

Procedure for Plinth Inspection

Designated Officer	Senior Town Planner
Check List for Plinth Level Approval	Relevant prescribed Documents: <ol style="list-style-type: none"> 1. Form of Intimation of Completion of plinth (Annexure I) 2. Inspection Report <ol style="list-style-type: none"> a. Form of Approval (Annexure II) b. Form of Rejection of Compliance in Respect of Plinth Certificate. (Annexure III)
Fee/charges to be paid for the service	Nil
Time Line	7 days
Procedure	<ul style="list-style-type: none"> ➤ The Applicant has to download the Form of intimation of plinth level from the official website of SDA and submit the application online. ➤ After submission, the application will be forwarded to the Senior Town Planner, SDA. ➤ Senior Town Planner, SDA will forward the application to Dy. Director, Enforcement for further n/a. ➤ The Dy. Director, Enforcement will forward the application to Concerned Inspection Officials for Plinth Inspection and reporting. <ul style="list-style-type: none"> • Timeline: one (1) day for scrutinizing of documents. ➤ The Concerned Inspection Officials in conformity to Sanctioned Building Plan shall submit the report to Dy. Director, Enforcement. <ul style="list-style-type: none"> • Timeline: two (2) days for scrutinizing of documents and submission of Inspection Report. ➤ The Dy. Director, Enforcement shall forward the application to the Senior Town Planner for accord of recommendation/rejection. <ul style="list-style-type: none"> • Timeline: one (1) day. ➤ Senior Town Planner shall recommend/reject Plinth Completion Certificate and forward for approval to Vice Chairman, SDA for final disposal and uploading of approval/rejection. <ul style="list-style-type: none"> • Timeline: three (3) days for final disposal. ➤ Applicant shall download plinth inspection certificate.