

OFFICE OF THE ADDITIONAL COMMISSIONER-I
6TH FLOOR, DR. SHYAMA PARSHAD MUKHERJEE CIVIC CENTRE
JAWAHARLAL NEHRU MARG : NEW DELHI - 110002.

No. South DMC / SE(B)HO / OI / 2017

Dated: 03.01.2017

CIRCULAR

Subject : Reduction in the number of procedures in sanction of building plans.

In the meeting of Additional Secretary(UD), MOUD, Govt. of India, it was directed that number of procedure for issuance of construction permit right from sanction of building plan to issuance of completion-cum-occupancy certificate are to be reduced. Accordingly, the entire process from applying for sanction of building plan to issue of occupancy-cum-completion certificate shall consist of following 08 steps / procedures:-

S.No.	Process / Procedure	Time
1	Submit Online application in Common Application Form (CAF) alongwith requisite building permit fees, drawings and documents.	½ day
2	Grant of Online Sanction within stipulated period.	28 days
3	Pay fee and get ditigally signed sanctioned letter / building plan	01 day
4	Request for Plinth Level inspection.	½ day
5	Plinth level Inspection and issue of Certificate through Online.	7 days
6	Submit Online Common Completion Request form (CCRF)cum-occupancy certificate application and pay fee through Online and inspection by concerned Departments, integrated in CCRF.	15 days
7	Inspection by Local Body (MCD).	7 days
8	Intimate compounding fee, Online Fee Payment and grant of Digitally signed completion certificate and completion plan.	½ day

The timeline for all the above procedures i.e. from the date of submission of Common Application Form to release of occupancy-cum-completion certificate is 60 days.

This is for necessary compliance by all concerned.

Additional Commissioner-I
South Delhi Municipal Corporation

Distribution:

- 1 Additional Commissioner(Engg.) - North & East DMCs
- 2 All Zonal Deputy Commissioners-South, North & East DMCs
- 3 Chief Town Planner -South, North & East DMCs
- 4 Chief Law Officers -South, North & East DMCs
- 5 Director (IT) - with the request to upload the above circular on the website and a copy of the circular be forwarded through e-mail to all empanelled Architects / Engineers / Supervisors & also ensure that necessary changes are done in the software at the earliest.
- 6 All SEs(Bldg)HO -South, North & East DMCs