

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

NO.CHE/DP/34958 /Gen/

Dt. 15/03/2019

**CIRCULAR****Subject: Ease of doing Business**

Reduction in Time according to 8 processes in sanction of Building Plans.


**Reference:** Circular u/no. ChE/DP/3106/Gen. Dated 06/03/2017.

The Building Plan approval process in MCGM jurisdiction is totally online through Single Window Clearance System. The entire approvals are issued in 8 processes, from submission to issuance of final occupation cum building completion certificate. Now, all the internal NOC departments have been integrated & it is possible to get the NOC's in real time. The process wise time required for grant of construction permit is therefore proposed to be revised for entire construction cycle 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 for NOC online to CFO, Getting real time NOC from Hydraulic Engineer (HE), Traffic and Coordination(T&C), Sewerage Planning Department(SP).	½ Day
2.	<b>Getting NOC from CFO Department.</b>	15 Days
3.	<b>IOD Process:</b> Receive Intimation of Disapproval (IOD), after receipt of the NOC from CFO and auto scrutiny of the Plan.	5 Days.
4.	<b>Obtain Plinth CC:</b> On compliance of IOD Conditions and payment Plinth CC is issued.	1 Day.
5.	<b>Obtain Further CC (FCC):</b> Request and Receive Plinth Inspection, FCC can be downloaded from the console.	6 Days.
6.	<b>Common Completion Request Form (CCRF):</b> Request completion NOC from SWD, HE, SO, CFO.	10 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/BCC:</b> Receive Final Inspection and getting OC cum BCC	7 Days.
<b>Total days</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 45 days.

The above timeline shall be scrupulously followed by all concerned staff.

  
( Rajendra Zope )  
ChE(DP)

  
(Ajoy Mehta)  
Municipal Commissioner