

HOWRAH ZILLA PARISHAD
BYE – LAW 2005
WITH AMENDMENT - 2019

LICENCE OF HZP - LAND

FERRIES

BUILDING RULES

COMPLETION CERTIFICATE



HOWRAH ZILLA PARISHAD

10, BIPLABI HAREN GHOSH SARANI, HOWRAH - 711101

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হাওড়া জিলা পরিষদ
১০, বিপ্লবী হরণ ঘোষ সরণী, হাওড়া,

বিজ্ঞপ্তি

স্মারক সংখ্যা-৮৫৬/০০৬/হাঃ জিঃ পঃ

তাং-০১.১০.২০১৯

পশ্চিমবঙ্গ পঞ্চায়েত আইন, ১৯৭৩ এর ১৮১ ধারা বলে জিলা পরিষদ উপশুদ্ধ, অভিকর ও ফী গ্রহণের জন্য নিজস্ব উপবিধি রচনা করবে। ওই উপশুদ্ধ, অভিকর ও ফী -এর হার রাজ্য সরকার কর্তৃক নির্ধারিত সর্বোচ্চ হারের বেশী হবে না। পশ্চিমবঙ্গ জিলা পরিষদ (নির্বাচন, গঠন এবং প্রশাসনিক) নিয়মাবলী, ১৯৬৪-এর অধীন ১৩৬, ১৭২, ১৭৬, ১৮৫, ১৮৮ ও ১৮৯ নং নিয়মে জিলা পরিষদ কর্তৃক উপশুদ্ধ, অভিকর ও ফী আদায়ের জন্যে ২২৩ (১) ধারা বলে হাওড়া জিলা পরিষদ বাই ল বা উপবিধি তৈরী করার প্রয়োজন অনুভব করেছে। এই লক্ষ্যে ৯/৯/২০১৯ তাং-এর জিলা পরিষদের সভার সর্বসম্মত অনুমোদন ক্রমে প্রস্তুত খসড়া বাই ল (উপবিধি) অত্র জিলা পরিষদ কার্যালয় সহ নিম্নলিখিত অফিস এবং স্থানগুলিতে এই বিজ্ঞপ্তি প্রচার করা হইতেছে যে হাওড়া জিলা পরিষদের অত্র সংযোজিত এবং সংশোধিত উপবিধিগুলি গ্রহণ সম্বন্ধে কোন আপত্তি বা সংশোধনের প্রস্তাব থাকিলে তাহা যে কেহ উক্ত জিলা পরিষদের কার্যালয়ে ১৬.১০.২০১৯ তাং হইতে ২৩.১২.২০১৯ তাং (৪৫ দিন) ছুটির দিন ছাড়া বেলা ১০.৩০ মিঃ হইতে ৫.০০ ঘটিকার মধ্যে লিখিতভাবে বিবেচনার জন্য পেশ করিতে পারিবেন এবং তাহা যথাসময়ে বিবেচিত হইবে।

উক্ত খসড়া উপবিধি উক্ত হাওড়া জিলা পরিষদের কার্যালয়ে বিজ্ঞপ্তি প্রকাশের তারিখ ১৬.১০.২০১৯ হইতে (৪৫ দিন) ২৩.১২.২০১৯ তারিখের মধ্যে অফিসের দিনগুলিতে অফিস চলাকালীন দেখা যাইবে।

কোন আপত্তি না পাওয়া গেলে এই খসড়া বাই ল (উপবিধি) টিকে অথবা কোন লিখিত আপত্তি পাওয়া গেলে তাহা জিলা পরিষদের সাধারণ সভায় বিবেচনা সাপেক্ষে এক মাসের মধ্যে চূড়ান্তভাবে অনুমোদন ও কার্যকর করা হইবে।

স্বাক্ষর.....
নিবাহী আধিকারিক
হাওড়া জিলা পরিষদ
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Sub-Assistant Engineer
Howrah Zilla Parishad.

CHAPTER - I

The bye-law is made by the Howrah Zilla Parishad under Sec 223 of the West Bengal Panchayat Act 1973 read with Sec – 181 of West Bengal Panchayat Act 1973 and Rule 90(4) of West Bengal (Zilla Parishad and Panchayat Samiti) Accounts & Finance Rule 2003 to impose Fee, Rate, Charges, Surcharges etc. to raise fund and build assets in order to discharges responsibilities as laid down under Sec 153 of West Bengal Panchayat Act 1973 and also the delegated power conferred by K.M.D.A to Howrah Zilla Parishad under Town & Country Planning Act 1979 vide letter no. 1224/CMDA/Sectt/1-98/85-PT dt 24.12.1985.

Bye-Law of Howrah Zilla Parishad

- 1) The Bye-Law will be recognized as “Howrah Zilla Parishad Bye-Law”
- 2) The Bye-Law will be applicable to the entire area under the jurisdiction of Howrah Zilla Parishad.
- 3) The Bye-Law will come into the effect from the date as resolved in the General Meeting of Howrah Zilla Parishad.
- 4) The all ammendmnets in 2019 of Byelaw -2005 has been taken in General Meeting of Howrah Zilla Parishad held on 09-09-2019

Licensing¹ of Immovable property of Howrah Zilla Parishad

² 1.(i) Licensing¹ of immovable property.

The Parishad may issue the licence on any immovable property vested in it or placed under its control and management for a term not exceeding 5 years for carrying out activities of socio-economic importance on payment of annual licence fee and on such term and conditions as it may determine at its meetings and such licence cannot be issued to the same person for more than 10 years. However, long term licence may be given to Govt./ Semi Govt. The organisation with the approval of Howrah Zilla Parishad. Renewal shall be made subject to fulfilment of prevailing terms and condition and payment to the enhanced licence fee. In of case, any dispute Howrah Zilla Parishad will take a decision. In case of issuing a licence in favour of “Trade name” 10-year tenure not to be applicable.

- (ii) Priority in granting Licence of the land of Howrah Zilla Parishad shall be given to the immediate adjoining landowner if several persons apply for the land of Licence for the same land. If the adjoining owner is unwilling to take the Licence of the land it will be opened for the Howrah Zilla Parishad to grant Licence to others provided the access to the adjoining owner of the Howrah Zilla Parishad land shall not be obstructed. If one out of the two adjoining landowners applies for a grant of Licence, he will be granted Licence without causing an obstruction to the access of the other adjoining landowner. If both the adjoining landowners apply for a grant of Licence Howrah Zilla Parishad may in its discretion grant licence to either of them or both without causing incontinenes to egress and ingress to any adjoining landowner.
- (iii) Under no circumstances, the nature and character of Howrah Zilla Parishad land shall be changed. In the event of any change of nature and character of licence land, necessary action will be taken as per existing statutory provision.

¹ The word “Licensing” has been replaced by the word “Leasing” from the byelaw-2005

² Clause 1, sub clause (i) to (ii) has been modified from the Byelaw 2005

- (iv) After expiry of the period of the licence, the possession of Howrah Zilla Parishad land shall be deemed to have been vested in the authority of Howrah Zilla Parishad and the event of a renewal of licence or grant of a fresh licence, the possession is required to be given to the licence afresh.
- (v) If a licensee makes any recommendation for change of name in the license, after completion of 10 years, the changed name may be allowed in favour of the person who belongs to his/her family as prescribed in the undertaking. Here family members include wife/husband/ son /daughter. In this case, a fresh Application Form for grant of licence is to be submitted by the concerned member of the family to this Parishad for consideration of the same.
- (vi) The Licence shall only be entitled to use the land for own purpose on the permission basis and the licensee under no circumstance shall be entitled to transfer or sell or let out whole or any portion of the licenced land to any third party/outside and if it is detected that the licensee has transferred sold /let-out possession to the third party, Howrah Zilla Parishad shall take over possession terminating the licence unilaterally. In addition to that Howrah Zilla Parishad may impose a penalty as will be decided in its meeting.
- (vii) Under no circumstances, person/licensee concerned will be entitled to transfer the possession of the land to another person.
- ³(viii) Person / Licensee will undertake before Howrah Zilla Parishad authority in one non-judicial stamp paper amounting ₹ 10/- that he will be ousted from the licenced property without any notice by Howrah Zilla Parishad authority if the licensee violates any rules & regulations as mentioned within Bye-law of Howrah Zilla Parishad.

2. ⁴Licence Fee:

- i) The application form will have to be submitted by the applicant for a temporary licence of Howrah Zilla Parishad Land, which is available at a cost of Rs. 500/- (Five Hundred Only)⁵ from this office
- ii) [One passport size photo & one photo ID proof to be annexed]⁶

An undertaking will have to be submitted by the licensee before the renewal of the licenced land in the prescribed form, supplied by Howrah Zilla Parishad Office and which will be duly recommended by Pradhan of concern Gram Panchayat / Sabhadhipati of concern Panchayat Samiti / Local Zilla Parishad member.

The licence fees for the following roads are as follows: -

a) Bagnan St. Road	Rs. 30/- per Sq. Ft/year
b) Andul Station Road	Rs. 30/- per Sq. Ft/year
c) Howrah – Amta Road	Rs. 24/- per sq. Ft/year
d) Narendrapur Amta Road	Rs. 21/- per sq. Ft/year
e) Domjur – Bauria Road	Rs. 21/- per sq. Ft/year
f) Bedman's Bunds	Rs. 18/- per sq. Ft/year

³ The Sub-clause (viii) of Clause – 2 has been inserted in 'Byelaw-2005 with Amendment 2019'

⁴ The License fee, Clause – 2, all sub-clauses from ii) to v) has been modified from byelaw-2005

⁵ The rate of license application has been modified from Byelaw-2005, Rs.250/- to Rs. 500/- in 'Byelaw2005 with Amendment 2019'

⁶ The Sub-clause ii) the sentence within bracket has been inserted in 'Byelaw-2005 with Amendment 2019'

g)	Sarat Ch. Chatterjee Road	Rs. 18/- per sq. Ft/year
h)	Jangalpara Road	Rs. 18/- per sq. Ft/year
i)	Goyal Bandh – Kurchi Road	Rs. 18/- per sq. Ft/year
j)	Nayratna Road	Rs. 18/- per sq. Ft/year
k)	Birshibpur – Dharmatala	Rs. 18/- per sq. Ft/year
l)	Bargachiya Feeder Road	Rs. 18/- per sq. Ft/year
m)	Abada Feeder Road	Rs. 18/- per sq. Ft/year
n)	Bargachiya – Rangmahal Road	Rs. 18/- per sq. Ft/year
o)	Nuntia – Kamalapur Road	Rs. 18/- per sq. Ft/year
p)	Makordaha – Begri Road	Rs. 18/- per sq. Ft/year
q)	Other Roads	Rs. 12/- per sq. Ft/year

After completion of the year of the licence, these fees will be cash handed as per usual rule of Howrah Zilla Parishad.

- iv) If a licensee wants to construct a temporary structure over the licensed land and construct the culvert over the Nayanjali of this Parishad, the licensee shall submit a plan in triplicate copies to the D.E., HZP for approval and development fee for the said structure will be as follows:

Sl No	Name of Road	Residential		Commercial	
a)	Bagnan Station Road	@ 100/-	per sq. ft	@ 300/-	per sq. ft
b)	Howrah – Amta Road	@ 100/-	per sq. ft	@ 200/-	per sq. ft
c)	Narendrapur – Amta Road	@ 100/-	per sq. ft	@ 200/-	per sq. ft
d)	Domjur – Bauria Road	@ 100/-	per sq. ft	@ 200/-	per sq. ft
e)	Bedman's Band	@ 75/-	per sq. ft	@ 150/-	per sq. ft
f)	Sarat Ch. Chatterjee Road	@ 75/-	Per sf. ft	@ 150/-	Per sq. ft
g)	Others Howrah Zilla Parishad Road	@ 75/-	Per sq. ft	@ 150/-	Per sq. ft

For any unauthorised construction, (without prior sanctioned structure) fine will be as follows with development fees both will be imposed as stated above.

The rate of fine for unauthorised constructed structure as follows: -

Sl No	Name of Road	Residential		Commercial	
a)	Bagnan Station Road	@ 200/-	per sq. ft	@ 600/-	per sq. ft
b)	Howrah – Amta Road	@ 200/-	per sq. ft	@ 400/-	per sq. ft
c)	Narendrapur – Amta Road	@ 200/-	per sq. ft	@ 400/-	per sq. ft
d)	Domjur – Bauria Road	@ 200/-	per sq. ft	@ 400/-	per sq. ft
e)	Bedman's Band	@ 150/-	per sq. ft	@ 300/-	per sq. ft
f)	Sarat Ch. Chatterjee Road	@ 150/-	Per sf. ft	@ 300/-	Per sq. ft
g)	Others HZP Roads	@ 150/-	Per sq. ft	@ 300/-	Per sq. ft

- v) In case of change of name in the licence, as mentioned in rule 1. (v), the development fees will be charged at the rate which is given below:

Name of Road	Name changed fee within their relative	
	Up to 100 sq. Ft (Rs.)	More than 100 sq. Ft (Rs.)
Bagnan St. Road	5000/-	10,000/-
Andul Station Road	5000/-	10,000/-

Howrah – Amta Road	4000/-	8000/-
Narendrapur Amta Road	3500/-	7000/-
Domjur – Bauria Road	3500/-	7000/-
Bedman’s Bunds	3000/-	6000/-
Sarat Ch. Chatterjee Road	3000/-	6000/-
Jangalpara Road	3000/-	6000/-
Goyal Bandh – Kurchi Road	3000/-	6000/-
Nayratna Road	3000/-	6000/-
Birshibpur – Dharmatala	3000/-	6000/-
Bargachiya Feeder Road	3000/-	6000/-
Abada Feeder Road	3000/-	6000/-
Bargachiya – Rangmahal Road	3000/-	6000/-
Nuntia – Kamalapur Road	3000/-	6000/-
Makordaha – Begri Road	3000/-	6000/-
Other Roads	2000/-	4000/-

This Parishad may licence out its own land in favour of any philanthropic institution like Library, School, College, Club, Sports Complex etc. having statutory recognition for the public interest not by the specific name of the organisation but in the title of the head of these Institutions as President/ Secretary/ Trustees/ Administrator etc. as statutorily recognised.

For Business/ Commercial purpose this Parishad may licence out its own land in the title of the business firm (mentioning the name of the partners or proprietors).

3. ⁸ Licence to be renewed:

- i) In case of death of any partner, the other partner/partners may continue the licence for his / their names, after production heirship certificate according to law and Howrah Zilla Parishad shall consider the reconstituted partnership in accordance with the law, similarly, the Howrah Zilla Parishad may also consider the case of retirement dissolution etc. according to the provision of Indian Partnership Act.

- ii) As this Parishad provides a licence of its land for 5-year tenure, hence the licensee must apply for renewal of his/her licence for next 5 (five) years after completing his term.

In case of late application – if it is found that the licensee retains his possession after of completion his 5 (five) years tenure and subsequently applied for renewal then Zilla Parishad may be imposed fine for late application period with current licence rate (according to section 2. (iii) of this Bye-law along with the complete 5 (five) years licence fee.

- iii) In case of renewal of licenced land and culvert over Parishad’s Nayanjali for next 5 year, the licensee must submit his/her renewal fee after completion 5-year tenure in addition with standard licence fee (as per section 2. (iii) of this Bye-law).

⁸ The clause – 3 ‘The rate of renewal fee’ has been changed from Byelaw-2005

Rate of a Renewal Fee of all road as described below:

Name of Road	Renewal Fee	
	Up to 100 sq. Ft (Rs.)	More than 100 sq. Ft (Rs.)
Bagnan St. Road	1000/-	5000/-
Andul Station Road	1000/-	5000/-
Howrah – Amta Road	800/-	4000/-
Narendrapur Amta Road	700/-	3000/-
Domjur – Bauria Road	700/-	3000/-
Bedman’s Bunds	600/-	2500/-
Sarat Ch. Chatterjee Road	600/-	2500/-
Jangalpara Road	600/-	2500/-
Goyal Bandh – Kurchi Road	600/-	2500/-
Nayratna Road	600/-	2500/-
Birshibpur – Dharmatala	600/-	2500/-
Bargachiya Feeder Road	600/-	2500/-
Abada Feeder Road	600/-	2500/-
Bargachiya – Rangmahal Road	600/-	2500/-
Nuntia – Kamalapur Road	600/-	2500/-
Makordaha – Begri Road	600/-	2500/-
Others Road	500/-	2000/-

⁹ 4. Additional rules: -

- (i) Change of Name in favour of a family member, the recommendation may be permitted by anyone amongst Local Gram Panchayat/ Panchayat Samiti / Member of Zilla Parishad / M.L.A of the concerned area.
- ii) The licensed area in the name of a private person not to be restricted measuring above 360 ft. where the width of the Nayanjali is larger as per the decision was taken by the Zilla Parishad authority.
- iii) Application for Licenced area of 360 ft not to be restricted for the entrance of any big commercial and industrial project. Additional fees may be adopted for issuing such license of big commercial / Industrial project as per the recommendation of Z.P. authority.
- iv) In case of a new application for license concern, Pradhan of Gram Panchayat / Sabhapati of Panchayat Samiti / Zilla Parishad Member / M.L.A. may be recommended.

⁹ The Clause – 4, all sub clauses (i) to (x) has been inserted by ‘Byelaw2005 with Amendment 2019’

- v) In case of death of the existing licensee, the licence may be issued to anyone of the family members such as wife/son/daughter/mother/father subjected to submission of N.O.C of other legal heirs as mentioned in the Legal Heirs' Certificate of the competent authority.
- vi) The existing Licensee of Howrah Zilla Parishad when transferring his adjoining Rayati Property or any part of it- the name of the purchaser will automatically change as the license of the purchased property or part of the said purchased the property under the Zilla Parishad and there may not be a necessity for submission of N.O.C by the existing licensee. Fresh license and other necessary fees as per Zilla Parishad rule may be applicable for such new license.
- vii) A new application of licensee will be annexed with a copy of Record of Right and copy of Mouza Map of the Plot related with License.
- viii) Every application of Licensee will be annexed with a hand sketch map of the property of License referring the adjoining plot no./ Dag No. of the licensed property.
- ix) Ceiling heights of the structure may be 9'-0" (Nine Feet) for single storied temporary structure and 18'-0" (eighteen feet) for two storied temporary structure may be considered. If the single-storied structure ceiling height exits 9'-0", then it may be treated as a two-storied structure.
- x) A new temporary structure shall not be permitted within the distance of 10'-0" (Ten Feet) from the end of the blacktop of the existing road. If any fresh licensee violated the rules, Zilla Parishad shall not take any responsibility when the road will be widening & strengthening work by the appropriate authority.

CHAPTER – II

The Licence of Ferry etc

1. i) The Parishad may issue license on ferry vested in it or placed under its control and management for a term normally of **five years** on payment of every year annual licensing fee by increasing 10% in every year and on such terms & conditions executed by an increased after taking a necessary resolution in Zilla Parishad meeting. After the expiry of license period and until the Zilla Parishad takes over the control of ferry from the ex-licensee, the ex-licensee will have to run the ferry and pay compensation at an existing rate as per the direction of Zilla Parishad.
- ii) Open bid for issuing the licence for ferry Ghat: The licence for ferry Ghat Shall be issued to the highest bidder in an open bid.

Provided that preference should be given for settlement of ferries with local Boatman's co-operative Society or partnership concern formed of the local boatman and hereditary patani. If there is only one such Co-operative Society or Partnership Concern in the locality, settlement shall be made with such Co-operative Society or Partnership concern on the basis of economic rent to be determined by the collector on the basis of 25% of the average of net income of preceding three years and in such events no tender needs the invited.

- iii) There may be an agreement between the Licensee and the Howrah Zilla Parishad.

[OMITTED]

2. **[OMITTED]**
3. **[OMITTED]**

Fare of Ferries

5. ¹⁰Every Person crossing a ferry established by the Parishad or under its management shall pay a fare under Sec. 181(1) (b) of West Bengal Panchayat Act 1973

(For each case Rs.)

1.	For each person's age over 8 (eight) years (the freight weighing up to 20K.g)	Rs. 2/-
2.	For each person's age over 8 (eight) years (the freight weighing over 20K.g)	Rs. 3/-
3.	For each cattle	Rs. 3/-
4.	For bi-cycle, Hand - Cart, Cycle – Rickshaw	Rs. 3/-
5.	Motorcycle	Rs. 5/-

The rate of tolls shall be displayed on both side of Ferry Ghats

Now all Ferry Ghats are under the Systematic Operation Procedure implemented by Transport Department, Government of West Bengal,

6. At every toll bar established by the Parishad on any road (Excepting Kancha or village road) or any bridge vested in or managed by it, a toll shall be paid at the following rates for a motor lorry, truck, tractor, with or without a trailer, trekker, matador and delivery van by the person in charge of the vehicle under Section 181(1) (a) of Act XLI of 1973

¹⁰ The Clause - 5 has been modified

		Each Trip (in Rs.)
1.	Motor Track/ Track Tractor (with goods)	25.00
2.	Tractor with Trailer	10.00
3.	Trekker / Matador van/ Delivery van (with goods)	10.00

Fairs & Melas

7. i) Licence for Fair & Melas

The owner or Licence of every fair or mela or the owner of a licensee of land intending to hold a fair or mela thereon shall, under Section 181(1) (c) (3) and 162 of West Bengal Panchayat Act, 1973, may apply to Parishad for a License as per the following condition:

- a) The applicant must submit the fee of Rs. 500/- per day basis
- b) The applicant must submit N.O.C from West Bengal Fire & Emergency Services.
- c) The applicant must submit another N.O.C from concern Block Development Officer.

ii) Licence bound by the condition of Licensee

The licensee shall be bound by the conditions of the licence granted to the licensee.

Levy or Fee for providing sanitary arrangements at places of worship, pilgrims, fairs, and meals

8. Fee for providing sanitary arrangements

For providing arrangements of water, sanitation, parking places etc. at any place of worship or pilgrimage or tourist attraction, fees at the following rates shall be charged under 181(1) (c) (2) of the West Bengal Panchayat Act 1973 from the pilgrims, the person in charge of an animal and vendor, as the case may be, visiting or staying in the place shall be charged on the following rates for urinal & latrine.

1. The person above 12 years of age	Rs. 1.00 per head
2. Hawker & Trader without stall	Rs. 5.00 per head
3. Hawker & Trader with stall	Rs. 10.00 per stall

[OMITTED]

9. [Omitted]

10. [Omitted]

HUT & MARKET

11. [Omitted]

12. Zilla Parishad shall be entitled to charge or levy development fees for traders of Market/Hat situated on its own land or any other land acquired & maintained by Zilla Parishad at a rate be fixed by Zilla Parishad in its meeting which shall be reviewed from

time to time. There shall be an agreement between the traders and the Zilla Parishad on such terms & conditions as may be determined by Zilla Parishad.

13. [Omitted]

CHAPTER – III

BUILDING BYE-LAW IN REGARD TO CONTROL AND DEVELOPMENT AND USE OF LAND

1. Short Title Application:-

- i) The bye-law shall be called the Building Bye-Law of Howrah Zilla Parishad.
- ii) The Bye-law shall apply to the areas within the territorial jurisdiction of Howrah Zilla Parishad and Gram Panchayat under it, which form part of Kolkata Metropolitan Area as notified by the State Government from time to time.[K.M. area – Annexure – I]

2. Definitions:-

In the Bye-law unless the context otherwise requires

- 1. “The Act” means W.B Town & Country (Planning and Development) Act, 1979. [West Bengal Act. XIII of 1979]
- 2. “Parishad” means the Howrah Zilla Parishad.
- 3. “Govt.” means the Government of West Bengal.
- 4. “Section” means the section of Act.
- 5. “Application” includes the duly authorised agent of the applicant.
- 6. “Balcony” means the horizontal projection including a handrail or balustrade to serve as passage or place.
- 7. “Basement or cellar” means the lower story of a building situated at least one metre below average ground level of the site covering at least two-thirds of the plinth area.
- 8. “Building” means any structure for whatsoever purpose and of whatsoever material constructed and every part thereof whether used as human habitation or not and includes basement structures or sub-surface structure, foundation or any excavation of soil for the purpose of the building, plinth, wall, floor, roofs, chimney, fixed platforms, verandah, balcony, cornice or projection, part of a building, or anything affixed thereto or any wall enclosing or intended to close any land or space and sign and outdoor display structure temporarily erected but does not includes tent, samianas or tarpaulin shelter.
- 9. “Building height” means the vertical distance to be measured from the height of 0.6 m from the centre of the building street or nearest Public Street.
- 10. “Building Line” includes the line up to which plinth of a building adjoining a street or a projected street may lawfully extend and includes the lines, if any, specified in any scheme or development plan.
- 11. “Cornice” means a sloping or horizontal structural overhang usually provided over opening or external walls to protect from sun and rain.
- 12. “Chimney” means the construction through which a flue is formed to carry the products of combustion to the open air and includes chimneystack and flues pipe.
- 13. “Courtyard” means a space permanently open to the sky enclosed fully or partially by building and may be at ground level or any other level within or adjacent to a building a courtyard enclosed on all sides being an inner courtyard and a courtyard where one of the sides is not enclosed being an outer courtyard.
- 14. “Covered area” means the ground area covered immediately above the plinth level by the building including projections at upper level except for chajjas or cornices, but does not include the space exempted under these rules Notes – For this rule, the covered area equals the plot area minus the area for open space.
- 15. “Dangerous” about a building means a building which because of its age, inadequate maintenance, dilapidation or abandonment has become structurally unsafe or is not provided with adequate means of egress of which constitutes a fire hazard or which has otherwise become dangerous to human life.
- 16. “Depth” about a plot means the distance from the front to the rear line of the plot.

17. "Drain" means a line of pipes including all fittings and equipment such as manholes, inspection chambers, traps, gathers, and floor traps used for the drainage of a building or a yards appurtenant to the building within the same curtilage and includes open chimneys used for conveying surface water.
18. "Drainage" means the removal of any liquid by a system constructed for the purpose.
19. "Exit" means a passage, channel or means of egress from any building, storeys or floor area to a street or other open space for safety and includes a vertical exit or a horizontal exit or an outside exit.
20. "Floor Area" means the covered area of a building at any floor level
21. "Floor Area Ratio" of the letters "F.A.R" (being the abbreviation of the whole word "Floor Area Ratio" means the quotient obtained by dividing the total covered area on all floors/ Plot area)
22. "Footing" means a foundation unit construction in brickwork, masonry or concrete under the base of a wall or column for the purpose of distributing the load over a large area.
23. "Garage" means a building or portion thereof designated and used for parking of motor-driven or other vehicles.
24. "Habitable room" means a room occupied for designed for occupancy by one or more persons for study, living, sleeping, eating, but does not include bathroom, water closet, laundry, service and storage pantry., corridor, cellar and attic and space that are not used frequently.
25. "Lift" means an appliance designed to transport persons or materials between two or more levels in a vertical or substantially vertical direction using a guided car platform.
26. "Loft" means an intermediary floor between two floors or residual or adopted for storage purposes.
27. "Masonry" means an assemblage masonry unit properly bonded together with mortar.
28. "Mezzanine floor" means an intermediate floor between the ground floor and first floor
29. "Mercantile building (retail)" means any mercantile building or part thereof used as shops, stores or markets for display or sale of merchandise for the retail purpose for office, storage or service facilities incidental thereto.
30. "Mercantile building (wholesale)" means any mercantile building or part thereof used as shops, stores or markets for display or sale of merchandise for retail purpose or office, storage or service facilities incidental thereto and shall include establishments wholly or partly, engaged in wholesale trade, manufactures, wholesale outlets (including related storage facilities) warehouses and establishments engaged in truck transport (including truck transport booking agencies).
31. "Parapet" means a low wall of a railing, build along the edge of a roof or a floor.
32. "Partition wall" means an interior non-load bearing wall one story or part-storey in height.
33. "Plinth area" means that built-up covered area measured at the floor level of the basement of any storey.
34. "Porch" means a covered surface supported on pillars or otherwise for pedestrian or vehicular approach to a building.
35. "Row housing" means a row of a house with the only front and rear open spaces.
36. "Stair-cover" means a structure with covering roof a staircase and its landing built to enclose only the stair to protect from weather and not for human habitation.
37. "Storey" means a portion of the building include between the surface of any floor and the surface of the floor next above it, or there be no floor above it.
38. "Water closet" or the letters "W.C" (being the abbreviation of the whole pan with water and does not include a bathroom.
39. "Width of a street" means the whole extent of space, including the footpath within the boundaries of the street as specified in Survey map or other records.
40. "Use Group " or "Occupancy" means the purpose of which a building or part of a building is used or intended to be used.

EXPLANATION:-

For classification of a building according to occupancy, occupancy shall be deemed to include subsidiary occupancies, which are contingent upon it. The occupancy classification is made broadly as follows

- (a) **Residential**
- (b) **Commercial**
- (c) **Industrial**
- (d) **Others**

- a) **“Residential Building”** that is to say any building in which sleeping accommodation is provided for normal residential purpose as the principle use with or without cooking facilities or dining facilities. Such building shall include one or two or multi-family dwelling, lodging or rooming houses, hostels, dormitories, apartment houses, flats and private garages.
- b) **“Commercial Building”** will include business building for the transaction of business. Such building shall include offices, bank, professional establishment and courthouse. Such building shall include premises for mercantile purposes both retail and wholesale, premises for institutional purposes, assembly purposes and storage premises.
- c) **“Industrial Building”** that is to say any building or structure part thereof used principally for fabrication, assembling and processing of goods and materials of different kinds. Such building shall include laboratories, Power plants, smokehouses, refineries, Gas Plants, mills, dairies, factories and workshops, premises for manufacturing hazardous products and their storage.
- (1) Other words and expression used in this bye-law shall have the meaning respectively assigned to them in the Act.

3. MEANS OF ACCESS :

- i) Every plot of land proposed or intended to be developed shall abut on a means of access.
- ii) The width of means of access abutting plot of land shall regulate the maximum permissible height of a building on such plot of land in the manner laid down in “ Rules Regarding Sanctioning Of Building Plans Under Different Gram Panchayat in K.M.D. Area”.

TABLE

Permissible Height of Building

Sl No	Width of Streets in Metres	Permissible Height in Meters
1.	1 and upto 1.20	3.5
2.	Above 1.2 and up to 2.0	7.5
3.	Above 2.0 and up to 3.0	10.0
4.	Above 3.0 and up to 5.0	13.5
5.	Above 5.0 and up to 7.0	15.0
6.	Above 7.0 up to 15.0	18.0

- ¹¹4. Ground Coverage of Hazardous buildings viz, Industrial building, Market Complex, Mercantile building (both retail and wholesale) and other buildings like Housing Complex, Logistics Hub is 50% of the total land area proposed shall be allowed.

¹¹ The Clause – 4 has been modified

4. Heights of Buildings:-

- i) "Building height" means the vertical distance to be measured from the height of 0.6 metres from the centre of the abutting a street or nearest Public Street.
- ii) The Height of the following appurtenant structure shall not be included in the compilation of the height of a building.
 - (a) Stair cover up to a height of 2.4 M
 - (b) Lift machine room as specified in the latest National Building Code.
 - (c) Roof tanks and their supports, the aggregate height not exceeding 2.4 M
 - (d) Chimney.
 - (e) Parapet wall not exceeding 1.50 M in height.
 - (f) Ventilating, air conditioning and other service equipment of similar nature as per latest National Building Code.
- iii) The maximum permissible height of a building according to the land area, road width area given in the "Rules regarding Sanctioning of Building Plans".

5. OPEN SPACE FOR BUILDINGS:-

A. Generally:-

- i) Every room intended for human habitation shall about on an interior or exterior open space and open verandah open to such interior or exterior open space. Open spaces shall be areas forming integral parts of the plot of land at Ground level.
- ii) Every building shall have exterior open space, comprising front open space, rear open space and sides open spaces shall be provided along the entire front, side and rear faces. For these places refer to Rules regarding sanctioning of the building plan."
- iii) No building shall at any time be erected on any open space prescribed in these bye-laws for a building and form part of site thereof, nor shall such open space be taken into account in determining the area or any open space required under these bye-laws for any other building.
- iv) If the front open space is 3.0 metres or more, a "Gate Goomti" for security purpose may be allowed in the said open space. The covered area such as "Goomti" shall not exceed 3.00 sq. meters
- v) And the height of such "Goomti" shall not exceed 3.00 meters. The covered area of the "Gate Goomti" shall not be included in the calculation of Ground Coverage.
- vi) To maintain distance from overhead electric lines, no building, or verandah, balcony or projection in any building shall be permitted to be erected, re-erected, added to or altered in any case where the distance between such construction and any overhead electric lines, following the provision of the Indian Electricity act. 1910 (9 of 1910) and the bye-laws framed under is less than as specified hereinafter. (The details of such clearances from overhead wire are given in "Guideline for preparing the Building Plan"), ANNEXURE – III

6. PARKING WITHIN A PLOT OF LAND: -

A. GENERALLY:-

- i) The minimum size of a car parking space shall be 2.50 metres x 5.00 meters and that for a truck or bus parking space shall be 3.75 metres x 10.00 metres. These space do not include the area of circulation internal space aisles and driveways:
- ii) The minimum width of an internal circulation road shall be 3.0 metres for cars and 5.00 meters for truck and buses.
- iii) The parking layout plan shall be so prepared that the parking space for each vehicle becomes directly accessible from the driveway or circulation driveway or aisles. This clause shall not be applicable for residential building.
- iv) The open space within the plot of land may be allowed to be utilised for car parking space provided that the minimum space requires to be provided under bye-laws shall be kept free from parking.

- v) For a building with different occupant's, above two stories the number of parking spaces shall be worked out based on each of the occupancies separately and such number shall be added to determine the total number of parking spaces required for the building.
- vi) In case of a plot of land containing more than one building, parking requirement shall be calculated for each building (above two stories) separately based on the use of each building.
- vii) In calculating the areas of different tenements or different occupancies in the same occupancy in a building the area of common spaces of any floor, shall be distributed proportionately amongst the different units or tenements.
- viii) For Plots with means of access of fewer than 3.00 metres in width, a parking space need not be provided.

B. For any use of a group of occupancy of building car parking shall be subject to the following:-

- i) No car parking space shall be necessary for a total floor area of less than 100.00 sq. metres.
- ii) For a building with education occupancy having a total floor area of more than 1000 sq. metres, one bus parking for every 1000 sq metres shall be necessary. Such bus parking space is required for the building.
- iii) For industrial or storage or hazardous occupancies, a car or truck parking space shall not be compulsory for a total floor area less than 200 sq. metres for a floor area of the building about 200.00 sq. metres or more one-car parking space for every 200 sq. metres and one truck parking space every 1000.00 sq. metres, subject to a minimum of one truck parking space shall be necessary. The number of required car or truck parking space shall not, in any case, exceed 50.

7. Development of a plot of land containing more than one building:-

1. These bye-laws shall apply to a plot of land of area less than 5000 sq. meters

- (a) Every building on a plot of land containing more than one building shall abut on internal road connecting the means of access to the plot of land.
- (b) The minimum width of such internal road shall not be less than 3.0 metres. Where an internal road of 3.5 metres in width is not possible to be provided for due to existence of a building construction before the enforcement of these bye-laws, a building more than 3.75 metres in height may be allowed to be constructed, provided that the width of the internal road shall in any case be less than 1.20 metres.
- (c) The maximum permissible height of any building on a plot of land shall be determined according to the width of the means of access on which the plot of land abuts.

8. Control development of residential building for the economically weaker section and low-income group housing scheme approved by Zilla Parishad

Notwithstanding anything contrary contained elsewhere in these bye-laws, for the plot of land covered by a scheme for economically weaker section or by a Low-Income Group Housing Scheme approved by the Zilla Parishad, the following provisions shall be applicable, provided that the size of the plot is not more than 65.00 sq. metres in area.

- I. No building shall be allowed on a plot of land if the width of its means of access is less than 1.0 metre.
- II. No building exceeding 8.00 metres in height shall be allowed on a plot of land if the width of its means of access is less than 3.0 metres
- III. The maximum permissible ground coverage shall be 75 % of the land of the plot of land.
- IV. The maximum permissible height of the building shall be 10.00 metres.
- V. The minimum front open space shall be 0.80 metres.
- VI. The minimum rear open space shall be 1.0 metre.
- VII. No side open space shall be required, provided that the building shall be of row housing type and the maximum aggregate length of such building in a row shall be 50.0 metres. After every 50.00

metres of the length of such building in a row, there shall be an open space of not less than 2.50 metre in width for the entire depth of the building. Such open space shall not be necessary if there is street or passage at such location the maximum width of which is not less than 2.50 metre. There shall be no need to provide any car parking space within the plot.

9. Existing Building:-

- a) The Provision of these bye-laws shall apply only in the case of an existing building. Existing building for this purpose shall mean any building which was erected before the date of coming in to force of these bye-laws following a building plan sanctioned by an authority competent to sanction such building plan under any law for the time being in force.
- b) **In the case of an existing building:-**
 - i) Excepting storage building, where the open space required has not been left, an addition in the number of stories, if otherwise permissible, may be allowed with a set back provided such building continues with the same occupancy and it is structurally safe.
 - ii) Provided that no front set back may be necessary up to a height of eight metres for adding only one floor over an existing single storied residential building.
 - iii) The extent of the set back from the property boundary shall be such as to make the addition to the building in conformity with the provisions of bye-laws.
 - iv) The height of the building shall conform the provisions of bye-laws and in no case, the height shall exceed 18.0 metres after any addition to the number of stories.

10. Procedure for obtaining permission for carrying out development: -

All the process to be followed are given in the application form which will be made available from the Zilla Parishad against payment of Rs. 200/- only.

11. Cases to be referred to KMDA for concurrence:

- a) For the construction of any structure exceeding of 18.00 M
- b) No construction can be made within 75.0 m on both side of the centerline of National High Way or any other expressways.
- c) It may be revised from time to time as per Govt. order.

12. Restrictions:

- a) No dry latrine shall be permitted within the building premises
- b) No development permission shall be given for areas where land acquisition proceeding has been initiated by the KMDA or any other organisation.
- c) The Provision of West Bengal Fire Service Act, 1950 shall have to be followed in case of Industrial Building, Mercantile Building, Hospital & Residential Building exceeding a height of 15.0 metres as per provision of Bye-law.

13. The requirement of building:

Habitable Room –

- (1) The height of all rooms for human habitations shall not be less than two metres and seventy-five centimetres measured from the surface of the floor to the lowest point of the ceiling (bottom of slab) and if measured to the bottom of a beam it shall be not less than two metres and forty centimetres.
- (2) The area of a habitable room shall not be less than 7.50 sq. metres with a minimum width of two metres and forty centimetres.
- (3) For this rule, store, box room, puja room, study room, circulation space, lobby etc. shall not come under the category of habitable room subject to the total area thereof not exceeding one-third of the total covered area on each floor.

Open space for rooms:

Every room needed for human habitat shall about on interior open space or an open verandah ope to such interior or exterior open space.

Ventilation of Inhabited rooms-

For ventilation, every room in a domestic building which intended to be used and inhabited room.

- a) Shall have windows opening directly into the external air or an open verandah having an opening of not less than one-fifteenth of the floor area of the tooms. space or an open verandah open to such interior.
- b) Shall have an aggregate opening of not less than one-seventh of the floor area of the room to be provided by window or windows and doors opening directly into the external air or an open verandah.

Kitchen –

- 5) The height of the kitchen measured from the surface of the floor to the lowest point of the ceiling (bottom of slab) shall not be less than 2.5 metres.
- 6) The area of a kitchen shall not be less than 4 square metres and a minimum width of 1.5 metres.
- 7) Every room to be used as kitchen shall have-
 - (a) Unless separately provide with a pantry, means for the washing of kitchen utensils which shall lead directly or though a sink to a granted and trapped connections to the waste pipe and
 - (b) An impermeable floor
 - (c) A flue, if found necessary.

Bathroom and water-closet-

- (a) The height of a bathroom or water closet measured from the surfaces of the floor to the lowest point in the ceiling (bottom of slab) shall be not less than 2.2 metres.
- (b) The area of a bathroom shall not be less than 1.8 square metres and a minimum width of 1.2 metres. If t is a combined bath and water closet, its floor area shall not be less than 2.8 square metres with a minimum width of 1.4 metres. The minimum floor area of the water closet shall be 1.1 sq. metres with a minimum width of 1.0 metre.

Mezzanine-

- (1) Any aggregate of mezzanine floors in a building shall in no case exceed one-third of the plinth area of the building.
- (2) A mezzanine floor may be permitted over arrow or a compartment :
Provided that-
 - (a) It is so constructed as not interfere under any circumstances with the ventilation of the space over and under it.
 - (b) Such mezzanine floor is not subdivided into smaller compartments:
 - (c) Such mezzanine floor any part of it shall not be used as a living room or kitchen; and
 - (d) In no case, mezzanine flor shall be closed to make it liable to be converted into an unventilated compartment.
 - (e) The height of a mezzanine floor should not be less than 2.2 metres.

Head-room of a staircase-

The minimum headroom in any staircase shall be 2.2 metres

Roofs-

1. The roof of a building shall be so considered for framed as to permit effectual drainage of rain-water therefrom by means sufficient rain-water pipes of adequate size wherever required, so arranged, joined and fixed as to ensure that the rain-water is carried away from the building without causing dampness in any part of the wall or foundation of the building or these of an adjacent building.
2. Water for rainwater pipes should be properly drained through surface drains avoiding nuisances
3. Rainwater pipes should be fixed to the outside of the external walls of the building or in recesses or cases cut or formed in such external walls or such manner as may be approved by the Commissioner or in -charge Engineer.

14. Multi-storied building:- All building having a four-storied and above will be treated as multi-storied building, for this rule and all applications for the sanctioning plan of all such building shall be accompanied by the following.

- i) A clearance certificate from component authority regarding fire safety provisions.
- ii) A soil test report from public sector laboratories or as may be prescribed.
- iii) A structural calculation from a Graduate Engineer is a must.

15. Provision of lift-

Lift: A building comprising of five or more storied should be provided with a lift for carrying person from one floor to another floor. In addition to the provision of the staircase. The landing of the staircase should not be used as this landing of this lift.

16. Fire Protection:-

All building like Hospital, Nursing home, Factory, Warehouse, Godown, Market, Theater, Mercantile building both retail and wholesale) and dwelling house more than four-storied and building partially used for part commercial cum part residential purpose of any height (which is allowed in this bye-laws) shall be provided with adequate means of escape and all arrangement for protection in case of the fire.

- (a) In every domestic building the width of each flight of staircase shall not be 1.0 metre. In every building, other than domestic. This width of each flight of staircase shall not be less than 1.5 metres.
- (b) All staircase shall terminate at ground level, a staircase of basement shall not be continuous with the main staircase. All basement shall have a minimum of two exits.
- (c) For provisional sanction of a building structure in case of Industrial occupancy of any storied or warehouse structure of any storied must submit their certificate of Fire & Safety recommendation from West Bengal Fire & Emergency Services Department, Government of West Bengal.
- (d) Proposed Building of G+V storied up to height within limit 18.0 (Eightteen), Metres [means above 15.0 Metres] must submit their final certificate of Fire & Safety recommendation from West Bengal Fire & Emergency Services Department, Government of West Bengal.

17. In all building where more than one staircase has been provided, the staircase shall be placed remote from one another and under no circumstances the landing meant for one shall be taken advantage of for another.

¹²18. **Traffic N.O.C**

In case of any category of the structure adjacent to the National Highway No 6, (places under Howrah Rural Police) such as the construction of Hut/ Industrial Park/ Industrial complex, commercial building, the applicant shall annex No Objection Certificate from the Howrah District Rural Police Authority with the application form.

¹² The new Clause – 18, “No Objection Certificate” of traffic has been inserted

CHAPTER – IV

General – Procedure for sanction of building Plan etc.

1. The District Engineer of this Parishad is hereby empowered by the Sabhadhipati of this Parishad to Sanction all-new building plan duly submitted by the applicant as per provision of this bye-law and to serve notice to all Unauthorised Construction which is previously Constructed or under construction; without sanction plan from this Parishad; after getting reports from concerned Assistant Engineer and Sub – Assitant Engineer and to decide in consultation with the building committee of this Parishad.
- ¹³1(A) Initially provisional sanction of building plan shall be given which will be valid for 5 years. After the expiry of initial provisional sanction, the same shall be renewed for a further period of 3 years on application to be made by the owner/developers, with a renewal fee of ₹500/- (Rupees Five Hundred) for residential building and ₹5,000/- (Rupees Five Thousand) for industrial/commercial building.
- 1(B) After completion of construction the owners/developers must apply for completion Certificate of the building, as per provisions laid down in Chapter VII of this bye-law. Application for obtaining Completion Certificate must be made maximum within 8 years of provisional sanction.
- 1(C) If the application for completion certificate is not submitted within 8 years, the owner/ developers must apply afresh for sanction of building plan before applying for Completion Certificate.
2. **Prohibition of building without sanction: -**
 - (1) No person shall erect a new building, or re-erect or make an addition to, or alteration of, any building or cause the same to be done without obtaining sanction from the District Engineer, and where necessary, a development fee permit from the concerned authority under the West Bengal Town and Country (Planning and Development) Act. 1979 (West Bengal Act XIII of 1979).
3. **Notwithstanding the provisions of Sub-rule (1) no sanction shall be required for:**
 - a) Erection, re-erection, addition to, or alteration of a parapet wall not exceeding 1.45 metres in height or boundary wall not exceeding 2.5 metres in height or cornice not exceeding 50 centimetres in width within the boundaries of the site and not overhanging a street.
 - b) For the erection of any new thatched structure, tin shed, without brick wall covering an area not exceeding eighteen sq. metre & such structure or shed does not cover $\frac{3}{4}$ th (three fourth) of the total area.
 - c) Repairing a staircase or lift shaft.
 - d) White washing or painting.
 - e) Reflooring of a surface of an existing floor.
 - f) Retiling a terrace or re-surfacing of a floor including waterproofing.
 - g) Erection of a false ceiling in any floor at a height as permissible under these rules.
 - h) Plastering and patchwork.
 - i) Providing or closing, an internal door or window, or ventilator, not opening directly opposite to the door or a window of another building.
 - j) Replacing of fallen bricks, stones or repairing of damage pillars, beams, or roofs.
 - k) Repairing or renewing existing plumbing services.

¹³ The New Clause 1(A), 1(B) & 1(C) in Chapter – IV has been inserted

- l) In case of damage due to the fire, rain, storm, earthquake, or any other natural calamity, securing a building to prevent danger to human life till reconstruction is possible under these rules.

**PROCEDURE FOR OBTAINING PERMISSION FOR
CARRYING OUT DEVELOPMENT.**

4. Any person /body intending to carry out any development or constructing any structure within the Kolkata Metropolitan Area under this Parishad shall have to make an application in an application form which is available from this office at a cost of Rs. 200/-. Application not in a prescribed form, will not be entertained.
5. The following documents should be furnished with the duly filled up application:
- a) Deed of purchase / Record of Rights indicating details of classification and ownership of the land proposed to be developed.
 - b) Mutation Certificate in favour of the applicant.
 - c) Conversion certificate of land (if applicable)
 - d) Tax receipt from respective Pradhan of the Gram Panchayat and B.L. & L.R.O
 - e) Land Porcha (R.S. or L.R.)
 - f) The certificate of Pradhan is necessary to submit if the assessment of tax is not provided by Gram Panchayat.
 - g) Registered deed of Power attorney between Landowner with the developer of the project (if applicable)
 - h) Registered Deed of the Development Agreement. (if applicable)
 - i) In the case of the partition deed, the registered site plan must be submitted.
 - j) Registered Site Plan (with the amalgamation of deeds) showing a complete area of the proposal. (if applicable)
 - k) Site Plan must be registered if it is not available in the deed of purchase of land produced after the year 1988.
 - l) If the Registered Deed Plan (before the year 1988) is not available, then a site Plan prepared by L.B.S and duly affidavit by 1st class Magistrate must be submitted.
 - m) Three copies Building Plan with structural details when and where necessary.
 - n) Affidavit and Indemnity Bond for Provisional sanction and existing sanction.
 - o) Fire and safety certificate provided by West Bengal Fire & Emergency services (if applicable)

Other information needed may have from the applicant from this Parishad on receipt of such application duly filled up along with the required documents, the Parishad may after causing further enquiry and asking the applicant to produce any further document, if it deems fit, may be returned with recommendation after receiving assessed fees.

- 6.
- a) No person organisation is entitled to erect any structure without the approval of Zilla Parishad.
 - b) 1/3 of the total area is to be kept vacant for the erection of any structure.
 - c) If there are roads on both the adjacent sides of the plot a corner splay of 1.2 M is to be kept.

Clearance of Building from Property Line:

7. If the area of the land is less than 101 sq. m and road width are less than 3.0 M, clearance is to be given as stated below: *(Only Two Storied Building can be allowed in this case from the boundaries).*

- a) Clearance from Boundaries to be maintained for Plot Width up to 6.0 M

Front Side (by the side of Road)	0.50 M
Both Side clearances	0.60 M
Rear Side	1.50 M

- b) If the Plot width is more than 6.0 M (six metres) clearance from the boundaries to be maintained as follows:

Front Side (by the side of Road)	0.50 M
Both Side	0.90 M
Rear Side	1.50 M

8. If the land area is more than 101 sq. m

- (a) For two-storied building (up to 7.0 M Height), Clearances from the boundaries will be as follows:

	Residential	Commercial/ Industrial
Front Side (by the side road)	0.50 M	1.00 M
Both Sides	1.00 M	1.20 M
Rear Sides	2.00 M	2.40 M

- (b) If the Plot is a Plot with the road on the adjacent two sides with 2.4 M width Road, Side clearances of 0.60 M will be allowed.

9. If the building is more than Two Storied and Height up to 14.5 M, flowing clearances will be applicable.

- (a) Clearances to be maintained

	Residential	Commercial	Industrial
Front	1.00 M	1.20 M	5.00 M
Sides	1.20 M	1.20 M	3.00 M
Rear	3.00 M	3.00 M	3.50 M

10. If the building is more than Two Storied and Height up to 18.0 M, flowing clearances will be applicable.

- (a) Clearances to be maintained

	Residential	Commercial	Industrial
Front	1.20 M	1.20 M	5.00 M
Sides	2.00 M	2.00 M	3.00 M
Rear	5.00 M	5.00 M	5.00 M

11. Floor Area Ratio to allowed is as follows:

Road Width	F.A.R
Up to 2.0 M	1.5
More than 2.0 M up to 5.0 M	2.5
More than 5.0 M up to 7.0 M	3.25
More than 7.0 M	4.0

12. The F.A.R specified in this table may increase by 10% (ten per cent) for the following services:

- (a) The basement exclusively for the car parking.
 (b) Air Conditioning Plant, Pump House, Electric Cabin, Watchman's Booth

- (c) Stair Headroom and lift machine room on the roof

¹⁴13. Development fees

- I. For residential building, a development fee of @ Rs. 50/- per sq.m is to be deposited with the Zilla Parishad
- II. On total Industrial Floor area development fee @ Rs. 100/- per Sq.m will have to be deposited.
- III. On total Commercial Floor area development fee @ Rs. 100/- per sq.m will have to be deposited.
- IV. In other cases, the development fee @ Rs. 40/- per sq.m will have to be deposited on the total Floor area

¹⁵14. In the case of Commercial and Industrial building additional development, the fee will have to be deposited at the rate stated below.

- (a) For the area up to 1 (One) bigha 15% of the total land area to be considered.
- (b) For the area, more than 1 (one) bigha 8% of the total land area will be considered.

¹⁶ In the term of Both the above cases additional development fee @ Rs. 100/- per Sq. M of the total area will have to be deposited

¹⁷15. If any Structure (Residential & Commercial) is constructed i) without prior sanction from Howrah Zilla Parishad or ii) With the prior sanction of Howrah Zilla Parishad but not according to the original sanction Plan, the matter will be placed before the Building Committee for consideration. Building Committee may approve i) the structure, so constructed without prior sanction or ii) the addition, alteration or extension in the structure, from the originally approved sanction Plan, subject to the imposition of fine & development fee, as the case may be, as detailed below;

- A. For Residential/Industrial or Commercial Building, where clearance and height of that structure is within the provisions, as mentioned in the relevant section of Bye-law
 - (a) For residential building: Development Fee @ Rs 50/- per Sq. m and Fine @ Rs 500/- Sq.m
 - (b) For Industrial or Commercial Building /Structure: Development Fee @ Rs 100/- Sq. m and Fine of Rs 1000/- per Sq.m
- B. For Residential/Industrial or Commercial Building, where clearance and height of that structure are beyond the provisions, as mentioned in the relevant section of Bye-law:
 - (a) For residential building: Development Fee @ Rs 50/- per Sq.m and Fine @ Rs 600/- Sq.m
 - (b) For Industrial or Commercial Building /Structure: Development Fee @ Rs 100/- Sq. m and Fine of Rs 1200/- per Sq.m

16. Old house which have less clearance from the boundary lines (which is not within the rules of Howrah Zilla Parishad and where set back is not possible): If with the setback there is a possibility of the collapse of the building, in that case, Zilla Parishad will accept the drawing and sanction

¹⁴ "The development fees" has been modified in the clause – 13 in this "Byelaw 2005 with Amendment 2019"

¹⁵ The Clause – 14 has been modified

¹⁶ Rate of additional development fee in the clause – 14 a) & b) for land area has been modified.

¹⁷ The Clause – 15 has been modified in this "Byelaw 2005 with Amendment 2019"

will be given duly after deciding the building committee meeting. This rule will be applicable for building up to 7(Seven) metre height.

17. No boundary wall exceeding 2.5 m is permissible surrounding the industrial or commercial land without the approval of Zilla Parishad.
18. The height of the boundary wall will be considered from the crown of the front road. Violation of the rule will call for the imposition of fines as stated below.
 - (a) For Land area of 1 bigha or less L.S. Rs. 20,000/-
 - (b) For Land area more than 1 bigha L.S. Rs. 30,000/-
19. *[Omitted]*
20. In the case of vertical expansion of a building on the existing structure, certificate of LBS is a must.
21. Relevant clauses of town and country Planning act, 1979 regarding Control and Development and use of land are applicable.

Licensed Building Surveyors (L.B.S)

Licensed Building Architects (L.B.A)

22. The plan shall not valid unless an L.B.S or L.B.A as the case may certify that such a plan has been prepared under the supervision and certifies that such work shall be carried out under his supervision.

[Addition]

In case of change of L.B.S/L.B.A: No Objection Certificate from the original L.B.S/L.B.A must be taken. The matter has to be intimated to ZP by the owners/developers of the building in writing, along with a copy of N.O.C, within 3 months of such change or at the time of submission of application for Completion Certificate whichever is earlier.

23. **Licensed Building Surveyor:** - There shall be two classes_of Licensed Building Surveyors, namely:
 - (1) a) **Class – I Surveyors, and**
 - b) **Class – II Surveyors**
24. A Class I Surveyor may be employed for all classes of a building not exceeding 18.0 m in height
25. A Class II Surveyors may be employed for all classes of buildings not exceeding 10.0 m in height.
26. A Class – I Surveyor shall have
 - (a) A Degree in Civil Engineering or a Degree in Architecture from a recognised University or any equivalent qualification recognised by Govt. or
 - (b) A Diploma in Civil Engineering or Architecture from a recognised University or an equivalent Engineering qualification recognised by Govt. and shall have not less than 3 years' experience in planning and design and execution of building works. Or
 - (c) Existing Class – II L.B.S of this Parishad having at least 10 years' experience in this profession.
27. A Class – II Building Surveyor shall
 - (a) Have a Diploma in Civil Engineering and Architecture from a recognised University or an equivalent Engineering Qualification recognised by Govt. or

- (b) Be a person who has passed the Madhyamik Examination recognised by Govt. and shall have at least 5 years' experience in building, planning and execution of works under an L.B.S or L.B.A of under a statutory body or in Govt. department.

28. Duties and responsibilities of Licensed Building Surveyors and Licensed Building Architect:

=

- (1) They Shall be conversant with the provisions of the Act, these rules and relevant rules and regulations made under the Act and shall prepare plans, section, elevations, and other structural details as per the provisions of these rules.
- (2) They shall prepare and submit all plans as may be necessary together with all documents and other details which are required to be submitted under these rules.
- (3) They shall give all facilities to this office to inspect and examine the work in progress.
- (4) They shall be held responsible for any work executed on-site in contravention of the provisions of the Act, these rules or other relevant rules and regulations.
- (5) They shall not deviate from the approved plan.
- (6) The District Engineer shall exercise control over the action of any Licensed Building Surveyors and Licensed Building Architect, as the case may be, and may take appropriate action in writing after giving the Licensed Building Surveyors and Licensed Building Architect concern an opportunity of being heard.

- ¹⁸29 Solid & Liquid Waste Management:** As per Bye-law for sanction of building plan under solid waste management Rule 2016 of Government of West Bengal following steps must be incorporated with the proposed building plan at the time of submission the application.

For Residential Building and Residential Flat Building

- I) The solid waste must be segregated at source and effort may be given to manage the degradable waste at the household level and non-degradable waste will be handed over to the collector appointed by any appropriate authority.
- II) Zilla Parishad or its authorized representative at any time may enter the premises and inspect the building to ensure that the building has been constructed as per sanction plan.
- III) Zilla Parishad will levy spot fine @Rs. 200/- for persons littering and failing to adhere to the stipulations introduce within Gram Panchayat jurisdiction.
- IV) Failure to pay the fine within due time frame shall attract an additional penalty amount of Rs. 10/- per day for the default period.

For Commercial Building

- I) All building shall have enough toilet facilities (especially: Mercantile building, Hut Buildings, Shopping complex)

¹⁸ The new clause – 29 “Solid & Liquid Waste Management” for provisional sectioned of building plan has been inserted in this “Bye-law 2005 with Amendment 019”

- II) The commercial unit producing solid waste of 100 kg. and more per day, a Solid Waste Management Plan shall have to be submitted along with the building plan for sanction of the project.
- III) The solid waste may be segregated at source and effort to be given to manage the degradable waste at the household level and non-degradable waste may be handed over to collector appointed by any appropriate authority.
- IV) Zilla Parishad will levy spot fine @Rs.10,000/- for persons littering and failing to adhere to the stipulations introduced within Gram Panchayat jurisdiction.
- V) Failure to pay the fine within due time frame shall attract an additional penalty amount of Rs. 100/- per day for the default period.

For Industrial Building

- I) Solid & liquid waste Management plan duly approved by the Pollution control board is to be submitted during the submission of the proposal.
- II) Solid waste shall have to be segregated at source and effort to be given to manage the degradable waste at the household level and non-degradable waste is to be handed over to collector appointed by any appropriate authority.
- III) Zilla Parishad or its authorized representative at any time may enter the premises and inspect the building to ensure that the building has been constructed as per sanction plan.
- IV) Zilla Parishad will levy spot fine @Rs.10,000/- for persons littering and failing to adhere to the stipulations introduced within Gram Panchayat jurisdiction.
- V) Failure to pay the fine within due time frame shall attract an additional penalty amount of Rs. 100/- per day for the default period.

¹⁹30 Tree Cover: Provision of tree cover should be included in the plan for building sites

- (i) for any project covering a total floor area of 6000 sq.m or more, the applicant should arrange for rising and maintenance of tree cover at his own cost which should be at least 15% of the area within the premises.
- (ii) for any other project, having lesser total floor area, the tree cover should reduce proportionately in the perspective of (i) above

²⁰31 Rainwater Harvesting. In a residential flat building plan, part commercial cum part residential flat building plan and full commercial building plan, rainwater harvesting system – surface water feeding, must be shown in proposed architectural drawing

¹⁹ The new clause – 30 “Tree Cover” has been inserted in this – “Byelaw 2005 with amendment 2019”

²⁰ The new clause – 31 “Rainwater Harvesting” has been inserted in this – “Byelaw 2005 with Amendment 2019”

CHAPTER – V

MISCELLANEOUS

1. The Zilla Parishad may from time to time enhance the rate of the License fee, toll, cess, development fees, levy etc. as will be decided in its meetings.
2. Zilla Parishad may from time to time change, revise, modify, include/delete any clause/terms recital in the proforma / saving contents of the form, agreement or any other document to be executed or required to be done by Howrah Zilla Parishad.
3. The Zilla Parishad may from time to time investigate affairs and act against the industry, business, or residential and commercial accommodation to avoid nuisance, pollution and maintaining environmental equilibrium with the help of District Administration.

CHAPTER – VI

PENALTIES

4. Penalty for breach of bye-law.

A breach of the Bye-law except building Bye-law mentioned herein shall be punishable with fine which may extend to 100 rupees, and in the case of a continuing breach with a further fine which may extend to 10 rupees extend to 10 rupees for every day during which the breach continues after the offender has been convicted for such breach.

²¹CHAPTER VII

COMPLETION CERTIFICATE OF PROVISIONALLY SANCTIONED BUILDING PLAN

The Rules and Regulation and document required for obtaining the Completion Certificate: -

1. A person/body who obtained prior building plan sanction from this Parishad for constructing structure/building will have to make an application for Completion Certificate in the specific format which is available from this office at a cost of ₹ 500/-The application other than the in the prescribed form, will not be entertained for the Completion Certificate.
2. **Applicant must submit the following documents for obtaining the Completion Certificate.**
 - i) Schedule VIII (Form of Notice of Completion)
 - ii) Three copies of Ammonia Print of Completion Plan (Existing Plan as it is a build-up) duly signed by the applicant along with L.B.S/L.B.A and structural Engineer with their relevant declaration.
 - iii) Structural Stability Certificate duly certified by Structural Engineer taking the responsibility of the structure in all respect and Licensed Building Surveyor (L.B.S/L.B.A), who has supervised the construction since commencement as required under rule 27 in Chapter – IV of this Bye-law.
 - iv) Photocopy of final Building Sanction plan along with sanction order letter.
 - v) N.O.C from WB Fire Service where the height of the building plan exceeds 14.5 m or primary user group of the building is non – residential.
 - vi) A certificate about the lift installation from Lift License from Ch. Electrical Inspector, Govt of West Bengal or the company of maker who provided and installed of the lift.
 - vii) A certificate of Electric Supply undertaking regarding provision to its satisfaction of installation of transformer, sub-station, ancillary power supply if required.
3. **The Completion Certificate will be provided according to the following conditions:**
 - i) An agreement duly affidavit by Executive Magistrate in Non-Judicial Stamp Paper will be submitted at the time of sanction by the owner/developer with L.B.S / L.B.A with undertaking to take all responsibilities in respect of supervision of the building in question, and if any deviation found the owner/developer/ and the L.B.S /L.B.A will take all responsibilities.
 - ii) Commencement of work: Applicant must inform the date of commencement of work of sanctioned building plan to the District Engineer in the prescribed format.
 - iii) L.B.S must inform the District Engineer if the construction of the structure does not follow the sanction plan.
 - iv) The existing structure for which the Completion Certificate has been applied, the structure must be constructed as per the final sanction plan.

Process for providing the Completion Certificate.

²¹ The New Chapter – IV and its all clauses has been inserted in this “Byelaw 2005 with Amendment 2019”

4. An inspection will be held after the submission of the Completion Plan. During the inspection, if it is found that the building has been constructed as per the originally approved building Plan, without any addition, alteration or extension, the Completion Certificate will be issued by the District Engineer, Howrah Zilla Parishad, based on the enquiry report, submitted by Sub-Assistant Engineer, through Assistant Engineer, Howrah Zilla Parishad.

However, if any addition, alteration, or extension in the structure is found in the completion Plan, compared with the previously sanctioned Plan, the matter will be placed before the Building Committee for consideration. Building Committee may approve the addition, alteration, or extension in the structure, subject to the imposition of development fee & fine, as mentioned in the bye-law. The decision of the Building Committee will be final and binding, on the person/body, applying for the Completion Certificate. On getting approval from the Building Committee and subject to collection of the development fee & fine, as prescribed in the Bye-Law, the Completion Certificate will be issued by the District Engineer, Howrah Zilla Parishad.

5. The Completion Certificate will be provided against the sanctioned plan which is in their valid sanction period under the rule 19 in the Chapter – IV of this Bye-law, notwithstanding the rule 19, there shall be no further extension.
6. The prescribed format of application for Completion Certificate and list of the documents which need to be submitted are attached herewith.
7. Draft of the Application format, Structural Stability Certificate issued by L.B.S and Structural Engineer and a draft of the prescribed format of the completion certificate issued by District Engineer are attached herewith.

8. Fees levies for completion certificate:

The applicant must submit the fees levies @ ₹ 50/- per Sqm of the total cover, area stated in the completion plan.

22CHAPTER VIII

VETTING

If a person shall erect a new structure or a new building or make any addition to any structure or building having a plinth area of more than 300 square metres and height more than 6.5 metres beyond the Kolkata Metropolitan Development Authority area, other than an area of an Industrial estate or park within the jurisdiction of any Panchayats, shall submit 3 copies plan along with estimates in the respective Gram panchayat office. The Gram panchayat after receiving the plan and estimate shall then forward it to the District Engineer, Howrah Zilla Parishad for necessary vetting. The Zilla Parishad after scrutinizing the same shall

²² New Chapter – IV and has been inserted in this “Byelaw 2005 with Amendment 2019”

return 2 copies of vetted plan and estimates to the Gram panchayat realizing the vetting fees. The Gram panchayat shall give the final sanction of the building.

The Zilla Parishad shall only receive vetting of the buildings which are going to be erected by a person in his right, title and interest and Non-Government Institutions like Schools, Colleges, Clubs etc. The schemes sent from Government Schools or Institutions, Gram panchayat or panchayat Samiti offices or any other Government Departments are not covered under this chapter. The building plan forwarded for vetting should be as per Howrah Zilla Parishad Bye-law 2005 (Amended up to 2019) and estimates should be prepared as per current P.W.D. Schedule considering all latest corrigendum and addenda. Plan of any existing structure shall accompany the previous sanction/vetting plan. The As made/existing plan must lie within the permissible limits as set in the Zilla Parishad Building Bye-law.

In calculating vetting fee from the total covered area of the structure where no estimates are being submitted, the construction cost for calculating the vetting fee will be taken as Rs. 1000/- (Rupees one thousand only) per square feet.

The vetting fees for various types of buildings will be as per the following list: -

Sl. No.	Type of structure	Vetting fee per lakh of the estimated value
1.	Residential	150.00
2.	Commercial	500.00
3.	Non-Government Schools, Colleges, Clubs etc.	100.00

CHAPTER IX

Annexure – I

KMDA areas with its jurisdiction of Howrah Zilla Parishad

Name of Block/ Panchayat Samiti	Name of Gram Panchayat	Police Station	Name of Mouza	JL No
Bally - Jagacha	Bally	Nischinda	Bally	14
	Nischinda	Nischinda	Bally	14
	Sapuipara - Basukati	Nischinda	Bally	14
	Durgapur - Avaynagar- I	Nischinda	Bally	14
	Durgapur – Avaynagar- II	Nischinda	Bally	14
	Jagadishpur	Liluah	Baigachi (N)	1
			Jagadishpur	2
			Debipara (N)	3
			Jaypur Bill (N)	13
	Chamrail	Liluah	Chamrail, Eksara	05, 04
	Chakpara-Anandanagar	Liluah	Chakpara	111
Domjur	Bankra - I	Domjur	Banka	55
	Bankra – II			
	Bankra – III			
	Begri	Domjur	Sankharidaha	22
			Baniara (N)	26
			Biprannapara	27
			Amre	21
	Dakshin Jhapordah	Domjur	All Mouza	
	Uttar Jhapordah	Domjur	Dakshin Jhapordah	15
		Domjur	Uttar Jhapordah (part)	09

	Domjur	Domjur	All Mouza	
	Kolorah - I	Sankrail, Domjur	All Mouza	
	Kolorah - II	Sankrail, Domjur	All Mouza	
Domjur	Makardaha- I	Domjur	Makardaha	34
			Purbanna Para	31
			Kantalia	50
	Makardaha- II	Domjur	Laskmanpur	46
	Salap- I	Domjur	Salap (Part)	52
			Tentulkuli	53
			Dansi	49
			Pakuria	54
	Salap II	Domjur	Nibra	51
			Nibra (Part)	51
			Salap (part)	52
	Mohiary - I	Domjur	Prasata (Part), Mohiary (Part)	28,29
	Mohiary - II	Domjur	Mohiary, Prasata, Ankurhati	28,29,30
Panchla	Beldubi	Panchla	Kulai (N)	26
			Satgharia(N)	27
			Paniara	28
			Jalakandua	29
			Beldubi	30
	Biki-Hakola	Panchla	All Mouza	
	Chara-Panchla	Panchla	All Mouza	
	Panchla	Panchla	All Mouza	
Sankrail	Andul	Sankrail	All Mouza	

	Banupur – I	Sankrail	All Mouza	
	Banupur – II	Sankrail	All Mouza	
	Jhorehat	Sankrail	All Mouza	
	Dakshin Sankrail	Sankrail	All Mouza	
	Dhaulagiri	Sankrail	All Mouza	
Sankrail	Duilya	Sankrail	Duilya	30
	Manikpur	Sankrail	All Mouza	
	Mashila	Sankrail	All Mouza	
	Nalpur	Sankrail	All Mouza	
	Sankrail	Sankrail	All Mouza	
	Panchpara	Sankrail	All Mouza	
	Sarenga	Sankrail	All Mouza	
	Kandua	Sankrail	Sulati	03
			Sandhipur	04
			Kannduya	05
			Nabghara	06
			Bhagabatipur	07
			Mahisghot	022
			Chaturbhujkati	023
	Thanamakua	Sankrail	Podrah	38
	Raghudevhati	Sankrail	All Mouza	
Uluberia - II	Basudevpur	Uluberia	All Mouza	
	Khalisani	Uluberia	Khalisani	96
	Raghudevpur	Uluberia	Raghudevpur	104

Annexure-II

(Guideline of drawing for preparing the Building Plan)

1. The size of the drawing sheet (Minimum) 1.00m x 0.5m & 0.6m x 0.35m (Title shed structure only)
2. The existing structure, which will be demolished, should be shown in the plan with hatch line in yellow colours.
3. The Rainwater Harvesting, surface water feeding system should be shown in Drawing.
4. Provision of tree cover should be shown in drawing according to previously mentioned in the relevant clause in this bye-law.
5. The property line with open spaces of all the sides should be shown at Ground Floor Plan also with drain and position of the septic tank of the following.
 - (i) Existing Gr. Floor Plan (if any).....
 - (ii) Addition alteration of Gr. Floor Plan if any)
 - (iii) Gr. Floor Plan.....
6. Existing 1st Floor Plan (if any)
7. 1st Floor Plan (if any)
8. Existing 2nd Floor Plan (if any)
9. 2nd Floor Plan (if any)
10. 3rd Floor Plan (if any)
11. Roof Plan showing the rainwater line.....
12. Layout Plan.....
13. One Front Elevation.....
14. Two Sectional Elevation (Longer side & Shorter side, one side must be lying within the staircase and another must be through the Toilet, W/C)
The scale of drawing for all section elevation detail is 1:100 (Sl no 2 to 14)
15. Section of wall foundation (proposed & existing) (if any)
16. a) Detail of Column structure (footing plan & cross section in 1:25 scale)
 b) Detail of Roof truss, including Joints, Foundation, Covering materials, main vertical member, and horizontal detail (if any)
17. Detail of Beams (including Tie beam, Slab- beam)
 - i) One longer section detail (showing mid-span and support)
 - ii) Two cross-section detail (showing mid-span and support, separately)
18. Detail of Slab:
 - i) Two direction - cross-section (showing support and mid-span)
19. Detail of all R.C.C works in 1:25 scale.....
20. Detail of septic tank with soak well in 1:50 scale (Plan sectional elevation)
21. Site Plan (scale 1: 300) & Key plans (scale – 1:6000)
22. Sufficient space is left at the extreme right side of this sheet for furniture note (specified) door, window schedule of the slab, beam reinforcement, area statement (property). Name, Address of applicant (Address means the place on which the structure will be build-up, mentioning DAG, No,

Khatian No, Mouza & Panchayat Samity and District): Space 1) for the signature of owner & signature with the seal of Planner, 2) Declaration of L.B.S and 3) Declaration of Structural Engineer in the nameplate box.

23. The boundary wall of the proposed land (property) must be show eighter proposed or existing (if any)
24. For tree cover – Plantation in plan-view asper chapter IV, clause – 30.
25. Colouring:
 - i) For property line in black.
 - ii) For proposed structure in Red.
 - iii) For existing structure in Yellow.
 - iv) For drain (shown in dotted line) in Red ink.
 - v) For Rainwater Harvesting pipeline (shown in dotted line) in Green ink.
 - vi) For Road /Common Passage/Public Passage/ Private Road etc. in Light Green.
 - vii) Electric line (HT & LT) shown in the black chin, Electric post: demarcate in a small box filled with red colour showing the distance between the electric line and boundary wall and building line (where applicable.)
26. Master Plan: To demarcate the plot properly, the location of the plot should be shown concerning a nearby permanent object (minimum two). And the existing structure, the electric line (if any), must be shown in the master plan.
27. Design calculation should be submitted by the party above 2 storied building (above 7.00m height) duly signed by Graduate Engineer.
28. No load-bearing wall and outside wall should be less than 200 mm thick.
29. Soil test reports: should be submitted (above 10.00m height) for commercial/industrial and for residential (A ground covered area more than 120 sq.m)
30. Electric Line: For High tension, low tension or any service line should be shown in the plan (Drawing sheet) and Master Plan, if falls within the plot or beside the plot. Space should be left for the same are as follows:

Type of Line	Horizontal Clearance	Vertical Clearance
Low Tension overhead service line (up to 11KV)	1.20 m	2.50 m
High Tension (up to 11 KV)	1.20 m	3.70 m
High Tension (11 KV up to 33 KV)	2.0 m	3.7 m
High Tension (above 33 KV)	2.00 m	3.7 m
		Plus 0.30 m for each additional 33 KV

Annexure – III

The permissible size and area of different Rooms & Plinth height

1. Bedroom 7.5 sq.m (minimum) with least dimension – 2.4 m
- Height of any habitable room not less than 2.75 m for below roof level
2. Kitchen Room: 4.00 sq.m (minimum) with least dimension 1.5 m
3. Bath Room: 2.4 sq.m (minimum) with least dimension 1.2m with W.C.
4. Plinth height: 0.60 m from G.L.
5. The rules of staircase : (for general cases)
 - ii) Rise 0.17m (maximum)
 - iii) Tread 0.25m (maximum)
 - iv) Width of single flight 0.90m (minimum)
 - v) Width of double flight 1.80 m (minimum)
 - vi) Width of Half Landing .090 m (minimum)

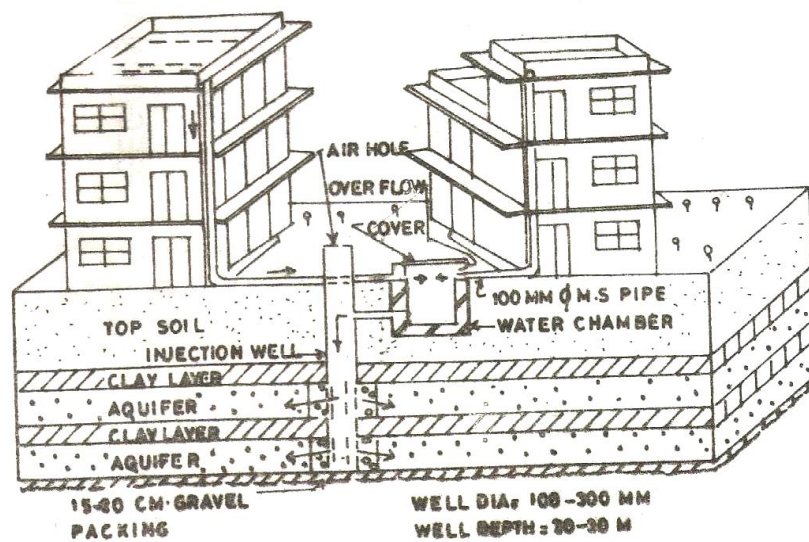
The distance between any two buildings shall be minimum 2.5m for two storied & 3.0m for above two-storied building (within a plot)

Area statement as follows:-

1. Land Area:- (as per deed or porcha or conversion, whichever is least)
.....K.....Ch.....sft or.....decimal=.....Sq.m
2. Permissible covered area.....Sq.m
3. Permissible F.A.R.....Sq.m
4. Permissible Open Space.....Sq.m
5. Permissible total floor area.....Sq.m
6. Existing ground covered area (if any).....Sq.m
7. Existing 1st, 2nd, 3rd, 4th-floor area (if any).....Sq.m
8. Existing total floor area (if any).....Sq.m
9. Ground covered area.....Sq.m
10. Proposed 1st Floor area.....Sq.m
11. Proposed 2nd floor area.....Sq.m
12. Proposed 3rd-floor cover area.....Sq.m
13. Proposed 4th floor area.....Sq.m
14. Proposed stair headroom area.....Sq.m
15. Proposed Lift Machine area.....Sq.m
16. Proposed Parking area.....Sq.m
17. Proposed service area (if any).....Sq.m
18. Proposed F.A.R.....Sq.m
19. Proposed Building Height.....M
20. Proposed Road widthM
21. Proposed Tree cover area.....Sq.m

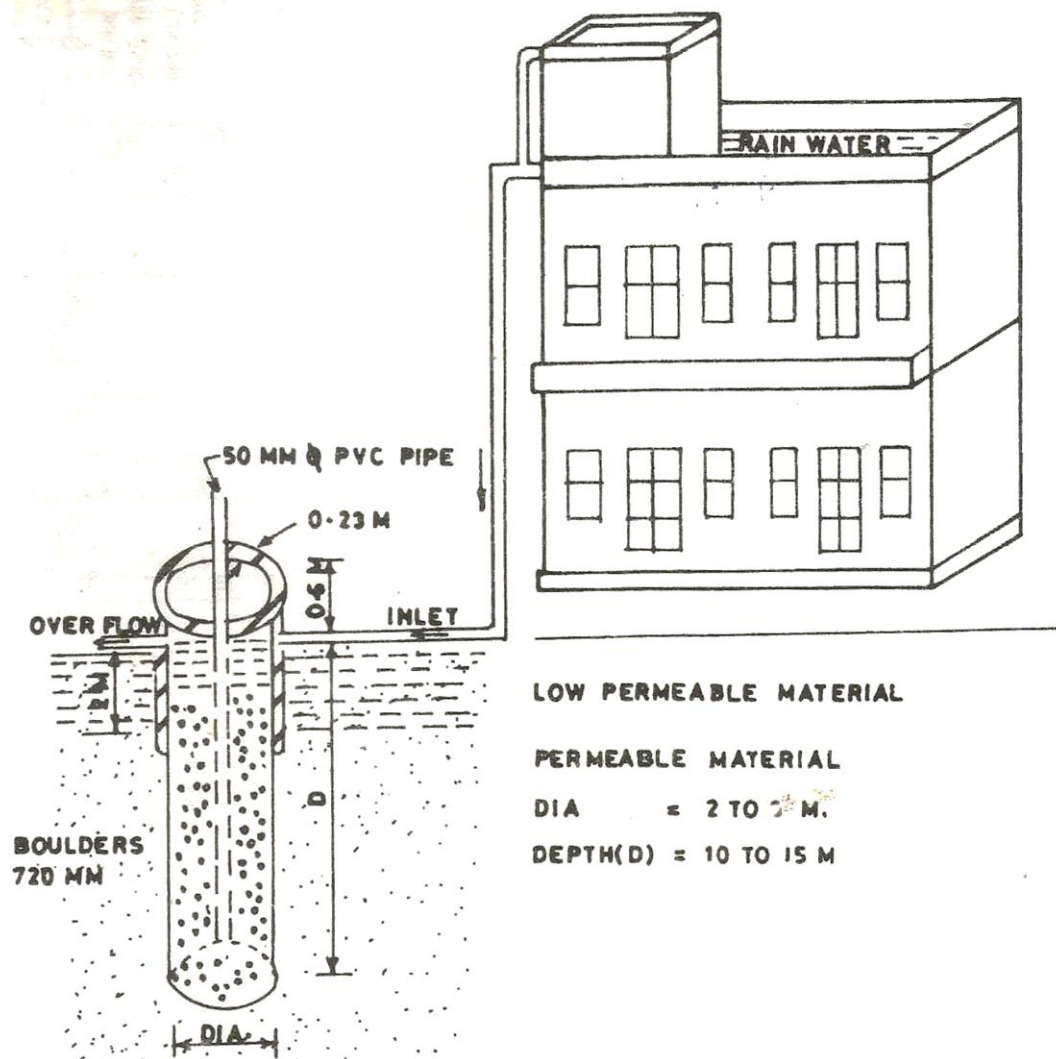
Annexure – IV

MODEL DRAWING OF RAINWATER HARVESTING Surface water feeding



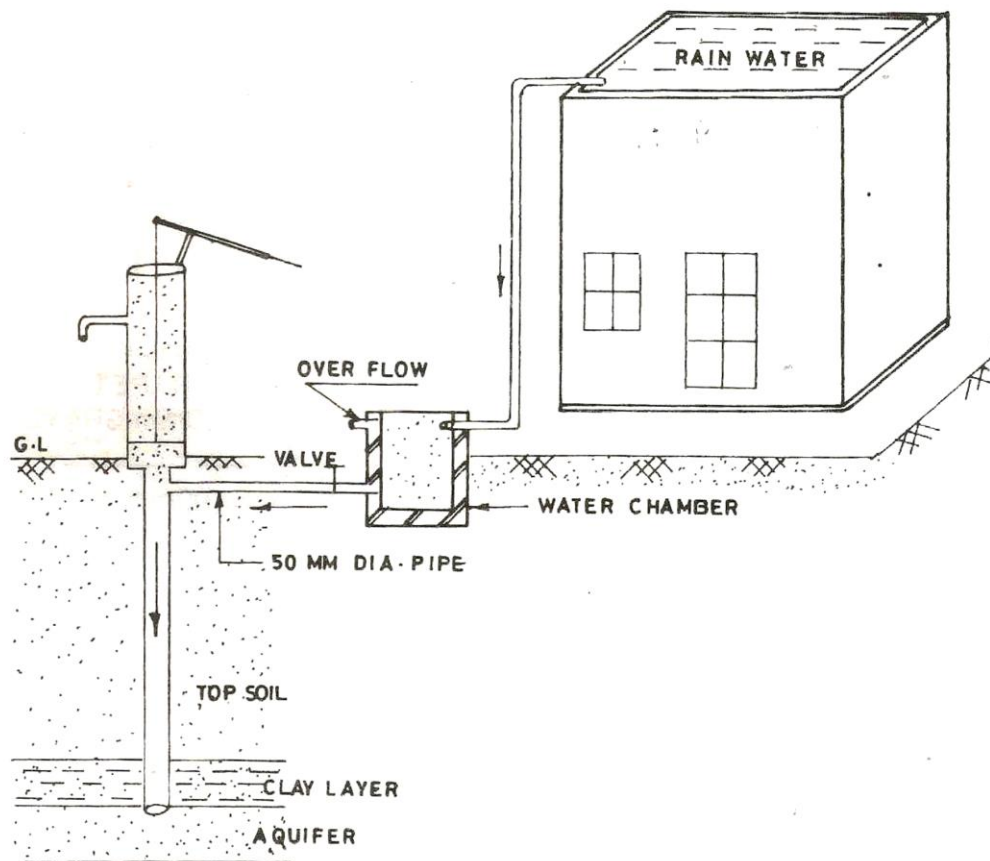
Drg-15: Gravity head recharge tube well

RAINWATER HARVESTING - SURFACE FEEDING SYSTEM



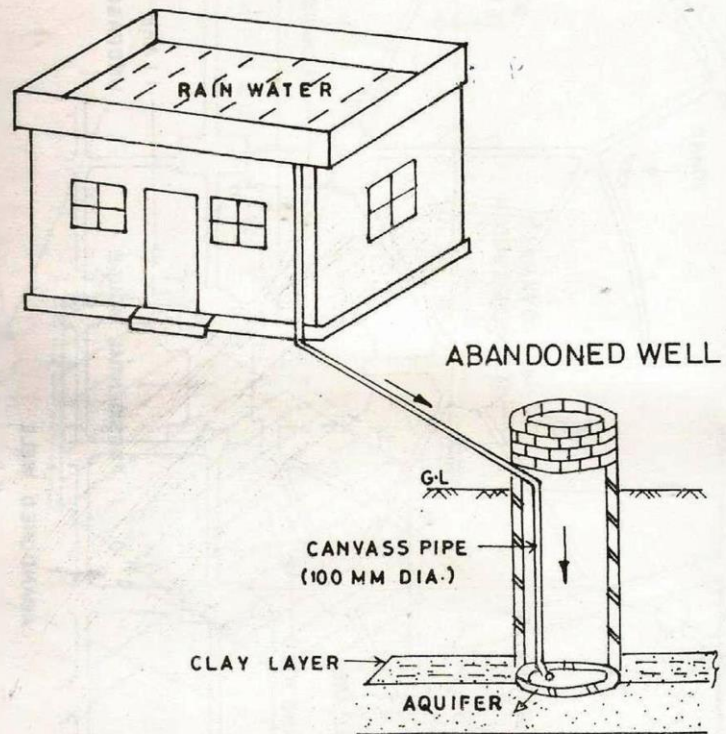
Drg-20: Recharge Shaft

RAINWATER HARVESTING - SURFACE FEEDING SYSTEM



Drg-11: Recharge through hand pump

RAINWATER HARVESTING - SURFACE FEEDING SYSTEM



Drg-09: Recharge through abandoned dug well

SCHEDULE VIII**FORM OF NOTICE OF COMPLETION**

From:

Dated

(Name and Address of the applicant)

To

The District Engineer

Howrah Zilla Parishad

Building Particulars:

Mouza _____, JL No. _____

Dag No.: _____

Khatian No _____

Gram Panchayat _____

Subject: *Notice of completion*

Sir,

I/ We hereby give notice that the erection/ re-erection/addition to/alteration of the building at Dag

No. _____ Khatian No. _____, Mouza _____, JL NO. _____ under

_____ Gram Panchayat has been completed according to the plans sanctioned vide memo

no _____ dated _____

I/ We must request you to arrange for the inspection and the issue of a Completion Certificate.

Yours faithfully,

.....

Signature of the Applicant (s)
Countersigned

.....

(Signature of the Architect/Licensed Building Surveyor/ other technical personnel)

.....

(Name, address, and License No. of the Architect/Licensed Building Surveyor/ other technical personnel)

Enclosure:

- (1) Three sets of the building plans marked as 'Completion Plans' signed by the applicant and the Architect/Licensed Building Surveyor, one set of which is cloth bound (clearly stating the occupancy and use-group for which the building or the work has been sanctioned).
- (2) Structural Stability Certificate signed by Structural Engineer countersigned by the Architect/ Licensed Building Surveyor as performs, below.
- (3) Fire Safety Certificate issued under the West Bengal Fire Services Act, 1950 and the rules made.
- (4) A certificate pertaining to lift installation, if any.
- (5) A certificate of Electric Supply undertaking regarding provision to its satisfaction of installation of transformer, sub-station, ancillary power supply if required.

Annexure – VI

FORM OF NOTICE OF COMMENCEMENT

From: (Name and Address of the applicant) Dated

To
The District Engineer
Howrah Zilla Parishad

Subject: Notice of Commencement of building/structure sanctioned by Howrah Zilla Parishad as per vide

sanction memo No. dated

Building Particulars:

Mouza - _____, J.L No _____, Dag No _____,

Khatian No _____ under. _____ Gram

Panchayat _____ within _____ Panchayat Samiti.

Sir,

I / We hereby give notice that the erection, re-erection of/addition to/alteration of the building at
Mouza. Dag No: Khatian
No.....underG.P.
within: P. Samiti will be commenced on (date) vide Sanction Memo
No. dated, granted by you,
under the supervision of Architect/Licensed Building Surveyor, Licence No,
Class in accordance with the plans and specifications sanctioned.

Yours faithfully,

.....
Signature of the Applicant (s)
Countersigned

.....
(Signature, name, address of the Architect/Licensed Building Surveyor/other technical personnel)

Annexure – VII

Structural Stability Certificate

We hereby certify that the erection of the building/structure on Plot comprising Dag No (LR/RS)....., Khatian No.....(LR/RS) at Mouza -, underGram Panchayat withinPanchayat Samiti has been supervised by me and has been completed fully on(date) according to the plans sanctioned vide memo nodated

The work has been completed in accordance with the sanctioned plan and our best satisfaction. The workmanship and all materials (type and grade) have been used strictly in accordance with general and detailed specifications and provisions made at Howrah Zilla Parishad's Bye-Law – 2005. The violation of the rules and regulations made by the Bye-Law 2005 amendment with 2019 has not found in this structure. The building is structurally safe and fit for use for which it has been erected.

.....
(Signature of the Architect /
Licensed Building Surveyor)

.....
(Signature of the Structural Engineer / Chartered Engineer
Name, address, and empanelment number of the
Structural Engineer in K.M.C / HMC)

Annexure-VIII

SCHEDULE- IX

OFFICE OF THE HOWRAH ZILLA PARISHAD

10, Biplabi Haren Ghosh Sarani, Howrah - 1

FORM OF COMPLETION CERTIFICATE

Memo No...

Date:

From: **The District Engineer**
Howrah Zilla Parishad

To:.....

.....

(Name and address of the applicant)

Subject: Grant of Completion Certificate

Building /Structure Particulars:

Dag No

Khatian No.....

Mouza:.....

JL No.....

Gram panchayat

Panchayat Samiti.....

Sir,

With reference to your notice dated the, I hereby certify that above-mentioned building has been inspected regarding planning parameters given in by law. Based on the same, the representation contained in your aforesaid notice and the Structural Stability Certificate and other certificates furnished by you, this building is certified to have been completed as per sanction.

Description of Construction use and conditions, if any.....

One set of building plans with endorsement “**Approval Completion Plan**” is returned herewith.

Yours faithfully

District Engineer
Howrah Zilla Parishad
