conditioning (HVAC) service plans, wherever required;

7. specifications of the proposed building in **Form BRS-II**;

8. structural designs and certificate of conformity to bye-laws and structural safety for the relevant buildings in **Form BRS- III**.

9. an **affidavit** from the owner and Architect, in the form of **Annexure-A**.

The demand draft no…… drawn on ……. (Bank) in favour of the Commissioner for Rs_____as scrutiny fee and malba fee.

The construction of the building shall be undertaken as per the submitted building plans, structural design given by the Structural Engineer, fire safety design duly approved by the competent authority and got supervised through the following Architect/ Engineer.

A. Architect

i. Name of Architect ……

ii. Council of Architecture Registration No……..... ..valid up to ……..

iii. Full Address. ……

B. Engineer

i. Name of Engineer ……

ii. Registration No. (if any)……

iii. Qualification ……

iv. Address. ……..

This may kindly be treated as the fifteen days notice before start of construction at site.

Enclosures

Date:

Place: **Signature of Applicant**

FORM BRS-II

[See Bye-law -20]

SPECIFICATIONS

The materials to be used in the construction to be clearly specified under the following heads,

Serial Number	Items	Specifications
i.	Foundations	
ii.	Walls	
iii.	Damp-proof course	
iv.	Roofs	
v.	Floors	
vi.	Windows and doors and other wood works	
vii.	Steel works	
viii.	Internal finish	
ix.	External finish	
x.		

Signature of Architect / Engineer **Signature of Applicant.**

Date:

Place:

FORM BRS-III

[See Bye-law -20]

CERTIFICATE OF CONFORMITY TO BYE-LAWS AND STRUCTURAL SAFETY

Certificate to be submitted along with Form BRS-I duly signed by the Architect and Structural Engineer

Details of the building for which the certificate is being issued:-

Plot no._____, Block no._____

Street/ road _____, Colony/ Sector no._____

City _____

Name of the owner Shri / Shrimati……

Full address of the owner …….

Building plan:-

(i) Name of Architect …….

(ii) Registration No ……. Valid up to …….

(iii) Full Address …….

a. Structural Design:-

(i) Name of Structural Engineer who has undertaken the design of the building……

(ii) Registration No.(if any) ……

(iii) Qualifications and Experience ……..

(iv) Address……..

…..…..……

Certificate

It is hereby certified that the plans submitted in **Form BRS-I** for the building, detailed above, are in accordance with the Haryana Municipal Corporation Building Bye-laws, 2014, as amended from time to time and the provisions of the zoning plan of the plots (if applicable).

The structure has been designed in accordance with the provision of the National Building Code and the relevant Indian Standard Codes (with latest amendments). The local soil conditions, its load bearing capacity and the underground water table etc. have been kept in view while designing the same.

(Signature of Owner) (Signature of Architect) (Signature of Structural Engineer)

Date:

Place:

AFFIDAVIT (Annexure A)

(To be submitted at the time of submission of building plans/ drawings)

(See Form BRS-I)

I/ We, _____ son/ daughter/ wife of _____and _____ son/ daughter/ wife of _____do hereby solemnly affirm and declare as under:-

1. That I/ We _____ the owner of the plot no _____, Sector_____, City _____ and the supervising Architect (C.A. No _____and Empanelment no_____), have understood the provisions of the Haryana Municipal Corporation Town Planning and Building Bye-laws, 2014 and provisions of the approved zoning plans of the plot (if applicable).

2. That the building plans submitted to the Corporation are in conformity with the Haryana Municipal Corporation Building Bye-laws, 2014 and the zoning conditions applicable on the plot.

3. I/ We shall abide by the zoning provisions and the Haryana Municipal Corporation Building Bye-laws, 2014 during construction on the above said plot.

4. That we shall be liable to face any action by the Municipal Corporation, if the construction is found to be in contravention to the Haryana Municipal Corporation Building Bye-laws, 2014 and provisions of the approved zoning plans of the plot.

Signature of Architect Signature of Applicant

Date:

Place:

Witness

Verification :-

We, the above named deponent do hereby declare that the above statement of owner of the mentioned plot and the Architect are true and correct to the best of our knowledge and belief and nothing has been concealed therein.

Date:

Place: Deponents

P. RAGHAVENDRA RAO,
Principal Secretary to Government Haryana,
Urban Local Bodies Department

52103-L.R.-H.G.P., Chd.