

Nashik Municipal Corporation

NMC/Town Planning/Desk-8/WS/450/2018

Date : 22/03/2018

Circular

Subject : Procedure for Building Proposal Approvals

Preamble:

Making 'Ease of doing Business' a reality for obtaining Building Permissions, the approval process envisages parallel approvals of majority of the requirements of the Building Approvals, so that different processes operate simultaneously and converge at the time of approval.

The Building Proposal Approval is the first step towards achieving the vision of 'Ease of Doing Business'. The system shall be updated periodically for further improving effective implementation of Building Permissions

The application for new Building Proposal Approval can be submitted online and no physical submission of documents shall be required. Henceforth only following documents shall be require for Building Proposal Approval.

A) Building Permission

Documents required for Building Permission

- 1) Prescribed Application Form (Appendix-A)- (As per DCPR Reg. No.6.1)
- 2) Ownership Documents :- (As per DCPR Reg. No.6.2.2)
Attested copy of original registered sale deed/power of attorney, whichever applicable, 7/12 extracts or property register card
- 3) Title search Report (As per Directives of Government under Section 154 of MRTP Act 1966, Dated : 07/07/2016)
- 4) Receipt of Scrutiny Fees- (As per DCPR Reg. No.6.2.10)
- 5) Form of Supervision from the Architect/Engineer/Structural Engineer as prescribed in Appendix-B (As per DCPR Reg. No.6.2.9)
- 6) Various NOCs from concern departments (As per DCPR Reg. No. 6.2.8)
 - A) The following in house clearances shall be verified by Town Planning Department before grant of Building Permission alongwith
 - a) Recovery of Vacant Plot Tax / Property Tax / LBT/ Dues if any (As per DCPR Reg. No. 6.2.13 & as per order no.670 Dated 4/7/2006 from Property Tax Department)
 - b) NOC from Fire officer, If applicable
 - B) NOC from other department
 - a) NOC from National Highway (If required)
 - b) NOC from MoEF (If applicable)
 - c) Any other NOCs that may be required (Archeological, Jail Authority, Railway, Defence Authorities, CIDCO)

B) Occupancy Certificate

Documents required for Occupancy Certificate

- 1) Receipt of Scrutiny Fees- (As per DCPR Reg. No.6.2.10)
- 2) Completion Certificate – Architect/ Engineer/ Structural Engineer shall submit the proposal as per **Appendix F** of DCPR alongwith plan of completed development as per DCPR Reg.No. 7.4
- 3) For part occupancy owner shall submit indemnity on stamp paper as per Appendix I as per DCPR Reg.No. 7.6
- 4) Various NOCs from concern departments (As per DCPR Reg. No. 6.2.8)
 - A) In-house NOCs from various NMC department as per requirement.
 - a) Recovery of Property Tax/LBT dues, if any,
 - b) Drainage Connection Certificate from Drainage Department,
 - c) NOC from Garden Department for Tree Plantation.
 - d) NOC from Fire Officer, if applicable,
 - e) NOC for debris from Divisional Officer.
 - f) NOC from Water Supply Department
 - B) NOC from other department
 - a) NOC from National Highway (If required)
 - b) NOC from MoEF (If applicable)
 - c) Any other NOCs that may be required (Archeological, Railway, Defence Authorities, CIDCO, Fire Department)

It may be noted that if the construction is not found to be as per sanctioned plans, it shall be treated as unauthorized as per Regulation No. 7.3 and suitable action shall be taken as per DCPR Regulation NO.10.0.



(Tukaram Mundhe, I.A.S.)

Commissioner

Nashik Municipal Corporation

Copy for necessary action to :

1. Deputy Director/Assistant Director of Town Planning, NMC
2. Deputy Commissioner (Tax), NMC
3. Superintendent Engineer (Drainage/Water Supply), NMC
4. Chief Fire Officer, NMC
5. Executive Engineer of Town Planning, NMC
6. All Divisional Officer,NMC