

PROCEDURE FOR SITE INSPECTION

I. BUILDING PLAN SANCTION:

Scheduling for inspection shall be done after all the requisite documents are submitted by the applicant.

Scrutiny of documents shall be completed within **ten days** of submission of application

Intimation of inspection shall be generated **within two days** of completion of the scrutiny of documents through SMS and e-mail only. The scheduled date and time shall be intimated to the applicant and the scheduled date shall **not exceed three days**.

The designated officers may inspect the site with or without the applicant. However on inspection in the absence of the applicant or his authorised person if the designated officer requires any other further assistance for site inspection may call upon the applicant or his authorised representative to be present for site inspection.

The officers designated for inspection shall inspect the site and upload the site inspection report **within 48 hours** of site inspection.

The observations of site inspection and comments shall be recorded in the prescribed format annexure appended herewith.

Any queries/ observations regarding the uploaded site inspection report may be addressed to the sanctioning authority **within 48 hours** of publishing the site inspection report.

Inspection will be done by Assistant Engineer / Junior Engineer, Assistant Director and Deputy Director for head office proposals. For Suvarna Paravanige Assistant Engineer / Junior Engineer and for general proposal Assistant Engineer / Junior Engineer and Assistant Director for Zonal office proposals.

Inspection will be done in the presence or in the absence of applicant or his representatives. If the applicant any comments on the recorded parameters of inspection he/she may forward comments to office within 48 hours of inspection report are published.

Boundary shall be clearly demarcated and the property shall be clear of obstacles by the applicant / representative of the applicant so as to take measurements of the site during site inspection.

Inspection Timeline;

Sl.No.	Office Jurisdiction	Inspecting officers	Inspection Schedule	Publication of inspection reports
Head office				
1.	Plan Sanction	AE / JE, ADTP and DDTP	Within 7 days of application	Within 48 hour of inspection
Zonal office				
1.	Plan Sanction	AE / JE and ADTP	Within 3 days of application	Within 24 hour of inspection

ANNEXURE-I

Site Inspection Report for building plan approval

Sl.No	Particulars	Details
1.	Application number (Unique number to be generated)	
2.	Inspection date:	
3.	Applicant Name (GPA Holder /Khata)and Postal Address: Email ID and Mobile no.	
4.	Proposed site location, Ward No. and address	
5.	Topographical Features (level, slope, rocky, gravelly, sandy etc.,)	
6.	Width of Existing Road /Street abutting the site in meters East : West : North :	

	South:		
7.	Sital area in Sq.m, as per site conditions: i) As per ownership document ii) As per Khata iii) As per actuals at site		
8.	Schedule of site : East : West : North : South:		
9.	Physical features:	Within the site	Surrounding the site
	(i) Existing well		
	(ii) Existing Tree		
	(iii) Electric Line		
	(iv) Nala		
	(v) Existing Buildings		
	(vi) Railway line near by		
10.	Other features / Observation if any		
11.	Proposed Type of Construction		
	i. New Construction	Work Commenced/Not Commenced	
	ii. Modification of Sanction Plan	Work Commenced/Not Commenced	
	iii. Addition to the existing Building	Work Commenced/Not Commenced	
	iv. Modification / Alteration of Existing Building	Work Commenced/Not Commenced	
	v. Other if any, Specify	Work Commenced/Not Commenced	
	b) If the work is commenced ,the status of construction		
12.	Remarks		

TECHNICAL CASE WORKER

DESIGNATED OFFICER

