

GOVERNMENT OF ASSAM  
DEPARTMENT OF HOUSING AND URBAN AFFAIRS  
Janata Bhawan, D-Block, 2<sup>nd</sup> Floor  
DISPUR, GUWAHATI-6.

ORDERS BY THE GOVERNOR OF ASSAM

**NOTIFICATION**

Dated Dispur, the 15<sup>th</sup> July, 2022

**No.GDD.169/2015/Pt./202:** In pursuance of the Assam Ease of Doing Business Act, 2016 (Assam Act V of 2016) and in compliance to point no.198 of Business Reform Action Plan (BRAP) - 2022, the Governor of Assam is pleased to notify that inspections (except in case of complaint-based inspections) shall be limited to the checklist published on the Department's website for providing construction permit, plinth-level approval and completion/occupancy certificates. The procedure for approval and the checklist for each level shall be as follows:-

**(1) Procedure for Building Plan Approval**

- (a) Each inspection shall be made within 10 (ten) days following the receipt of the application, jointly by a team of competent officials of the concerned authorities, as applicable on a case to case basis for the Building Permission.
- (b) Prior intimation shall be given to the applicant and concerned Registered Technical Person for the date and time of the inspection.
- (c) Town Planner/Site Engineer of the ULB/responsible officer of the Gaon Panchayat shall co-ordinate this joint site visit and submit the report within 48 hours of the site visit.
- (d) Other responsible authorities viz. Fire and Emergency services, Airport Authority of India, National Highway Authority of India, etc., shall verify the proposal on the basis of respective Acts, Rules, Codes, Guidelines as applicable for inspection for each concerned authority.
- (e) Checklist for Building Plan approval

| Sl | Checklist   | Remarks/Notes |
|----|---|---------------|
| 1  | Land/Plot dimensions  |               |
| 2  | Existing building, if any                                   |               |
| 3  | Distance from notified archeological site, water body, etc. |               |
| 4  | Measurement of road/accessibility and drains                |               |
| 5  | Confirmation of Land use zone                               |               |

**2) Procedure for Plinth-level approval**

- (a) As soon as the plinth level of construction is reached, the owner shall intimate the building permit issuing Authority, viz, Municipal body, Development Authority or Gaon Panchayat with the supporting progress certificate furnished by the owner and Construction Engineer on record (RTP) in the prescribed format provided in the Building byelaws/rules.
- (b) On receipt of intimation, the competent official of the ULB or other local bodies shall verify the site within 4 days of receipt of the intimation to check whether the construction carried out upto plinth level is in accordance with the approval plan in terms of the prescribed checklist below.
- (c) Checklist for plinth level approval

| Sl | Checklist                    | Remarks/Notes |
|----|------------------------------|---------------|
| 1  | Setback as per approved plan |               |
| 2  | Plot dimensions on all sides |               |
| 3  | Plinth level                 |               |

(d) The competent Authority shall issue a certificate approving the construction up to the plinth level within a period of 7(seven) days from the date of receipt of Progress Certificate at plinth level.

### (3) Procedure for Completion/Occupancy certificate

(a) Once the building is completed the applicant shall submit a proposal for Occupancy Certificate to the building permit issuing Authority with, completion drawings, clearance from the respective authorities as applicable, completion certificates from the RTPs, and a self-declaration in the prescribed form informing the variation during the construction in terms of checklist provided in table below.

(b) The competent official of the building permit issuing authority shall visit the site within 5 (five) days of receipt of the Occupancy Certificate proposal with prior intimation to the applicant and RTP to verify the site and authenticity of the self-declaration made by the applicant. Competent official shall verify the site/building as per checklist below :-

| Sl | Checklist   | Remarks/Notes |
|----|---|---------------|
| 1  | The building – built-up rea proposed                              |               |
| 2  | Setbacks, height, uses  |               |
| 3  | Parking, open spaces, RWHS  |               |
| 4  | Provisions of Physically challenged, solar energy (as applicable) |               |
| 5  | Plantation of trees   |               |
| 6  | Internal and External drains                                      |               |
| 7  | Services as per approved plan                                     |               |

(c) The competent Authority shall issue a certificate approving the construction up to the plinth level within a period of 8 (eight) days from the date of receipt of completion documents from the applicant.

Sd/-

(Kavitha Padmanabhan, IAS)

Commissioner & Secretary to the Govt. of Assam  
Department of Housing and Urban Affair

Memo No. GDD.169/2015/Pt./202-A  
Copy forwarded for information: -

Dated Dispur, the 15<sup>th</sup> July, 2022

1. The Secretary to the Govt. of Assam, Industries & Commerce Department, Dispur, Guwahati-06.
2. The Chief Executive Officer, Single Window Agency.
3. The Director, Information & Public Relations, Assam, Dispur.
4. P.S. to Minister of Industries & Commerce Department, Dispur, Guwahati-6 for appraisal of the Hon'ble Minister.
5. P.S. to Minister, DoHUA for kind appraisal of the Hon'ble Minister.
6. P.S. to Commissioner and Secretary to the Govt. of Assam, Administrative Reforms and Training Department for kind appraisal of the Commissioner and Secretary.
7. P.S. to Commissioner and Secretary to the Govt. of Assam, DoHUA for kind appraisal of the Commissioner and Secretary.

By Order etc.,

dlc



Joint Secretary to the Govt. of Assam  
Department of Housing and Urban Affairs