

**Government of Jammu and Kashmir
Housing and Urban Development Department
Civil Secretariat, Jammu/ Srinagar**

**Notification:
February, 21st 2022**

Whereas the Jammu & Kashmir Unified Building Bye-Laws (UBBL)-2021 already cover the timelines for Construction Permit, however to facilitate the Ease of Doing Business in the Union Territory of Jammu and Kashmir the following timelines will be strictly adhered for the Building Permit at different stages of construction.

A. Timeline for Building Permit Approval and e-intimation at every stage of construction

- I. Building Plan approval will be provided within 15 days of intimation from applicant (As specified on UBBL-2021 Page 21, step 3.2), however the timelines will vary from 30-60 days for moderate risk and high risk buildings.
- II. The applicant can e-intimate the authorities about different stages of construction-plinth level, completion of construction and occupancy
- III. Inspection will be done by the authorities within 5 days of intimation by applicant at different stages of construction and the inspection report will be uploaded within 48 hours of such inspection.
- IV. Final completion/occupancy certificate will be provided within 25 days of receipt of application (This shall be treated as amendment to clause 2.9.4 of the UBBL-2021).
- V. Further, as a uniform practice, if the Department undertakes inspection as part of any other service, then the inspection report will be uploaded by the authorities within 48 hours (irrespective of service)

B. Joint Inspection for Construction permits Approval and uploading of report within 48 hours

In order to facilitate the Ease of Doing Business in the Union Territory of Jammu and Kashmir there shall be a joint inspection by all the concerned authorities as mentioned below:

1. Fire and Emergency Department
2. Urban Local Body (Sewerage)
3. Power Development Department
4. Labour Department.
5. Public Health Engineering Dept
6. Any other agency co-opted.

The team will undertake a joint inspection for granting construction permit in Urban Areas and the report has to be uploaded within 48 hours of undertaking the joint inspection..

C. Adhering to the checklist of documents mentioned under each service on Department Website and Single Window Portal

Whereas, the Jammu & Kashmir Unified Building Bye-Laws (UBBL)-2021 already covers the procedure and checklist of all documents and the same has also been specified on the online portal and SoPs.



In order to facilitate the Ease of Doing Business in the Union Territory of Jammu and Kashmir, it is hereby impressed upon all the authorities that they shall strictly adhere to checklist published on the website for all inspections and verification (except in case of complaint-based inspections/verification wherein additional clarification may be required from applicant)

D. Risk Based Classification for Approval of Building Plans and the Issuance of the Building Permit

For facilitation of the permission process and to promote ease of doing business following instructions shall be followed:

1. Categorization for Risk Based Criteria for Building Permit

All the residential and commercial plots in a local area shall be classified into four categories and the permission process for each of the categories has been detailed out in the subsequent sections.

Residential

Parameter	Risk Category			
	Very Low	Low	Moderate	High
Size of the Plot	Up to 125 m ²	Above 125 m ² and up to 450 m ²	Above 450 m ² Up to 600 m ²	Different sizes
Height of building (including stilt, if any)	G+2	G+2	G+2	Above G+2
Use of the premise	Residential Plotted	Residential Plotted	Residential Plotted	Residential Plotted/Group Housing

Commercial

Parameter	Risk Category			
	Very low	Low	Moderate	High
Size of the Plot	Up to 100 m ²	Above 100 m ² and up to 300 m ²	Above 300 m ² up to 750 m ²	Above 750 m ²
Height of building (including stilt, if any)	Below 15 m	Below 15 m	Below 15 m	Above 15 m
Abutting Road width	AS specified in the UBBL-2021			

2. Fast Track Procedure:

The fast-track procedure for approval of the residential plotted and group housing buildings, based on their risk-based classification shall be as follows:

- i. For the buildings categorized as Very Low Risk, empanelled Architect/Town Planner/Engineer (qualification and competence to be prescribed) shall issue the provisional building permit, but only after submitting the plan along with requisite documents and fees, to the concerned local body as provided in clause 2.15 under the heading "For Plots in Government Colonies."
- ii. For the buildings categorized as Low Risk, building plans will have to be prepared by a empanelled and qualified Architect/Town Planner/Engineer and the building plans will have to be submitted to the concerned local body along with the fees and other requisite documents. The local body shall grant the building permit within 15 days.
- iii. For the buildings categorized as Moderate Risk, building plans will have to be prepared by a empanelled and qualified Architect/Town Planner/Engineer and the building plans will have to be submitted to the concerned local body along with the fees and other requisite documents. The local body shall grant the building permit within 30 days.
- iv. For the buildings categorized as High Risk, clearance from Fire Service shall be mandatory. Building plans will have to be prepared by a qualified Architect/Town Planner/Engineer and the building plans will have to be submitted to the concerned local body along with the fees and other requisite documents. The local body shall grant the building permit within 60 days.

3. Procedure and Documentation for 'Simplified' Scheme for Small Residential Plots

This section is applicable to all small residential plots up to 125 sq.m in size forming a part of approved layout.

All plot owners desirous of making any additions/alterations/new construction on such plots have to follow the procedure mentioned hereunder :

1. The plot owner shall submit the construction drawings authenticated by an empanelled Architect/Town Planner/Engineer (for qualification of Architect/Town Planner/Engineer refer Clause 2.19 of the UBBL-2021). The plot owner can use either of the trajectories as provided in section 2(i) or 2(ii) above or the one given below:
 2. The plot owner has to give an UNDERTAKING for INTIMATION OF CONSTRUCTION START as given at Simplified Form given at **Annexure A**.
 3. The land use shall be as per the master plan of the local area.
 4. After submitting this UNDERTAKING at the office of the Authority/concerned local body of appropriate jurisdiction, along with enclosures and building permit fee, the plot owner can start the construction immediately.
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- i. Construction design shall be as per General Building Requirements given in the master plan and UBBL-2021 in the specific chapters.
 - ii. The building shall be designed by an Architect/Town Planner/Engineer empanelled in the urban local body.
 - iii. The construction has to be completed within a period of *five* years .If the construction is not completed within *five* years, the Revalidation fee has to be paid once again to revalidate.
 - iv. The applicant/Owner will indemnify the concerned Authority /concerned local body from structural safety and any other damages caused by constructions/erecting of the building.

- v. On completion of construction, the owner has to intimate the Authority /concerned local body having appropriate jurisdiction that the construction is complete in an INTIMATION OF COMPLETION OF CONSTRUCTION format as given at Saral Form attached as Annexure A, along with drawings/plans duly signed by an Architect/Town Planner/Engineer. Thereafter applicant/Owner can start occupancy of the building/floor/portion of the building.
- vi. In case of plot affected by mandatory road widening the site inspection shall be carried out by the Authority/ concerned local bodies.


The revised timelines and instructions shall be adhered and implemented with immediate effect.

Sd/-
Principal Secretary to the Government
Housing and Urban Development Department
Dated. 21 .02.2022

No. HUD-PLA0SBM/12/2021(C.No. 9787)

Copy to the :

1. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
2. Secretary to the Government, Department of Law, Justice and Parliamentary Affairs.
- 3.. Commissioner, Municipal Corporation, Jammu/ Srinagar.
4. Vice Chairman, Lakes Conservations and Management Authority(LCMA), Srinagar.
5. Director, Urban Local Bodies, Jammu/ Kashmir.
6. Vice Chairman, Jammu Development Authority/ Srinagar Development Authority.
7. Chief Town Planner, Town Planning Organization, Kashmir/ Jammu.
8. Chief Executive Officer, Katra Development Authority.
9. Private Secretary to Chief Secretary, J&K, Jammu.
10. Private Secretary to Principal Secretary to the Government, Housing and Urban Development Department.
11. Incharge website, Housing and Urban Development Department.
12. Stock file.


(Thannaji Bhat)
Under Secretary to the Government

UNDERTAKING INTIMATION OF CONSTRUCTION START

I/we.....son/daughter of R/o.....do hereby solemnly affirm and undertake to state as follows:

- a) That I/we are the lawful owner/s of the plot bearing plot no....., address.....as per allotment letter/ registered Sale Deed/ perpetual lease deed/Will/Deed of Partition/any other legal document(Self-attested photo copy enclosed),
- b) That the plot is not affected in any of the proposed/approved scheme or project under provisions of the Master Plan for the Local Area/Zonal plan and is in conformity of the approved layout plan/as per approved master plan/building byelaws applicable to the local area.
- c) That the plot under reference is residential land not part of any district park / recreational land use as per the zonal plan/approved layout plan.
- d) That the plot is not affected by the road widening as per the zonal plan/approved lay out plan.
- e) That the plot is not affected in any site earmarked for community facilities/parks etc.
- f) That the plot is away from high tension line as per the mandatory distance clearances as per the Building Bye-Laws provisions.
- g) That I/we propose to construct a house as per the provisions of the prevailing Master Plan for the Local Area/Zonal plan/building bye laws at the time of application (plans/sections/elevations of all floors proposed to be constructed duly signed by an Architect/Town Planner/Engineer as defined in these building bye-laws are enclosed)- for qualification and competency of Architect/ Town Planner/Engineer.
- h) That the building plan proposed duly meets the mandatory ventilation requirements as per the Building Bye-Laws provisions.
- i) That I/we have enclosed herewith a *building permit fees* as per following
**These charges are exclusive of labour cess as prescribed by the Authority/concerned local body.*
- j) That I/we understand that the above fee is valid only for a period of five years,
- k) That the building shall be constructed under due supervision, ensuring structural engineering design/norms.
- l) That if I/we do not complete the construction within five years and do not submit the INTIMATION OF CONSTRUCTION COMPLETION, an amount as decided by concerned Authority / concerned local body shall have to be paid once again for getting an extension of time/for further new construction,
- m) That I/we take full responsibility for the quality of construction and structural stability of the construction using the services of a qualified professionals as referred in Table 2-4 of J&K Unified Building Bye-Laws,2021.
- n) That I/we shall submit an INTIMATION OF CONSTRUCTION COMPLETION to the Municipal Corporation/Municipal Committee/.....Development Authority as and when the construction is complete, along with "as built" plans, sections and elevations and site photographs.

Enclosed: as mentioned above

Date:.....

Signature/s, Name/s and Address/s of **Owner(s)**: No.1&2

Signature, Name and Address of **Witnesses**: No.1&2

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Whereas, the Jammu and Kashmir Public Service Guarantee Act (PGSA) already covers the timelines for issuing Trade License, however, it is hereby notified that only the following two documents will be required for issuing Trade License.

Documents required

1. ID Proof of the Applicant (Voter id/DL/ Passport/ Bank Passbook)
2. Lease/ Legal Occupancy Document.
 - i. Rented Property- Rent Agreement/ Rent deed
 - ii. Own-Affidavit that the person owns the property.
 - iii. Government/ ULB Building Allotment/Sanction Letter.

It is further notified that no documents and inspection is required for the auto-renewal of the Trade License.

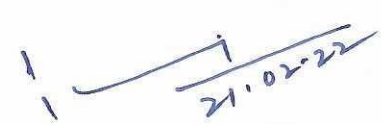
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Principal Secretary to the Government
Housing and Urban Development Department**

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