

APPROVAL PROCESS FOR BUILDING CONSTRUCTION IN PUNE

Pune is the **ninth** most populous cities in India. It is considered to be the **cultural capital** of Maharashtra and is also known as the **“Oxford of the East”** due to the presence of several educational institutions.

Similar to other cities, the municipal corporation of Pune is responsible for issuing building permissions in Pune. The **Pune Municipal Corporation (PMC)** is the civic body that governs Pune, the second largest city of Maharashtra. It is in charge of the civic needs and infrastructure of Pune.

The **Building Permission** department of Pune Municipal Corporation is responsible for issuing the necessary permits and certificates for all kinds of buildings, new and old. The department was put in place to ensure that construction within the municipality’s area of purview met all the laid out **laws and standards** of PMC. The department reviews all applications that seek building permits to ensure strict compliance with all applicable building/structural-laws and building code requirements. It conducts **inspections** as mandated by the Building laws to ensure that work complies with the approved plans and layouts as well.

By enforcing these laws, and assisting builders, architects, and stakeholder citizens, it ensures that the approved structures while being safe also stand the test of time. It has a state-of-the-art system in place and has also devised a mobile application to simplify the entire process involved in plan reviewing, inspection services and final approvals.

The Building permission is granted subject to very stringent **scrutiny**. This involves various stages starting with the identification and authenticity of land, the geo-location, if the building conforms to all the standards of safety and regulation, the distance from the road, distance from surrounding buildings, height and other criteria set by the Municipal authorities, along with the building plan. In short, it is the department’s responsibility to ensure that the building has not violated any laid down rule.

Broadly speaking, the approval process is divided into 4 stages:

- Pre-Approval stage
- Commencement stage
- Plinth Stage
- Completion stage

Building plan approval is the process a builder needs to follow to procure the requisite permissions for the construction of buildings governed by the building laws and regulations. As per the relevant provisions of the State Municipality Acts, any person, prior to a desired

construction activity, is required to obtain proper advance sanctions from the relevant local bodies. The process has been envisaged to facilitate the approvals of building plans in an efficient & quick manner. This is achieved by PMC through proper automation of the technical scrutiny and effective monitoring of file processing. The process involves Approval of building proposals, Approval of layout proposals Processing and disposal of plans.

Documents required for submission of the Building Proposals:

- Duly filled in application form (MRTP form & Development form)
- Copy of registration of Licensed Engineer/Architect
- Proof of Ownership document - latest copy of 7/12 extract/property card/ B. FORM (Applicable in TP Scheme)
- Proposed building plan drawing - 5 copies
- Demarcation copy (Within 4 years of application)
- Copy of sanctioned layout (if applicable)
- Zoning demarcation
- NOC from Land acquisition department, PMC
- Property Tax clearance certificate
- Appointment letter of Structural Engineer
- Title & search report
- ULC order (If applicable)
- *Shapathpatra* & *Bandpatra* (Rs.300/- Stamp paper)
- Copy of Registered power of attorney
- NOC from the water supply department (If applicable)
- NOC from the fire service department (If applicable)
- NOC from the Charity Commissioner (In case of Trust Property)
- NOC from the Air Force department (If applicable)
- NOC from Railways, MIDC, Maharashtra Pollution control Board, Central Pollution control Board,
- The district executive magistrate (If Applicable)
- NOC from the labour commissioner (If Applicable)
- NOC from the Up Nibhandak/Deputy Registrar (applicable for Society redevelopment project)

Procedure:

- Performance and Online Submission of PreDCR by a Licensed Architect/Engineer.
- Receipt of the scrutiny challan post submission of proposal.
- Offline submission of the file along with paid scrutiny challan & requisite documents to the Building development department.
- Scrutiny of proposal by a Building Inspector from the AutoDCR cell.
- Site visit by a Building Inspector.
- Post completion of the fulfilled building proposal, it is submitted for further sanctioning to the Deputy Engineer/Executive Engineer.
- For special building proposals like Petrol pumps, Proposal under R7, Zone change etc. are sanctioned by the Hon. Municipal Commissioner.

- Development charge/premium charge challans are issued after sanctioning the building proposal
- After payment of the necessary challans commencement certificate along with the drawing is issued by PMC.

Premiums and Charges payable:

There are several charges/premiums to be paid for getting building proposal approved. They are- Scrutiny fee, Land development fee, Building development charges, Premium charges to be paid for Balcony, Staircase, Passage, Lift area, Terrace, Upkaar, Waterline, Premiums based on Height of building.

Post the commencement stage, next in line is the Plinth stage. **Plinth** is the part of a building structure between the ground level and the level of the lowest floor above ground level. In other words Plinth is the base/platform on which a building structure rests on. Any builder who has received the commencement Certificate for their proposed development / construction work should have completed the construction work only **up to the plinth level** and subsequently must submit the proposal for a **Plinth completion Certificate**.

Documents required for getting the Plinth Certificate:

- Duly filled Application form
- Architect's letter confirming the Completion of work only up to the Plinth level
- Structural Engineer's letter
- Structural Design and Detailed drawings
- Actual drawings of the Site and detail
- Documents to be submitted may vary depending on the Proposal type.

After receiving the plinth completion certificate, the balance construction work of the building is carried out and completed by the Developer which leads to completion of the building. On completion of building work, a certificate is issued by the PMC known as Building completion certificate.

A **building completion certificate** is a legal document awarded by the Building Development Department of PMC, certifying that the new building has been constructed and completed, conforming to all the prescribed safety norms and regulations under the Buildings Act. Once the project is successfully completed, the local authorities inspect the premises on the basis of the original building plan submitted and award the completion certificate subject to satisfactory scrutiny.

Documents required to get a completion certificate:

- Duly filled application form.
- Building Completion certificate from a Licensed Architect/Engineer.
- Structural Engineer's letter.
- NOC from the Property Tax department.
- Completion Affidavit.
- NOC from the Garden Department.
- NOC from the Fire Department (if required).
- NOC for elevator operation (if required).
- NOC from the Maharashtra State Pollution Control Board (if required).
- Part Completion Affidavit (Wherever applicable).
- Solar system installation documents (If applicable).
- Sewage treatment (STP) NOC (if required).
- Vermi composting NOC.

Note: Documents may vary as per Proposal and case type.

Online services:

PMC has also started online services for getting permission. It is a new initiative by the PMC to provide better and quality services and faster approvals. It enables Architects/Engineers to get the requisite NOC's related to Building Permission online during submission of application. The process is designed in such a way that respective departments for building permission will work in a parallel manner independently in order to issue Commencement certificate and NOC. The commencement will be issued only after the NOC's from the respected departments are issued and obtained. The common application form (CAF) will be filled by the Architect for obtaining the NOC from departments during proposal submission; he need not apply for every NOC separately.

About Elysium

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