

EASE OF DOING BUSINESS

PROCEDURE FOR PLINTH PERMISSION

➤ **Procedure:**

- Applicant logs in to the system and create proposal for plinth completion.
- Applicant puts of the details of the plinth in the system.
- Once the required documents for plinth are uploaded in the proposal, the proposal goes in for two levels of scrutiny.
- Required documents to upload: Building Permission Certificate, Plinth information, any other document required by the ULB.
- Assistant town planner will check all the uploaded documents, do the site visit, check for details and once approved, will forward the proposal to the chief officer for final approval.
- Chief Officer will log in to the system and re-check the details of the proposal and if everything is okay, will approve the proposal.
- The certificate will be generated, will be digitally signed by the chief officer and will be available for applicant to print from the portal.

➤ **Document Checklist**

Document List	Mandatory / Optional
Appendix - F	Mandatory
Sanctioned plans	Mandatory

➤ **Checklist for Site Visit**

- After receiving the application Online, the file will be transmitted to Assistant Town Planner or Municipal Engineer, who is assigned randomly by computer from the pool of inspectors for Site Inspection.
- The inspector will "plan a site visit" schedule.
- The date and time will be intimated to the applicant through SMS. On the scheduled date and time, the Site Inspector shall conduct the inspection as per the checklist enclosed and upload the Inspection Report within 24 hours.
- The inspector will check the lat-long co-ordinates mentioned in the application and verify the same on-ground.

- The inspector shall take photographs of the site and surroundings and the report has to be uploaded into BPMS within 24 hours.
- The applicant can view the site visit report at any time by clicking the "site visit report" button available in his/her console. Even the citizens can also view this from the Dashboard of BPMS Website.
- The Inspection has to be completed within 3 working days from the date of receipt of application. The Inspector will use the prescribed checklist.
- Model Site Inspection checklist is given below for the reference of the applicant.
- Site Visit Checklist for Building Permission

Sr. No.	Scrutiny Questions	Answer Options		Remarks
PLINTH PERMISSION				
1	Setback Front as per Building Permission	Remarks		
2	Setback Rear as per Building Permission	Remarks		
3	Setback Side 1 as per Building Permission	Remarks		
4	Setback Side 2 as per Building Permission	Remarks		
5	Site dimensions appears in consonance with drawing?	Yes	No	
6	Is the Plinth height as per rule	Yes	No	
7	Is the distance between two building as per sanction plan	Yes	No	

➤ **Timeline (SLA for Approval of Plinth Permission):** 7 Days

➤ **Workflow**

