

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION
(A Government Of Maharashtra Undertaking)

CIRCULAR

No. MIDC/CP/ C55174 /2017

Date : 13.07.2017

Subject : Guidelines for Inspection while issuing Completion Certificate/Occupancy Certificate 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 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.

As per the MIDC 371th 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 SPA /Fire Officers /Inspectors shall note that only building with high risk will be inspected while issuing occupancy certificate.

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/Owner. This will enable Architect/Owner to operate and perform through his SWC login for required actions based on above classification of cases, inspection will be carried out only for High Risk Industries, while issuing Building Completion Certificate, Occupancy Certificate.

2. Process for Site Inspection

Applicant is required to submit online application to MIDC SWC Portal and written notice as per cl 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. Only Online Submission through MIDC SWC is to be done .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).

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 construction as per the approved Building Plans and as per commencement certificate issued.

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

Step 4: SPA shall verify the required documents for issuing OC and process to issue Occupancy certificate

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 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 Buildings will be exempted from inspections or allowed self certification by Owner in the enclosed format **Form 1**
 - Medium risk 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. Inspection Report 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 Building Completion Certificate / Occupancy Certificate (Low Risk Buildings) to be signed by Owner

Name of Industrial Area :-.....

SPA Division Office :-.....

Plot Number :-.....

Name of owner (self certification signatory):-.....

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

Name of owner and Signature

Recommendations: We may issue BCCYes /No

Date:

Place:

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Signature
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Name & Designation of the SPA Concerned

FORM 2

**Site Inspection Format for Building Completion Certificate / Occupancy Certificate
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	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:.....
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Declaration:

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

Date:

Place:

Signature

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Registration No of Architect/Structural Engineer/Licensed Fire Agencies

Name of the Architect/Structural Engineer/Licensed Fire Agencies

Recommendations: We may issue BCCYes /No

Date:

Place:

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Signature
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Name & Designation of the SPA Concerned

FORM 3

Site Inspection Format for Building Completion Certificate / Occupancy Certificate 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	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:.....
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Declaration:

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

Recommendations: We may issue BCCYes /No

Date:

Place:

Signature

Name & Designation of the Site Inspector