

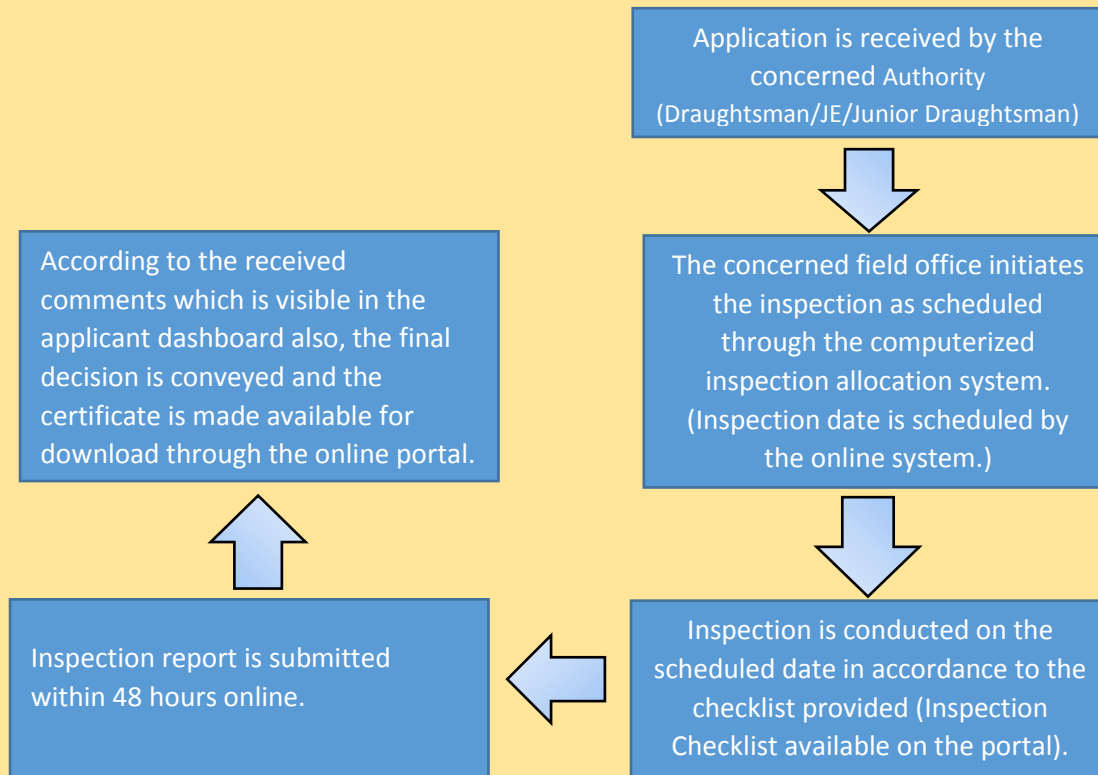
## Inspection Procedure and Checklist for approval of Building Plan

(Inspection by Building Proposal Office/ relevant agency as part of obtaining construction permit)

---

---

### Internal Procedure for Inspection for Planning Permission Cases



### Internal Procedure for inspection followed by department for issue of Temporary NoC

**Step-1:** Applicant may select the appropriate architect from list of empanelled Architect/ Civil Engineer/ Registered Technical Personel available form the online portal where both can apply (applicant or professional).

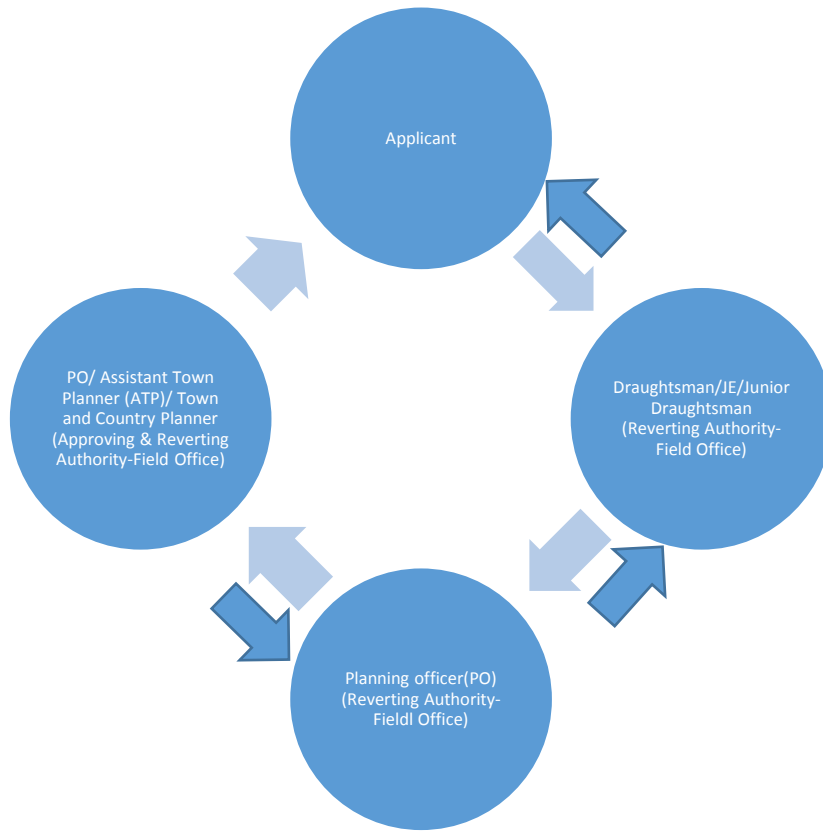
**Step-2:** Prelimnery scrutiny is conduted by the Draughtsman/JE/Junior Draughtsman of the concerned field office who forwards the application further to next level Authority (Planning Officer/ ATP), if the received application is complete in all respect.

**Step-3:** The Planning Officer (PO) or ATP may provide comments/ observations and directs the concerned Authority (Draughtsman/JE/Junior Draughtsman) to conducts the joint inspection on such date as may be provided through the portal.

**Step-4:** Concerned Authority at Field Office conducts the joint inspection on the scheduled date as per checklist and submites the inspection report within 48 hours through the online portal.

**Step-5:** The inspection report along with comments of the concerned officials is visible to the applicant and the final approval is also conveyed through SMS/ E-mail is visible on the dashboard. The certificate of construction permit (Temporary NoC) will be available for download from the portal.

**Internal Work Flow for Inspection procedure for building planning permission cases**



### Checklist for Residential Buildings

Serial No.	Risk Category	Checklist for Risk Criterion for inspection	Planning Permission Timelines
a	High	<ul style="list-style-type: none"> <li>• Group Housing Schemes</li> <li>• Above 3 storey building</li> <li>• Building on slopes more than 30 degree</li> <li>• Any building raised on landfill, reclaimed land, sinking and sliding zone.</li> <li>• Building within horizontal distance up to 25 meters from HFL or as prescribed in respective DPs</li> <li>• Buildings with communication towers or falling under corridor of HT/ LT lines</li> </ul>	Within 60 days
b	Moderate	<ul style="list-style-type: none"> <li>• All 2-3 storey buildings</li> <li>• Buildings on slopes above 15 to up to 30 degrees</li> </ul>	Within 30 days
c	Low	<ul style="list-style-type: none"> <li>• Single storey buildings constructed on slope less than 15 degree</li> </ul>	Within 20 days

- The checklist of inspection and timelines for planning permission is affected during inspection based on risk profile of the buildings.
- There is difference in time lines and checklist based on risk criteria. The checklist for inspection changes based on risk profile of the building.
- Taking into account the terrain in Himachal Pradesh it becomes necessary to conduct inspection of all buildings by the Department for approval of building planning cases. The risk based classification of buildings differentiates the checklist applicable for inspection and the time required by the Department to process the received application.

### Checklist for the Building Planning Permission Inspection

**Checklist for Commercial Buildings**

Serial No.	Risk Category	Checklist for Risk Criterion for inspection	Planning Permission Timelines
a	High	<ul style="list-style-type: none"> <li>• Commercial Housing Complexes, Multiplexes, Tourism Units, Marriage palaces, Automobile Showrooms</li> <li>• Any building raised on landfill, reclaimed land, sinking and sliding zone.</li> <li>• Building within setback from HFL or as prescribed in respective DPs</li> <li>• Buildings with communication towers or falling under corridor of HT/ LT lines</li> </ul>	Within 60 days
b	Moderate	<ul style="list-style-type: none"> <li>• Double Story Shops</li> </ul>	Within 30 days
c	Low	<ul style="list-style-type: none"> <li>• Single Story Shops</li> </ul>	Within 20 days

- This inspection checklist is applicable to **COMMERCIAL BUILDINGS**.
- The checklist of inspection and timelines for planning permission is affected during inspection based on risk profile of the buildings.
- There is difference in time lines and checklist based on risk criteria. The checklist for inspection changes based on risk profile of the building.
- Taking into account the terrain in Himachal Pradesh it becomes necessary to conduct inspection of all buildings by the Department for approval of building planning cases. The risk based classification of buildings differentiates the checklist applicable for inspection and the time required by the Department to process the received application.

### Checklist for Industrial Buildings

Serial No.	Risk Category	Checklist for Risk Criterion for inspection	Planning Permission Timelines
a	High	<ul style="list-style-type: none"> <li>• Buildings above two</li> <li>• Any building raised on landfill, reclaimed land, sinking and sliding zone.</li> <li>• Building within setback from HFL or as prescribed in respective DPs</li> <li>• Buildings with communication towers or falling under corridor of HT/ LT lines</li> </ul>	Within 60 days
b	Moderate	<ul style="list-style-type: none"> <li>• Double Story Shops</li> </ul>	Within 30 days
c	Low	<ul style="list-style-type: none"> <li>• Single Story Shops</li> </ul>	Within 20 days

- This inspection checklist is applicable to Industrial Buildings.
- The checklist of inspection and timelines for planning permission is affected during inspection based on risk profile of the buildings.
- There is difference in time lines and checklist based on risk criteria. The checklist for inspection changes based on risk profile of the building.
- Taking into account the terrain in Himachal Pradesh it becomes necessary to conduct inspection of all buildings by the Department for approval of building planning cases. The risk based classification of buildings differentiates the checklist applicable for inspection and the time required by the Department to process the received application.

**Checklist for Public/Semi Public**

<b>Serial No.</b>	<b>Risk Category</b>	<b>Checklist for Risk Criterion for inspection</b>	<b>Planning Permission Timelines</b>
<b>a</b>	<b>High</b>	<ul style="list-style-type: none"><li>• <b>All Buildings except for the buildings mentioned under Low Risk category</b></li></ul>	<b>Within 60 days</b>
<b>b</b>	<b>Low</b>	<ul style="list-style-type: none"><li>• <b>Toilets, Rain Shelters Pump Houses and crematoriums</b></li></ul>	<b>Within 20 days</b>

- **This inspection checklist is applicable to Public/Semi Public.**
- **The checklist of inspection and timelines for planning permission is affected during inspection based on risk profile of the buildings.**
- **There is difference in time lines and checklist based on risk criteria. The checklist for inspection changes based on risk profile of the building.**
- **Taking into account the terrain in Himachal Pradesh it becomes necessary to conduct inspection of all buildings by the Department for approval of building planning cases. The risk based classification of buildings differentiates the checklist applicable for inspection and the time required by the Department to process the received application.**

**Checklist for Mixed land used buildings**

Serial No.	Risk Category	Checklist for Risk Criterion for inspection	Planning Permission Timelines
a	High	<ul style="list-style-type: none"> <li>All Buildings</li> </ul>	Within 60 days

- This inspection checklist is applicable to mixed land used buildings.
- The checklist of inspection and timelines for planning permission is affected during inspection based on risk profile of the buildings.
- There is difference in time lines and checklist based on risk criteria. The checklist for inspection changes based on risk profile of the building.
- Taking into account the terrain in Himachal Pradesh it becomes necessary to conduct inspection of all buildings by the Department for approval of building planning cases. The risk based classification of buildings differentiates the checklist applicable for inspection and the time required by the Department to process the received application.

**Checklist for Building Planning Permission Cases**

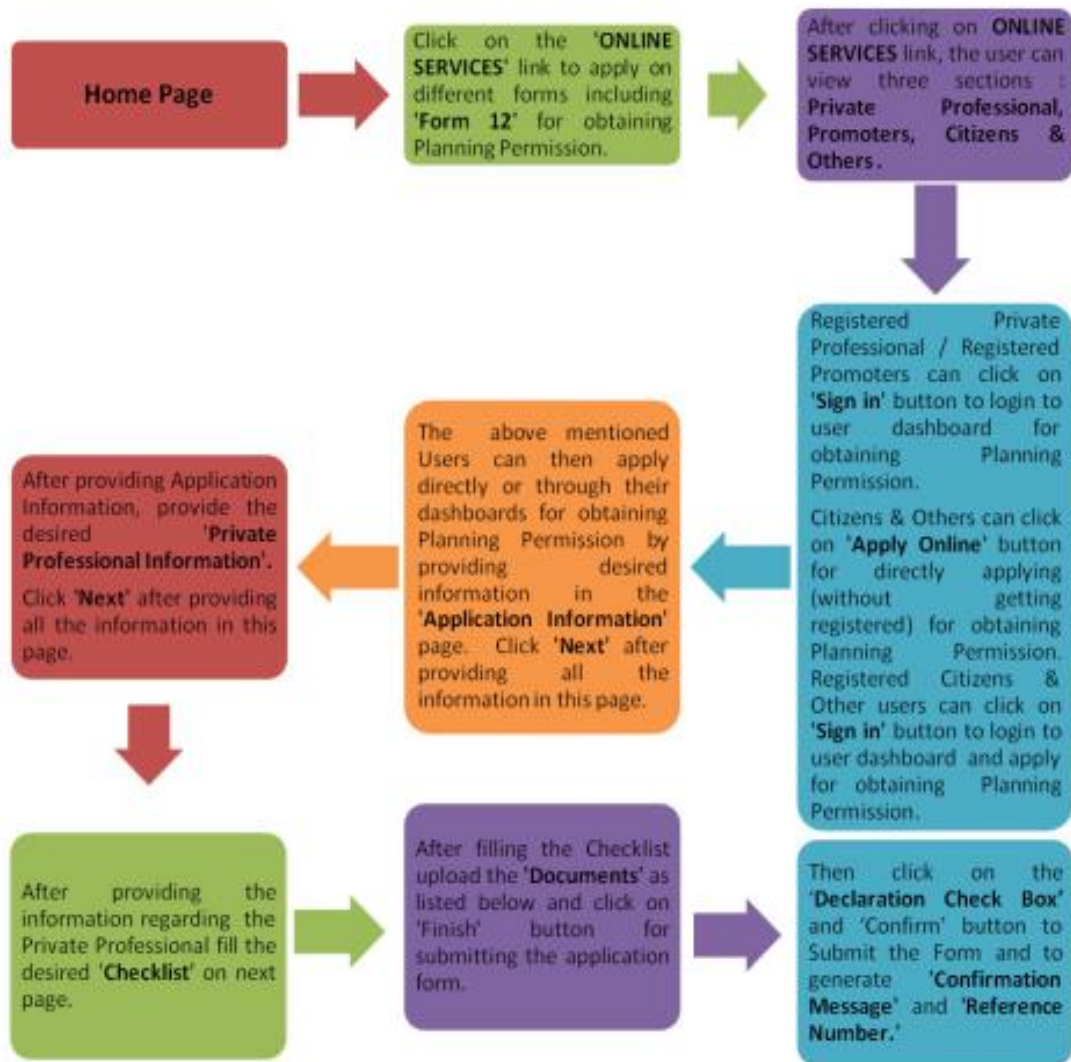
S. No.	Description	Legend As per Regulations
1	Type of Area	<ul style="list-style-type: none"> <li>Core</li> <li>Non-Core</li> <li>Restricted</li> <li>Green</li> <li>Heritage</li> <li>Sinking</li> <li>Sliding</li> <li>Other</li> </ul>
2	Plot Area For Subdivision/ Development Activity (in sq.mt.)	251.00 (Minimum)
3	Ownership & Revenue documents	Required
4	Land-use	Residential

S. No.	Description	Legend As per Regulations
5	F.A.R.	1.50
6	Built up area	--
7	<b>Whether Construction abuts with N.H Set-backs (Sq. m.)</b>	
	Front	3 (Minimum)
	Rear	2 (Minimum)
	Left Side	2 (Minimum)
	Right Side	2 (Minimum)
8	Number of story's	4+1(Parking Floor)
9	<b>Road/ path existing at site</b>	
	Existing at site	3 (Minimum)
	Shown in Tatima	Required
10	Parking provision	Mandatory if feasible
11	Whether any HT/LT Line, crossing over the proposed land	--
12	Whether proposed site is located nearby ASI Protected monument	--
13	Whether proposed Plan is located nearby HFL	--
14	Whether trees are standing on plot	--
	Whether plot is Abutting to Forest Boundary	--
15	Whether plot is Directly abutting with National Highway/State Highway/By-pass/ Other H.P. Public Department Schedule road	--
16	Whether proposed plot is abutting to natural drainage	Yes
	Distance from Nullah(Meter)	3 (Minimum)
	Distance from Khud/HFL of River(Meter)	5 (Minimum)
17	Whether any Pipeline/Sewerage line crossing or passing through the plot	--
18	Provision of Solar Passive Building	Mandatory



<b>S. No.</b>	<b>Description</b>	<b>Legend As per Regulations</b>
19	<b>Provision of barrier free access for persons with disability</b>	Mandatory in Public & Semi Public Zone
20	<b>Whether the Proposed Plan is above the road level on Valley Side.</b>	--
21	<b>Whether proposed Plan is located in Sinking and Sliding area</b>	--
22	<b>Rain water harvesting tank provision</b>	Mandatory
23	<b>Structural Stability Certificate</b>	0
24	<b>Number of Dwelling Units</b>	8
25	<b>Risk based Classification of building</b>	
	<b>Whether building with communication tower</b>	--
	<b>Whether proposal is for Group Housing Scheme</b>	--
	<b>Whether building raised on land fill</b>	--
	<b>Whether building raised on reclaimed land</b>	--
26	<b>General requirements</b>	
	<b>Slope of land</b>	45 (Maximum)
	<b>Height of parking floor</b>	2.30
	<b>Height of slopping roof</b>	2.50 (Maximum)
	<b>Height of floor</b>	2.70 (Minimum)
	<b>Height of building</b>	16.50 (Maximum)
	<b>Maximum hill cut</b>	3.50
	<b>Distance between two blocks</b>	5 (Minimum)
	<b>Plinth height</b>	4 (Maximum)
	<b>Height of Service floor</b>	--
	<b>Equivalent car Space</b>	--
	<b>Buildable width</b>	5 (Maximum)
27	<b>Photograph's of site</b>	--

**Application procedures and guidelines for Inspection by Building Proposal Office/ relevant agency as part of obtaining construction permit can be accessed.**



**\* Note-** The screenshots for the above mentioned procedure and list of documents required are given below.  
The detailed information regarding this process and other online processes is given in the '**e-Services User Guide**' and is uploaded on the '**TCP Web Portal**'.

## FEE STRUCTURE FOR CONSTRUCTION PERMIT

Sr. No.	Component	Unit per Square meter of built up area	Municipal Limits		Outside Municipal Limits i.e. Rural Area	
			Residential Use ₹	Other than Residential Use ₹	Residential Use ₹	Other than Residential Use ₹
1	Fee for building permission/sanction/revision of building plan	M <sup>2</sup>	8.00	10.00	5.00	8.00
2	Fee for addition/alteration/revalidation	M <sup>2</sup>	8.00	10.00	5.00	8.00
3	Fee for approval of Sub-division of land	M <sup>2</sup>	2.50		1.00	
4	Fee for Change of Land Use from the use as prescribed in the Interim development Plan/Development Plan to propose land use	M <sup>2</sup>	16.00	20.00	10.00	16.00

\* As amended vide Himachal Pradesh Town and Country Planning (Third Amendment), Rules 2018