



West Bengal Industrial Infrastructure Development Corporation  
(Established under West Bengal Act XXV of 1974)  
Block DJ, Plot No. 10, Sector II, Salt Lake City, Kolkata 700 091

No. Infra / Gen/1L-H.O.-1/2017 (Pt II)/2442

December 19, 2018

**NOTIFICATION**

In view of Easing Business, the need of providing various services in industrial Parks and estates of WBIIDC was under active consideration of the State Government for some time. For successful implementation of the initiative and in order to place a regulatory mechanism for the purpose, following procedure and checklist shall be followed while granting intimation for plinth level completion & occupancy certificate.

**A. Inspection Procedure for plinth level Completion:**

**Step-1:** Applicant shall intimate about the completion of building up to the plinth level in prescribed form no. 7 [Form for Certificate of Completion of Work up to plinth Level] duly signed, enclosing Certified Completion Drawing up to plinth level, following requirements mentioned in WBIIDC Building Regulations, 2016 in e-District portal (<https://edistrict.ct.wb.gov.in>). Upon intimation the applicant and the concerned authority will get a notification through SMS and over e-mail.

**Step-2:** On receipt of the notification through SMS and over e-mail the concerned authority will make a preliminary check through the online system and will allocate inspector within 1 day.

**Step-3:** The concerned authority shall fix up the date of inspection, which shall not be later than 4 days from the date of intimation by the applicant. Intimation about the date of inspection will reach to the applicant two days prior through SMS & over e-mail through e-district portal.

**Step-4:** The inspection report will then be uploaded within 48 hours (forty eight) from the date of holding joint inspection in the e-district web portal and intimation will be sent to the applicant through SMS and over e-mail.

**Step-5:** If it is found in the inspection report that, everything is in order; the concerned authority shall inform the applicant to resume construction work by issuing a digitally signed certificate, otherwise ask the applicant through online system to make necessary rectification as per inspection report.

**B. Inspection Procedure for Occupancy Certificate:**

**Step-1:** intending applicant shall apply in prescribed form no. 9/11(as applicable) of WBIIDC Building Regulations, 2016 along with relevant certificates and drawings including completion drawings for occupancy certificate duly signed in e-district portal (<https://edisrict.wb.gov.in>) and shall upload the same for verification. Upon submission, the applicant and the concerned authority will get a notification through SMS and over e-mail.

**Step-2:** Notification to be forwarded to concerned authority through online system.

**Step-3:** Upon receipt of notification on submission of application by the applicant, concerned authority shall verify the uploaded documents submitted by the applicant. In case the documents are found non-satisfactory by the concerned authority the application shall be returned back in the e-district portal to the applicant mentioning the reason and for re-submission with necessary compliances following the procedure mentioned in step 1. The applicant shall get notification for this purpose through SMS and e-mail.

**Step-4:** If every document is found satisfactory then the concerned authority shall fix up a date of joint inspection as per the risk category of buildings which shall not be later than 3 days from the date of receipt of all documents. Intimation will reach to the concerned departments and the applicant through SMS and over e-mail through e-district portal.

**step-5:** After holding joint inspection in presence of the officials of the departments concerned and the applicant, report shall be uploaded within 2 (two) days from the date of joint inspection in the e-district web portal and an intimation will be sent to the applicant through SMS and over e-mail.

**step-6:** In case the building is considered fit for occupancy, approval with digital signature shall be issued through the e-district portal.

If any of the scheduled date is a Government holiday then the immediate next working day will be the timeline for this purpose.


#### **C. CHECKLIST OF DOCUMENTS FOR SUBMISSION**

**For Issuance of Certificate of Completion of Work up to plinth Level:** Completion notice of building up to the plinth level in prescribed form no. 7 [Form for Certificate of Completion of Work up to plinth Level] duly signed enclosing Certified Completion Drawing up to plinth level along with approved building plan.

**For Issuance of Occupancy Certificate:** relevant certificates and drawings including completion drawings for occupancy certificate duly signed by competent authorities as per requirements of WBIIDC Building Regulations, 2016

**D. Further it is also mandated that the above inspection procedure and checklist only shall strictly be followed while granting Plinth Level Completion certificate & Occupancy Certificate.**

This order is issued with the approval of appropriate authority.


  
(Vandana Yadav)  
Chief Executive Officer

**No. Infra / Gen/1L-H.O.-1/2017 (Pt II)/2442**

**December 19, 2018**

Copy forwarded for information to:

1. The Additional-Chief-Secretary, Information Technology & Electronics Department, Government of West Bengal
2. The Additional-Chief-Secretary, Industry, Commerce and Enterprises Department, Government of West Bengal
3. The Additional-Chief-Secretary, Department of Power and Non-conventional Energy Sources, Government of West Bengal
4. The Principal Secretary, Urban Development & Municipal Affairs Department, Government of West Bengal
5. The Secretary, Department of Fire & Emergency Services, Government of west Bengal
6. The Managing Director, WBIDC Ltd.
7. The Secretary, WBIIDC
8. The Chief Electrical Inspector, Directorate of Chief Electrical Inspectorate
9. The Chief Engineer, Municipal Engineering Directorate
10. The Superintending Engineer, WBIIDC
11. The Executive Engineer(Civil), Building Cell, WBIIDC

  
(Vandana Yadav)  
Chief Executive Officer



**FORM 9**  
**For Buildings of Low & Moderate Risk**  
**APPLICATION FOR PERMISSION TO OCCUPY**

**From:**

\_\_\_\_\_  
 \_\_\_\_\_

**To:**

\_\_\_\_\_  
 \_\_\_\_\_

**Sir,**

I/ we hereby give you notice that the building / part of building described below and sanctioned vide your order no. \_\_\_\_\_ dated \_\_\_\_\_ has been completed on \_\_\_\_\_ in all respect according to the sanctioned plans and the structural design made for the same and the suggested modifications have been carried out.

**Description of the building**

Plot No. \_\_\_\_\_ in \_\_\_\_\_ Industrial Growth Centre / park of WBIIIDC in the district of \_\_\_\_\_, West Bengal, at Mouza \_\_\_\_\_ J.L. No. \_\_\_\_\_, Dag no. \_\_\_\_\_

Name of the lease holder \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail \_\_\_\_\_

Complete address of the lease holder \_\_\_\_\_

2. The modifications made to the building plans and carried out at site during the course of construction are submitted herewith :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Corresponding to the above medications made in the building plans, the necessary amendments were also carried out in the structural design and implemented at site.

4. Completion Certificate from the Architect / Engineer who supervised the construction of the building is submitted herewith.

5. Kindly issue an Occupation Certificate as required by Building Regulations for Industrial Growth Centres, Parks & Estates in West Bengal, 2016.

Date : \_\_\_\_\_

**Signature of the Applicant / Lease holder**

(No digital signatures are required)

**Signature of the Architect / Engineer supervising the construction at site**

Complete Address

E-mail address

Mobile No.



**FORM 10**  
**For Buildings of Low & Moderate Risk**  
**COMPLETION CERTIFICATE BY AN ARCHITECT**

I do hereby certify:

1. That the following work has been supervised by me and has been completed to my satisfaction in accordance with sanctioned plan.
2. That the workmanship and the whole of the materials used are good; that no provision of Building Regulations for Industrial Growth Centres, Parks & Estates in West Bengal ,2016 and no requisition made, conditions prescribed or order issued there under has been violated in the course of the work.

Details of construction (on floor-wise along with covered area on each floor)

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**Description of the building :**

Plot No. \_\_\_\_\_ in \_\_\_\_\_ Industrial Growth Centre / park of WBIIDC in the district of \_\_\_\_\_, West Bengal, at Mouza \_\_\_\_\_ J.L. No. \_\_\_\_\_, Dag no. \_\_\_\_\_

Dated

**Signature of the Architect**

- I. Complete Address
- II. E-mail address
- III. Mobile No.

**Enclosure : Certified Completion Drawing in Triplicate**



**FORM 11**  
**For Buildings of High Risk**  
**APPLICATION FOR PERMISSION TO OCCUPY**

**From:**

\_\_\_\_\_  
 \_\_\_\_\_

**To:**

The Chief Executive officer  
 WBIIDC, DJ-10, Sector II, Saltlake City,  
 Kolkata 700 019

**Sir,**

I/ we hereby give you notice that the building / part of building described below and sanctioned vide your order no. \_\_\_\_\_ dated \_\_\_\_\_ has been completed on \_\_\_\_\_ in all respect according to the sanctioned plans and the structural design made for the same and the suggested modifications have been carried out.

**Description of the building**

Plot No. \_\_\_\_\_ in \_\_\_\_\_ Industrial Growth Centre / park of WBIIDC in the district of \_\_\_\_\_, West Bengal, at Mouza \_\_\_\_\_ J.L. No. \_\_\_\_\_, Dag no. \_\_\_\_\_

Name of the lease holder \_\_\_\_\_  
 Mobile No. \_\_\_\_\_  
 E-mail \_\_\_\_\_

Complete address of the lease holder \_\_\_\_\_

3. The modifications made to the building plans and carried out at site during the course of construction are submitted herewith :

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 3. Corresponding to the above medications made in the building plans, the necessary amendments were also carried out in the structural design and implemented at site.
- 4. Completion Certificate (Form 10) from the Architect / Engineer who supervised the construction of the building is submitted herewith.
- 5. Kindly issue an Occupation Certificate as required by Building Regulations for Industrial Growth Centres, Parks & Estates in West Bengal, 2016.

Date : \_\_\_\_\_

**Signature of the Applicant / Lease holder**  
 Complete Address  
 E-mail address

**Signature of the Architect**  
 Complete Address  
 E-mail address  
 Mobile No.

**Signature of the Engineer**  
 Mobile No.



**FORM 12**  
**For Buildings of Higher Risk**

Completion Certificate by an Architect / Engineer in respect of building on :

Plot No. \_\_\_\_\_ in \_\_\_\_\_ Industrial Growth Centre / park of WBIIDC in the district of \_\_\_\_\_, West Bengal, at Mouza \_\_\_\_\_ J.L. No. \_\_\_\_\_, Dag no. \_\_\_\_\_

Name of the lease holder \_\_\_\_\_

Complete address of the lease holder \_\_\_\_\_

It is hereby certified that the above work has been supervised by me and has been completed to my satisfaction in accordance with the sanctioned building plans and its structural design. The workmanship and all the material used for construction meet the specifications laid down in the national Building Code. No provision of the Building Regulations for Industrial Growth Centres, Parks & Estates in West Bengal, 2016 and no Regulations made, conditions prescribed or order issued there under has been transgressed in the course of the work.

Dated

**A. Signature of the Architect**

- a. Complete Address
- b. E-mail address
- c. Mobile No.

and

**B. Signature of the Engineer supervising the construction at site**

- d. Complete Address
- e. E-mail address
- f. Mobile No.

**Enclosure : Certified Completion Drawing in Triplicate**



**FORM 13**  
**FORM OF OCCUPATION CERTIFICATE**

**From:**

The Chief Executive officer,  
WBIIDC, DJ-10, Sector II,  
Saltlake City, Kolkata 700 091

**To:**

\_\_\_\_\_  
\_\_\_\_\_

Memo No

Dated the \_\_\_\_\_

With reference to your notice of completion dated \_\_\_\_\_, I hereby certify that the building as per description below and certified plans of \_\_\_\_\_ whose Bldg. plans were sanctioned vide letter No. \_\_\_\_\_ dated \_\_\_\_\_, the NOC has been approved on \_\_\_\_\_. The site has been inspected with reference to Building Regulations, hygienic and sanitary conditions inside and in the surroundings and is declared fit for occupation.

The approving Authority approves Architectural Drawings/Development Control norms with respect to the Building Regulations only. The technical drawings/documents submitted by the owner/consultant/Architect/Engineer/Structural Engineer/Landscape Architect /Urban Designer/Engineer for Utility Services are considered as part of the records/information supporting the building permit only. The responsibility of the correctness of information/application of technical provisions fully vests with the owner/consultant/ Architect/Engineer/Structural Engineer/Landscape Architect /Urban Designer/Engineer for Utility Services and shall be liable as per laws.

The structural stability of the building is based on the certificate given jointly by the Owner/Architect/ Structural Engineer & Proof Consultant along with one set of Structural Drawings, incorporating therein the provisions of Structural Safety as specified in the relevant prevailing IS Codes/Standards/Guidelines stated in this Regulations. For the fire-safety clearances are to be obtained from respective authority of the fire Department, Govt. of West Bengal. The Authority /Local Body shall not have any responsibility for any loss caused to the building from any natural hazard / calamity.

Completion Certificate is issued for Plot No. \_\_\_\_\_ as per enclosed drawings.

**Competent Authority**



**FORM 14**  
**Form of Rejection on respect of Occupancy Certificate**

**From:**

**The Chief Executive officer,**  
WBIIDC, DJ-10, Sector II,  
Saltlake City, Kolkata 700 091

**To:**

\_\_\_\_\_  
\_\_\_\_\_

Memo No

Dated the \_\_\_\_\_

Dear Sir / Madam,

- 1) With reference to your letter dated \_\_\_\_\_
- 2) With reference to your notice of completion dated \_\_\_\_\_
- 3) In continuation of this office letter of even no. \_\_\_\_\_ dated on the subject noted above, I am directed to inform you that your case has been examined and occupancy certificate is rejected for the reasons as given below:-

I am directed to request you to comply with the following: -

(a) SUBMISSION OF THE FOLLOWING DOCUMENTS

- (1)
- (2)

(b) RECTIFICATION OF THE FOLLOWING DEVIATIONS

- (1)
- (2)

**Competent Authority**