



THE HOWRAH MUNICIPAL CORPORATION

Rs. 50/-

4, Mahatma Gandhi Road, Howrah-711 101

FOR BUILDINGS SCHEDULE - I

[See Rule 4 (2)]

Notice for erection / re-erection / addition to or alteration of a building
From (name and address of the applicant)

Name : _____

Address : _____

Phone No. _____

Fax No. _____

Email _____

Date : _____

To
The Commissioner,
Howrah Municipal Corporation

Subject : Notice for erection / re-erection / addition to or alternation
Under Section 174/174 B of HMC act 1980 (Strike out which is not applicable)
As amended till date

Sir

I/We hereby give notice under the section specified above and intend to undertake the work as specified above under Rule 4 of The Kolkata Municipal Corporation Building Rules 2009 as extended mutatis mutandis to Howrah Municipal Coporaton. I/We hereby request you to grant us necessary Building Permit under Rule 15 of the said rule.

In support of this notice I/We wish to make the following statements :

1. Assessee No. _____ Borough No. : _____ Ward No. _____

2. Premises No. : _____

3. I) Name of Owner (s) :

a) Phone No. : _____

b) Address : _____

ii) Name of Applicant : _____

Phone No. : _____

Address : _____

(iii)

(any other right please state and disclose proof)

4. Name of the Architect, L.B.S. :

Class : _____ No. _____ Phone No. _____ Fax : _____ Email _____

Address : _____

5. (a) Name of Structural Engineer :

Class : _____ No. _____ Phone No. _____ Fax : _____ Email _____

Address : _____

(b) Name of Geo, Tech. Engineer :

Class : _____ No. _____ Address : _____

Phone No. : _____ Fax : _____ Email : _____

6.1 (I) Area of land :

(a) As per title document (m²) _____

(b) As per physical measurement (m²) _____

(c) As per Assessment Book of Records (m²) _____

(ii) Boundaries of site on North _____
South _____
East _____
West _____

6.2 Nature of land : Whether solid / filled up tank or part tank? If tank specify the area, both solid / tank.

7. (a) Proposed height of the building : _____

(b) No. of stories : _____

8. Width of means of access :-

(a) HMC Physical road width as per observation of relevant dept.

(b) Private road / common passage (as per Deed / Documents) : _____

(c) Alignment (if any) of HMC/HIT : _____ (Prescribed/proposed)
width of alignment : _____ (m)

9. Premises falls within _____ Zone as per L.U.D.C.P. Provision.

10. Corner plot Yes/No.

11. Junction distance (for assembly use only) _____ (m)

Distance of site from flyover _____ (m)

12. A. Principal occupancy : _____

B. Other occupancy/ occupancies (if any) _____

13. Whether the premises is tenanted : _____ Yes / No

14. Whether the proposal involves construction on vacant land / additional block/or floor/by demolishing the existing structure : _____

15. Height of the adjoining building / buildings :

North _____ (m) South _____ (m) East _____ (m) West _____ (m)

16. Depth of the building : _____ (m)

17. Existence of any door or windows next to boundary line within 0.6m : Yes / No

18. Total area of (i) Stair cover : _____ (m²)

(ii) Lift Machine Room : _____ (m²)

(iii) Roof Tank : _____ (m²)

(iv) Total Roof Area : _____ (m²)

(v) Total Loft Area : _____

(vi) Other Structures : _____ (m²)

19. Ground floor area : _____

20. Main characteristic details of building :

Sl. No.	Items	Proposed Value	Permissible Value	Remarks
(a)	Height of the building (m)			
(b)	Front Open Space (N/S/E/W/I)			
(c)	Rear Open Space (N/S/W/W/I)			
(d)	Side Open Space (N/S/W/W/I)			
(e)	Side Open Space (N/S/W/W/I)			
(f)	Joint Open Space (N/S/W/W/I)			
	(N/S/W/W/I)			
	(N/S/W/W/I)			
	(N/S/W/W/I)			

- (g) Interior Open Space :
 - (i) Inner court yard :
 - (ii) Outer court yard :
- (h) Ground coverage : (i) Area Sqm :
 - (ii) Percentage

- (i) Floor area ratio (FAR)
- (j) Total covered area in all floors (Sqm.)

- (k) Service area in ground floor (Sqm)

- (l) Basement area (Sqm.)

- (m) Mezzanine floor (Sqm.)

- (n) Internal Road
 - (i) Width
 - (ii) Length
- (o) Stair case
 - (i) Number
 - (ii) Minimum width or each flight (m)
 - (iii) Area of staircase including landing in each floor

- (p) Escalator
 - (i) Number
 - (ii) Size

- (q) Lift
 - (i) Number
 - (ii) Size
 - (iii) Ht. of the Lift Machine Room
 - (iv) Size of the Lift Machine Room
 - (v) Area of Lift Machine Room with lift Landing Lobby in each floor

- (r) Addition & Alteration work
(Strike-out if not applicable)

	Area (Sqm.)	Parking Required	Parking Provided
(i) Existing floor area			
(ii) Proposed floor area			
(iii) Total floor area			

- (s) Width of ramp / slope of ramp / area of ramp

- (t) Width of drive way : _____

- (u) Ventilation shaft.
 - (i) Area (Sqm.) : _____
 - (ii) Minimum Width (Sqm.) : _____
 - (iii) Service door provided in shaft : Yea/no.

(v) Parking Space as per Rule	Required No of. Parking	Parking provided	
		Open	Covered
	Required No of. Bus / Truck Parking	Open	Covered

(w) Occupancy or Use Group

(i) Residential

(a) Single Tenement :

Area _____ (Sqm.)

(b) Multiple Tenement

Area _____ (Sqm.)

Total = _____

(ii) Other uses :-

Type	Area	% Coverage	Proposed	Permissible	Remarks
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a) Educational

b) Institutional

(a) Assembly

b) Merchantile (Retail)

c) Storage

d) Industrial

e) Business

f) Any other use

21. Proof of ownership (whether by Deed of Conveyance / Gift / Lease / Record of Rights (Parcha) / Partition / Exchange / Will (duly probated) / other documents and mutation certificate issued by HMC) : Please give particulars.

21(a) In case where applicant is Govt. body or KIT, KMDA etc. to whom the land was given by LA Collector : Please give allotment and possession letter along with site plan, land area and boundary.

22. Proof of boundary through :

a) Deed Plan : Yea / No

b) Registered boundary declaration : Yes / No

c) Assessment Report (Assessment Book Copy) : Yes / No

23. Gift of land to the HMC by throwing of land to common passage / HMC Road : Yes / No
(for widening of road / splaying of corner)

24. In support of our application we are enclosing herewith following documents :-

Premises No. _____

Description	Submitted (Yes/No/NA)	Reference	Date
i) Three sets of plan			
ii) Application form / notice			
iii) a. Current paid up Tax Receipt			
b. Assessment Book Copy			
iv) Tax Clearance Certificate			
v) Observation from HIT (if any)			
vi) Observation from Survey Dept. (if any)			
vii) Clearance certificate / application copy from ULC Dept.			
viii) Observation of WBFS Deptt.			

Description	Submitted (Yes/No/NA)	Reference	Date
ix) Indemnity Bond			
x) Copy of Deed and plan			
xi) Registered boundary declaration			
xi) Registered deed of gift / certified copy with original registration receipt, gift of land for splayed portion as required under section 180 D			
xii) Registered declaration for throwing in case of side and back strip of land (but in case of front strip or land registered deed of gift only)			
xiv) Registered undertaking for common passage under section with original receipt of registration.			
xv) Registered declaration for transfer of land due to alignment in force.			
xvi) Registered Power of Attorney			
xvii) Appeal for Conditional Sanction			
xviii) Legality of existing structure			
xix) F A R Calculation Sheet			
xx) Soil Investigation Report			
xxi) Structural Design Calculation			
xxii) General Undertaking			
xxiii) Area and Fees Calculation			

Signature of Architect/LBS

Signature of Owner

Structural Engineer

Geo Technical Engineer

Sub Assistant Engineer

Assistant Engineer (C)

Chief Architect



THE HOWRAH MUNICIPAL CORPORATION

4, Mahatma Gandhi Road, Howrah-711 101

Rs. 5/-

SCHEDULE - II [See Rule 4 (6) (b)] FORM OF DECLARATION



From :
.....
.....
.....

Dated :

Office Ref. No and date.

If any

(Name and Address of the applicant)

To
The Commissioner,
Howrah Municipal Corporation
Howrah

Subject : Declaration under sub-rule (6) of rule 4 of Kolkata Municipal Corporation Building Rules 2009 as extended mutatis-mutandis to Howrah Municipal Corporation.

Premises No. and Building Particulars :

Street

Ward No.

Borough No.

Sir,

I / We hereby declare that while executing the works mentioned by me / us in the Notice given under sub-rule (1) of rule 4 of The Kolkata Municipal Corporation Building Rules, 2009 as extended mutatis/mutandis to Howrah Municipal Corporation. I/We shall comply with the requirements of section 179 of Howrah Municipal Corporation Act, 1980, as amended till date.

Yours faithfully

Signature of the Applicant (s)



THE HOWRAH MUNICIPAL CORPORATION

4, Mahatma Gandhi Road, Howrah-711 101

Rs. 5/-

SCHEDULE - III

[See Rule 4 (10)]

COMPOSITE DECLARATION



To
The Commissioner
Howrah Municipal Corporation,
Howrah

Ref. Premises No.....

Sir,

I / We have submitted an application for erection / re-erection / addition to / alteration of building/s as the above premises u/s 174 / 174 (B) of The Howrah Municipal Corporation Act, 1980 as amended up to date. In connection with the said application, I / We do hereby declare -

1. That the work of erection, re-erection or addition or alteration will be supervised by an Architect Licensed Building Surveyor, a Structural Engineer, a Geo Technical Engineer as required under the rules of The Kolkata Municipal Corporation, as extended mutatis-mutandis to Howrah Municipal Corporation.
2. That the works relating to water supply, drainage and sewerage shall be supervised by a licensed plumber.
3. That there are no arrear dues payables to The Howrah Municipal Corporation in respect of the said premises.
4. That the soil of the said premises is fit to be built upon from engineering point of view and a copy of the soil test report submitted by Geo Technical Engineer referred to in sub-rule (a) of rule 49 is annexed hereto.
5. That I / We shall plant trees I saplings as per Corporation's guidelines in the front and other open space of the premises.

Yours faithfully

Signature of the Applicant (s)



THE HOWRAH MUNICIPAL CORPORATION

4, Mahatma Gandhi Road, Howrah-711 101

Rs. 5/-

SCHEDULE - IX

[See Rule 22]

FORM OF NOTICE OF COMMENCEMENT

From :

Dated :

.....

Office Ref. No and date.

.....

if any

.....

(Name and Address of the applicant)

To
The Commissioner,
Howrah Municipal Corporation
Howrah

Subject : Notice of Commencement under Rule 22 of The Kolkata Municipal Corporation Building Rules, 2009 as extended mutatis mutandis to Howrah Municipal Corporation.

As per Building Permit No. dated.....

Building Particulars :

Premises No. and Street

Ward No.

Borough No.

Sir.

I/We hereby give notice that the erection, re-erection of addition to / alteration of the building on premises

No. Street Ward No.

Borough No. will be commenced on (date) as per Building

Permit No. date..... granted by you, under the supervision of.....

Architect Licensed Building Surveyor, License No. Class and

..... (give names of other technical personal appointed as required under the rules)

and in accordance with the plans and specification sanctioned.

Yours faithfully

.....
Signature of the Applicant (s)

Countersigned

.....
(Signature, names, address of the Architect/Licensed Building Surveyor / other technical personnel)



THE HOWRAH MUNICIPAL CORPORATION

4, Mahatma Gandhi Road, Howrah-711 101

Rs. 5/-

SCHEDULE - X

[See Rule 4 (6) (b)]

FORM OF NOTICE OF COMPLETION OF WORK UP TO PLINTH LEVEL

(See Rule 24 (1) of Kolkata Municipal Corporation Building Rules,
2009 as extended mutatis mutandis to Howrah Municipal Corporation

From :

Dated :

Office Ref. No and date.

If any

(Name and Address of the applicant)

To
The Commissioner,
Howrah Municipal Corporation
Howrah

Subject : Notice of Commencement of work up to the plinth level under
Sub-Rule 1 of Rule 24

Building Particulars :

Premises No. and Street

Ward No.

Borough No.

Sir.

I/We hereby inform you that the construction upto the plinth level of No..... Street

Ward No. Borough No. for which Building Permit No.

dated the was issued, has been completed in accordance with the sanctioned plan.

The work may be inspected in pursuance of the provisions of the sub-rule (2) of rule 24 of Kolkata Municipal Corporation Building Rules, 2009, as extended mutatis mutandis to Howrah Municipal Corporation.

Yours faithfully

.....
Signature of the Applicant (s)

Countersigned

.....
(Signature, names, address of the Architect/Licensed Building Surveyor / other technical personnel)



THE HOWRAH MUNICIPAL CORPORATION

4, Mahatma Gandhi Road, Howrah-711 101

SCHEDULE - XI

FORM OF NOTICE OF INSPECTION TO DRAINS AND APPLIANCES CONNECTED WITH DRAINAGE

Rs. 5/-

From :

Dated :

.....

Office Ref. No and date.

.....

if any

.....

(Name and Address of the applicant)

To
The Commissioner,
Howrah Municipal Corporation
Howrah

Subject : Inspection of drains and appliances connected with drainage under rule
25 (1) of the Kolkata Municipal Corporation Buildings Rules, 2009 as
extended mutatis-mutandis to Howrah Municipal Corporation.

Building Particulars :

Premises No. and Street

Ward No.

Borough No.

Sir.

I/We hereby give notice of my intention to cover up drainage / appliances connected withon
..... (date) at(time) at
premises No..... Street.....Ward No.....Borough.....and
request for inspection of the same.

The work was sanctioned vide Building Permit No.dated.....

Yours faithfully

.....
Signature of the Applicant (s)

Certified that the drainage work in the above premises has executed under my supervision and the work is in accordance
with the sanction plan and conforms to the provisions of Howrah Municipal Corporation Building rules, and the Howrah
Municipal Corporation Water Supply, Sewerage and Drainage Regulations, 1984. As amended till date.

.....
(Name and Address of the Licensed

Plumber) (License No.....)

.....
Signature of the Licensed Plumber



THE HOWRAH MUNICIPAL CORPORATION

4, Mahatma Gandhi Road, Howrah-711 101

Rs. 5/-

SCHEDULE - XII

FORM OF NOTICE OF COMPLETION

[See Rule 27 (1) of Kolkata Municipal Corporation Building Rules, 2009 as extended mutatis mutandis to Howrah Municipal Corporation]

From :

Dated :

Office Ref. No and date.

If any

(Name and Address of the applicant)

To
The Commissioner,
Howrah Municipal Corporation
Howrah

Subject : Notice of Completion under Rule 27(1)

Building Particulars :

Premises No. and Street

Ward No.

Borough No.

Sir,

I/We hereby give notice that the erection / re-erection / addition to / alteration of the building on premises No. Street Ward No. Borough No. has been completed according to the plans sanctioned vide Building Permit No. dated

I/We have to request you to arrange for the inspection and for the issue of an occupancy certificate.

Yours faithfully

Countersigned

Signature of the Applicant (s)

(Signature of the Architect / Licensed Building Surveyor)

(Signature, names, address of the other technical personnel)

Enclosure :

NOTES :

- (1) Three sets of the building plans marked as 'Completion Plant' signed by the applicant and the Architect / Licensed Building Surveyor, one set of which is cloth bound (clearly stating the occupancy and use-group for which the building or the work has been sanctioned).
- (2) Structural Stability Certificate signed by Structural Engineer countersigned by the Architect / Licensed Building Surveyor as per form, below.
- (3) Fire Safety Certification issued under the West Bengal Fire Services Act. 1950 and the rules made there under.
- (4) Certificate under clause (a) of sub-rule (3) rule 27.
- (5) Certificate from Commissioner under clause (b) of sub-rule(3) of rule 27.
- (6) Certificate from electric supply undertaking under clause (c) of sub-rule (3) of rule 27
- (7) A certificate pertaining to lift installation, if any
- (8) Other certificates (mention the nature of other certificates).

Note : Enclose items which are necessary

Form of the Structural Stability Certificate

I / We hereby certify that the erection / re-erection / addition to / alteration of building on premises No :
..... Street : Ward No. : Borough :
has been supervised by me and has been completed wholly / in part on (date) according
to the plans sanctioned vide Building Permit No..... dated

The work has been completed in accordance with the sanctioned plan and to our best satisfaction. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specification. No provisions of Howrah Municipal Corporation 1980 Act, as amended till date and The Kolkata Municipal Corporation Building Rules, 2009 as extended nutatis mutandis to Howrah Municipal Corporation have been violated in course of the work. The building is structurally safe and fit for use for which it has been erected / re-erected / altered / added to".

.....
(Signature of the Architect /
Licensed Building Surveyor)

.....
Signature of the Structural Engineer
(Name, address and empanelment number
of the Structural Engineer)

.....
(Name, address and License No. of the
Architect / Licensed Building Surveyor)