



No. Infra / Gen/1L-H.O.-1/2017 (Pt II)/2442

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NOTIFICATION

In view of Easing Business, the need of providing various services in industrial Parks and estates of WBIIDC was under active consideration of the State Government for some time. For successful implementation of the initiative and in order to place a regulatory mechanism for the purpose, following procedure and checklist shall be followed while granting intimation for plinth level completion & occupancy certificate.

A. Inspection Procedure for plinth level Completion:

Step-1: Applicant shall intimate about the completion of building up to the plinth level in prescribed form no. 7 [Form for Certificate of Completion of Work up to plinth Level] duly signed, enclosing Certified Completion Drawing up to plinth level, following requirements mentioned in WBIIDC Building Regulations, 2016 in e-District portal (<https://edistrict.ct.wb.gov.in>). Upon intimation the applicant and the concerned authority will get a notification through SMS and over e-mail.

Step-2: On receipt of the notification through SMS and over e-mail the concerned authority will make a preliminary check through the online system and will allocate inspector within 1 day.

Step-3: The concerned authority shall fix up the date of inspection, which shall not be later than 4 days from the date of intimation by the applicant. Intimation about the date of inspection will reach to the applicant two days prior through SMS & over e-mail through e-district portal.

Step-4: The inspection report will then be uploaded within 48 hours (forty eight) from the date of holding joint inspection in the e-district web portal and intimation will be sent to the applicant through SMS and over e-mail.

Step-5: If it is found in the inspection report that, everything is in order; the concerned authority shall inform the applicant to resume construction work by issuing a digitally signed certificate, otherwise ask the applicant through online system to make necessary rectification as per inspection report.

B. Inspection Procedure for Occupancy Certificate:

Step-1: intending applicant shall apply in prescribed form no. 9/11(as applicable) of WBIIDC Building Regulations, 2016 along with relevant certificates and drawings including completion drawings for occupancy certificate duly signed in e-district portal (<https://edisrict.wb.gov.in>) and shall upload the same for verification. Upon submission, the applicant and the concerned authority will get a notification through SMS and over e-mail.

Step-2: Notification to be forwarded to concerned authority through online system.

Step-3: Upon receipt of notification on submission of application by the applicant, concerned authority shall verify the uploaded documents submitted by the applicant. In case the documents are found non-satisfactory by the concerned authority the application shall be returned back in the e-district portal to the applicant mentioning the reason and for re-submission with necessary compliances following the procedure mentioned in step 1. The applicant shall get notification for this purpose through SMS and e-mail.

