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KARNATAKA INDUSTRIAL AREA DEVELOPEMNT BOARD
(A Government of Karnataka Undertaking)

No.IADB/Adm.1287/ 12372/2015-16

Date: 30-3-2016

:: CIRCULAR ::

Sub: Implementation of initiatives of Ease of Doing
Business Reforms Action Plan - 2016 -
Nomination of Nodal Officer from KIADB.
-oOo-

The Govt. of India has circulated 340 Business Reform Action Points on Ease of Doing Business. The Industries & Commerce Department has forwarded 35 points pertaining to KIADB.

In order to facilitate implementation of initiatives of Ease of Doing Business Reforms Action Plan in respect of the following points, Guidelines / Checklists have been framed:

1. Inspection for granting Construction Permits.
2. Site Inspection Report.
3. Checklist for sanction of Building Plan.
4. Checklist for issue of Occupancy Certificate.

Copies of the Guidelines / Checklists are enclosed.

All the Development Officers & Executive Engineers are directed to strictly adhere to the Guidelines / Checklists in performing the duties in respect of the above points. Any lapses in the matter will be viewed seriously.

Draft Approved by Chief Executive
Officer and Executive Member

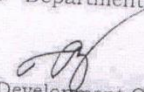
Sd/-
Chief Development Officer
& Chief Engineer

To,

All the Development Officer & Executive Engineers, I, II, III
KIADB Zonal Office, Bengaluru, Bellary, Davanagere, Dharwad, Hassan,
Belagavi, Mangaluru, Mysuru, Tumakuru & Kalaburagi.

Copy to:

1. The Additional Chief Secretary to Govt. C&I Department for kind information.
2. The Commissioner for ID & Director of I&C Department for kind information.


Chief Development Officer
& Chief Engineer

Karnataka Industrial Area Development Board

Site Inspection Procedure for granting Construction permits

- i. Generally all construction and work for which a licence is required shall be subject to inspection by the Board and certain types of construction involving unusual hazards or requiring constant inspection, shall have continuous inspections by the Board.
- ii. Within 15 days from the date of the receipt of application, the Board shall inspect the site/plot to verify the plot dimension, topographical features, physical features and other details and scrutiny the plan submitted by applicant as per the prescribed checklist for building plan sanction.
- iii. Within 15 days from the date of the receipt of intimation, the Board shall inspect the site to verify the line out marked for the building according to the sanctioned plan. The owner shall commence the work after the grant of commencement certificate in the prescribed form.
- iv. If the commencement certificate is not issued within a period of 30 days from the date of intimation by the owner, the construction may proceed according to the sanctioned plan.
- v. However KIADB may at any time before or during erection of building/execution of any work/development make an inspection thereof.
- vi. After the receipt of intimation from applicant regarding completion of building, the Board shall inspect building along sanction plan and verify as per the prescribed checklist for issue of occupancy certificate within 30 days from the date of filing application.
- vii. The Checklists for Site inspections shall be as per the prescribed formats.
- viii. Approval of Development Plan/ Building Plan will be given within 45 days from the date of filing application.
- ix. Commencement Certificate/Occupancy Certificate will be issued within 30 days from the date of filing application.

SITE INSPECTION REPORT

Sl.No.	Particulars	Details	
1.	Application number (Unique number to be generated)		
2.	Inspection date:		
3.	Applicant Name and Postal Address: Email ID and Mobile no.		
4.	Proposed Plot location, Plot No. and Name of Industrial Area		
5.	Topographical Features (level, slope, rocky, gravelly, sandy etc.,)		
6.	Width of Existing Road /Street abutting the plot in meters East : West : North : South:		
7.	Plot/Sital area in sq.m i) As per Possession Certificate ii) As per Lease Deed/Sale Deed iii) As per actuals at site		
8.	Schedule of Plot/site : East : West : North : South:		
9.	Physical features:	Within the site	Surrounding the site
	(i) Existing well		
	(ii) Existing Tree		
	(iii) Electric Line – HT, LT		
	(iv) Nala/Water body		
	(v) Existing Buildings		
	(vi) Railway line near by		
	(vii) NH/SH/Other roads		
	(viii) Any other features – Natural Man made		

10.	Other Observation if any	
11.	Proposed Type of Construction	
	i. New Construction	
	ii. Modification of Sanction Plan	
	iii. Addition to the existing Building	
	iv. Modification / Alteration of Existing Building	
	v. Other if any, Specify	
	b) If the work is commenced, the status of construction	
12.	Remarks	

Note: The Site shall be inspected and report shall be prepared and submitted within 15 days of the receipt of the application along with the mandatory documents

Technical Case Worker

Authorized officer

(D.O.)

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CHECK LIST FOR SANCTION OF BUILDING PLAN

1.	Application number (Unique number to be generated)	
2.	Applicant Name and Postal Address: Email ID and Mobile no.	
3.	Proposed site location, Plot No. and Industrial Area	
4.	Topographical Features (level, slope, rocky, gravelly, sandy etc.,)	
5.	Width of Existing Road /Street abutting the site in meters East : West : North : South:	
6.	Plot/Sital area in sq.m i) As per Possession Certificate ii) As per Lease Deed/Sale Deed iii) As per actual at site	
7.	Schedule of Site East : West : North : South:	

8.	Physical features:	Within the site	Surrounding the site
	(ix) Existing well		
	(x) Existing Tree		
	(xi) Electric Line – HT, LT		
	(xii) Nala/Water body		
	(xiii) Existing Buildings		
	(xiv) Railway line near by		
	(xv) NH/SH/Other roads		
	(xvi) Any other features – Natural		
	Man made		
9.	Other Observation if any		
10.	Proposed use of Plot/Building		
11.	In case or Existing buildings copy of the sanction plan to be enclosed	Yes/No	
12.	Master Plan Details		
	a) Proposed Land use		
	b) Proposed road/Existing road or street widening details, if any – NH/SH/DR/Others		
	c) Road margin area reserved in sq.m		
	d) Building line		
13.	NOC details		
	a) Fire Force Department		
	b) Airport Authority of India		
	c) KSPCB for buildings of built up area 2000 sq.m and above		
	d) SEIAA/DFEE/MOEF		

14.	NOC from Railway Authority; if the property falls within 30m from the railway alignment (Right of way) boundary			
15.	Other Noc's (As applicable) NHAI, PWD, LAKE Development Authority Irrigation/Minor Irrigation, Department Forest etc			
16.	Sital Area considered for Sanction			
17.	Building Details	Existing	Proposed	Total
	a) Plinth Area of building			
	b) Ground Coverage			
	c) Permissible Ground Coverage			
	d) Total Built up area			
	e) FAR			
	f) Permissible FAR area			
	g) Height of the building			
18.	Whether the property abuts			
	a) Lake/Water Body	Yes/No		
	If yes, buffer left from the lake/Water Body boundary in metres			
	b) Drain/ Nala	Yes/No		
	If yes, buffer left from the Drain/ Nala in metres			
	c) Protected Monuments			
	i) Whether the property falls in the prohibited (100m from monument) area or regulated (200m from prohibited area) area of the notified monument	Yes/No		
	ii) If yes, NOC shall be obtained from the Competent Authority of the Archaeology Department concerned			
	d) Heritage Buildings /Precincts	Yes/No		

	If yes, Whether proposed building can be permitted or not (Regulations shall be verified)	
19.	Whether the site falls in C.R.Z area	Yes/No
	If yes, N.O.C submitted from the Coastal Regulation Authority	Yes/No
20.	Facilities provided for	
	a) Rain water harvesting	Yes/No
	b) Solar energy	Yes/No
	c) Solid waste collection and management	Yes/No
	d) Differently abled persons	Yes/No
	e) Tree planting	Yes/No

21. Comparative Statement as per Regulations

Sl.No.	Particulars	As per Regulations	As per earlier Plan sanctioned if any	As per Plan submitted	Remarks
1.	Setback				
	a. Front				
	b. Rear				
	c. Left				
	d. Right				
2.	Coverage				
3.	FAR				
4.	No. of Floors				
5.	Height of the building				
6.	No. of units/blocks				
7.	No. of Parking slots and Parking area				
8.	Area reserved for Greenery/Buffer				

TECHNICAL CASE WORKER

Authorized officer
(D.O.)

CHECKLIST FOR ISSUE OF OCCUPANCY CERTIFICATE

1.	Applicant Name and Address					
	Email ID	Mobile No.				
2.	Site / Plot Details					
3.	Plan sanction No. & Date					
4.	Date of issue of Commencement Certificate as per building byelaws/regulations					
5.	Floor wise building Details:					
	Floor	Built up area		Number of parking slots		Usage
		As per sanction	As built	As per sanction	As built	As per sanction As built
6.	Existing Road /Street Width in meters:					
7.	Road /Street widening, if any		Yes/No			
	If yes, relinquishment details					
8.	Date of Inspection					
9.	Whether the applicant has submitted Photographs of the					
	a) Completed building		Yes/NO			
	b) Solar installation		Yes/NO			

	c) Rain Water Harvesting	Yes/NO	
	d) STP	Yes/NO	
10.	Sital Area (in Sq.m)		
11.	Building Details	As per Sanction	As built
	a) Plinth area (in Sq.m)		
	b) FAR		
	c) Height of Building in meters		
	d) No. of Units		
	e) No. of Parking units		
	f) No. of Floors		
12.	Clearances from different departments		
	a) Consent for Operation from KSPCB.		
	b) Clearance from Fire Force Department (High rise Building)		
	c) Factories and Boilers for Industrial buildings		
	d) Others, if any		
13.	Permission from District Magistrate for		
	a) Inflammable/explosive storage buildings		
14.	Whether Facilities provided for		
	f) Rain water harvesting	Yes/No	
	g) Solar energy	Yes/No	
	h) Solid waste collection and management	Yes/No	
	i) Differently abled persons	Yes/No	
	j) Tree planting	Yes/No	

15. Comparative Statement

Sl.No.	Particulars	As per ZR	As per Sanctioned Plan	As built Plan	Difference	Percentage of Deviation	Remarks
1.	Setback in meters						
	i. Front						
	ii. Rear						
	iii. Left						
	iv. Right						
2.	Coverage (percentage)						
3.	FAR						
4.	No. of Floors						
5.	Height of the building in metres						
6.	No. of Units						
7.	No. of Parking units						
16.	Technical Case Worker Report						
17.	Concerned Officer Report						

Note: The Site shall be inspected and report shall be prepared and submitted within 15 days of the receipt of the Completion report submitted by Consulting Architect / Engineer.

Technical case worker

Authorized officer

(D.O.)