**MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION**
(A Government of Maharashtra Undertaking)

## <u>CIRCULAR</u>

No. MIDC/CP/ **C55146** /2017
Date: **13.07.2017**

**Subject: Guidelines for Procedure, Checklist of Documents and Time Limit for issuing Building Completion, Occupancy Certificate to SPAs**

For expediting procedure of building plan approval and completion certificate 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 $10^{th}$ 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.

In this regards these issues were discussed in MIDC $371^{th}$ Board meeting held on $21^{st}$ June 2017 and decided that Building Completion Certificate shall be issued by online only and it further decided that Building Completion Certificate shall be issued within 15 days. Therefore, it is necessary to issues guidelines regarding procedure and checklist of documents and time limit for issuing time limit for issuing Building Completion, Occupancy Certificate to SPAs as under,

1. **Procedure, Checklist of Documents for issuing Building Completion and Occupancy Certificate to SPAs**

   a. **Documents required for issuing Occupancy Certificate:** (to be submitted by the applicant)

   * Online Application for Building Completion Certificate.
   * Plinth Checking Certificate (if required)
   * Architects Application for OC/Part OC
   * Form no. 8 of Building completion certificate by Architect with Valid license copy

- Form No. 14, Certificate of structural Stability with valid license copy of structural Engineer
- Final Fire NOC from MIDC Fire dept with Certificate of Licensed Fire Agency
- Certificate of completion of sanitation& plumbing work with valid license copy.
- Undertaking on company's letterhead for 24 Hrs storage water suppy.
- MPCB's Consent to operate
- No Dues Certificate for water and service charges
- Factory Act registration if applicable
- NOC from Food/Drugs Dept if applicable.
- Indemnity bond on Rs. 100 stamp paper in case of Part Occupancy
- Copy of Building plan approval and set of approved Fresh/As Built plans
- Extension Letter from Regional Officer if applicable
- Site Inspection report by Plot Owner in case of Low Risk Buildings/ by Architect or Structural Engineer and Licensed Fire Agencies in case of Medium Risk Buildings.

**b. Process steps for obtaining Occupancy Certificate:**

**Step 1-** Applicant is required to submit online application to MIDC SWC Portal and written notice as per clause no. 10.2 (f) of DCR 2009 regarding completion of the development in Form No. 8 enclosed in MIDC DCR, 2009, duly signed by the Registered Architect and is submitted to concerned SPA.

**Step 2-** The proposal will be automatically forwarded to concerned Fire Officer for issuance of Final Fire NOC on the same date of online application by Owner. Concerned Fire Officer shall issue Final Fire NOC within 15 days from the date of online application

**Step 3-** The architect/applicant has to submit all mandatory documents along with the as-built plans & upload online

**Step 4-** i) Joint inspection shall be carried out by Fire department and SPA for High, Risk Buildings within 7 working days from issuance of Fire NOC. Site Inspection report shall be uploaded within 48 hours after inspection.

ii) Site inspection is to be done to determine whether the building is as per the approved plans and is as per norms of MIDC DCR-2009 and if the structure violates the regulations of MIDC, DCR-2009/ found deviation in approved Building Plans then compounding charges shall be levied wherever applicable.

**Step 5-** Occupancy certificate will be issued to the applicant subject to condition of payment of all charges and submission of all mandatory documents.

2. Applicant through its Architect and Structural Engineer shall submit the Building Completion Certificate in the form no 08 given in the Part V of the Appendices at page no

132 of the Development Control Rule of MIDC 2009 and SPA MIDC shall issue the occupancy certificate in the format as prescribed in DCR MIDC 2009 along with details of Buildings constructed on site in terms of Plot Area, BUA, GC and FSI consumed etc.

**3. To Issue Building Completion Certificate /Occupancy Certificate with Digital Signature and uploading on website.**

All Building Completion Certificate/Occupancy Certificate shall be issued by digital signature only and issued completion certificate will be made available on Website and provision shall be made for downloading.Similarly all SPA's are directed to upload the Occupancy Certificate issued by them within last two years on MIDC Website.

**4. Time Limit for Issuing Building Completion, Occupancy Certificate**

The Time limit for issuance of Completion/Occupancy Certificate will be 15 Days from the date of application.

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

**Flow Chart for Obtaining Occupancy Certificate by SPA after obtaining Building Completion Certificate from Architect (OC to be issued within 15 days)**

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                                 For plots above 5000sqm,
                                 Proposed ht. of building above 15m
                                 All red category industries
                                 All Commercial plots
                                                              ┌─────────────────────────┐         ┌─────────────────────┐
                                                              │ 2a.Fire Department      │────────▶│ 3.Architect         │
┌──────────────────────────┐                                 │ For Issuance of Final   │         │ Payment of fees     │
│ 1. Plot owner Select     │─────────────────────────────────│ Fire NOC               │◀────────│ Submission of       │
│    & Send to SPA          │                                 │ Within 7 working days   │         │ Documents           │
└──────────────────────────┘                                 │ from submission         │         └─────────────────────┘
            │                    For plots below 5000sqm,    └─────────────────────────┘                   ▲
            │                    where local fire officer    ┌─────────────────────────┐                   │
            │                    is not available            │ 2b.SPA                  │◀──────────────────┘
            │                                                 │       ↓                 │         ┌─────────────────────┐
            │                                                 │ 4.Joint Site Inspection │◀────────│ 4a.Recovery of      │
            │                                                 │ Site Inspection for High,│        │ Compounding and other│
            │                                                 │ Medium & Low Risk       │         │ Charges if applicable│
            │                                                 │ Buildings within 8      │         └─────────────────────┘
            │                                                 │ working days from       │
            │                                                 │ issuance of Fire NOC    │
            │                                                 │ Site Inspection reports │
            │                                                 │ need to be uploaded     │
            │                                                 │ within 48 hours after   │
            │                                                 │ inspection              │
            │                                                 └─────────────────────────┘
            │                                                           │
            │                                                 ┌─────────────────┐
            └─────────────────────────────────────────────── │ 5. Issue OC     │
                                                              └─────────────────┘
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