

**MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION**

(A Government Of Maharashtra Undertaking)

**CIRCULAR**

No. MIDC/CP/ C55139 /2017

Date : 13.07.2017

**Subject: Guidelines for Procedure, Checklist of Documents and Time Limit for issuing Building Permission/Construction permit to SPAs**

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 SoftTech 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<sup>th</sup> Board meeting held on 21<sup>st</sup> June 2017 and decided that, Building Plan Approval Certificate shall be issued by online only and it further decided that Building Plan Approval Certificate shall be issued within 30 days.

Therefore, it is necessary to issue guidelines regarding Procedure and Checklist of Documents and Time Limit for issuing Building Plan approval Certificate to SPAs is as under,

**1. Procedure and Checklist of documents for issuing Building Permission/Construction permit to SPAs**

**a) Documents required for Building Plan Approval:** (to be submitted by the applicant)

- Copy of Lease Agreement/Ownership documents & possession receipt
- Measurement (demarcation) Plan by surveyor
- Appointment letter of Licensed Architect, Structural Engineer and Plumber
- Acceptance & Supervision Letter by Architect, Structural Engineer and Plumber
- Copy of registered License of Architect, structural Engineer and Plumber
- Provisional Fire NOC from MIDC Fire Department
- Copy of Consent to Establish from MPCB (Mandatory for Red category and acknowledgement receipt can be considered for Green and Orange category Industry only)
- Copy of Industry Registration (SSI/MSI/LSI)
- Boundary Tally Certificate
- Common undertaking on stamp paper as issued by office note no. A45795
- Various NOCs as required from Explosives Dept. /Highway Authority/Airport Authority or as the case may be
- 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) Online Submission through MIDC's SWC and BPAMS Portal**

**Step 1-** Plot owner (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).

**Step 2-** 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 on the proposal like attending site inspections, compliance of queries etc.

**Step 3-** The SWC unique file number will be generated by the system post endorsement by the Architect. This Unique file number will be used by Architect/ Applicant for tracking the application at all levels.

**Step 4-** The submitted proposal will come to the central scrutiny cell for initial processing i.e. (plan scrutiny by AutoDCR).

**Step 5-** Centralized scrutiny cell will process the application received in First in First out (FIFO) method. The reports will be made available to Applicant/ Architect within a stipulated time period. However, for any deviations arising after scrutiny, Applicant or Architect will resubmit the drawing with required compliances and processing will commence thereafter.

**Step 6-** After the plan is found as per MIDC DCR 2009, scrutiny verification will be done by SPA and online chalan will be generated to deposit the scrutiny fees to the applicant. There will be provision of making online payments for paying the scrutiny fees.

**Step 7-** Scrutinized PDF plan along with AutoDCR reports will be available to Applicant /Architect for printing and submission to concerned SPA/Fire department.

**c) Scrutiny and Approval Process at SPA and FIRE Department**

**Step 1-** The proposal along with PDF plan and Scrutiny report will be automatically forwarded to concerned SPA and Fire Department for approval of Fire NOC as per circular no. D04089 dt. 27th October 2014

**Step 2-** The officials from SPA will access the proposal at BPAMS Desk based on the technical report generated by Central Scrutiny Cell and online documents submitted by appointed Architect. Any objection from the SPA will be notified to Applicant/Architect online.

**Step 3-** If the proposal calls for Fire Approval based on present conditions Fire Department will access the proposal for processing. Automatic Demand Note (Basic and additional Fire protection fund Fees) will be auto generated if proposal found to be in order. However, any objection Fire Department will be notified to the Applicant/Architect online

**Step 4-** If application is found in order Demand note for Development Charges, Labour Cess, Compounding Charges, Compound Wall charges, Service Charges, Premium for additional FSI etc will be generated by SPA on the system based on the area deduced from AutoDCR and will be sent to Architect for payment.

**Step 5-** Applicant/Architect will make online payment towards the Demand Note issued by SPA and concerned Fire Officer. Owner can directly pay the required amount with reference to system generated unique SWC ID

**Step 6-** After Confirmation of Payment from Account Department MID, SPA/Fire Department shall digitally sign the Sanctioned Plan and commencement certificate/ Fire NOC and upload online at BPAMS portal.

**2. To Issue Building Plan Approval with Digital Signature and uploading on website**

All Building Plan approval shall be issued by Digital Signature only and issued certificate will be made available on BPAMS Portal and provision shall be made for downloading. (Similarly all SPA's are directed to upload the Building Plan approval issued by them within last two years on MIDC Website.)

**3. Time Limit for Building Plan Approval / issuance of CC**

Time limit for issuance of Commencement certificate will be 30 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.

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### Flow Chart for obtaining Building plan Approval through Auto-DCR ( Building Plan Approval to be issued within 30 Days

