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HOUSING & URBAN DEVELOPMENT DEPARTMENT

NOTIFICATION

The 27th September, 2016

S.R.O. No.451/2016— The draft of certain rules which the State Government propose to make in exercise of the powers conferred by Sub-Section (1) and Sub-Section (3) of Section 125 of the Odisha Town Planning and Improvement Act, 1956 (Odisha Act, 10 of 1957) is here by published as required by sub- section(1),(2) and sub-section(3) of Section 127 of the said Act in the *Odisha Gazette* for the information of all persons likely to be affected thereby and the notice is hereby given that the said draft would be taken into consideration on or after the expiry of a period of fifteen days from the date of publication of the notification in the State Gazette.

Any objection or suggestion which may be received in respect of the said draft before the expiry of the period so specified above will be considered by the State Government.

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PART- I

DEFINITIONS

1. Short title and commencement:

- (1) These rules may be called the Special Planning Authority and Regional Improvement Trust Common Planning and Building Standard Rules, 2016.
- (2) They shall apply to the building and development activities in the areas falling in all Master Plan Areas under various Planning Authorities (Special Planning Authorities and Regional Improvement Trusts) of the State.
- (3) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions:

(1) In these rules, unless the context otherwise requires:

- a. "Act" means the Odisha Town Planning and Improvement Trust Act, 1956;
- b. "Advertising Sign" means any surface or structure with characters, letters or illustrations applied there to and displayed in any manner whatsoever outdoors for the purpose of advertising or giving information or to attract the public to any place, person, public performance, Article, or merchandise, and which surface or structure is attached to, forms part of, or is connected with

- any building, or is fixed to the ground or to any pole, screen, fence or hoarding or displayed in space, or in or over any water body included in the jurisdiction of the Authority;
- c. "Agricultural use" means Includes horticulture, farming, raising of crops, fruits, vegetables, flowers, grass, fodder, trees or any other kind of cultivation, dairy, animal husbandry, breeding and keeping of live-stock, including cattle, horses, donkeys, mules, pigs, fish, poultry and bees; and use of land which is ancillary to the farming of land or any other purposes defined in zoning regulations, but shall not include the use of land attached to a building for the purposes of a garden to be used alongside such building.;
- d. "Air-Conditioning" means the process of treating air so as to control simultaneously its temperature, humidity, cleanliness and distribution to meet the requirement of conditioned space;
- e. "Air Port Reference Point" means a designated point, which is established in the horizontal plane at or near the geometric center of the landing area;
- f. "Amenity" means roads, street, open spaces, parks, recreational grounds, play grounds, gardens, water supply, electric supply, street lighting, sewerage, drainage, public works and other utilities, services and conveniences;
- g. "*Annexure*" means an *Annexure* appended to these rules;
- h. "Apartment or flat" means a dwelling unit in building;
- i. "Apartment building" means a building having more than four dwelling units in a block;
- j. "Approved" means approved by the Special Planning Authorities or Regional Improvement Trusts having jurisdiction as the case may be;
- k. "Addition/ Alteration" means structural change, such as addition to the covered area or height or the removal of part of a building or construction or cutting into or removal of any wall, partition, column, beam, joist, floor or other support, or a change to the fixture of equipment of the building;
- l. "Applicant" means the person who is the owner of the land or building or has title to a land or building and includes,
- I. an agent or trustee who receives rent on behalf of the owner;
 - II. a trustee who an agent or trustee who receives rent or is entrusted with or is concerned with any building devoted to religious or charitable purpose;
 - III. a receiver, executor or administrator or a manager appointed by any Court of competent jurisdiction to have the charge of or to exercise the rights of the owner; and
 - IV. a mortgagee in possession;
 - V. a holder of Power of Attorney on behalf of the owner of the land / building
- m. "Authority" means the Special Planning Authority and Regional Improvement Trust as constituted in the Act.
- n. "Balcony" means a projection to serve as passage or sit out place including a hand rail or balustrade;
- o. "Basement or cellar" means lower storey of a building, below or partly below the ground level;
- p. "Basti Area" means an area declared as such under a Master Plan and in the absence of such declaration, any area comprising old settlements covering such extent of lands as may be determined by the Authority in consultation with the concerned Local Body;

- q. "Basti Plot" means a plot having a width ranging between 4.0 m. and 6.3 m., the depth being more than three times the width, and located in a basti area;
- r. "Builder" means an applicant, land owner, contractor, holder of power of attorney of the land owner, partnership, trust or company which has responsibility for construction, leasing, selling or disposing otherwise of a building for residential and other purposes and duly registered by the Director Town Planning;
- s. "Building" means any structure or erection or part of a structure or erection which is intended to be used for residential, commercial, industrial or any other purpose :
- I. "Assembly Building" refers to a building or part of a building where group of people congregate or gather for amusement, recreation, social, religious, patriotic and similar purposes and includes theatres, assembly halls, auditoria, exhibition halls, museum, skating rings, gymnasium, dance hall, club rooms recreation piers and stadia;
 - II. "Commercial Building" refers to a building or part of a building, which is used for transaction of business, keeping of accounts and records or for similar purposes and includes Banks and Commercial Offices and Corporate Offices. It shall include mercantile buildings like shops, stores, market display and sale of merchandise either in wholesale or retail, or offices, storage or services facilities incidental to the sale of merchandise and includes Cinema Halls, Petrol Pumps, Hotels, Restaurants, Clinics, Pathology Labs, Nursing Homes, Lodge-*cum*-guesthouses and Dharma Kantas, etc.;
 - III. "Educational Building" refers to a building used for school, college or day-care purpose for more than 8 hours per week involving assembly, instructions, education or recreation;
 - IV. "Hazardous Building" refers to a building or part of a building which is used for the storage, handling, manufacture or processing of highly combustible or explosive materials or products which are liable to burn with extreme rapidity and/or producing poisonous fumes, or the storage, handling, manufacturing or processing of which involves highly corrosive, toxic, obnoxious alkalis, acids or other liquids, gases or chemicals, producing flame, fumes and explosion, poisonous irritant or corrosive gasses and for the storage, handling or processing of any material producing explosive mixture of dust or which result in the division of matter into fine particles subject to spontaneous ignition. This shall include petrol filling stations;
 - V. "Industrial Building" refers to a building or part of a building in which products or materials of all kind and properties are fabricated, assembled or processed such as assembly plants, laboratories, power plants, smoke houses, refineries, gas plants, mills, dairies or factories;
 - VI. "Institutional Building" refers to a building or part of a building which is used for purposes such as Research and Training Centre, Public/Semi Public Offices, Hospitals, Dispensaries and Health Centers;
 - VII. "Residential Building" refers to a building in which sleeping accommodation is provided for normal residential purpose with or without cooking or dining or both facilities and includes one or two or multi-family dwelling dormitories, apartment houses, flats and hostels;

- VIII. "Public Utility Building" means and includes Post Office, Police Station, Fire Station, and Telephone Exchange, sub-station, water works, Taxi Stands, Bus Terminals, etc.;
- IX. "Storage Building" refers to a building or part of building used primarily for the storage or sheltering of goods, storehouses, hangers, terminal depot, grain elevators, barn or stables;
- X. "Multi-Level Car Parking Building" means having floors in basement & above ground level, primarily to be used for parking of cars, scooters or any other type of light motorized vehicles;
- t. "Building Accessory" means a subordinate building, use of which is incidental to that of a principal building, on the same plot such as garage, coal or fuel shed, peons, chowkidars, or domestic servants quarters, etc;
- u. "Building Height" means the vertical distance measured in the case of flat roofs, from the average level of the centre line of the adjoining street to the highest point of the building adjacent to the street; and in the case of pitched roofs, up to the point where the external surface of the outer wall intersects the finished surface of the sloping roof and in the case of gables facing the road, the midpoint between the eaves level and the ridges.
- Explanation* — If the building does not abut on a street, the height shall be measured above the average level of the ground around and contiguous to the building;
- v. "Building line" means the line up to which the plinth of a building adjoining a street or an extension of a street or on a future street may lawfully extend and includes the lines prescribed in any Master plan in operation for any area under the jurisdiction of the Authority or specification indicated in any Planning or Development Scheme, or in these regulations;
- w. "Built up Area" means the total covered areas on all floors of an immovable property;
- x. "Canopy" means a projection over any entrance;
- y. "Carpet Area" means the net usable floor area of a building, excluding the area covered by the walls and common area.
- z. "Chajja" or "Sun-Shade" means a sloping or horizontal structural overhang, usually provided for protection from sun and rain or for architectural considerations at lintel level;
- aa. "Chimney" means an upright shaft containing and encasing one or more flues provided for the conveyance to the outer air of any product of combustion; resulting from the operation of any heat producing appliance or equipment employing solid, liquid or gaseous fuel;
- ab. "Combustible materials" means a material, which burns or adds to a fire when used for combustibility in accordance with good practice;
- ac. "Conversion" means the change of occupancy to another occupancy or change in building structure or part thereof resulting in change of space or use requiring additional occupancy Certificate;
- ad. "Corner plot" means a plot at the junctions of and fronting on two or more intersecting streets. The frontage would be on the street having larger width. In such case, the location of a garage (on a corner plot) if provided, within the open space shall be located diagonally opposite the point intersection;
- ae. "Courtyard" means a space permanently open to sky, with or without pergola, enclosed fully or partially by buildings and may be at ground level or any other level within a building;

- af. "Covered Area" means ground area covered by the building immediately above the plinth level. The area covered by the following in the open spaces is excluded from covered area:
- a. garden, rockery, well and well-structures, rainwater harvesting structures, plant nursery, water-pool (if uncovered), platform round a tree, tank, fountain, bench, chabutara with open top and unenclosed on sides by walls and the like. ;
 - b. 'drainage culvert conduit', catch-pit, gully pit, inspection chamber, gutter and the like;
 - c. compound wall, gate, slide/ swing door, canopy, and ramp areas covered by chajja and the like ;
 - d. Watchmen booth, pump house, garbage shaft, electric cabin or substations, and such other utility structures meant for the services of the building under consideration;
- ag. "Cul-de-sac" means such means of access having length up to 150 m. with an additional turning space not less than 81 square meters in area having no dimension less than 9 m.;
- ah. "Damp-Proof Course" means course consisting of some appropriate water proofing material provided to prevent penetration of dampness;
- ai. "Detached building" means a building whose walls and roof are independent of any other building with open spaces on all sides;
- aj. "Deviation" means any construction made in departure from the approved plan by way of alterations or additions, modifications in the total floor area, coverage, floor area ratio (FAR), setbacks, height, parking space, provision of public utilities and in uses etc.;
- ak. "Drain" means a line of pipes including all fittings and equipment such as manholes, inspection chamber, traps, gullies and floor traps, used for the drainage of a building or a number of buildings, or yards appurtenant to the buildings within the same cartilage and includes open channels used for conveying surface water;
- al. "Drainage" means the removal of any liquid by a system constructed for purpose;
- am. "Dwelling Unit" means an independent housing unit with facilities for living, cooking and sanitary requirements;
- an. "EWS House" means a house or dwelling unit intended for Economically Weaker Sections with maximum built up area of 32 sqm. or as decided by the State Government;
- ao. "EWS Plot" means a residential plot intended for Economically Weaker Sections having maximum plot area of 48 sqm or as decided by the State Government;
- ap. "Encroachment" means an act to enter into the possession or rights either of permanent or temporary nature on a land or build-up property of local body or State/ Central Government;
- aq. "Existing Use" Use of a building or structure existing authorisedly with the approval of the Authority before the commencement of these regulations;
- ar. "Enclosed stair-case" means a stair-case, separated by fire resistant walls from the rest of the building;
- as. "Existing Building or use" means a building, structure or its use as sanctioned/ approved/ regularized by the Competent Authority, existing before the commencement of these regulations;
- at. "Exit" means a passage, channel or means of egress from any building, storey or floor area to a street or other open space of safety;
- au. "External Wall" means an outer wall of a building even though adjoining to a wall of another building and also means a wall abutting on an interior open space of a building;

- av. "Farm House" means a plot of land including construction thereon in the area designated for agricultural use (under Primary Activity Use Zone) by the Authority.
- aw. "Farm Shed" shall include permanent or temporary structures erected in the plot used for farmhouse;
- ax. "Fire Alarm System" means an arrangement of call points or detectors, sounders and other equipment for the transmission and indication of alarm and sometimes used as signals for testing of circuits and whenever required for the operation of auxiliary services. This device may work automatically or manually to alert the occupants in the event of fire;
- ay. "Fire Lift" means lift specially designed for use by fire service personnel in the event of fire;
- az. "Fire Proof Door" means a door or shutter fitted to a wall opening, and constructed and erected with the requirement to check the transmission of heat and fire for a specified period;
- ba. "Fire Resisting Material" means the material, which is normally used for fire resistance;
- bb. "Floor" means the lower surface in a storey on which one normally walks in a building. The general term 'floor' unless specifically mentioned otherwise shall not refer to a 'mezzanine floor'.
- bc. "Floor Area Ratio (FAR)" means the quotient obtained by dividing the total covered area on all floors/plinth area with the area of the plot;
- bd. "Footing" means the part of a structure, which is in direct contact with the ground and transmitting loads to the ground;
- be. "Forms" means forms appended to these rules;
- bf. "Foundation" means that part of a structure, which is in direct contact with and meant for transmitting loads to the ground;
- bg. "Gallery" means an intermediate floor or platform projecting from a wall of an auditorium or a hall providing extra floor area, additional seating accommodation, etc. It shall also include structures provided for seating in stadia;
- bh. "Garage-Private" means a building or a portion thereof designed for parking of privately owned motor vehicles or any other vehicles;
- bi. "Garage-Public" means a building or a portion thereof designed or used for repairing, servicing, hiring, selling or parking of motor vehicle or any other vehicles;
- bj. "Ground Floor" shall mean storey, which has its floor surface nearest to the ground around the building;
- bk. "Habitable room" means a room having area of not less than 9.0 sqm. width 2.4 m. (min.), height 2.75 m. (min.) occupied or designed for occupancy by one or more persons for study, living, sleeping, eating, cooking if it is used as a living room, but does not include bathrooms, water closet compartments, laundries, serving and storage pantries, corridors, cellars, attics and spaces that are not used frequently or during extended periods;
- bl. "Hazardous material"
 - a. Means radioactive substances;
 - b. Material which is highly combustible or explosive and/or which may produce poisonous fumes explosive emanations, or storage, handling, processing or manufacturing of which may involve highly corrosive, toxic, obnoxious alkalis or acids or other liquids;

- c. Other liquids or chemicals producing flame, fumes, explosive, poisonous, irritant or corrosive gases or which may produce explosive mixtures of dust or fine particles capable of spontaneous ignition;
- bm. "Hazardous and obnoxious industry" means industry which creates nuisance to the surrounding development in the form of smell, smoke, gas, dust, air pollution, water pollution and other unhygienic conditions;
- bn. "Heritage Zone" means the area as delineated in Master Plan;
- bo. "High Rise Building" means a building whose height is 15 meters or more, measured from the average level of the centreline of the street on which the site abuts;
- bp. "Housing Projects" means housing projects constructed comprising two or more apartment blocks and individual houses in one premises and could be low rise or high rise blocks or combination of both.
- bq. "Illuminated Exit Signs" means a device for indicating the means of escape during normal circumstances and power failure;
- br. "Land Use" means use of the land proposed in the Master Plan/T.P Schemes/Layout Plans;
- bs. "Latrine-connected" means a latrine connected to the municipal sewer system;
- bt. "Latrine-unconnected" means a latrine not connected to the municipal sewer system; it may be connected to a septic tank or suitable treatment or disposal system;
- bu. "Ledge" means a shelf-like projection supported in any manner whatsoever, except by means of vertical supports within a room itself but not having projection wider than 1.0 meter and at a minimum clear height of 2.1 meters from the floor level;
- bv. "LIG House" means a house or dwelling unit intended for low income groups with a built up area of maximum 48 sqm. or as specified by the State Government;
- bw. "LIG Plot" means a residential plot intended for low income groups with a plot area of maximum 60 sqm. or as specified by the State Government;
- bx. "Loft" means an intermediate floor between two floors or a residual space in a pitched roof, above normal floor level with a maximum height of 1.5 meters and which is constructed or adopted for storage purposes;
- by. "Masonry" means an assemblage of masonry units properly bonded together with mortar;
- bz. "Master Plan" includes any Master plan either draft or final for the area under the jurisdiction of the Special Planning Authorities or Regional Improvement Trusts;
- ca. "Mezzanine Floor" means an intermediate floor between two floors, above ground level, accessible only from the lower floor;
- cb. "Mixed Land Use" means mixed use of the building/premises consisting of more than one compatible use;
- cc. "Mitigation" means measures taken in advance of a disaster aimed at minimizing or eliminating its impact on society and on environment including preparedness and prevention;
- cd. "Multiplex complex" shall mean an integrated entertainment and shopping center/complex or a shopping mall and having cinema halls/screens. Apart from Cinema Halls, the entertainment area may have restaurants, cafeteria, fast food outlets, video games parlours, pubs, bowling alleys, health spa/ centers, convention centers, hotels and other recreational activities. However, habitable areas like hotels, service apartments shall not be allowed in the same block where the

Multiplexes are set up and shall be allowed only as a separate block. Such a Complex may be spread over the site or be in one or more blocks which may be high-rise buildings or normal buildings.

- ce. "Mumty or Stair Cover" means a structure with a covering roof over staircase and its landing built to enclose only the stairs for the purpose of providing protection from weather and not used for human habitation;
- cf. "Natural hazard prone areas" means areas likely to have moderate to high intensity earthquake, or cyclonic storm, or significant flood flow or inundation, or landslides/mud flows/avalanches, or one or more of these hazards; NOTE: Moderate to very high damage risk zones of earthquakes are shown in Seismic Zones III, IV and V specified in IS: 1893 and flood prone areas in river plains (unprotected and protected) are indicated in the Flood Atlas of India prepared by the Central Water Commission, besides, other areas which can be flooded under conditions of heavy intensity rains, inundation in depressions, back flow in drains, inadequate drainage, etc. as identified through local surveys in the Master plan of the area and landslide prone areas as identified by State Government/Land surveys;
- cg. "Non-Combustible Material" means a material, which does not burn nor add heat to a fire when tested for combustibility in accordance with good practice;
- ch. "Non -Conforming Use of a Building or Land" means the use of a building or land existing at the time of commencement of these regulations , and which does not conform to the regulations pertaining to the zone in which it is located;
- ci. "Occupancy or Use" means the principal occupancy for which a building or a part of a building is used or intended to be used;
- cj. "Open Space" means an area forming an integral part of the plot, left open to the sky;
- ck. "Owner" means a person, group of persons, a company, trust, Institute, Registered body, State or Central Government and its departments, undertakings and the like in whose name the property stands registered in revenue records.
- cl. "Parapet" means a low wall or railing built along the edge of a roof or a floor having a minimum height of 1.0 m.
- cm. "Parking Space" means an area enclosed or unenclosed, covered or open, of sufficient size to park vehicles, together with a driveway connecting the parking space with a street or any public area and permitting ingress and egress of the vehicles;
- cn. "Partition" means an interior non-load bearing wall, one storey or part of a storey in height.
- co. "Performance Security" means a security deposit to be deposited with the Authority by the Builder/ Developer of an Apartment Building/Housing Projects/ Commercial Building/ Real Estate Development at the time of approval of Plans. However, no Performance Security is required for a commercial building having a covered area of less than 300 sqm.
- cp. "Permit" means a permission or authorization in writing by the Authority to carry out the work regulated by these regulations.
- cq. "Plantation" means plantation of plants and trees.
- cr. "Plinth" means the portion of a structure between the surface of the surrounding ground and the surface floor, immediately above the ground.
- cs. "Plinth Area" means the built up area measured at the floor level of ground floor;

- ct. "Porch" means a covered surface supported on pillar or otherwise for the purpose of pedestrian or vehicular approach to a building.
- cu. "Public Utility Service" means drainage, sewerage, electricity, water supply, solid waste disposal, sanitation, fire services, roads and any other support or infrastructure and the like for which a building has to depend on public bodies, authorities or agencies;
- cv. "Ramp" means a passage with gradual slope joining two level surfaces.
- cw. "Real Estate Development" means development undertaken for sale.
- cx. "Registered technical person" means Engineer, Structural Engineer, Supervisor, Town Planner, who has been registered with the Authority;
- cy. "Registered Architect" means an Architect registered with the Council of Architecture and who has not been debarred by the Authority.
- cz. "Registered Builder/ Developer" means a builder empanelled/ registered with the Authority;
- da. "Road" means any access viz. highway, street, lane, pathway, alley, or bridge, whether a thoroughfare or not, over which the public have right of passage or access or have passed and had access uninterruptedly for a specified period and includes all bunds, channels, ditches, storm water drains, culverts, side tracks, traffic islands, road side trees and hedges, retaining walls, fences barriers and railings within the road line.
- db. "Road Width or Width of Road/Street" means the whole extent of space within the boundaries of a road when applied to a new road/street as laid down in the city survey or Master plan or prescribed road lines by any act of law and measured at right angles to the course or intended course of direction of such road. While calculating the width of the street the thorough width will be taken into consideration. i.e., the minimum width of the road from the start of the road/street till the plot. In case public land is not available for the road, the plot owners on both sides of the road shall equally surrender their right over the land to the Authority to accommodate the road width. The centre line of the road shall be taken as reference for such surrenders. The surrender of the land shall be effected by a deed of transfer to be executed by the owner in favour of the Authority for widening of road.
- dc. "Row Housing" means a row of contiguous houses with only front, rear and interior open spaces.
- dd. "Room Height" means the vertical distance measured from the finished floor level to the finished ceiling.
- de. "Schedule" means a Schedule appended to these regulations.
- df. "Section" means section of the Act;
- dg. "Semi-Detached Building" means building detached on three sides (front, rear and side) with open spaces as specified under the regulations.
- dh. "Set-back" means the distance between the plinth lines of the building and the boundary of the plot. The setback shall be measured at ground level.
- di. "Set-back line" means a line usually parallel to the plot boundaries and laid down in each case by the Authority beyond which nothing can be constructed towards the plot boundaries.
- dj. "Settlement" means a human settlement, whether urban or rural in character. It includes habited villages, towns, townships, cities and the areas notified under the control of the Authority.
- dk. "Site" means a parcel or piece of land enclosed by definite boundaries.
- dl. "Site with Double Frontage" means a site having frontage on two streets other than corner plot.

- dm. "Service Floor" means floor in hotel or commercial building above ground floor in case of more than four storied buildings.
- dn. "Service Lane" means a lane provided at rear or side of a plot for service purposes.
- do. "Service Road" means a road/ lane provided at the front, rear or side of a plot for service purpose.
- dp. "Side Depth" means horizontal distance between the front and rear side boundaries.
- dq. "Smoke Stop Door" means a door for preventing or checking the spread of smoke from one area to another.
- dr. "Stilt floor" means a floor supported by pillars with all four sides open to be used for parking, switch room, generator room, society room & information room with minimum height of 2.4 meter.
- ds. "Storage Space" means a space where goods of non-hazardous nature are stored and includes cold storage and banking safe vaults.
- dt. "Store Room" means a room used as storage.
- du. "Spiral Staircase" means a staircase forming continuous winding curve round a central point or axis provided in an open space having tread without risers.
- dv. "Storey" means the space between the surface of any floor and the surface of the floor next above it, or if there be no floor above it then the space between any floor and the ceiling next above it, but shall not include a mezzanine floor;
- dw. "Supervisor" means a person having Diploma in Architectural Assistantship/ Diploma in Civil Engineering/ equivalent qualification.
- dx. "Tenements" means room or rooms in the occupation of, or meant for the occupation of one tenement;
- dy. "To erect" a building means:
 - a. to erect new building on any site whether previously built upon or not;
 - b. to re-erect any building of which, portions above the plinth level have been pulled down or destroyed.
- dz. "Tower-like Structures" - Structures shall be deemed to be tower-like structures when the height of the tower-like portion is at least twice the height of the broader base at ground level.
- ea. "Transferable Development Rights" - means a development right to transfer of part/whole of a plot designated for a public purpose in a Master Plan, expressed in terms of total permissible built-up space calculated on the basis of Floor Area Ratio allowable for that plot, for utilization by the owner himself or by way of transfer by him to someone else from the present location to a specified area in the Master Plan as additional built-up space in lieu of compensation for the surrender of the concerned plot free from all encumbrances to the Authority.
- eb. "Unsafe Building" means buildings which are structurally and constructionally unsafe, or insanitary, or do not provide adequate means of egress, or which constitute fire hazard, or are otherwise dangerous to human life or property, or which in relation to existing use constitute a hazard to safety/health/public welfare by reason of Inadequate maintenance, dilapidation or abandonment.
- ec. "Unauthorized Construction" means the erection or re-erection, addition or alternation which is not approved or sanctioned by the Authority.

- ed. "Underground/Overhead Tank" means an underground/ overhead water tank, constructed or placed to store water.
- ee. "Verandah" means space with at least one side open to the outside with the exception of one-meter parapet on the upper floors to be provided on the open side.
- ef. "Ventilation" means the supply of outside air into a building through window or other openings due to wind outside and convection effects arising from temperature, or vapour pressure differences (or both) between inside and outside of the building.
- eg. "Water Closet/ W.C." means a privy with arrangement for flushing the pan with water but does not include a bathroom;
- eh. "Watercourse" means a natural channel or an artificial channel formed by draining or diversion of a natural channel meant for carrying storm and wastewater.
- ei. "Window" means an opening to the outside other than a door, which provides all or part of the required light or ventilation, or both to an interior space.

2. Words and expressions used in these rules, but not defined, shall have the same meaning as respectively assigned to them in the Act and the rules made therein and the National Building Code of India, 2005.

PART- II

ADMINISTRATION

3. Applicability:

Subject to the provisions of the Act, these rules shall apply:

- (1) to the planning, design and construction of building in case of erection of a building;
- (2) to all parts of the building whether removed or not, and in case of removal of whole or any part of the building;
- (3) to the remaining part of the building after demolition and work involved in demolition in case of demolition of whole or any part of a building;
- (4) to the whole building whether existing or new building (except only to that part of the building, which is consistent with these rules) in case of alteration of a building;
- (5) to all parts of the building affected by the change in case of change of occupancy of a building; and
- (6) to use of any land or building where sub-division of land is undertaken or use of land or building is changed;

4. Restriction on permission:

- (1). Without prejudice to any other stipulation in these rules, no permission to construct a building on a site shall be granted:
 - (a) In areas of natural waterways, drains as detailed in the Master Plan, and drainage plan as modified from time to time;
 - (b) If the orientation of such building is not in harmony with the surroundings;
 - (c) If the use to which the site is proposed to be put does not conform to the use earmarked in the Master Plan;
 - (d) If the building is to be constructed over or under a municipal drain, sewerage line, electrical line, water main, any other government or public land, or public utility services;

- (e) If all Structural Plans are not prepared taking into account the Seismic Zoning, Flooding & Cyclonic wind etc.
- (f) In respect of any land with a plot size greater than 1000 square metres, where sub-division has not been undertaken.

5. Deemed Permission:

- (1) The construction of any building in respect of which permission has been issued before coming into force of these rules, shall, so far as it is not inconsistent with the provisions of these rules, continue to be validly made and the said permission shall be deemed to have been issued under the corresponding provisions of these rules. It shall be the responsibility of the Owner/ Builder/ Developer to ensure that the development / construction is as per the approved plan.
- (2) Where any building has been constructed without an approved plan or with deviation of an approved plan, the provisions of these rules shall be insisted upon.

6. Application:

- (1) Any person who intends to erect, re-erect or make additions or alterations in any building shall apply to the Authority in Form-I for approval of site and for permission to execute the work.
- (2) Such application shall be accompanied by the following documents. Four copies of plans either computer prints, plain paper copies or ammonia prints, duly signed by the persons who have prepared them and the owner/applicant and/or a soft copy showing:

i. Key plan: A key plan drawn to a scale of not less than 1:10,000 shall be submitted along with the application for development/building permit showing the boundary and location of the site with respect to neighbourhood landmarks and means of access. The minimum dimension of the key plan shall be not less than 75 mm.

ii. Site plan: The site plan with the application for permit shall be drawn to a scale of not less than 1:200 for site up to 1000 sqm. 1: 500 for a site up to 1 hectare and 1:1000 for site more than 1 hectare and shall show;

- a. The boundaries of the site and of any contiguous land;
- b. The position of the site in relation to neighbouring streets;
- c. The name of the street(s) in which the building is proposed to be situated, if any;
- d. All existing buildings standing on, over or under the site including service lines;
- e. The position of the building and of all other buildings (if any) which the applicant intends to erect upon his contiguous land referred to in (a) in relation to;

1. The boundaries of the site and in case where the site has been partitioned the boundaries of the portion owned by the applicant and also of the portions owned by others;

2. All adjacent streets, buildings (with no. of storey and height) and premises within a distance of 15 m. of the site and of the contiguous land (if any) referred to in (a.);
and

3. If there is no street within a distance of 15 m. of the site, the nearest existing street

f. The means of access from the street to the building, and to all other buildings (if any) which the applicant intends to erect upon his contiguous land referred to in (a);

g. Space to be left about the building to secure free circulation of air, admission of light and access for scavenging purposes;

h. The width of the street (if any) in front and of the street (if any) at the side / rear or near the buildings;

i. The direction of north point relative to the plan of the building;

j. Any physical features, such as well, drains, etc. and

k. Such other particular as may be specified by the Authority.

iii. Subdivision/ layout plan: In case of development work, the Form-I shall be accompanied by the sub division/layout plan which shall be drawn on a scale or not less than 1:500 containing the following;

a. Scale and north point;

b. The location of all proposed and existing roads with their existing /proposed/prescribed widths within the land;

c. Dimensions of the plot along with building lines showing the set-backs with dimensions within each plot;

d. The location of drains, sewers, public facilities and services, and electrical lines etc.;

e. Table indicating size, area and use of all the plots in the subdivision/layout plan;

f. Statement indicating the total area of the site, area utilized under roads, open spaces for parks, playgrounds, recreation space and Master plan reservations, schools, shopping and other public spaces along with their percentage with reference to the total area of the site proposed to be subdivided; and

g. In case of plots, which are subdivided into built up areas in addition to the above, the means of access to the subdivision from existing streets.

iv. Building Plan and details: The plans of the buildings and elevations and sections accompanying the notice shall be drawn to a scale of 1:100. The plans and details shall;

a. Include floor plans of all floors together with the covered area clearly indicating the size and spacing of all framing members and sizes of rooms and the position of staircases, ramps and lift wells;

b. Show the use or occupancy of all parts of the buildings;

- c. Show exact location of essential services, for example, WC, sink, bath and the like;
 - d. Include at least one elevation from the front showing height of building and rooms and also the height of parapet;
 - e. Include at least one section through the staircase;
 - f. Include the structural arrangements with appropriate sections showing type/arrangements of footings, foundations, basement walls; structural load bearing walls, columns and beams, and shear walls; and arrangement/spacing of framing members, floor slabs and roof slabs with the material used for the same;
 - g. Show all street elevations;
 - h. Give dimension of the projected portions beyond the permissible building line;
 - i. Include terrace plan indicating the drainage and slope of the roof; and
 - j. Give indications of the north point relative to the plan.
- k. Statement and calculation sheets with regard to the plot area, floor wise details of spaces under various categories like apartments or office spaces, lobby circulation, staircase, lift, mezzanine, balconies and details of such area which are to be exempted from calculation of floor area ratio, and;
- v. Building Plan for high-rise /special buildings: For all high-rise buildings which are 15 m. or more in height and for special buildings like educational, assembly, institutional, industrial, storage, shopping complex and multiplex and hazardous and mixed occupancies with any of the aforesaid occupancies having covered area more than 500 sq.m. The following additional information shall be furnished/indicated in the building plan in addition to the items given in (iv) as applicable:
- a. Access to fire appliances/vehicles with details of vehicular turning circle and clear motorable access way around the buildings;
 - b. Size (width) of main and alternative staircases along with balcony approach, corridor, ventilated lobby approach;
 - c. Location and details of lift enclosures;
 - d. Location and size of fire lift;
 - e. Smoke stop lobby/door, where provided;
 - f. Refuse chutes, refuse chamber, service duct, etc.;
 - g. Vehicular parking space;
 - h. Refuse area, if any;
 - i. Details of building services- Air-conditioning system with position of fire dampers, mechanical ventilation system, electrical services, boilers, gas pipes, etc.;

- j. Detail of exits including provision of ramps, etc., for hospitals and special risk buildings/uses;
 - k. Location of generator, transformer and switch gear room;
 - l. Smoke exhauster system, if any;
 - m. Details of fire alarm system network;
 - n. Location of centralized control, connecting all fire alarm systems built-in-fire protection arrangements and public address system, etc.;
 - o. Location and dimension of static water storage tank and pump room along with fire service inlets for mobile pump and water storage tank;
 - p. Location and details of fixed fire protection installations, such as sprinklers, wet risers, hose-reels, drenchers, etc.; and
 - q. Location and details of first-aid firefighting equipment/installations.
 - r. longitudinal cross section of the building including size of footings, basement and super structure framing members and details of building and room heights and of staircase.
- vi. Services plans: The services plan shall include all details of building and plumbing services, and also plans, elevations and sections of private water supply, sewage disposal system and rainwater harvesting system.
- vii. Landscape Plan: The landscape plan shall include the area to be developed as lawn, garden, plantation.
- viii. Specifications: Specifications, both general and detailed, giving type and grade of materials to be used duly signed by the registered architect, engineer, structural engineer shall accompany the notice.
- (3) Certificates/Clearances:
- i. Self Attested copy of original sale/ lease deed, self attested copy of the revenue receipt/ municipal holding tax receipt/ holding number and mutation records.
 - ii. In case the applicant is a trust, group of persons, partnership or a company, a registered agreement between the owner and the applicant, valid under the Transfer of Properties Act, 1982 and Copies of the Agreement/ Article of Association/ Memorandum/ Bye-laws.
 - iii. No Objection Certificate from the Odisha State Housing Board / Local Planning Authority, for the additional constructions, in case the house is delivered by the Board / Planning Authority. In case of non-execution of Lease Deed/Sale Deed.
 - iv. Necessary environmental clearance wherever applicable.
 - v. For all buildings with a height of 15.0 meters and above, NOC from Fire Service shall be submitted.

- vi. NOC from Airport Authority of India shall be furnished wherever applicable.
- vii. In case of building more than 30 meters height, the Structural plan and the structural design shall have to be vetted by any Government Engineering College.
- viii. Structural stability Certificate in Form-VII signed by the engineer /structural engineer and the owner jointly shall be furnished.
- ix. Supervision Certificate in Form-IA shall be furnished by the registered architect/ engineer/structural engineer/ supervisor/ town planner undertaking the supervision.
- x. A check list in Form-IB shall be furnished by the empanelled/registered technical person.

7. Fees:

The Authority shall levy fee for such scrutiny and sanction of building plan at such rates, specified as following on the basis of total covered area in all floors:—:

- (1) Every application for permission for building operation or development shall be accompanied by a scrutiny fee as specified in Schedule-I.
- (2) In the event of approval, the applicant shall deposit a sanction fee as decided by the Authority with approval of Government from time to time.

8. Security Deposit:

- (1) The applicant shall deposit a refundable security deposit at the rate to be notified by Authority with approval of Government from time to time for the following categories of buildings, namely:
 - a. Housing Projects / apartment buildings
 - b. Commercial buildings having 300 sqm. or more of floor area.
- (2) The security deposits shall be refunded within 60 days from the date on which completion Certificate is produced. If the construction / development are not as per approved plan, this deposit shall be forfeited and separate action will be initiated against the builder / developer as per the provisions of the Act.
- (3) The security deposit will be refunded with 4% interest per annum if the building is constructed as approved by the Authority.

9. Signing the Plans:

- (1) All the plans shall be prepared and duly signed by a registered technical person (*viz.* Architect, or Engineer/Structural Engineer/Surveyor/Town Planner) and Builder who shall indicate their names, addresses, and registration numbers on the body of the plan and in all other relevant documents. The plans shall also be signed by the owner of the land.
- (2) All plans, drawings, statements, design details shall bear the signature of the applicant and shall be duly countersigned by a Registered Architect/ Technical person. All documents and plans related to structural designs shall bear the full name and full signature of an Engineer/Structural Engineer. Plans and documents related to sanitary arrangements shall bear the full name and full signature of an Engineer.

Note:

1. The Registered Architect who has prepared the plan shall put the Registration number / Council of Architecture (CoA) Registration Number and seal on all plans and documents signed by him and shall also furnish a Certificate to the effect that he shall supervise the construction of the building and shall be responsible for any deviation from the approved plan.
 2. The Registered Structural Engineer, who has prepared the structural design, shall put his seal, and address on all the documents signed by him and shall also furnish a certificate to the effect that he shall supervise the structural part of the construction and shall be responsible for any structural failure except caused by unprecedented natural calamities in Form-VII and except if the owner intimates that his services have been terminated.
 3. All aspects related to structural design, building surface, plumbing, electrical installation, sanitary arrangements, fire protection shall adhere to the specification, standards and code of practice recommended in the National Building Code of India, 2005 and any breach thereof shall be deemed to be a breach of the requirements under these rules.
- (3) The technical personnel and builder as specified in sub-rules (1) and (2) of this rule shall have to be registered with the Director of Town Planning, Odisha. Their qualifications and competence shall be as per *Annexure-I*.
 - (4) No plans for construction of apartment building, housing projects and commercial building shall be entertained unless the builder is registered with the Director of Town Planning, Odisha in accordance with the competence as specified in *Annexure-I*.
 - (5) When it comes to the notice of the Planning Authority/Regional Improvement Trust/ Municipalities/ Urban Local Bodies or any other person that a plan signed by technical personnel or builder referred to under sub-rules (1) and (2) of this rule is in violation of the norms of these rules/Master Plan/ Town Planning Scheme, in force, he shall bring this to the notice of the Authority.
 - (6) The Authority shall issue a notice asking for a show cause within fifteen days as to why such technical personnel or builder shall not be disqualified/ black listed. After receipt of the show cause if any, the matter shall be placed before the Authority and forwarded to Director, Town Planning for a decision on such disqualification/ black listing. The decision of the Director, Town Planning on disqualification/black listing shall be published in the notice Board of the Authority and in the Government Website.
 - (7) An appeal against an order under sub-rule (6) shall before the State Government be as per provisions under sub-section (4) of Section 33 of the Act.

10. Permission:

- (1) No permission shall be required for the works specified in clause-12.4.1, Part-2 of National Building Code -2005. No notice and building permit is necessary for the following alterations and the like which do not otherwise violate any of the provisions with regard to general building requirements, structural stability and fire and health safety requirements of the National Building Code-2005:
 - a. Opening and closing of a window or door or ventilator;
 - b. Providing intercommunication doors;
 - c. Providing partitions;

- d. Providing false ceiling;
 - e. Gardening;
 - f. White washing;
 - g. Painting;
 - h. Re-tiling and reproofing;
 - i. Plastering and patch work;
 - j. Re-flooring; and
 - k. Construction of sunshades on one's own land.
- (2) All clarifications with respect to deficiency in the plan, documents will be sought for from the applicant within reasonable time.
 - (3) Once the plan has been scrutinized and objections have been pointed out, the applicant shall modify the plan to comply with the objections raised and resubmit it. The Authority shall scrutinize the re-submitted plan and if there will be further objections, the plan shall be rejected.
 - (4) The Authority shall communicate either approval in Form-II or refusal in Form-IX within 60 days from date of receipt of application under section-6 of these rules.
 - (5) If the Authority, does not communicate its decision either granting or refusing permission to the applicant within 60 days from the date of receipt of the application by the Authority, the applicant shall draw the attention of the Chairman of the Authority with regard to his application, in Form-III.
 - (6) If, within a further period of one month from the date of receipt of the application drawing such attention as mentioned in sub regulation (5) above, the Authority does not communicate its decision, either granting or refusing permission, such permission shall be deemed to have been granted to the applicant on the date following the date of expiry of the three months period.
 - (7) For stilt+3 and above building, a letter will be communicated to the Builder to produce NOCs / Clearances as applicable. Only after receipt of the NOCs / Clearances and deposit of all required fees, permission shall be accorded for building plan along with a direction to develop the necessary onsite and offsite infrastructure like connectivity of sewerage, drainage, water supply, road, Sewerage Treatment Plant.
 - (8) In case of buildings above 12m. height or building with built-up area above 1000 sq.m. or subdivision of land above 1 hactre, prior approval of Director Town Planning shall be obtained.

11. Maintenance of Register:

A register in Form-IV containing the necessary particulars including information as to the manner in which applications for permission have been dealt with by the Authority shall be maintained.

12. Duration of Permission:

- (1) Every permission granted under these rules shall remain valid up to five years in case of residential uses and 3 years in the case of non-residential uses from the date such permission is granted as per rule 40 (v) of the Odisha Town Planning and Improvement Trust Rules, 1975. The completion Certificate shall have to be submitted within this period. In case of failure to submit the completion Certificate within the prescribed period, the permission shall have to be revalidated before the expiry of the above period on payment of such fee as may be decided by the Government and such revalidation shall be valid for another two years. If the building/development works is not completed

within the above mentioned period, the applicant shall make a fresh application for approval of building plan.

13. Construction not according to plan:

- (1) If the Authority finds at any stage that the construction is not being carried on according to the sanctioned plan or is in violation of any of the provisions of these rules, it shall serve notice upon the owner and no further construction shall be allowed until necessary corrections in the plan are made and the corrected plan is approved.
- (2) If the owner fails to comply with the requirements at any stage of construction, the Authority may cancel the building permission issued and shall cause notice of such cancellation to be pasted upon the said construction. If the owner is not traceable at the address given in the notice, pasting of such notice shall be considered as sufficient notification of cancellation to the owner thereof. No further work shall be undertaken or permitted upon such construction until a valid building permission is issued thereafter.
- (3) The notification under sub-section (2) above shall also be published in as public notice and also on the Website.
- (4) The Authority will also forfeit the security deposit obtained from the owner/ builder/ developer during sanction of the plan.
- (5) An appeal against an order under (2) and (4) of above rules shall lie as per the provisions under sub-section (4) of Section 33 of the Act.

14. Information at the site of construction:

The persons to whom a permit is issued during construction shall keep pasted the following in a conspicuous place on the property in respect of which the permit was issued;

- a. A copy of the building permit; and
- b. A copy of approved drawings and specifications.

15. Inspection:

- (1) As a matter of course all construction or work for which a permit is required shall be subject to inspection by the Authority at reasonable hours with prior intimation.
- (2) Inspection, where required, shall be made within seven days following the receipt of notice in Form-V or Form-VIII, after which period the owner will be free to go ahead with the construction according to the approved plan. At the first inspection, the Authority shall determine that the building construction has been taken up in accordance with approved site plans. The owner shall be solely responsible for any kind of deviation in the building / layout.

16. Completion of construction:

- (1) The owner/concerned registered architect/engineer/structural engineer will submit a completion Certificate in Form VI to the Authority that the building has been completed in all respects as per the approved plan. The said intimation shall be accompanied by the following documents:
 - a. Three copies of completed building plans.
 - b. A fee of Rs.1000/- in form of Cash or Bank Draft.
 - c. Record of Rights relating to ownership.
 - d. Copy of approved plan and approval letter.

- e. Compliances against NOC (s) from all the concerned Authorities as per the approval letter.
- (2) The deviations shall also be brought to the notice of the Authority (with relevant documents).
- (3) The team of officials shall visit the site within 30 days and Occupancy Certificate shall be given.

17. Certificate for occupancy:

- (1). The Officer Authorized by the Special Planning Authority/Regional Improvement Trust shall issue a certificate for Occupancy, for part of a building or whole of the building after construction in Form-X or refuse occupancy, as the case may be, within 30 days after certification of completion of construction.
- (2). The department/line agencies dealing with electric power, water supply, drainage and sewerage shall not give connections to building unless such occupancy certificate is produced and as decided by Government from time to time.
- (3). The Occupancy Certificate shall also state the use/type of occupancy of the building. The applicant may apply for change of use/occupancy permitted within the purview of the Master Plan as per the provisions of these rules.
- (4). An appeal against the decision of the Authority shall lie before the State Government as per the provisions under sub-section (4) of Section 33 of the Act.

18. Construction near protected monuments:

- (1) No construction or reconstruction of any building, within a radius of 100 meters, or such other higher distance from any archaeological site, as may be decided by the Archaeological Survey of India from time to time, from the outer boundary of a declared protected monument shall be permitted.
- (2) No construction above 7 meters of total height shall be allowed beyond a radius of 100 meters and within a radius of 300 meters of such monuments.
- (3) If a building or premises, not covered under The Ancient Monument Preservation Act, 1904, or The Ancient Monuments and Archaeological Sites and Remains Act, 1958, in the opinion of the Authority, is of historical or architectural interest, and is in danger of being demolished or altered or likely to be affected in its character by a development, the Authority shall not grant permission for construction over any land situated near the said building or premises.

19. Responsibility and Duty of the owner:

- (1) Every owner/applicant shall:
 - a. Permit the Authority to enter the building or premises, for which the permission has been granted at any reasonable time for purpose of enforcing the rules;
 - b. Obtain, where applicable, from the Competent Authority permissions /clearance required in connection with the proposed work;
 - c. Give written notice to the Authority before commencement of work on building site in Form-XII periodic progress report in Form-V or Form-VIII, notice of completion in Form-VI and notice in case of termination of services of Technical persons engaged by him and
 - d. Obtain an Occupancy Certificate from the Authority prior to occupation of building in full or part.

20. Responsibility of Authority:

- (1) Approval of plans and acceptance of any statement or document pertaining to such plan shall not exempt the owner or person or persons under whose supervision the building is constructed from the responsibilities imposed under these rules, or under any other law for the time being in force.
- (2) Approval of plan would mean granting of permission to construct under these rules only and shall not mean the following –
 - a. The title over the land or building;
 - b. Easement rights;
 - c. Variation in area from recorded area of a plot or a building;
 - d. Structural stability;
 - e. Workmanship and soundness of materials used in the construction of the Buildings;
 - f. Quality of building services and amenities in the construction of the building;
 - g. The site/ area liable to flooding as a result of not taking proper drainage arrangement as per the natural lay of the land, etc.. and
 - h. Other requirements or licenses or clearances required for the site / premises or activity under various other laws.
- (3) The approval or permission shall not bind or render the Authority liable in any way with regard to the matter specified in sub-rule (2) above.

PART- III**LAND USE CLASSIFICATION AND PERMISSIBLE USES****21. Zoning:**

- (1) In the Planning area or areas where various use zones viz, residential, commercial, industrial, administrative, public & semi public, recreational uses, transport & communication, green belt, natural drainage channel and water bodies having their zonal boundaries have been indicated, they shall be regulated as per rule 22 of these rules. Except as otherwise provided no structure or land hereinafter shall be used and no structure shall be erected, re-erected or altered unless its use is in conformity with these rules.
- (2) For all non-confirming land use, no expansion shall be permitted. At the time of redevelopment, stipulated zoning regulations shall be followed.
- (3) The Planning Authority shall notify the hierarchy of road, road width and land area on which the Mixed Land Use to be applicable.

22. Different use of land :(A)

- (1) Permission for different uses shall be accorded outright for principal use earmarked in the different zones described below (uses / activities permitted) in Table.
- (2) Permission for different uses described in table under restricted uses / activities shall be permitted on special consideration and approval of the Authority and reasons for such consideration shall be recorded in writing.
- (3) The purposes specified in table under prohibited activities / uses shall not be permitted in the areas reserved for particular uses.

(4) Residential buildings and others buildings may be permitted in the Primary Activity Use Zone if the following conditions are satisfied along with other conditions of these rules:

- a. The land is not a leasehold land;
- b. The coverage is not more than 20%;
- c. The height is not more than 7.0 (seven) meters; and at least 60% of land is used for plantation/ agriculture;

Table

Sl. No.	Use Zone	Permitted Uses / Activities	Restricted Uses/Activities	Prohibited Uses / Activities
1.	RESIDENTIAL (Primary Residential Zone, Unplanned/ Informal residential Zone)	<ol style="list-style-type: none"> 1. Residence – plotted, (detached, semi - detached and row housing) group housing houses, residential flat, residential-cum-work, 2. hostels, boarding and lodging (accommodation for transit employees of Govt./ Local Bodies) houses. 3. marriage hall, community hall. 4. old age home, 5. police post, 6. guest houses, 7. crèches, 8. day care centre, 9. convenience shopping centres, local (retail shopping), 10. medical clinic, dispensaries, nursing home and health centres (20 bed), dispensary for pets and animals, 11. professional offices, educational buildings: (nursery, primary, high school, college), school for mentally/ physically challenged, 12. research institutes, 13. community centres, 14. religious premises , 15. library, 	<ol style="list-style-type: none"> 1. Dharamshala, foreign missions, night shelters, 2. petrol pumps, motor vehicle repairing workshop/garages, 3. household industry, bakeries and confectionaries, 4. storage of LPG gas cylinders, 5. burial-grounds, 6. restaurants and hotels, 7. printing press, 8. godowns/ warehousing, 9. bus depots without workshop, 10. cinema hall, auditoriums, markets for retail goods, 11. weekly markets (if not obstructing traffic circulation and open during non-working hours), 12. informal markets, 13. multipurpose or junior technical shops, 14. transient visitors camp, 15. municipal, State and Central Government offices. 	<ol style="list-style-type: none"> 1. Heavy, large and extensive industries: noxious, obnoxious and hazardous industries, 2. warehousing, storage godowns of perishables, 3. hazardous, inflammable goods, 4. workshops for buses etc., 5. slaughter-housing 6. wholesale mandis, 7. hospitals treating contagious diseases, 8. sewage treatment plant/disposal work, 9. water treatment plant, 10. solid waste dumping yards, 11. outdoor games stadium, indoor games stadium, 12. shooting range, 13. zoological garden, 14. botanical garden, 15. bird sanctuary, 16. picnic hut, 17. international conference centre, 18. Courts,

		<p>16.gymnasium, 17.park/tot-lots, 18.plant nursery, 19.technical training centre, yoga centres/health clinics, 20.exhibition and art gallery, clubs, 21.banks/ ATM, police stations, 22.taxi stand/three wheeler stands, bus stops, 23.electrical distribution depot, 24.water pumping station, 25.post offices, 26.hostels of non-commercial nature, 27.kindergartens, 28.public utilities 29.Buildings except service and storage yards.</p>		<p>19. sports training centre, 20. reformatory, 21. district battalion office, 22. forensic science laboratory.</p>
2.	<p>COMMERCIAL USE (Retail Shopping Zone, General Business and Commercial District/ Centers, Wholesale, Godowns, Warehousing/ Regulated markets, Service Sector, Regulated/ Informal/ Weekly markets.</p>	<p>1. Shops, convenience / neighborhood shopping centre, 2. local shopping centres, 3. professional offices, work places/offices, 4. banks, 5. stock exchange/financial institution, 6. bakeries and confectionaries, 7. cinema hall/theatre, 8. malls, banquet halls, 9. guest houses, 10. restaurants, hotels, 11. weekly market, 12. petrol pumps, 13. go-downs and warehousing, 14. general business, 15. wholesale, 16. residential plot-group housing, 17. hostel/boarding housing, 18. hostel,</p>	<p>1.Non-pollution, non-obnoxious light industries, 2. warehousing/storage godowns of perishable, 3. inflammable goods, coal, wood, timber yards, 4. bus and truck depots, 5. gas installation and gas works, 6. poly-techniques and higher technical institutes, 7. junk yards, 8. water treatment plant, 9. railway yards/stations, sports/stadium and public utility installation, 10. hotel and transient visitor's homes, 11. religious buildings,</p>	<p>1. Dwellings except those of service apartment, 2. essential operational, watch and ward personnel, 3. heavy, extensive, noxious, obnoxious, hazardous and extractive industrial units, 4. hospitals/research laboratories treating contagious diseases, 5. poultry farms/dairy farms, 6. slaughter-houses, 7. sewage treatment/disposal sites, 8. agricultural uses, 9. storage of perishable and inflammable</p>

		<p>19. auditoriums, 20. colleges, 21. nursing homes/medical clinics, pet clinics, 22. religious places, 23. commercial centres, 24. research/training institute, 25. commercial service centres/garages/workshop, 26. night shelter, weekly/formal markets, 27. library, parks/open space, 28. museum, 29. police stations/post, taxi stand/three wheeler stands, parking site, 30. post offices, Government/institutional offices, telephone exchange / centres, 31. warehousing 32. covered storage, research institutions.</p>	<p>12. hospitals and nursing homes.</p>	<p>commodities, 10. quarrying of gravel, sand, clay and stone, 11. zoological garden, botanical garden, bird sanctuary, picnic hut, 12. international conference centre, 13. Courts, 14. sports training centre, 15. reformatory, 16. district battalion office, 17. forensic science laboratory 18. all other activities which may cause nuisance and are noxious and obnoxious in nature.</p>
3	<p>INDUSTRIAL USE ZONE (Service and Light Industry, Extensive and Heavy Industry, Special Industrial Zone– (Hazardous, Noxious and Chemical).</p>	<p>1. Residential building for essential staff and for watch and ward personnel, 2. all kind of industries, 3. public utilities, 4. parking, 5. loading, unloading spaces, 6. warehousing, storage and depot of non-perishable and non-inflammable commodities and incidental use, 7. cold storage and ice factory, 8. gas go-downs, 9. cinema, 10. bus terminal, 11. bus depot and workshop, 12. wholesale business establishments,</p>	<p>1. Noxious, obnoxious and hazardous industries except storage of perishable and inflammable goods, 2. Junk yards, sports / stadium/playgrounds, 3. sewage disposal works, 4. electric power plants, 5. service stations, 6. cemeteries, government/semi government/ private business offices, 7. bank and financial institutions, 8. helipads, hospitals/ medical centres, 9. religious buildings, 10. taxi stands,</p>	<p>1. Residential dwellings other than those essential operational, 2. service and watch and ward staff, 3. schools and colleges, 4. hotels, motels and caravan parks, 5. recreational sports or centres, 6. other non-industrial related activities, 7. religious buildings, 8. irrigated and sewage farms, 9. major oil depot and LPG refilling</p>

		<p>13. petrol filling stations with garage and service stations,</p> <p>14. parks and playgrounds,</p> <p>15. medical centres, restaurants.</p>	<p>11. gas installations and gas works,</p> <p>12. animal racing or riding stables,</p> <p>13. workshops/garages,</p> <p>14. dairy and farming,</p> <p>15. quarrying of gravel, sand, clay or stone.</p>	<p>plants,</p> <p>10. commercial office,</p> <p>11. educational institutions,</p> <p>12. social buildings.</p>
4	<p>PUBLIC AND SEMIPUBLIC USE ZONE (Govt./ Semi Govt. / Public Offices, Govt. land use, Police Headquarter/ Station, Police line, Educational & Research, Medical & Health, Socio Cultural & Religious (incl. Cremation and Burial Grounds).</p>	<p>1. Government offices, central, state, local and semi government, public undertaking offices,</p> <p>2. defense Court, universities and specialized educational institute,</p> <p>3. polytechnic,</p> <p>4. colleges,</p> <p>5. schools, nursery and kindergarten (not to be located near hospital or health care facility),</p> <p>6. research and development centres,</p> <p>7. social and welfare centres,</p> <p>8. libraries, social and cultural institutes,</p> <p>9. religious buildings /centres,</p> <p>10. conference halls, community halls, marriage halls,</p> <p>11. dharamshala,</p> <p>12. guest house,</p> <p>13. museum / art galleries,</p> <p>14. exhibition centres, auditoriums, open air theatre,</p> <p>15. recreational club, playground,</p> <p>16. banks, police station/police posts, police lines, police headquarters, jails,</p> <p>17. fire stations/fire posts,</p> <p>18. post and telegraph,</p> <p>19. public utilities and buildings,</p>	<p>1. Residential flat and residential plot for group housing for staff employees, hostels,</p> <p>2. water supply installations,</p> <p>3. sewage disposal works,</p> <p>4. service stations,</p> <p>5. railway stations/yards, bus/truck terminals,</p> <p>6. burial grounds, cremation grounds and cemeteries /graveyards,</p> <p>7. warehouse /storage godowns,</p> <p>8. helipads, commercial uses / centres,</p> <p>9. other uses/ activities.</p>	<p>1. Heavy, extensive and other obnoxious, hazardous industries,</p> <p>2. slaughter-houses,</p> <p>3. junk yards,</p> <p>4. wholesale mandis,</p> <p>5. dairy and poultry farms,</p> <p>6. farm-houses,</p> <p>7. workshop for servicing and repairs,</p> <p>8. processing and sale of farm product and uses not specifically permitted herein.</p>

		<p>20. solid waste dumping grounds/sites,</p> <p>21. post offices,</p> <p>22. local state and central government offices and use for defense purposes,</p> <p>23. bus and railway passenger terminals, public utility and buildings,</p> <p>24. local municipal facilities,</p> <p>25. uses incidental to government offices and for their use,</p> <p>26. monuments,</p> <p>27. radio transmitter and wireless stations, telecommunication centre, telephone exchange,</p> <p>28. hospitals, health centres, nursing homes, dispensaries and clinic.</p>		
5	<p>MIXED USE ZONE (Mixed Industrial use, mixed Residential use, Mixed Commercial use).</p>	<p>1. In M1 Zone activities falling within non-polluting industry/service industry (dominant land use) categories can coexist with maximum up to 30% of commercial, institutional, recreational and residential land use.</p> <p>2. In M2 Zone all activities falling within permitted residential land use (dominant land use) shall be minimum 60% and to coexist with commercial, institutional, recreational.</p> <p>3. In M3 Zone all activities falling within permitted commercial, institutional land use (dominant land use)</p>	<p>Activities related to commercial, institutional and residential land use in M1 Zone and non-polluting industrial land use in M2 Zone can be increased to between 20-50% depending on the contextual and locational feasibility of the area.</p>	<p>All other activities especially industrial which are polluting in nature and which will have an adverse impact on the overall activities of this zone</p> <p><i>Note: Mixed land use to be well defined by the Development control body by prescribing the limits on the use of activity based on the abutting road width, compatible uses, plots size, ground coverage, FAR/FSI, density, any other urban design guideline.</i></p>

		shall be minimum 60% and to coexist with residential, recreational and non-polluting and household industry.		
6	RECREATIONAL USE ZONE (Playgrounds/ Stadium/ Sports Complex, Parks and Gardens – Public open spaces and Multi-open space.	<ol style="list-style-type: none"> 1. Regional parks, district parks, playgrounds, children traffic parks, 2. botanical / zoological garden, bird sanctuary, 3. clubs, 4. stadiums (indoor), outdoor stadiums with/ without health centre for players and staff, 5. picnic huts, holiday resorts, 6. shooting range, sports training centres, 7. specialized parks /maidans for multiuse, 8. swimming pool, 9. special recreation and special educational areas, , 10. library, 11. public utilities. 	<ol style="list-style-type: none"> 1. Building and structures ancillary to use permitted in open spaces and parks such as stand for vehicles on hire, taxis and scooters, bus and railway passenger terminals, 2. facilities such as police post, fire post, post and telegraph office, 3. commercial use of transit nature like cinema, circus and other shows, 4. public assembly halls, 5. restaurants and caravan parks, 6. sports stadium, 7. Open air cinemas. 	Any building or structure which is not required for open air recreation, dwelling unit except for watch and ward personnel and uses not specifically permitted therein.
7	TRANSPORT AND COMMUNICATION USE ZONE (Roads/ BRTS, Railway/ MRTS, Airport, Seaports/ Dockyard, Bus depots/ truck terminals and freight complexes, Transmission and Communication).	<ol style="list-style-type: none"> 1. Road transport terminals (bus terminals and depots), 2. goods terminals, 3. parking areas, circulations, airports□building and infrastructure, 4. truck terminal, 5. motor garage, workshop, 6. repair and repair shop and 7. facilities such as night shelter, boarding house, 8. banks, 9. restaurants, 10. booking offices, 	Any other use/activity incidental to transport and communication, residential dwelling units for essential staff and watch and ward personnel.	Use/activity not specifically permitted herein. In vicinity of airports: butcheries, tanneries and solid waste disposal sites shall be prohibited within 10 k.m. from the Aerodrome Reference Point (ARP).

		11. transmission centre, wireless station, radio and television station, 12. observatory and weather office.		
8	PRIMARY ACTIVITY USE ZONE (Agriculture forest, Poultry and dairy farming, Rural settlements, Brick kiln and extractive areas, Others like fishing, pottery etc.).	1. Dwelling for the people engaged in the farm (rural settlement), 2. farm-houses and accessory buildings, 3. agriculture, 4. horticulture and forestry, 5. poultry, piggeries and dairy farm, 6. cottage industries, 7. storage, processing and sale of farm produce, 8. petrol and other fuel filling stations, 9. fishing, 10. public utility and facility buildings.	1. Farm houses, extensive industry, 2. brick kilns, 3. sewage disposal works, 4. electric power plant, 5. quarrying of gravel, sand, clay or stone, 6. service industries accessory to obnoxious and hazardous industries, 7. school and library, 8. temple, churches, mosques and other religious buildings, 9. milk chilling stations and pasteurization plants.	1. Residential use except those ancillary uses permitted in agricultural use zone, 2. heavy extensive, noxious, obnoxious and hazardous industries, 3. any activity which is creating nuisance and is obnoxious in nature.

PROTECTED AND UNDEVELOPABLE USE ZONE (B)

The protective and undevelopable use zone shall be subdivided into

- (a) Water bodies
- (b) Special Recreation Zone / Protective Areas such as sanctuaries/ reserve forests and Eco sensitive zone.
- (c) Undevelopable use zone

Undevelopable use zone shall be identified as all earthquake/landslide prone, cliffs and environmentally hazardous area, areas adjacent to fault lines, areas with slope higher than 45 degree (NBC), flood plain and areas adjacent to major drainage lines¹⁹¹ for general guidance, other areas identified by State Disaster Management Authority and all the environmentally sensitive areas.

PART- IV GENERAL

23. Distance from Electric lines:

As provided in clause-6.4 of National Building Code-2005 no verandah, balcony or the like shall be allowed to be erected or re-erected or any additions or alterations made to a building within the distances

quoted below in accordance with the rules made under Indian Electricity Act, 1910 between the building and any overhead electric supply line;

Table 1: Minimum Distance from the Electric Line

	Vertical distance (in metres)	Horizontal distance (in metres)
Low and medium voltage lines and service lines.	2.5	1.2
High voltage lines up to and including 11,000 Volt.	3.7	1.2
High voltage lines above 11,000 volt and up to and including 33,000 Volt.	3.7	2.0
Extra high voltage line beyond 33,000 Volt.	3.7 (Plus 0.3 meters for every additional 33,000 volts or part thereof).	2.0 (Plus 0.3 meters for every additional 33,000 volts or part thereof).

24. Plantation:

In every plot area more than 2000 sft. area, at least 10% of the land shall be covered by plantation, but in case of high-rise buildings/ Housing Projects / Apartment building/ Industrial/ Assembly/ Educational/ Institutional buildings, at least 20% of the land shall be covered by plantation.

25. Means of Access:

- (1) In no case, development of plots shall be permitted unless it is accessible by a public/private street of width not less than 6 meters. In case public land is not available for the road, the plot owners on both sides of the road shall equally surrender their right over the land to the authority to accommodate the road width. The centre line of the road shall be taken as reference for such surrenders. The surrender of the land shall be effected by a deed of transfer to be executed by the owner in favour of the Authority for widening of road.
- (2) In case of non-residential and non-commercial activities, the minimum road width shall be 9 meter unless otherwise specified in these rules.
- (3) While calculating the width of the street the thorough width will be taken into consideration. i.e. the width of the road from the start of the road/street till the plot.
- (4) In case of a private road, which gives access to one or more buildings, the owner of the said private road shall develop the road and storm water drain as required by the Local Authority, and transfer the same to the local authority for maintenance.

26. Minimum size of plots & road width for different category of buildings:

The minimum size of plots and minimum road width required for different categories of building is given below:

Table 2: Category Wise Size of Plots

Category	Minimum Road width (m)	Minimum size of plot (sq.m.)
Kalyan Mandaps	9	500
Cinema, game centers, Multiplex, convention centers.	12	500

Social clubs and amenities	9	500
Multi storey car parking	12	1000
Office buildings	9	300
Primary/Upper Primary school	6	500
High School , Residential school	9	1000
+2 College / Junior college	9	2000
Degree College	12	3000
Technical educational institution	9	5000
Petrol pumps / Filling stations	12	500
Restaurant	9	500
LPG storages	9	500
Places of congregation	9	500
Public libraries	9	300
Conference hall	9	500
Community hall	9	500
Nursing homes/polyclinics	9	300
Hotel	12	500
R & D Lab	9	1000

Note: In exceptional cases the Authority may consider revising the minimum size of plot on the recommendations of the Director, Town Planning.

27. Minimum setbacks & Height for non-high rise buildings:

- (1) The minimum setbacks and height of buildings permissible in a given size/plot for residential and commercial building in non-high rising category shall be as follows;

Table 3: Plot Size Wise Permissible Set Backs and Height of Buildings

Plot size (Sq.mts)	Front Setbacks (m) abutting road width					Minimum setbacks – Other sides (m)	
	Less than 9 metres	9 metres and below 12 metres	12 metres and below 18 metres	18 metres and below 30 metres	Above 30 metres	Rear side	Other side
1	2	3	4	5	6	7	8
Less than 100	1.5	2.0	2.5	3.0	4.5	1.0	--
100 & up to 200						1.5	1.5

Above 200 & up to 300						2.0	1.5
Above 300 & up to 400	1.5	2.0	3.0	3.0	4.5	2.5	1.5
Above 400 & up to 500						3	2
Above 500 & upto 750	1.5	2.0	3.0	4.0	4.5	3	3
Above 750						4	4

Note: In case of Plots of narrow width of 6m or less both side setbacks may not be insisted.

- (1) In case of housing projects or apartments, the minimum distance between two buildings will not be less than 1/3rd of the height of the taller building. However the minimum width of the internal road shall be 6 m. In all other cases, the width of such open space between the buildings on a plot shall be the setback specified for the tallest building subject to a minimum of three metres.
- (2) The setbacks/open spaces for other occupancies shall be as below;
 - a. Educational buildings - In case of nursery schools, the open spaces around the building shall not be less than 3 meter and for all other educational buildings the open spaces around the building shall not be less than 6 meter.
 - b. Institutional buildings - the open spaces around the building shall not be less than 6 m..
 - c. Assembly buildings - the open space in front shall be not less than 12m and the other open spaces around the building shall not be less than 6m.
 - d. Storage buildings - In case of plots with more than 500 square meter area, the open spaces around the building shall not be less than 4.5m.
 - e. Industrial buildings – The front setback shall be 12m. The open spaces around the building shall not be less than 4.5 m for heights up to 15 meter, with an increase of 0.25 meter for every increase of 1 meter or fraction thereof in height.
 - f. Hazardous occupancies - the open spaces around the building shall not be less than 6 m. The front set back shall be 12m.
 - g. IT, ITES and other Corporate Buildings:– In case of plots up to 750 sqm the minimum setbacks around the building shall not be less than 3 m. The front setback shall be 9m. In case of plots above 750 sqm, the minimum other setbacks around the building shall not be less than 4.5 m.
 - h. Slum Improvement- The setback norms shall not apply to slums taken up under an approved programme of the Government and as notified by Government from time to time.

28. Minimum setbacks for high rise buildings:

For high-rise buildings, the open spaces around the building shall be as given in the Table below;

Table 4: Provision of Exterior Open Spaces around the Buildings

Sl. No.	Height of the building up to (m)	Exterior open spaces to be left out on all sides in (m). (front rear and sides in each plot)
1	15 metres up to 18 metres	5
2	More than 18 metres up to 21 metres	6
3	More than 21 metres up to 24 metres	7
4	More than 24 metres up to 27 metres	8
5	More than 27 metres up to 30 metres	9
6	More than 30 metres up to 35 metres	10
7	More than 35 metres up to 40 metres	11
8	More than 40 metres up to 45 metres	12
9	More than 45 metres up to 50 metres	13
10	More than 50 metres up to 55 metres	14
11	55 metres and above	16

Note:

- i. On sides where no habitable rooms face, a minimum space of 9.0m shall be left for heights above 27.0 m.
- ii. In case of high-rise buildings the exterior open space around a building shall be of hard surface capable of taking load of fire engine weighting up to 45 tonnes.

For tower-like structures, as an alternative to provisions in rule 28 of these rules, open spaces shall be as below:

- a. Up to a height of 24 m, with uniform set-back all around, the open spaces at the ground level, shall be not less than 6 m;
- b. For heights between 24 m and 37.5 m with uniform set-back all around, the open spaces at the ground level, shall be not less than 9 m;
- c. For heights above 37.5 m with two level of set-backs around the building, the open spaces at the ground level, shall be not less than 12 m; and
- d. The deficiency in the open spaces shall be made good to satisfy rule 28 of these rules through the set-backs at the upper levels; these set-backs shall not be accessible from individual rooms/flats at these levels.

29. Floor Area Ratio:

(1) The Floor Area Ratio (F.A.R) for all buildings shall be decided on the basis of the road width on which the plot/site abuts.

Table 5: F.A.R. as per Road width.

Road width in (m)	F.A.R. for Commercial/ Residential Building
Up to 6	1.00
6 or more & less than 9	1.50
9 or more & less than 12	2
12 or more & less than 15	2.25
15 or more & less than 18	2.50
18 or more & less than 30	2.75
30 & above	3.00

- (2). Additional F.A.R. shall be allowed for dwelling units meant exclusively for LIG/EWS as per Policy for Housing for All in Urban Areas, Odisha, 2015 and its amendment from time to time.
- (3). In case of Institutional and Assembly building the maximum permissible F.A.R. shall be 1.50 for plots up to 1000 sq. m. and 1.75 for plots above 1000 sq. m.
- (4). In case of transport related activities such as; railway yards, railway station, bus stands, bus shelters, transport depot, airport, special warehousing, cargo terminals etc. the maximum permissible F.A.R. shall be 1.00.
- (5). In case of Industrial building the maximum F.A.R. shall be 1.00.
- (6). The benefit of unutilized F.A.R. in respect of Apartment Buildings/ Housing Projects shall be made available to the society and not to the Builder/ Developer.
- (7). Exclusive multi-storey parking blocks can be provided within the required set-back area without reducing the driveway for the fire tender to the extent of minimum 6 meters. This will not be included in the calculation of F.A.R..

In case the plot is affected by a road widening and the owner of the plot voluntarily surrenders the affected portion of his land to the Authority without any claim of compensation he shall be entitled to build on the remaining plot an area, calculated on the basis of the FAR as applied to the total area prior to such surrender.

- (8). F.A.R. shall not include
 - a. Basements or cellars and space under a building constructed on stilts and used as a parking space, and air conditioning plant room used as accessory to the principal use;
 - b. Electric cabin or substation, watchman booth of maximum size of 3 sq.m with minimum width or diameter of 1.732 m, pump house, garbage shaft, space required for location of fire hydrants, electric fittings and water tank, society room of maximum 12 sq.m.

- c. Projections up to 0.75 m and accessories buildings as specifically exempted from the open space/set-back requirement.
 - d. Staircases, lift rooms, ducts, architectural features, and chimneys and elevated tanks of dimensions as permissible under the NBC;
- (9) Additional FAR may be allowed for Government Buildings/ Government Projects with the prior approval of the Government.

30. Height of a building:

- (1) The height of the building shall be governed by the limitations of Floor Area Ratio, open space (setbacks), and the width of the street facing the plot described as detailed below:
- a. If a building abuts on two or more streets of different widths, the building shall be deemed to face upon the street that has the greater width and the height of the building shall be regulated by the width of the street.
 - b. While calculating the width of the street the thorough width will be taken into consideration.
 - i.e. the minimum width of the road from the start of the road/street till the building/plot.
- (2) Notwithstanding anything contained in sub-rule (1) above, the height restrictions with respect to approach Funnels and Transitional area of Airport as detailed in Table – 6 & 7 shall be adhered to.

Table 6: Height Restriction with respect to Approach Funnels

Distance from nearest runway end (in metres).	Maximum Permissible height above the elevation of the nearest runway end (in metres).
Up to 360	0
361 to 510	6
511 to 660	9
661 to 810	12
811 to 960	15
961 to 1110	18
1111 to 1260	21
1261 to 1410	24
1411 to 1560	27
More than 1560	30

Table 7: Height Restriction with respect to Transitional Area

Distance of the Inner Boundary of the Transitional Area (Outer Boundary of the Air Port) [Metres].	Maximum Permissible height above the elevation of the airport reference point [metres].
Up to 21	0
22 to 42	3
43 to 63	6
64 to 84	9
85 to 105	12
106 to 126	15
127 to 147	18

148 to 168	21
169 to 189	24
190 to 210	27
More than 210 M	30

- (3) Notwithstanding anything contained in the Tables under sub-rule (1) above, no Radio Aerial, T.V. Antenna, Cell phone tower or such similar type of installations exceeding 52 metres in height shall be erected without prior permission of the concerned Civil Aviation Authority.
- (4) No building structure or installation exceeding the height indicated in the said Tables shall be permitted unless the applicant produces a 'No- Objection Certificate' from the Airport Authority.

31. Off Street Parking Space:

- (1) In all buildings including Apartment buildings/Housing Projects, Hotels, Restaurants and Lodges, business buildings, commercial buildings, Institutional buildings like hospitals, Educational buildings like schools and colleges, high-rise buildings/complexes and all other non-residential activities provision shall be made for parking spaces as per the following requirements.

Sl. No.	Category of building/ activity	Parking area to be provided as percentage of total built-up area
1	Shopping malls, Shopping malls with Multiplexes/ Cineplexes, Cinema Halls, Retail shopping centre, Hotels, Kalyan Mandaps and Banquet Halls.	40
2	Restaurants, Lodges, Other commercial buildings, Assembly buildings, Office Complexes, hospitals, IT/ITES Complexes.	30
3	Residential apartment buildings, Group Housing, Clinics, Nursing Homes, Institutional and Industrial buildings.	25

N:B-(i) Parking to be provided at ground level, Basement/stilt exclusively for parking and permissible service shall not be accounted for parking.

(ii) For residential apartments/housing projects, building constructed under EWS/LIG category, the parking requirement shall be at least 10% of the covered area in all floors.

The parking spaces may be provided in (for all schemes)

- A. Basements or cellars
- B. On stilt floor
- C. Open parking Area
- D. Exclusive Multi level parking
- E. Rooftop parking in case of Commercial/IT/ITES and Corporate building
- F. A combination of any or all of the above

Note: - For parking purposes, single basement shall be allowed in case of plot size of 500 square meter or more, and multiple basements shall be allowed in case of plot size of 1,000 square meter or more. The rooftop parking with car lift shall be allowed only in case of plinth area/roof area of 2,000 square meter or more. For other than parking purposes, single basement may be allowed in plot size of less than 500 square meters also subject to a maximum of 50% of the covered area.

- (2) Off-street parking spaces shall be provided with adequate vehicular access to a street and the area of drives, aisles and such other provisions required for adequate manoeuvring of vehicles.
- (3) If the total off-street parking space required under these rules is provided by a group of property owners at a place for their mutual benefit, such parking spaces may be construed as meeting the off-street parking requirement, subject to the approval of the Authority. The Authority may also decide to develop such parking spaces and charge property owners to bear proportionate cost.
- (4) Garage with locking facilities shall be included in the calculation of floor space for determining the requirement of parking space, unless this is provided in the basement of a building or under a building constructed on stilts with no external walls.
- (5) The parking spaces to be provided shall be in addition to the open spaces (set-back) required around a building under these rules.
- (6) Misuse of the area specified for parking of vehicles for any other use shall be summarily removed / demolished by the Authority.
- (7) For parking spaces in basements and upper storey of parking floors, at least two ramps of minimum 3.6 m width or one ramp of minimum 5.4 m width and in maximum 1:10 slope shall be provided. Such ramps may be permitted in the side and rear set-backs after leaving 6 meter space for movement of fire-fighting vehicles.
- (8) Up to 10% of cellar may be utilized for utilities and non-habitation purpose like A/C plant room, Generator room, Electrical installations, laundry etc.
- (9) At least 15% of the parking in housing projects, apartment buildings shall be earmarked for visitors. The Visitors parking facility shall be open to all visitors. Every building except a residential building having less than four dwelling units will have parking space earmarked for ambulance, fire tender and physically challenged persons. Such spaces shall be clearly indicated by painting the purpose for which the parking space is reserved.
- (10) In respect of Apartment Complexes/Building/Block, in sites up to 750 sq. m. the parking requirement shall be deemed to be met if the entire stilt floor is left for parking. A WC/Toilet facility shall be provided for watch and ward in the stilt floor.
- (11) Apart from use of Basement for Services/Parking/ Storage, it may be used for other activities like library, Study Room, Games Room and Laundry only in case of Residential and Institutional Buildings.
- (12) Double envelope stilt floor may be allowed to be constructed over the entire plot area leaving 3 meter from the boundary of the premises subject to the following,—
 - (a) At least 6 mtr wide passage all around shall be provided on the roof of top most envelope stilt floor for movement of fire tender. The access to the top of the stilt floor should be provided through the ramp of maximum 1:10 slope. In case separate entry and exit to the stilt top is provided, the width of the ramp should be at least 3.6 mtr and in case single ramp is provided, it shall not be less than 5.4 mtr, and
 - (b) The slab over the fire tender shall move, shall be capable of taking load of fire engine, fire vehicle of at least 45 tonnes.

32. Interior open space:

- (1) At least one side of all the rooms intended for human habitation, if such room does not abut on the front or the rear or the side set-backs, shall abut on an interior open space whose minimum

dimension shall be 3 meters X 3 meters in cases of buildings up to a height of 12 meters. In cases where the height of the building is more than 12 meters, the width of the interior open space shall be increased at the rate of one meter for every additional 3 (three) meters height. This provision shall be applicable to all categories of buildings, namely, residential, group housing, commercial, institutional, administrative, assembly.

- (2) For ventilating the spaces for water closets and bathrooms ventilation shafts shall be provided with size as provided under clause - 8.2.5(b), Group 1, Part-3 of National Building Code of India -2005 (Published by Bureau of Indian Standards) as regulations for ventilation shaft.

33. Height exemption of a building:

The following appurtenant structures shall not be included in the height of the building

- a. Roof tanks and their supports (with support height not exceeding 1 m.)
- b. Ventilating, air conditioning, lift rooms and similar service equipment
- c. Stair cover (mumty) not exceeding 3.0 m. in height and
- d. Chimneys, parapet walls and architectural features not exceeding 1.2m. in height
- e. Height of the ceiling of the upper basement roof not exceeding 1.5 mtr from the average surrounding ground level.

34. Exemption in Open space:

- (1) Every open space provided either in the interior or exterior in respect of any building shall be kept free from any erection thereon and shall be open to the sky and no cornice, roof, or weather shade of more than 0.75 m. in width shall overhang or project over such open space.
- (2) A portico of up to 2.5 m. width and 4.6 m. length with a minimum height of 2.4m from the plinth level may be permitted within the side set-back. A garage is permissible at the rear corner of side open space provided no openings are located on the side and rear boundary. Access to the top of the portico/garage should not affect the privacy of the neighboring plot.
- (3) The portico provided as above should not rest on the boundary wall and should be open to provide through access to the rear. In case the Portico is not a cantilevered one and supported by pillars the area shall be included in the F.A.R..

35. Basement Cellar:

- (1) Basements/cellars shall not be permitted in low lying area and without adequate drainage facilities to ensure drainage from the basement. Basement shall not be allowed in flood prone areas.
- (2) The basements/cellars shall only be put to the following uses:
 - a. Storage of household or other non-combustible material
 - b. Strong room, bank cellars etc;
 - c. Installation of air-conditioning equipment and other machines used for service and utilities of building;
 - d. Parking places.
- (3) Individual residential and small commercial buildings plot size maximum 500 Sqm may have one basement. Maximum two basements/cellars may be permitted to be constructed for other buildings leaving the prescribed set back/ open space applicable to the building. In case of apartment/ housing projects/commercial/corporate & IT /ITES buildings, the basements may be allowed to be

constructed under the entire plot area leaving 3 meter space from the boundary of the premises subject to the following;

- i. In all such cases the owners have to indemnify the Authority against any damage caused by her/him/them to the adjacent property. (Form-XI).
 - ii. The portion of the basement projecting out of the building line shall flush with the ground.
- (4) The basements shall be used exclusively for parking/ services/storage.
- (5) The basement shall fulfil the following requirements:
- a. Every basement shall be in every part at least 2.5 m. in height from the floor to the soffit of the roof slab or ceiling;
 - b. Adequate ventilation shall be provided for the basement. The standard of ventilation shall be the same as required by the particular occupancy according to regulations. Any deficiency may be met by providing adequate mechanical ventilation in the form of blowers, exhaust fans(one exhaust fan for 50 Sqm of basement area), air conditioning system etc;
 - c. The minimum height of the ceiling of upper basement shall be 1.20 m. and the maximum, 1.5 m. above the average surrounding ground level;
 - d. Adequate arrangement shall be made, so that surface drainage does not enter the basement;
 - e. The walls and floors of the basement shall be water-tight and be so designed that the effect of the surrounding soil and moisture, if any, are taken in to account in design and adequate damp proofing treatment is given;
 - f. The access to the basement shall be separate from the main and alternative staircase providing access and exit from higher floors shall be provided. Where the staircase is continuous in the case of buildings served by more than one staircase, the same shall be of enclosed type serving as a fire separation from the basement floor and higher floor. Open ramps shall be permitted if they are constructed within the building line subject to provision of (D) above.
 - g. The ramp providing access to basement to be used for parking shall have a gradient not steeper than 1:10 and this shall not obstruct the clear vehicular and pedestrian movement around the building including movement of fire tender (6 meter).

36. Provision of Lift:

- (1) Lift shall be provided for buildings above 12 m. height in case of apartments, housing projects, commercial, institutional and office buildings. The provision of lift for EWS/LIG houses in Apartment/Housing project building with a height less than 15 m may not be insisted.
- (2) Lift shall be provided at the rate of one lift for twenty dwelling units, or part thereof for residential buildings and at the rate of one lift per one thousand Sqm or part thereof of built-up area per floor for non-residential buildings. Built-up area on ground floor and two upper floors shall be excluded in computing the above requirement.
- (3) Notwithstanding anything contained in these rules in case of building with 21 m. or more in height, at least two lifts shall be provided.

37. Mezzanine:

- (1) Mezzanine floor may be permitted above any floor in all types of buildings up to an extent of one-third of the actual covered area of that floor. All Mezzanine floors shall be counted toward FAR calculation, except the mezzanine floor over the ground floor.

38. Barrier free access for the physically challenged person:

Barrier free environment is one, which enables people with disabilities to move about safely and freely and to use all facilities within the built environment. The goal of barrier free design is to provide an environment that supports the independent functioning of individuals so that they can get into and participate in all activities without assistance. The main purpose is to integrate disabled and elderly persons fully into the society as per the following:—

- a. Site development: Level of the roads, access paths and parking areas shall be described in the plan along with specification of the materials.
- b. Access Path/ Walk Way: Access path from plot entry and surface parking to building entrance shall be minimum of 1800 m.m. wide having even surface without any steps. Slope, if any, shall not have gradient greater than 5%. Selection of floor materials shall be made suitably to attract or to guide visually impaired persons (Limited to coloured floor material whose colour and brightness is conspicuously different from that of the surrounding floor material or the material that emit different sound to guide visually impaired persons hereinafter referred to as "guiding floor material").
 - I. Finishes shall have non-slip surface with a texture traversable by a wheel chair
 - II. Curbs wherever provided should blend to a common level
- c. Parking: For parking of vehicles of handicapped people the following provisions shall be made:
 - I. Surface parking for two car spaces shall be provided near entrance for the physically handicapped persons with maximum travel distance of 30 meter from building entrance.
 - II. The width of parking bay shall be minimum 3.6 meter
 - III. The information stating that the space is reserved for handicapped persons shall be conspicuously displayed.
 - IV. Guiding floor materials shall be provided or a device which guides visually impaired persons with audible signals or other devices which serves the same purpose shall be provided.
- d. Building requirements: The specified facilities for the buildings for handicapped persons shall be as follows:—
 - a. Approach at plinth level: Every building must have at least one entrance accessible to the handicapped and shall be indicated by proper signage. This entrance shall be approached through a ramp together with stepped entry.
 - b. Ramp Approach: Ramp shall be finished with non-slip material. Minimum width of ramp shall be 1800 m.m with maximum gradient 1:12, length of ramp shall not exceed 9 meter having 800 m.m high hand rail on both sides extending 300 m.m beyond top and bottom of the ramp. Minimum gap from the adjacent wall to the hand rail shall be 50 m.m.
 - c. Stepped Approach: For stepped approach width of tread shall not be less than 300 m.m and maximum riser shall be 150 m.m. Provision of 800 m.m high hand rail on both sides of the stepped approach similar to the ramp approach shall be made.

- d. Exit/Entrance Door: Minimum clear opening of the entrance door shall be 900 m.m and it shall not be provided with a step that obstructs the passage of a wheel chair user. Threshold shall not be raised more than 12 m.m.
- e. Entrance Landing: Entrance landing shall be provided adjacent to ramp with the minimum dimension 1800 m.m X 2000 m.m. The entrance landing that adjoins the top end of a slope shall be provided with floor materials to attract the attention of visually impaired persons (limited to coloured floor material whose colour and brightness is conspicuously different from that of the surrounding floor material or the material that emits different sound to guide visually impaired persons hereinafter referred to as "guiding floor material"). Finishes shall have a non-slip surface with a texture traversable by a wheel chair. Curbs wherever provided must blend to a common level.
- f. Corridor connecting the entrance/exit for the handicapped: The corridor connecting the entrance/exit for handicapped leading directly outdoors to a place where information concerning the overall use of the specified building can be provided to visually impaired persons either by a person or by signs, shall be provided as follows:—
 - i. Guiding floor materials, shall be provided or devices that emit sound to guide visually impaired persons,
 - ii. The minimum width shall be 1250 m.m.
 - iii. In case there is a difference of level, slope ways shall be provided with a slope of 1:12
 - iv. Hand rails shall be provided for ramps/slope ways at a height of 800 m.m.
- e. Stair ways: One of the stairways near the entrance / exit for the handicapped shall have the following provisions:—
 - a. The minimum width shall be 1350 m.m.
 - b. Height of the riser shall not be more than 150mm and width of the tread 300mm. The steps shall not have abrupt (square) nosing.
 - c. Maximum number of risers on a flight shall be limited to 12.
 - d. Hand rails shall be provided on both sides and shall extend 30mm on the top and bottom of each flight of steps.
- f. Lifts: Wherever lift is required as per bye-laws, provision of at least one lift shall be made for the wheel chair user with the following cage dimensions of lift recommended for passenger lift of 13 persons capacity by Bureau of Indian Standards.
 - Clear internal depth: 1100 m.m.
 - Clear internal width: 2000 m.m.
 - Entrance door width: 900 m.m.
 - a. A handrail not less than 600 m.m. long at 1000 m.m. above floor level shall be fixed adjacent to the control panel.
 - b. The lift lobby shall be of an inside measurement of 1800 m.m x 1800 m.m or more.
 - c. The time of an automatically closing door shall be minimum 5seconds and the closing speed should not exceed 0.25 meter/sec.

- d. The interior of the cage shall be provided with a device that audibly indicates the floor the cage has reached and indicates that the door of the cage for entrance/exit is either open or closed.
- e. The control panel shall have marking in Braille to help visually impaired
- g. Toilets: One special Water Closet, in a set of toilets shall be provided for the use of handicapped with essential provision of washbasin near the entrance for the handicapped.
 - a. The minimum size shall be 1500 x 1750 m.m.
 - b. Minimum clear opening of the door shall be 900 m.m and the door shall swing out.
 - c. Suitable arrangement of vertical/horizontal handrails with 50 m.m clearance from wall shall be made in the toilet.
 - d. The Water Closet seat shall be 50 m.m from the floor.
- h. Drinking Water: Suitable provision of drinking water shall be made for handicapped near the special toilet provided for them.
- i. Designing for Children: In a building meant for the predominant use of the children, it is necessary to suitably alter the height of the handrail and other fittings and fixtures.

39. Rainwater harvesting system:

- (1) Provision of rainwater harvesting shall be mandatory for all sizes of plots. The dimension of recharging pits/trenches shall be at least 6 cubic meters for every 100 Sq.m. of roof area. Percolation Pits shall be filled with small pebbles or brick jali or river sand and covered with perforated concrete slabs. Apart from this, the following requirements are optional and may be provided depending on site conditions:—
 - a. Terrace Water Collection: The terrace shall be connected to a sump or the well through a filtering tank by PVC pipe. A valve system shall be incorporated to enable the first part of the rainwater collected to be discharged out or to the soil if it is dirty. A filtering tank measuring 0.36 Sq.m. can be constructed near the sump. The tank can be divided by a perforated slab and one part should be filled by small pebbles and other by brick jali. The bottom portion of the tank should have a slope to avoid stagnation of water.
 - b. Open Ground: Where there is open ground, a portion of topsoil shall be removed and replaced with river sand to allow slow percolation of rain water. Any other method proved to be effective in conservation and harvesting of rainwater may be adopted in each and every construction taken up.

40. Reference to the standards:

- (1). The standards relating to water and sanitation requirements for various occupancies and uses, fire protection and fire safety requirements and construction of energy efficient building shall be as per the guidelines at *Annexure II*.
- (2). The guidelines for installation of Solar water heating system shall be referred to as *Annexure- III*.
- (3). The guidelines for installation of photovoltaic solar panels on building shall be such as in *Annexure IV*.
- (4). The guidelines for EWS/LIG housing schemes/ projects shall be such as at *Annexure-V*.

PART- V

REQUIREMENT OF SPECIAL OCCUPANCY

41. Apartments and Housing Projects:

- (1) No Apartment building shall be permitted on plots less than 500 square metre in size
- (2) In apartment building with joint ownership of land the owner /developer shall provide floor space for house owner's society office /assembly at the rate of 1 Sq.m. per / flat provided that the minimum area shall not be less than 12 Sq.m.
- (3) One staircase for every 6 dwelling units or fraction thereof in a floor shall be provided.
- (4) The minimum width of approach road to the plot shall be 9 metres for non-high rise and 12 metres for high-rise apartment buildings. There shall be space for flanks on both sides of the road as mentioned in Section 27 of these rules on Means of Access.
- (5) EWS/LIG units shall be provided as per the policy Housing for All in Urban Areas, Odisha,2015.
- (6) In housing projects, a minimum of 15% of site area shall be earmarked for organised open space and 5% for common facilities and amenities shall be provided.
- (7) In housing projects of more than 10,000 sq.m. site area, a public access road of at least 6m shall be provided for the conveniences and accessibility of other sides and land located in the interior.

42. Outhouse:

- (1) An outhouse with zero rear and one side set back may be permitted on a plot having an area not less than 150 sq.m., provided that:
 - a. The coverage of the outhouse shall not exceed 30 sq.m. and the height shall not exceed 3 m.;
 - b. The built up area of the outhouse and that of the main building together shall not exceed the permissible FAR for the concerned plot;
 - c. The outhouse shall not cover more than one third of the width and more than one fourth of depth of the plot and shall not abut any public road;
 - d. A minimum 1.5 m. strip of land shall be kept open to the sky between the main building and the outhouse;
 - e. No opening either in the form of windows or doors or ventilators shall be provided to the adjoining properties;
 - f. Outhouses with sloping roof would only be permitted. In no case permission for outhouses would be granted with reinforced concrete cement flat roof.

43. Requirements for Basti Area:

- (1) In a Basti area, permission to erect a building may be given on the basis of the available width of means of access, provided that where the width of means of access is 4.5metre or less, the maximum height of the building limited to two storey and the F.A.R. limited to 1.00.
- (2) For plots with narrow width (6.0 metres) zero side set-backs may be allowed on both sides
- (3) The rear set-back and front set-back shall not be less than 3.0 m. and 1.5 m. respectively.
- (4) In each house on a Basti plot having one side set-back, an internal courtyard of not less than 10 sq. m. in area and not less than 2.5 m. in width shall be provided in such a way that at least one wall of each living room abuts such court-yard or a verandah opening to such court-yard.

44. Semi- detached and row housing:

- (1) Owners of adjacent similar dimension plot abutting a road may be permitted to construct row or semi-detached buildings.
- (2) The orientation of the row or semi-detached building shall preferably be such that the prevailing summer breeze can be availed by each dwelling unit.
- (3) For semi-detached buildings over two adjacent plots, the set-backs, the height and the F.A.R. shall be regulated by treating both the plots as one.
- (4) In case of row housing, the length of a row shall not exceed 50 m. along the road on which such houses abut. In case, the dwelling units in a row are scattered the maximum length of the road shall be 100 m.
- (5) The minimum size of the plot on which a unit of a row housing may be allowed shall be 30 sq. m.

45. Shop cum residence:

- (1) Where plots are allotted in a row for shop-*cum*-residential purpose the Authority may allow construction of shop-*cum*-residential building without any side set backs up to a depth of 10 meters from the front exterior wall. Provided that no part of the building up to said depth is used for residential purpose on the ground floor. No building exceeding 11 meters in height shall be allowed to be constructed as a shop-*cum*-residential plot, unless so permitted under the zonal Master Plan, provided that the shop-*cum*-residence shall have 2/3rd of the total floor area used for shops. The FAR and other parameters shall conform to that specified for commercial buildings.

46. Cinema, Multiplex and Theatre building:

- (1) The relevant provisions of the Odisha Cinemas (Regulation) Act, 1954 shall apply for planning, designing and construction of Cinema and Theatre buildings.
- (2) No permission for construction of a building to be used as a cinema hall, theatre or auditoria for cultural show shall be granted unless the construction of such buildings conforms to the provisions of the Odisha Cinemas (Regulation) Act, 1954 and the Odisha Cinematograph Rules, 1939 or any other law in the subject for the time being in force in the State.
- (3) No permission to construct a cinema hall on a site shall be given unless such site has been approved by the Authority for the purpose.
- (4) Excepting provision for restaurant and incidental facilities no other use shall be permitted in a cinema building.
- (5) Requirements for Multiplex Complex buildings:
 - a. The minimum size of plot for a Multiplex complex shall be 1000 sq.m.
 - b. Multiplex Complexes shall not be allowed in congested areas and, in areas restricted for High-rise buildings and abutting major road junctions.
 - c. The minimum abutting road width for a multiplex complex shall be 12 m existing. The building requirements, building services, specifications and standards specified in the National Building Code shall be complied with.
- (6) All cinema, theatre, multiplex complexes or auditoria buildings shall conform to IS: 4898-1968 and acoustics design of such buildings shall adhere to the requirements of IS: 2526-1963.
- (7) Exits and fire safety requirements shall be in accordance with Part-IV (Fire and life safety) of National Building Code of India, 2005.

- (8) Parking spaces wherever not specifically given shall conform to rule 31 of these rules.
- (9) Requirements of water supply, drainage and sanitation shall conform to provisions given in Annexure II of these rules.

47. Liquefied Petroleum Gas:

- (1) Vacant space shall be maintained at all times, with the following distances for storage shed used for the storage of liquefied petroleum gas cylinders between any building, public space, public road or any adjoining property which may be built upon and the said storage shed.

Table 8: Minimum Distances required for Storage shed of Liquefied Petroleum Gas cylinders

Quantity of compressed gas in Cylinders (Kg.)	Minimum Clear distance to be kept (in metres)
0-100	1
101 -1000	3
1001- 4000	5
4001-8000	7
8001-12000	9
12001-30,000	12
Over 30,000	15

- (2) Notwithstanding anything contained in the conditions specified above, cylinders containing liquefied petroleum gas exceeding 100 Kilograms but not exceeding 300 Kilograms may be kept in a storage shed forming part of, or attached to building, if it is separated there from by a substantial partition and the only means of access to it is from outside. Such a storage shed shall not be situated under any staircase or near other entrances to or exits from the rest of the building or other buildings. A shed used for storage of liquefied petroleum gas cylinders shall be surrounded by a suitable fence to prevent unauthorized persons from having access to the shed.

48. Petrol Pump:

- (1) Minimum distance from the road intersections shall be:
- For minor roads having less than 30 m. width - 50 m.
 - For major roads having width 30 m. or more -100 m.
- (2) The minimum distance of the property line of petrol pump from the centre line of the road shall not be less than 15 meters on roads having less than 30 m width. In case of roads having 30 m or more width, the width of the road shall be protected.
- (3) Plot size:
- Only for filling stations -30 m X 17 m.
 - Filling-cum-service station 36 m X 30 m.
 - Frontage of the plot shall not be less than 30 m.
- (4) New petrol pump shall not be located on roads having less than 30 m. width
- (5) Every petrol pump shall have public toilets with W.C. separately for men and women.
- (6) Filling-cum-service station size 36 m. x 30 m. and 45 m. x 33 m.)
- Other controls
 - Ground coverage - 20%
 - F.A.R. - 1.0
 - Max. Height -7m.

- iv. Canopy equivalent to permissible ground coverage within setback line,
- v. Front set-back - minimum 6 m.

(B) Other rules

- i. NOC from Explosives/Fire Department
- ii. License from the District Magistrate
- iii. Ground coverage will exclude canopy area

(C) Compressed Natural Gas (CNG) mother station

- i. Plot size (Max)- 36 m. X 30 m.
- ii. Maximum ground coverage - 20%
- iii. Maximum height-7m. (single storey)
- iv. Building component- control room/office/dispensary, store, pantry and W.C.

49. Farm House:

For construction of Farm House Building in Agriculture use Zone (Primary Activity Use Zone)

- (1) Minimum size of plot- Minimum size of a plot for farmhouse shall not be less than 0.5 hectare.
- (2) Maximum coverage and FAR shall be as given in the table below:

Table 9: Maximum Coverage and FAR

A	Maximum permissible ground coverage for all types of activity	15 per cent
B	Maximum permissible FAR	0.25
C	Residential accommodation of watch and ward/maintenance staff	100 sq. m.
D	Maximum height	7 m.
E	Setbacks	Front/side abutting road 15.0 m. and all other sides 9.0 m.
F	Maximum permissible ground coverage for all types of activity	15 per cent

- (3). Other Provisions: Minimum 65% of the total area of the farmhouse shall be under plantation/cultivation.

(4). Water supply, Sewerage and drainage:

- a. In case of a plot for a farmhouse having dwelling units, the owner thereof shall be responsible to make lawful arrangements for potable water.
- b. The owner shall be responsible to provide drains in the farm house to be used for rain water and in case of dairy farm open or closed sanitary drains to clean sheds, as may be required by the Authority.
- c. The owner shall be responsible to provide septic tank with necessary disposal trenches for disposal of human and animal waste in the farmhouse within his own premises.

Electrification - The owner of a farmhouse shall obtain electric connection directly from the Appropriate Authority authorized for distribution on such terms and conditions at his own cost as decided by the appropriate Authority from time to time.

50. Provisions for Affordable Housing/Housing for All in Urban Areas

The provisions for Low income Housing/Affordable Housing/Housing for All in Urban Areas shall be in accordance with the policy for Housing for All in Urban Areas, Odisha-2015(*Annexure-V*).

PART-VI

INTEGRATED TOWNSHIP

51. Large Projects:

- (1) Integrated Townships with minimum 10 Ha. of land having access from minimum 30 m. R/W road shall be allowed. The road shall have adequate provision for cycle track, footpath, covered drain, plantation, street light and underground utilities.
- (2) The integrated Township shall be permitted in Residential / Institutional / Retail Commercial and Business Zones.
- (3) Permissible land use within the township (%)
 - a. Residential - 35-50
 - b. Industrial (Non-polluting) - 8-10
 - c. Commercial - 8-10
 - d. Institutional - 8-15
 - e. Recreational - 15-25
- (4) Other provisions for approval of Integrated Township
 - a. At least 20% of the total area shall be reserved for parks and open space. It shall be developed and maintained by the developer.
 - b. At least 5% of the site area shall be reserved for public and semi-public use and shall be handed over to the Authority free of cost and the same shall be allotted by the Authority for development either to the developer or others on lease basis.
 - c. The F.A.R. shall be calculated on the total area.
 - d. Road shown in Master Plan shall be incorporated within the plan and shall be handed over to the Local Authority free of cost after development.
 - e. The F.A.R. and coverage shall be 3.0 and 30% respectively.
 - f. The provision of EWS/LIG category shall be in accordance with the Policy for Housing for All in Urban Areas, Odisha-2015 and its amendment from time to time.
 - g. At least one of the major interconnecting roads shall be 18 m. R/W and shall be open ended.

PART-VII

HIGH-RISE MULTI-STOREYED BUILDINGS AND GROUP HOUSING SCHEMES/APARTMENTS: ADDITIONAL REQUIREMENTS

52. Restriction on construction of High-rise multistoried building:

- (1) Construction of high-rise multi-storeyed building shall not be permitted in villages/ municipalities/ planning areas specified by the State Government. The Authority may include any other areas for prohibition of high-rise building from time to time.
- (2) The Authority may restrict construction of high-rise multi-storeyed buildings in any other area on the basis of objective assessment of the available infrastructure and planning needs after obtaining due approval of the Government.
- (3) Before commencement of these rules, where permission has been granted conditionally, such cases shall be dealt with under corresponding provisions of these Rules without any major change, or

removal of construction, subject to the condition where violation of Heritage Zone conditions has occurred, this relaxation shall not apply.

- (4) No high-rise multi-storeyed building with a height of 15m and more shall be allowed to be constructed:
 - a. with approach road less than 12m. width;
 - b. on plot the size less than 2000 sq. m., and
- (5) In addition to the provisions of Part-4:Fire and Life Safety of National Building Code of India 2005 (Group 1), the Planning Authority may insist on suitable provisions in building from fire safety and fire- fighting point of view depending on the occupancy and height of buildings in the case of high-rise multi-storeyed building.

53. Stages of Permission:

Permission for construction of multi-storied buildings and Apartments shall be given in following stages:

- (1) In the first stage a letter shall be communicated to the builder/developer to produce NOCs and clearances as applicable.
- (2) On receipt of the NOCs and Clearance and deposit of all required fees, joint inspection shall be made and permission shall be accorded for building plan with a direction to develop the onsite and offsite infrastructure like connectivity of sewerage, water supply, road, sewerage treatment plant to the main network as per the specification of the concerned public Authorities”.

54. Commencement of Work:

- (1) Every applicant or Builder/Developer or owner shall submit the document showing his intention to commence the foundation work of the proposed high-rise building to the Authority through authorized technical persons, which shall be accompanied by the approved plan in Form-V.
- (2) Soon after the receipt of the notice referred to in sub-rule (1) above, the Authority shall send a team of officers to the proposed building site and the layout for foundation of the proposed high-rise building shall be verified by those officers. The team shall also submit a report to the Authority to the effect that the layout has been made as per the approved plan. The report shall be submitted within 7 days from the date of such application and a copy of the report shall also be made available to the applicant.
- (3) During or soon after the construction of the foundation work of thematic storied building, the representative of the Authority or Independent Engineer/ Architect appointed by Authority shall inspect the construction to ensure that the set-backs, coverage, basement if any, and foundation standards are done according to the approved plan.
- (4) The applicant/builder shall submit periodic progress report after casting of each floor slab in Form-VIII.

55. Liability of Defective Construction:

- (1) For defective constructions, the Authority shall sue the owners, builders, architects, and the engineers for both civil and criminal liabilities, besides taking action under these rules.
- (2) Without prejudice to the provisions of the Act, the actions to be taken by the Authority shall include stop construction, cancellation of permission, and removal of unauthorized constructions, which shall be notified by the Authority.

56. Main Entrance:

- (1) The main entrance to the premises shall not be less than 5 (five) meters in width in order to allow easy access to fire engine. The gate shall fold back against the compound wall of the premises, thus leaving the exterior access way, within the plot, free for the movement of fire service vehicles. If archway is provided over the main entrances, the height of the archway shall not be less than 5 (five) meters.
- (2) For high-rise group housing scheme on one plot, the access way within the premises shall not be less than 7.5 (seven and half) meters in width and between individual building blocks, there shall be an open unbuilt space of 6 (six) meters.
- (3) The space set apart for providing access within the premises shall, in no case, be included in the calculation of requirements pertaining to parking spaces and other amenities required to be provided for the building.
- (4) Every access way shall be properly drained and lit to the satisfaction of the Authority. Manhole covers or any other fittings laid within the right of way of the access way shall be flushed with the finished surface level of it so as not to obstruct safe movement of men and vehicles.
- (5) Reconstruction, addition or alteration to any high-rise building shall not be taken in a manner which shall reduce the width of the access way to a level below the minimum prescribed limit under these rules.

57. Exit:

- (1). Every high-rise building meant for human occupation or assembly, shall be provided with exit sufficient to permit safe escape of the occupants in case of fire or other emergencies.
- (2). An exit may be a door-way, corridor, passage way to an internal or external staircase or to a verandah or roof or terrace having access to a street.
- (3). Exits shall be so arranged as to provide continuous means of access to the exterior of a building or exterior open space leading to a street without passing through any occupied unit.
- (4). Exits shall be so located that the travel distance on the floor shall not exceed twenty meters in case of residential, educational, institutional and hazardous occupancies and thirty metres in the case of assembly, business, mercantile, industrial and storage occupancies. Wherever more than one exit is required for a floor of a building, exits shall be placed at a reasonable distance from each other as possible. All the exits shall be accessible from the entire floor area at all floor levels.
- (5). There shall be at least two exits serving every floor and at least one of them shall lead to a staircase.
- (6). The width of every exit shall not be less than one metre and shall be provided as per the following table.

Table 10: Number of Occupants as per type of Occupancy

Sl..No.	Type of occupancy	Number of occupants per unit exit	
		Staircase	Terrace
(1)	(2)	(3)	(4)
1	Residential	25	75
2	Mixed and other uses	50	75

Explanation:

- a) Lifts and escalators shall not be considered as an exit.
- b) 'Travel distance' means the distance from any point in the floor area to any exit measured along the path or egress except that when the floor areas are sub-divided into rooms, used singly or of rooms and served by suite corridors and passage, the travel distance may be measured from the corridor entrance of such rooms or suites to the nearest staircase or verandah having access to the street.

58. ICT Landing Points:

- (1) Every high-rise building complex shall have provision for Information and Communication Technology (ICT) landing point in the form of a room near the main entrance gate of dimension not less than 3 m x 4 m. and having 3 m. clear height. The room shall have two fire proofs doors of 1.2 m. width opening outwards along with adequate ventilation in the form of windows/ ventilators. Such room shall not be counted in coverage and FAR calculations.

59. Penal Action against Builders/ Technical Personnel:

- (1) Notwithstanding anything contained in these rules, the Director Town Planning reserves the right to debar/ black list the builder/ technical person who has deviated from the professional conduct or has made any fraudulent statement or has misrepresented/suppressed any material facts in his application/ plan or is involved in construction of the building deviating from the approved plan/norms of these rules.
- (2) Before taking any action under clause (1) specified above, the Authority shall issue a notice specifying the reasons thereof asking for a showcause within 15 days as to why such builder/technical person shall not be debarred/black listed. After receipt of the showcause, if any, the same shall be placed before the Director Town Planning for a decision on debarring/blacklisting the technical person/builder. The decision of the Director Town Planning in this regard shall be published in the Notice Board of the Authority and the Government website.
- (3) An appeal against an order under sub-rule (2) above shall lie with the Government as per provisions under section 33(4) of the Act.

60. Occupancy of the Building:

In addition to the general provisions contained in rule-18 of these rules the following provisions shall be followed in case of high-rise multi-storeyed buildings, apartments and housing projects;

- (1) No person shall occupy or allow any other person to occupy any part of the high-rise building for any purpose until such building or any part of it, as the case may be, is granted occupancy Certificate by the Authority.
- (2) On receipt of completion Certificate in Form-VI the Authority shall issue an occupancy certificate in Form-X to enable the builder/landowner to obtain service connections. In case of multiple blocks in a site, the Authority may issue a part occupancy Certificate for completed block(s) to the builder / landowner.
- (3) The Authorities entrusted with the job of providing services like electricity, water supply and sewerage shall not provide such services without part occupancy Certificate issued by the Authority. Temporary service connection may be provided for construction purpose.

- (4) The builder shall cause to register an Association of apartment owners as required under The Odisha Apartment Ownership Act, 1982, before occupancy Certificate for 50% or more of the floor area is given.
- (5) The Builder shall submit a copy of the agreement it has entered into with the apartment owners' society, which *inter alia* shall contain the terms of maintenance of public utilities.
- (6) On satisfactory compliance of above & provision of the services the final Occupancy Certificate shall be issued by the Authority.

61. Completion of Construction:

- (1) Every applicant/ owner shall submit a notice in Form-VI (Part-I and Part-II) regarding completion of the construction of high-rise multi-storeyed building, to the Authority through the registered Architect/Structural Engineer, who has supervised the construction. The said notice shall be accompanied with the following documents:—
 - a. Three copies of plan of the completed building and soft copy of CAD Drawing Format
 - b. A fee of Rs.5000.
 - c. Record of Rights (ROR) relating to ownership.
 - d. Evidence to the effect of all public utility services, and in particular, sewerage, drainage, water supply, and electricity have been linked to the main public utility system.
 - e. No Objection Certificate from Fire Officer and other concerned departments as per the approval letter.

62. Issue of Occupancy Certificate:

- (1) The Authority on receipt of the notice of completion, along with all the required documents, shall either issue or refuse Occupancy Certificate in Form-X within 30 days from the date of receipt of such notice which shall be published in the Notice Board of the Authority and in the Government website.
- (2) The Authority may regularise the construction as per the provision of these rules and issue Occupancy Certificate within 30 days from the date of receipt of such notice.
- (3) If the Occupancy Certificate is not issued by the Authority within thirty days from the receipt of notice, the owner shall draw the attention of the Chairman of the Authority in Form-XIII.
- (4) Where Occupancy Certificate is refused by the Authority, reasons recorded thereof shall be communicated to the applicant and the same shall be published. An appeal against such a decision will lie with the Government U/s. 33(4) of the Act.

63. Structural Safety Design, Standards and other Services requirements:

- (1) Structural Design: The structural design of foundation, elements of masonry, timber, plain concrete, reinforced concrete, pre-stressed concrete and structural steel shall be carried out in accordance with Part-6 of Group-2 structural design and related aspects, Section-1 loads, forces and effects; Section-2 soils and foundations, section-3 Timber and bamboo, 3A timber, 3B bamboo, Section-4 masonry, Section-5 concrete, 5A plain and reinforced concrete, 5B pre stressed concrete and section-6 steel, Section-7 prefabrication, systems building and mixed/composite construction, 7A prefabricated concrete, 7B systems building and mixed/composite construction of National Building Code of India–2005 taking into consideration all relevant Indian Standards prescribed by Bureau of Indian Standards including the Indian Standard as given below for structural safety.

For General Structural Safety

1. IS: 456:2000 "Code of Practice for Plain and Reinforced Concrete
 2. IS: 800-1984 "Code of Practice for General construction in Steel
 3. IS: 801-1975 "Code of Practice for Use of Cold Formed Light Gauge Steel Structural Members in General Building Construction.
 4. IS 875 (Part-2) : 1987 Design loads (other than earthquake) for buildings and structures Part-2
Imposed Loads
 5. IS 875 (Part-3): 1987 Design loads (other than earthquake) for buildings and structures Part-3
Wind Loads
 6. IS 875 (Part-4): 1987 Design loads (other than earthquake) for buildings and structures Part-4
Snow Loads
 7. IS 875 (Part-5): 1987 Design loads (other than earthquake) for buildings and structures Part-5
special loads and load combination
 8. IS: 883:1966 "Code of Practice for Design of Structural Timber in Building
 9. IS: 1904:1987 "Code of Practice for Structural safety of Buildings: Foundation"
 10. IS 1905:1987 "Code of Practice for Structural Safety of Buildings: Masonry Wall
 11. IS 2911 (Part-1): Section 1: 1979 "Code of Practice for Design and Construction of Pile
Foundation
Section 1
Part-1: Section 2 Based Cast-in-situ Piles
Part-1: Section 3 Driven Precast Concrete Piles Based Cast-in-situ Piles
Part-1: Section 4 Based precast Concrete Piles
Part-2: Timber Piles
Part-3: Under Reamed Piles
Part-4: Load Test on Piles
For Earthquake Protection
 12. Is: 1893-2002 "Criteria for Earthquake Resistant Design of Structures (Fifth Revision)"
 13. Is: 13920-1993 "Ductile Detailing of Reinforced concrete Structures subjected to Seismic Forces
– Code of Practice"
 14. IS:4326-1993 "Earthquake Resistant Design and Construction of Buildings- Code of Practice
(Second Revision)"
 15. IS:13828-1993 "Improving Earthquake Resistance of Low Strength Masonry Buildings –
Guidelines"
 16. IS: 13827-1993 "Improving Earthquake Resistance of Earthen Buildings – Guidelines",
 17. IS: 13935-1993 "Repair and Seismic Strengthening of Buildings – Guidelines"
- (1) Quality of Materials and Workmanship: All material and workmanship shall be of good quality conforming generally to the accepted standards of Public Works Department and Indian standard specification and codes as included in Part-5 of Group-1 Building Materials and Part-7 of Group-3 Construction practices and safety of National Building Code of India.

- (2) Alternative Materials, Methods of Design and Construction and Tests: The building materials approved by B.I.S. or any statutory body would also form part of the approved building material and technology as part of the rules.
- (3) Building Services: The Planning design and installation of electrical installations, air conditioning installation of lifts and escalators may be carried out in accordance with Part-8 of Group-4 Building Services, Section-1- Lighting and Ventilation, Section-2 Electrical and Allied Installations, Section-3, Air-conditioning and heating, Section-4 acoustics, sound insulation and noise control, Section-5 installation of lifts and escalators of National Building Code of India, 2005. The requirements of electric sub-station and the provision of electric sub-station shall also require approval from the concerned Authority.
- (4) Plumbing Services: The planning, design, construction and installation of water supply, drainage and sanitation and gas supply system shall be in accordance with Part-9 of Group-5, Plumbing Services, Section-1 water supply, drainage and sanitation (including solid waste management) and Section-2 gas supply of National Building Code of India-2005.

PART-VIII

DEVELOPMENT AND SUB-DIVISION OF LAND REGULATIONS

64. Application for Sub-Division of Plots:

- (1). Applications for subdivision of land for utilizing selling, leasing out or otherwise disposing it off shall be made to the Authority in Form-I.
- (2). The applications for subdivision shall be in addition to the requirements specified in section-6(2)(iii) of these rules accompanied by
- i. A copy of the title deed of the land in question;
 - ii. An affidavit with regard to the right, title and interest of land and such other particulars as the Authority may require;
 - iii. An authenticated copy of the certificate with regard to the payment of development charges, if any.
 - iv. An authenticated copy of the receipt towards payment of the scrutiny fee to the Authority as prescribed under section-7(1) of these regulations ;
 - v. A No-Objection Certificate, from the lessor in case the land is not leasehold unless the lease deed permits undertaking sub-division as applied for;
 - vi. A site plan traced out of revenue village settlement map in operation indicating therein in red colour the lands to which the application relates and surrounding plots;
 - vii. An index plan of the site showing adjoining areas within a radius of 150 m. round from the proposed site marking clearly therein the boundaries of the proposed layout, existing road, structures, burial ground and high tension or low-tension power line passing through the site of the layout plan and the level of the site;
 - viii. A detailed plan to a scale not less than 1:100 showing the proposed layout (sub-division) indicating size of plot width of the proposed road, open space and amenities provided;
 - ix. Land use analysis indicating the survey plot number, the bye-plot number, the detailed dimensions of all the plots, the area of each plot and the use to which they are proposed to be put;

- x. In case of land originally belonging to any religious endowments, a No-Objection Certificate from the endowment commissioner or wakf board as the case may be; and (3) Where permission for sub-division of land is granted, such permission shall be communicated to the applicant in Form-II within 60 days from the receipt of the application.
- (4). Where permission for sub-division of land is refused such refusal shall be communicated to the applicant in Form-IX.

65. Use in relation to Master Plans:

- (1) Subdivision of land may be permitted for the purpose for which the concerned land is earmarked in the Master plan, which may in any case be for residential, commercial industrial, institutional or combination of one or more of this purpose or such other purpose as may be considered conforming to the provisions in the Master plan:
- provided that in every subdivision plan spaces for roads, community facilities and public utilities as specified in this part or such other facilities as the Authority may determine shall be incorporated.
- (2) After a subdivision plan has been approved, the Authority shall not permit construction of a building on any of the plot unless the owners have laid down and made street or streets and provided amenities as approved or transferred the land covered by roads, open spaces or other public purposes to the Local Panchayat or Authority. In case of subdivision plan within the ULB area, the land covered by roads, open spaces or other public purposes shall be transferred to the Urban Local Body.
- (3) Subdivision of land for residential purpose in green-belt use zone shall not be permitted unless such sub-division in the opinion of the Authority forms a part of the normal expansion of existing human habitation.
- (4) The sub division shall conform to the proposals of the CDP and other Master plans.

66. Size of the plot and road width:

- (1) No sub divided plot will be less than 40 sqm. In such case, the Authority reserves the right to relax in special cases such as EWS housing. The size of the plot shall be according to the relevant sub-division of plot size in the zones.

Table 11: Minimum Road Widths for Land Subdivision

Sl.No.	Length of Road (in metres)	Minimum width of Road (m.)
1	Up to 75	6.0
2	Above 150 up to 250	9.0
2	Above 250 up to 400	12.0
3	Above 400 up to 1000	18.0
4	Above 1000	24.0

Planning Authority shall notify the permissible road widths time to time based on local conditions

**For EWS housing scheme, the minimum road width may be relaxed with due approval of Director Town Planning.

67. Area for development:

- (1) Apart from the provision for amenities and open spaces, the area for residential development shall be up to maximum of 65% of the total land area.

- (2) Provision of EWS & LIG category of plots shall be made in accordance with the Policy for Housing for All in Urban Areas, 2015(*Annexure-V*).

68. Park and Open Spaces:

Parks and open spaces shall not be less than 10% of the total land area. This shall be relinquished to the Local Authority.

69. Civic Amenities:

Civic amenities space shall not be less than 5% of the total area. The site shall be relinquished to the Local Authority.

70. Exemptions:

- (1) In case of developable area for residential development is less than 50% by providing for Master Plan roads or any other road or due to statutory reasons, specified by the Authority in a layout, the applicant may be exempted from complying with civic amenities reservation.
- (2) For layout over 10.0 ha., commercial land uses such as Business offices, shopping complexes and Retail up to 2-3% may be permitted, subject to provision of separate access.
- (3) For residential development up to 0.40 hectare of land, the requirement of open space may not be insisted upon.

PART-IX

COMPOUNDING AND PENALTIES

71. Restriction on Compounding:

- (1) Any deviation pertaining to unauthorized development shall not be compounded:
 - a. Where construction has been undertaken on Government land or land belonging to local body or land not owned by the person undertaking such development;
 - b. Where development has been undertaken un-authorizedly within the prohibited limits of any ancient or archaeological monuments.
 - c. Where such developments interfere with the natural drainage of the locality;
 - d. Where development has been undertaken un-authorisedly over the area earmarked /approved for parking; and,
 - e. Where road or drain whether public or private, whether constructed or natural, has been encroached.
- (2) Subject to the provisions contained in sub-rule (1) above, the Authority shall have the power to determine such other circumstances under which compounding may be prohibited.
- (3) The Authority may, either before or after the institution of the proceedings under the provisions of the Act, compound any offence:
 - a. Where development has been undertaken without permission, but within the framework of use restrictions and the provisions of these rules applicable to the concerned plot;
 - b. Where development has been undertaken in deviation of the approved plan, but within the framework of the use restriction and the provisions, norms, and stipulations of these rules; and
 - c. The Authority may compound deviations up to 30% (Thirty per cent) beyond the permissible norms of these rules in respect of setbacks and/or deviation of F.A.R. within 10%.

72. Compounding Rate:

- (1) Compounding Rates for various categories shall be as follows;

Table 12: Category wise Compounding Rates

Sl.No.	Situations	Compounding fee per square meter (in rupees) of deviation		
		Residential/ Institutional (Government)	Non-Residential/ Non-Industrial	State Govt./ Central Govt./ Govt. Undertaking
1.	Where development has been undertaken without permission, but within the frame work of use restrictions and the provisions of the Regulations applicable to concerned plot	50	100	25
2.	Where development has been undertaken in deviation to the approved plan, but within the framework of use, restrictions and the provisions of norms and stipulations of these regulations.	25	50	10
3.	Constructions up to 30% beyond the permissible norms of these Regulations with respect to coverage and/or deviations of F.A.R. within 10%.	250	500	100

73. Compounding amount:

At least 50% of the compounding amount shall be utilized for development of public utility services, plantations and protection of heritage sites and structures.

74. Temporary retention:

The Authority may allow retention of any unauthorized structure for temporary period on deposit of retention fee. The type of structure to be retained, the period of retention and the fees to be deposited shall be decided by the Authority from time to time.

PART-X INTERPRETATION

75. Draft Master Plan:

- (1) The Authority may prepare Draft Master Plans for newly included areas including stitiban/ ryoti land within a reasonable time frame so that development may not be held up in the name of pendency of

Interim Master Plan. Where such draft master plan has not been prepared, the general provisions of these rules shall apply without any zonal restrictions.

- (2) The Authority shall ensure that resources for land acquisition and cost of land are mobilized or are likely to be mobilized within the time frame projected for implementation of such Draft Master Plans.

76. Applicability of National Building Code:

Where no express provision has been made in respect of any matter connected with planning and building standards by the Act, the Rules, the Master Plan, the Town Planning Schemes, or these rules or by any resolution of the Authority, the provisions of the National Building Code of India-2005 shall *mutatis mutandis* be applicable.

77. Decision of the Government to be final:

In case of any dispute in interpretation of these rules, the decision of the State Government shall be final.

78. Relaxation by the Government:

- (1). The Authority may recommend to the Government for relaxation/modification of any of the provisions of these rules in the general interest of the public, pertaining to projects/schemes developed by the Government agencies and the decision of the Government in this regard shall be final.

[No. 22992–T.P.-Dev.-05/2016/HUD.]

By Order of the Governor

G.MATHI VATHANAN

Commissioner-*cum*-Secretary to Government

Qualification, Experience & Competence of Technical Personnel & Builder Section 9 (3) of these Rules.

1) Architect:

- a) **Qualification & Experience:** The minimum-qualification for an Architect shall be Degree in Architecture/ equivalent, registration with the Council of Architecture and not be in arrears of subscription.
- b) **Competence:** The Architect shall be competent to carry out the work related to the building permit as given below and shall be entitled to submit:—
 - i) All plans and information connected with the building permit except engineering services of high-rise /special buildings given in 12.2.5.1 of NBC, 2005;
 - ii) Certificate of supervision and completion of all buildings pertaining to architectural aspects;
 - iii) Preparation of sub-division/layout plans and related information connected with development permit of area up to 2 hectare;
 - iv) Certificate of supervision for development of land of area up to 2 hectare
- c) **Duties & Responsibilities:—**
 - i) She/ He shall be responsible for making adequate arrangements to ensure not only that the work is executed as per the approved plans but also in conformity with the stipulations of the National Building Code, 2005 and the BIS standards for safe and sound construction non-hazardous, functioning of the services incorporated in the building and for making adequate provisions for services and equipment for protection from the fire hazards as per the stipulations of the National Building Code, 2005 in the buildings and shall obtain N.O.C. from the Chief Fire Officer or concerned Authority/ before applying for occupation certificate;
 - ii) He/she shall, on behalf of the owner, apply for the progress certificates completion certificates and the occupancy certificates and obtain the same as required under the regulations.

2) Engineer:

- a) **Qualification and Experience:** The minimum qualification for an Engineer shall be Degree in Civil Engineering/ equivalent, registration with the Institution of Engineers, India and not be in arrears of subscription.
- b) **Competence:** The Licensed Engineers shall be competent to carry out the work related to the building permit as given below and shall be entitled to submit:—
 - i) All plans and information connected with building permit.
 - ii) Structural details and calculations of buildings on plot up to 500 square meters and up to five storeys excluding basement/stilt or below 15 meter in height.
 - iii) Certificate of supervision and completion for all buildings.
 - iv) Preparation of all service plans and related information.
 - v) Issuing certificate of supervision for development of land for all area.
- c) **Duties & Responsibilities:—**
 - i) She/ He shall be responsible for making adequate provisions as per the approved plans but also is in conformity with the stipulations of the National Building Code, 2005 and the BIS standards for safe and sound construction non-hazardous, functioning of the services incorporated in the building and for making adequate provisions for services and equipment for protection from the fire hazards as per the stipulations of the National Building Code of India in the buildings and

shall obtain N.O.C. from the Chief Fire Officer or concerned Authority/ before applying for occupation certificate.

- ii) She or He shall, on behalf of the owner, apply for the progress certificates completion certificates and the occupancy certificates and obtain the same as required under the regulations.
- d) Registration:—
 - i) The registration fees if any shall be payable as prescribed by the Authority from time to time.
 - ii) If he/she is found negligent in his/her duties and responsibilities. The Authority may black-list an Engineer in case of serious defaults or repeated defaults and shall inform the Institution of Engineers, India to take suitable action against such person. The registration shall be liable to be revoked temporarily or permanently by the Authority in such cases of negligence and default

3) Structural Engineer:

- a) Qualification & Experience: The minimum qualifications for a structural engineer shall be degree in Civil Engineering/ equivalent, registration with the Institution of Engineers, India and not be in arrears of subscription with minimum 2 years' experience in structural engineering practice. Note - The 2 years' experience shall be relaxed to one year in the case of Post Graduate degree in Structural Engineering/ higher qualification.
- b) Competence: The licensed structural Engineers shall be competent to submit the structural details and calculations for all buildings and undertake supervision. In case of buildings having special structural features, as decided by the Authority, which are within the horizontal areas and vertical limits specified in chapter A-2.1.1(b), A-2.2.1(b) and A-2.4.1(a) of NBC, 2005 they shall be designed only by structural engineers.
- c) Duties and Responsibilities:—
 - i) To prepare a report of the structural design.
 - ii) To prepare detailed structural design and to prescribe the method and technique of its execution strictly on the basis of the National Building Code or relevant BIS specifications.
 - iii) To prepare detailed structural drawings and specifications for execution indicating thereon, design live loads, safe soil bearing capacity, specifications of material, assumptions made in design, special precautions to be taken by contractor to suit the design assumptions etc. whatever applicable.
 - iv) To supply copies of structural drawings to the site supervisor.
 - v) To inspect the works at all important stages and certify that the work being executed is up to the satisfaction of the Architect.
 - vi) To certify the structural safety and overall structural soundness of the building to the Architect.
 - vii) To advise the Owner/Architect/Engineer for arranging for tests and their reports for soil, building material etc. for his evaluation and design consideration.
 - viii) To prepare the revised calculations & drawings in case of any revision with reference to the earlier submission of drawing and design in a particular case.
 - ix) To submit the certificate of structural safety and over all structural soundness of building to Authority.
 - x) In case of high-rise buildings and buildings of a special nature as identified by the Authority from time to time, the Structural Calculations/ Drawings shall be got vetted by Indian Institute of

Technology/National Institute of Technology or any organization empanelled by the State Disaster Management Authority or the Building Construction Department.

- d) Registration:—
- i) The registration fees if any shall be payable as prescribed by the Authority from time to time.
 - ii) If he/she is found negligent in his/her duties and responsibilities. The Authority may black-list a Structural Engineer in case of serious defaults or repeated defaults and shall inform the Institution of Engineers, India to take suitable action against such person. The registration shall be liable to be revoked temporarily or permanently by the Authority in such cases of negligence and default.

4) Town Planner:

- a) Qualification & Experience: The minimum qualification for a town planner shall be recognized Post Graduate Degree/ Diploma in Town Planning/ Undergraduate Degree in Town Planning and registered membership of ITPI and not be in arrears of subscription.
- b) Competence: The licensed town planner shall be entitled to submit:—
 - i) All plans and related information connected with development of land of all areas including integrated township.
 - ii) Certificate of supervision for development of land of all areas.
- c) Duties and Responsibilities: He/She be responsible for making adequate arrangements to ensure not only that the work is executed as per the approved plans but also is conformity with the stipulations of the National Building Code, 2005 and the BIS standards for safe and sound construction non-hazardous, functioning of the services incorporated in the building and for making adequate provisions for services and equipment for protection from the fire hazards as per the stipulations of the National Building Code of India 2005.
- d) Registration:—
 - i) The registration fee if any shall be payable as prescribed by the Authority from time to time.
 - ii) The Authority may black list a Town Planner in case of serious defaults or repeated defaults and shall inform the Institute of Town planners, India. The registration shall be liable to be revoked temporarily or permanently by the Authority in such case of negligence or default.

5) Supervisor:

- a) Qualification and Experience: The minimum qualifications for a supervisor shall be recognized Diploma in Civil Engineering or Architectural Assistantship, plus 5 years' experience in building design, construction and supervision.
- b) Competence: The licensed supervisor shall be entitled to submit:—
 - i) All plans and related information connected with building permit for residential buildings on plot up to 100 sq. m. and up to two storeys,
 - ii) Certificate of supervision for buildings as per (i).
- c) Duties and Responsibilities:—
 - i) To adhere strictly to the architectural and structural drawings/ specifications and written instructions of the structural Engineer and Architect/ Engineer.
 - ii) To follow the provisions of NBC, 2005 or BIS specifications as regards materials, components, quality control and the process of construction.

- iii) To bring to the notice of the structural Engineer and Architect/Engineer/any situation or circumstances which in his opinion are liable to endanger the safety of structure.
 - iv) To deposit with the Authority one set of working drawings of the works executed along with the progress certificates before proceeding to the next stage of the work.
 - v) He shall be in charge of site and responsible for supervision of the work.
 - vi) He shall ensure that all the works under his charge are carried out in conformity with the approved drawings and as per the details and specifications supplied by the Architect/Engineer.
 - vii) He shall take adequate measures to ensure that no damage is caused to the work under construction and the adjoining properties.
 - viii) He shall also ensure that no undue inconvenience is caused in the course of his work in the people in neighbourhood.
- d) Registration:—
- i) The registration fees if any shall be payable as prescribed by the Authority from time to time.
 - ii) If he/she is found negligent in his/her duties and responsibilities. The Authority may black list supervisor in case of serious defaults or repeated defaults. The registration shall be liable to be revoked temporarily or permanently by the Authority in such cases of negligence and default

6) Group Agency:

- a) When any Group or Agency comprising of qualified Architect/ Engineer/Town Planner is practicing, then the qualifications and experience, competence, duties and responsibilities and registration will be the combination of individual qualification and experience, competence, duties& responsibilities and registration as provided in paragraphs 1 to 5.
- b) The Authority may also empanel public undertakings/agencies engaged in development work for quick execution of Government/Private projects within its jurisdiction

7) Builder:

- a) Qualification and experience:—
 - i) The person/ firm engaged in construction activities/ building activities in an urban area having proven merit and experience may be considered for registration as a builder. He/ She should have at least five years' experience in the line.
 - ii) A person or group of persons having a qualification of Civil Engineering, Architecture and Town Planning may be registered as builder.
 - iii) The Authority may classify the builders into three classes namely, Class-A, Class-B and Class-C considering their experience, expertise and annual turnover.
- b) Duties and Responsibilities of Builders:—
 - i) He/she shall appoint a qualified Architect/ Engineer/ Town Planner to prepare plans, designs, drawings and specifications for execution of the works in accordance with the requirements of these regulations.
 - ii) He shall not cause or allow any deviations from the approved drawings in the course of the execution of the project and shall bear responsibility for any irregularity committed in the use and function of the building or its parts for which the approval has been obtained.
 - iii) He shall not commence the use of building or shall not give the possession to occupy the building to any one before obtaining the occupancy certificate from the Authority.

- iv) He shall provide adequate safety measures for structural stability and protection against fire hazards likely from installation of services like electrical installation, plumbing, drainage, sanitation, water supply etc. wherever required under the regulations.
 - v) He shall explain the construction / design and its intended use as per approved plan, to the prospective purchaser of the premises under construction.
- c) Registration:—
- i) The builders shall have to be registered with the Authority on payment of such fees as decided by the Authority from time to time.
 - ii) The Authority may debar or black list the builder as referred to in the Regulations.

(See Rule 40)

Standards for Water, Sanitary and Fire Safety Requirements

Per-capita Water Requirement for Various Occupancies / Uses:

Sl. No.	Type of Occupancy	Consumption per capita per day (in litres)
1	Residential	
	a) In living units	135
	b) Hotels with lodging accommodation (per bed)	180
2	Educational	
	a) Day schools	45
	b) Boarding Schools	135
3	Institutional (Medical Hospitals)	
	a) No. of beds not exceeding 100	340
	b) No. of beds exceeding 100	450
	c) Medical quarters and hostels	135
4	Assembly- Cinema theatres, auditoria, etc. (per seat accommodation)	15
5	Government or semi-public business	45
6	Mercantile (Commercial)	
	a) Restaurants (per seat)	70
	b) Other business building	45
7	Industrial	
	a) Factories where bath-rooms are to be provided	45
	b) Factories where bath-rooms are not to be provided	30
8	Storage (including Warehouses)	30
9	Hazardous	30
10	Intermediate Rail Stations (excluding mail and express stops).	45(25) ¹
11	Junction Station	70(45)*
12	Terminal Stations	45
13	International and Domestic Airports	70

The values in parenthesis are for such stations, where bathing facilities are not provided.

Note: The number of persons for Sl. No. 10 to 13 shall be determined by the average number of passenger handled by the station daily with due consideration given to the use the facilities.

Flushing Storage Capacities:

Sl. No.	Classification of Building	Storage Capacity
1.	For tenements having common conveniences	900 lt. net per w.c. seat
2.	For residential premises other than tenements having common conveniences	270 lt. net for one w.c. seat each and 180 lt. for each additional seat.
3.	For factories and workshops	900 lt. per w.c. seat and 180 lt. per urinal.
4.	For cinemas, public assembly hall, etc.	900 lt. per w.c. seat and 350 lt. per urinal.

¹The values in parenthesis are for such stations, where bathing facilities are not provided.

Domestic Storage Capacities

Sl. No.	Floors	Storage Capacity	Remarks
For premise occupied tenements with common conveniences:			
1.	Ground floor	Nil	Provided down take fittings are installed
2.	Floors 2, 3,4, 5 and upper floors	500 litre per tenement	
For premises occupied as flats or blocks			
1.	Ground floor	Nil	Provided down take fittings are installed
2.	Floors 2, 3, 4, 5 and upper floors	500 litre per tenement	

Note:

1. If the premises are situated at a place higher than the road level in front of the premises, storage at ground level shall be provided on the same lines as on other floors.
2. The above storage may be permitted to be installed provided that the total domestic storage calculated on the above basis is not less than the storage calculated on the number of down take fittings according to scale given below:
 - a. Down take taps 70 lt. each
 - b. Showers 135 lt. each
 - c. Bathtubs 200 lt. each

Sanitation Requirements for various occupancies – Shops cum commercial offices:

Sl. No.	Sanitary Unit / Fittings	For Personnel
1.	Water closet	One for every 25 persons or part thereof exceeding 15 (including employees and customers). For female personnel 1 for every 15 persons or part thereof exceeding 10.
2.	Drinking Water Fountain	One for every 100 person with a minimum of one on each floor.
3.	Wash Basin	One for every 25 persons or part thereof.
4.	Urinals	Same as Sl. No. 3 of Table 27
5.	Cleaners' Sink	One per floor minimum, preferably in or adjacent to sanitary rooms.

Note: Number of customers for the purpose of the above calculation shall be the average number of persons in the premises for a time interval of one hour during the peak period. For male-female calculation a ratio of 1: 1 may be assumed.

Sanitation Requirements for Hotels:

Sl. No.	Sanitary Unit	For Residential staff	For non-residential Staff	
			For male	For female
1.	Water Closet (W.C.)	One per 8 Persons omitting occupants of the attached water closet minimum of 2 if both sexes are lodged	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons

2.	Ablution Taps	One in each W.C	One in each W.C	One in each W.C.
3.	Urinals	Nil	Nil up to 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 40-70 persons 4 for 71-100 persons	Nil
4.	Wash Basins	One per 10 persons omitting each basin installed in the room / suite	1 for 15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 2 for 13-25 3 for 26-40 4 for 41-57 5 for 58-77 6 for 78-100
5.	Baths	One per 10 persons omitting occupants of room with bath in suite	Nil	Nil
6.	Slop Sinks	One per 30 Bed rooms (one per floor minimum)	Nil	Nil
7.	Kitchen Sink	One in each Kitchen	One in each Kitchen	One in each Kitchen

Sanitation Requirements for Public Rest Rooms:

Sl. No.	Sanitary Unit	For Male	For Female
1.	Water Closet	One per 100 persons upto 400 persons; for over 400 add at the rate of one per 250 persons or part thereof.	Two for 10 persons upto 200 persons; over 200 add at the rate of one per 100 persons or part thereof.
2.	Ablution Taps	One in each W.C.	One in each W.C.
3.	Urinals	One for 50 persons or part thereof.	Nil, upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons
4.	Wash Basins	One per W.C. and urinal provided	One per W.C.
5.	Baths	--	--
6.	Slop Sinks	--	--
7.	Kitchen Sink	One in each Kitchen	One in each Kitchen

Note: i) It may be assumed that the two-thirds of the number are males and one-third females

ii) One water tap with drainage arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closet and urinals.

Sanitation Requirements for Educational Occupancy:

Sl. No.	Sanitary Unit	Boarding Institution		Other Educational Institution	
		For Boys	For Girls	For Boys	For Girls
1.	Water Closet (W.C.)	One for every 8 pupils or part thereof	One for every 6 pupils or part thereof	One for 40 pupils or part thereof	One for every 25 pupils or part thereof
2.	Ablution Taps	One in each W.C.	One in each W.C.	One in each W.C.	One in each W.C.
3.	Urinals	One per every 25 pupils or part thereof		One per every 20 pupils or part thereof	
4.	Wash Basins	One for every 8 pupils or part thereof	One for every 6 pupils or part thereof	One for every 40 pupils or part thereof	One for every 40 pupils or part thereof
5.	Baths	One for every 8 pupils or part thereof	One for every 6 pupils or part thereof	One for 40 pupils or part thereof	One for every 25 pupils or part thereof
6.	Drinking Water Fountains	One for every 50 pupils or part thereof	One for every 50 pupils or part thereof	One for every 50 pupils or part thereof	One for every 50 pupils or part thereof
7.	Cleaners Sink	One per Floor minimum	One per Floor minimum	One per Floor minimum	One per Floor minimum

Sanitation Requirements for Nursery Schools:

Sl. No.	Sanitary Unit	Requirement
1.	Water Closet	One for every 15 pupils or part thereof
2.	Ablution Taps	One in each W.C.
3.	Urinals	--
4.	Wash Basins	One for every 15 pupils or part thereof
5.	Baths	One bath sink per 40 pupils
6.	Drinking Water Fountains	One for every 50 pupils or part thereof
7.	Cleaners Sink	--

Note:

- 1) One water tap with draining arrangements shall be provided for every 50 persons or part thereof, in the vicinity of water closets and urinal.
- 2) For teaching staff, the schedule of sanitary units to be provided shall be the same as in case of office buildings (Table 27).

Sanitation Requirements for Institutional (Medical) Occupancy – Hospitals:

Sl. No.	Sanitary Unit	Hospitals With indoor Patient Ward	Hospitals With outdoor Patient Wards	
		For Males & females	For Males	For Females
1.	Water Closet (W.C.)	One for every 6 beds or part thereof	One for every 100 persons or part thereof	Two for every 100 persons or part thereof

2.	Ablution taps	One in each W.C.	One in each W.C.	One in each W.C.
3.	Wash Basins	Two up to 30 bed; add one for every additional 30 beds; or part thereof	One for every 100 persons or part thereof	One for every 100 persons or part thereof.
4.	Baths with Shower	One bath with shower for every 8 beds or part thereof.		
5.	Bed pan washing sink	One for each ward	-	--
6.	Cleaner's Sinks	One for each ward	One per floor minimum	One per floor minimum
7.	Kitchen sinks & dish Washers (where Kitchen is provided)	One for each ward	--	--
8.	Urinals		One for every 50 persons or part thereof	

Sanitation Requirements for Administrative Buildings:

Sl. No.	Sanitary Unit	For Males	For Females
1.	Water Closet (W.C.)	One for every 25 persons or part thereof	One for every 15 persons or part thereof
2.	Ablution Taps	One in each W.C.	One in each W.C.
3.	Wash Basins	One for every 25 persons or part thereof	One for every 25 persons or part thereof
4.	Baths with Shower	One on each floor	One on each floor
5.	Bed pan washing sink	--	--
6.	Cleaner's Sink	One per floor minimum	One per floor minimum
7.	Kitchen sinks & dish Washers (where Kitchen is provided)	One for each floor	One for each floor
8.	Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons From 101 to 200 persons add at the rate of 3%; for over 200 persons add at the rate of 2.5%.	

Sanitation Requirements for Institutional (Medical) Occupancy – Staff Quarters and Hostels:

Sl. No.	Sanitary Unit	Doctor's Dormitories		Nurses Hostel
		For Male Staff	For female staff	
1.	Water Closet	One for 4 persons	One for 4 persons	One for 4 persons or part thereof

2.	Ablution Taps	One in each W.C.	One in each W.C.	One in each W.C.
3.	Wash Basins	One for every 8 persons or part thereof	One for every 8 persons or part thereof	One for every 8 persons or part thereof
4.	Bath (with shower)	One for every 4 persons or part thereof	One for every 4 persons or part thereof	One for every 4 persons or part thereof
5.	Cleaner's Sink	One per floor minimum	One per floor minimum	One per floor minimum

Sanitation Requirements for Government and Public, Business Occupancy and Offices:

Sl. No.	Sanitary Unit	For Male Personnel	For female Personnel
1.	Water Closet (W.C.)	One for 25 persons or part thereof	One for 15 persons or part thereof
2.	Ablution taps	One in each W.C.	One in each W.C.
3.	Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons From 101 to 200 add at the rate of 3%; For over 200 persons add at the rate of 2.5%.	
4.	Wash Basins	One for every 25 persons or part thereof	One for 15 persons or part thereof
5.	Drinking water fountains	One for every 100 persons with a minimum of one on each floor	
6.	Baths	Preferably one on each floor	Preferably one on each floor
7.	Cleaner's Sinks	One per floor minimum; preferably in or adjacent to sanitary rooms.	

Note: One water tap with drainage arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closet and urinals.

Sanitation Requirements for Residences:

Sl. No.	Sanitary Unit	Dwelling with individual conveniences	Dwelling without individual conveniences
1.	Bath Room	One provided with water tap	One for every two tenement
2.	Water Closet (W.C.)	One	One for every two tenement
3.	Sink (or Nahani) in the Floor	One	
4.	Water Tap	One	One with drainage arrangement in each tenement One in common bath rooms and common water closet.

Note: Where only one water closet is provided in a dwelling, the bath and water closet shall be separately accommodated.

Sanitation Requirements for Assembly Occupancy Buildings (Cinema Theatres, etc):

Sl. No.	Sanitary Unit	For Public		For Staff	
		Male	Female	Male	Female
1	Water Closet	One for 100 persons upto 400 persons. For over 400 persons, add at the rate of 1 per 250 persons or part thereof	Two per 100 persons upto 200 persons. For over 200 persons add at the rate of 1 per 100 persons or part thereof	One for 15 persons. Two for 16-35 persons	One for 112 persons. Two for 13-25 Persons
2	Ablution Taps	One in each W.C.	One in each W.C.	One in each WC	One in each WC
3	Urinals	One for 50 persons or part thereof		Nil upto 6 persons One for 7-20 persons Two for 21-45 persons	
4	Wash Basins	One for every 200 persons or part thereof	One for every 200 persons or part thereof	One for 1-15 persons Two for 16-35	One for 112 persons Two for 13-25 persons

Note:

- i) One water tap with draining arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals.
- ii) It may be assumed that two thirds of the numbers are males and one third females.

Sanitation Requirements for Assembly Occupancy Buildings (Art Galleries, Libraries, Museums):

Sl. No.	Sanitary Unit	For Public		For Staff	
		Male	Female	Male	Female
1	Water Closet (W.C.)	One for 200 persons upto 400 persons. For over 200 persons, add at the rate of 1 per 250 persons or part thereof	One per 100 persons upto 200 persons. For over 200 persons, add at the rate of 1 per 150 persons or part thereof	One for 1-15 persons. Two for 16-35 persons	One for 1-12 persons. Two for 13-25 persons
2	Ablution Taps	One in each W.C.	One in each W.C.	One in each W.C	One in each W.C
3	Urinals	One for 50 persons or part thereof		Nil upto 6 persons One for 7-20 persons Two for 21-45 persons	
4	Wash Basins	One for every 200 persons or part thereof. For over 400 persons, add at the rate of 1 per 250 persons or part thereof.	One for every 200 persons or part thereof. For over 200 persons, add at the rate of 1 per 150 persons or part thereof.	One for 1-15 persons Two for 16-35 persons	One for 1-12 persons. Two for 13-25 persons
5	Cleaner's Sink	One per floor, minimum			
6	Drinking Water Fountain	One per 100 persons or part thereof			

Note: It may be assumed that two thirds of the number are males and one third females.

Sanitation Requirements for Restaurants:

Sl. No.	Sanitary Unit	For Public		For Staff	
		Male	Female	Male	Female
1.	Water Closet (W.C.)	One per 50 seats upto 200 seats. For over 200 seats, add at the rate of 1 per 100 seats or part thereof	One per 50 seats upto 200 seats. For over 200 seats, add at the rate of 1 per 100 seats or part thereof	1 for 15 persons. 2 for 16-35 persons. 3 for 36-65 persons. 4 for 66-100 persons.	1 per 1-12 persons. 2 for 13-25 persons. 3 for 26-40 persons. 4 for 41-57 persons. 5 for 58-77 persons. 6 for 78-100. persons.
2.	Ablution Taps	One in each W.C.	One in each W.C.	One in each W.C.	One in each W.C.
3.	Urinals	One for 50 persons or part thereof.		Nil upto 6 persons. 1 for 7-20 persons. 2 for 21-45 persons. 3 for 46-70 persons. 4 for 71-100 persons.	
4.	Wash Basins	One for every water closet			
5.	Kitchen Sinks & Dish Washer	One per each Kitchen			
6.	Service Sink	One in the restaurant			

Note:

- i) It may be assumed that two thirds of the numbers are males and one third females.
- ii) One water tap with draining arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinal.

Sanitation Requirements for Factories

Sl. No.	Sanitary Unit	For Male Personnel	For female Personnel
1.	Water Closet	1 for 15 persons 2 for 16-35 persons 3 for 36-65 persons. 4 for 66-100 persons. For 101 to 200 persons add at rate of 3%. From over 200 persons, add at the rate of 2.5%.	1 for 1-12 persons 2 for 13-25 persons. 3 for 26-40 persons. 4 for 41-57 persons. 5 for 58-77 persons. 6 for 78-100 persons. For 101 to 200 persons, add at the rate of 5%. From over 200 persons add at the rate of 4%.
2.	Ablution Taps	One in each W.C	One in each W.C.
3.	Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons From 101 to 200 persons add at the rate of 3%; for over 200 persons add at the rate of 2.5%.	
4.	Washing Taps with draining arrangement	One for every 25 persons or part thereof	

5.	Drinking Water Fountains	One for every 100 persons with a minimum of one on each floor
6.	Baths Preferably Showers	As required for particular trade or occupation

Note:

- iii) For many trades of a dirty or dangerous character, more extensive provisions are required.
- iv) One water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closet and urinal
- iii) Creches where provided shall be fitted with water closets (One for 10 persons or part thereof), wash basins (1 for 15 persons or part thereof) and drinking water tap with drinking arrangement for every 50 persons or part thereof

Sanitation Requirements for Large Stations and Airports:

Sl. No.	Place	W.C. for Males	W.C. for Females	Urinals for Males only
1.	Junction Stations, Intermediate Stations and Substations	3 for first 1000 persons and 1 for subsequent 1000 persons or part thereof.	4 for first 1000 persons and 1 for every additional 1000 persons or part thereof.	4 for every 1000 person and 1 for every additional 1000 persons or part thereof.
2.	Terminal Stations and Bus Terminals	4 for first 1000 persons and 1 for every additional 1000 persons or part thereof.	5 for every 1000 person and 1 for every additional 200 persons or part thereof.	6 for every 1000 person and 1 for every additional 1000 persons or part thereof.
3.	Domestic Airports Minimum. For 200 persons For 400 persons For 600 persons For 800 persons For 1000 persons	2* 5 9 12 16 18	4* 8 15 20 26 29	2* 6 12 16 20 22
4.	Internal Airports For 200 persons For 600 persons For 1000 persons	6 12 18	10 20 29	8 16 22

Note: 1. Provision for wash basins, baths including shower stalls, shall be in accordance with part ix section 2- Drainage and Sanitation of National Building Code of India.

* At least one Indian style water closet shall be provided in each toilet. Assume 2/3 males and 1/3 females in any area.

Notes for general guidance for water supply arrangements:

For new construction: Provision shall be made for under-ground tank for the storage of water, having capacity at 200 litres. per person with adequate pumping arrangements to supply water to upper floors.

Filtered water connection will be allowed only for use of drinking and bathing needs. For other purposes i.e. flushing and gardening etc., the individual shall be required to have own.

Installation of Solar Assisted Water Heating Systems

1. Solar water heating systems should be made in the building for hospitals, hotels, hostels, guest houses, police men/ army barracks, canteens, laboratories and research institutions, schools and colleges and other institutes.
2. The solar water heating system should be mandatory in the hospitals and hotels, where the hot water requirements are of continuous nature. These buildings must be provided with auxiliary back-up system.
3. The use of solar water heating system is recommended in the following type of buildings in Government/ Semi-Government and Institutional buildings where the hot water requirements may not be continuous/ permanent.
 - Guest Houses
 - Police men/Army barracks
 - Canteens
 - Laboratory & Research Institutions where hot water is needed.
 - Hostels, Schools, Colleges and Other Institutes.
4. The Installation of the electrical back up in all such water heating system shall be optional depending on the nature of requirements of the hot water.
5. It is suggested that solar heating systems of the capacity of about 100 liters per day based on thermos phonic with necessary electrical back-up be installed at residential buildings like hostels.
6. In order to facilitate the installation of the solar water heating systems, the new buildings shall have the following provisions:
7. All such buildings where solar water heating systems are to be installed will have open sunny roof area available for installation of solar water heating system.
 - The roof loading adopted in the design of such building should be at least 50 kg per sq. m. for the installation of solar water heating system.
 - A solar water heating system can also be integrated with the building design. These either can be put on the parapet or could be integrated with the south facing vertical wall of the building. The best inclination of the collector for regular use throughout the year is equal to the local latitude of the place. The Collectors should be facing south. However, for only winter use the optimum inclination of the Collector would be (Latitude + 15 degrees of the south.). Even if the Collectors are built in south facing vertical wall of building the output from such Collectors during winter month is expected to be within 32% output from the optimum inclined Collector.
 - All the new buildings to be constructed shall have an installed hot water line from the rooftop and insulated distribution pipelines to each of the points where hot water is required in the building.
 - The capacity of the solar water heating system to be installed on the building shall be described on the basis of the average occupancy of the building. The norms for hospitals, hotels and other functional buildings are given below:

Sl. No.	Type of Buildings	Capacity recommended - liters <i>per capita per day.</i>
1	Hospitals	100
2	Hotels	150
3	Hostels & other such Building	25
4	Canteen	As required
5	Laboratory & Research Institutions	As required

- An Open area of 3 sq.m would be required for installation of a collector which supplies about 100 liters of water per day. At least 60% of the roof area may be utilized for installation of the system.
- Specifications: Installation of Solar Assisted Water Heating Systems shall conform to BIS specification IS 12933. The solar collectors used in the system shall have the BIS certification mark.
- Auxiliary System: Wherever hot water requirement is continuous, auxiliary heating arrangement either with electric elements or oil of adequate capacity may be provided.

Installation of Photovoltaic Solar Panels in a Building

The planning and building standards of Bhubaneswar Development Authority, Odisha provide that owners must obtain building permits for alterations of, and additions, to existing buildings and the erection of new structures, unless the work is exempt, or a permit is not required.

The installation of solar panels on the roof (or the walls) of any building is an addition to that building. The prevailing standards also define 'an addition/alteration' to a building as building work.

Erection of solar panels on their own support frame on the ground is also building work, as it is the erection of a new structure.

Exemption from a building permit for the installation of small arrays of solar panels:

[The panel array size of 36 square meters may represent an 'average domestic' installation that could generate electrical energy of approximately 3 KW. Exempting solar installations from a permit would reduce the compliance and installation costs to consumers and provide a boost to the local renewable sector.]

The exemption in the 'building regulation' may read as follows:

"In accordance with section XX of the Act, building work on the following buildings is exempt from the requirement of building permit: (a) Solar panels that cover an area less than 38 square meters"

"Photo-voltaic solar panels installed on a building roof are exempt, if –

- i. the solar panels are installed by a person who holds a valid accreditation, to install solar panels, that is approved by the 'competent authority' for the purposes of this regulation; and
- ii. the solar panels are parallel with the surface of the roof and there is not more than 100 millimeters between the top of the roof and the underside of the solar panel; and
- iii. the solar panels, or any part of the solar panels, do not overhang the roof surface at any point; and
- iv. the solar panels are not within 200 millimeters of the edge of the plane of the roof; and
- v. the solar panel array does not result in more than 100 kilograms of dead load being placed on any single point where the solar panel array is attached to the roof; and
- vi. the solar panel array does not cover more than 38 square meters of –
 - a. a single roof plane; or
 - b. multiple roof planes that are supported by a single structure".

For any installation of panels where:

- Arrays of solar panels will be larger than 36 square meter on any roof plane or roof structure; or
- where panels are tilted up and any part of the underside is more than 100mm above the roof decking/ surface (for any size installation); or
- The point loading on the structure is likely to be greater than 100kg; or
- Panels will be closer than 200mm to an edge or will overhang it: -

The exemption does not apply and the owner of that building will have to obtain permission for installation. Compliance can be achieved in one of two ways:—

1. If the material costs and installation/ fixing of the components supporting the panels on a roof will be Rs. 2,00,000/- or less, then an accredited building surveyor may determine that the installation is a "minor alteration" and advise the planning authority regarding their decision.
 - a. The building surveyor effectively becomes the permit authority for minor alterations and minor repairs.
 - b. The building surveyor will need to be satisfied that the existing roof structure is capable of taking the dead loads and wind loads imposed on it by a particular proposed solar array.

- c. This will require a level of documentation and sometimes a certificate from a structural engineer or other accredited building practitioner.
2. Alternatively, the owner will have to go through the normal process of obtaining a building permit from their local planning authority as the installation of solar panels is an addition to that building.
 - a. Larger arrays impose both dead loads (weight) and live loads (lifting or pushing action by wind) on structures.
 - b. Proper assessment of the building's supporting structure and design of the proposed installation are required before a permit can be granted.

Certification from empanelled Structural Engineer:

For Photo voltaic systems, assessment of the building structure shall be carried out by an approved structural engineer or other approved qualified person to certify the design and structural stability of the system. If the existing structure is not sufficient and strengthening is needed, a building permit will be required.

Policy for Housing for All in Urban Areas, Odisha 2015

MODELS OF AFFORDABLE HOUSING

With a view to provide access to affordable housing for the urban poor including urban slum dwellers, the Policy adopts the following models:

4.1 Model 1: Mandatory Development of EWS Housing:

In line with the Policy objective of promoting inclusive mixed housing development, this model mandates development of EWS housing in all new housing projects in urban areas of Odisha. This model is applicable for development by both private developers and Project Development Agencies (PDAs).

4.1.1 Private Developers:

4.1.1.1 Reservation requirement: All apartments/ group-housing schemes with plot size exceeding 2,000 sq.m. shall have to compulsorily reserve minimum 10% of the originally permissible built-up area, for EWS dwelling units in order to obtain building plan approval from the competent authority under the applicable building regulations.

4.1.1.2 Compensatory FAR: The private developer shall be entitled to receive compensatory FAR equivalent to 100% of the built up area utilized for EWS units. This additional FAR can be utilised in the same project subject to maximum FAR of 3.5, or where there is any difficulty in utilizing the compensatory FAR in the same project, the developer shall be entitled to receive TDR for the unutilized Compensatory FAR. This TDR can be utilized at a different location or transferred to third parties subject to guidelines to be issued by the Government in this regard.

4.1.1.3 Utilization of remaining built-up area: The remaining built-up area may be utilized for other categories of houses and commercial purposes. This shall be as per the relevant provisions of Planning & Building Standards Regulation in force.

4.1.1.4 Mixed-use development: 5% of the built-up area reserved for EWS dwelling units shall be developed as neighbourhood shopping and community facilities (if any). Out of same, 3% of the built up area must be exclusively reserved for neighbourhood shopping facilities. The FAR consumed under this section shall form part of total built-up area being developed for EWS housing. The provisions of *Annexure – 5* shall also apply to these developments.

4.1.1.5 Relaxations for developers: The mandatory provisions shall be ordinarily followed in all housing projects except in cases where, provisioning for EWS housing cannot be provided for practical reasons. In such cases, following relaxation will be available on case to case basis;

- a) **Development at separate location:** In the event of any problem in accommodating EWS dwelling units in the project in question, the private developer may be allowed to provide the same requirement of EWS housing at another location not beyond 5 km from the project, but such option shall not be available to projects occupying more than 4 acres of land. Provided further that if the upcoming project is within the Development Area of Development Authority, then the location of construction of EWS units shall also be within the Development Area of same Development Authority.
- b) **Payment of Shelter Fee:** In case, if providing the EWS dwelling units at a separate location as mentioned in clause (a) above is not possible and the land area of project is up to 4 acres, the private developer may be allowed to pay a „Shelter Fee“ in lieu of development of required EWS units in accordance with provisions as prescribed under *Annexure - 2*. The Shelter Fee contributed by private developer shall be included as a part of the CDP Infrastructure Development Fund (CIDF)

to be established for each Development Authority. For the cities not covered under jurisdiction of a Development Authority, a State Level Housing Fund will be created for the purpose.

4.1.1.6 Allotment of Affordable Housing Units: The Affordable Housing (AH) units developed under this model shall be allotted on basis of following principles:

- a) It should be allotted to beneficiaries who are eligible as per the criteria fixed in *Annexure – 3*.
- b) The allotment will be done on the basis of lottery.
- c) Odisha Housing Mission (OHM) will designate one PDA for each district or a group of districts. Such designated PDA shall be responsible for overall supervision of allotment of the Affordable Housing units created under this Model and for ensuring adherence to the provisions of the policy.

d) The allotments shall be supervised by the designated PDA. This shall be subject to following conditions: 19

(i) The committee constituted for the purpose of allotment shall have the Developer or its authorised representative, as member;

(ii) The payments as due from the beneficiary will be paid directly by him to the developer;

(iii) Cost to the beneficiary will be as provided in *Annexure - 1*.

e) The substitution of allottee shall follow the same process as discussed above.

f) The procedures given in *Annexure – 3* shall apply, *mutatis mutandis*.

4.1.2 Project Development Agencies for Government (OSHB/ ULBs/ DAs/ RITs/ SPAs)

4.1.2.1 Reservation requirement: All housing schemes by Government PDAs shall earmark at least 20% of the land area in all its housing schemes for EWS and LIG housing, out of which at least 10% of land area shall be reserved for EWS, and PDA shall in return be entitled to get Government land for the area reserved for EWS and LIG housing without any cost.

4.1.2.2 Compensatory FAR: The Government PDAs shall be entitled to receive additional FAR equivalent to 100% of built-up area utilized for EWS and LIG units. This additional FAR can be utilised in the same project subject to maximum FAR of 3.5, or where there is any difficulty in utilizing the compensatory FAR in the same project, the PDA shall be entitled to receive TDR for the unutilized Compensatory FAR which may be utilized at a different location or transferred, subject to guidelines to be issued by the Government in this regard.

4.1.2.3 Utilization of remaining land area: The remaining land area may be utilized for other categories of houses and commercial purposes. This shall be as per the relevant provisions of Planning & Building Standards Regulations, in force.

4.1.2.4 Mixed-use development in area reserved for EWS & LIG dwelling units: 5% of the built-up area reserved for EWS & LIG dwelling units shall be developed as neighbourhood shopping and community facilities (if any). Out of same, 3% of the built-up area shall be exclusively reserved for neighbourhood shopping facilities. The FAR consumed under this section shall form part of total built up area being developed for EWS & LIG housing. The provisions of *Annexure – 5* shall also apply to these developments.

4.1.2.5 Implementation Issues:

a) The relaxation available to private developers vide provisions 4.1.1.5(a), shall also be available to PDAs.

b) The lease deeds already signed by PDAs, for Government land allotted to them, shall be deemed to be amended to enable PPPs for housing. In all lease deeds to be signed after notification of this policy, a specific clause shall be added to enable PPPs for housing as per this policy.

c) The allotment shall be done by PDA to beneficiary as per the principles given in *Annexure – 3*.

4.2 **Model 2** : Incentives for Market Based Development of EWS and LIG Housing.

In line with the Policy objective of enabling proactive market-led efforts to address the housing needs of EWS and LIG households, this model sets up an incentive mechanism, in terms of market pricing and other incentives for private developers and PDAs with an aim of increasing the supply of affordable housing units in urban areas of Odisha.

4.2.1 Private Developers

4.2.1.1 Applicability of Model 1 requirements: The provisions of Sections 4.1.1.1, 4.1.1.2 and 4.1.1.6 of Model 1 of this policy relating to mandatory provision of EWS housing shall apply to Model 2 also.

4.2.1.2 Additional reservation for EWS and LIG housing: If any private developer reserves area under EWS & LIG dwelling units beyond the mandatory provisions as given in Model - I, then he will be eligible to get incentives as prescribed in this model. These incentives shall be limited to built-up area / land area used for providing such additional reservations. This is subject to the condition that minimum 50% of same shall have been reserved for EWS housing.

4.2.1.3 Compensatory FAR: The developer shall be entitled to receive additional FAR equivalent to 100% of the built up area utilized for EWS and 50% of the built-up area utilized for LIG units. This additional FAR can be utilized in the same project subject to maximum FAR of 3.5, or where there is difficulty in utilizing the higher FAR in the same project, the developer shall be entitled to receive TDR for the unutilized Compensatory FAR which he may utilize at a different location or transfer to third parties subject to guidelines to be issued by the Government in this regard.

4.2.1.4 Utilization of remaining built-up area: The remaining built-up area may be utilized for other categories of houses and commercial purposes. This shall be subject to relevant provisions of Planning & Building Standards Regulations in force.

4.2.1.5 Mixed-use development in area reserved for EWS and LIG dwelling units: 5% of the built-up area reserved for EWS and LIG dwelling units shall be developed as neighbourhood shopping and community facilities (if any). Out of same, 3% of the built-up area shall be exclusively reserved for neighbourhood shopping facilities. The FAR consumed under this section shall form part of total built-up area being developed for EWS & LIG housing. The provisions of *Annexure – 5* shall also apply to these developments.

4.2.1.6 Other incentives and relaxations to developers:

- a) Market pricing: The developer shall be at liberty to determine the sale price of the EWS and LIG dwelling units over and above the mandatory reservation under Model 1, subject to an overall upper limit of Rs. 15 lakh per dwelling unit for the largest unit. This price will be revised time to time by the State Government / Odisha Housing Mission. The developer can allot Affordable Housing (AH) units created under the provisions of 4.2.1.2 by itself. Provided the developer shall not allot more than one unit of the EWS or LIG components in a project to a single household.
- b) Fast track approval process: The projects under this model shall be eligible for fast track approval process as specified by the Government in *Annexure- 5*.
- c) Exemption from land use conversion charges: The developer shall be exempted from land use conversion charges by the competent revenue authority to the extent of EWS and LIG housing, over and above the mandatory reservations under Model 1, on issuance of a certificate from the Authority approving the building plan.
- d) Exemption from Building Plan sanction fee: The projects under this model shall be exempted from payment of building plan approval fee to the extent of EWS and LIG housing in terms of FAR used, over and above the mandatory reservations under Model 1.

- e) Exemption from External/Periphery Development Charges: The projects under this model shall be exempted from payment of external/ 22 periphery development charges to the extent of EWS and LIG housing in terms of FAR used.

4.2.2 Project Development Agencies for Government (OSHB/ ULBs/ DAs/ RITs/ SPAs)

4.2.2.1 Applicability of Model 1 requirements: The provisions of Sections 4.1.2.1, 4.1.2.2 and 4.1.2.5 of Model 1 of this policy relating to mandatory provision of EWS and LIG housing shall also apply to Housing projects of PDA covered under Model 2.

4.2.2.2 Additional reservation for EWS and LIG housing: If a PDA reserves area under EWS and LIG dwelling units beyond the mandatory provision of 20% of area under Model 1, then they will be eligible to get further incentives under this model. These incentives shall be limited to the built-up area reserved over and above the mandatory provisions of 4.2.2.1, subject to condition that minimum 50% of same shall have been reserved for EWS housing.

4.2.2.3 Compensatory FAR: The PDA shall be entitled to receive additional FAR equivalent to 100% of the built up area utilized for EWS and 50% of the built-up area utilized for LIG units over and above the mandatory reservation under Model 1. This additional FAR shall be utilized in the same site subject to maximum FAR of 3.5. Provided if there is difficulty in utilizing the compensatory FAR in the same project, it shall be entitled to receive TDR for the unutilized Compensatory FAR which, they may utilize at a different location, again subject to the limitation of not more than FAR of 3.5 at a single location, or transfer to third parties subject to guidelines to be issued by the Government in this regard.

4.2.2.4 Utilization of remaining built-up area: The remaining built-up area may be utilized for other categories of houses and commercial purposes. This shall be subject to relevant provisions of Planning & Building Standards Regulations in force.

4.2.2.5 Mixed-use development in area reserved for EWS and LIG dwelling units: 5% of the built-up area reserved for EWS and LIG dwelling units shall be developed as neighbourhood shopping and community facilities (if any). Out of same, 3% of the built-up area shall be exclusively reserved for neighbourhood shopping facilities. The FAR consumed under this section shall form part of total built-up area being developed for EWS & LIG 23 housing. The provisions of *Annexure – 5* shall also apply to these developments.

4.2.2.6 Other incentives and relaxations to PDAs:

- a) Market pricing: The PDA shall be at liberty to determine the sale price of the EWS and LIG dwelling units over and above the mandatory reservation under Model 1, subject to an overall upper limit of Rs. 15 lakh per dwelling unit for the largest unit. This price will be revised time to time by the State Government / Odisha Housing Mission. The PDAs can allot Affordable Housing units created under provisions of 4.2.2.2 by following its own allotment procedures.
- b) Fast track approval process: The projects under this model shall be eligible for fast track approval process as specified by the Government in *Annexure - 5*.
- c) Exemption from Building Plan Sanction fee: The projects under this model shall be exempted from payment of building plan sanction fee to the extent of EWS and LIG housing in terms of FAR used, over and above the mandatory reservations under Model 1.
- d) Exemption from External/ Periphery Development Charges: The projects under this model shall be exempted from payment of external/ periphery development charges to the extent of EWS and LIG housing, in terms of FAR used, over and above the mandatory reservations under Model 1.

4.3 **Model 3:** Development of Affordable Housing Projects:

Under this model, Government will give specific target for creation of Affordable Housing (AH) units to various PDAs. To achieve same, State Government shall allot land to PDAs, on free of cost and freehold basis. On such lands, PDAs may take up development of affordable housing on PPP model or by itself. This will be undertaken as per following principles.

4.3.1 Affordable Housing Projects on PPP Model:

In line with objective of the Policy to enable public private partnerships for affordable housing and leveraging Government land for affordable housing development, this model sets up a mechanism for partnership between PDAs and private developers for increasing the supply of affordable housing stock in Odisha.

4.3.1.1 Provision of Government Land: Government land for the projects to be taken up under this model shall be provided to PDA on free of cost and freehold basis. The land for the project shall be divided into two parts i.e. Affordable Housing Area (AHA) & Developer Area (DA). These shall be subject to following conditions:

- a) Affordable Housing area shall not be less than 65% of the total project area.
- b) At least, 50% of the houses in the project shall be for EWS category.
- c) The Developer Area will be given by PDA to private developer on freehold basis, as per the terms and conditions of the Concession Agreement.
- d) The ownership of land reserved for Affordable Housing Area will remain with PDA and Affordable Housing units developed over same shall be allotted to the eligible beneficiaries. This allotment shall be made as per the provisions of *Annexure – 3*.

4.3.1.2 Mandatory Development Norms: The following mandatory development norms shall be followed by PDA for structuring of projects under this model and the same shall also form part of the bidding documents:

- a) Density Norms: The PDA shall ensure that density in terms of Dwelling Units per Acre (DU/Acre) on Affordable Housing Area shall be as per provisions applicable to affordable housing units in *Annexure – 5*.
- b) Mixed Land Use Norms: 5% of the built up area reserved for EWS and LIG dwelling units shall be developed as neighbourhood shopping and community facilities (if any). Out of same, 3% of the built-up area shall be exclusively reserved for neighbourhood shopping facilities. The FAR consumed under this section shall form part of total built-up area being developed for EWS and LIG housing. The provisions of *Annexure–5* shall also apply to these developments.
- c) FAR: Maximum FAR of 3.5 will be allowed for the projects under this model. If part of FAR for Affordable Housing Area remains unutilized, the same can be utilized by the private developer on Developer Area.
- d) Number of Affordable Housing Units: Bid documents shall specify the number of EWS & LIG dwelling units to be built by the private developer for handing over to PDA. The construction specification 25 along with the detailed plan of the Affordable Housing Area development shall also form part of bidding documents.
- e) Neighbourhood Shopping Units & Community Area: The neighbourhood shopping units and community area as developed by developer in Affordable Housing Area shall be handed over to PDA for further allotment and management.

4.3.1.3 Selection of private developer:

- a) Bidding Process: The selection of the private developer shall be done through an open competitive bidding process.
- b) Eligibility Criteria: The private developers participating in the bidding process shall qualify on the eligibility criteria given in Annexure-4 and other such criteria as given in Bid documents.

- c) Fixed Parameter: The fixed parameter will be construction of Affordable Housing Units along with the neighbourhood shopping and community facilities to be developed by the private developer in Affordable Housing Area, which shall be handed over to the Project Development Authority free of all costs.
- d) Bidding Parameter: The concession fee to be quoted by the private developer for the project will be the bidding criteria. The eligible private developer who quotes lowest grant or highest premium shall be selected for the project. This concession fee shall be payable to or by the PDA in installments as per conditions given in the Bid documents.
- e) Payment of Concession Fees: The concession fee shall be paid in or out of CIDF for the projects in the development area of Development Authorities. For other areas, the concession fee shall be paid in or out of State Housing Fund.

4.3.1.4 Allotment of EWS and LIG dwelling units:

- a) The PDA shall undertake identification, verification and final selection of beneficiaries for the affordable housing units being developed in the project. Assistance of Affordable Housing Facilitation Centers if any, established under this policy, may be taken up by PDA to perform these duties.
- b) The selection of the beneficiaries shall be done as per the provisions given in *Annexure - 3*. The PDAs shall also maintain a wait list of potential beneficiaries, equivalent to 50% of the Affordable Housing 26 Units being developed in the project to mitigate the risk of dropouts during the process of allotment or thereafter.
- c) The PDAs & ULBs shall also take up advocacy for new Affordable Housing Schemes and shall also facilitate access to Housing Micro Finance to enable beneficiaries to pay for the house.
- d) The private developer shall pro-actively participate in this facilitation process for availing of housing finance by selected beneficiaries. The selected developer shall also proactively undertake marketing activities, loan fairs and provide handholding support to the beneficiaries. The details of these obligations will form part of Bid documents.

4.3.1.5 Utilization of Developer Area: The private developer shall utilize the Developer Area for taking up housing and commercial projects, subject to provision of Planning & Building Standard Regulations in force and subject to provisions of this policy.

4.3.1.6 Other incentives and relaxations: The projects under this Model will also be eligible for availing following incentives and relaxation:

- a) Fast track approval process: The projects under this model shall be eligible for fast track approval process as specified in *Annexure- 5*.
- b) Exemption from various fees, Charges & Security Deposit: The projects under this model shall be eligible for exemption from following fees, deposits and charges limited to development on Affordable Housing Area:
 - i. Exemption from sanction fee of building plan sanctioning authorities;
 - ii. Exemption from payment of external/peripheral development charges of Urban Local Bodies etc.
 - iii. Exemption from keeping of security deposit by building plan approval agencies.

4.3.2 Development of Affordable Housing Projects, directly by PDAs: PDA may take up construction of Affordable Housing Projects directly by adopting industrial approach to construction as given in *Annexure- 8*. In such cases, Affordable Housing Area can extend from 65% to 100% depending upon availability of funding from State Government sources or any other project. The other provisions of 4.3.1 (PPP Model) will apply, *mutatis mutandis*, as if PDA is the developer.

Schedule-I

Scrutiny Fees levied for application for permission for building operation or development:

Sl No.	Details of construction & Area	Fee in Rupees	
(A)	Fee for development of land	at Rs	0.50 Per Sq. Mtr.
(B)	Fee for building operation		
(i)	For residential building (covered area on all floors)		
(a)	upto 100 s. Mts.	Rs	150.00
(b)	above 100 and upto 150 sq. Mts.	Rs	225.00
(c)	above 150 and upto 300 sq. Mts.	Rs	300.00
(d)	for every additional 50 sq. Mts. or part thereof	Rs	300.00
(ii)	For Commercial buildings (Business, Mercantile, Shops, Hotels, Public Assembly Buildings, Show Rooms, Business Offices, Godowns, Warehouses, Banks, Cinemas, Theatre, Clubs, etc.)		
(a)	upto 20 sq. Mts.	Rs	250.00
(b)	above 20 and upto 50 sq. Mts.	Rs	375.00
(c)	for every additional 50 sq. Mts. or part thereof	Rs	500.00
(iii)	For Industrial buildings (Covered area on all floors)		
(a)	upto 150 sq. Mts.		
(b)	for every additional 150 sq. Mts. or part thereof		
(iv)	For Public buildings (Educational, Religious, Charitable, Government of Local Bodies uses). Covered area on all floors.	at Rs	0.50 Per Sq. Mtr.

*Planning Authorities will notify from time to time the revised rates for Scrutiny fee.

FORM – I
(See Rule 6)

BUILDING PLAN APPLICATION FORM

Form No. _____

Authorised Signature

APPLICATION FOR PERMISSION FOR DEVELOPMENT OF BUILDING AND SUBDIVISION OF LAND

From:
Name and Address
(In Block letters)
Tel No. _____

For Office use only
Regd. No.
Scrutiny Fee

To,

The Chairman,
Local Planning Authority

Madam/Sir

I/We hereby apply for permission to undertake development and carry out:-

- a) Construction of _____ storied building.
- b) Re-construction of an existing building
- c) Alteration/addition to the existing building
- d) Revalidation/renewal of plan for construction of all _____ storied building
- e) Sub-division of land
- f) _____(if any other please specify)
- g) Demolition
- h) _____(if any other please specify)

In respect of Plot No. _____ Khata No. _____ Village _____ of _____ Municipal Corporation/ Municipality/NAC within the Master Plan Area of _____. The said land building shall be used for _____ purpose.

I/We enclosed herewith the following plans (4 copies in case of privately owned plots/ 8 copies in case of Govt. leased, Govt. plots) and specifications duly signed by me and Architect/ Engineer/ Supervisor/ Group agency _____ bearing Regd. No. _____ Licence/Empanelment No. _____ who has/have prepared the plans, designs etc. and who will supervise the developments. The building parameters checklist prepared by the Technical person is enclosed.

I/We the owner(s) of every part of the land/building to which this application relates, requests, permission for the above development may kindly be accorded.

Documents furnished.

- | | |
|---|-----------------------|
| 1. Four sets of the building Plan: | Yes/No/Not applicable |
| 2. Ownership document: | Yes/No/Not applicable |
| 3. Supervision certificate in form-I,Part-II: | Yes/No/Not applicable |
| 4. Affidavit for peaceful possession of the land: | Yes/No/Not applicable |
| 5. Structural stability certificate: | Yes/No/Not applicable |
| 6. NOC from lessee in case of ease hold: | Yes/No/Not applicable |
| 7. NOC from Fire Prevention Officer: | Yes/No/Not applicable |
| 8. NOC from Airport Authority: | Yes/No/Not applicable |

- 9. Environmental clearance: Yes/No/Not applicable
- 10. Checklist of the proposed building: Yes/No/Not applicable
- 11. Any other certificate/NOC (Please specify): Yes/No/Not applicable.

Place:

Signature of Owner(s)

Date-

Name of Owner(s)

FORM-I A
(See Rule 6)

FORM FOR SUPERVISION

I hereby certify that the development/erection/re-erection/demolition or material alteration in/of the building in respect of Plot No. _____ Khata No. _____ Village / Mouza _____ of _____ Municipal Corporation/ Municipality /NAC shall be carried out under my supervision and I certify that all the materials (type and grade) and the workmanship of the work shall be generally in accordance with the general and detailed specifications submitted along with and that the work shall be carried out according to the sanctioned plans.

Signature of Empanelled Technical Person

Name of the Technical Person

Address _____

Date: _____

FORM-I B

(See rule-6)

CHECK LIST

1. Name of the Applicant:
2. Name of the Owner:
3. Name of the Builder/Developer:
4. Ownership documents: Established / Non established
5. As per Document Building Plan Possession

Area:

6. Tenancy: Lease hold / Free hold / Stitiban.
If lease hold:
 - i. Name of Lessor:
 - ii. Purpose of lease:
 - iii. Duration of lease:
7. Existing off site Physical Infrastructure:
 - (a) Road
 - (b) Sewerage
 - (c) Drainage
 - (d) Water facility
 - (e) Availability of drain
 - (f) Telephone
 - (g) Electric
8. Nature of Construction: New Construction/Reconstruction/Addition/Alteration
9. (i) Amount of fee deposited
(ii) Covered area on all floors
10. Land Use

Use applied	Land use in the Master plan	Whether permissible / not permissible / Special consideration

11. (i) Whether first permission / Revised permission / Revalidation _____
(ii) No. of floor(s) _____

12. Contents of Building Plan:
 - i. Site Plan
 - ii. Lay out plan
 - iii. All floor plan
 - iv. Elevations-Front / Rear / Right / Left / Cross section
 - v. Plan of foundation
 - vi. Septic tank and Soak pit
 - vii. Recharging pit
 - viii. Drain Section
 - ix. Area statement
 - x. Schedule of doors and windows

13. Approach road:-

- i. Nature of road
- ii. Width of road:

As per site / key plan	Site inspection report

- iii. Whether the approach road as shown connected to an existing public road in the site plan_____
- iv. Whether such connection is available in settlement sheets: Yes/No
- v. If private , whether
 - (a) transferred to the Municipal Corporation / Municipality/ NAC: Yes/No
 - (b) indicated in the not final settlement plan: Yes/No
 - (c) mentioned in the ownership document: Yes/No

14. Whether the plot is affected by proposed road/proposed drain/ proposed lake/any other public use_____

15. Whether the plot is within 100 meter/100-300 meter of State/A.S.I. protected monuments_____

16. Whether the plot is within 200 meter radius of important buildings

17. Building Parameters:

Category	Requirement as per norm	Approved building plan	Proposal	Remarks
1	2	3	4	5
Basement/stilt				
1st floor				
2nd floor				
3 rd floor				
4th floor				
Society room				
Front set back				
Rear set back				
Left side set back				
FAR				
Parking				
Height				
No. of dwelling unit				
Population density				
No. of staircase				
No. of lift				
Recharging pit				
Scrutiny fee deposited				
Gates				
Exemptions (i) height (ii) setback (iii) FAR				

18. Whether falls in the Airport funnel zone_____

19. Provision of proposed on site physical infrastructure

- i. Water Supply:
- ii. Sewerage:
- iii. Drainage:
- iv. Electrical Installation:

20. Clearance/Certificate produced: RS/RNS/NR

- i. General Affidavit:-
- ii. Structural Stability Certificate:-
- iii. Form of Supervision:-
- iv. NOC from Fire Prevention Officer:-
- v. NOC from PHED:-
- vi. Undertakings with regard to quality construction / Water supply / Sewerage / Drainage / Waste disposal / fire fighting
- vii. Any other (specify)

N:B: (RS: Required and Submitted, RNS: Required not Submitted, NR: Not Required)

21. Involvement of Technical Person & Builder:

- i. Architect / Engineer :
 - (a) Name:
 - (b) COA No.:
 - (c) Empanelment No.

- ii. Engineer / Structural Engineer:
 - (a) Name:
 - (b) Empanelment No.

- iii. Builder
 - (a) Name:
 - (b) Empanelment No.

- iv. Any Other

Signature of Technical Person

FORM –II
(See Rule 10)
LOCAL PLANNING AUTHORITY

No. _____/XXX <Name of Local Planning Authority>, Dated: _____

Permission under sub-section (3) of the Section-31 of the Odisha Town Planning and Improvement Trust Act, 1956 is hereby granted in favour of;

Smt./ Shri _____ for

- (a) Sub-division of lands
- (b) Institution of change of the use of land or building
- (c) Construction of a _____ building
- (d) Reconstruction of building
- (e) Alteration of
- (f) Alteration or additions in the existing building

_____ (Specify) in respect of plot No. _____, Khata
No. _____ Village / Mouza. _____ of _____ Municipal Corporation
/ Municipality / NAC within the Master Plan Area of _____ subject to following additions/
restrictions.

- (a) The land/ Building shall be used exclusively for _____ purpose and the uses shall not be changed to any other use without prior approval of this Authority.
- (b) The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement
- (c) Parking space measuring _____ sq. m. as shown in the approved plan shall be kept open and no part of it will be built upon.
- (d) The land over which construction is proposed is accessible by an approved means of access of _____ m. width.
- (e) The land in question must be in lawful ownership and peaceful possession of the applicant.
- (f) The applicant shall free gift _____ m. wide strip of land in the _____ Municipal Corporation / Municipality/ NAC for the further widening of the road to the standard width.
- (g) The permission is valid for period of three years with effect from the date of issue.
- (h) Permission accorded under the provision of Section 31 (3) of OTP&IT Act, cannot be construed as evidence in respect of right title interest of the plot over which the plan is approved.
- (i) Any dispute arising out of land record or in respect of right/ title/ interest after this approval the plan shall be treated automatically cancelled during the period of dispute.
- (j) Any other conditions.

By Order

Authorised Officer

_____ Special Planning Authority/ RIT

Memo No. _____ /<Name of Local Planning Authority>, Dated _____

Copy along with _____ copies of the approved plans to

Smt./ Shri _____.

Authorised Officer
Local Planning Authority

Memo No. _____ / <Name of Local Planning Authority>, Dated _____

Copy with a copy approved plan forwarded to the Executive Officer, XXX Municipal Corporation/ Municipality/ NAC for information

Authorised Officer
Local Planning Authority

Memo No. _____ / <Name of Local Planning Authority>, Dated _____

Copy forwarded to the Land Officer, G. A. Department / Director of Town Planning, Odisha/ Enforcement Section, <Local Planning Authority>.

Authorised Officer
Local Planning Authority

FORM-V
(See Rule 15(2) & 55(1))

DOCUMENT FOR COMMENCEMENT OF WORK (TO BE FURNISHED BY THE PLOT OWNER(S) AND THE BUILDER/DEVELOPER) – Rule 62

From: _____

(Name and address in Block Letters)

To

The Chairman,
Local Planning Authority

Sir,

I/We hereby give notice of the erection of building in respect of plot No. _____ Khata No. _____ Village / Mouza _____ of _____ Municipal Corporation / Municipality / NAC to be commenced on _____ as per the permission given in your letter No. _____ Dated _____ under the supervision empanelled Architect/Engineer/ Structural Engineer _____, Regd. No _____ in accordance with the approved plan.

Yours faithfully,

Signature(s) of the Owner/

Signature of Builder / Developer.

FORM – VI

PART – I
COMPLETION CERTIFICATE

From: _____

(Name and address in Block Letters)

To
The Chairman,
Local Planning Authority

Sir,

I hereby certify that the development, of erection, re-erection or for material alteration in respect of the building on Plot No. _____ Khata No. _____ Village/ Mouza _____ of _____ Municipal Corporation / Municipality / NAC within the Master Plan Area of _____ has been supervised by me and has been completed on _____ according to the plans sanctioned vide No. _____ dated _____. The work has been completed to my best satisfaction, the workmanship and all the materials (type and grade) have been used strictly, in accordance with the general and detailed specifications. No provisions of the code, conditions prescribed or orders issued there under have been transgressed in the course of the work. The land is fit for construction for which it has been developed or re-developed or the building is fit for use for which it has been erected, re-erected or altered, constructed and enlarged. I hereby also enclose the plan of the building completed in all aspects.

Signature of Empanelled
Technical Person

Name of the Technical Person

Address _____

Date: _____

PART – II
 CERTIFICATE FOR EXECUTION OF WORK AS PER STRUCTURAL SAFETY
 REQUIREMENTS

With respect to the building work of erection, re-erection or for making alteration in the building on
 Plot No. _____ Khata No. _____ Village/
 Mouza _____ of _____ Municipal Corporation / Municipality / NAC within
 the Master Plan Area of _____ I certify;

- (a) that the building has been constructed according to the sanctioned plan and structural design(copy of the drawings as executed enclosed),which incorporates the provisions of structural safety norms as specified in Part- 6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes; and
- (b) that the construction has been done under my supervision and guidance and adheres to the drawings and specifications submitted and records of supervision have been maintained.

Any subsequent changes from the completion drawings shall be the responsibility of the owner.

Signature of owner
 With date

Name: _____
 Address: _____

Signature of the Empanelled Engineer/
 Structural Engineer with date and
 Empanelment No.

FORM – VII
(See Rule 6(3)VIII)

CERTIFICATE FOR STRUCTURAL STABILITY

With respect to the building work of erection, re-erection or for making alteration in the building on Plot No. _____ Khata No. _____ Village / Mouza _____ of _____ Municipal Corporation / Municipality / NAC within the Master Plan Area of _____, I certify that the structural plans and details of the building submitted for approval satisfy the structural safety requirements for all situations including natural disasters like cyclone & earth quake etc., as applicable, as stipulated under Part- 6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes; and the information given therein is factually correct to the best of my knowledge. I undertake responsibility with regard to supervision of the work at each stage of construction, (after laying of foundation & after casting of each floor) and submit the report to Local Planning Authority regularly to effect that the building is being constructed conforming to the approved plan and as per the structural plan prepared by me. I will be responsible and liable for action by Local Planning Authority./Govt. if the plan/design contain mis-representation or fraudulent information and the construction is made in deviation of approved plan or if there is any structural failure due to wrong /unsafe structural design ,use of low quality material and/or poor workmanship endangering the in-mates/public.

Signature of owner
With date

Signature of the Registered
Engineer/ Structural Engineer with date
and registration No.

Name: _____

Address: _____

FORM-VIII
(See rule 15(2) & 54(4))
PERIODIC PROGRESS REPORT

(To be submitted by the Empanelled Structural Engineer/ Architect/Engineer)

From:

To

The Planning Member,
Local Planning Authority,

Ref : Local Planning Authority approval letter No. _____ Dated _____

Madam/ Sir,

I/We hereby certify that the construction of the building up to foundation, plinth/ground floor/floors of the building plot No. _____ Village/Mouza _____ of _____ Municipal Corporation / Municipality / NAC within the Master Plan Area of _____ has been supervised by me/us and has been constructed strictly conforming to the sanctioned plan and structural design as per the provision of NBC, 2005. The work has been done to my/our best satisfaction. All the materials used in construction of this building are strictly in accordance with BIS/ISI specifications and norms conforming to National Building Code, 2005 covering all the safety factors including earthquake and cyclone. I/we will be responsible and liable for action by Local Planning Authority/Govt. if there is any structural failure and fire endangering the inmates and public.

Yours faithfully,

Signature of the Architect/Engineer
Name
Empanelment No.

Signature of Structural Engineer
Name
Empanelment No.

FORM-IX
(See Rule 10)
LOCAL PLANNING AUTHORITY

No. _____ / <Name of Local Planning Authority>, Dated the _____

REFUSAL OF PERMISSION UNDER SUB-SECTION (3) OF SECTION 33 OF OTP&IT ACT, 1956
FOR UNDERTAKING DEVELOPMENT OF PLOT NO. _____ IN MOUZA _____

To,

SMT./SRI _____

Your reply to this office letter No.Dt..... has not been found satisfactory / You
have failed to show any cause in response to this office letter No..... Dated
.....

Hence, in exercise of the powers under Sub-Section (3) of section-33 of the OTP&IT Act, 1956,
permission to undertake development on plot No..... Mouza..... of
.....Municipal Corporation / Municipality / NAC within Master
Plan area is hereby refused on the following grounds.

- 1.....
- 2.....
- 3.....
- 4.....

Two copies of the plans are retained in this office for record and reference and the rest are returned
herewith.

BY ORDER
AUTHORISED OFFICER

Memo No...../ <name of Local Planning Authority>, Dated.....
Copy to Executive Officer, XXX Municipal Corporation / Municipality / NAC .

AUTHORISED OFFICER

FORM – X
(See rule 17(1) and 63)
OCCUPANCY CERTIFICATE

The work of erection, re-erection or for material alteration undertaken in respect of Plot No. _____ Village/Mouza _____ of _____ Municipal Corporation / Municipality / NAC within _____ Master Plan area is completed under the supervision of _____ Architect (Empanelment No. _____) _____ Structural Engineer (Empanelment No. _____) Supervisor _____, (Empanelment No. _____) as per the Completion certificate submitted. On inspection it is observed that the erection, re-erection or alteration undertaken with respect to above plot(s) conform/ do not conform the approved plan and the conditions imposed vide letter No. _____ dt _____. The building is permitted/not permitted for occupation for _____ occupancy subjected to the following

- 1.
- 2.
- 3.

One set of completion plans duly certified is returned herewith.

BY ORDER

Authorised Officer
Local Planning Authority

FORM-XI
(See rule 35(3))
INDEMNITY BOND FOR BASEMENT

This Indemnity Bond is executed by Shri/Smt. _____ S/O,D/O,W/O
Shri/Smt _____ R/O _____ in favour of Local
Planning Authority.

Whereas, the executant has submitted to the concerned Authority the plans for, sanction of basement over Plot No. _____ Mouza /Village _____ of _____ Municipal Corporation / Municipality / NAC within _____ Master Plan area under the provisions of the Act and and Rules and Building Regulations made thereunder:-

And, whereas, the Local Planning Authority has agreed to sanction the aforesaid construction subject to the conditions that the owner shall indemnify the Authority in the event of any loss or damage being cause to the adjoining building on account of the construction of the said basement either at the time of digging of its foundations or in the course of its construction or even thereafter and also against any claim of any concern thereto.

And, whereas, the executant has agreed to execute an indemnity bond to the above affect and also to abide by the terms imposed by the Authority to the grant of sanction for construction of the basement.

Now, this deed witnesses:—

1. That in consideration of the sanction of the plans by Local Planning Authority for construction of the basement the executant undertakes that he/she shall at all times keep the Authority free from any liability, loss or damages/flowing from any injury or damage caused to the adjoining built-up properties or to any person as a consequence of the construction of at the time of digging of its foundations or during the course of its construction or at any time thereafter.
2. The owner agreed and undertakes that in the event of any claim being made by any person or persons against the Authority either in respect of the sanction granted by the Authority to the owner for the construction of basement or in respect of the construction or manner of construction of the basement by the owner of the consequences flowing from the said sanction the executant shall be responsible and liable and not Local Planning Authority.
3. The executant agrees and undertake to indemnify the Authority fully in respect of any amount which the Authority may be required to pay to any person either byway of compensation or on any other account as a result of any claim or suit or any other proceedings concerning the sanctioning of the construction of the basement of the making thereof and also in respect of the costs and expenses which the Authority may incur on defending any action.
4. Without prejudice to the above undertaking the executant hereby binds itself to pay to the Local Planning Authority to the full extent any amount which the authority may be required to pay to any person in connection with, relating to or concerning the sanctioning of the basement or the making thereof.
5. The owner agrees and undertakes that this bond shall remain in full force and effect till the executant faithfully observes/performs the undertaking herein before contained.

In witness whereof the executant above named has signed this bond on this _____ day of _____ at _____

Indemnifier

Witness:

(Signatures) _____

1. Name _____
Full Address _____
(Signatures)
2. Name _____
Full Address _____
(Signatures)

FORM-XII

INTIMATION REGARDING APPROVAL OF RESIDENTIAL BUILDING PLAN BY TECHNICAL PERSON
EMPANELLED BY THE AUTHORITY IN RESPECT OF PLOTS NOT EXCEEDING 300 SQ.M. IN SIZE

From:

To

THE PLANNING MEMBER,
XXX LOCAL PLANNING AUTHORITY

Ref:

Sir/Madam,

I wish to intimate that I have approved the residential building plan of Sri.....
(Address.....) in respect of plot No..... Mouza / Village of
Municipal Corporation / Municipality / NAC within Master Plan area under the
provisions of Section 10 (8) of these Regulations.

The information in respect of the plan and plot is given below.

1. Name of the Owner:-
 - i. Present Address: (in Block letters)
Village:-
Po:-
PS:-
Dist:-
 - ii. Permanent address: (in Block letters)
Village:-
Po:-
PS:-
Dist:-
2. Name of Mouza:
3. Plot No:
4. Khata No:
5. Kism of Plot:
6. Area of the plot(in Sq.m.):
7. No. of floors:
8. Approach road:
 - (a) Width:
 - (b) Public/Private:
9. Details of lay out approved by the Authority
 - i. Letter No. _____, Date of approval:- _____
 - ii. Khata No & Plot No:
 - iii. Village:
 - iv. Municipal Corporation/Municipality/NAC:
 - v. Master plan area:
 - vi. Name of the applicant/builder/developer:-
10. Details of allotment made by G.A.Deptt./LDA/OSHB
 - i. Drawing No:
 - ii. Name of Scheme:
 - iii. Village:
 - iv. Municipal Corporation/Municipality/NAC:
 - v. Master Plan area:

11. Use:
12. Floor-
13. Covered area (in Sq.ft)
 - Stilt floor:
 - Ground floor:
 - First floor:
 - Second floor:
 - Other floors:
14. Setbacks (in Sq.ft)
 - Front set back
 - Rear Set back
 - Left side set back-
 - Right side set back
15. Height of the Building:
16. Source of water supply:
17. Proposed drainage:
18. FAR
19. Parking space

Yours faithfully,

Name & Designation of the
Registered Architect /Engineer
Empanelment No.

Signature of plot
Owner/Developer with present
& permanent address:

FORM-XIII
APPLICATION FOR DRAWING OF ATTENTION UNDER 62 OF THESE RULES

From:

To

The Chairman
Local Planning Authority

Subject: Statutory Notice under section 62 of these Rules.

Madam/Sir,

I/We do bring to your kind notice that the Technical person who had supervised the erection/re-erection of the building had submitted the completion certificate to the Local Planning Authority on _____ with respect to plot No. _____, Khata No. _____ village / Mouza: _____ of _____ Municipal Corporation / Municipality/ NAC within Master Plan area of _____ for issue of occupancy certificate. Two months have elapsed since the submission of application and I/We have not received any communication with respect to the said application. Please take notice that if within a further period of two months from the date of receipt of this notice by you, no communication either granting or refusing occupancy certificate is received by me/us, I /We shall presume that issue of occupancy certificate as applied for has been granted in my/our favour.

Yours faithfully,

Signature of the applicant(s)

By order
Local Planning Authority