



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

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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