

BHAVNAGAR MUNICIPAL CORPORATION, BHAVNAGAR

TOWN PLANNING & TOWN DEVELOPMENT DEPARTMENT

Q-1 I want to get new building permission, what I should do?

A-1 Go to the web site of corporation www.bmcgujarat.com , Also approach the license holder Architect, Engineer, Structural Engineer registered with corporation. The list of registered Architect Engineer & Structural Engineers are available on web site.

Q-2 Within how much time I get the building permission?

A-2 According to the Gujarat Town Planning & Urban Development Act 1976 within 90 days will get the permission in accordance to the GDCR (General Development Central Registration) which is available on web site of completion .

Q-3 Which documents are required for getting building plan permission ?

A-3 Check list of required documents is available on corporation's web site, however following documents generally required.

(a) Ownership documents:-

Revenue Record such as 7/12, 8, 6, property card, sanad, registered sale deed with index, power of attorney, lease deed, probate, etc.

(b) Area Related Documents:-

DILR Measurement Sheet, City Survey Tippan, Tracing, Sanad, T.P.Site Plan, old approval drawings in case of revised permission.

(c) Zoning Certificate & Zone Plan From Authority:-

T.P. Part Plan, B or F Form.

(d) Affidavit for Parking, Common Plot:-

U.L.C., Indemnity Bond, as required.

(e) House Tax Clearance Certificate if redeveloped the old property.

(f) Opinion of T.P.O. in Case property includes in Draft T.P. Scheme.

Q-4 Which kind of N.O.C. Required for the Building Plan Permission?

- Airport N.O.C.:- If the property is in Funnel Area of Airport.
- Fire N.O.C.:- In Case of Highrise Building & Special Structures such as School Building & Hospital Buildings.
- Archeological N.O.C.:- If Property lays within radius of 200 mts. from The Archeological Monuments notified by Archeological Department, Govt. of India.
- Electricity Board N.O.C.:- If H.T. or L.T. Line passes through/over the Property.
- Railway N.O.C.:- If Property adjoining to the Railway Line or within 30 mts. of the Railway track.
- Environment N.O.C.:- In Case Construction area is 20,000 Sq.Mt. or More.
- Society N.O.C.:- In Case of Co. Op. Housing Society.
- Regional Manager N.O.C.:- In Case of G.I.D.C. Notified Area.
- Irrigation N.O.C.:- If any water course like canal, pond, reservoir, dam, notified water body, river bank, etc. affects the property.

Q-5 Within How Much Time I have to finish the construction?

A-5 According to the T.P. Act 1976, Person who get the permission should Finish the construction within 1 year of the development permission.

Q-6 What is the Validity period of the permission?

A-6 According to the provision of T.P.Act , 1 Year is the Validity period of permission , then permission is lapsed.

Q-7 How can I renew my permission?

A-7 Within the time limit, a person should apply with the copy of Sanctioned plan & permission letter with renewal fees as per GDCR.

Q-8 How can I get B.U. permission or Occupancy Certificate?

- Copy of set of Structural drawings
- Final Fire N.O.C.
- Structural Stability Certificate.
- House Tax Bill.
- Drainage Connection Document.
- Other N.O.C. required by Authority.

❖ **Contact Person:-**

- ❖ 1) J.A.Rana, Town Planning Officer(TPO)-9825466966
- ❖ 2) A.P.Bhatt, Town Development Officer(TDO)-9879533534

❖ Fire and Emergency Services
❖ Bhavnagar Municipal Corporation, Bhavnagar

Q. 1.	To whom one has to apply for fire N.O.C.?
A.1.	For fire N.O.C. one has to apply with written application and necessary documents to Chief Fire Officer at Fire Head Quarter, Nirmalnagar, Bhavnagar.
Q.2.	How Do I get fire N.O.C.?
A.2.	To get fire N.O.C. one has to apply with approved building/layout plans with fire safety installation installed as prescribed in national building code of India.
Q.3.	What are the charges for fire N.O.C.?
A.3.	For residential N.O.C. is free, for other building it Rs. 1000/- and for commercial high raised building it is Rs. 1500/- within city limit and beyond city limit it Rs. 1500/- for all buildings and Rs. 2000/- for high raised building.

SHOP & ESTABLISHMENT DEPARTMENT

FAQ RELATED DEPARTMENT

Q-1 Who needs a certificate of registration of S & E Department?

A-1 All the holders of Small/Big Shops, Institutes & all Persons doing business within the limit of Corporation & included in the definition of S & E Department have to get certificate of Registration.

Q-2 Is there any Form to be filled up for Registration or Renewal?

A-2 As per S&E Form "A" is required for new Registration & Form "D" is required For Renewal which are available on web Site of Corporation & Also City Civic Centre/ PRO.

Q-3 Which documents required for S&E Registration/Renewal?

A-3 Following Documents required for the same.

- 1) 2 Passport size Photographs of Proprietor/ Partner.
- 2) Form "A" for registration & Form "D" for renewal.
- 3) Receipt & Certificate of Professional Tax of the current year.
- 4) Receipt of Property Tax of the current year of business place & Residence of the owner.
- 5) Pan Card, Driving License, etc. for the identity of the Owner/ Partner.
- 6) Visiting Card, Letter Pad & Stamp of the Profession or Business.
- 7) Rent Agreement if Business is on rent or Partnership Deed if Partnership is there.
- 8) Specimen of the bill & concerned documents of the sell & Purchase of the business.

Q-4 Up to what time S&E Registry/ Renewal is Permissible.

A-4 For 3 Years only.

Q-5 In How many Days S&E Registry Certificate is Issued?

A-5 Within 8 Days from the Date of Application with all the required Documents.

Q-6 What Process is applied for any change in S&E Registration Certificate?

A-6 For the same "Form E" is to be submitted with all documents to civic center or PRO.

Q-7 What Fee is Charged for S&E Registration Certificate?

A-7 As shown in below table, fee is charged.

• **Annual Fees For Form "A"**

Sr. No.	Type of Renewal	Registration Fee (Rs.)
1	Business Organization having 10 or more employees	60.00
2	Business Organization having less than 10 employees	60.00
3	Shops having 10 or more than 10 employees	60.00
4	Shops having less than 10 employees	40.00
5	Hotels having Boarding Facilities	60.00
6	Restaurants & Lodge	60.00
7	Theaters & Public Places for Amusement & Entertainment	60.00
8	Institute having no employee	20.00

• **Annual Fees For Form "D"**

Sr. No.	Type of Renewal	Registration Fee (Rs.)
1	Business Organization having 10 or more employees	30.00
2	Business Organization having less than 10 employees	20.00
3	Shops having 10 or more than 10 employees	30.00
4	Shops having less than 10 employees	20.00
5	Hotels having Boarding Facilities	30.00
6	Restaurants & Lodge	30.00
7	Theaters & Public Places for Amusement & Entertainment	30.00
8	Institute having no employee	20.00

❖ **Contact Person:-** D.S. Karamta, (Shop Inspector) - 9879565688