

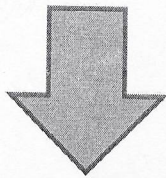
Building Plan Approval & Inspection Procedure (Within 60 days of submission)

SUBMISSION, SCRUTINY AND INSPECTION

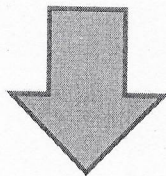
Day 0

On-line submission of application at URL <http://www.jmcjammu.org/PermissionForm.aspx> and following documents are to be uploaded on the website along with photographs. A checklist of all the documents is provided on the website for ready reference.

- 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.

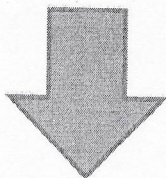


Automatic generation and issuance of application Form A for Building Permission. The data entry of Form A done by JMC on Housing & Urban Development Department Building Permission System



Day 3

Uploading of case on online Building Permission System and confirmation mail to the applicant within 03 days of submission of application, and generation of application ID.



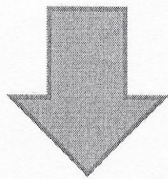
ash

Day 4

Data Entry on Building Permission System and the complete case files are sent for verification to the following line departments, which are empanelled in the online building permission system for granting NOC's on-line immediately:-

- i. Jammu Development Authority, if applicable
- 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

(All non-residential building cases have been more than 20,000 sft floor area is sent to Urban Transport Environment Improvement committee (UTEIC) chaired by Divisional Commissioner)



Day 4-14

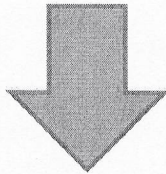
LEVEL-1

Scrutiny of the file and site visit by Tech. Assistant/Surveyors (Level-1) & intimation of deficiency, if any to the applicant (WITHIN TEN DAYS OF SUBMISSION) along with site report

Day 14-17


LEVEL-2 MASTER PLAN

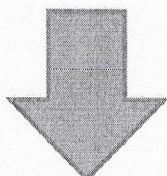
Examination of field Reports and processing the case in terms of provisions laid down in Master Plan by Building Officer within 03 working days. At this time, Building Officer will not wait for NOCs.



Upto Day 30 (Subject to NOCs from other line Departments.)

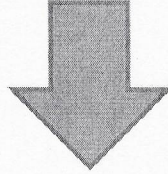
LEVEL-3- BUILDING PERMISSION AUTHORITY (BPA) MEETING

 Building permission Cases which are complete in all respects along with NOCs are placed in BPA meeting (WITHIN A MONTHS TIME) after receiving NOCs from different departments.

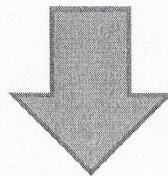


LEVEL-4-CONVENING OF BPA MEETING

Agenda of the BPA meeting shall be Circulated at least 48 hours prior to the meeting. BPA meeting convened and all the cases complete in all respects are decided / approved in the meeting held under chairmanship of Commissioner, JMC

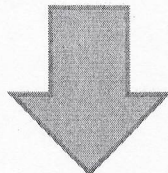


On-line generation of building fee assessment form of approved cases and intimation to the applicants through online payment SMS System immediately. Counterfoil to be visible to STP System.

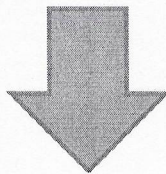


LEVEL-5- ISSUANCE OF BUILDING PERMISSION

On-line deposition of the building fee through online mode (RTGS, NEFT, Online Banking, Credit/Debit Card etc.)



On-line issuance of Building Permission to the applicant through e-mail and Home Delivery of Hard Copies through speed Post immediately after successful payment immediately.



Furnishing of a certificate and list by Senior Town Planner, JMC that all the applicants have been informed of their Approval/Rejection and Building Fee Generation in the Minutes of the BPA Meeting within 4 days of BPA. The minutes to be signed only after all applicants have been informed online. STP shall also certify the compliance of the SOP so framed.

A handwritten signature in black ink, appearing to be 'admg', with a long horizontal line extending to the right.