

STANDARD OPERATING PROCEDURE –INSPECTION

UPSIDA Bye Laws Section 2.7.0. SCRUTINY OF THE BUILDING PERMIT AMENDED PROVISIONS AS ON 29-05-2017

Navigate to OnlineUPSIDC.com-> Resource Centre-> Byelaws of UPSIDA -> UPSIDA Building Regulations

The screenshot shows the website for Uttar Pradesh State Industrial Development Corporation LTD. The navigation menu includes Home, About UPSIDC, Policies, Industrial Area, GIS, Grievance, Resource Centre, Online Services, and contact us. The Resource Centre dropdown menu is open, showing options like Industrial Area operating process, Office Orders, Document for approval of building plan, Present Rates, Development Process, Conditions for tender, Allotment application form, Services Rules, and By Laws of UPSIDA. The By Laws of UPSIDA sub-menu is further expanded to show: UPSIDA (Preparation & Finalization Of Plans), UPSIDA Land Development Regulation, UPSIDA Building Regulation, UPSIDC Executive Orders, and UP Industrial Area Act. 1976. Below the menu, a list of bye-laws is visible, including items 3.5.0 to 3.18.0 such as Group Housing-Flatted, Convenient Shopping, Hawkers Area / Grocery Market, Commercial / Professional Offices, Booking Office, Rail, Road & Air Transport, Bank/ Post Office, Restaurant, Recreational Club, Nursery And Kinder Garten School, Police Post, Pump House, Elect.Sub Station, Hostels, Boarding Houses, and Guest Houses.

Point No IV Defines the provision of Site Inspection prior to sanction of plan

iv) The Authority however, reserves the right to perform test checks by complete scrutiny of any of the plans submitted for approval .In case Authorized Officer require to carry out site inspection prior to sanction of plan, only one joint site inspection with owner (Lessee/ Occupier of the land) shall be made by Authorized Officer.

Flow Chart: Inspection as part of Obtaining Construction Permit

Inspection by Building Proposal Office/ relevant agency as part of obtaining construction permit

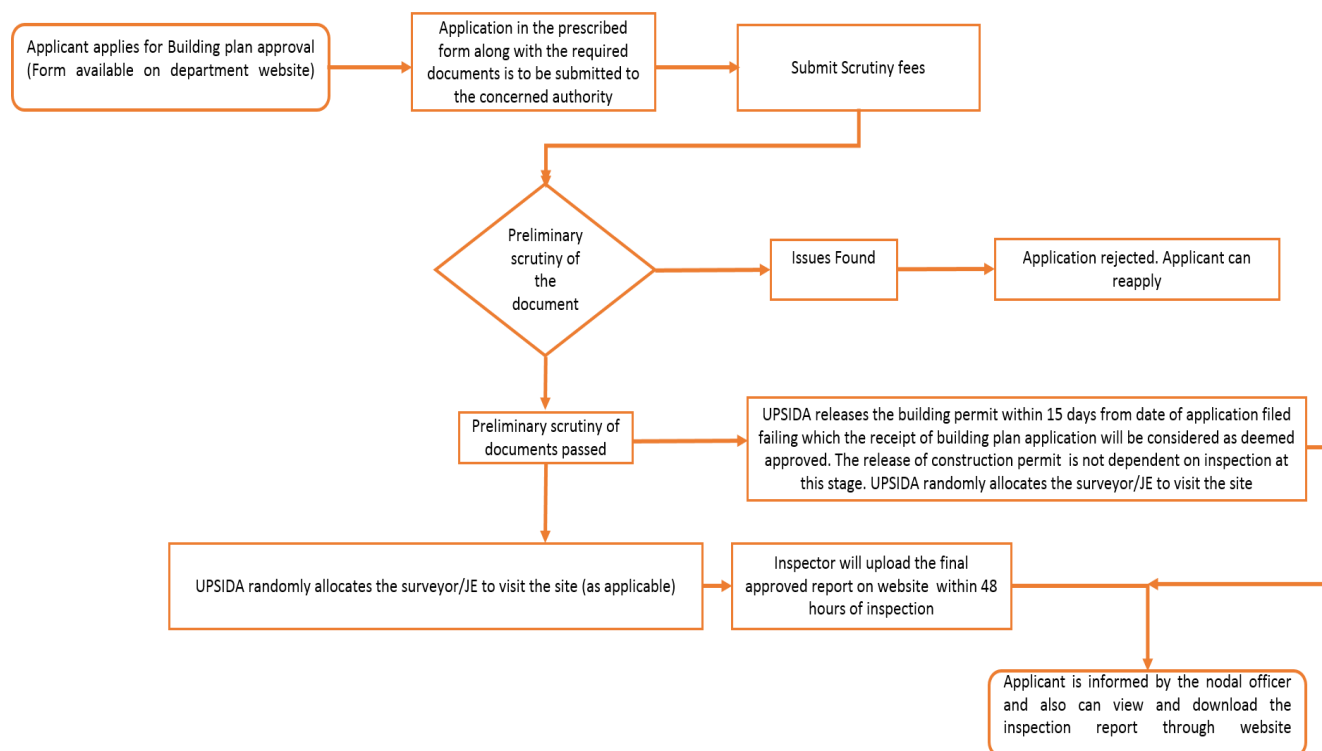


Fig 1: Work flow of Inspection by Building Proposal Office/ relevant agency as part of obtaining construction permit

Timeliness

1. Ideal time for releasing the Building permit by the Building Proposal Office/ relevant agency as part of obtaining construction permit is within 15 Days
2. Ideal time for Inspection by the Building Proposal Office/ relevant agency as part of obtaining construction permit is 48 hours. The concern Inspector will upload the Inspection report on the official website of UPSIDC

CHECKLIST-1A (For buildings on individual residential plots)

- i) Ownership documents: copies of allotment letter (transfer letter in case of transfer) possession certificate, the lease deed (transfer deed in case of transfer), and dimension plan issued by the Authority)
- ii) Form for first application to erect, re-erect, or to make material alteration in a building (Appendix 1)
- iii) Certificate prescribed in Appendix-2 for undertaking the supervision by the licensed technical person. Any change of the technical personnel during construction work shall be intimated to the Authorized Officer in writing.
- iv) Structural stability certificate from the Architect/Structural Engineers as per Appendix-3
- v) Certificate for sanction of Building Plan as per Appendix-4
- vi) Indemnity bond as per Appendix-5 in case where basement is proposed to be constructed on Rs.100/- stamp paper duly attested by a Notary
- vii) Specification of proposed building as per Appendix-6
- viii) Application for drainage of premises as per Appendix-7
- ix) Photocopy of the registration of the licensed technical person as per Appendix-12 duly authenticated with Plot No. for which it is submitted.
- x) Application form for water and sewer connection.
- xi) Photocopy of receipt of fees deposited, water and sewer connection charges, service connection and ramp charges and such other charges if any as required by the Authority from time to time.
- xii) Three copies of drawings (one cloth mounted) duly signed by the Licensed Technical Person and Owner.
- xiii) Any other document as may be required by the Authority from time to time

CHECKLIST-B (For buildings other than those on individual residential plots)

- i) Ownership documents; copies of allotment letter, possession certificate, the lease deed (transfer deed in case of transfer), and dimension plan issued by the authority.
- ii) Form for first application to erect, re-erect or to make material alteration in a building (Appendix-1)
- iii) Certificate prescribed in Appendix-2 for undertaking the supervision by the licensed technical person. Any change of the technical personnel during construction work shall be intimated to the Authorised Officer in writing.
- iv) Structural stability certificate from the Architect / Structural Engineers as per Appendix-3
- v) Certificate for sanction of Building Plan as per Appendix-4
- vi) Indemnity bond on Rs.100/- stamp paper duly attested by a Notary as per Appendix-5 in case where basement is proposed to be constructed.
- vii) Specification of proposed building as per Appendix-6
- viii) Application for drainage of premises as per Appendix-7
- ix) Photocopy of the registration of the licensed technical person as per Appendix 12 duly authenticated with plot No. for which it is submitted.
- x) Application form for water and sewer connection (if applicable)
- xi) Photocopy of receipt of fees deposited, water and sewer connection charges, service connection and ramp charges and such other charges if any as required by the Authority from time to time.
- xii) Three copies of drawings (one cloth mounted) duly signed by the Licensed Technical Person and Owner.
- xiii) Certificate of registered structural engineer and owner regarding earthquake resistance of building as per Appendix 8/A/B/C₁ if applicable.

- xiv) Two copies of the drawings giving details of provisions for fire safety, security as per National Building Code.
- xv) Approval from the competent authority in case of hazardous buildings.
- xvi) Soft copies of the drawings.
- xvii) Valid time extension, if applicable.
- xviii) Any other document, as may be required by the Authority from time to time.
- xix) In case of revision and revalidation original sanction plan to be surrendered

**SITE INSPECTION FOR CONSTRUCTION PERMIT
INSPECTION PERFORMA- CHECKLIST**

(Prior to commencement of Construction)

1	Name of the Industrial Area		
2	Reference No. and Date of requisition of Inspection report		
3	Name of the Inspecting Officer		
4	Designation		
5	Date of Inspection		
6	Name of the Applicant		
7	Allotment Letter No.		
8	Location of the Site and Surrounding Features		
	North		
	South		
	East		
	West		
9	Site enclosed with fence/Compound wall/No Compound Wall/Boundary Stones		
10	Work Commenced/Not Commenced		
11	If Commenced, the status of construction at the time of Inspection		
12	Whether the site falls in Old/Existing built up areas / Congested areas / Settlements /Gram Sabha/ Abadi		
13	Extent of the site		
14	Usage / Type of Building		
15	Access	Public/Private	
16	Access Road Width	As per Approved Plan	As on the Ground Plan
17	Proposed Road width as per Master Plan Road Affected portion (if any)	North South East West	
18	Land use as per Master Plan		
19	Setbacks Front Rear Side1 Side2	As per Approved Plan	As on the Ground Plan
20	Type of terrain	Plain/undulating	
21	Water Course/ water body in the vicinity of the site under reference (if any)		
22	Encroachment of any Government land	Yes/No	
23	Electrical line passing through the site	Yes/No	
24	Any other aspects		
25	Remarks /Recommendations of the Inspecting Officer		

**SITE INSPECTION FOR OBTAINING COMPLETION CERTIFICATE
INSPECTION PERFORMA CHECKLIST**

1	Name of the Industrial Area			
2	Reference No. and Date of requisition of Inspection			
3	Name of the Inspecting Officer			
4	Designation			
5	Date of Inspection			
6	Name of the Applicant			
7	Allotment Letter No.			
8	Location of the Site and Surrounding Features			
	North			
	South			
	East			
	West			
9	Building Plan Sanction Letter No			
10	Building Plan Sanction Date			
11	Ref. No. and date of Building Completion Notice			
12	Due date for Completion of Building			
13	Whether building completed within stipulated completion time	Yes/No		
14	If No, fine collected in rupees			
Site Details				
15	Extent of the site	As per sanctioned Plan	As on the Ground	Remarks
16	No of the floors			
17	External Setback Front Rear Side1 Side2			
18	Usage of Building			
19	Parking Space provision			
20	Abutting Road Width North South East West			
22	Any other aspects			
23	Remarks /Recommendations of the Inspecting Officer			