

## **Ease of Doing Business - Procedure for Inspection to obtain**

### **Construction Permit & Check List**

#### **PROCEDURE FOR INSPECTION TO OBTAIN CONSTRUCTION PERMIT:**

- Ref:
1. G.O.Rt.No. 579, MA&UD (H2) Department, Dt: 07-09-2015.
  2. Govt. Memo.No. 196083/H2/2016-1, Doc.No. 4582, MA&UD (H2) Department, Dt: 17-03-2016.
  3. G.O.Ms.No. 35, Industries and Commerce (IP&INF) Department, Dt: 29-04-2015.
  4. G.O.Ms.No. 136, MA&UD (H2) Department, Dt: 27-05-2016.

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In the context of Ease of Doing Business, in the reference 1<sup>st</sup> cited guidelines were issued to all 110 Urban Local bodies (ULBs) in the State of Andhra Pradesh for the Development of Information and communication Technology (ICT) enabled integrated online building permission system. In the reference 2<sup>nd</sup> cited guidelines were issued for risk based classification of buildings. In the reference 3<sup>rd</sup> cited instruction were given to provide all clearances required for starting and operating Industry within 21 working days at single point through Information technology for ease of doing business. Further, in the reference 4<sup>th</sup> cited Constitution of Committee to form Joint Inspection team regards to granting construction permit as part of Ease of Doing Business. In continuation of the same, following are reiterated.

#### **1. Inspections based on computerized risk assessment:**

All the applications for the Building Plan / Occupancy certificate to be categorized based on the risk i.e., Low Risk, Moderately Risk, High Risk Buildings as per the criteria given in Govt. Memo. 2<sup>nd</sup> cited.

The above categorization to be done through the Online Inspections Module developed as part of the DPMS system for ULBs concerned.

#### **2. Category of Inspections:**

The inspections shall be based on the categorization of Building based on the risk viz;

The High risk Category building premises shall be ascertained by the ULBs based on type of building such as, all building in the vicinity areas such as water bodies, railways, Electrical lines, Airport etc. as classified in G.O Ms. 119, Dt: 28-03-2017 of MA&UD.

The Moderately risk Category building premises shall be ascertained by the ULBs based on type of building such as, Commercial complexes, Public Congregation building such as conventional centers, cinema Theatres, Institutions, Hospitals etc. which are above 10.00 mts. Height.

The Low Risk category building premises shall be ascertained by the ULBs based on type of building such as,

- a) Buildings in narrow roads of less than 9.00 mts. Width.
- b) Buildings proposed without column structures.

Further, Third party verification of structural design and drawings by the Third Party i.e., reputed Engineering Colleges/ universities which are recognized by the U.G.C shall be mandatory for all High-Raised Buildings.

The conflict resolution mechanism is designed with specific resolutions authority and affiliated in case of arising different conflict in the granting of building permission as well as in the course of construction.

**3. Scheduling of Inspections:**

The scheduling of inspections shall be done through the Online Inspection module. The sites to be inspected shall be scheduled as per the date of application and risk criteria as mentioned in the point 2.

**4. Issuance of Notices:**

A computer generated notice / SMS alert shall be issued to the applicant for which inspection is scheduled. In addition, the intimation from ULB / UDA should be sent to concerned departments, namely Revenue, Irrigation, Fire Services, Mining, Electricity, pollution Control Board, Forests etc. for the Joint Inspection by the Departments as per G.O 4<sup>th</sup> cited. In case, a Single Agency is conducting the inspection, then all the concerned officers shall go together for the inspections. Concerned ULBs/ UDAs shall issue internal circulars regarding the same.

**5. Allocation of Inspecting Officers:**

The allocation of Inspecting Officer shall be done randomly through the computerized Online Inspection Module in DPMS as follows.

- a) Inspecting officer shall be allocated from the pool of inspecting officers for each Zone/ Region.
- b) The same Inspecting Officer shall not inspect the same building twice consecutively.

In case of unavoidable exigencies such as leave, court appearance etc. only, the inspecting officer shall intimate the concerned Section Head duly recording the reasons, and the Section Head shall select replacement inspecting officer from out of left over officers through computer system.

**6. Inspection Report:**

Inspection shall be conducted on the designated date by the designated inspecting officer and shall upload the inspecting report within 48 Hrs. of completion of the Inspection in the Online Inspection Module Building plan Approval / Occupancy. An alert (SMS/E-mail) shall be sent to the Section head and the Applicant / Architect/ LTP (Licensed Technical Personnel) so that they may view / download the inspection report.

**INSPECTION PROFORMA - CHECKLIST**  
**SITE INSPECTION FOR CONSTRUCTION OF BUILDING**  
(Prior to commencement of construction)

1.	Reference No. of the ULB		
2.	Reference No. and Date of requisition of inspection report		
3.	Name of the ULB		
4.	Name of the Inspecting Officer		
5.	Designation		
6.	Date of Inspection		
7.	Name of the Applicant		
8.	Location of the site and surrounding features NORTH SOUTH		
9.	EAST WEST Site enclosed with Fence / Compound wall / No Compound wall / Boundary Stones		
10.	Work Commenced / Not Commenced		
11.	If commenced, the status of construction at the time of inspection		
12.	Whether the site falls in Old/ Existing built-up areas/ Congested areas/ Settlements/ Gram Khantam/ Abadi		
13.	Extent of the Site		
14.	Usage /Type of Building		
15.	Access	Public / Private	
16.	Access Road - Width	As per approved Plan	As on the ground Plan
	North		
	South		
	East		
	West		
17.	Proposed Road width as per Master Plan Road affected portion (if any)	North South East West	
18.	Land use as per Master Plan		
19.	Whether permissible or not as per Zoning regulations		
20.	Setbacks	As per approved Plan	As on the ground Plan
	Front		
	Rear		
	Side-1		
	Side-2		
21.	Type of terrain	Plain / Undulating	
22.	Water course / water body in the Vicinity of the site under reference (if any)		
23.	Encroachment of any Government land	Yes / No	
24.	Electrical lines passing through the site	Yes / No	
25.	Any other aspects		
26.	Remarks / Recommendations of the Inspecting Officer		

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