



**Order**

**Subject: Regarding issuance of mandate to municipalities for conducting inspection related to building plan approval as per given inspection procedure and limited to given checklist. (BRAP 2019 -Reform Point No. 30)**

It is to inform that the Department has developed a procedure and checklist for conducting inspection at the time of building plan approval, DPC level certification and Occupation Certificate. The copy of said inspection procedure and list is enclosed.

2. The Department hereby mandates the use of above said procedure and checklist for conducting inspections related to above mentioned building plan stages.

Chief Town Planner,  
Urban Local Bodies Department,  
Haryana, Panchkula.

Memo no. DULB/CTP/DTP/2019/ 11460-545

dated: 31/05/2019

A copy of above is forwarded to following for information and necessary action:

- (i) All the Commissioners in Municipal Corporations in the State of Haryana,
- (ii) All the Executive Officers in Municipal Councils in the State of Haryana,
- (iii) All the Secretaries in Municipal Committees in the State of Haryana.

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## INSPECTION PROCEDURE AND CHECKLIST FOR BUILDING PLANS

### **1. Site inspection guidelines for Building Plan Approval**

#### **a. Procedure**

- (i) After receiving of application (through the HOBPA system), a date shall be fixed for the site inspection.
- (ii) Intimate the date of inspection to the applicant at least 1 day before inspection.
- (iii) Arrive on site and assess site as per the below mentioned parameters in reference to documents submitted by the applicant:
  - (a). Whether site falls in old municipal limit or extended municipal limit (CLU applicable area) i.e. Any violation of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.
  - (b). Site area.
  - (c). Dimensions.
  - (d). vacant/ built.
  - (e). width of access road.
  - (f). any water body.
  - (g). HT line.
  - (h). Gas line.
  - (i). Trench mound.
  - (j). Sewerage connection.
  - (k). Water supply –source of water.
  - (l). Any violation of section 7 of the Haryana Development and Regulation of Urban Area Act, 1975.
  - (m). Capture images of the site.
  - (n). Remarks if any.
- (iv) Submit report to the office and make the list of clarifications (if any) required from the applicant.
- (v) Send the observed clarifications (if any) to the applicant.
- (vi) In case of no clarifications observed, send the inspection report to the authority (through system).

#### **b. Checklist**

- (i) Check all uploaded documents pertaining to site and ownership
- (ii) Check for Violation of section 7 of Haryana Development and Regulation of Urban Area Act 1975.
- (iii) Check for Violation of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.
- (iv) Check for violation of any violation of any approved scheme.
- (v) For applications outside core area, if CLU permission has been taken and requisite fees/ charges are paid accordingly.
- (vi) Check for development charges.
- (vii) Check site dimension while site inspection.
- (viii) Check for water bodies, High Tension Lines, Gas Line, Trench/Mound etc.
- (ix) Check if the site in falling in the MC Limit or core area or Extended Municipal Limit.
- (x) Availability of underground services : Sewerage connection and water supply.
- (xi) Check for width of road in meters.
- (xii) Check for Unauthorised Construction/ existing construction (If any).
- (xiii) House Tax / Property Tax payment.

### **2. Site inspection guidelines for Damp Proof Certificate**

#### **a. Procedure**

##### **Low, Medium and High risk building plans via system:**

- (i) The authority the date of commencement of construction via the online system.
- (ii) The Architect shall inform the owner that he has to submit the DPC certification through self certification as per Haryana Building Code, through the online system.
- (iii) The owner shall submit self- certified DPC certification on the online system.

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- (iv) The system will intimate the authority to inspect and verify the self-certification on DPC.
  - (vii) After receiving of application (through the HOBPA system), a date shall be fixed for the site inspection by BI/ JE.
  - (viii) Intimate the date of inspection to the applicant at least 1 day before inspection.
  - (v) Arrive on site and assess site as per the below mentioned parameters in reference to self certification submitted by the applicant and checklist given below.
  - (vi) Submit report to the office and make the list of clarifications (if any) required from the applicant.
  - (vii) Send the observed clarifications (if any) to the applicant.
  - (viii) In case of no clarifications observed, send the inspection report to the authority (through system).

**b. Checklist**

- (i) Whether the foundation is laid as per approved building plan.
- (ii) The setback of the site to be verified as per approved building plan.
- (iii) Plot dimensions to be verified at the site.
- (iv) Any violations of Haryana Building Code.
- (v) Photographs of ongoing construction.

**3. Site inspection guidelines for Occupation Certificate**

**a. Procedure**

- (i) The applicant will apply for the completion/ occupation certificate on prescribed form through the Architect to the authority via system.
- (ii) The applicant through architect submit application along with as-built drawing, details of compoundable construction/ Non-Compoundable, earlier approved building plans, DPC certificate, Completion certificate from Architect and Engineer, Fire NOC (if applicable), Solar Photovoltaic (if applicable), Rainwater harvesting (If applicable).
- (ix) After receiving of OC application (through system), a date shall be fixed for the site inspection.
- (x) Intimate the date of inspection to the applicant at least 1 day before inspection.
- (iii) Arrive on site and assess site as per the below mentioned checklist in reference to documents submitted by the applicant.
- (iv) Comparison report is generated after site inspection for calculating the compounding fees if any and make the list of clarifications (if any) required from the applicant.
- (v) Send the observed clarifications (if any) to the applicant.
- (vi) In case of no clarifications observed, send the inspection report to the authority (through system).

**b. Checklist**

- (i) Scrutiny of FAR and ground coverage of building (as per norms) for approved building plans and as-built drawings for compoundable construction.
- (ii) Valid NOC of Fire from Fire Officer concerned building.
- (iii) NOC for Solar Power Plant/ rain water harvesting (as applicable).
- (iv) Structural safety certificate from M.Tech/ Proof consultant along with its qualification certificate.
- (v) Completion certificate from Architect along with copy of registration.
- (vi) Public Health drawing verified by CE, HQ for CE, HUDA.
- (vii) Report on Compoundable/ non-compoundable construction at site.
- (viii) Fee/ charges (such as Composition fee/ development charges/ Labour cess/ any other.) (if not paid earlier or for additional construction).