

SL.NO.

FORM NO.

KOLKATA MUNICIPAL CORPORATION
FOR BUILDINGS (OTHER THAN HUTS)
“SCHEDULE-1
[See rule 4(2)]”

Notice for erection / re-erection / addition to or alteration of a building

Sub-rule (2) (i) To submit two copies of form of notice duly filled in with copies of enclosures.

Sub-rule (2) (ii) To submit one copy of form of notice duly filled in with copies of enclosures.

From (name and address of the applicant)

Name : _____

Address : _____

Phone No.: _____ Email _____

Date :

To
The Municipal Commissioner,
The Kolkata Municipal Corporation

Subject : Notice for erection / re-erection / addition to or alteration
Under Section 393/394 of KMC Act 1980 (strike out which is not applicable)

Sir,

I / We hereby give notice under the section specified above and intend to undertake the work as specified above under rule 4 of Kolkata Municipal Corporation Building Rules 1990. I / We hereby request you to grant us necessary Building Permit under Rule 15 of Kolkata Municipal Corporation Building Rule 1990.

In support of this notice, I / We wish to make the following statements:

1. Assesee No.: _____ Borough No.: _____ Ward No _____

2. Premises No.: _____

3. i) Name of Owner(s): _____

a) Phone No.: _____

b) Address : _____

ii) Name of Applicant: _____

Status: _____

a) Phone No.: _____

b) Address: _____

4. Name of the Architect / L.B.S.: _____

Class: _____ No.: _____ Phone No.: _____ Email _____

Address: _____

5.(a) Name of ESE _____
Class: _____ No.: _____ Phone No.: _____ ; Email _____

Address: _____

(b) Name of Geo. Tech. Eng.: _____

Class: _____ No. _____ Address _____

Phone No.: _____ Email _____

6.1 (i) Area of land:

(a) As per Deed (m²) _____

(b) As per Physical Measurement (m²) _____

(ii) Boundaries of site on North _____

South _____

East _____

West _____

6.2 Nature of Land whether solid/ filled up, tank or part tank, if tank specify the area both solid tank

7.(a) Proposed Height of the building: _____

(b) No. of stories: _____

8.Width of means of access: -

(a) KMC/Physical road width as per observation of

Ch. V. & S. Dept. / relevant Dept.: _____

(b) Private road / common passage (as per Deed/Documents):

(c) Alignment (if any) of KMC/KIT: _____ (Prescribed/Proposed)

Width of alignment: _____ (m)

9. Premises falls within _____ Zone as per L.U.D.C.P. Provision.

10.Corner plot _____ Yes/No

11. Junction distance (for Assembly use only) _____ (m)

11A. Distance of site from flyover _____ (m)

12.A.Principal occupancy: _____

B. Other occupancy / occupancies (if any) _____

13.Whether the premises is tenanted: _____ Yes/No

14.Whether the proposal involves construction on vacant land / additional block / or floor / by demolishing the existing structure: _____

15.Height of the adjoining building(s):

North _____ (m) South _____ (m) East _____ (m) West _____ (m)

16.Depth of the building: _____ (m)

17.Existence of any door or windows next to boundary line within 0.6m _____ Yes/No

18. Total area of (i) Star cover _____ (m²) (ii) Lift Machine Room _____ (m²)

(iii) Roof Tank _____ (m²) (iv) Total Roof Area _____ (m²)

(v) Total Loft Area _____ (vi) Other Structure _____ (m²)

19. Ground floor area: _____

20. Main Characteristic details of building:

Sl.No.	Items	Proposed Value	Permissible Value	Remarks
(a)	Height of the building (m)			
(b)	Front Open Space (N/S/E/W)			
(c)	Rear Open Space (N/S/W/W)			
(d)	Side Open Space (N/S/W/W)			
(e)	Side Open Space (N/S/W/W)			
	Joint Open Space (N/S/W/W)	(N/S/W/W)		
		(N/S/W/W)		
		(N/S/W IW)		
(g)	Interior Open Space:			
	(i) Inner court yard :			
	(ii) Outer court yard:			
(h)	Ground coverage: (i) Area (m ²)			
	(ii) Percentage			
(i)	Floor area ratio (FAR)			
(j)	Total covered area in all floors (m ²)			
(k)	Service area in ground floor (m ²)			
(l)	Basement area (m ²)			
(m)	Mezzanine floor (m ²)			
(n)	Internal Road (i) Width			
	(ii) Length			
(o)	Stair case (i) Number			
	(ii) Minimum width or each flight (m)			
	(iii) Area of staircase including landing in each floor			
(p)	Escalator (i) Number			
	(ii) Size			
(q)	Lift (i) Number			
	(ii) Size			
	(iii) Ht. of the Lift Machine Room			
	(iv) Size or the Lift Machine Room			
	(v) Area of Lift Machine Room with lift Landing Lobby in each floor			

(r) Addition & Alteration work
(Strikeout if not applicable)

	Area (m2)	Parking Reqd.	Parking Provided
(i) Existing floor area			
(ii) Proposed floor area			
(iii) Total floor area			

(s) Width of ramp Slope of ramp Area of ramp

(t) Width of driveway

(u) Ventilation shaft.

- (i) Area (m²)
- (ii) Minimum Width (m²)
- (iii) Service door provided in shaft _____ Yes/No

(v) Parking Space as per
Rule – 67, Rule 68
And Rule 69

Required no. of Car Parking	Parking Provided	
	Open	Covered
Required No. of Bus/ Truck Parking	Open	Covered

(w) Occupancy or Use group

(i) Residential

(a) Single Tenament

Area _____ (m²)

(h) Multiple Tenament :

Area _____ (m²)

Total =

(ii) Other uses: -

Type	Area	% Coverage	Proposed	Permissible	Remarks
a) Educational					
b) Institutional					
a) Assembly					
b) Mercantile (RST)					
c) Storage					
d) Industrial					
e) Business					
f) Any other use					

21. Proof of ownership (Whether it is Deed of conveyance/ Gift / Lease / Record of rights (Parcha) / Partition / Exchange / Will and Probate / or other documents and mutation certificate issued by KMC)

21(a). In case where applicant is Govt. body or KIT, KMDA etc. to whom the land was given by LA Collector - Allotment and possession letter along with site plan, land area and boundary.

22. Power of attorney: ____ Yes / No.

23. Proof of boundary through:

a) Deed Plan Yes/ No

b) Registered boundary declaration Yes/No

c) Assessment report (Assessment Book Copy) Yes/No

24. Gift of land to the KMC by throwing of land to common passage / KMC Road

(For widening of road / splaying of corner) Yes/No

25. In support of our application we are enclosing herewith following documents:-

Premises no. _____

	Description	Submitted (Yes/No/NA)	Reference	Date
i)	Three sets of plan			
ii)	Application form / notice			
iii)	a. Current paid up Tax Receipt			
	b. Assessment Book Copy			
iv)	Tax Clearance certificate			
v)	Observation from KIT			
vi)	Observation from Chief Valuer and Surveyor's Deptt., KMC			
vii)	Clearance certificate / application copy from ULC Deptt.			
viii)	Observation of WBFS Deptt.			
ix)	Indemnity Bond			
x)	Copy of Deed and Deed plan			
xi)	Registered boundary declaration			
xii)	Registered deed of gift / certified copy with original receipt of registration fees, gift of land for splayed portion as required under section 405			
xiii)	Registered declaration of throwing in case of side and back strip of land but in case of front strip of land registered deed of gift			
xiv)	Registered undertaking for common passage under section 364 / 365 with original receipt of registration			
xv)	Registered declaration for transfer of land due to enforce alignment			
xvi)	Registered power of Attorney			
xvii)	Appeal for Conditional Section			

	Description	Submitted (Yes/No/NA)	Reference	Date
xviii)	Legality of existing structure			
xix)	FAR Calculation Sheet			
xx)	Soil Investigation Report			
xxi)	Structural design calculation			
xxii)	General Undertaking			

Signature of Architect / LBS

Signature of Owner

Structural Engineer

Geo Technical Engineer

Sub Assistant Engineer

Assistant Engineer (C)

Executive Engineer (C)

SCHEDULE II
[SEE RULE 4(6)]
FORM OF DECLARATION

From :
.....
.....

Dated
Office Ref. No and date,
If any

(Name and Address of the applicant)

To
The Municipal Commissioner
The Kolkata Municipal Corporation, Kolkata

Subject: Declaration under sub-rule (6) of rule 4

Building Particulars:

Premises No. and Street. _____
Ward No _____
Borough No _____

Sir,

I / We hereby declare that while executing the works mentioned by me/us in the notice given under sub-rule (1) of the rule 4 the Kolkata Municipal Corporation Building Rules, 1990. I / we shall comply with the requirements of section 416 of the Kolkata Municipal Corporation Act, 1980.

Yours faithfully,

Signature of the Applicant (s)

SCHEDULE III
COMPOSITE DECLARATIONS

To
The Municipal Commissioner
The Kolkata Municipal Corporation, Kolkata

Ref: Premises No.

I / We have submitted an application for erection / re-erection / addition to alteration of building/s at the above premises u/s 393/394 of Kolkata Municipal Corporation Act 1980. In connection with the said application, I / We do hereby declare –

1. That the work of erection, reerection or alteration will be supervised by an Architect / licensed Building Surveyor, a Structural Engineer, a Geo-technical Engineer as required under the rules of the Kolkata Municipal Corporation.
2. That the works relating to water supply, drainage and sewerage shall be supervised by a licensed plumber.
3. That there are no arrear dues payables to the Kolkata Municipal Corporation in respect of the said premises.
4. That necessary observation / clearance under section 63 of the Kolkata Improvement Act, 1911 (Bengal Act V of 1911) has been obtained.
5. That the soil of the said premises is fit to be built upon from engineering point of view and a copy of the soil test report submitted by Geo-technical engineer referred to in sub-rule (a) of rule 49 is annexed hereto.
6. That I/we shall plant the trees / saplings as per Corporation's guidelines in the front and other open spaces of the premises.

Yours faithfully,

Signature of the Applicant(s)

SCHEDULE IV
GENERAL UNDERTAKING

Ref: Premises No.

I / We have submitted an application for erection / re-erection / addition to/ alteration of building(s) at the above premises u/s 393/394 of Kolkata Municipal Corporation Act, 1980. In connection with the said application I/ we do hereby undertake –

1. That no building material shall be deposited in any street except with the prior written permission of the Municipal Commissioner and on deposit of fees for stacking materials as per demand raised by the Corporation and the same will be stacked only at a place as may be directed by the Corporation.
2. That by virtue of the proposed sanction, we shall not have automatic right of such use as proposed in the plan nor the proposed sanction will have any other overriding effect on other laws or statute in force and in case any other permission, licence or sanction is required under relevant law or statute, the same will be obtained by me/us prior to use of the proposed building/portion of the building. Further, the Municipal Authority may revoke the sanction plan and cancel the Occupancy Certificate in case we fail to obtain the relevant permission, licence or sanction as may be applicable.
3. That I/ we shall take filtered water supply connection from the Kolkata Municipal Corporation before construction of the building after obtaining sanction from the Water Supply department. I/we further undertake that I/we shall not install any power driven, deep tube well and / or hand driven shallow tube well if I/we get filtered water supply connection from Kolkata Municipal Corporation I/we shall make separate application to Water Supply Department for construction / regular connection either through own tube well or through Corporation Surface Water Supply.
4. That I/we shall abide by the observation and recommendation made by the Drainage Department of the Kolkata Municipal Corporation for the proposed construction.
5. That I/we shall abide by all the provisions and relevant Rules & Regulations of the Kolkata Municipal Corporation Act, 1980 during the course of the works to be undertaken by us as mentioned in our application.

IN WITNESS WHEREOF the owners' abovementioned put their hands and seal to the said Undertakings on the _____ day of _____ 20 _____.

Witness:

(1) _____
(2) _____
(Executants)

SCHEDULE V
INDEMNITY

THIS INDEMNITY BOND is executed by Shri _____ and Shri _____
son /sons of Shri _____ resident(s) of or _____ owner(s) of Premises No. _____
in _____ (Name of the
street and nos. of Ward and Borough) (hereinafter called "the Obligors") in favour of the Kolkata
Municipal Corporation.

WHEREAS I /we have submitted to the Kolkata Municipal Corporation (hereinafter referred to as "the Corporation") building plans with provisions for deep foundation works, piling works, construction of basement and underground construction including superstructure:

AND WHEREAS I /we have represented to the Corporation that if sanction is granted for the Construction of the aforesaid works, I/we shall indemnify the Corporation for any loss or damage at the time of execution of the said works or thereafter;

AND WHEREAS I /we undertake that all precautionary measures shall be undertaken by me/us and no excavation shall be carried out beyond the boundaries of the plot and any damage accruing during the execution of the works or due to excavation made at site to the municipal / public utility services or properties shall be made good by me/us.

AND WHEREAS I /we further undertake and agree to indemnify the Corporation to the full extent of any claim put up against the Corporation either by way of damage, compensation or in any other way in case the Corporation is required to pay any amount to any person or owner or owners of the adjoining properties:

AND WHEREAS I / We further undertake and agree to indemnify the Kolkata Municipal Corporation for non-compliance of any of the conditions imposed for the sanction and/or any provision of the Kolkata Municipal Corporation Act and the Building Rules and I/ we shall remain responsible for the damages which the Corporation may suffer because of such non-compliance.

AND WHEREAS I/we further undertake and agree to indemnify the Corporation of all costs and expenses the Corporation may require to defend any action in this regard to any court of law;

IN WITNESS WHEREOF the Obligors abovementioned put their hands and seal to the said Indemnity Bond on the _____ day of _____ 20 ____

Witness:

(1) _____

(2) _____

(Executants)

SCHEDULE VI
[SEE RULE 13(1) (A)]
FORM OF BUILDING PERMIT

From: The Municipal Commissioner
The Kolkata Municipal Corporation
Kolkata

Dated
Office Ref No, and
date, if any

To.
(Name and address of the applicant)

Subject: Issue of sanction/provisional sanction of erection / re-erection /
addition to or alteration of, the building and issue of Building Permit
Under rule 13(1) (a)

Building Particulars:

Premises No. and Street
.....
Ward No.
Borough No.

Sir,

With reference to your application dated the for the sanction / provisional
sanction under sections 393 / 394 / 396(3) of Kolkata Municipal Corporation Act, 1980, for
erection / re-erection / addition to or alteration of, the building on plot No.
Street, Ward No. Borough No. This Building
Permit is hereby granted subject to the following conditions, namely:-

1. The Building Permit No dated the is valid up to the.....
day of (month)(year).....
2. The Building Permit No dated the is valid for occupancy / use- group.
3. The following restrictions/special conditions under section 405(b)/(c) of the Kolkata
Municipal Corporation Act, 1980
 - (a)
 - (b)
 - (c)
 - (d)
4. The following conditions regarding use if inflammable material -
 - (a)
 - (b)
 - (c)
 - (d)
5. Further conditions -
 - (a)
 - (b)
 - (c)
 - (d)

6. The building/work for which this Building Permit is issued shall be completed within

7. The construction will be undertaken as per sanctioned plan only and no deviation from the Kolkata Municipal Corporation Building Rules, 1990, will be permitted. Any deviation done against Kolkata Municipal Corporation Building Rules, 1990 is liable to be demolished and the supervising Architect/Licensed Building Surveyor engaged on the Job will run the risk of having his license cancelled.

8. One set of the plans and specifications submitted along with the notice under sub-rule (i) of rule 4 duly countersigned is returned herewith.

Yours faithfully,

Municipal Commissioner
(Signature and designation of the officer
to whom powers have been delegated)

Annexure:

Office No

Official Stamp

Dated

SCHEDULE VII
[SEE RULE 13(1) (B)]
FORM OF COMMUNICATION OF REFUSAL OF SANCTION

From: The Municipal Commissioner
The Kolkata Municipal Corporation
Kolkata

Dated
Office Ref No, and
date, if any

To.
(Name and address of the applicant)

Subject: Communication of refusal of sanction under rule 13(1) (b).

Building Particulars:

Premises No. and Street
.....
Ward No.
Borough No.

Sir,

With reference to your application dated the for the sanction / provisional sanction under sections 393 / 394 / 396(3) of Kolkata Municipal Corporation Act, 1980, for erection / re-erection / addition to or alteration of, the building on plot
(Number, Street, Address, Ward No. & Borough No.), the sanction/provisional sanction has been refused under rule 13 of the Kolkata Municipal Corporation Building Rules, 1990.

The ground/ grounds on which the sanction has been refused are annexed herewith.

Yours faithfully,

Municipal Commissioner
(Signature and designation of the officer
to whom powers have been delegated)

SCHEDULE VIII
[SEE RULE 16(1)]
GROUND FOR REFUSAL OF SANCTION/PROVISIONAL SANCTION

From: The Municipal Commissioner
The Kolkata Municipal Corporation
Kolkata

Dated
Office Ref No, and
date, if any

Subject: Refusal of sanction / provisional sanction of erection / re-erection / addition to or alteration of building

Building Particulars:

Premises No. and Street
.....
Ward No.
Borough No.

Sanction/provisional sanction has been refused under rule 13 of the Kolkata Municipal Corporation Building Rules, 1990 on the following ground(s) (mention the ground(s) as specified in rule 16 of the Kolkata Municipal Corporation Building Rules, 1990):

- (1)
- (2)
- (3)
- (4)
- (5)

Office No
Official Stamp
Dated the

.....
Municipal Commissioner
(Signature and designation of the officer
to whom powers have been delegated)

SCHEDULE IX
[SEE RULE 21]
FORM OF NOTICE OF COMMENCEMENT

From: Dated
..... Office Ref. No and date,
(Name and Address of the applicant) If any

To
The Municipal Commissioner
The Kolkata Municipal Corporation Kolkata

Subject: Notice of Commencement under Rule 21 of the Kolkata Municipal Corporation Building Rules, 1990 as per Building permit No. dated the

Building Particulars:

Premises No. and
Street. _____
Ward No _____
Borough No _____

Sir,

I / We hereby give notice that the erection, re-erection of/addition to/alteration of the building on plot Street Ward Borough No. will be commenced on (date) as per Building Permit No. dated, granted by you, under the supervision of Architect/Licensed Building Surveyor, Licence No, class and in accordance with the plans and specification sanctioned.

Yours faithfully,

.....
Signature of the Applicant (s)

Countersigned

.....
(Signature, name, address of the Architect/Licensed Building Surveyor)

SCHEDULE X
FORM OF NOTICE OF COMPLETION OF WORK UP TO PLINTH LEVEL

From:
.....
(Name and Address of the applicant)

Dated
Office Ref. No and date,
If any

To
The Municipal Commissioner
The Kolkata Municipal Corporation Kolkata

Subject: Notice of Completion of work up to the plinth level under Sub-Rule 1 of
Rule 23

Building Particulars:

Premises No. and
Street. _____
Ward No _____
Borough No _____

Sir,

I/We hereby inform you that construction up to the plinth level of plot no., Street
....., Ward Borough No. for which Building Permit has
been issued to me vide your letter no. dated the has been
completed in accordance with the sanctioned plan.

The work may be inspected in pursuance of the provisions of the sub-rule (2) of rule 23 of the
Kolkata Municipal Corporation Building Rules, 1990.

Yours faithfully,

.....
Signature of the Applicant (s)

Countersigned

.....
(Signature, name, address of the Architect/Licensed Building Surveyor)

SCHEDULE XI
[SEE RULE 24(1)]
FORM OF NOTICE OF INSPECTION OF DRAINS AND APPLIANCES CONNECTED
WITH DRAINAGE

From: Dated
..... Office Ref. No and date,
(Name and Address of the applicant) If any

To
The Municipal Commissioner
The Kolkata Municipal Corporation Kolkata

Subject: Inspection of drains and appliances connected with drainage under Rule 24 (1)

Building Particulars: Premises No. and
Street. _____
Ward No _____
Borough No _____

Sir,

I / We hereby give notice of my intention to cover up drainage/ appliances for drainage on (date) at..... (time) in the premises on plot no..... Street..... Ward No Borough No.....and request for inspection of the same.

The work was sanctioned vide letter No..... dated the.....

Yours faithfully,

.....
Signature of the Applicant (s)

Certified that the drainage work in the above premises has been executed under my supervision and the work is in accordance with the sanctioned plan and conforms to the provisions of the Kolkata Municipal Corporation Building Rules, 1990 and the Kolkata Municipal Corporation (Water Supply, Sewerage and Drainage) Regulations, 1984 .

.....
Signature of the Licensed Plumber
.....
(Name and Address of the Licensed
Plumber) (License No.....)

SCHEDULE XII
[SEE RULE 26]
FORM OF NOTICE OF COMPLETION

From:
.....
(Name and Address of the applicant)

Dated
Office Ref. No and date,
If any

To
The Municipal Commissioner
The Kolkata Municipal Corporation Kolkata

Subject: Notice of completion under Rule 26

Building Particulars:

Premises No. and
Street. _____
Ward No _____
Borough No _____

Sir,

I/We hereby give notice that the erection/ re-erection/addition to/alteration of the building on plot..... Street.....Ward No Borough No..... has been completed according to the plans sanctioned vide Building Permit No dated

I/We have to request you to arrange for the inspection and for the issue of an occupancy certificate.

Yours faithfully,

.....
Signature of the Applicant (s)

Countersigned

.....
(Signature of the Architect/Licensed Building Surveyor)

.....
(Name, address and License No. of the Architect/Licensed Building Surveyor)

Enclosure:

(1) Three sets of the building plans marked as 'Completion Plans' signed by the applicant and the Architect/ Licensed Building Surveyor, one set of which is cloth bound (clearly stating the occupancy and use-group for which the building or the work has been sanctioned).

(2) Structural stability certificate signed by Empanelled Structural Engineer countersignature by the Architect/ Licensed Building Surveyor.

(3) Fire Safety Certificate issued under the West Bengal Fire Services Act, 1950 or the rules made thereunder.

(4) Certificate under clause (a) of sub-rule (3) of rule 26.

- (5) Certificate from Municipal Commissioner under clause (h) of sub-rule (3) of rule 26.
- (6) Certificate from electric supply undertaking under clause (c) of sub-rule (3) of rule 26.
- (7) A certificate pertaining to lift installation, if any.
- (8) Other certificates (mention the nature of other certificates).

Note: Enclose items which are necessary.

Form of the Structural Stability Certificate

We hereby certify that the erection/re-erection /addition to /alteration of building on plotStreetWard No Borough No has been supervised by me and has been completed wholly/in part on(date) according to the plans sanctioned vide Building Permit No.dated

The work has been completed in accordance with the sanctioned plan and to our best satisfactions. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specifications. No provisions of Kolkata Municipal Corporation Act, 1980 and the Kolkata Municipal Corporation Building Rules, 1990 have been violated in course of the work. The building is structurally safe and fit for use for which it has been erected/re-erected/altered/added to

.....
 Signature of the Structural Engineer
 (Name, address and empanelment No
 of the Structural Engineer.

.....
 Signature of the Architect /
 Licensed Building Surveyor

.....
 Name, address and License No.
 of the Architect / Licensed
 Building Surveyor)

SCHEDULE XIII
[SEE RULE 13(l) (B)]
FORM OF COMPLETION CERTIFICATE

From: The Municipal Commissioner
The Kolkata Municipal Corporation
Kolkata

Dated
Office Ref No, and
date, if any

To :
.....
(Name and address of the applicant)

Subject: Grant of Occupancy Certificate under sub rule (2) of rule 27

Building Particulars:

Premises No. and Street
.....
Ward No.
Borough No.

Sir,

With reference to your notice dated the I hereby certify that the building as per description below on plot..... Street..... Ward No Borough No datedhas been inspected with reference to the planning parameters given in chapter VIII to Chapter XIV of the Kolkata Municipal Corporation Building Rules, 1990. On the basis of the same and on the strength of the Structural Stability Certificate, this building is certified to be fit for occupation.

Description of Construction, Use and Conditions, if any

One set of building plans with endorsement "Approved Completion Plan" is returned herewith (where required).

Yours faithfully,

Municipal Commissioner
(Signature and designation of the officer
to whom powers have been delegated)