

MUNICIPAL CORPORATION S.A.S NAGAR (MOHALI)

Municipal Corporation S.A.S Nagar (Mohali) Building Byelaws-2014

1. Title, Extent and Commencement:

2.

- A) These Byelaws may be called “The Municipal Corporation S.A.S Nagar (Mohali) Building Byelaws-2014” for **villages** falling within the Municipal limits of S.A.S Nagar (Mohali).
- B) These Byelaws shall extend only to all buildings to be erected/re-erected in abadi area within the erstwhile lal lakir of the villages comprised/included in the jurisdiction of the Municipal Corporation of S.A.S Nagar (Mohali) or to such areas in and around these villages within the preview of MC.
- C) These Byelaws shall come into force at once from the date of their publication in the official gazette.

PART-A

2. **Definitions:-** In these Byelaws, unless the context otherwise requires, the definitions given herein below shall have the meaning indicated against each of them.
- (i) **“Abut”** -A building is said to abut on a street when the outer face of any of its external walls is on the street boundary.
 - (ii) **“Act”** – Means the Punjab Municipal Corporation Act,1976.
 - (iii) **“Applicant”** shall mean a person(s) who is owner(s) of the site and who applies to the competent authority of his/her intention to erect or re-erect under these Byelaws and includes his/her legal heirs.
 - (iv) **“Architect”** shall mean a person having valid registration with Council of Architecture, New Delhi as per Architects Act, 1972 and who has not been debarred or blacklisted by the M.C. S.A.S Nagar (Mohali).
 - (v) **“Authorized Officer”** shall mean an officer authorized to perform certain functions under these Byelaws.
 - (vi) **“Basement or cellar”**: Shall mean the lower storey of the building immediately below or partly below the ground level.
 - (vii) **“Balcony”** Shall mean a cantilevered horizontal projection at the roof level from the wall of a building without any vertical support and having a balustrade or railing not exceeding one meter in height and intended for human use.
 - (viii) **“Barsati”** Shall be a habitable space on the top roof of the building used as shelter during the rains, with/without toilet facility.
 - (ix) **“Boundary wall”** shall mean a non-load bearing structure erected to demarcate the site boundary and to act as a physical barrier.
 - (x) **“Bressumer”** shall mean a beam or a girder, which carries a wall.
 - (xi) **“Building”** Means walled and roofed structure built for temporary or permanent use either for habitation or for storage or for an industry or for business use .
 - a. Addition to the building: Means the addition to the cubic contents or to the floor area of the building.

- b.** Ancillary building in the residential area: Shall mean a building attached to or serving the main residential building and shall include buildings such as garage, store, room, fuel store, servant quarter but shall not include annexe or a guest house capable of use as independent dwelling unit.
- (xii) “Canopy”** shall mean a projection or continuation of a flat roof beyond the face of the outer wall designed to protect the wall/window from weather. However, it shall not project to Public/Govt. land.
- a.** It shall not project beyond the plot line.
 - b.** It shall not exceed 7.00 square meter or 75 square foot in area.
 - c.** It shall not be lower than 2.30 meter 7feet 6inches when measured from the ground.
 - d.** It shall not be allowed at more than one entry.
 - e.** It shall not extend more than 1.8 meter or 6 feet beyond the building line.
 - f.** There shall be no structure on it and the top shall remain open to sky.
- (xiii) “Carpet Area”** shall mean the covered area (excluding the area of the walls) of all usable rooms at any floor level.
- (xiv) “Change of land use”** shall mean a change from one class of use of land/building to another. The change or conversion from the existing land use of any specific property or part of property to any other conforming land use if allowed by competent authority, on the request of bona fide landowner who submits his appeal for the change of existing land use, immediately before the submission of building application.
- (xv) “Chhaja or Sun shade”** shall mean a continuous cantilevered horizontal or sloping projection from the outer wall of the building primarily intended to give protection from weather upto 18 inch in depth.
- (xvi) “Class of buildings”** shall mean a building in one of the following categories: -
- (a) “Residential building”** shall include bedroom, kitchen and toilet.
 - (b) “Commercial building”** shall mean a building other than industrial building used or constructed or adopted to be used wholly or partially for shops, private offices, banks, hotels, restaurants, beauty parlors, boutiques, video parlors, cinemas and auditoriums or any other building used for similar purposes engaged in trade and commerce, but shall not include nursing homes, hospitals, marriage palaces and multiplexes.
 - (c) “Industrial building”** shall mean a building intended to be used or constructed or adapted for industrial purpose (house hold industry) where products or materials of all kinds and properties are to be fabricated as defined under the relevant Act.
 - (d) “Public building”** shall mean and include a building intended to be used either ordinarily or occasionally as a place where public at large is likely to assemble and shall include a religious place, community centre, open air theatre, Govt. and Semi Govt. offices, public halls, small scale exhibition centre.
 - (e) “Office/Institutional Building”** shall mean a building or a complex of buildings used or constructed or adapted to be used for office/an

establishment where an organization for promotion of some cause is situated such as schools, dispensaries, bhavans etc.

(f) **“Heritage Building”** shall mean any building or one or more premises or any part thereof which requires preservation and conservation or restoration for historical, architectural, environmental or ecological importance and includes such portion of the land adjoining such building or any part thereof as may be required for fencing or covering or otherwise for preserving such building once the same is declared so by the competent authority.

(g) **“Special Character Building”** shall mean any stand alone building of special nature such as Mixed land used buildings, Nursing homes/ hospital building etc. which is not covered under the category of buildings mentioned above.

(xvii) **“Competent Authority”** shall mean such an authority Appointed under the provisions of PMC Act 1976, PRTPD Act 1995 & PAPR Act 1995 etc. to perform the functions of the competent authority under these Rules.

(xviii) **“Courtyard”** shall mean an area opens to the sky but within the boundary of a plot, which is enclosed or partially enclosed by buildings, boundary walls or railing on boundary wall. It may be at ground floor level or any other level within or adjacent to a building.

(xix) **“Covered Area”** shall mean the covered area on all the floors of the building including walls.

(xx) **“Damp Proof Course”** shall mean a course consisting of appropriate waterproofing material provided to prevent penetration of dampness or moisture.

(xxi) **“Disabilities”** shall mean the disabilities as defined in Persons with Disability Act 1996.

(xxii) **“Dwelling Unit”** shall means a building or a part thereof which is used or is intended to be used by a family for habitation comprising of kitchen, toilet and room.

(xxiii) **“Erection or re-erection or additions/ enlargement or repairs of buildings etc.”** shall have the same meaning as defined under the provisions of PMC Act 1976.

(xxiv) **“External Wall”** shall mean an outer wall or vertical enclosure of any building not being a part of wall even though it adjoins a wall of another building and it also means a wall abutting on an interior open space of any building. It does not mean an outer verandah wall.

(xxv) **“Floor Area Ratio (FAR)”** shall mean the quotient obtained by dividing the total covered area on all floors by the area of plot:

$$\text{FAR} = \frac{\text{Total covered area of all floors}}{\text{Plot area}}$$

(xxvi) **“Front”** as applied to a building shall mean the portion facing the street from which it has been allowed access and in case of doubt as determined by the competent authority.

(xxvii) **“Ground/ site Coverage”** shall mean the 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, plant nursery, water pool, swimming pool (if incovered), platform around a tree, tank, fountain, bench, chabutra with open top and unenclosed on sides by walls and the like;
 - b) Drainage culvert, conduit, catch-pit, gully-pit, chamber, gutter and the like;
 - c) Compound wall, gate, canopy, slides, swing areas covered by Chhajja and the like.
 - d) Cantilevered roof projection up to 3" - 0" projected from the finished level of the wall to the extent of maximum 50 % of the circumference of the covered area at each floor.
 - e) Cantilevered projection is allowed in commercial buildings up to 3" - 0" and does not form part of covered area.
 - f) The porch / portico of garage shall be allowed in the side set - back area provided the width of the side set - back area is not less than 9 ft. & shall cover only 1/3rd of the total depth of the plot, and shall have the clear height of 8" - 3". However, it shall be counted as covered area.
 - g) The ramp provided for Persons with Disabilities may not be counted towards FAR and ground coverage
- (xxviii) **“Ground floor”** shall mean the storey, which has its floor surface nearest to the natural ground level around the building.
- (xxix) **“Habitable room”** Shall mean a room constructed or adapted to be used by some person either as a living room in which a part of the day is spent or a room in which some person may pass the night and shall include a kitchen , study room, sleeping room etc. but shall not include a bathroom, water-closet, or store room, laundries, serving and storage pantries, corridors, cellars, attics and spaces that are not used frequently or during extended longer period.
- (xxx) **“Height”** as applied to a building shall mean the vertical measurement of the building measured from the finished level of the centre of the street where such street exists, or from the mean level of the ground adjoining the outside of the external walls to half the height of the roof in the case of sloping roofs, In case of pitched roof up to the point where the external surface of the outer wall intersects the furnished surface of the sloping roof, In case of gables roof facing the road the mid point between the level and the ridge and to the highest level of the building in the case of buildings with flat roofs excluding the projected portions of munties , machine room for lifts, flues, ducts, minarets and parapets not exceeding 0.9 meter(3'-0") in height and as applied to a room shall mean the vertical measurement from the upper surface of the floor to the under surface of the ceiling of the same room, joist and beams being allowed to project beneath the ceiling; and in the case of a shaped or sloping ceiling, height shall be mean height of any such room.
- (xxxi) **“Household industry & Cottage Industry”** shall mean as prescribed under the khadi & Gram Udyog Industry as defined by Industry Department.
- (xxxii) **“Licensed Plumber”** shall mean a person registered by the competent authority.

- (xxxiii) **“Lower Ground Floor”** shall mean a floor which is more than half of its height above the mean ground level and rest of the height below the mean ground level.
- (xxxiv) **“Mezzanine floor”** shall mean an intermediate floor between two floors, above ground level with at least one side of it forming an integral part of the area below and having not more than 1/3rd of the area of the hall of which it forms the part. The ceiling of any storey not less than seventeen feet in height. The height of such mezzanine floor or internal balcony shall not be less than 2.30 meters or 7 feet and it shall not be lower than 2.30 meters above the floor area level.
- (xxxv) **“Mumty”** shall mean a room but not for habitable purpose on top of staircase to give approach to roof terrace. The maximum height of mumty shall not be more than 7’-6”.
- (xxxvi) **“Non-combustible material”** shall mean a material, which does not burn nor adds heat to a fire when tested for combustibility in accordance with good practice and the standard norms and codes constituted by BIS.
- (xxxvii) **“Open Verandah”** shall mean a verandah of which a minimum of 33 percent of the outside face is open.
- (xxxviii) **“Parking Space”** shall mean an area enclosed or unenclosed, covered or open, together with a driveway connecting the parking space with a street or alley and permitting ingress and egress of the vehicles. The parking shall be provided as per the norms prescribed in these byelaws or as per NBC norms, if not specified in these byelaws. The level of open areas for parking within the site shall be kept at ± 0 level in relation to crown level of the road except for the slopes required for natural drainage of the area subject to the condition that approach ramp would not be permitted in the road portion.
- (xxxix) **“Partition Wall”** shall mean vertical division of space between two areas in a building that supports no load other than its own weight.
- (xl) **“Party Wall”** shall mean a wall partly constructed on one plot of land, and partly on an adjoining plot and serving both structurally.
- (xli) **“Plinth Level”** shall mean the level of the ground floor of a building with respect to the adjoining ground.
- (xlii) **“Plinth height”** shall mean the height of the ground floor/upper ground floor above the street level measured from the level of the centre of the adjoining street.
- (xliii) **“Premises”** shall mean messuage, buildings, lands, easements and hereditaments or any tenure.
- (xliv) **“Public Buildings”** shall mean a building used or constructed or adopted to be used, either ordinarily or occasionally as a place of public worship, or as a theatre, public hall, public concert room, public lecture room, public exhibition, or as a public place of assembly or entertainment for persons admitted thereto by tickets or otherwise, or used or constructed or adapted to be used either ordinarily or occasionally for any similar public purpose.
- (xlv) **“Public Street”** shall have the same meaning as defined in the PMC Act 1976.

- (xlvi) **“Rain Water Pipe”** shall mean a pipe or drain situated wholly above ground and used or constructed, to be used solely for carrying off rainwater directly from roof surfaces.
- (xlvii) **“Rear”** as applied to a building shall mean that portion which is on the opposite of “Front”.
- (xlviii) **“Setback Line”** Means a line usually parallel with the centreline of the road or street or to the boundary of the plot and down in each case by competent authority beyond which nothing can be constructed towards the road or the sidewalls.
- (xlix) **“Sewage Drain”** shall mean a drain, conduit or pipe for conveying semi-solid or liquid filth and waste liquids for its disposal.
 - (l) **“Site”** shall mean a piece of land enclosed by definite boundaries.
 - (li) **“Storey”** shall mean any horizontal division of a building, so constructed having clear height not less than 2.75 Mtrs. (9’-0”) to be used for habitable purpose, which may or may not extend over the whole depth or width of the building but shall not include mezzanine floor, atrium, service floor, sky light domes.
 - (lii) **“Storm Water Drain”** shall mean a drain used or constructed to be used solely for flow of rainwater either through paved or unpaved surface but shall not include a rain water pipe.
 - (liii) **“Structural Engineer”** shall mean as defined in the annexure A-2.3 of the part 2 of the N.B.C.
 - (liv) **“Structure Wall”** shall mean a load bearing wall or a wall that carries load in addition to its own load.
 - (lv) **“Sub-soil Drain”** shall mean a drain used or constructed to be used solely for conveying to any sewer (either directly or through another drain) any water that may percolate through the sub-soil.
 - (lvi) **“Temporary building”** shall mean a building to be put to temporary use built of unburnt bricks, burnt bricks w/o mortar, corrugated iron, bamboo, thatch, wood boarding or plywood and shall only be used for huts for labour, storage of construction material, support offices etc. or any other activity related to construction of building or for welfare of workers and shall not be constructed on more than 10% of the plot area.
 - (lvii) **“Topmost storey”** shall mean the uppermost habitable storey in a building but shall not include a Barsati or Mumty or any other structure not to be used for habitable purpose.
 - (lviii) **“Town Planner”** The minimum qualification for a Town Planner shall be an associate membership of the Institute of town planners or graduate or post graduate degree in town& country planning.
 - (lix) **“Unsafe Building”** shall mean a building which is structurally unsafe, insanitary or not provided with adequate means of egress or which constitute a fire hazard or are otherwise dangerous to human life or which in relation to exercising use constitute a hazard to safety or health or public welfare, by reason of inadequate maintenance, dilapidation or abandonment. The provisions of PMC Act 1976 regarding unsafe/ unfit buildings for human habitation shall also be followed.
 - (lx) **“Water-borne Sanitary Installations”** shall mean any urinal, latrine, water closet apparatus, bidet, slop sink, hospital sanitary fittings, such as,

bed pan and urine bottle sink or other similar fittings, the solid or liquid filth to be discharged by a flush of water, and shall include all manholes, traps, gullies, soil pipes, water pipes, ventilating pipes, antisiphonage pipes and drains communicating with sewers.

- (lxi) **“Water closet room”** shall mean a room, which contains a soil- pan and shall also include any room, which is partitioned or divided into two or more cubicles each containing a soil-pan if the partitions or divisions are so constructed as to allow the free circulation of air throughout the room.
- (lxii) **“Width of Road”** shall mean the whole extent of space within the boundaries of road. When applied to a new road, as laid down in the plans shall be measured at right angle to the course or intended course of direction of such road.
- (lxiii) **“Zoning plan”** shall mean the numbered plan signed by the competent authority defining the layout of any area or any site showing the streets, boundaries of plots, open spaces, position of protected trees or other features and showing the specified land use, building lines, permissible heights of buildings, site coverage and such other restrictions or permission for the development of land or buildings as may be prescribed.

Note:-

- i) All other words used in these byelaws but not defined herein shall have the same meaning as given to them in the PMC Act 1976.
- ii) “Writing” shall include printing & typing and “Signatures” shall include thumb impression made by a person who cannot write if his name is written near to such thumb impression.
- iii) In these rules, the use of present tense includes the future tense, the masculine gender includes all the genders, the singular number includes the plural and the plural includes the singular.

PART-B

PROCEDURE FOR SUBMISSION OF BUILDING APPLICATION AND OCCUPATION.

3.1 Essential Requirements: Every building work within the Municipal limits shall be designed by Registered Architect / Building Designer / Supervisor

3.2 Licensing of Architect, Building Designer and Supervisor, their Qualifications and Competency.

Class	Qualification	Competency
A	The person holding requisite qualification and making them eligible to become: <ul style="list-style-type: none"> • Associate/Fellow Member of the Institute of Architect. OR • Associate/Fellow Member of the Institute of Town Planners. OR • Associate/Fellow Member of the Institute of Engineers(India)- Civil Engineering. 	<ul style="list-style-type: none"> • Design & Preparation of Building Plans. Structural details and calculations for all type of buildings. • Certificate of Supervision/Completion for all type of Buildings.
B	Minimum class for a “B” class Building Designer and supervisor shall be as follows: <ul style="list-style-type: none"> • Three years diploma in Civil Engineering/ Architecture from recognized Institute making eligible for recruitment in the Punjab Engineering/ Architecture Service Class-iii and having 3 years minimum experience in Building Design/ Supervision OR • Qualification as a Draftsman/ Surveyor form recognized Polytechnic/ ITI having 5 years experience in Building Design and Supervision. 	<ul style="list-style-type: none"> • Design and preparation of building Plans, Structural details and calculation for any type of Building up to three storey structure on plots up to 250sq.yds • Certificate of supervision and completion for all type of buildings.
C	The “C” class surveyor, where already registered under the existing Building Byelaws shall continue. However, there shall be no new registration under this category in future.	Competency of already registered C-Class surveyor shall be the same as provided for the B-class.

3.3 Renewal of registration: A Registration Certificate issued shall be renewable every year on the payment of such renewal fee as is determined by the competent authority from time to time.

3.4 Cancellation of Registration Certificate: A Registration Certificate granted or renewed shall liable to be cancelled by the competent authority if the holder thereof contravenes any of the provisions of the Act or the Rules or regulations made there under or any direction issued there under by the competent authority. Provided that before canceling the Registration Certificate reasonable opportunity of being heard will be offered to the holder of Registration Certificate.

3.5 NOTICE OF BUILDING APPLICATION:

Every person intending to erect or re - erect any building shall give notice of such intention in writing in Form “A” appended to these bye-laws along with ownership documents, four sets of Ferro Prints and two prints on tracing cloth / tracing film showing location plan, site plan, and building plans to the Municipal Corporation and shall at the same time submit:

- (a) A location plan and a site plan of the land on which it is intended to erect or re-erect the building.
- (b) Plans of all the floors, elevations and typical cross-section of the building that he intends to erect or re-erect.
- (c) Detail of specifications of the work to be executed in Form “B” appended to these byelaws.
- (d) Subject to the provisions of byelaws every person erecting or re-erecting a

building shall appoint an Architect, a “Registered Building Designer and Supervisor” for drawing up of plans and supervision of erection and re-erection of the building.

(e) The application, plans and specifications shall be signed by the applicant and the Licensed Architect / Building Designer and Supervisor.

3.6 Tax on building application:

Every person who makes an application give notice to the Commissioner for sanction of a building plan shall pay along with the application / notice tax at such rate as may from time to time be specified by the government.

3.7 Location Plan:

A location plan of the site of the applicant indicating exact distance from the main approach road, prominent building and landmarks in the vicinity.

3.8 Site Plan:

The site plan shall be on a scale of 1inch=16 feet for exact identification and shall show:

- (a) The boundaries of the site and of any contiguous land belonging to the owner thereof;
- (b) The position of the site in relation to neighboring street;
- (c) The name of the street in which the building is proposed to be situated, if any;
- (d) All existing buildings standing on, over or under the site;
- (e) The portion 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:
- (f) 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 portion owned by others;
- (i) All adjacent streets, buildings (with number of storeys and approximate height) and premises within a distance of 12 M of the site and of the contiguous land (if any) referred to in (a) / and
- (ii) If there is no street within a distance of 12 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 around the building to secure a 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 or rear of building.
- (i) The direction of north point relating to the plan of the building;
- (j) Any existing physical features, such as walls, drains, tree, etc.
- (k) The around area of the whole property and the breakup of covered are on each floor with the calculation for percentage covered in terms of the total area of the plan as required under the bye-laws governing the coverage of the area;
- (l) Parking plans indicating the parking spaces for all buildings except

- for individual residential buildings;
- (m) Area reserved for plantation, greenery, and landscaping within site;
- (n) Such other particulars / details may be prescribed by the authority;
- and
- (o) Building number or plot no. of the property on which the building is intended to be erected.

3.9 Building Plan:

The Plans of Buildings and elevations and sections accompanying the notice shall be drawn to a scale not less than 1inch = 8feet for plots measuring above 200sq.yds. and 1inch = 4feet for plots measuring up to 200sq.yds. and shall:

- (a) Include floor plans of all floors together with the covered area clearly indicating the size and spacing of all framing members and size of rooms and the position and width of staircases, ramps and other exit ways, lift wells, lift machine room and lift pit details;
- (b) Show the use or occupancy of all parts of the building / buildings;
- (c) Show exact location of essential services, for example W.C., Sink, Bath and the like;
- (d) Include sectional drawings showing clearly the size of the footings, thickness of basement wall, wall construction, size and spacing of framing members, floor and roof slabs with their materials. The section shall indicate the height of building and rooms and also the height of the parapet and the drainage and the slope of the roof. At least one section should be taken through the staircase, kitchen and toilet, bath and W.C.;
- (e) Show all street elevations.
- (f) Indicate details of service privy if any.
- (g) Give dimensions of the projected portion beyond the permissible building line.
- (h) Include terrace plan indicating the drainage and the slope of the roof.
- (i) Give indications of the north point relative to the plan
- (j) Details of parking space provided.
- (k) Give indications of all doors, windows and other openings including ventilators with sizes in proper schedule form.
- (l) Such other particulars as may be required to explain the proposal clearly and as prescribed by the authority.
- (m) Building plans as per model designs: In case applicant wishes to follow the model design prepared by the competent authority he may obtain same from the competent authority and submit it along with the site plan in triplicate to the competent authority for identification and shall also comply with the requirements of the notice of Building Applications.
- (n) Coloring the Plan: The colors to be used in the plans shall be as mentioned in the following:

Item	Site Plan	Building Plan
Existing work	Green	Green
Proposed Work	Red	Red
Drainage & Sewer	Red Dotted	Red Dotted
To be Demolished	Yellow	Yellow

3.9.1 Building Plans for Multi storied / Special Buildings:

For multi storied buildings which are more than 15 meter high and for special buildings like marriage palaces, Hotel, Group Housing, Assembly, Institutional, Industrial, Storage and hazardous occupancies, etc. the following additional information shall be furnished / indicated in the building plans in addition to the item (a) to (1) of Bye laws No. 3.9.

- (i) Access to fire appliances/vehicles with detail of vehicular turning circle and clear motor access way around the building.
- (ii) Size (width) of main and alternate staircase along with balcony approach, corridor, ventilator, lobby approach.
- (iii) Location and details of lift enclosures.
- (iv) Location and size of fire lift.
- (v) Smoke step lobby/ door where provided.
- (vi) Refuse chutes, refuse chamber, service duct etc.
- (vii) Vehicular parking space.
- (viii) Refuse area, if any.
- (ix) Details of Building Services: air-conditions system with position of dampers, machined ventilation system, electrical services, boilers, Gas pipes etc.
- (x) Details of exits including position of ramp etc. for hospitals and special risks.
- (xi) Location of generator, transformer and switchgear room.
- (xii) Smoke exhauster system, if any.
- (xiii) Details of fire alarm systems net work:
- (xiv) Location of centralized control, connecting all fire alarm system, built in fire protection arrangements and public address system, etc.
- (xv) Location and dimension of static water storage tank and pump room.
- (xvi) Location and details of fixed fire protection installations such as sprinklers, wet risers, hoses reels, drenchers, CO2 installation etc.
- (xvii) Location and details of first and fire fighting equipment's / installations: and
- (xviii) An open staircase connecting all floors for the safety.

3.10 SCRUTINY AND APPROVAL OF BUILDING PLANS

Scrutiny and approval of building plans shall be carried out by the Town Planning Wings of the local authorities or in the absence of such wings, by the officer authorized for this purpose. Every building application shall be either " Approved" or "Rejected" within a period of 60 days as provided in the act.

Information necessary to validate notice under Bye-Laws:

- i) No notice of building application shall be considered to be valid until the information required under these Bye-laws has been furnished to the satisfaction of the competent local authority or of any person authorized by it in this behalf. If the notice is not considered as valid, the application together with the plans shall be returned to the applicant for resubmission in accordance with the Bye-laws.
- ii) If owing to certain objection, sanction is refused, but the objection is

subsequently removed to the satisfaction of the local authority, it will not be necessary for the applicant to submit new plans provided the original plan can be suitably corrected.

iii) Where a minor alteration is subsequently applied for, it will not be necessary to submit fresh plans of the whole building for sanction. Such alteration may be applied for, in the form of correction slips on tracing cloth in duplicate with two Ferro prints, which can be incorporated as part of the originally sanctioned plans.

3.10 Notice of commencement of work:

i) A person who intend to erect or re-erect any building shall give to the local authority not less than a week notice in writing in form "C" appended to these bye-laws of the date and time at which the erection or re-erection of the building will be commenced.

ii) If he neglects or refuses to give such notice he shall comply with a notice in writing by the local authority requiring him within a reasonable time to cut into, lay open or pull down so much of the building as prevent the local authority from ascertaining whether any of bye-laws have been contravened.

3.11 PERMISSION TO OCCUPY:

i) No person shall occupy or allow other person to occupy any new building or part of a new building for any purpose whatsoever until such building or part thereof has been certified by the local authority or of any person authorized by it in this behalf to be in every respect completed according to the sanctioned plan and fit for the use for which it is erected.

ii) Every person who intends to occupy such a building or part thereof shall apply for permission in Form „D“ appended to these Bye-laws.

iii) The local authority may decline to give permission unless a certificate in Form "E" appended to these Bye-laws duly signed by a Licensed Architect / Building Designer and Supervisor has been submitted.

iv) When permission to occupy a part of the building has been given, separate permission shall be necessary for occupation of such other parts as may be subsequently completed.

v) Applicant shall remove or destroy, any temporary building, which might have been erected, and the debris from the site and adjoining road or vacant site before the occupation certificate is issued.

vi) Partial occupation certificate may be granted for partially constructed building with one habitable room, one water closet and one bathroom.

3.12 Notice of Completion:

Every person newly erecting or re-erecting a building shall on its completion give notice of such completion to the local authority in Form "F" appended to the bye-laws. If the building is not completed within two years of the date of sanction, the notice shall be accompanied by a completion plan on tracing cloth in duplicate with two Ferro prints of the part of the building completed, up to date.

3.13 MONITORING OF EXECUTION OF WORKS AND ERECTION OF BUILDING AS PER SANCTIONED PLAN AND APPROVAL OF

REVISED PLAN WHEREVER REQUIRED:

- i)** To ensure enforcement of building and execution of works as per sanctioned building plans; construction activity shall be monitored from the stage of excavation, construction of foundation, plinth, first storey and each subsequent storeys. The local authority shall monitor this activity as per the guidelines mentioned at Schedule - VIII or as amended by the Government from time to time.
- ii)** During the course of construction, in case of changed circumstances at site or otherwise, if substantial deviations from the sanctioned plans are necessitated, the owner shall not proceed further with the construction unless revised plan is submitted and got approved from the competent authority as per rules.

3.14 COMPOUNDING OF DEVIATIONS FROM THE SANCTIONED PLAN :

(a) Residential Buildings:

- i)** Excess coverage above 5 per cent than the permissible shall not be compoundable.

(b) Commercial and other buildings:

- i)** Violation of front set back shall not be compoundable.
- ii)** Excess F.A.R. than the sanctioned/ permissible F.A.R. shall not be compoundable.
- iii)** Decrease in parking area shall not be compoundable.

Note: i) Only the minor deviations from the sanctioned plan without involving change of use, may be considered for compromise as per approved compromise schedule to be framed / approved by the competent authority from time to time.

ii) Without the approval of building plan for competent authority, No objection certificate will not be issued for releasing temporary and regular electric and water/ sewerage connection.

iii) Concerned department electrical, water/Sewerage will issued temporary and regular connection after getting NOC from Municipal Corporation.

iv) In case of violation of sanctioned plan the MC can seal the building after issuing the notice as per PMC Act, 1976.

PART-C
Planning and Architectural Control/Norms

11. Use of Buildings:-

- (i) All the buildings shall generally be used for residential purpose.
- (ii) Commercial use of buildings shall be restricted to the ground floor and activities as defined in Rule 2 (xiv) (b) of these Rules. Further, no commercial activity shall be allowed on road less than 22' wide. However, convenient shopping comprising of daily need shops may be allowed on ground floor of the building irrespective of the above road width.
- (iii) Godowns/stores/small warehouses are permissible subject to the following conditions:
 - (a) No LPG/hazardous material shall be stored,
 - (b) Fire safety norms shall be followed,
 - (c) Adequate parking as per norms shall be made for loading/unloading,
 - (d) Registration of goods from the competent authority is required &
 - (e) Structure Stability Certificate from the qualified engineer.
- (ii) In case of sweet shops, proper hygiene shall be maintained.
- (iii) Institutional buildings shall only be allowed on a site abutting on minimum 6.70 mts (22'-0") wide road.
- (iv) No industrial activity shall be permitted except the existing household industries permitted by the Industry Department, M.C., SAS Nagar, subject to fulfillment of conditions under the present Rules.
- (v) No obnoxious trade and non-conforming uses, which cause nuisance or are detrimental to the health, environment and/or interest of the public or society shall be allowed.
- (vi) Guest House can be allowed on roads having minimum 22'-0" width with the following conditions :
 - The minimum plot size should be 500 sq. yds.
 - The building norms and pollution norms as applicable to Guest House sites should be adhered.
 - The provision of parking with respect to Guest House sites should be made.
- ix) The provision of basement can be allowed subject to the prevailing bye laws. Minimum 8'-0" setback from the surrounding buildings has to be left if no basement has been constructed in the adjoining plots.

- x) Besides above, it was observed that the provision of footpaths can be made subject to feasibility along the phirni roads taking into consideration the existing physical infrastructure and other physical features.

12. Maximum height of the building:-

(i) Subject to the provisions of Rule 29, the maximum height of a building shall not exceed 10.36 meters (34'-0") inclusive of plinth height.

(ii) This permissible height shall exclude parapet upto 0.9 m (3'-0") height and services like water tank, mummy or any other structure allowed with the permission of the Competent Authority.

13. Minimum size of habitable rooms:-

(i) The minimum clear height of a habitable room shall be 2.75 mtrs. (9 ft.) which shall also be applicable to kitchen, and other habitable parts of the building.

(ii) The minimum size of a habitable room excluding a kitchen shall be 9.29 sq.mts. (100 sq. ft.) with a minimum width of 2.2 mt.(7.21 ft.).

14. Light and ventilation:

(i) A habitable room shall have, for the admission of natural light and air, one or more openings such as windows and ventilators, opening directly to the external air or into an open verandah. The minimum aggregate area of such opening shall be 10% of the floor area.

(ii) In case the light and ventilation is derived from a verandah, then the width of such a verandah shall not be less than 1.83 meters (6'-0") and depth not more than 3.66 meters (12'-0").

(iii) No opening shall be allowed on common walls.

15. Staircase:

(i) The minimum width of staircase shall not be less than 0.85 mtrs. (2'-9") in residential buildings, whereas, 1.37 mtrs. (4'-6") in other buildings.

(ii) Minimum riser/tread for Residential buildings- 19 cm. (7 ½") and 25 cm. (10").

(iii) Minimum riser/tread for commercial buildings- 17.7 cm. (7") and 28 cm. (11").

(iv) The flight shall be limited to 15 nos. risers.

(v) No step/ramp of any kind of private property would be permitted on the public street.

16. Plinth Level:

The plinth level shall not be less than .45 mtr. (1'-6") or as may be certified/fixed by the competent authority from time to time.

17. Electrical Installation:

The electrical installation in the building shall be carried out in conformity with the requirements of the India Electricity Act, 1910 and the Electricity Rules 1956, as amended from time to time.

18. Structural Design:

The structural design of all the buildings shall be in accordance with the relevant provisions of BIS Code and shall be certified by a recognized Structural Engineer and shall be submitted along with structural safety certificate.

19. Fire protection:

All fire protection requirements through classification of building based on occupancy, type of construction and other requirements shall be in accordance with the IS-1642/1960 Code of practice for safety of building, (General) material and details of construction and other relevant provision of the National Building Code of India Part-IV on fire protection with latest amendments.

20. General Devices:

(i) Rain water Harvesting:

Provision of rainwater harvesting shall be compulsory in the sites above 420 sq. mtr. (500 sq.yds.).

(ii) Solar Water Heating System:

Providing of solar water heating system shall be mandatory in residential plots above 500 sq. yards and public buildings having requirement of hot water use.

21. Other Norms for Buildings: The new sites pertaining to commercial, community facilities etc. shall be located on at least 6.70 meters (22'-0") wide road and shall further be governed by norms at Annex. I annexed with these Rules.

PART-D

Miscellaneous

22. Contravention of Sanction and Construction without sanction :-

- (i) During the course of construction, the owner shall not make any additions and alterations or substantial deviation from the sanctioned plan or proceed further with the same unless a revised plan is submitted and got approved from the competent authority as per the rules.
- (ii) The Competent Authority may, from time to time, issue orders/directions with regard to the construction and use of buildings, in the areas to which these rules extend.
- (iii) Any construction made in contravention of these Rules or without the prior sanction of the competent authority shall be demolished by the owner on receipt of a notice from the Competent Authority within 30 days. In case the owner fails to demolish the construction, the same shall be got demolished by the Competent Authority at the cost of owner/occupants.

23. Defective Work: -

- (i) The Competent Authority shall have the power to reject any work, workmanship or materials executed by any person under or by virtue of or pursuant to this part of these Rules, which in its opinion is unsatisfactory or is likely to constitute danger to health.
- (ii) Any work, workmanship or materials on rejection shall be remedied, altered or substituted or shall be removed in whole or part and replaced by new work, workmanship or materials as the Competent Authority may require until finally completed to its entire satisfaction.

24. Buildings under unsafe conditions: -

Buildings considered to be unsafe although they do not fall inline of imminent ruin, shall be asked to be vacated by the Competent Authority and shall be declared habitable only when proper repairs are undertaken and the same is considered to be in a good condition or security. The demolition of structures shall also be obligatory when the said buildings are declared unhealthy and infectious by the Health authorities and/ or structurally unsafe/ beyond repair by Engineering Department of M.C., SAS Nagar

25. Authority to enter into land/premises:-

The Competent Authority or its duly authorized representative shall be allowed to enter into or upon any land/premises for making inquiry for any aspect relating to safety of development, if necessary.

Annexure-I (Norms)

1. RESIDENTIAL:-

Plot Size	Ground Coverage	Permissible Height	FAR
Upto 83.61 sq. mtr. (100 sq.yds)	100%	10.36 m. (34'-0")	1:3.00
84.44-209.03 sq. mtr. (101 to 250sq. yds)	80%	10.36 m.((34'-0")	1:2.40
209.86-418.06 sq. mtr. (251 to 500 sq. yds.)	70%	10.36 m.((34'-0")	1:2.10

Note: Height permissible excluding parapet, mumty and water tanks.

2. COMMERCIAL

The commercial building shall be permitted on Ground Floor and on sites abutting road after depositing the conversion fee with the competent authority and approval of the building plan.

Plot Size (in sq. yards)	Site Coverage	F.A.R	Provision of basement/ Parking on Stills	Parking Space			Height
				Total	Front	Rear / side	
Up to 50	100%	1:2.00	—	—	—	—	38'-6"
50 to 125	80%	1:1.75	Compulsory	20%	20%	—	38'-6"
125 to 250	70%	1:1.75	Optional	30%	20%	10%	38'-6"
250to 500	60%	1:2.00	Optional	40%	20%	20%	59' - 6"
Above 500	50%	1:3.00	Compulsory for parking equivalent to permissible coverage on ground floor	50%	25%	25%	70' - 6"

Note:- In commercial Area above 50sq. yards road width should not be less than 12' so that the fire tender in case of emergency may have easily accessible.

3. SCHEDULE - VII (GROUP HOUSING)

Minimum Road Width	40 feet (12m) to less than 60 feet (18m)	60 feet (18m) and above																									
Minimum Plot size	2500 square yards	2500 square yards																									
Net Residential Density in Dwelling Units per Acre	No Restriction	No Restriction																									
Ground Coverage in %age	Maximum 40	Maximum 35																									
Maximum FAR	1:1.75	1:2.00																									
Maximum Height	No Restriction subject to Air Safety Regulations, Traffic Circulation, Fire safety Norms. Fire preparedness and Equipments of ULBs	No Restriction subject to Air Safety Regulations, Traffic Circulation, Fire safety Norms. Fire preparedness and Equipments of ULBs.																									
Minimum setbacks along the boundary of site	Minimum setbacks may be governed by the following table:																										
	<table border="1"> <thead> <tr> <th>Height (m)</th> <th>Setback (m)</th> </tr> </thead> <tbody> <tr><td>10</td><td>3</td></tr> <tr><td>15</td><td>5</td></tr> <tr><td>18</td><td>6</td></tr> <tr><td>21</td><td>7</td></tr> <tr><td>24</td><td>8</td></tr> <tr><td>27</td><td>9</td></tr> <tr><td>30</td><td>10</td></tr> <tr><td>35</td><td>11</td></tr> <tr><td>40</td><td>12</td></tr> <tr><td>45</td><td>13</td></tr> <tr><td>50</td><td>14</td></tr> <tr><td>55 & above</td><td>16</td></tr> </tbody> </table>	Height (m)	Setback (m)	10	3	15	5	18	6	21	7	24	8	27	9	30	10	35	11	40	12	45	13	50	14	55 & above	16
Height (m)	Setback (m)																										
10	3																										
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27	9																										
30	10																										
35	11																										
40	12																										
45	13																										
50	14																										
55 & above	16																										
Parking	<p>One Equivalent Car Space (ECS)* for every two flats having floor area** up to 1000 sq. ft. each and one for every flat having floor area more than 1000 sq. ft. shall be provided.</p> <p>* 1ECS = 26.5 sq.yds. (22.17 sq.mts) for open parking, 32.5sq.yds. (27.18 sq.mts) for ground floor covered parking and 38.5 sq.yds. (32.20 sq.mts) for basement.</p> <p>**Floor area = total covered area on all floors in a block including common areas i.e. lifts, stairs, corridor etc. ÷ (divided by) total number of dwelling units in the block.</p>																										
Other Uses	<ul style="list-style-type: none"> ➤ The provision of organized community open space / parks shall be compulsory and shall be minimum 15% of the total plot area. ➤ Convenience shopping will be permissible within the site @ One single storied shop of maximum area 350 square feet (32.5 sq. mts) for every 25 dwelling units and shall open only on the internal roads. 																										

4. EDUCATION AND HEALTH

Table: - Plot size, Ground coverage, FAR, Height and Setbacks.

S r .	U s e	Minimum Plot size in sq.	Ground coverage	FAR	Height in feet	Setback in Mtr.		
						Front	Side	Back
1.	Nursery School/Ang an wadi	500-1500	33.3%	1:1.0	21'-3"	15'-0"	10'	10'
2.	Primary School	1500-3000	30%	1:0.90	33'	19'-9"	10'	19'-9"
3.	Senior Second ary	4000- 10000	25%	1:1.0	33'	29'-6"	15'	19'-9"
4.	Nursing Home Dispensary & Diagnostic Centre	2 5 0 251- 500	35% 33.33% 30%	1:0.70 1:1.0 1:1.0	33' 29'-6" 33'	10' 15'-0" 19'-9"	10' 10' 10'	10' 10' 15'-0"

5. Developer who can acquire minimum of half an acre of land will be allowed as per the following chart:-

Sr. No	Description	Residential	Commercial
1.	Ground Coverage	40%	30%
2.	Max. height	72;-0"	58;-0"
3.	Max. no of storeyes	Six	four
4.	Density	75 dwelling units/acre	--
5.	FAR	--	1.2
6	Basement (area of FAR)	Single for parking	Single for half acre double for one acre onwards for parking.
7.	Remarks	Plot shall abut of minimum 22; wide street upto the point of access.	Plot should about on minimum 27' wide street.

FORM A
(Form of Application)
Rule-4

From

To

The Commissioner,
M.C. SAS Nagar.

Sir,

I/We apply for permission to erect/re-erect/add/alter a building/wall in accordance with the plans submitted herewith on the Plot No. _____ in the layout of street _____, village _____.

2. I/We attach:

- (a) A site plan showing the position of the plot proposed to be built upon as required under the M.C., SAS Nagar (erection and re-erection of buildings) Rules, 2013 for villages falling under the jurisdiction of M.C., SAS Nagar.
- (b) Plans, elevations and sections in triplicate.
- (c) Drainage plans, engineering drawings (structural)
- (d) Specifications of the proposed buildings;
- (e) Proof of ownership and affidavit;
- (f) Copy of Power of Attorney if the plans are submitted by the Attorney.
- (g) Affidavit and Indemnity Bond;
- (h) Copy of the receipt for the Building Plan Security by Demand Draft.

3. The construction of the building shall be supervised by _____ Architect/Licensed Supervisor, (as the case may be) and the _____ Structural Engineer.

Date:

Signature (s) of the owner or GPA Holder

Received the Building Plans and documents as above on _____. The plans may be collected from the office after 60 days from this date.

Receipt

Clerk

FORM B
(Rule-3)

From

To

The Commissioner,
M.C. SAS Nagar.

Memorandum No.

Dated, the

Reference your application for permission to erect/re-erect/add to/alter building on Plot No. _____street _____ village _____ in accordance with the plans submitted with it. Your application is hereby:

- (i) Sanctioned for the aforesaid construction under the provisions of the M.C., SAS Nagar (erection and re-erection of buildings) Rules, 2013 for villages falling under the jurisdiction of M.C., SAS Nagar.
- (ii) Rejected for reasons given below:

(Competent Authority)

FORM C
(Specifications)
(Rule-4)

From

To

The Commissioner,
M.C. SAS Nagar

The material to be used in the construction of building on Plot
No. _____ street _____ village _____ to be clearly
specified under the following heads:

Items	Specifications
(a) Foundations	
(b) walls	
(c) Damp-Proof Course	
(d) Floors	
(e) Roofs	
(f) Windows and Doors and other wood work	
(g) Steel work	
(h) Internal finish	
(i) External finish	

Signature of applicant

Signature of Architect.

FORM D
(Rule- 10)

From

To

The Commissioner,
M.C. SAS Nagar.

Sir,

I/We hereby give you notice that the building described below and a part of the building sanctioned with your Order No. _____ Dt. _____ has been completed on _____ in all respect according to sanctioned plans and the suggested modifications have been carried out.

1. Completion Certificate from the Architect who supervised the sanitary installations works of the building is submitted herewith.
2. Certificate from the Licensed Plumber who supervised the sanitary installation works of the building is also submitted herewith.
4. Kindly grant permission for sewerage connection and permit me to occupy the building/part of building.

Description of Building

Plot No. /H. No. _____.

Street _____ village _____.

Signature

of

applicant

FORM E
(Rule - 10)

(Completion Certificate by an Architect)

From

To

The Commissioner,
M.C. SAS Nagar.

Sir,

I do hereby certify that the following works (indicate below the full particulars of work) have been supervised by me and have been completed to the satisfaction in accordance with the sanctioned plan, that the workmanship and the quality of the materials used are good, no requisition made, conditions prescribed or order issued there under have not been transgressed in the course of construction. A certificate of the Licensed Plumber, duly verified, is attached.

Plot No. /H. No. _____.

Street _____ village _____.

Particular of work:

Dated:

Signature
(Architect)

FORM F
(Rule- 10)

(Permission for occupancy of use of the building and grant of sewer connection)

From

To

The Commissioner,
M.C. SAS Nagar.

Sir,

Whereas _____ has given notice of the completion of the building described below, I hereby:

- i) Grant permission for sewer connection.
- ii) Grant permission for the occupation and/or use of the said building.

OR

Refuse permission for the sewer connection/occupation of the said building for reasons given below:

- 1.
- 2.
- 3.

Description of Building

Plot No. /H. No. _____.

Street _____ village _____.

Signature of applicant

Dated:

Competent Authority.

FORM G
(Rule- 4)

(Certificate to be submitted alongwith the building plans not design completion/ drawings)

From

To

The Commissioner,
M.C. SAS Nagar.

Sir,

1. Certified that the building plans of Plot No. / House No. _____ Street _____ Village _____ Submitted for approval satisfy the safety requirements as stipulated under the Rules, 2013 for villages falling under the jurisdiction of M.C., SAS Nagar and the information given is correct to the best of our knowledge and understanding.

2. It is also certified that the structural design including safety from natural hazards based on soil conditions has been duly incorporated in the design of the building and these provisions shall be adhered to during construction.

Signature of owner
Owner with date

Signature of Architect
architect with date

Signature of structural
Engineer with date (as
Defined in NBC of India)

Name in Block
Letters/address

Name in block
letters/address

Name in Block letters/
Address.

**FORM H
(Rule 10)**

From

To

The Commissioner,
M.C. SAS Nagar.

Sir,

I do hereby certify that the following work _____ (insert full particulars of work) has been supervised by me and has been completed to my satisfaction in accordance with the sanctioned plan, that the workmanship and the whole of the material used are good and no requisition made, conditions or order issued there under has been transgressed in the course of the work.

Sector
Plot No.

Sub Sector
House no. (if any)

Dated:

Signature
(Licensed

Plumber)

**FORM I
(Rule 10)**

From

To

The Commissioner,
M.C. SAS Nagar.

Sir,

1. Certified that the building (s) has been constructed according to the Sanctioned Plan and Structural design (one set of structural drawings as executed is enclosed) which incorporates the provisions of structural safety as specified in relevant prevailing IS Codes/ Standards/ Guidelines.
2. It is also certified that construction has been done under our supervision and guidance and adheres to the drawings submitted and the records of supervision has been maintained by us.
3. Any subsequent change from the completion drawings will be responsibility of the owners(s).

Signature of
Owner date

Signature of the
Architect with date

Signature of Structural
Engineer with date (As
defined in NBC of India)

Name in Block
letters Letters/
Address.

Name in Block
letters/ Address

Name in Blocks
Address.

FORM J
(Rule-9)
COMMENCEMENT OF WORK

Description of buildings

Plot No. _____ H.No _____

Street _____ Village _____

(Signature of the applicant)

FORM K
(Rule-9)
APPLICATION FOR GRANT OF DPC CERTIFICATE

Description of Buildings

Plot No. _____ H.No _____

Street _____ Village _____

(Signature of the applicant)

FORM L
(Rule-9)
SUPERVISION CERTIFICATE BY AN ARCHITECT

Description of Buildings

Plot No. _____ H.No _____

Street _____ Village _____

(Signature of the Architect)

FORM M
(Rule-9)
Permission for carryout the construction of superstructure
or
Refuse permission of the said building for the reason given below:-

- 1.
- 2.

Description of Buildings

Plot No. _____ H.No _____

Street _____ Village _____

(Signature of the Competent Authority)