

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No.:CHE/32180/DP/GEN date:18.4.2015**

**CIRCULAR**

**Subject :- Ease of Doing Business  
- Re-engineering and deletion of  
procedural steps in dealing with  
Construction Permits.**

Reference :- ChE/DP/31990/Gen. Of 20.2.2015  
MCP/2464 of 20.2.2015  
ChE/DP/32180/Gen of 26.3.2015.

**Preamble :**

- 1) As per the World Bank report in 2014 on "Ease of Doing Business", India ranks 142 amongst 189 countries. In respect of ranking in terms of "Dealing with Construction Permits", India ranks 184 out of 189 countries. Govt. Of India has expressed concern over India's Rank in the Ease of Doing Business and has initiated a comprehensive exercise at Central, State and Local Govt. levels to take the steps that would considerably improve India's ranking .In pursuance thereof a detailed exercise was undertaken in MCGM to study the process of construction permits and to re-engineer the business process to achieve higher ranking.
- 2) The World Bank report focuses on the efforts that are required for obtaining construction permits for constructing a 2 storey warehouse. The processes involved, during pre-construction stage, post construction stage and provision of utilities are considered while evaluating the steps for obtaining construction permits. Besides, three features viz., cost of permit, time taken for permit and the number of procedures involved have been considered in terms of distance from frontier (DTF) while assigning relative rankings.
- 3) Further, the World Bank has added new criterion of Quality of Inspection to evaluate overall ranking. The ranking considered for India is based on the combination of DTF Scores considered for Mumbai and Delhi. The report highlights that it takes 27 steps and 162 days to obtain a construction permit in Greater Mumbai. The report also states that the cost of construction permit in Greater Mumbai is 46.05% of the cost of construction. It was therefore felt necessary to critically examine the

current processes and procedures and introduce key reforms to simplify the construction permit process in order to improve the ranking for "Ease of Doing Business" in respect of construction permits.

- 4) As a part of the reengineering exercise, MCGM appointed a consultant M/s PWC Ltd. to study the processes involved in obtaining construction permit and to suggest reform and initiatives that will drastically reduce the number of steps and turnaround time for seeking construction permits. Further, in order to reduce time between IOD and plinth Commencement certificate(P.C.C.), key reforms like accepting third party certification/ self-certification wherever possible, is being considered subject to subsequent verification of the aforesaid certificates by the respective departments. Many of the procedures like NOC'S from Tree authority, CFO could be processed by the owner/developer, even before submitting application i.e. during pre-application stage, has been examined. Further, it was recommended that all NOCs to be issued for full potential of the plot. Needless to say that simplification of procedures will have to be carried out without compromising on due diligence that is required by the certifying professionals and officials of the Planning Authority.
- 5) The consultant have submitted a detailed "As is study report" as well as "propose to be" report.
- 6) On the basis of the recommendations made in the "proposed to be" report and subsequent discussions held with Municipal Commissioner, on 25.3.2015 and 27.3.2015, streamlining the procedures have been proposed which involves six major interventions namely:
  - (i) Processes to be removed;
  - (ii) Processes to be re-engineered;
  - (iii) Deemed Clearance;
  - (iv) Processes to be transformed without re-engineering;
  - (v) Site Visit Modalities; and
  - (vi) Use of Technology
- 7) The main focus is to simplify the construction permit process and reduce the time by eliminating avoidable procedures. The "To Be" report envisages a reduction of procedures involved in interdepartmental MCGM clearances and stages by about 50% and a reduction of time by about 60%. It also

envisages an I.T. enabled system for a single window clearance as a long term solution.

- 8) The various suggestions made in the "to be" report was discussed in detail during the meeting held on 27.3.2015 under the Chairmanship of Municipal Commissioner when Additional Municipal Commissioner/ Dy. Municipal Commissioner and all the concerned Heads of the Departments were present. The various processes that can be removed/re-engineered were finalized.
- 9) In addition to deliberations within MCGM, several meetings were held at various levels since November 2014 till April 2015. These included meeting at the level of Cabinet Secretary, Govt. of India, Chief Secretary, Govt. of Maharashtra, Secretary, DIPP Govt. of India, Principal Secretary (Industries), Govt. of Maharashtra etc. as mentioned in Annexure II.
- 10) In view of the background and series of deliberations held within MCGM, the following procedure is now mandated by the administration for processing of construction permits in MCGM.

The procedure for construction permit which is categorized in four stages is therefore proposed to be restructured based on the decisions taken in the various consultative meetings. The revised procedures proposed to be adopted for various stages are as mentioned below:-

**I) Pre-application Stage:**

**(a) Tree Authority NOC / S.G. remarks:**

- i) In cases which involve cutting and transplantation of trees:-**The application for NOC from Tree Authority shall be accepted by S.G.Deptt., before submission of building proposal and without insisting any building proposal approval. S.G. shall process such applications received for NOC of the Tree Authority as per the foot print reflected in the plan submitted by the applicant and as per procedure and issue such NOC of Tree Authority to the Applicant after compliance of the statutory process.
- ii) Alternatively, the applicant shall submit a certified copy of Tree plan and application for Tree Authority's NOC, along with the building proposal application. Tree Authority's NOC shall be insisted by BP Section at the time of issuing IOD & Plinth CC. The revised Tree Authority NOC shall be**

insisted only in case the foot print of the proposed building line is extended outwards and affecting more trees.

**iii) In cases which do not involve cutting of trees:-**

Architect/L.S. & developer shall jointly submit the certified copy of Tree plan showing the trees on plot, with their names, by way of self-certification along with the application for the building proposal. In case of any misrepresentation, Architect/L.S. and developer both will be liable for action as per the provisions of prevailing Tree Act.

After issuing plinth C.C., Building Proposal Section will forward copy of the said self-certification received from Architect/L.S. in standard format and as per prescribed guideline, to S.G. Department. S.G. department shall offer their remarks, stating therein the charges if any, to be recovered, within 7(Seven) days. The payment towards the charges shall be recovered before granting further Commencement Certificate (F.C.C.). If remarks are not received, within seven (7) days, the NOC shall be considered as deemed to be approved and further C.C. will be issued. The standard guidelines and formats for the self -certification shall be arranged by S.G. Deptt. Immediately.

- b) Ch.E.(Roads & Traffic)** shall issue the formation level of the road affecting the plot directly to the Applicant within 3 (three days).
- c) Ch.E. (Sewerage operation)** shall issue the invert level and location of the sewer chamber nearest to the plot directly to the applicant within three (3) days with copy of the same to Asstt. Engineer (Maintenance) of respective ward.
- d) Ch.E. (SWD)** shall issue the invert level of the storm water drain affecting the plot directly to the applicant within 3 (three) days.
- e) Nalla remarks:** In case, the D.P. remarks states that a plot is affected by nalla and or nalla is passing through the plot, at site, then it is necessary to obtain nalla remarks to plan the building accordingly. As such the application for nalla remarks from the applicant shall be accepted by CH.E. (SWD)Dept. before submission of building proposal and without insisting any building proposal approval. Ch.E. (SWD) shall offer nalla remarks to the applicant, in 7 (seven) days.

## **II Application stage:-**

- a) Architect/L.S. shall submit the application for the building proposal as per the prescribed format along with certified copies of documents, plans as listed in Annexure-I
- b) The Architect/L.S. shall submit along with the application for building proposal, the third party certification from the panel of Consultants appointed for S.W.D. /H.E./S.P./Road, etc. in respect of remarks / design / planning etc., as per the approved format, as mentioned at sr.no. 28 of annexure -I for the proposed building work, as per the details listed below in this circular in Section VI.

- c) The **remarks of E.E. (T&C)** in respect of parking layout and its manoeuvrability within the plots/layout shall not be insisted.

The Architect/L.S. shall submit along with the application for building proposal, the third party certification from the empanelled consultant – in respect of parking arrangement and its maneuverability, considering the existing trees and other features like well, etc to be retained on plot /layout and in the format prescribed by E.E.(T&C)office of MCGM, for the proposed building/Layout, as per the details listed below in this circular in Section VI. and as mentioned in sr.No.28 in annexure –I.

- d) The Architect/L.S. shall submit the structural drawings along with structural design plan and its certificate from the registered Structural Engineer appointed by the Developer as mentioned in sr.no.29 of annexure-I
- e) **CH.E. (M&E) Remarks:** The remarks in respect of mechanism required in case inadequate ventilation etc. shall not be insisted from CH.E.(M&E) office. The Architect/L.S. shall submit along with the application for building proposal, the consultants' certification from the empanelled Consultants in the format prescribed by CH.E.(M&E) of MCGM, for the proposed building/Layout, as per the details listed below in this circular in Section VI, as mentioned in sr.no.30 of annexure-I.
- f) The Architect/L.S. shall submit the self-certification from the developer regarding measures proposed to be adopted for ensuring the proper hygiene and sanitation of the area within the plot/layout, during the construction, as per the format, prescribed by the Pest Control Officer

( P.C.O.) of MCGM, as mentioned in sr.no.28 of annexure-I. MOH shall arrange for the standard format as stated above immediately.

**III) IOD & Plinth C.C.(P.C.C.) :-**

- a) IOD and plinth C.C. for the proposed building shall be issued simultaneously and within a period of **30 days** from the date of receipt of proposal including, site visit & obtaining approval to the concessions, if any from the Competent Authority.

In case of the proposals which required clearances from departments other than MCGM, except the Heritage Committee, only, IOD shall be issued within a period of **30 days** from the date of receipt of application for the building proposal & Plinth C.C. for the same shall be issued on compliance of the conditions therein.

In case of the proposals which required clearances from the Heritage Committee, only IOD shall be issued after receipt of NOC from the Heritage Committee & Plinth C.C. for such proposals shall be issued only after compliance of conditions mention therein.

All the undertakings, certifications required to grant plinth C.C. shall be submitted by Architect/L.S./L.S., along with the documents to be submitted for the Building Proposal.

- b) **C.F.O.:** The respective Building Proposal Section shall submit the copy of the building plans received from the Architect/L.S. to the C.F.O. for their remarks. However Developer may directly submit the proposal through Architect/L.S., for CFO NOC, before submitting the Building proposal The C.F.O. shall offer the remarks/ NOC strictly within 7 days. The payment towards capitation fee, etc. shall be recovered by B.P. section, before granting further C.C. The Architect/L.S. shall submit a certificate duly signed by the owner and the Architect/L.S. stating that the building plans for the proposed building are in compliance of National Building Code (Part IV and various other Codes mentioned therein), prevailing D.C.R. and M.F.P.L.S. Act, 2006. This certificate shall be submitted along with the Building Proposal application.

**IV) FURTHER C.C.(F.C.C.) :**

- a) **H.E. NOC:** After issuing plinth C.C., Building Proposal Section will submit copy of the Consultant Certificate in standard format and as per prescribed guideline, received from the Architect/L.S. duly signed by Owner &

Consultant for its correctness, to Executive Engineer, Water works(Planning & Construction) & Asstt. Engineer(Water Works) of respective ward, shall offer their remarks, inclusive of pro rata charges, other payments to be recovered, if any, within 7(Seven) days. The payment towards the prorata charges shall be recovered by B.P. section, before granting further C.C. If remarks are not received, the consultant's certificate shall be considered as deemed to be approved by B.P. section and further C.C. will be issued. The standard guidelines and formats for the consultant/self -certification shall be arranged by H.E. Deptt.

- b) Ch.E. (Roads & Traffic coordination):** After issuing plinth C.C., Building Proposal Section will submit copy of the Consultant's Certificate for internal roads in standard format and as per prescribed guideline, received from the Architect/L.S. duly signed by Owner & Consultant, to Ch.E.(Roads) Deptt. Ch.E.(Roads) shall offer the remarks, to B.P. section inclusive of pro rata charges if any, within 7(Seven) days. The payment towards the prorata charges shall be recovered by B.P. section before granting further C.C. If remarks are not received, the consultant's certificate shall be considered as deemed to have been approved by Road dept. and further C.C. will be issued. The standard guidelines & formats for the Consultant Certificate/self-certification shall be arranged by Ch.E.(Roads) Deptt.
- c) Internal plot remarks:** After issuing plinth C.C., Building Proposal Section will forward the copy of the internal plot SWD remarks from the consultant in the prescribed format and as per the prescribed guidelines, received from the Architect/L.S., duly signed by Owner & Consultant, to Ch.E.(S.W.D.) Deptt. On receipt of internal plot remarks from the B.P. section, SWD dept. shall offer their remarks inclusive of pro-rata charges to be recovered ,if any, to the respective B.P.Section within 7(seven) days. The payment towards the prorata charges shall be recovered by B.P. section, before granting further C.C. If remarks are not received, the consultant's certificate shall be considered as deemed to have been approved by the SWD dept. and further C.C. will be issued. The standard guidelines and standard format for the Consultant Certification shall be arranged by Ch.E. (S.W.D.) Deptt.
- d) Pest Control:** After issuing plinth C.C., Building Proposal Section will forward the copy of the self-certification received from the Architect/L.S.,

duly signed by Owner and Architect/L.S., to respective P.C.O. for information and further suitable action in the matter. The standard guidelines and standard format for the self certification shall be arranged by MOH immediately.

- e) **Assessment NOC:** After issuing plinth C.C., Building Proposal Section will submit the copy of the receipt of latest current year assessment bill paid along with the developer's self-certification, received from Architect/L.S. stating that, no dues in respect of property taxes are pending / dues are pending in respect of property taxes, to the respective Assessment section (ward). Assessment Department will take action on the same suitably. The standard proforma for self-certification by developer shall be arranged by Assessment dept.
- f) **Debris Removal:** After issuing plinth C.C., Building Proposal Section will submit copy of the developers' duly signed, self-certification received from the Architect/L.S., to Ch.E. (SWM) department for information and further necessary action, if any. This certificate shall be submitted to B.P.Section along with building proposal application in standard format prescribed by the CH.E. (SWM)office. The standard guidelines and standard format for the self certification shall be arranged by CH.E.(SWM), immediately.
- g) Further C.C.(Commencement Certificate)shall be issued, within **15** days from the date of application and submission of requisite compliances.
- h) **Sewerage work:**
  - i) **Sewer line does not exist:** The developer through the consultant shall submit the detailed plan and design for the proposed Sewerage Treatment Plant(STP), in case, a sewer line is not in existence in the vicinity. After issuing Plinth CC, the respective B.P section will submit such proposal received from the Architect/L.S. to Ch.E. (SP) office for its correctness and CH.E.(S.P.)'s office shall submit the clearance/remarks to B.P section within 7 days. If clearance is not received within 7 days, the plan & design received from the consultant shall be considered as deemed to have been approved and further C.C. for the building may be issued.
  - ii) **Sewer line exists:**
    - (a) After issuing plinth C.C., Building Proposal Section will submit copy of the Consultant Certificate in standard format and as per prescribed guideline, received from the Architect/L.S. duly signed by Owner & Consultant, to



Ch.E.(SP), Ch.E.(SO)Depts. & Asstt. Engineer (Maintenance) of respective ward.

- (b) Ch.E.(SP), Ch.E.(SO)Depts. shall offer their remarks, including recovery of pro rata charges if any within 7(Seven) days to the respective B.P. section, with copy of the same to the Asstt. Engineer (Maintenance)of respective ward.
- (c) Asstt. Engineer (Maintenance) of respective ward shall inform the cost of street connection to respective B.P. Section within 7 days.
- (d) The payment towards the prorata charges, if any & street (sewer) connection shall be recovered before granting further C.C. & B.P.section shall immediately, inform about the receipt of these payments, to Ch.E.(SP), Ch.E.(SO) Depts. & Asstt. Engineer (Maintenance) of respective ward.
- (e) Asstt .Engineer (Maintenance) of respective ward shall execute the work of street (sewer) connection by following due process & on the basis of further C.C. without waiting for OC to the proposed building.
- (f) If remarks are not received, the certificate received from the consultant shall be considered as deemed to have been approved by the respective dept. and further C.C. for the building shall be issued by B.P. section. The standard guidelines and standard format for the Consultant Certification shall be arranged by Ch.E. (SP) & CH.E.(SO) Depts. Immediately.

**i) Water connection:**

The following procedure for making permanent water connection to the proposed building shall be followed.

- (a) After issue of plinth C.C., Building Proposal Section will submit copy of Consultant Certificate, received from Architect / Licensed Surveyor, in the standard format and as per the prescribed guidelines, duly signed by owner and consultant, to Executive Engineer, Water work (Planning & Research) and Asstt. Eng. (Water Works) of respective Ward Executive Engineer, Water works (Planning & Research) shall issue the NOC / Remarks in respect of availability of water supply to the proposal within 7 days from receipt of application. If remarks are not received, the certificate received from the consultant shall be considered as deemed to have been approved by the respective dept. and further C.C. for the building shall be

issued by B.P. section. The standard guidelines and standard format for the Consultant Certification shall be arranged by H.E. Dept. immediately.

- (b) The payments towards recovery of water bills, extra water & sewerage charges/sewerage charges, pro-rata charges, etc., as applicable, shall be recovered before granting further C.C. and B.P. Section shall immediately inform about the receipt of such payments to A.E.(Water Works) of the respective Ward.
- (c) The Developer may obtain "Permission Form" for internal water supply distribution system, water storage tanks, permanent water connection, etc., from A.E.(Water Works) of the respective Wards, any time after the issue of the plinth C.C. for the proposed building.
- (d) After completion of the building work including drainage work and underground and overhead water storage tank work, the Developer through Consultant / Licensed Plumber shall approach to respective A. E. (Water Works), for permanent water connection.
- (e) The Developer shall submit certification from the concerned Architect / Licensed Surveyor stating that the construction of the proposed building is completed including adequate infrastructure & drainage system and ready for occupation. On the basis of the said certification from the Architect / Licensed Surveyor, the respective Asstt. Engineer. (Water Works) shall provide the permanent water connection, up to the boundary of the plot, by following due process.
- (f) The separate assessment NOC for providing permanent water connection shall not be insisted, henceforth. The respective Building Proposal Section shall submit the copy of OC/BCC to respective A.E.(Water Works) & Assessments. dept of respective ward for their information and necessary action.
- (g) In case, the OC / BCC is not granted for some reasons, within 60 days from the date of making of water connection at site, then the permanent water connection shall be cut by following due process & under prior intimation intimation to Developer and Building Proposal Section, respectively.

- (h) The respective A.E.(Water Works) shall issue the certification under Sec. 270A of the M.M.C. Act,1888, (amended up-to-date); to the Applicant, after making permanent water connection as stated above at Sr. No.d & e, under intimation to the respective Building Proposal Section.
- (i) In view of the above, H. E. shall re-organize the procedure for providing permanent water connection to the proposed building for effecting the above charges in the procedure, immediately.
- (j) In case, the remarks received from the respective MCGM departments listed above at sr.no. **IV( 'a' to 'i')** above, requires that the Architect/L.S. to comply with certain changes in planning, the same shall communicated by the B.P.section & Architect /L.S. shall arrange to submit revised plan to that effect within 3 days.

**V) O.C.(Occupation Certificate)/B.C.C.(Building Completion Certificate)**

- a) The Architect/L.S. shall submit the compliance certificate along with copy of tree plan as per Tree Authority's NOC, duly signed by both Architect/L.S. & developer, to B.P department, while requesting for OCC and BCC. The respective B.P section will forward a copy of the same to the S.G's office for information and necessary action, if any. S.G Office shall offer the remarks about the same, within 7 days, failing which the certificate received from the Architect/L.S. & developer shall be considered as deemed to have been approved by the S.G.Dept.
- b) The Architect/L.S. shall submit completion certificate as per CFO remarks issued by CFO for proposed building, along with building completion certificate & request for OC.
- c) The OC & BCC for the proposed building shall be considered after issuance of no dues pending certificate from Assessment deptt.
- d) All the completion remarks received from the Architect/L.S. shall be forwarded by B.P. Section, to respective M.C.G.M. departments, including CFO within 2 days and respective deptt. shall provide their inputs within 7 days, failing which, the certificate received from the consultant shall be considered as deemed to have been approved by the respective dept., including by CFO.

- e) The Architect/L.S. shall submit completion remarks for the NOCs, which are outsourced or accepted as self-certifications, by consultants and owners respectively.
- f) Occupation Certificate (OC) and Building Completion Certificate (BCC) shall be issued simultaneously, within **15 days** from the date of application and submission of requisite compliances.

**VI) Certification authority and their qualification criteria :-**

Sr. No	Particulars of certificates & remarks.	Certification by	Minimum qualification of the consultant appointed by developer	Respective department where consultants to be registered
1	Internal layout road remarks & completion certificates)	Consultant	Graduation in Civil engg., with 4- year experience in relevant field	Chief.Engr.(Roads &Traffic Coordination)
2	Internal <b>Sewerage</b> system and STP in case of absence of sewer line in the vicinity.(remarks, completion certificates)	Consultant	Graduation in Civil engg., with 5- year experience in relevant field	Chief. Engr. (Sewerage project)
3	Parking layout & manoeuvrability within plot/ Premises.(remarks, completion certificates)	Consultant	Architecure registered with Council of Archtecture ,India . L.S.registered with MCGM,both having 3 years experience in relevant field, or Graduate in Civil engg., with 2- year experience in relevant field.	Chief. Engr.(Roads &Traffic Coordination)
4	Storm water drain.(remarks, completion certificates)	consultant	Architecture registered with Council of Architecture, India . L.S. registered with MCGM,	Chief. Engr.(S.W.D)
5	H.E.(NOC,remarks, completion certificates)	Consultant	Graduation in Civil Engg., with 5 year experience in relevant field	Hydraulic Engineer.
6	M&E (remarks, completion certificates)	Consultant	Graduation or Diploma in. (Mechanical) for Mechanical work and Graduation in (Electrical) for electrical work, with 5- year& 10 years experience, respectively, in relevant field	Chief. Engr.(M &E)
7	Supdt. Of Garden.(NOC, remark, completion)	Consultant	Degree in Agriculture/Botany with 2 years experience in relevant field.	Supdt. Of Garden
8	Debris removal certification	Self-certification		
9	Property Tax	Self-certification		
10	Pest Control	Self-certification		

Notes:-

- a) The qualification criteria as per the requirement may be amended by the respective MCGM departments.
- b) The consultants shall have to be registered their names with respective MCGM depts. for certification of works as stated above & Architecture shall have to be registered with Council of Architecture, India.
- c) All certification as stated above shall also be signed by developer while submitting the same to MCGM.

**VII) Modality for common site inspection :-**

One of the recommendations made by the Department of Industrial Policy & Promotion (DIPP),GOI to the State Govt. is to reengineer the process related to site visit. The DIPP in their recommendations suggested empanelment of third party for undertaking site visits on behalf of Approving Authority.

In order to move towards performing consolidated site visits, ensuring the discipline & quality of construction work, the preferred model for common site inspection within the MCGM departments could be by way of empanelled consultants as recommended by D.I.P.P. The detailed circular in respect of empanelment of third party consultants for site inspection is being prepared and will be issued shortly. However, until adequate no. of empanelled consultants are brought on record, the following modalities shall be followed.

**a. Site inspection for issuing IOD and Plinth CC.**

- i) On receipt of application from Architect/L.S. along with requisite documents, B.P. section shall forward the copy of plan showing the details of trees with respect to the footprint of the proposed building on plot to the respective Dy.Sutdt. of Garden (Dy.S.G) intimating therein the date of joint site visit, within 2 days.
- ii) B.P. section shall coordinate with the, Architect/L.S., & Dy.S.G. Offices and the site visit shall be carried out within next 2 days.

**b. Site inspection after issue of IOD & Plinth C.C.**

- i) After issuing IOD & plinth C.C. to the proposed building, B.P. section shall immediately, intimate the date & coordinate with the respective MCGM depts. other than CFO & S.G. dept. for joint visit at site.
- ii) B.P. section shall coordinate with the, Architect/L.S. and other MCGM depts., as stated in sr. no.(i) above and the site visit shall be carried out within next 2 days.

**c) For issuing Further C.C. :-**

- i) Architect/L.S. shall submit completion certificate along with plan showing building foot print and side open spaces, structural stability certificate from structural engineer & site supervisor's certificate, for the plinth of the proposed building to respective B.P. section, with request to grant the further C.C.
- ii) B.P. section, in coordination with Architect/L.S., shall carry out the plinth checking within 2 days from date of receipt of request letter from Architect/L.S./L.S.

**d) Site inspection during construction :-**

- i) Architect/L.S. shall check & submit bi-monthly progress report about the construction of the proposed building/s, stating that the work is carried out as per the approved plans. Architect/L.S. shall also inform immediately, in writing to respective B.P. section in case the construction work is found to be deviating from the approved building plans.

In case of any violation observed, registration of Licence Surveyor with MCGM shall be processed for cancellation as well as the proposal shall be processed for black listing the concerned Architect/L.S. & for restricting the licentiate work for construction permits in MCGM limit.

- ii) Architect/L.S. shall also submit the construction progress in the form of photographs /video clips along with the bi-monthly progress report. Such photograph /video clips shall be able to cover the progress of construction work as per the approved plans.
- iii) The respective structural engineer & site supervisor shall ensure that the construction work is being carried out strictly as per the building plans approved by MCGM. No construction work shall be allowed to be carried out in anticipation of approval from MCGM at any point of time. In case of any violation, licence /registration of the Structural Engineer /site supervisor with MCGM shall be processed for cancellation.

**e) Site inspection for granting OCC and BCC.**

- i) Architect/L.S. shall submit Building Completion (BCC), along with requisite documents, including compliances of CFO NOC & Tree Authority NOC , Certificate to respective B.P. section

- ii)** B.P. section shall coordinate with the, Architect/L.S., and the site visit shall be carried out within next 2 days.
  - iii)** B.P. section, in coordination with Architect/L.S., CFO & Dy.S.G.& other MCGM depts. wherever required, shall inspect the site within 2 days from date of receipt of BCC from the Architect/L.S./L.S. request letter from Architect/L.S./L.S.
  - iv)** In case, any deviation in construction is observed beyond approval or if there is any non-compliance of the approval conditions, the refusal to the BCC shall be given within 7 days from the date of receipt of BCC from Architect/L.S. The Designated Officer shall be informed simultaneously to take suitable action for construction work carried out beyond approval. The explanation from the Architect/L.S./Structural Engineer & Site supervisor shall be demanded for the same. In case of non-satisfactory explanation & any violation observed, registration of Licence Surveyor with MCGM shall be processed for cancellation as well as the proposal shall be processed for black listing the concerned Architect/L.S. & for restricting the licentiate work for construction permits in MCGM limit.
- VII)** The prorata charges in respect of Road, SWD, Street Lights, Sewerage line, Water supply and charges towards water connection and street (Sewer) connection shall be recovered by B.P. section, at the time of issuing further CC.
- VIII)** The permission for carriageway entrance for the proposed development shall be considered by the respective Asstt. Engineer(Bldg. Proposals).Such carriage way entrance shall be constructed in R.C.C., designed by the registered structural Engineer, appointed by the developer & with respect to the final invert level of the SWD. The structural stability certificate shall be insisted for the same from the concerened structural engineer.
- IX)** All NOCs wherever required from MCGM departments shall be issued for full potential of the plot/layout.
- X)** All the MCGM Departments shall complete their registration process for empanelment of consultants, immediately and start issuing the licences /registration certificates to eligible applicants & display the list of such empanelled consultants on MCGM web site, on or before 08.05.2015.

- ii) B.P. section shall coordinate with the, Architect/L.S., and the site visit shall be carried out within next 2 days.
  - iii) B.P. section, in coordination with Architect/L.S., CFO & Dy.S.G.& other MCGM depts. wherever required, shall inspect the site within 2 days from date of receipt of BCC from the Architect/L.S./L.S. request letter from Architect/L.S./L.S.
  - iv) In case, any deviation in construction is observed beyond approval or if there is any non-compliance of the approval conditions, the refusal to the BCC shall be given within 7 days from the date of receipt of BCC from Architect/L.S. The Designated Officer shall be informed simultaneously to take suitable action for construction work carried out beyond approval. The explanation from the Architect/L.S./Structural Engineer & Site supervisor shall be demanded for the same. In case of non-satisfactory explanation & any violation observed, registration of Licence Surveyor with MCGM shall be processed for cancellation as well as the proposal shall be processed for black listing the concerned Architect/L.S. & for restricting the licentiate work for construction permits in MCGM limit.
- VII)** The prorata charges in respect of Road, SWD, Street Lights, Sewerage line, Water supply and charges towards water connection and street (Sewer) connection shall be recovered by B.P. section, at the time of issuing further CC.
- VIII)** The permission for carriageway entrance for the proposed development shall be considered by the respective Asstt. Engineer(Bldg. Proposals).Such carriage way entrance shall be constructed in R.C.C., designed by the registered structural Engineer, appointed by the developer & with respect to the final invert level of the SWD. The structural stability certificate shall be insisted for the same from the concerened structural engineer.
- IX)** All NOCs wherever required from MCGM departments shall be issued for full potential of the plot/layout.
- X)** All the MCGM Departments shall complete their registration process for empanelment of consultants, immediately and start issuing the licences /registration certificates to eligible applicants & display the list of such empanelled consultants on MCGM web site, on or before 08.05.2015.



- XI)** All MCGM departments, for which NOCs/remarks/completion certificates are proposed to be accepted by way of third party consultant/self-certification, shall provide qualifications and criteria for empanelment of consultants immediately, if not yet submitted to D.P.Dept.
- XII)** The working plans required during the construction stages shall be provided at site duly signed by Architect / L.S., Structural Engineer appointed by Developer with their names in block capital letter, address and licence no.
- XIII)** The Architect/L.S./Structural engineer signing the working plans during the construction stages shall be duly registered with MCGM /Council of Architecture, as the case may be & shall also submit copy of their valid licence to the B.P. section for record.
- XIV)** The audit for the payments receipts in respect of the building proposal shall be made by auditors at intermediate stages viz., after granting plinth C.C., further C.C. and before granting O.C./B.C.C.The audit of such payment receipt shall be completed by the Audit dept.before grant of OC/BCC & for that purpose the B.P. section shall forward the entire file to Audit dept., after grant of further C.C. The Audit dept. shall complete the audit and return the entire file to BV.P. section within 3 days. The building proposals after granting O.C./ B.C.C. shall not be audited.
- XV)** All MCGM departments, for which NOCs/remarks are being accepted by way of third party certification or self-certifications, shall provide the standard guidelines, formats for submission of remarks and completion certificates to enable consultant or applicant to submit third party certificate/self-certification respectively. These formats for typical remarks/certificates shall be furnished to D.P.department, immediately.
- XVI)** The Ch.E. (D.P.) shall modify & re-engineer the conditions of IOD / further approval for the Building Proposal as per the above procedure.
- XVII)** All DMC and HOD shall create their internal online system within the departments immediately so that the back office of entire system of construction permit can be operated online in consultation with IT department.

- XI)** All MCGM departments, for which NOCs/remarks/completion certificates are proposed to be accepted by way of third party consultant/self-certification, shall provide qualifications and criteria for empanelment of consultants immediately, if not yet submitted to D.P.Dept.
- XII)** The working plans required during the construction stages shall be provided at site duly signed by Architect / L.S., Structural Engineer appointed by Developer with their names in block capital letter, address and licence no.
- XIII)** The Architect/L.S./Structural engineer signing the working plans during the construction stages shall be duly registered with MCGM /Council of Architecture, as the case may be & shall also submit copy of their valid licence to the B.P. section for record.
- XIV)** The audit for the payments receipts in respect of the building proposal shall be made by auditors at intermediate stages viz., after granting plinth C.C., further C.C. and before granting O.C./B.C.C.The audit of such payment receipt shall be completed by the Audit dept.before grant of OC/BCC & for that purpose the B.P. section shall forward the entire file to Audit dept., after grant of further C.C. The Audit dept. shall complete the audit and return the entire file to BV.P. section within 3 days. The building proposals after granting O.C./ B.C.C. shall not be audited.
- XV)** All MCGM departments, for which NOCs/remarks are being accepted by way of third party certification or self-certifications, shall provide the standard guidelines, formats for submission of remarks and completion certificates to enable consultant or applicant to submit third party certificate/self-certification respectively. These formats for typical remarks/certificates shall be furnished to D.P.department, immediately.
- XVI)** The Ch.E. (D.P.) shall modify & re-engineer the conditions of IOD / further approval for the Building Proposal as per the above procedure.
- XVII)** All DMC and HOD shall create their internal online system within the departments immediately so that the back office of entire system of construction permit can be operated online in consultation with IT department.

- XVIII)** H.E. shall verify the provision & if necessary, process the proposal for amendment in the MMC Act immediately, so that the condition of 270A of MMC Act can be deleted to enable, while granting OC/BCC, simultaneously as recommended by the DIPP, GOI.
- XIX)** S.G. shall process the proposal for amendment in Tree Authority Act & reorganise the procedure for obtaining the NOC from Tree Authority, so as to obtain the same in lesser time, immediately.
- XX)** Ch.E. (D.P.) shall process the proposal to UDD requesting to issue the directives for amendment in DCR provision in respect of CFO NOC prior to approval. (Provision No.5, DCR 1991)
- XXI)** Ch.E.(D.P.) shall begin auto scrutiny & online single window application of Building proposal on trial basis, immediately and shall also begin the trial for one window online scrutiny fee system on or before 30.04.2015.
- XXII)** CFO shall verify the provisions of Fire Act in force and process the proposal through competent authority for amendment in Fire Act, proposing to delete the present pre requisite condition of CFO approval for granting construction permit and facilitate the clearance at the stage of further C.C.
- XXIII)** The list of the documents to be submitted by Architect/L.S., along with the building proposal application shall be as per the **Annexure-I** enclosed herewith.

This circular is issued for streamlining the procedure for dealing in construction permit within the MCGM departments, for the proposals received from 15.05.2015 onwards and does not cover the aspect of dealing the Remarks /NOC's departments other than the MCGM departments. However, in case of ongoing proposals, the application of the provisions included in this circular will be at the option of the developers. All the above directives shall be followed by concerned MCGM departments scrupulously.

Sd/- 18.4.2015  
CH.E.(D.P.)I/c.

Sd/- 18.4.2015  
Municipal Commissioner

- XVIII)** H.E. shall verify the provision & if necessary, process the proposal for amendment in the MMC Act immediately, so that the condition of 270A of MMC Act can be deleted to enable, while granting OC/BCC, simultaneously as recommended by the DIPP, GOI.
- XIX)** S.G. shall process the proposal for amendment in Tree Authority Act & reorganise the procedure for obtaining the NOC from Tree Authority, so as to obtain the same in lesser time, immediately.
- XX)** Ch.E. (D.P.) shall process the proposal to UDD requesting to issue the directives for amendment in DCR provision in respect of CFO NOC prior to approval. (Provision No.5, DCR 1991)
- XXI)** Ch.E.(D.P.) shall begin auto scrutiny & online single window application of Building proposal on trial basis, immediately and shall also begin the trial for one window online scrutiny fee system on or before 30.04.2015.
- XXII)** CFO shall verify the provisions of Fire Act in force and process the proposal through competent authority for amendment in Fire Act, proposing to delete the present pre requisite condition of CFO approval for granting construction permit and facilitate the clearance at the stage of further C.C.
- XXIII)** The list of the documents to be submitted by Architect/L.S., along with the building proposal application shall be as per the **Annexure-I** enclosed herewith.

This circular is issued for streamlining the procedure for dealing in construction permit within the MCGM departments, for the proposals received from 15.05.2015 onwards and does not cover the aspect of dealing the Remarks /NOC's departments other than the MCGM departments. However, in case of ongoing proposals, the application of the provisions included in this circular will be at the option of the developers. All the above directives shall be followed by concerned MCGM departments scrupulously.

Sd/- 18.4.2015  
CH.E.(D.P.)I/c.

Sd/- 18.4.2015  
Municipal Commissioner

No.:CHE/32180/DP/GEN date:18.4.2015

Copy to...

Director(ES&P)/D.M.C.(Vig.)/D.M.C.(M.C.'s Office)/D.M.C.(I)/D.M.C.(Edn.)/  
D.M.C.(Garden & Security)/ D.M.C.(Spl.)/ D.M.C.(Tax Reforms)/  
D.M.C.(R.E./H.R.)/ D.M.C.(Engg.)/ D.M.C.(S.E.)/D.M.C.(Z-I)/ D.M.C.(Z-II)/  
D.M.C.(Z-III)/ D.M.C.(Z-IV)/ D.M.C.(Z-V)/ D.M.C.(Z-VI)/ D.M.C.(Z-VII)/  
H.E. / City Engineer/ Chief Engineer(BM)/ Chief Engineer(S.P.)/  
Chief Engineer(W.S.P.)/ Chief Engineer(C.T.I.R.C.)/  
Ch.Engineer(Rds.& Traffic.)/ Ch.Engineer(Bridges)/ Ch.Engineer(M&E)/  
Ch.Engineer(S.W.D)/ Ch.Eng.(S.O.)/ Chief Engineer(MSDP)/  
Ch.Eng.(S.W.M.)/ C.F.O./ C.A.(W.S.S.D.)/C.A.(Finance)/ E.H.O./ S.G./ E.O./  
Dy.Ch.Eng.(DP)I/ II/ Dy.Ch.Eng.(BP)City/ Dy.Ch.Eng.(BP)ES/  
Dy.Ch.Eng.(BP)WS-I/ Dy.Ch.Eng.(BP)WS-II/ Dy.Ch.Eng.(BP)Spl.Cell  
Dy.Ch.Eng.(M.C.Office)/ Dy.Ch.Eng.(H.I.C.)/ Dy.Ch.Eng.(S.I.C.)/  
Dy.Ch.Eng.(P.P.P.P.)/ E.E.(P) to Ch.Eng.(D.P.)/ EEDP(CITY)/  
E.E.D.P.(E.S.)/ E.E.D.P.(W.S.)H&K/ E.E.D.P.(W.S.)P&R/ E.E.(TP)/  
E.E.B.P.(W.S.)H/ EEBP(WS)K/ EEBP(WS)P/ EEBP(WS)R/ E.E.B.P.(CITY)I/  
E.E.B.P.(CITY)II/ E.E.B.P.(CITY)III/ E.E.B.P.(E.S.)I/ E.E.B.P.(E.S.)II/  
E.E.B.P.(Spl.Cell)/ E.E.(T&C)

*Chandran*  
20/6/15  
CH.ENG.(D.P.)

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No.**

**ANNEXURE-I**

**List of documents to be submitted along with building proposals.**

- 1) Notice u/s 337/342 of MMC act,1888 in prescribed format & application u/s 44/69 of MR&TP act,1966,along with complete set of plans(15 sets or as required in)as prescribed in the regulation 5(2) of DCR-1991,indiacting therein the prominent roads, landmarks in the neighbourhood near the site under reference on the location plan as well as block plan
- 2) Form of supervision by Architect/L.S./Licensed Surveyor (L.S.) in the prescribed proforma.
- 3) ULC clearance wherever necessary as per the guidelines issued by the Govt.
- 4) Property Register Card (stating therein area in words) issued not earlier than one year from the date of submission along with City Survey plan/True extract. Triangulation calculation for area of the plot, owner's affidavit& Architect/L.S.'s certificate for area of the plot as prescribed in regulation5 (3) (ii) (c) of DCR-1991.
- 5) NOC from the Special Planning Authority, MMRDA, MIDC, etc. if applicable.
- 6) NOC from Mumbai Housing Area Development Board for development of cessed properties in Island City.
- 7) Attested copy of Payment of tax up to date paid to assessment department.
- 8) Copy of Development Permission issued by D.P. section, wherever applicable.
- 9) Copy of change of user permission from I to R/C-1along with copy of plan issued by D.P. section, wherever applicable.
- 10) Title clearance certificate from solicitor/ Advocate and PAN card.
- 11) NOC from Railway, wherever applicable.
- 12) NOC from M.H.A.D.A. for proposals under regln33(5)of DCR-1991.
- 13) Certified copy of General Body Resolution of Society in respect of proposed redevelopment.
- 14) Certified copy of NOC from office of Registrar of Society.
- 15) In case of GOVT. / MCGM land, NOC from Collector/Concern Authority of Govt. / Estate Dept. of MCGM.
- 16) Copy of D.P. & or T.P. remarks issued not earlier than one (1) year.
- 17) Documents showing the authenticity of structures proposed to be Retained/where extension to the structure either vertical or horizontal is proposed, to ascertain that the structure which is proposed to be retained is not unauthorised.

- 18) In case plot is to be developed by deriving a "right of way", a registered agreement from the concerned owner.
- 19) NOC's from Highway Authority wherever applicable.
- 20) Copy of approved layout/sub-division/amalgamation along with terms & conditions.
- 21) NOC from Charity Commissioner, in case of properties owned by Trusts.
- 22) Tree Authority NOC wherever required.
- 23) In case of no cutting of trees, Self-certification by Architect/L.S. & developer for the same along with plan showing the details of tree on plot duly certified by both Architect/L.S. & developer.
- 24) Formation level remarks from CH.E.(Roads &Tr. Coordination) dept.
- 25) Invert level remarks from CH.E.(Sewerage Operation) dept.
- 26) Invert level remarks from CH.E.(S.W.D.) dept.
- 27) Nalla remarks from CH.E.(S.W.D.) dept., wherever required.
- 28) Certificates remarks, design, planning etc. from the respective consultant in standard formats & as per the details mentioned in Sr.No.II, VI & VII of the circular.
- 29) Structural design & plan showing the structural details for the proposed building, duly signed by structural consultant.
- 30) Self-Certificates from the developer as per the details mentioned in Sr.no.II & VII of the circular.
- 31) Set of plans for obtaining CFO NOC.
- 32) Consultants certificate in standard format for in respect of H.E. NOC.
- 33) Detail plan & design for Sewerage Treatment Plant from consultant, wherever required.
- 34) Registered under taking from the developer agreeing to the terms & Conditions of the IOD

All documents shall be duly certified by Architect/L.S.

**Sd/- 18.4.2015**  
**CH.E.(D.P.)I/c.**

**Sd/- 18.4.2015**  
**Municipal Commissioner**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No.**

**ANNEXURE-II**

**Details of the meetings held at various levels in respect of Ease of  
Doing Business – Construction Permit**

<b>Sr. No.</b>	<b>Date of meeting</b>	<b>Meeting held with</b>
1.	28.11.2014	Principal Secretary (Industries), Govt. of Maharashtra
2.	22.12.2014	Secretary (UD), Govt. of India
3.	4.2.2015	Secretary (UD), Govt. of India
4.	16.2.2015	Principal Secretary (Industries), Govt. of Maharashtra
5.	12.3.2015	Chief Secretary, Govt. of Maharashtra
6.	20.3.2015	Chief Secretary, Govt. of Maharashtra
7.	23.3.2015	Jt. Secretary, Cabinet Secretariat Shri A.V. Chaturvedi Govt. of India
8.	24.3.2015	Jt. Secretary Shri A.Singh, Govt. of India at Mantralaya
9.	10.4.2015	Chief Secretary, Govt. of Maharashtra

**Sd/- 18.4.2015  
CH.E.(D.P.)I/c.**

**Sd/- 18.4.2015  
Municipal Commissioner**



**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**No.**

**ANNEXURE-II**

**Details of the meetings held at various levels in respect of Ease of  
Doing Business – Construction Permit**

<b>Sr. No.</b>	<b>Date of meeting</b>	<b>Meeting held with</b>
1.	28.11.2014	Principal Secretary (Industries), Govt. of Maharashtra
2.	22.12.2014	Secretary (UD), Govt. of India
3.	4.2.2015	Secretary (UD), Govt. of India
4.	16.2.2015	Principal Secretary (Industries), Govt. of Maharashtra
5.	12.3.2015	Chief Secretary, Govt. of Maharashtra
6.	20.3.2015	Chief Secretary, Govt. of Maharashtra
7.	23.3.2015	Jt. Secretary, Cabinet Secretariat Shri A.V. Chaturvedi Govt. of India
8.	24.3.2015	Jt. Secretary Shri A.Singh, Govt. of India at Mantralaya
9.	10.4.2015	Chief Secretary, Govt. of Maharashtra

**Sd/- 18.4.2015  
CH.E.(D.P.)I/c.**

**Sd/- 18.4.2015  
Municipal Commissioner**