

URBAN DEVELOPMENT DEPARTMENT

No.	Area	Recommendation
70	Property Registration Enablers	Digitize land records of last 5 years at local municipality office and publish the updated land records online in public domain
71		Digitize Property tax payment records of last 5 years with a functionality to view balance payments at all local municipality offices and publish the updated records online in public domain

URBAN DEVELOPMENT DEPARTMENT

No.	Area	Recommendation
100	Inspection by Building Proposal Office/ relevant agency as part of obtaining construction permit	Publish a well-defined inspection procedure and checklist on department's web site
101		Design and implement a computerized system for identifying building/area that needs to be inspected based on risk assessment
102		Mandate online submission of inspection report within 24 hours to the Department
103		Allow establishments to view and download submitted inspection reports of at least past two years
104		Design and implement a system for computerized allocation of inspectors

URBAN DEVELOPMENT DEPARTMENT

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105	Inspection by Appropriate Authority for felling trees (prior to commencement of construction activities)	Publish a well-defined inspection procedure and checklist on department's web site
106		Design and implement a system for identifying establishments that need to be inspected based on computerized risk assessment
107		Mandate online submission of inspection report within 24 hours to the Department
108		Allow establishments to view and download submitted inspection reports of at least past two years
109		Design and implement a system for computerized allocation of inspectors
110		Mandate that the same inspector will not inspect the same establishment twice consecutively

URBAN DEVELOPMENT DEPARTMENT

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111	Inspection by Building Proposal Office/ relevant agency as part of obtaining occupancy/ completion certificate	Publish a well-defined inspection procedure and checklist on department's web site
112		Design and implement a computerized system for identifying building/area that need to be inspected based on risk assessment
113		Mandate online submission of inspection report within 24 hours to the Department
114		Allow establishments to view and download submitted inspection reports of at least past two years
115		Design and implement a system for computerized allocation of inspectors
216	Land Allotment	Define clear timelines mandated through the Public Service Delivery Guarantee Act (or equivalent) legislation for processing of application for conversion of land/ change in land use (from the date of application) for land outside of industrial parks/IDCs
217	Construction Permit Enablers	Enact a comprehensive uniform building code/building by-law applicable to the entire State
218		Ensure that the uniform building code/building by-law include provisions for risk-based classification of buildings
219		Ensure that the uniform building code/building by-law includes accreditation programs and clear responsibilities for professionals including architects and engineers engaged in the construction process
220		Define mandatory qualifications for architects, structural engineers and contractors in the uniform building by-law applicable in State
221		Develop legally valid master plans/zonal plans/land use plans for all urban areas and make it available online in public domain

URBAN DEVELOPMENT DEPARTMENT

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222	Construction Permit Enablers	Establish a dedicated conflict resolution mechanism for land and construction permits
225		Allow authorized architects to issue the completion certificate at all urban areas and IDCs, instead of requiring a separate completion certificate to be issued
226		Implement a system to allow approval based on third party certification (during construction and/or completion stage, as applicable) of structural design and architectural drawings by authorized structural engineers and architects respectively across all urban areas and IDCs
227		Combine all affidavits & undertakings required to be submitted for obtaining the building plan approval into one affidavit/undertaking
228	Building Plan Proposal	Publish information on the procedure and a comprehensive list of all documents including pre-construction and post-construction No Objection Certificates (NOCs), registrations and other mandatory State approvals (prior to plinth and pre - occupancy) on the web site
229		Define clear timelines mandated through legislation to grant construction permits including all required approvals; pre-construction, during construction and post construction
230		Mandate that a single, joint site inspection will be carried out by all concerned authorities such as Fire, Sewerage, Electricity, Labour (such as Factory license), Water Department and internal departments responsible for granting construction permits in urban areas and IDCs
232		Define clear timelines mandated through legislation for sanctioning of building permits in 30 days
233		Stipulate that construction permits, including sanctioning of building permits, inspections during construction stage and final completion cum occupancy certificate are provided within 45 days

URBAN DEVELOPMENT DEPARTMENT

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231	Building Plan Approval	<p>Design and develop an online single window system for granting construction permits with following functionalities:</p> <ul style="list-style-type: none"> i. A common integrated application for all internal and external agencies required to provide applicable NOCs/Approvals such as Fire Services, Water body, Discoms, AAI, NMA, Forest, labour, Factory Directorate etc. ii. Provision for making an online application with integrated payment without the need for a physical touch point for document submission and verification iii. The system should allow auto scrutiny of building plans from compliance perspective according to the uniform building codes/building by-law using Auto DCR (or similar) software iv. Ensure that the system issues digitally signed approved building plan within 30 days from the date of application v. Provision for e-intimation to authorities of plinth level completion vi. Provision for online issuance of certificate of inspections vii. Provision for online common completion request form cum Occupancy Certificate Application with online payment viii. Provision for online issuance of digitally signed occupancy cum completion certificate to the applicant
234		Allow third parties to easily verify approval certificates of at least past two years in the public domain
235	NOC for tree felling and	Publish information about the procedure and a comprehensive list of documents required on the Department's web site
236	tree transit from Tree Authority/	Define clear timelines mandated through the Public Service Delivery Guarantee Act (or equivalent) legislation for approval of complete application
237	Appropriate Authority (prior to	Design and implement a system that allows online application submission, payment, tracking and monitoring without the need for a physical touch point for document submission and verification and mandate that all applications are submitted online
238	commencement of construction	Ensure that the system allows users to download the final signed approval certificate from the online portal
239	activities)	Allow third parties to easily verify approval certificates in the public domain of at least past two years in the public domain

URBAN DEVELOPMENT DEPARTMENT

No.	Area	Recommendation
240	Tree transit permission	Publish information about the procedure and a comprehensive list of documents required on the Department's web site
241		Define clear timelines mandated through the Public Service Delivery Guarantee Act (or equivalent) legislation for approval of complete application
242		Design and implement a system that allows online application submission, payment, tracking and monitoring without the need for a physical touch point for document submission and verification and mandate that all applications are submitted online
243		Ensure that the system allows users to download the final signed approval certificate from the online portal
244		Allow third parties to easily verify approval certificates in the public domain of at least past two years in the public domain

URBAN DEVELOPMENT DEPARTMENT

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245	NOC for Fire Department (prior to commencement of construction activities)	Publish information about the procedure and a comprehensive list of documents required on the Department's web site
246		Define clear timelines mandated through the Public Service Delivery Guarantee Act (or equivalent) legislation for approval of complete application
247		Design and implement a system that allows online application submission, payment, tracking and monitoring without the need for a physical touch point for document submission and verification and mandate that all applications are submitted online
248		Ensure that the system allows users to download the final signed approval certificate from the online portal
249		Allow third parties to easily verify approval certificates in the public domain of at least past two years in the public domain
298	Obtaining water Connection	Publish information about the procedure and a comprehensive list of documents required by all relevant agencies for providing water connection in urban and industrial areas of State on the Department's web site
299		Define clear timelines mandated through legislation for obtaining water connection by all concerned agencies
300		Design and implement an integrated system that allows online application submission, payment, tracking and monitoring without the need for a physical touch point for document submission and verification from all concerned agencies and mandate that all applications are submitted online

URBAN DEVELOPMENT DEPARTMENT

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385	Trade License	Publish information about the procedure and a comprehensive list of documents required on the Department's web site
386		Define clear timelines mandated through the Public Service Delivery Guarantee Act (or equivalent) legislation for approval of complete application
387		Design and implement a system that allows online application submission, payment, tracking and monitoring without the need for a physical touch point for document submission and verification and mandate that all applications are submitted online
388		Reduce the number of documents required for obtaining trade license to only three: ID Proof, Lease Deed/Legal Occupancy, PAN/VAN/TIN if available
389		Ensure that the system allows users to download the final signed approval certificate from the online portal
390		Allow third parties to easily verify approval certificates in the public domain of at least past two years