

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**NO.CHE/DP/34958/Gen Dt.31/12/2019.**

**CIRCULAR**

**Subject: Ease of doing Business**

Reduction in Time according to 8 procedures in sanction of Building Plan


**Reference: ChE/DP/3106/Gen. Dated 15/03/2019.**

The Building Plan approval process in MCGM as Planning Authority is fully online through Single Window Clearance System. The entire approvals are issued in 8 (eight) procedures, from submission to issuance of Occupation cum building completion certificate. The procedure wise time required for getting construction permit for entire construction cycle (on line) shall be as tabulated below.

Sr. No.	Description of procedure.	Time.
1.	<b>Submit Common Application Form (CAF)</b> Application with design Plan, Pay online Scrutiny Fee, Apply online for NOCs, Getting real time NOC from Hydraulic Engineer (HE), Traffic and Coordination (T & C), Sewerage Planning Department (SP)	½ Day
2.	<b>Get IOD online:</b> Receive Intimation of Disapproval (IOD), after receipt of the NOCs from various Departments and auto scrutiny of the Plan.	21 Days.
3.	<b>Obtain Plinth Commencement Certificate (CC):</b> On compliance of IOD Conditions and payment Plinth CC is issued.	½ Day
4.	<b>Obtain Further Commencement Certificate (CC):</b> Request and Receive Plinth Inspection, FCC can be downloaded from the console.	7 Days.
5.	<b>Common Completion Request Form (CCRF):</b> Online request for completion from SWD, HE, SO, CFO	½ Day
6.	<b>Receive completion after joint site inspection online:</b> After joint site inspection completion from SWD, HE, SO, CFO is issued online.	7 Days
7.	<b>Request for OC-cum-BCC:</b> Request for an Occupancy Certificate (OC) and Building Completion Certificate (BCC).	½ Day
8.	<b>Obtain OC-cum-BCC:</b> Receive Final Inspection from Building Proposal (BP) Department and getting OC cum BCC	8 Days.
	<b>Total</b>	<b>45 Days.</b>

The timeline for all above processes from submission of Common Application Form to issue of Occupancy Certificate-cum-Building Completion Certificate is now 45 days.

This is for necessary compliance by all concerned.

  
(Vinod Chithore)  
Ch.E.(DP) & Director (ES & P)

  
(Praveen Pardeshi)  
Municipal Commissioner