

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION

(A Government of Maharashtra Undertaking)

No. MIDC/CP/ ^{B38510} /2017
Date: 19/04/17

CIRCULAR

Subject: Guidelines for SPA for granting approvals during Pre-Construction and Post-Construction Period.

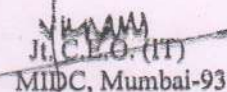
Ref: 1) EoDB Reform Guidelines Point no. 147
2) Circular no. A42501 dated 08/02/2016
3) Circular no. B10891 dated 27/03/2017

Considering the policy of Ease of Doing Business, it has been decided to formulate procedure, checklist and timelines to SPAs for granting approvals during Pre-Construction and Post-Construction period.

In the view of this, MIDC has decided to issue guidelines to all SPAs regarding the parameters to be checked during on-site inspection and the time limit for granting approvals after carrying out inspection. The process of granting approvals for the development of industries in MIDC areas is broadly divided in two stages viz. Pre-Construction approvals and Post-Construction approvals. Accordingly, the procedure, checklist and timelines to be followed at both the stages of approvals are enclosed herewith.

All SPAs are directed to take necessary action as per above guidelines.

The circular is issued with the prior approval of Hon C.E.O.


Jt. C.E.O. (IT)
MIDC, Mumbai-93

Copy submitted to Hon C.E.O for favor of information.

Copy to Jt. C.E.O., MIDC for information.

Copy to All HODs, MIDC for information

Copy to All CEs, SEs, EEs, ROs, and SPAs for information and necessary action.

Copy to Auto-DCR Cell for information & necessary action.

Annexure

Process Steps for Proposed System (AutoDCR):

A. Registration Process –

- Step 1.** Architects registration is mandatory for operating and availing the online Building Permission services on MIDC portal to get user ID and password.
- Step 2.** For online registration Architect needs to submit the application along with the supporting documents as a proof against registration, identity and address.

B. Online Submission through MIDC SWC and Initial Processing Process-

- Step 1.** Plot owners (Applicant) will submit an online Building Permission application prior to physical proposal submission to MIDC SPA's. 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 required actions on the proposal like attending site inspections, compliance of queries.
- 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 a 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 regulations, scrutiny cell will issue chalan to deposit the scrutiny fees to the applicant. There will be provision of making online payments for paying the scrutiny fees. (Revised scrutiny fees circular is being issued separately).

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

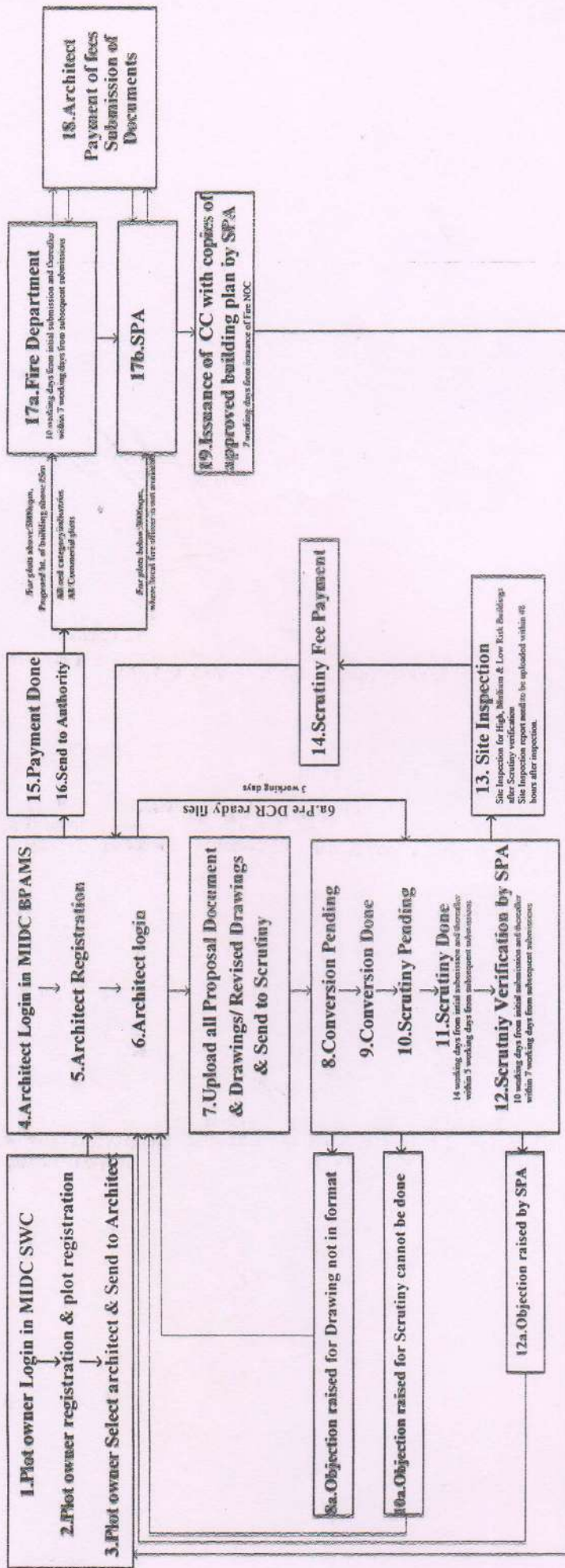
C. Scrutiny & Approval Process at SPA and Fire Department -

- Step 1.** The proposal along with the Reports and PDF Plan will automatically forwarded to the concerned SPA and Fire department for approval of fire NOC as per circular no. D04089 dt. 27th October, 2014
- Step 2.** Applicant will physically submit the proposal to the concerned SPA with all mandatory documents prescribed in the application form with scrutinized Plan and AutoDCR reports.
- Step 3.** The processing of proposal at SPA will begin after receipt of Hard copy from the applicant and verifying against the electronic file.
- Step 4.** The officials from SPA will access the proposal for processing. Special Planning Authority (SPA) will process the proposal based on the technical report generated from the central cell and documents submitted by Applicant. Any objection from the SPA will be notified to Applicant / Architect for compliance online.
- Step 5.** If the proposal calls for Fire Approval based on preset conditions Fire department will access the proposal for processing. Automatic Demand Note (Basic and Additional fire protection fees) will be auto generated if proposal found to be in order. However the objection from the department will be notified to Applicant / Architect for compliance online.
- Step 6.** 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 the SPA on system, based on the area deduced from AutoDCR and will be mailed to the applicant through system.
- Step 7.** Applicant / Architect will make the online / offline payment towards the development charges / Basic and Additional fire protection fees to respective SPA / Fire department.
- Step 8.** After payment confirmation from MIDC Accounts department, SPA / Fire department will digitally sign the Plans and Commencement Certificate will be issued to Applicant/ Architect online. (For copies offline signature on Commencement certificate/ Approved plans / Fire NOC if required)

Step 9. Approved Plans, Commencement certificate and provisional Fire NOC will be made available to Architect / Applicant and all concerned Department and Regional Offices.

----- X -----

Flow Chart for obtaining Building plan Approval through Auto-DCR (Building Plan Approval to be issued within 60 days)



SITE INSPECTION FORMAT FOR APPROVAL OF BUILDING PLANS
High Risk Buildings

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		

Pre-Construction

	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:.....

Declaration:

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

Date:

Place:

.....

Signature

.....

.....

Name & Designation of the Site Inspector

SITE INSPECTION FORMAT FOR APPROVAL OF BUILDING PLANS
Medium Risk Buildings

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		

Pre-Construction

	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:.....

Declaration:

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

Date:

Place:

.....
 Signature

Name & Designation of the Site Inspector

SITE INSPECTION FORMAT FOR APPROVAL OF BUILDING PLANS
Low Risk Buildings

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:.....

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

Date:

Place:

.....

Signature

.....

.....

Name & Designation of the Site Inspector

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION
(A Government of Maharashtra Undertaking)

310891
No. MIDC/CP/ /2017
Date: 27-03-17

CIRCULAR

Subject: Implementation of Building Plan approval through Auto-DCR
Time limit for processing the Building plan approval through Auto-DCR

Ref: 1. MIDC Circular no MIDC/CP/A42501/2016 dt: 8.2.2016.
2. MIDC Circular no MIDC/CP/D96254/2016 dt: 30.11.2016.

With reference to circular @ 2 guidelines regarding implementation of building plan approval through Auto-DCR were initiated. As per point 1(b) ii time limit for processing the Auto-DCR proposal was mentioned.

In this regards, for approval of building plans and issuance of CC within sixty days from the date of application made or, within sixty days from the date of receipt of reply from the applicant in respect of any requisition made, whichever is later, following modification are made as below. Table below point no 1(b) ii in circular dt: 30.11.2016 is treated as cancelled whereas other contents of the circular remain the same.

Sr no	Proposed Stage Description	Time limit mentioned in Circular dt: 30.11.2016 (Treated as cancelled)	Revised Time limit
1	Conversion and Scrutiny of the proposal by Auto-DCR Software Agency.	Within 7 working days from initial submission by the applicant and thereafter within 3 working days from subsequent submissions.	Within 14 working days from initial submission by the applicant and thereafter within 5 working days from subsequent submissions.
2	Scrutiny verification of proposal by the SPA	Within 5 working days from proposal inwards in its console and thereafter within 3 working days from subsequent inward.	Within 10 working days from proposal inwards in its console and thereafter within 7 working days from subsequent inward.
3	Fire Desk for NOC processing	Within 5 days from proposal inwards in its console and thereafter within 3 working days from subsequent inward	Within 10 days from proposal inwards in its console and thereafter within 7 working days from subsequent inward
4	SPA for CC issuance	Within 3 days from Fire NOC issuance.	Within 7 days from Fire NOC issuance.

The circular is issued with the prior approval of Hon C.E.O.


Chief Planner
MIDC, Mumbai-93

- Copy submitted to Hon C.E.O for favour of information.
- Copy to Jt. C.E.O., Jt. C.E.O. (DMIC), Jt. C.E.O. (IT), MIDC for information.
- Copy to All HODs, MIDC for information
- Copy to All CEs, SEs, EEs, ROs, and SPAs for information and necessary action.
- Copy to Auto-DCR Cell for information & necessary action.

Subject: Post-Construction
Process Steps for Site Inspection at the time of Issuance of Occupancy Certificate

Reference: EoDB Reform Guidelines
Point no. 74 a Content for Inspection Procedure & Checklist

With reference to the Ease of Doing Business policy, it has been decided to formulate procedure, checklist and timelines to SPA's for doing site inspection at the time of obtaining occupancy certificate during Post-Construction phase.

The process/step for site inspection at the time of obtaining occupancy certificate is a part of detailed steps shown in the form of Flow Chart.

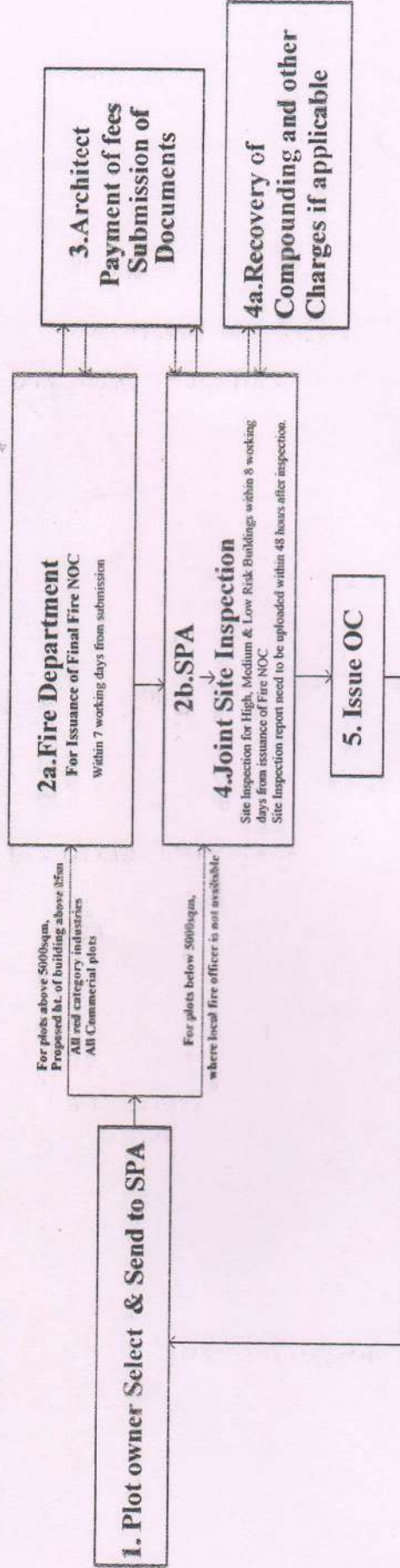
In the view of this, steps to follow for site inspection are as follows;

Process steps for obtaining Occupancy Certificate:

- Step 1:** Applicant is required to give a written notice to MIDC 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:**
 - a) For plots upto 5000 sq.m. and building height upto 15 m, Fire NOC is issued by SPA wherever Fire officer is not appointed. This is also applicable for low hazard industries (as per MIDC circular no. C01690 dated 29/06/2016).
 - b) For plots above 5000 sq.m. and where proposed height of the building is above 15 m, Final Fire NOC will be issued within 7 days of submission application. This is applicable to all high risk category industries (as per MIDC circular no. C01690 dated 29/06/2016) and all commercial plots.
- Step 3:** The architect/applicant has to submit all mandatory documents along with the as-built plans.
- Step 4:**
 - a) Joint inspection is carried out by Fire department and SPA for High, Medium & Low Risk Buildings within 8 working days from issuance of Fire NOC. Site Inspection report is uploaded within 48 hours after inspection.
 - b) Site inspection is 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 then compounding charges are levied wherever applicable.
- Step 5:** Occupancy certificate is issued to the applicant subject to condition of payment of all charges and submission of all mandatory documents.

-----X-----

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



**Site Inspection Format for Building Completion Certificate /
Occupancy Certificate
High Risk Buildings**

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)		*Please refer Schedule -1 of MIDC's Circular No. MIDC/CP/C01690/2016 dated 29/06/2016
8	Approach Road Width in Meter		
	Approach Road 1		
	Approach Road 2		

Earlier approval details in case of extension to the existing building			
9	Earlier BCC/Approval letter no. & date		
10	BUA as per earlier BCC/Approval (in sq.m.)		
11	FSI Consumed as per earlier BCC/Approval		
12	Existing type of production/use (IT, Pharma, Textile, School, Institute etc)		
13	Whether the construction is completed as per the approved plan? (Yes/No)		
14	Any unauthorised construction done in marginal open space? (Yes/No) If yes then provide details of the same.		
15	Any construction demolished? Plan approval is taken but not constructed or demolished at the time of BCC? (Yes/No)		

Construction Details		
16	Architects/Owners letter no. & date of application for BCC/OC	
17	Structural Engineers Completion Certificate	
18	Plumbing Completion Certificate	
19	Approved building height in Meter	
20	Number of existing basements	
21	Use of existing basements	
22	Area of Construction in sq.m.	
	Building 1	
	Building 2	
	Building 3	
	Total Extra Height Area (If any)	
	Excess Balcony Area(If any)	
23	Total BUA in sq.m. (Total construction area completed as on date)	
24	Total FSI Consumed as on date	
25	Open Spaces Adequacy	
	Front open spaces as per standards (Yes/No)	
	Side open spaces as per standards (Yes/No)	
26	Parking adequacy	
	Number of 4 wheeler parking	
	Number of 2 wheeler parking	
27	Fire NOC obtained (Yes/No)	
28	List of Structures in marginal open space & Built up Area	
29	MPCB Consent to Operate? (Yes/No) Consumer No. (if applicable)	
30	Water Connection (Yes/No) Consumer No.	
31	Sewage Connection (Yes/No) Consumer No. (if applicable)	
32	ETP Member (Yes/No) (if applicable)	
33	Whether septic tank /soak pit drainage line is provided as per approved plan? (Yes/No)	
34	Whether water storage tank is provided as per approved plans? (Yes/No)	
35	Whether rain water harvesting system is installed? (Yes/No)	
36	Whether hazardous storage required and provided (If any)	

Other Details			
37	Details of 10% Open space if applicable?		
38	Details of 5% Amenity area if applicable?		
39	Number of Tree plantation		
40	Whether Cross Drainage is provided below the approach road (entrance to the plot)		
41	Whether NOC of water charges is obtained		
42	Details of compound wall		

Remarks:.....
.....
.....
.....
.....
.....

Declaration:

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

Recommendations: We may issue BCC Yes /No

Date:

Place:

.....

Signature

.....

.....

Name & Designation of the Site Inspector

**Site Inspection Format for Building Completion Certificate /
Occupancy Certificate
Medium Risk Buildings**

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)		* Please refer to Schedule - 1 of MIDC's Circular No. MIDC/CP/C01690/2016 dated 29/06/2016
8	Approach Road Width in Meter		
	Approach Road 1		
	Approach Road 2		

Earlier approval details in case of extension to the existing building			
9	Earlier BCC/Approval letter no. & date		
10	BUA as per earlier BCC/Approval (in sq.m.)		
11	FSI Consumed as per earlier BCC/Approval		
12	Existing type of production/use (IT, Pharma, Textile, School, Institute etc)		
13	Whether the construction is completed as per the approval plan (Yes/No)		
14	Any unauthorised construction done in marginal open space (Yes/No) If yes then provide details of the same.		
15	Any construction demolished? Plan approval is taken but not constructed or demolished at the time of BCC? (Yes/No)		

Construction Details			
16	Architects/Owners letter no. & date of application for BCC/OC		
17	Structural Engineers Completion Certificate		
18	Plumbing Completion Certificate		
19	Approved building height in Meter		
20	Number of existing basements		
21	Use of existing basements		
22	Area of Construction in sq.m.		
	Building 1		
	Building 2		
	Building 3		
	Total Extra Height Area (If any)		
	Excess Balcony Area(If any)		
23	Total BUA in sq.m. (Total construction area completed as on date)		
24	Total FSI Consumed as on date		
25	Open Spaces Adequacy		
	Front open spaces as per standards (Yes/No)		
	Side open spaces as per standards (Yes/No)		
26	Parking adequacy		
	Number of 4 wheeler parking		
	Number of 2 wheeler parking		
27	Fire NOC obtained (Yes/No)		
28	List of Structures in marginal open space & Built up Area		
29	MPCB Consent to Operate (Yes/No) Consumer No. (if applicable)		
30	Water Connection (Yes/No) Consumer No.		
31	Sewage Connection (Yes/No) Consumer No. (if applicable)		
32	ETP Member (Yes/No) (if applicable)		
33	Whether septic tank /soak pit drainage line is provided as per approved plan? (Yes/No)		
34	Whether water storage tank is provided as per approved plans? (Yes/No)		
35	Whether rain water harvesting system is installed? (Yes/No)		

Other Details			
36	Details of 10% Open space if applicable?		OK
37	Details of 5% Amenity area if applicable?		OK
38	Number of Tree plantation		OK
39	Whether Cross Drainage is provided below the approach road? (entrance to the plot)		OK
40	Whether NOC of water charges is obtained?		OK
41	Details of compound wall		OK

Remarks:.....
.....
.....
.....
.....
.....
.....

Declaration:

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

Recommendations: We may issue BCC Yes /No

Date:

Place:

.....
Signature
.....
.....

Name & Designation of the Site Inspector

**Site Inspection Format for Building Completion Certificate /
Occupancy Certificate
Low Risk Buildings**

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)		*Please refer to Schedule - 1 of MIDC's Circular No. MIDC/CP/C01690/2016 dated 29/06/2016
8	Approach Road Width in Meter		
	Approach Road 1		
	Approach Road 2		

Earlier approval details in case of extension to the existing building			
9	Earlier BCC/Approval letter no. & date		
10	BUA as per earlier BCC/Approval in sq.m.		
11	FSI Consumed as per earlier BCC//Approval		
12	Whether the construction is completed as per the approval plan? (Yes/No)		
13	Any unauthorised construction done in marginal open space? (Yes/No) If yes then provide details of the same.		
14	Any construction demolished? Plan approval is taken but not constructed or demolished at the time of BCC? (Yes/No)		

Construction Details			
15	Architects/Owners letter no. & date of application for BCC		
16	Structural Engineers Completion Certificate		

17	Plumbing Completion Certificate		
18	Approved building height in Meter		
19	Area of Construction		
	Building 1		
	Building 2		
	Total Extra Height Area (If any)		
	Excess Balcony Area (If any)		
20	Total BUA in sq.m. (Total construction area completed as on date)		
21	Total FSI Consumed as on date		
22	Open spaces are as per standards (Yes/No)		
23	Parking provided is as per standards (Yes/No)		
24	Fire NOC obtained (Yes/No)		
25	List of Structures in marginal open space & Built up Area		
26	Water Connection (Yes/No) Consumer No.		
27	Sewage Connection (Yes/No) Consumer No. (if applicable)		
28	Whether septic tank /soak pit drainage line is provided as per approved plan? (Yes/No)		
29	Whether water storage tank is provided as per approved plans? (Yes/No)		
30	Whether rain water harvesting system is installed? (Yes/No)		

Other Details			
31	Number of Tree plantation		
32	Whether Cross Drainage is provided below the approach road? (entrance to the plot)		
33	Whether NOC of water charges is obtained?		
34	Details of compound wall		

Remarks:.....
.....

Declaration: I hereby declare that the information for Plot noin
.....Industrial Area as mentioned above is true.

Recommendations: We may issue BCCYes /No

Date:

Place:

.....
Signature

.....
.....

Name & Designation of the Site Inspector

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION

(A Government of Maharashtra Undertaking)

No. MIDC/CP/ ^{B39144} /2017

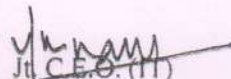
Date: 19/04/17

CIRCULAR**Subject:** Time limit for processing the Occupancy Certificate (OC).**Reference:** 1. MIDC Circular no D24989 dt: 29.10.2015

With reference to above mentioned circular, it was directed to all SPA's to issue Occupancy Certificate (OC) within 15 days from the date of application made by the applicant. Time limit for issuance of final OC is mentioned as under;

Sr no	Proposed Stage Description	Time limit
1	In case of issuance of Final Fire NOC from Fire Department.	Within 7 working days from date of application.
	After issuance of Final Fire NOC from Fire Department, SPA shall do Joint Site inspection ,document verification and issuance of OC	Within 8 working days.
2	In case of final fire NOC is to be issued by SPA, Joint Site inspection, document verification and issuance of OC.	Within 15 working days from date of application.

The circular is issued with the prior approval of Hon C.E.O.


 Jt. C.E.O. (II)
 MIDC, Mumbai-93

Copy submitted to Hon C.E.O for favour of information.

Copy to Jt. C.E.O., Jt. C.E.O. (DMIC), MIDC for information.

Copy to All HODs, MIDC for information

Copy to All CEs, SEs, EEs, ROs, and SPAs for information and necessary action.

Copy to Auto-DCR Cell for information & necessary action.