

Chapter-18 (Manual-17)

OTHER USEFUL INFORMATION

18.1 **Frequently asked questions and their answers by the public.**

1. Who sanctions D.P.?

First Development Plan for Mumbai was sanctioned by the Govt. of Maharashtra in the year 1967. The Municipal Corporation of Greater Mumbai had declared its intention to revise Development Plan for Municipal Corporation of Greater Mumbai on 13th January, 1977 and after following provisions of Maharashtra Regional Town Planning Act, 1966 draft Development Plan prepared by Municipal Corporation of Greater Mumbai was submitted to Govt. for sanction. The State Govt. has sanctioned Revised Development Plan in parts between the period July, 1990 to year 1994 including Development Control Regulations for Greater Mumbai, 1991. The State Government vide notification dated 21st September, 2018 sanction of DCPR – 2034 and subsequently, a corrigendum was issued by the State Government on 12.11.2018.

The Development Plan consist of 127 D.P.Sheets showing the zoning of the Mumbai (residential , commercial , industrial, etc) and the reservations, designations, allocations, etc.

2. Whether D.P.sheets can be purchased?

The D.P.Sheets can be purchased in the office of the Ch.Eng.(D.P.) on payment of fees.

3. How the Building Plans are approved?

The Architectes/L.S.or Licensed Surveyor submits the proposal for approving Building Plans as per the DCPR -2034 or DCR-1967 on behalf of the owner/ Constituted Attorney of the owner alongwith requisite notices and forms and payment of fees in the Zonal Building Proposal offices.

4. **Who approves change of user proposal as well as regularization of change of user ?**

Architectes/L.S.or Licensed Surveyor submits the proposal as per the provision of DCPR 2034 alongwith requisite notices and required documents and competent Authority approves the proposal after recovery of necessary premium.

5. **What is repair permission**

A. Tenantable repair to building needs no permission

It is notified for the information of the public in general that the following items of work categorized as “tenantable repairs” can be carried out without obtaining any permission from the Municipal Corporation of Greater Mumbai (M.C.G.M.) provided the structures to which such repairs are to be carried out have been constructed with approval from the Competent Authority or were in existence prior to 01.04.1962 in respect of commercial structures and 17.04.1964 in respect of residential structures. However, these structures shall not be declared heritage structures or fall within heritage precincts and N.O.C. from Heritage Conservation Committee is required for carrying out repairs to such structures. The owners to submit documentary proof in respect of the existence of structures prior to 01.04.1962 and 17.04.1964 shall, however, vest with the owner.

- Providing guniting to the structural members or walls;
Plastering, painting, pointing;
- Changing floor tiles;
- Repairing W.C., bath or washing places;
- Repairing or replacing drainage pipes,, taps, manholes and other fittings;
- Repairing or replacing sanitary, water plumbing or electrical fittings;
- Replacement of roof with the same material
- Replacing the existing water proofing treatment without increasing the dead load. "Tenantable repairs", however, shall not include
- Change in horizontal and vertical existing dimensions of the structure;
- Replacing or removal of any structural members of load bearing walls;
- Lowering of plinth, foundations or floors
- Addition or extension of mezzanine floor or loft;
- Flattening of roof or repairing roof with different materials.

Though tenantable repairs need no permission from M.C.G.M., it is advisable that such repairs are carried out under the guidance / supervision of an Architect/L.S.and / or a registered Structural Engineer.

It is the responsibility of the owners to remove the debris generated out of repair work from site immediately and debris should not be dumped on roads.

Dumping on road is an offence and offenders would be liable for stern punishment. In addition to that debris dumped on roads will also be carried away by the MCGM and cost of transportation will be recovered from the owners.

Please note that any alteration or repairs to a building involving the removal, alteration or re-erection of any part of the building except "tenantable repairs" needs permission from M.C.G.M. and the same shall not be carried out under the guise of "Tenantable repairs". The Architects/Structural Engineers are liable for punishment including blacklisting if works, which require permission from MCGM, are carried out without permission under their supervision.

For any further clarification, kindly contact Assistant Municipal Commissioners of the Wards.

B. Other repairs and additions & alterations

The Architect/L.S.or Licensed Surveyor has to submit the proposal for repairs / additions & alterations as per provisions of DCR- 1967 or DCPR -2034 on behalf of owner / constituted attorney of the owner alongwith requisite notices and forms and payment of premiums.

6. What are the survey remarks

Survey remarks indicates the exact status of land and structures thereon if any

- (i) Zone
- (ii) R.L. of the road if any
- (iii) Ownership of the land
- (iv) Reservation if any

- (v) Railway Authority remarks
- (vi) M.S.R.T.C
- (vii) Power lines
- (viii) C.R.Z. / M.O.E.F.
- (ix) Heritage
- (x) Civil Aviation
- (xi) Other

18.2 Related to seeking Information;

- a) Application form:(Copy of filled application form for reference)
- b) Fees
- c) How to write a precise information request – Few tips
- d) Right of the Citizen in case of denial of information and procedure to appeal

The matter is pertaining to developing common right of information application with fees and appeal procedure and hence General Administration department shall deal with this issue.

18.3 With relation to training imparted to public by the department

No training is imparted by the department for the general public.

18.4 With relation to certificate, No Objection certificate etc. issued by the Public Authority not included in the Manual –13.

A) Name and description of the certificates and NOC

- i) Grant/permission for layout and subdivision
- ii) Development permission for new building, additions & alterations u/Sec.337 and 342 of M.M.C. Act
- iii) Issue of O.C. / B.C.C. and D.C.C.

B) Eligibility for applying

For Sr.No.(i) to (iii) above owner / developer through his appointed Architect/L.S.can apply

C) Authority for applying

Executive Engineer (Bldg. Proposal) „H“ Ward / „K“ Ward

D) Application fees

As admissible

E) Other fees

Wherever applicable.

F) Application Form

As admissible

G) List of enclosure / documents (i) to (ii).

As per Building Proposal Manual (M.C.G.M. published by PEATA, which is available at the office of the **PEATA Unit No. 103, New Udhyog Mandir No. 2, Mogul Lane, Mahim (West), Mumbai 400 016.**

H) *Procedure for application*

For (i) to (iii) as per (G) above for Sr.No.(iv) as per Annexure IX.

I) Process followed in the public authority after receipt of the application

As regards (i) to (iii), the time schedule for the approval etc. has been prescribed in the Building Proposal Manual prepared by PEATA.

As regards (iv) once in every month for interview / selection.

J) *Normal time take for issuance of certificate*

60 days after submission of complete documents.

K) *Validity period*

One year except B.C.C.

L) *Process of renewal*

As stated above.

18.5 With relation to registration process

No registration of Architect/L.S./ Developers / Plumbers or any other professionals is dealt by Dy.Ch.Eng. (B.P.) W.S.-I Department.

18.6 Collection of tax by the department

No tax or levy is collected by the Dy.Ch.Eng. (B.P.) W.S.-I

18.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection

Dy.Ch.Eng. (B.P.) W.S.-I is not connected to issue or disconnect the services.

18. Details of any other public services provided by the Department

NIL

MUNICIPAL CORPORATION OF GREATER MUMBAI
No. CHE / 864 / DPBP of 7.5.1991

CIRCULAR

Sub : Appointment of Site Supervisors on the
Construction of private buildings.

In order to ensure reasonably good quality of work in case of private buildings within the limits of Greater Bombay, it has been decided to insist upon appointment of qualified site Supervisors through their Architects/ Structural Engineers. The Standing Committee by their resolution No.890 dated 25.10.89 have accorded sanction under the provisions of 356 of B.M.C Act for the insisting upon appointment of site supervisors in case of construction of private buildings. For this purpose, the guidelines and qualifications of the site supervisors as approved by the Standing Committee are as per the accompanying Annexure.

The persons qualifying for the work of the site supervisor as per the guidelines prescribed above, will have to get registered with the Municipal Corporation in the various categories mentioned in the guidelines. The registration of the site supervisors will be done by the Executive Engineer, Building Proposals (W.S) I, whose office is situated at Dy. Chief Engineer, (Building Proposal) W.S.-I, Hindu Hriday Samrat Balasaheb Thackre Market Building, 6th ot 9th floor, Poonam Nagar, JVLR, Jogeshwari (E), Mumbai – 400093 during office hours on all working days. The fees for registration of a site supervisors shall be Rs. 200/- per year for 1 Grade, Rs. 150/- per year for II Grade and Rs.100/- per year for III Grade. The application should be submitted on plain paper describing the qualification of the applicant and shall be accompanied by two certified zerox copies of the supporting certificates in respect of the qualifications and the work experience.

The registration of the site supervisors is done from 13th May 1991. The appointment of the suitably qualified site supervisors for proper supervision of all private constructions is insisted upon from 10th August 1991 by incorporating a suitable condition in the I.O.D/permission letter to appoint the registered qualified site supervisors by the owner / developer through their Architects/ Structural Engineers before issue of Commencement Certificate.

In case of works in progress with the valid C.C. the abovementioned condition about the appointment of suitably qualified Site Supervisors for proper supervision is insisted upon from 10th October, 1991.

The request for grant of occupation permission/Building Completion Certificate shall be entertained only if the work is supervised by suitably qualified site supervisor duly registered with the Municipal Corporation.

Acc : Annexure.

Sd/-7.6.
Ch.Eng.(D.P.)

Sd/- 7.5.
Dir.(E.S.& P.)

ANNEXURE

GUIDELINES / REGULATIONS FOR SITE SUPERVISORS.

Constant supervision during the progress of building work by Registered/ Licenced construction supervisor of appropriate category shall be compulsory on all construction works of buildings.

Proper arrangement for constant supervision shall be made for the following classifications of work :

A. Minor Works :

Means works upto the value of Rs. 4,00,000/- or 150 sq.mts. of development with any individual span storey height not exceeding 3.6 mts. for flat roof / structure and individual span not exceeding 8.00 mts. and storey height upto 4.8 mts. upto the level for sheeted roofs, the overall height of structure being upto 10 mts.

B. Small Works.

Means works upto value of Rs.7,50,000/- or development of area upto 300 sq.mts. with above mentioned parameter of spans and for flat and sheeted roof/ floor overall height of structure being upto 12.5 mts.

C. Medium Works.

Means works upto value of Rs. 30,00,000/- or development of area upto 1500 sq.mts. for individual span not exceeding 9 mts. and upto 5 stories) i.e. (Ground + stilts + 4th stories) in case of flat / slab or for 20 mts. span and storey upto 8 mts. for sheeted roof excluding development for commercial, educational or public assembly occupancy not confined to ground floor, height of structure being upto 12.5 mts.

D. Major Works:

All works not covered above.

1. Individual building.
2. Multiple building on one project site.

Supervision for above work can be undertaken by following categories of persons subject to the restriction given as under :-

1. Licenced Surveyor.
2. Architect
3. Consulting Structural Engineer.
4. Structural Designer.
5. Site Supervisor Grades – I,II, III.

Licensed Surveyor / Architect / Consulting Structural Engineer / Structural Designer.

On Specific appointment from DEVELOPER AND prior acceptance by Licensed Surveyor / Architect / consulting Structural Engineer / Structural Designer can undertake site supervision upto 5 works at any one time along with his primary design functions subject to aggregate maximum of 3000 sq.mts. of development and further subject to his submitting certificate of constant supervision restricted to only these works where he is connected with his primary design function.

Site Supervisor Grade III can undertake site supervision of maximum 5 minor works at a time within any one Ward, having aggregate area of development upto 1000 sq.mts.

Site supervisor Grade – II can undertake site supervision of maximum 5 MINOR or SMALL WORKS at a time within any one ward having aggregate maximum area upto 1300 sq.mts.

Site supervisor Grade – I can undertake site supervision of upto 5 MEDIUM WORKS within any one Ward having aggregate maximum area upto 3000 sq.mts. or any single major work without restriction of size or value.

Provided that in case of projects involving development of multiple buildings under the developer and Architect in a single layout of continuous building sites the above specific requirements shall be deemed to have been met with provided suitable arrangements as to effective supervision or construction is made by providing licenced supervisory staff under him i.e. the site supervisor grade I is overall control of the project to his satisfaction. Names of such staff shall be intimated to Architect and Corporation . When Grade II Supervisors work under overall control as above the restriction of type, are and value of work shall not apply.

QUALIFICATIONS :

Site Supervisor Grade- I

B.E.(Civil) or B.Arch or any other equivalent recognized qualifications with minimum 5 years experience after graduation. On execution of building

Diploma OR Licenciante in Civil Eng. With minimum of 7 years experience in Construction OR construction supervision.

Fees : Rs.600/- only, provided the license is renewed between 1st March to 15th April and Rs. 900/- if renewed thereafter.

Site Supervisor Grade- II

B.E.(Civil) or B .Arch or any other equivalent recognized qualifications with minimum 3 years experience after graduation.

OR

Diploma or Licentiate in Civil Engineering with 4 years experience.

OR

Persons who have worked as Supervisor and has minimum 10 years of experience who in the opinion of the Architect is capable of performing the duties given to him irrespective of his qualifications.

Fees : Rs.500/- only, provided the license is renewed between 1st March to 15th April and Rs. 750/- if renewed thereafter.

Site Supervisor Grade- III

B.E.(Civil) or B.Arch OR any other equivalent recognized qualifications

OR

Diploma in Civil Engineering with 1 years experience.

OR

Persons who in the opinion of Architect is capable of discharging his duties to practical experience of 5 years irrespective of his qualifications.

Fees : Rs.400/- only, provided the license is renewed between 1st March to 15th April and Rs. 600/- if renewed thereafter.

- (1) License fee revised vide C.R.No.824 dated 28.11.2000 and is effective from 1.4.2000
- (2) As additional penalty of Rs. 5000/- for non renewal of license for Continuous 5 years (in addition to regular fee + penalty) and Rs.1000/- per successive year.

MUNICIPAL CORPORATION OF GREATER MUMBAI

Sub : Qualifications, fees and experience for registration of consulting Structural Engineers within the limits of Municipal corporation of Greater Mumbai.

Ref : Corporation Resolution No. 2636 of 26.3.1976.

1) QUALIFICATIONS :

- (i) Graduate in Civil Engineering of recognized Indian or Foreign University and chartered Engineer or Associate member in Civil Engineering division of Institution of Engineers (India) or equivalent Overseas Institution.
- (ii) Associate member in Civil Engineering Division of Institute of Engineers (India) or equivalent

2) EXPERIENCE :

- (i) Minimum 3 years experience in Structural Engineering practice with designing and fieldwork also.
- (ii) Post Graduate Master Degree of recognized Indian or Foreign University in the Branch of Structural Engineer to be taken as equivalent to one (1) years experience. Doctorate Degree to be taken as equivalent to two years (2) experience.

3) FEES

- (i) Rs.700/- (as Registration fee) with application.
- (ii) Rs.750/- per year for renewal.
- (iii) Rs.50/- penalty for late renewal or non renewal after 15th April, of every year.

Fees : Rs. 750/- only, provided the license is renewed between 1st March to 15th April and Rs. 1125/- if renewed thereafter.

MUNICIPAL CORPORATION OF GREATER MUMBAI**CIRCULAR****No.CE /25594 / II****CE/189(Gen.58)****1968-69**

Sub : Granting of Surveyor"s Licence
Fees and Qualification.

The Corporation, vide their resolution No. 1307 of 13.2.69, have accorded sanction to the proposal to fix from 1.4.69 the Licence fee at Rs. 250/- per annum uniform throughout Greater Mumbai irrespective of the area of Zone in which Surveyor may practice and have also accorded the sanction to the revised qualifications to make the same applicable through out the limits of Greater Bombay (City) Suburbs and extended suburbs without any distinction as detailed below.

Qualifications for granting Surveyor"s license in Greater Bombay :

1. A.R.I.B.A or F.R.I.B.A or equivalent qualification.
2. Degree in Architecture of Recognized University.
3. Associate membership of the Indian Institute of Architects for such Other Degree or Diploma which made him eligible for such membership.
4. National Diploma in Architecture (All India Council of Technical Education) of Govt. Diploma in Architecture Bombay) or Diploma in Architecture of Sir J.J. School or College of Architecture, Bombay & 3 years professional experience.
5. Degree in Civil, Municipal or Structural Engineering of recognized University.
6. Associate membership of the Institution of Engineers(India) or such a Degree or Diploma in Civil Municipal or structural Engineering which makes him eligible for such membership.
7. Diploma in Civil, Municipal Engineering of Recognized Institution (at least 3 years course after S.S.C.) or equivalent qualification and 3 years practical professional experience thereafter.
8. Any Architect registered with the Council of Architecture as required under the Architect Act, 1972.

Such of the Architects who have Surveyor's license but do not process this qualifications will continue till such time as they retire or cease to be Architects or in the event of unfortunate death.

The license Surveyors are requested to take a note of the above Corporation's resolution.

Sd/-
V.D.Desai,
City Engineer.

FEES : Rs.750/- only provided the license is renewed between 1st March to 15th April and Rs. 1125/- if renewed thereafter.

MUNICIPAL CORPORATION OF GREATER MUMBAI

Full Name:

Address :

To,
 Executive Engineer
 (Building Proposal) W.S.-I.
 Hindu Hriday Samrat Balasaheb Thackery
 Market Building, 6th to 9th floor, Poonam Nagar,
 Opp. ONGC Quarters, JVLR, Jogeshwari (East),
 Mumbai – 400060.

Sub : Application for
 1.Site Supervisor I/II/III Licence
 2.Surveyor Licence
 3.Structural Licence
 (Separate application should be made for every Licence)

Respected Sir,

I, the undersigned, Shri _____ wish to apply for
 _____ Licence.

My bio – data is given as follows :-

1. Full Name
2. Address
3. Qualification (Xerox copy attached)
4. Experience (Xerox copy attached)

I now request your honour kindly to grant me above Licence. I will comply with all the requirements of your office.

M.C.G.M has not issued such Licence of _____ to me in the past.

Yours faithfully,

()

Encl: 1.Qualification Certificate
 2.Experience Certificate
 3.List of works.