

1. Application procedure for Plinth Level Verification-

Step: 1

Before starting of the construction activity at site, applicant will send the intimation to the corporation. Applicant shall intimate about the completion of building up to plinth level or one meter above the ground level, whichever is higher, through ONLINE mode only in e- district portal with all relevant supporting documents and drawings as mentioned in the e-district portal and Municipal Building Rules2007. The application will come to Executive Director (ED), WBIDC, as per approved flow chart. ED will forward the same to Inspector, WBIDC .

Step: 2

The concerned Inspector will verify the uploaded documents& if all documents are found in order, a joint inspection at site will be arranged with an intimation to the applicant.

Step: 3

If everything is found in order after inspection, the concern authority will inform the applicant to resume the construction work by issuing system generated digitally signed Plinth Leven Verification Certificate from Executive Director, WBIDC.

The whole process is done within 7 days from the date of successful application.

In case the documents are found non- satisfactory/ any discrepancy arises/ the construction made upto plinth level is mismatched with the concerned sanctioned drawing , the application shall be returned in the e- district portal with a request to take appropriate step in accordance of the shortcoming as comes in force during inspection.

If any of the schedule date is a government holiday, the immediate next working day will be timeline for this purpose.