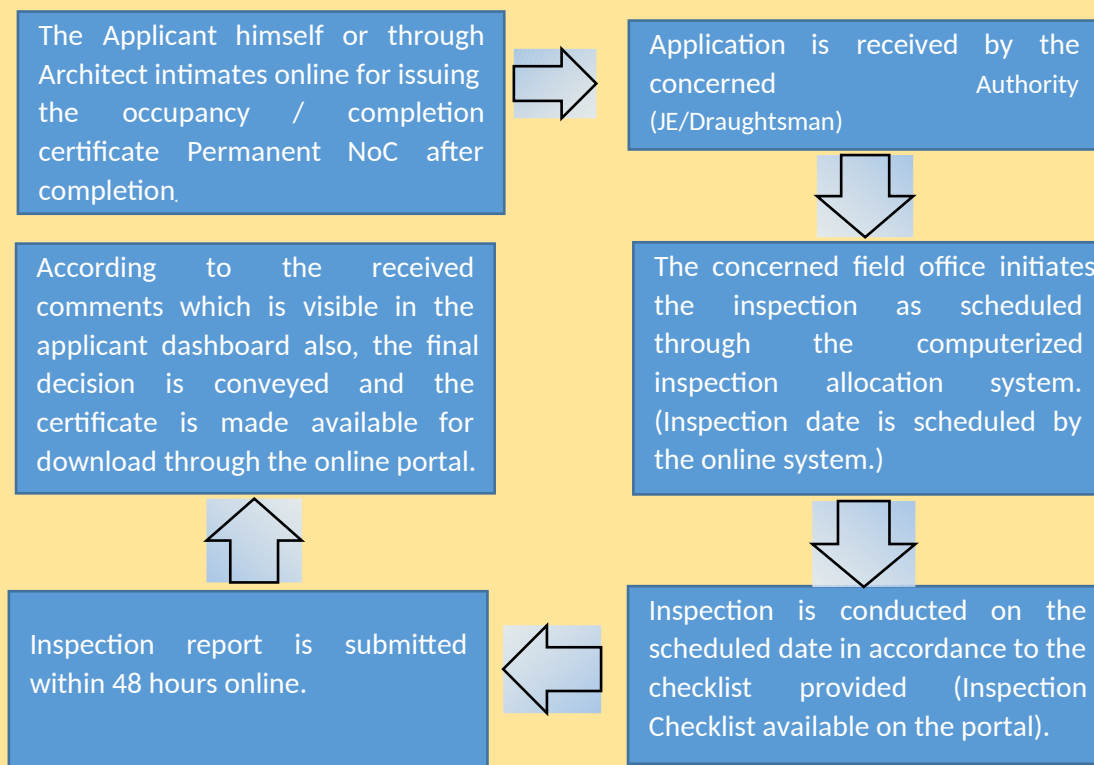


Inspection Procedure and Checklist for obtaining occupancy / completion certificate (Permanent NoC) Post-construction

Inspection by Building Proposal Office/ relevant agency as part of obtaining occupancy / completion certificate (Permanent NoC)

(In H.P. a single NoC is issued in place of Completion or Occupancy Certificate)

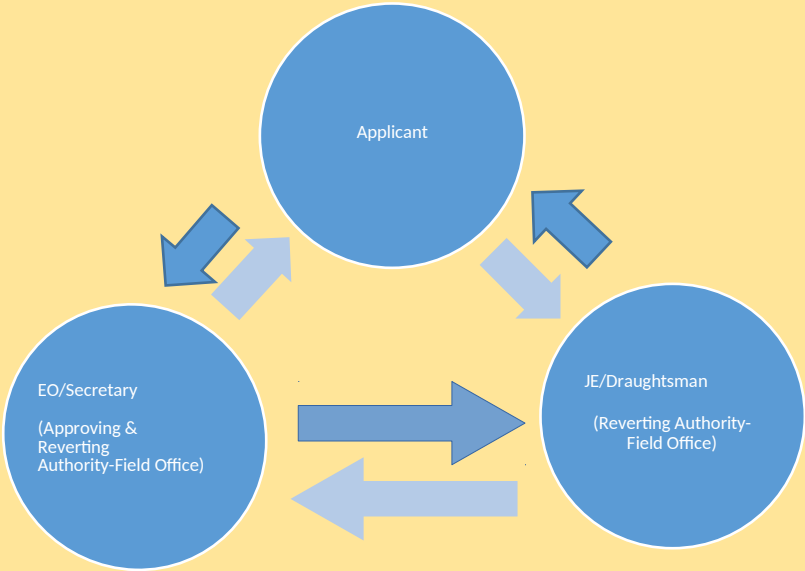
Internal Procedure for Inspection for issuing occupancy / completion certificate (Permanent NoC)



Internal Procedure followed by the department during inspection

- Step-1:** Applicant may select the appropriate architect from list of empanelled Architect/ Civil Engineer/ Registered Technical Personel available form the online portal where both can apply (applicant or professional) after completion of the building for obtaining Permanent NoC.
- Step-2:** The JE/Draughtsman of the concerned field office receives the online intimation and forwards the application further to next level Authority (EO/Secretary).
- Step-3:** The Executive Officer (EO) or Secretary provide comments/ observations and directs the concerned Authority (JE/Draughtsman) to conducts the inspection on such date as may be provided through the portal.
- Step-4:** Concerned Authority at Field Office conducts the inspection on the scheduled date as per checklist and submites the inspection report within 48 hours through the online portal.
- Step-5:** The inspection report along with comments of the concerned officials is visible to the applicant and the final approval is also conveyed through SMS/ E-mail is visible on the dashboard. The certificate of occupancy / completion certificate (Permanent NoC) will be available for download from the portal.

Internal Work Flow for Inspection procedure and building planning permission



Checklist for Residential Buildings

Serial No.	Risk Category	Checklist for Risk Criterion for inspection
a	High	<ul style="list-style-type: none"> • Group Housing Schemes • Above 3 storey building • Building on slopes more than 30 degree • Any building raised on landfill, reclaimed land, sinking and sliding zone. • Building within horizontal distance up to 25 meters from HFL or as prescribed in respective DPs • Buildings with communication towers or falling under corridor of HT/ LT lines
b	Moderate	<ul style="list-style-type: none"> • All 2-3 storey buildings • Buildings on slopes above 15 to up to 30 degrees
c	Low	<ul style="list-style-type: none"> • Single storey buildings constructed on slope less than 15 degree

- The checklist of inspection and timelines for planning permission is affected during inspection based on risk profile of the buildings.
- There is difference in time lines and checklist based on risk criteria. The checklist for inspection changes based on risk profile of the building.
- Taking into account the terrain in Himachal Pradesh it becomes necessary to conduct inspection of all buildings by the Department for approval of building planning cases. The risk based classification of buildings differentiates the checklist applicable for inspection and the time required by the Department to process the received application.

Checklist for application for Post-construction issue of NoC

Checklist for Commercial Buildings

Serial No.	Risk Category	Checklist for Risk Criterion for inspection
a	High	<ul style="list-style-type: none"> • Commercial Housing Complexes, Multiplexes, Tourism Units, Marriage palaces, Automobile Showrooms • Any building raised on landfill, reclaimed land, sinking and sliding zone. • Building within setback from HFL or as prescribed in respective DPs • Buildings with communication towers or falling under corridor of HT/ LT lines
b	Moderate	<ul style="list-style-type: none"> • Double Story Shops
c	Low	<ul style="list-style-type: none"> • Single Story Shops

- This inspection checklist is applicable to **COMMERCIAL BUILDINGS**.
- The checklist of inspection and timelines for planning permission is affected during inspection based on risk profile of the buildings.
- There is difference in time lines and checklist based on risk criteria. The checklist for inspection changes based on risk profile of the building.
- Taking into account the terrain in Himachal Pradesh it becomes necessary to conduct inspection of all buildings by the Department. The risk based classification of buildings differentiates the checklist applicable for inspection and the time required by the Department to process the received application.

Checklist for Industrial Buildings

Serial No.	Risk Category	Checklist for Risk Criterion for inspection
a	High	<ul style="list-style-type: none"> • Buildings above two • Any building raised on landfill, reclaimed land, sinking and sliding zone. • Building within setback from HFL or as prescribed in respective DPs • Buildings with communication towers or falling under corridor of HT/ LT lines
b	Moderate	<ul style="list-style-type: none"> • Double Story Shops
c	Low	<ul style="list-style-type: none"> • Single Story Shops

- This inspection checklist is applicable to Industrial Buildings.
- The checklist of inspection and timelines for planning permission is affected during inspection based on risk profile of the buildings.
- There is difference in time lines and checklist based on risk criteria. The checklist for inspection changes based on risk profile of the building.
- Taking into account the terrain in Himachal Pradesh it becomes necessary to conduct inspection of all buildings by the Department. The risk based classification of buildings differentiates the checklist applicable for inspection and the time required by the Department to process the received application.

Checklist for Public/Semi Public

Serial No.	Risk Category	Checklist for Risk Criterion for inspection
a	High	<ul style="list-style-type: none">• All Buildings except for the buildings mentioned under Low Risk category
b	Low	<ul style="list-style-type: none">• Toilets, Rain Shelters Pump Houses and crematoriums

- **This inspection checklist is applicable to Public/Semi Public.**
- **The checklist of inspection and timelines for planning permission is affected during inspection based on risk profile of the buildings.**
- **There is difference in time lines and checklist based on risk criteria. The checklist for inspection changes based on risk profile of the building.**
- **Taking into account the terrain in Himachal Pradesh it becomes necessary to conduct inspection of all buildings by the Department. The risk based classification of buildings differentiates the checklist applicable for inspection and the time required by the Department to process the received application.**

Checklist for Mixed land used buildings

Serial No.	Risk Category	Checklist for Risk Criterion for inspection
a	High	<ul style="list-style-type: none"> • All Buildings

- This inspection checklist is applicable to mixed land used buildings.
- The checklist of inspection and timelines for planning permission is affected during inspection based on risk profile of the buildings.
- There is difference in time lines and checklist based on risk criteria. The checklist for inspection changes based on risk profile of the building.
- Taking into account the terrain in Himachal Pradesh it becomes necessary to conduct inspection of all buildings by the Department. The risk based classification of buildings differentiates the checklist applicable for inspection and the time required by the Department to process the received application.

Checklist for Building Planning Permission Cases

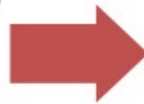
S. No.	Description	Legend As per Regulations
1	Type of Area	<ul style="list-style-type: none"> • Core • Non-Core • Restricted • Green • Heritage • Sinking • Sliding • Other
2	Plot Area For Subdivision/ Development Activity (in sq.mt.)	251.00 (Minimum)
3	Ownership & Revenue documents	Required
4	Land-use	Residential

S. No.	Description	Legend As per Regulations
5	F.A.R.	1.50
6	Built up area	--
7	Whether Construction abuts with N.H Set-backs (Sq. m.)	
	Front	3 (Minimum)
	Rear	2 (Minimum)
	Left Side	2 (Minimum)
	Right Side	2 (Minimum)
8	Number of story's	4+1(Parking Floor)
9	Road/ path existing at site	
	Existing at site	3 (Minimum)
	Shown in Tatima	Required
10	Parking provision	Mandatory if feasible
11	Whether any HT/LT Line, crossing over the proposed land	--
12	Whether proposed site is located nearby ASI Protected monument	--
13	Whether proposed Plan is located nearby HFL	--
14	Whether trees are standing on plot	--
	Whether plot is Abutting to Forest Boundary	--
15	Whether plot is Directly abutting with National Highway/State Highway/By-pass/ Other H.P. Public Department Schedule road	--
16	Whether proposed plot is abutting to natural drainage	Yes
	Distance from Nullah(Meter)	3 (Minimum)
	Distance from Khud/HFL of River(Meter)	5 (Minimum)
17	Whether any Pipeline/Sewerage line crossing or passing through the plot	--
18	Provision of Solar Passive Building	Mandatory

S. No.	Description	Legend As per Regulations
19	Provision of barrier free access for persons with disability	Mandatory in Public & Semi Public Zone
20	Whether the Proposed Plan is above the road level on Valley Side.	--
21	Whether proposed Plan is located in Sinking and Sliding area	--
22	Rain water harvesting tank provision	Mandatory
23	Structural Stability Certificate	0
24	Number of Dwelling Units	8
25	Risk based Classification of building	
	Whether building with communication tower	--
	Whether proposal is for Group Housing Scheme	--
	Whether building raised on land fill	--
	Whether building raised on reclaimed land	--
26	General requirements	
	Slope of land	45 (Maximum)
	Height of parking floor	2.30
	Height of slopping roof	2.50 (Maximum)
	Height of floor	2.70 (Minimum)
	Height of building	16.50 (Maximum)
	Maximum hill cut	3.50
	Distance between two blocks	5 (Minimum)
	Plinth height	4 (Maximum)
	Height of Service floor	--
	Equivalent car Space	--
	Buildable width	5 (Maximum)
27	Photograph's of site	--

Application procedures and guidelines for Inspection by Building Proposal Office/ relevant agency as part of obtaining occupancy / completion certificate (Permanent No Objection Certificate) after completion of building

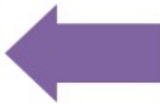
After obtaining the '**Planning Permission**' on Form 12 the applicant can apply for obtaining '**Temporary/Permanent NOC**'. The Reference Number for obtaining the NOC will be the same as of the Reference Number generated for getting Planning Permission.



The Users can apply through their dashboards for obtaining NOCs by clicking on '**Apply NOC**' tab in the '**Application Form**'



After submitting the Application Form '**Confirmation Message**' will be generated and the process is complete.



After providing the desired information in the Application Form, the applicant has to click on the '**Submit**' tab for submitting his application.

* **Note**-The screenshots for the above mentioned procedures are given below.

The detailed information regarding this process and other online processes is given in the '**User Manual / Guide**' and is uploaded on the '**UD Web Portal**'.