

CHAPTER-18 (MANUAL-17)

OTHER USEFUL INFORMATION

18.1 Frequently asked questions by the public and their answers

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.

Lastly, The Development Plan 2034 has been sanctioned 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 for City area i.e. A to G Wards are available online on MCGM portal.

3. How the Building Plans are approved?

The Architect or Licensed Surveyor submits the proposal for approving Building Plans as per the DCPR-2034 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 ?

Architect or Licensed Surveyor submits the proposal as per the provision of DCPR-2034 alongwith requisite notices and required documents.

As per merit of the case, approval / regularization is sanctioned by competent authority.

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 1.4.1962 in respect of commercial structures and 17.4.1964 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 onus to submit documentary proof in respect of the existence of structures prior to 1.4.1962 and 17.4.1964 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 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 or Licensed Surveyor has to submit the proposal for repairs / additions & alterations as per provisions of DCPR-2034 on behalf of owner / constituted attorney of the owner alongwith requisite notices and forms and payment of fees.

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) C.R.Z. / M.O.E.F.
- (viii) Heritage
- (ix) Other

7. What is Pre DCR & what is Architect's Utility Form:

From the year 2015, MCGM has adopted system of Auto DCR for submission, scrutiny and process of proposal through computerized system. The programme in which the plans are scrutinized by MCGM is known as Auto DCR. To scrutinize the plans in the Auto DCR programme it is required to submit the plans in Pre DCR format. Plans in Pre DCR format is nothing but the Auto CAD drawing with layouts as specified for each item such as lift, staircase, building line, plot boundary, road, etc. Alternatively the CD for Pre DCR programme can also be purchased from the company who prepared this programme having address below:

M/s. Soft Tech Engineers Pvt. Ltd.

The Architect Utility Form is the form to be filed up by Architect / L.S. which contains details of the proposal to be submitted alongwith the proposal. The said Utility Form is in 'XML' form & can obtain the copy by architect//LS form Nodal officer free of cost.

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.
- iv) License of Surveyor, Site Supervisor, Structural Engineer

B) Eligibility for applying

For Sr.No.(i) to (iii) above owner / developer through his Architect can apply and for Sr.No.(iv).

C) Whom to apply

Dy.Ch.Eng. (B.P.) City

D) Application fees

As per Department norms

E) Other fees

Wherever applicable.

F) Application Form

As per Annexure V

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 No2, Mogal 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 IV.

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 for Sr.No.(ii) & (iv)

L) Process of renewal

As stated above.

18.5 With relation to registration process

Registration of Architect / Licensed Surveyors / Structural Engineer only is dealt by Dy.Ch.Eng. (B.P.) City Department.

18.6 Collection of tax by the department

No tax or levy is collected by the Dy.Ch.Eng. (B.P.) City.

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

Dy.Ch.Eng. (B.P.) City is not connected to issue or disconnect the services.

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

NIL

GUIDELINES / REGULATIONS FOR SITE SUPERVISORS

Constant supervision during the progress of building work by Registered/Licensed 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. Licensed 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, area and value of work shall not apply.

QUALIFICATIONS :

Site Supervisor Grade –I

The 'Site Supervisor' must hold a diploma in Civil / construction Engineering or any other qualification in the field of Civil Engineering recognized by the board / universities in Maharashtra.

The 'Site Supervisor' must have a minimum of two years of experience in Supervision of building works.

Note- Earlier registered site supervisor Grade II and Grade III with MCGM may be continued.

Registration, Duties & Responsibilities are as per DCPR-2034.

Fees :

- (i) Rs.4670/- (as Registration fee) with application.
- (ii) Rs.4670/- per year for renewal.

- (iii) Rs.4670/- only, provided the license is renewed between 1st April to 15th May and 50%- fees i.e. Rs.2335/- as a penalty for late renewal or non-renewal after 15th May, of every year.

Note: 1) Every year License fee will be increased by 10%.

2) Additional penalty of Rs.10000/- for non renewal of license for continuous 5 years (in addition to regular fee + penalty) and Rs.2000/- per successive year.

Site Supervisor Grade-II.

The 'Site Supervisor' must hold a diploma in Civil / construction Engineering or any other qualification in the field of Civil Engineering recognized by the board / universities in Maharashtra.

The 'Site Supervisor' must have a minimum of two years of experience in Supervision of building works.

Note- Earlier registered site supervisor Grade II and Grade III with MCGM may be continued.

Registration, Duties & Responsibilities are as per DCPR-2034.

Fees :

- (i) Rs.4030/- (as Registration fee) with application.
- (ii) Rs.4030/- per year for renewal.
- (iii) Rs.4030/- only, provided the license is renewed between 1st April to 15th May and 50%- fees i.e. Rs.2015/- as a penalty for late renewal or non-renewal after 15th May, of every year.

Note: 1) Every year License fee will be increased by 10%.

2) Additional penalty of Rs.10000/- for non renewal of license for continuous 5 years (in addition to regular fee + penalty) and Rs.2000/- per successive year.

Site Supervisor Grade III

The 'Site Supervisor' must hold a diploma in Civil / construction Engineering or any other qualification in the field of Civil Engineering recognized by the board / universities in Maharashtra.

The 'Site Supervisor' must have a minimum of two years of experience in Supervision of building works.

Note- Earlier registered site supervisor Grade II and Grade III with MCGM may be continued.

Registration, Duties & Responsibilities are as per DCPR-2034.

Fees :

- (i) Rs.3180/- (as Registration fee) with application.
- (ii) Rs.3180/- per year for renewal.
- (iii) Rs.3180/- only, provided the license is renewed between 1st April to 15th May and 50%- fees i.e. Rs.1590/- as a penalty for late renewal or non-renewal after 15th May, of every year.

Note: 1) Every year License fee will be increased by 10%.

2) Additional penalty of Rs.10000/- for non renewal of license for continuous 5 years (in addition to regular fee + penalty) and Rs.2000/- per successive year.

MUNICIPAL CORPORATION OF GREATER MUMBAI

Qualifications, fees and experience for registration of “Licensed Surveyor” within the limits of Municipal Corporation of Greater Mumbai.

1) QUALIFICATIONS :

The “Licensed Surveyor” shall have diploma / degree in Civil / Construction Engineering from recognized college / Board/ University or Corporate memberships (Civil) of the Institution of Engineers (India) and minimum of 2 years of experience in a practice of architectural field.

Registration, Duties & Responsibilities are as per DCPR-2034.

2) FEES :

- (i) Rs.5870/- (as Registration fee) with application.
- (ii) Rs.5870/- per year for renewal.
- (iii) Rs.5870/- only, provided the license is renewed between 1st April to 15th May and 50%- fees i.e. Rs.2935/- as a penalty for late renewal or non-renewal after 15th May, of every year.

Note: 1) Every year License fee will be increased by 10%.

2) Additional penalty of Rs.10000/- for non renewal of license for continuous 5 years (in addition to regular fee + penalty) and Rs.2000/- per successive year.

MUNICIPAL CORPORATION OF GREATER MUMBAI

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

1) QUALIFICATIONS :

The minimum qualifications for a Structural Engineer shall be Graduate in Civil Engineering of recognized Indian or foreign university or Associate Membership in Civil Engineering Division of Institution of engineers (India) and with minimum 3 years of experience in Structural Engineering Practice with designing and field work.

The 3 years of experience shall be relaxed to 2 years in the case of post graduate degree of recognized Indian or foreign university in the branch of Structural Engineering. In case of Doctorate in Structural Engineering the experience required would be 1 year.

Registration, Duties & Responsibilities are as per DCPR-2034.

2) FEES :

- (i) Rs.5870/- (as Registration fee) with application.
- (ii) Rs.5870/- per year for renewal.
- (iii) Rs.5870/- only, provided the license is renewed between 1st April to 15th May and 50%- fees i.e. Rs.2935/- as a penalty for late renewal or non-renewal after 15th May, of every year.

Note: 1) Every year License fee will be increased by 10%.

2) Additional penalty of Rs.10000/- for non renewal of license for continuous 5 years (in addition to regular fee + penalty) and Rs.2000/- per successive year.

