

GOVERNMENT OF ASSAM
 URBAN DEVELOPMENT DEPARTMENT
 ASSAM SECRETARIAT: C- BLOCK, 1st FLOOR
 DISPUR: GUWAHATI-781 006

Dated 1st November, 2016

NOTIFICATION

NO: UDD(M)102/2015:pt/105: In pursuant to the Assam Ease of Doing Business Act, 2016 (Assam Act V of 2016) , the Governor of Assam is pleased to notify the following Inspection procedure, Time line and Checklist.

This will apply to all Municipal boards, Town Committees and Development Authorities in the state of Assam

Procedure and Timeline:

First inspection shall be made within seven days following receipt of application during which the Authority through its own officials or hired agency shall examine that plan submitted complies with the requirement of these rules. Subsequent inspection shall be made on completion of plinth/basement slab level, First storey, Middle Storey and Last Storey. Inspection reports shall be submitted with 48 hours of such inspection.

INSPECTION REPORT CUM CHECKLIST

Date of Inspection:.....

1. Name of the applicant :
2. File No. :
3. Place of Construction :
4. Zone :
5. Use of the proposal :
6. Existing Road Width :
7. Required Road Width :
8. Proposed Road Width :
9. Height of the Building (excluding parking floor) :
- 10.No. of Floors :

Area of each floors	Before Deduction	After Deduction
Basement Floor		
Ground Floor		
Mezzanine Floor		
1 st Floor		
2 nd Floor		

3 rd Floor		
4 th floor		
5 th floor		
6 th floor		
7 th floor		
8 th floor		
9 th floor		
10 th floor		
11 th floor		
12 th floor		

11. Parameters

12 Parameters:

	Proposed	Approved	Maintained
Required Plot Area			
Plot width			
Front			
Side			
Side			
Rear			
F.A.R			
Coverage			
Height in relation to 45° line			
Parking	Required	Proposed	
(i) For self		Covered	Open

(ii) For visitor			
Total			

13.No. of staircase :

14.No. of lifts :

15.No. of units :

16.Provision for :

(i) Rain water harvesting : Shown/Not shown

(ii) Shear wall : Shown/Not shown

(iii) Garbage bin : Shown/Not shown

(iv) Internal Drainage : Shown/Not shown

(v) Comment on natural drainage :

(vi) Transformer : Shown/Not shown

(vii) Septic tank, Soak pit : Shown/Not shown

17.Up-to-date property tax paid receipt : Yes/ No

18.Photograph of site : Yes/No

19.Boundary wall if any :

(i) Height :

(From level of C/L of front street)

(ii) Length of boundary wall :

20. List of documents submitted

(a) Area statement : Submitted/ Not submitted

(b) Annexure A 1 : Submitted/ Not submitted

(c) Annexure A2 : Submitted/ Not submitted

(d) Affidavit cum under taking : Submitted/ Not submitted

(e) Certificate from RTP : Submitted/ Not submitted

(f) Geo-Technical Report : Submitted/ Not submitted

(g) Indemnity bond : Submitted/Not
submitted/Not required

- (h) Guidelines/ NOC from Fire Deptt. : Submitted/Not submitted/Not required
- (i) Water Feasibility report : Submitted/Not submitted/Not required
- (j) Structural Design Basis : Submitted/Not submitted/Not required
Report (From No. 6)
- (k) Detail structural design : Submitted/Not submitted/Not required
- (l) NOC from Pollution Control : Submitted/ Not submitted/Not required
Board for installation of Diesel generator set.

21. Comments on land documents :

Signature of Inspecting Officer/Officers

This will come into force with immediate effect.


Sd/- (Dr. Ravi Kota, IAS)
Commissioner and Secretary to the Govt. of Assam
Urban Development department

Copy forwarded for information to :

Memo No : UDD(M)102/2015/pt/105-A:

Dated 1st November, 2016.

1. P.S to Minister, Industries & Commerce Department, Assam
2. P S to Chief Secretary to the Government of Assam, Dispur, Guwahati-6.
3. P.S to the Commissioner & Secretary, Industries & Commerce Department.
4. Concerned Department.



Secretary to the Government of Assam
Urban Development department, Dispur, Assam.