

Building Plan Approval & Inspection Procedure

Step1. Building permission seekers apply online at URL <http://www.jmcjammu.org/PermissionForm.aspx> and following are documents to be uploaded on the site along with photograph.

- i.** Site plan
- ii.** Building plan
- iii.** Service Plan
- iv.** Parking & Circulation plan
- v.** Landscape plan
- vi.** General Specifications.
- vii.** Ownership documents
- viii.** An undertaking as per prescribed format
- ix.** Other documents if any.

A confirmation message through mail is sent to the applicant instantly and application Form A for building permission is automatically generated and sent to the concerned Officer/Officials along with the documents uploaded.

The checklist of documents required for building permission cases is published at the website

Step 2. After scrutinizing the file by JMC officials the case file is sent online for NOC to the concerned departments .In case any deficiency is observed, the applicant is informed through e-mail to provide the deficient documents. The following line departments are empanelled in the online building permission system for granting NOC's online:-

- i.** Jammu Development Authority
- ii.** Chief Town Planner, Town Planning Organization
- iii.** Assistant Commissioner (Revenue)
- iv.** Assistant Commissioner (Nazool)



- v. Executive Engineer, Public Health & Engineering
- vi. Executive Engineer, Power Development Department
- vii. Executive Engineer, Sewerage & Drainage
- viii. Joint Director, Fire & Emergency Services Deptt.

Step 3. Inspection of Site is conducted by the Concerned Field Staff within 7 days and uploading of report within next 48 hours which clear the Level 1 (Inspection Level).

Step 4. Report received from field staff is examined and the case is processed w.r.t Master plan provision in voque (Level 2)

Step 5. In view of the observation made at level 1 and 2 and after received all NOCS from the line departments the case compiled for placing them in BPA meeting clearing Level 3

Step 6. BPA meeting convened and all the cases complete in all respects are decided /approved in the meeting held under chairmanship of commissioner JMC clearing the level 4.

Step 7. The cases which are approved by the Building permission authority, building fee is generated online and the details are sent to the applicant through e-mail for depositing the fee either through online mode (RTGS, NEFT, Online Banking) or through offline mode at single window of JMC.

Step 8. After the fees has been deposited by the applicant permission order is generated and final permission issued to the applicant.



Check List for plinth level inspection

After receiving the notice that the plinth has been completed, a site inspection is conducted and verified the plinth raised with respect to permission accorded and further construction of super structure is allowed

Procedure for completion certificate

Applicant on completion of building has to give notice to the corporation alongwith:

1. Clearance certificate from Fire & Emergency services.
2. Structural stability certificate from a qualified structural engineer.

After receiving the notice the site inspection is conducted and building is verified with respect to permission accorded and completion certificate is issued if building found as per the permissible norms.



AFFIDAVIT

I, S/o, D/o, W/o
....

R/o do hereby solemnly
affirm and declare as under:-

1. That I am permanent resident of Jammu & Kashmir state.
2. That I am applying for building permission for
purpose.
3. That I am owner in possession of the land measuring
marlas/Kanals situated at within the
limits of Jammu Municipal Corporation, Jammu.
4. That I shall raise the construction as per plan approved by JMC.
5. That I shall construct the building for the purpose it has been
approved for
6. That I will not claim for any compensation from UEED in case water
enters during rainy season or due to any reason into the building.
7. That I will construct Septic Tank/Soakage Pit in my/our premises
for sewerage treatment.
8. That the effluent which will come out after treatment will as per
latest present guidelines of Govt.
9. That I shall abide all the rules/parameters prescribed by concerned
departments.
10. That the solid waste shall be disposed of by me.
11. That I will construct Sewerage Treatment Plant as per site plan.
12. That this affidavit is solicited for reference and record of concerned
authorities.

Verification:-

Verified at Jammu on this day of/...../2018, that the averments
made by me in this affidavit are true and correct to the best of my
knowledge and belief and nothing has been concealed therein.

