



**On-line submission for sanction of Building Plan u/s 393A of the KMC Act, 1980
(Amended) except the proposal for u/r 142 of the KMC Building Rules, 2009**

Procedure :

1. Getting user-id/ password for online sanction of building plan :

LBS / Architect / ESE have to apply to DG(Building) with KYC to register himself for on-line submission for sanction of building plan u/s 393A of the KMC Act 1980 (except for the proposals complying u/r 142 of the KMC Building Rules, 2009).

2. On-line application for sanction of building plan :

- i) LBS / Architect, eligible for respective height of the Building as per K.M.C. Building Rules, may apply for Sanction of Building Plan Online.
- ii) **BEFORE LOGIN YOU HAVE TO ENSURE THAT :-**
 - YOU HAVE PREPARED ALL DRAWINGS AS PER ONLINE LAYER INSTRUCTION SHEET.
 - THE PROCEDURE OF ONLINE DATA & DRAWING SUBMISSION FOR READY REFERENCE CAN BE FOLLOWED IN "YOUTUBE.COM" - "STEP-BY-STEP VIDEO TUTORIAL OF ONLINE SUBMISSION OF BUILDING PLAN IN KMC".
 - ANY RELAXATION OF BUILDING RULE, IF REQUIRED HAS TO BE OBTAINED PRIOR TO SUBMISSION THROUGH ONLINE (LIKE CHANGE OF BACK, RELAXATION OF ROAD, U/S 59(2) ETC.).
 - BEFORE ONLINE APPLICATION ALL RELEVANT DOCUMENTS MUST BE IN YOUR HAND AND DOCUMENTS SECTION SHOULD BE FILLED UP PROPERLY. CHECKLIST FOR SANCTION OF BUILDING PLAN MAY PLEASE BE SEEN FOR READY REFERENCE.
 - YOU HAVE TO COMPLETE THE ALL PROCEDURE OF ONLINE DATA FILL UP WITHIN 3 DAYS FROM FIRST LOGIN.
 - AFTER FINAL SUBMISSION THROUGH ONLINE YOU HAVE TO SUBMIT ALL HARD COPY DOCUMENTS WITHIN 3 WORKING DAYS. FAILING WHICH YOUR SUBMISSION IS LIABLE FOR REJECTION WITHOUT FURTHER NOTIFICATION.
 - ANY WRONG INFORMATION AND OR INCOMPLETE ONLINE SUBMISSION BY L.B.S. / ARCHITECT WILL ATTRACT PROVISION OF I.T. ACT & RULES AND MAY IMPOUND YOUR LICENCE.
- iii) First LBS / Architect will login into online system of Building Plan Sanction through KMC web-portal (<https://www.kmcgov.in/Building>) for primary entry of the plan proposal. After submission of the primary entry, system will send email to concerned ESE (if any) and applicant with an auto generated Temporary Plan Case No and other information of the plan proposal submitted by LBS / Architect.
- iv) After receiving email, ESE will require to login to authenticate / accept the proposal submitted by the LBS / Architect through KMC portal online.
- v) LBS / Architect will login the KMC web portal to upload the soft copy of the plan proposal in .dwg format prepared following the guidelines provided at 'Annexure-A'.
- vi) LBS / Architect will also fill-up two data-sheets, one for detail of documents to be submitted in hard form and another is for details of the plan proposal.
- vii) After final submission of On line Plan by concerned L.B.S. / Architect an auto generated SMS will be communicated to concerned AE (Bldg.) , L.B.S. / Architect & Owner.

3. Submission of required documents in hard copy manually :

- i) All the related documents such as deeds, undertakings, indemnity bonds, application form, soil test report NOC of different departments/authorities etc. duly signed by the Owner(s) and/or LBS / Architect / ESE (as applicable) have to be submitted in hard copy as required in KMC Building Rules 2009 with the hard copy of the Auto generated Email of Temporary Plan Case No to the concerned Executive Engineer (Civil) of the Building Department, KMC within three days from online submission through Speed Post or by hand-delivery.
- ii) H.A. / U.D.A. / S.A.E. will login with their Employment ID & Password and check the submission of Data Box by tick mark only.

4. Acceptance of the proposal :

- i) After receiving the application in hard copy, department will primarily examine the submitted documents and plan proposal. After scrutiny by the department objections are to be communicated to the applicant through email and auto generated SMS to L.B.S. / Architect & Owner.
- ii) After necessary correction and satisfaction of the department, department will generate a demand notice for deposition of submission fees as applicable. The same will be communicated to all concerned through email and auto generated SMS to Owner.
- iii) Submission fee has to be deposited within 3 (three) days time either through KMC web portal or at any 'Common Collection Centre' of Kolkata Municipal Corporation.
- iv) After deposition of 'Submission fees' a 'plan case number' will be generated and communicated to all concerned through email and auto generated SMS to L.B.S. / Architect & Owner.

5. Processing of plan proposal :

- i) Department will examine all the documents, deeds, annexure etc. Any discrepancy, if found, will be communicated to the applicant for rectification through email.
- ii) A date of site inspection will be communicated to the concerned LBS / Architect through email and auto generated SMS to L.B.S. / Architect & Owner, within 10 days from the date of deposition of submission fees. If inspection date is not provided within stipulated time then auto generated SMS will be communicated to EE.
- iii) Plan proposal will be checked in regard to the compliance of building rules partially manually and partially through AutoCAD tools. Any discrepancy, if found, will be communicated to the LBS / Architect for rectification through email and auto generated SMS to L.B.S. / Architect & Owner.
- iv) Department will check the compliance of the requirements of other departments like PMU(KMC), KIT, ULC, Airport Authority, WBF&ES, Microwave, Environment etc. as per requirement. Any discrepancy, if found, will be communicated to the applicant for rectification through email and auto generated SMS to L.B.S. / Architect & Owner.
- v) The proposal may be placed before the Municipal Building Committee if required.
- vi) Department will check the compliance of the requirements / suggestion of Municipal Building Committee. Any modification, if suggested, will be communicated to the LBS / Architect for rectification/incorporation in plan proposal through email and auto generated SMS to L.B.S. / Architect & Owner.

vii) After compliance of all formalities and plan proposal free from any correction and submission of Structural Plan and design calculation, demand will be generated for deposition of sanction fees, which will be communicated by email and auto generated SMS to L.B.S. / Architect & Owner.

6. Issuance of Sanction Plan :

- i) Sanction fees has to be deposited within 3 (three) days time either through KMC web portal or at any 'Common Collection Centre' of Kolkata Municipal Corporation.
- ii) When Sanction fees has been deposited by applicant an auto generated alert SMS will be communicated to concerned A.E. & Executive Engineer.
- iii) The plan proposal free from any correction will be sanctioned by the department on the basis of the aforesaid submissions and the same should be communicated to the applicant (LBS/Architect) as well as owner and ESE (if any), through email & SMS stating that they have to come in person to the concerned Executive Engineer (Civil) for signing of the hard-copy of the plan which will be printed by the department on the basis of the on-line submitted .dwg file updated by LBS/Architect.

Flow Chart

