

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION
(A Government Of Maharashtra Undertaking)

CIRCULAR

No. MIDC/CP/C55161 /2017

Date : 13.07.2017

Subject : Guidelines for Inspection while issuing Building Permission/Construction permit by SPAs

- A) Computerized system for identifying Buildings for proposed inspection based on risk assessment with Computerized allocation of Site Inspector,**
- B) Procedure for site inspection**
- C) Online submission of Site inspection report within 48 Hours**

For expediting procedure of building plan approval in MIDC Areas, It is decided to implement Building Plan approval through Web Based Software solution (Auto-DCR) integrated with Single Window Clearance (SWC). M/s SOFTTECH has been appointed for implementation of Auto-DCR and Auto-DCR Cell is established by MIDC .This system is functioning from 10th February 2016.

AutoDCR - unique and innovative solution provided by Soft-Tech for automation of Building Plan Approval, reading CAD drawings and mapping them to development control regulations of approving authorities. AutoDCR is seamlessly integrated to online Approval Workflow to monitor the approval process with associated Document Scrutiny. Building plan Approval management system (BPAMS) is established by introducing (Auto DCR) system. Auto DCR software reads CAD drawing submitted by Architects and automatics produce the deviation report based on MIDC development control 2009 prescribed by MIDC.

As per the MIDC 371th th Board Meeting held on 21st June 2017 it is resolved that only buildings with high risk will be selected for inspection based on computerised allocation for Inspectors. Hereafter all SPAs /Fire officers /Inspectors should note that only buildings with high risk will be inspected.

1. Computerized system for identifying Building for proposed inspection based on the Risk Assessment with computerized allocation of Site Inspector

High risk Buildings are classified based on height, use of building total built-up area, type of structures. Low Risk and Medium Risk Buildings will be exempted from site inspection.. Plot owners (Applicant) will submit an online Building Permission application. The details furnished will be the plot information (available from LMS), Architect details along with the proposed AutoCAD plan (prepared by appointed Architect). According to the decision and mandate finalised by MIDC Board, Low and Medium Risk Buildings are exempted from Inspection ,for low risk building self certification will be done by the owner and medium risk building will be certified by qualified Architect/Structural Engineer/Licensed Fire Agencies. High Risk Buildings will be selected for inspection.

The submitted proposal by Applicant will be endorsed by the appointed Architect. This will enable Architect to operate and perform through his BPAMS login for required actions based on above classification of cases, inspection will be carried out only for High Risk Buildings, while issuing Building Permission Certificate.

2. Process for Site Inspection

Step 1: After computerized allocation of site inspector, the concerned person shall carry out site inspection as per the risk based classification. Low Risk and Medium Risk Buildings will be exempted from site inspection.

Step 2: SPA shall verify the site as per the documents submitted by applicant from concerned Regional Office

Step 3: SPA shall upload the report accordingly on BPAMS portal & recover compounding charges if applicable

Step 4 : SPA shall verify the required documents for Building Plan Approval and process to issue commencement certificate and approval to the Building Plans .

Joint Inspection will be carried out by concerned Special Planning Authority, Fire Department, Engineering ,Planning, Water Department, Land Survey, Tree Officer and other internal Department (if required) responsible for granting development /construction permit in MIDC Areas. All concerned departments are requested to take a note of this.

3. Online submission of Site inspection report within 48 Hours

On line Submission and Uploading of Inspection Report on MIDC Website within 48 Hours is Mandatory for all Inspectors also it will be assured by Competent Authority MIDC that same Inspector will not inspect the same establishment /customer twice consecutively.

- The Low risk industries (buildings) will be exempted from inspections or allowed self certification by Owner in the enclosed format **Form 1**
 - Medium risk industries (buildings) will be allowed third-party certification such as Architect/Structural Engineer/Licensed Fire Agencies in the enclosed format **Form 2**.
 - High risk industries (buildings) will be selected for inspection by computerized risk assessment system based on owner's application and designated inspector will inspect the site based on selection of inspector by computerized allocation system. in the enclosed format **Form 3**.
4. It is hereby directed that all SPA should upload the site inspection report of last two years which can be viewed and downloadable to concerned establishments.

Earlier Circular No MIDC/CP/B38510 dated 19/04/2017 related to Building permission (Pre-Construction and Post-Construction) is cancelled and all SPAs & Fire Officers shall follow the guidelines and instructions and take necessary action from date of issuance of the circular.

**Chief Planner
MIDC, Mumbai-93**

Copy submitted to Chief Executive Officer, MIDC, Mumbai-93 for favour of information please

Copy f.w.c.s. to HOD's in MIDC for information.

Copy f.w.c.s. to Chief Engineers in MIDC for information.

Copy to all SEs in MIDC for information.

Copy to All Jt. CAOs / Dy. CAOs for information.

All Executive Engineers in MIDC

All SPAs in MIDC.

All DFOs in MIDC.

Copy to guard file

FORM 1
SITE INSPECTION FORMAT FOR APPROVAL OF BUILDING PLANS
(Low Risk Buildings) to be signed by Owner

Name of Industrial Area :-.....
SPA Division Office :-.....
Plot Number :-.....
Name of Site Inspector :-.....
Assigned Date of Inspection :-.....
Actual Date of Inspection on Site :-.....

Sr. No.	Items	Details to be filled by the assigned Site Inspector	Remarks
1	Name of allottee		
2	Plot number		
3	Plot area in sq.m.		
4	Date of possession		
5	Whether plot boundary is as per demarcation done by RO office?		
6	Property Type (Shed, Gala, Plot etc)		
7	Type of Industrial Use *(Warehouse Godown & Industrial activities listed in B-1 & B-2 of attached schedule -1 IT, BT & NT)		*Accompaniment to Schedule -1 of MIDC's Circular No. MIDC/CP/C01690/2016 dated 29/06/2016
8	Encroachment on site (Yes/No) If yes, then provide details of the same.		
9	Is there any Neighbourhood hazard/ Nuisance present onsite?		*Please refer Annexure-A Table-D of MIDC's Circular No. MIDC/CP/C01690/2016 dated 29/06/2016
10	Approach Road Width in Meter		
	Approach Road 1		
	Approach Road 2		
11	Road width charges applicable (Yes/No)		

Earlier approval details in case of extension to the existing building			
12	Previous building plan approval date		
13	Existing Land Use		
14	Existing BUA in sq.m.		
15	Existing FSI Consumed		
16	Number of existing basements		
17	Use of existing basements		
18	Approved building height in Meter		
19	Floors up to which building plans are approved		
20	Floors up to which BCC/OC issued.		
21	Open Spaces Adequacy		

	Front open spaces as per standards (Yes/No)		
	Side open spaces as per standards (Yes/No)		
22	Fire NOC obtained (Yes/No)		
23	Tree NOC obtained (Yes/No)		
24	List of Structures in marginal open space		
25	MPCB Clearance (Yes/No) Consumer No.		
26	Water Connection (Yes/No) Consumer No.		
27	Sewage Connection (Yes/No) Consumer No.		
28	Whether Septic tank /soak pit drainage line is provided as per approved plan?		

Other Details			
29	Number of Tree cutting		
30	Number of Tree plantation		
31	Whether RCC pipe is provided below the approach road?		
32	Details of compound wall		
33	Whether there is construction done without approval?		
34	Whether there is Nalla or physical features on the site?		
35	Whether HT line is passing through the plot? If yes adequate margin is left or not?		
36	Whether there is any reservation on plot?		
37	Whether the plot located within CRZ?		
38	Whether the plot is located within Heritage Structure/Heritage precinct?		
39	Whether the plot is located within prohibited/ restricted/ buffer zones?		

Remarks:.....
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Declaration: I hereby declare that the information for Plot no.....in
.....Industrial Area as mentioned above is true.

Date:

Place:

Name of owner and Signature

Signature

FROM 2

SITE INSPECTION FORMAT FOR APPROVAL OF BUILDING PLANS

Medium Risk Buildings(To be certified by the Architect/Engineer/L.F,A

Name of Industrial Area :-.....
SPA Division Office :-.....
Plot Number :-.....
Name of Site Inspector :-.....
Assigned Date of Inspection :-.....
Actual Date of Inspection on Site :-.....

Sr. No.	Items	Details to be filled by the assigned Site Inspector	Remarks
1	Name of allottee		
2	Zone/Land Use (Industrial, Commercial, Open Space, Biotech, Floriculture etc)		
3	Plot number		
4	Plot area in sq. m.		
5	Date of possession		
6	Whether plot boundary is as per demarcation done by RO		
7	Property Type (Shed, Gala, Plot etc)		
8	Type of Industrial Use *(Warehouse Godown & Industrial activities listed in B-1 & B-2 of attached schedule - 1 IT, BT & NT)		* Please refer Schedule -1 of MIDC's Circular No. MIDC/CP/C01690/2016 dated 29/06/2016
9	Encroachment on site (Yes/No) If yes then provide details of the same.		
10	Is there any Neighbourhood hazard/ Nuisance present onsite?		*Please refer Annexure-A Table-D of MIDC's Circular No. MIDC/CP/C01690/2016 dated 29/06/2016
11	Approach Road Width in Meter		
	Approach Road 1		
	Approach Road 2		
12	Road width charges applicable (Yes/No)		
13	Whether the plot is levelled or contoured		

Earlier approval details in case of extension to the existing building			
14	Previous building plan approval date		
15	Existing Land Use		
16	Existing type of production/use (IT, Pharma, Textile, School, Institute etc)		

17	Existing BUA in sq.m.		
18	Existing FSI Consumed		
19	Number of existing basements		
20	Use of existing basements		
21	Approved building height in Meter		
22	Floors up to which building plans are approved		
23	Floors up to which BCC /OC issued.		
24	Open Spaces Adequacy		
	Front open spaces as per standards (Yes/No)		
	Side open spaces as per standards (Yes/No)		
25	Fire NOC obtained (Yes/No)		
26	Tree NOC obtained (Yes/No)		
27	List of Structures in marginal open space		
28	MPCB Clearance (Yes/No) Consumer No.		
29	Water Connection (Yes/No) Consumer No.		
30	Sewage Connection (Yes/No) Consumer No.		
31	ETP Member (Yes/No)		
32	Whether Septic tank /soak pit drainage line is provided as per approved plan?		

Other Details			
33	Details of 10% Open space if applicable?		
34	Details of 5% Amenity area if applicable?		
35	Number of Tree cutting		
36	Number of Tree plantation		
37	Whether RCC pipe is provided below the approach road?		
38	Whether NOC of water charges is obtained?		
39	Details of compound wall		
40	Whether there is construction done without approval?		
41	If the layout lies in the hill area, CRZ, etc. area – Specific remarks?		
42	Whether there is Nalla or physical features on the site?		
43	Whether HT line is passing through the plot? If yes		

	adequate margin is left or not?		
44	Whether there is any reservation on plot?		
45	Whether the plot located within CRZ?		
46	Whether the plot is located within Heritage Structure/Heritage precinct?		
47	Whether the plot is located within prohibited/ restricted/ buffer zones?		

Remarks:.....
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Declaration:

I hereby declare that the information for Plot no
in.....Industrial Area as mentioned above is true.

Date:

Place:

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Signature
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Registration No of Architect/Structural Engineer/Licensed Fire Agencies
Name of the Architect/Structural Engineer/Licensed Fire Agencies

FORM 3

SITE INSPECTION FORMAT FOR APPROVAL OF BUILDING PLANS

High Risk Buildings(to be submitted by designated inspector of MIDC)

Name of Industrial Area :-.....

SPA Division Office :-.....

Plot Number :-.....

Name of Site Inspector :-.....

Assigned Date of Inspection :-.....

Actual Date of Inspection on Site :-.....

Sr. No.	Items	Details to be filled by the assigned Site Inspector	Remarks
1	Name of allottee		
2	Zone/Land Use (Industrial, Commercial, Open Space, Biotech, Floriculture etc)		
3	Plot number		
4	Plot area in sq.m.		
5	Date of possession		
6	Whether plot boundary is as per demarcation done by RO Office?		
7	Property Type (Shed, Gala, Plot etc)		
8	Type of Industrial Use *(Warehouse Godown & Industrial activities listed in B-1 & B-2 of attached schedule - 1 IT, BT & NT)		*Please refer Schedule -1 of MIDC's Circular No. MIDC/CP/C01690/2016 dated 29/06/2016
9	Encroachment on site (Yes/No) If yes then provide details of the same.		
10	Is there any Neighbourhood hazard/ Nuisance present onsite?		*Please refer Annexure-A Table-D of MIDC's Circular No. MIDC/CP/C01690/2016 dated 29/06/2016
11	Approach Road Width in Meter		
	Approach Road 1		
	Approach Road 2		
12	Road width charges applicable (Yes/No)		
13	Whether the plot is levelled or contoured		

Earlier approval details in case of extension to the existing building

14	Previous building plan approval date		
15	Existing Land Use		
16	Existing type of production/use (IT, Pharma,		

	Textile, School, Institute etc)		
17	Existing BUA in sq.m.		
18	Existing FSI Consumed		
19	Number of existing basements		
20	Use of existing basements		
21	Approved building height in Meter		
22	Floors up to which building plans are approved		
23	Floors up to which BCC/OC issued.		
24	Open Spaces Adequacy		
	Front open spaces as per standards (Yes/No)		
	Side open spaces as per standards (Yes/No)		
25	Fire NOC obtained (Yes/No)		
26	Tree NOC obtained (Yes/No)		
27	List of Structures in marginal open space		
28	MPCB Clearance (Yes/No) Consumer No.		
29	Water Connection (Yes/No) Consumer No.		
30	Sewage Connection (Yes/No) Consumer No.		
31	ETP Member (Yes/No)		
32	Whether Septic tank /soak pit drainage line is provided as per approved plan?		
33	Whether there is construction done without approval?		

Other Details			
34	Details of 10% Open space if applicable?		
35	Details of 5% Amenity area if applicable?		
36	Number of Tree cutting		
37	Number of Tree plantation		
38	Whether RCC pipe is provided below the approach road?		
39	Whether NOC of water charges is obtained?		
40	Details of compound wall		
41	If the layout lies in the hill area, CRZ, etc. area – Specific remarks.		
42	Whether there is Nalla or physical features on the site?		
43	Whether HT line is passing through the plot? If yes adequate margin is left.		

44	Whether there is any reservation on plot?		
45	Whether the plot located within CRZ?		
46	Whether the plot is located within Heritage Structure/Heritage precinct?		
47	Whether the plot is located within prohibited/ restricted/ buffer zones?		

Remarks:.....
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Declaration:

I hereby declare that the information for Plot no.....in
.....Industrial Area as mentioned above is true.

Date:

Place:

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Signature
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Name & Designation of the Site Inspector