

Building Section:

Head of the Department:

Executive Engineer, SMC

Contact no.

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Building Section:

1. MINIMUM CRITERIA OF USING A PIECE OF LAND AS BUILDING SITE:

- 1.1. Person / persons having right of erection on a plot of land or who is the owner(s) of a plot of land having deed of conveyance and mutation certificate and has no dues towards property and other Municipal taxes may apply for a building sanction plan within the Siliguri Municipal Corporation Area, subject to fulfillment of other conditions as stated in “ The West Bengal Municipal Building Rules, 2007.
- 1.2. Minimum width at roadside of the land should not be less than 6.0m.
- 1.3. Every plot shall abut a means of access, which may be a public street or private street or passage. It shall be 2.4 m or more.
- 1.4. Land record is in conformity with the proposed construction;
- 1.5. The land is capable of being well drained by means of drainage facilities leading to existing public drains or drainage channels.

2. HOW & WHERE TO SUBMIT AN APPLICATION FOR APPROVAL OF SITES AND FOR PERMISSION TO CONSTRUCT OR RE – CONSTRUCT BUILDING OTHER THAN HUTS:

- 2.1. Before submission of the building plan, approval of the building site has to be obtained.
- 2.2. Site plan of Up to parking + 3 – storied (parking + three storied) residential building upto 5 tenements has to be submitted in the Borough Offices and will be cleared from respective Borough Offices.
- 2.3. Site plan of 3 – storied (three) and above 3- storied (three) residential above 5 tenements and all types of commercial building & Mixed Used Buildings has to be submitted at “ Building Cell “ of S.M.C. head office.

3. DOCUMENTS TO BE SUBMITTED ALONG WITH THE “APPLICATION FORM” FOR APPROVAL OF SITE PLAN:

- 3.1.1. L.U.C.C. along with sanction site plan from Siliguri - Jalpaiguri Development Authority. (SJDA).
- 3.1.2. Every application, specified in rule (4) sub-rule (1) of W.B. Municipal (Building) Rules, 2007, for approval of a site for a building shall be submitted in “From A”, can be obtained by paying Rs. 10.00 (Rupees ten) subject to revision from time to time in the respective offices and accompanied by a site-plan in triplicate along with the other documents such as:
 - (a) Xerox copy of land deed, chain deed,

- (b) Xerox copy of land mutation certificate.
- (c) Xerox copy of land revenue receipt,
- (d) Xerox copy of recent holding tax receipt in case of old building/
new building for extension purpose and
- (e) If any other document required for sanction a Site Plan as directed
by the authority from time to time. &
- (f) The site plan shall be drawn as per rule (4), sub-rule (4) of W.B.
Municipal (Building) Rules, 2007 and to be submitted in conformity
with the Rules 14 & 15 of W.B. Municipal Building Rules, 2007.

3.1.3. Site Plan passing fee:

Plot area / Land area	BUILDING	FEE per sq.ft. of Area of land to be developed.
Upto 5 katha	Upto 5 tenement	Rs 1.00 per sq.ft.
Upto 5 katha	Above 5 tenement	Rs 2.00 per sq.ft.
Above 5 katha	Upto 5 tenement	Rs 2.00 per sq.ft.
Above 5 katha	Above 5 tenement	Rs 3.00 per sq.ft.

3.2. SUBMISSION OF BUILDING PLAN; -

3.2.1. No person shall erect a new building, or re – erect or make addition and / or alteration to any building or cause the same to be done without first obtained a sanction from the Competent Authority of the Corporation.

3.2.2. (a) Copies of sanctioned “Site plan” (in triplicate), (b) Structural design and drawings for the building (S) height more than ≥ 11.5 m, (c) Soil test report for the structure's) / building's) height more than 13 m &

3.2.3. Any other document's) as directed by the authority from time to time.

3.2.4. All site plans, building plans, elevations and sections shall be drawn as per Rule (12) of W.B. Municipal (Building) rules, 2007.

3.2.5. Building Plan passing fees as shown below

Residential Building	Rate
Upto 3000 sq.ft. Covered area	Rs. 0.60 per sq.ft.
3000 sq.ft. to 5000 sq.ft. Covered area	Rs. 0.80 per sq.ft.

Above 5000 sq.ft. Covered area

Rs. 1.50 per sq.ft.

Rate of plan passing fees for commercial Building & Building above 5 tenements will be 6 times the rate of residential building.

OPTIONAL CHARGES FOR SANCTION A BUILDING PLAN			
	Particulars	Rate upto 4 tenements	Rate above 4 tenement & any type of commercial building
Debris	1. Existing RCC structural -	Rs. 5.00/- per sq. ft.	Rs. 10/- per sq. ft.
	2. Existing Tin shed structure -	Rs. 3.00/- per sq. ft.	Rs. 6.00/- per sq. ft.
	3. Existing Bamboo & wooden structure -	Rs. 2.00/- per sq. ft.	Rs. 4.00/- sq. ft.
	4. New construction -	Rs. 3.00/- per sq. ft. of proposed building area as per approved plan	Rs. 6.00/- per sq. ft. of proposed building area as per approved plan
Water Connection	As per prescribe rate of S.M.C.		

Infrastructure Development Charges:

Fees for availing, common wall facilities:

Maximum area of land	2.50 kathas	Rs. 4/-	Per sq. ft. of land area
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Fees for availing, shifting of Rare Open Space Facilities:

Maximum area of land	2.50 kathas	Rs. 4/-	Per sq. ft. of land area
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Upto 5 kathas, upto 5 tenements	Nil	Nil
Upto 5 kathas, above 5 tenements	Rs. 2 /-	Per sq. ft. of proposed total floor area
Above 5 kathas & upto 10 kathas	Rs. 4 /-	Per sq. ft. of proposed total floor area
Above 10 kathas & upto 25 kathas	Rs. 5/-	Per sq. ft. of proposed total floor area
Above 25 kathas & upto 50 kathas	Rs. 8/-	Per sq. ft. of proposed total floor area
Above 50 kathas	Rs. 10/-	Per sq. ft. of proposed total floor area

4. DURATION AND EXPIRY OF SANCTION OF BUILDING PLAN: -

A sanction to erect a building accorded under these rules shall be valid for three years from the date on which it is sanctioned and may be renewed thereafter for a further period of two years on payment. A building plan may be revalidated for a further period of 5 years only in case a building has been partly completed and occupancy certificate in terms of rule (34) of W.B. Municipal (Building) rules, 2007 has been issued as well as on production of the previous sanctioned/revalidated building plan, the completion certificate.

5. DEVIATIONS DURING CONSTRUCTION: -

No deviation for the sanctioned plan shall be made during erection or execution of any work.

If any deviation for the sanctioned plan shall be made during erection or execution of any work.

It is considered as an unauthorized construction.

5. DEMOLITION OF UNAUTHORIZED CONSTRUCTION: -

6.1. The Board of Councilors may order for demolition or alteration of any building, if the competent authority is satisfied: -

6.1.1. That the erection of any building: -

6.1.1.1. Has been commenced without obtaining the sanction or permission under the Law or

6.1.1.2. Is being carried on or has been completed otherwise than in accordance with the particulars on which such sanction or permission or order is based or after such sanction or permission has been lawfully withdrawn, or

6.1.1.3. Is being carried on or has been completed in breach of any provision of the Act or W.B. Municipal (Building) rules, 2007 rules or of any condition, modification, direction or requisition lawfully given or made under the Act or under W.B. Municipal (Building) rules, 2007.

6.1.2. If any material alteration of or addition to, any building has been commenced or is being carried on or has been completed in breach of any provision of the Act or W.B. Municipal (Building) rules, 2007 or if any alterations required by any notice issued under W.B. Municipal (Building) rules, 2007 have not been duly made, the Board of Councilors may, in addition to any prosecution that may be instituted under the Act. Make an order direction that such erection, alteration or addition, as the case may be, or so much thereof as has been executed unlawfully or if any structure specified in the application or plan or specification as a structure to be demolished or altered before the erection of the new building has not been demolished or altered or if any material alterations or additions have been made, such alterations or additions shall-

6.1.2.1. Be demolished by the owner thereof or altered by him to the satisfaction of the competent authority, as the case may require;
or

6.1.2.2. Be demolished or altered by the competent authority at the expense of the said owner;

6.1.2.3. All demolished materials shall be removed by the corporation at the cost of the owner or the satisfaction of the corporation within a maximum period of 30 days from the date of demolition:

Provided that prior to carrying out any demolition of any building or part thereof as described in the notice, the owner of the building shall be given a notice stipulating therein the date and time to appear himself or through his authorized representative before the Board of Councilors, who will hear the circumstances under which such deviation / unauthorized construction work has been carried out and after hearing record the order of the Board-of – Councilors and the said order shall be communicated to the owner officially.

Enlistment Form: It can be obtained by paying Rs. 500.00 (five hundred) in the building cell of SMC Head Office.