



ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು
ವಿಶೇಷ ರಾಜ್ಯ ಪತ್ರಿಕೆ

ಭಾಗ - ೪ಎ Part - IVA	ಬೆಂಗಳೂರು, ಶುಕ್ರವಾರ, ೦೮, ಮೇ, ೨೦೨೬ (ವೈಶಾಖ, ೧೮, ಶಕವರ್ಷ, ೧೯೪೮) BENGALURU, FRIDAY, 08, MAY, 2026 (VAISHAKHA, 18, SHAKAVARSHA, 1948)	ನಂ. ೩೫೭ No. 357
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GOVERNMENT OF KARNATAKA

No. UDD 137 MNE 2026(e)

Karnataka Government Secretariat
Vikasa Soudha,
Dr. B. R. Ambedkar Veedhi,
Bangalore, Dated:08.05.2026

NOTIFICATION - II

The draft of the following Bye-laws further to amend the Karnataka Municipalities Model Building Bye-Laws, 2017 which the Government of Karnataka proposes to make in exercise of the powers conferred by sub-section (1) of section 325 of the Karnataka Municipalities Act, 1966 (Karnataka Act 22 of 1964) is hereby published as required by sub-section (1) of section 325 of the said Act, for the information of all the persons likely to be affected thereby and notice is hereby given that the said draft will be taken into consideration after thirty days from the date of its publication in the official Gazette.

Any objection or suggestion which may be received by the State Government from any person with respect to the said draft before the expiry of the period specified above will be considered by the State Government. Objections and suggestions may be addressed to the Secretary to Government, Urban Development Department, VikasaSoudha, Bengaluru - 560001.

DRAFT BYE-LAWS

1. Title and commencement.-(1) These bye-laws may be called the Karnataka Municipalities Model Building (Second Amendment) Bye-Laws, 2026.

(2) They shall come into force from the date of their final publication in the official Gazette.

2. Substitution of Appendix-IA.-In the Karnataka Municipalities Model Building Bye-Laws, 2017, for Appendix-IA, the following shall be substituted, namely:-

“APPENDIX-IA

(see clause 7.3, 7.4, 15(5))

ELIGIBILITY CRITERIA, REGISTRATION AND FUNCTIONS OF PROFESSIONALS**A. PROFESSIONALS ON RECORD (PoR):**

(1) Definition: “Professional on Record (PoR)” means an Architect or competent professional who is brought on record to represent his client for a construction project, to act on their behalf regarding building licenses and process of construction for development of land and building.

(2) The following categories of Registered Building Professionals who are registered with the urban local bodies in accordance with the Government Notification No: UDD:54: GEL:2025, Dated: 30.08.2025 shall be eligible for registration as Professionals on Record with the Authority. The minimum qualifications and competencies required for such registration shall be as specified in Table-1, below:-

Table-1: Qualification and Competence of Professionals on Record

Sl.No.	Professional	Minimum Qualification	Competence / Functions
1	AR (Architect on Record)	Qualification as prescribed under the Architects Act, 1972 (Central act 20 of 1972) for registration with the Council of Architecture. Graduate or Post Graduate with not less than one year of relevant professional experience.	For Building plan approval: (a) Preparation of all plans and documents required for grant of building permit, except engineering services relating to high-rise buildings and special buildings. (b) Issuing certificates of supervision and completion for buildings in respect of architectural aspects. For layout Plan approval: (a) Preparation of subdivision / layout plans and related documents required for grant of development permit for land up to an extent of 2 hectares. (b) Issuing certificate of supervision for development of land

			up to an extent of 2 hectares.
2	ER (Engineer on Record)	Graduate in Civil Engineering / Architectural from a recognized Indian or foreign university; or Corporate Member of the Civil Engineering Division / Architectural Engineering Division of the Institution of Engineers (India); or a member of the statutory body governing such profession.	<p>For Building plan approval:</p> <p>(a) Preparation of all plans and documents required for grant of building permit.</p> <p>(b) Preparation of structural details and structural design calculations, including sub-soil / sub-surface investigation, for buildings on plots up to 500 m² and up to G+4 floors or 16 m in height.</p> <p>(c) Preparation of demolition plans and supervision of demolition of buildings.</p> <p>(d) Issuing certificates of supervision and completion for buildings at all stages of construction.</p> <p>For layout plan approval:</p> <p>(a) Preparation of subdivision / layout plans required for grant of development permit for land up to an extent of 2 hectares.</p> <p>(b) Preparation of service plans and related documents required for development permit.</p> <p>(c) Issuing certificate of supervision for development of land.</p>
2a	Diploma Engineer(Civil)	1. Diploma in Civil Engineering from a recognized	For Building plan approval:

		<p>Institute with minimum 2 years of working experience.</p> <p>2. Diploma in Civil Engineering with minimum 10 years of design and field experience</p>	<p>1. The registered Diploma Engineer (Civil) shall be competent to carry out works related to building permit/license as specified below:</p> <p>(a) Preparation of all building plans and related information connected with building permit/license for buildings on plots up to 225 sq.m and up to G+2 floors or Stilt + 3 floors.</p> <p>(b) Issuing certificate of supervision for such buildings.</p> <p>2. Registered Diploma Engineer with minimum 10 years of design and field experience shall be competent to:</p> <p>(a) Prepare and sign all building plans and service plans and related information connected with building permit/license (except structural design).</p> <p>(b) Issue certificate of supervision and</p>
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			completion for such buildings.
3	SER (Structural Engineer on Record)	<p>Graduate in Civil Engineering from a recognized Indian or foreign University, or Corporate Member of the Civil Engineering Division of the Institution of Engineers (India), with minimum three years experience in structural engineering practice involving design and field work.</p> <p>Note: The above experience requirement may be relaxed as follows:</p> <ol style="list-style-type: none"> 1. Two years in case of candidates possessing a Post-Graduate Degree in Structural Engineering. 2. One year in case of candidates possessing a Doctorate (Ph.D.) in Structural Engineering. 	<p>For structural Design and drawings:</p> <p>(a) Preparation of structural design calculations, structural drawings and details for all types of buildings and structures, and carrying out supervision related to structural aspects.</p> <p>(b) Buildings having special structural features or structures beyond the prescribed horizontal or vertical limits, as determined by the Authority, shall be designed and supervised only by a Structural Engineer on Record (SER).</p> <p>For Demolition Plan:</p> <p>(a) Preparation of demolition plans and supervision of demolition for all buildings and other structures.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Structural designs shall be based on Geotechnical Investigation Reports submitted by the Geotechnical Engineer on

			<p>Record (GER) and shall be mandatory for high-rise buildings.</p> <p>2. Structural Engineers on Record (SER) shall also be eligible to prepare building plans and layout plans, as specified under Sl. No. 2 – Engineer on Record (ER).</p>
4	GER (Geo-Technical Engineer on Record)	<p>Graduate in Civil Engineering from a recognized Indian or foreign University, or Corporate Member of the Civil Engineering Division of the Institution of Engineers (India), with minimum three years of experience in Geotechnical Engineering practice, including design and field work.</p> <p>Note: The above experience requirement may be relaxed as follows:</p> <ol style="list-style-type: none"> 1. Two years for candidates possessing a Post-Graduate Degree in Geotechnical Engineering. 	<p>The Geotechnical Engineer on Record (GER) shall be competent to:</p> <ol style="list-style-type: none"> (a) Carry out subsurface investigations and submit a Geotechnical Investigation Report for building sites. (b) Conduct necessary field and laboratory tests to determine the engineering properties of soil/rock strata and ground water conditions. (c) Assess soil bearing capacity, settlement characteristics and other geotechnical parameters relevant for structural design. (d) Provide recommendations regarding the type of

		2. One year for candidates possessing a Doctorate (Ph.D.) in Geotechnical Engineering.	foundation, allowable bearing capacity and the depth at which foundations shall be placed, taking into consideration the structural system and loads provided by the Engineer on Record (ER) / Structural Engineer on Record (SER).
5	Supervisor (Diploma in Architecture)	Diploma in Architectural Assistantship or any equivalent qualification prescribed for non-gazetted service by the Government of India, with minimum five years of experience in building design, construction and supervision.	<p>For Building plan approval :</p> <p>(a) Preparation of building plans and related information connected with building permit for residential buildings on plots up to 200 m² and up to 2 storeys or 7.50 m in height.</p> <p>(b) Issuing certificate of supervision for residential buildings on plots up to 200 m² and up to 2 storeys or 7.50 m in height.</p> <p>(c) Carrying out site supervision and issuing completion certification for buildings, limited to civil and structural works applicable to the permitted level of project.</p>
6	TPR Town Planner	Graduate or Post-Graduate Degree in disciplines related to Town and Country Planning from a recognized University and registered as an Associate Member of the Institute of Town Planners, India (ITPI).	<p>For layout plan approval:</p> <p>The Town Planner on Record shall be competent to carry out works related to development permit as specified below:</p> <p>(a) Preparation of land subdivision / layout plans and related information</p>

			<p>connected with development permit for all extents of land. (b) Issuing certificate of supervision for development of land for all extents. For Building plan approval:</p> <p>The Town Planner on Record shall also be eligible for preparation of building plans, as specified under Sl. No. 1 – Architect on Record (AR) and Sl. No. 2 – Engineer on Record (ER).</p> <p>Note:</p> <ol style="list-style-type: none"> 1. For layout development above 5 hectares, a Landscape Architect shall also be associated for landscape planning. 2. For infrastructure services such as roads, water supply, sewerage/drainage, and electrification, the registered engineers for respective utility services shall be associated.
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7	LAR (Landscape Architect on Record)	Bachelor's or Master's Degree in Landscape Architecture or equivalent qualification from a recognized Indian or foreign University.	<p>For layout plan approval: The Landscape Architect on Record (LAR) shall be competent to carry out works related to landscape planning and design in connection with building or development permits for layouts and developments of land area 5 hectares and above. This shall include preparation of landscape design plans, open space planning, planting schemes, and related landscapedevelopment proposals as part of the development permit.</p> <p>Note: For layouts or developments below 5 hectares, the association of a Landscape Architect may also be considered, wherever necessary, from the point of view of achieving appropriate landscape planning and environmental quality.</p>
8	Urban designer	Masters Degree in Urban Design or equivalent qualification from a recognized Indian or foreign University.	<p>For layout plan approval: The Urban Designer on Record shall be competent to carry out works related to urban design aspects of development permits for layouts or developments of land</p>

			<p>area exceeding 5 hectares. This shall include preparation of urban design proposals, spatial design frameworks, streetscape concepts, public realm design and integration of built form with open spaces as part of the development proposal. The Urban Designer shall also be competent to undertake urban renewal, redevelopment and urban design interventions for all areas. Note: For developments below 5 hectares, the association of an Urban Designer may also be considered, wherever necessary, from the point of view of achieving appropriate urban design and spatial quality.</p>
9	MEP Engineers	<p>Engineer for utility services may be one or more of the following disciplines: (a) Mechanical Engineering (b) Electrical Engineering (c) Civil / Plumbing Engineering (d) Electronics and Telecommunication Engineering The minimum qualification shall be an Undergraduate</p>	<p>For high-rise buildings and special buildings, all building services and utility systems shall be planned, designed and supervised by the Engineers for Utility Services (MEP Engineers). This shall include, but not be limited to: (a) Air conditioning, heating and mechanical ventilation systems.</p>

		<p>Degree in the respective engineering discipline from a recognized Indian or foreign University.</p>	<p>(b) Electrical installations and power distribution systems. (c) Telecommunication lines, systems and related communication facilities. (d) Lifts, escalators and moving walkways. (e) Water supply, drainage, sanitation and gas supply installations. All such services shall be executed under the planning, design and supervision of the registered Engineers for Utility Services.</p>
<p>10</p>	<p>Transportation Expert on record.</p>	<p>Post-Graduate Degree in Transportation Planning / Transportation Engineering from a recognized Indian or foreign University, with relevant experience in transportation and traffic planning/engineering.</p>	<p>The Transportation Planner on Record shall be competent to: (a) Prepare road network plans, traffic circulation plans and transportation planning proposals as part of development or layout approvals. (b) Prepare transportation drawings, traffic impact assessment reports and related technical details, including traffic surveys and analysis. (c) Undertake planning and design of roads, intersections, parking facilities and public transport integration</p>

			<p>for development proposals.</p> <p>(d) Carry out the above works particularly for Integrated Township approvals, in accordance with Indian Roads Congress (IRC) guidelines and other applicable standards and codes.</p>
11	ENER (Environment Engineer on Record)	<p>Bachelor's Degree in Environmental Engineering or Master's Degree in Environmental Science from a recognized Indian or foreign University. The professional shall be accredited by the National Accreditation Board for Education and Training (NABET) or as prescribed by the Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India.</p>	<p>The Environmental Engineer on Record (ENER) shall be competent to:</p> <p>(a) Prepare environmental management plans, including solid waste management plans, pollution mitigation measures and other environmental protection proposals for development projects.</p> <p>(b) Prepare environment-related drawings, technical reports and supporting documents required for Integrated Township Approvals and Building License.</p> <p>(c) Ensure compliance with environmental provisions of Building Bye-Laws, applicable environmental regulations and statutory guidelines issued by the competent authorities.</p>

B. EMPANELLED PROFESSIONALS (EP):

(1) Definition: “Empanelled professional” means professionals such as Architects, Engineers, Structural consultants, MEP consultants, Environment consultants etc. who are empanelled by the Local Authority as authorised persons to inspect the building sites before, during and after construction, as the case may be, to certify the constructions made as per the provisions of the approved plans and report to the Local Authority and also to sanction building plans of certain buildings as notified by the Government ”

(2) Registration of Empanelled Professionals: Notwithstanding anything in the model building byelaws applicants seeking empanelment as Empanelled Professionals (EP) shall fulfil the following conditions:

- (a) Possess the requisite qualifications as specified in Table-2.
- (b) Be registered with the respective statutory council or professional body, wherever applicable, such as the Council of Architecture, Institution of Engineers (India), Institute of Town Planners India, or any other competent statutory authority.
- (c) Have the minimum professional experience prescribed for the respective category of professional as in Table-3.
- (d) Shall not have been blacklisted or debarred by any Government Department, Local Authority, or Statutory Body.

(3) Registration Process: Whenever the Local Authority intends to empanel professionals applications shall be invited from the registered professionals and/or Professionals on Record for empanelment.

(i) PoR or the Registered professionals shall submit Application for empanelment to the concerned Local Authority, online, along with the Affidavit in Form-XVII. The application shall be accompanied by the following documents, namely:-

- (a) Educational qualification certificates;
- (b) Registration certificate with the respective professional/statutory body, wherever applicable;
- (c) Proof of professional experience;
- (d) Undertaking to abide by the provisions of the relevant Acts, Rules, Regulations and Building Bye-Laws; and
- (e) Professional indemnity declaration, wherever applicable.

(ii) The applications shall be scrutinized by a Committee constituted by the Local Authority for this purpose under clause-B(11)

(iii) Upon approval, the Local Authority shall issue a Certificate of Empanelment with a unique registration number to the applicant.

(iv) The registration shall be valid for a period of five (5) years, and may be renewed subject to satisfactory performance and compliance with the applicable regulations. Where the EP has an ongoing project and empanelment is due to expiry, the EP should apply for renewal two month before the date of expiry. If renewal is not granted by the authority, the project shall be reassigned through the roster system and the provisions for Change of EP.

(v) Registration of EP should be made maximum in Five ULBs.

(4) Notwithstanding anything specified in the Model Building Bye-Laws, the competence and functions of the Empanelled Professionals shall be as specified in the Table-2 below:-

Table 2: Qualification, Experience and Competence / Functions of Empanelled Professionals

The Empanelled Professionals (EPs) shall be empanelled by the concerned Local Authority and shall not be engaged by the Owner or Promoter. The EPs shall function independently and shall be responsible for verification, inspection and certification of the works carried out by the Professionals on Record (PoR) to ensure compliance with the provisions of the applicable Acts, Rules, Regulations and Building Bye-Laws.

Sl. No.	Professional Category	Minimum Qualification	Registration Requirement	Competence / Functions
1	Architect	Bachelor's Degree in Architecture (B.Arch) from a recognized University.	Must be registered with the Council of Architecture (CoA).	For Building plan approval: (a) Verify and certify site plans submitted by the Architect on Record (AR) / Engineer on Record (ER)/ Town Planner on Record (TPR) for all categories of building plan approvals. (b) Sanction Building License for plots up to Level-2 category (up to 225 sq.m plot area and buildings up to G+3 floors), or recommend and certify building plans for approval by the competent authority. (c) Conduct stage-wise site inspections and certify that the civil and

				<p>structural works executed at site are in accordance with the approved plans and applicable regulations.</p> <p>(d) Certify completion of the building/project, jointly with the Engineer on Record / Structural Engineer on Record, as applicable.</p> <p>(e) Ensure compliance with the Master Plan, Zonal Regulations, Building Bye-Laws and other applicable regulations, including verification of documents submitted under self-certification provisions.</p> <p>For layout plan approval:</p> <p>(a) Verify and certify subdivision / layout plans and related documents connected with development permit for land area up to 2 hectares, submitted by the Architect on Record/Engineer on Record or without any extent submitted by Town Planner on Record.</p> <p>(b) Recommend to the Planning Authority, the Certificate of Supervision submitted by the Architect on Record / Engineer on Record for development of land up to 2 hectares, or without any extent limit when submitted by the Town Planner on Record.</p>
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2	Engineer (Civil)	Bachelor's Degree in Civil Engineering (B.E. / B.Tech.) from a recognized University.	Registered with the Local Authority or the Competent Engineering Council, if such registration is notified by the Government.	<p>For Building plan approval:</p> <p>(a) Verify and certify site plans submitted by the Architect on Record (AR) / Engineer on Record (ER)/Town Planner on Record (TPR) for all categories of building plan approvals.</p> <p>(b) Sanction Building License for Level-2 category plots (up to 225 sq.m plot area and buildings up to G+3 floors), or recommend and certify plans for Building License approval by the competent authority.</p> <p>(c) Verify and certify building service installations, including civil utility services as applicable.</p> <p>(d) Conduct stage-wise site inspections and certify that all civil works and major construction works executed at site conform to the approved plans and specifications.</p> <p>(e) Certify completion of the building/project, jointly with the Engineer on Record / Structural Engineer on Record, wherever applicable.</p> <p>(f) Ensure compliance with the Master Plan, Zonal Regulations, Building Bye-Laws and other applicable regulations, including verification of documents submitted</p>
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				<p>under self-certification provisions.</p> <p>(g) Ensure quality control of construction materials and workmanship during the execution of the project.</p> <p>For layout plan approval:</p> <p>(a) Verify and certify subdivision / layout plans and related documents connected with development permit for land area up to 2 hectares, submitted by the Architect on Record/Engineer on Record (ER) or without any extent limit when submitted by the Town Planner on Record.</p> <p>(b) Recommend to the Planning authority, the certificate of supervision submitted by the Architect on Record/Engineer on Record for development of land up to 2 hectares or without any extent limit when submitted by the Town Planner on Record.</p>
3	Town Planner	Bachelor's Degree or Master's Degree in Town and Country Planning / Urban Planning / Regional Planning from a recognized University.	Membership with the Institute of Town Planners, India (ITPI), wherever applicable.	<p>(a) Validate land-use compliance of development proposals with reference to the approved Master Plan.</p> <p>(b) Interpret provisions of the Master Plan, Zonal Regulations and other applicable planning regulations.</p> <p>(c) Assess development control parameters, including land use, setbacks, Floor Area</p>

				Ratio (FAR), density and other planning norms. (d) Provide planning clearance / recommendations for layout approvals, subdivision of land and large-scale development proposals, ensuring conformity with applicable planning regulations.
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(5) Empanelled Professionals and their Jurisdiction:

Table:3: Level of jurisdiction of Empanelled professional

Level	Building plan approvals (plot area in sqm)	Layout plan approvals (area in hectares)	Professional Category	Experience
Level 1	Up to 115 sq.m (G+2)	Upto 1 ha.	Engineer (Civil)/ Architect	With a minimum of one (1) year of working experience in building construction and supervision under a qualified Architect or Civil Engineer.
Level 2	Up to 225sq.m (G+3)	2 ha.	Engineer (Civil)/ Architect/Town Planner	With a minimum of three (3) years of working experience in building construction and supervision under a qualified Architect, Civil Engineer or Town Planner.
Level 3	Up to 500sq.m (G+5)	5 ha.	Engineer (Civil)/ Architect/Town Planner	With a minimum of five (5) years of working experience in building construction and supervision under a qualified Architect, Civil Engineer or Town Planner

Level 4	Above 500 sq.m (G+6)	10 ha.	Engineer (Civil)/ Architect/Town Planner	With a minimum of seven (7) years of working experience in building construction and supervision under a qualified Architect, Civil Engineer or Town Planner.
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Note:

1. A Diploma Engineer with a minimum of ten years of professional experience in the relevant field may be considered as equivalent to an Engineer for the purpose of empanelment, subject to approval by the Local Authority.
2. For Level-4 category developments and above, the services of Structural Engineer, Electrical / MEP Engineer, Environmental Engineer, Geotechnical Engineer and Town Planner shall be required, as applicable.
3. An Empanelled Professional (EP) eligible for any higher level category shall also be deemed eligible to undertake works falling under all lower level categories.
4. The empanelment shall be valid for a period of five years and may be renewed based on performance evaluation by the Local Authority.

(6) Monitoring Powers of Empanelled Professionals:

(6.1) Empanelled Professionals (EPs) registered under this notification shall be authorized by the Local Authority to monitor construction activities for buildings assigned to them through a roster system, in order to ensure conformity with the sanctioned plan, approved drawings, structural safety requirements and applicable Building Bye-Laws.

(6.2) The EPs shall carry out periodic site inspections at various stages of construction and certify compliance at each stage of development. The EP shall complete the inspection and submit the stage-wise certification within seven (7) working days from the date of receipt of stage-completion intimation. If the EP fails to inspect within the said period, an automated escalation shall be triggered through the online portal as follows:

- (a) On the 8th working day, an automated reminder shall be issued to the EP through the portal;
- (b) On the 10th working day, the matter shall be escalated to the Municipal Engineer / Head of the Engineering Section;
- (c) On the 15th working day, if no inspection is conducted, the project shall be reassigned to the next EP on the roster, and the defaulting EP shall be issued a written warning. Three such defaults in a calendar year shall attract a penalty as specified in Clause – B(10) and termination in that ULB.

(6.3) Mandatory Material Testing and Third-Party Lab Reports:

(a) The Empanelled Professional shall ensure that material testing is carried out at each critical stage of construction through third party testing laboratories approved by local authority for all types of buildings.

(b) The following tests shall be mandatory and the test reports shall be annexed to the stage-wise inspection reports:

(i) Concrete cube test results at foundation, plinth, and every floor slab stage;

(ii) Reinforcement steel test certificates and inspection at site during work execution.

(iii) Soil/geotechnical investigation report before foundation.

(iv) Any other test as prescribed by the relevant BIS codes or as directed by the Authority.

(c) The EP shall not certify completion of any stage unless the relevant third-party test reports are obtained and found satisfactory and give site inspection report compulsory.

(d) The cost of testing shall be borne by the Owner/Applicant.

(6.4) The monitoring and certification by Empanelled Professionals shall be mandatory for all buildings assigned to them and such certifications shall form part of the official records of the concerned Urban Local Body.

(6.5) Submission of false, incorrect or misleading monitoring certificates by any Empanelled Professional shall attract appropriate action under the applicable Acts, Rules, Regulations and Building Bye-Laws, including suspension or cancellation of empanelment.

Table:4 Monitoring Powers of EPs at Different Construction Stages

Sl. No	Stage of Construction	Monitoring Power of EP
1	Before commencement	Verification of plot details including boundary and site condition setbacks and building line in accordance with approved plan.
2	Foundation Level	Ensure that excavation, reinforcement; concreting, backfilling, and documentation are executed strictly as per the approved drawings, soil report, and structural standards.
3	Plinth level	Certification of plinth location, levels, and setbacks.
4	Structural frame	Verification of columns, beams, and slabs as per the structural design.

5	Floor-wise progress	Certification of floor area, height, and usage.
6	Final stage	Confirmation of total height, FAR, and compliance with the approved plan.
7	Completion	Submission of the Completion Certificate to the ULB.

Table: 5 Monitoring powers of EPs at different stages of development of layouts:

Sl.No	Stage	Monitoring function of EP
1.	Before approval of layout	Inspection of the site to verify the location (geo-referenced coordinates); reporting to the Planning Authority on the existing physical features of the site along with details of the approach road; and verification of the plot boundaries with reference to the survey sketch
2.	Demarcation of layout plan	The provisional layout plan demarcated on the ground shall be verified for compliance with the approved plan and reported to the Planning Authority. Note: Demarcation to be done jointly by Revenue surveyor, PoR and EP.
3.	Inspection and certification of completion of Civil works	i. Water supply works
		ii. UGD works including STP
		iii. Roads and drains
		iv. Development of parks and open spaces and Civic amenity site
4.	Inspection and certification of completion of electrical works	Installation of transformers, electric lines and street lighting.

(6.6) The monitoring powers of Empanelled Professionals (EPs) shall not restrict the authority of the Urban Local Body to carry out independent inspections at any stage of construction. The Competent Authority may conduct random or risk-based inspections of any building, including those monitored by EPs.

(6.7) For high-risk and special category buildings, monitoring by EPs shall be in addition to, and not in substitution of, inspections carried out by the Competent Authority or other statutory agencies.

(6.8) Empanelled Professionals shall maintain inspection records, photographs, and certificates for a minimum period of five years and shall produce the same whenever required by the Competent Authority.

(7) Fees, Fine or Penalty: While exercising their jurisdiction under the Self-Certification Scheme, Empanelled professionals shall strictly follow the Building Bye-laws of the respective Local Bodies/Authorities. In case of any violation, Penalty specified under clause-B.(10) shall be applicable.

(8) Fee Structure for Empanelled Professionals (EPs): The fee structure is specified to ensure transparency, accountability, and uniformity in professional charges, while maintaining affordability for citizens and promoting quality construction practices.

(8.1) Registration and Renewal Fees: the registration and renewal fee shall be as specified in the table below.-

Table-6

Sl. No.	Category / Level	Registration Fee (Rs)	Renewal Fee (Every 5 Years) (Rs)	Security Deposit (Refundable) (Rs)
1	Level 1	5,000	3,000	10,000
2	Level 2	10,000	5,000	25,000
3	Level 3	15,000	7,500	40,000
4	Level 4	25,000	10,000	75,000

Note:

The security deposit may be partially or fully forfeited in cases of professional misconduct, false certification, or violation of statutory provisions. The security deposit shall be deposited with the Local Authority. The principal amount only shall be refundable, without interest.

(8.2) Scrutiny and Building Plan Approval Fees Payable to Empanelled Professionals: The fee to be paid by the applicant to the Empanelled Professionals for scrutiny and building approvals as the case may be shall be levied as specified in the Table below.-

Table-7

	Building site area (no. of floors) / extent of plot for development of layouts	Fee per Sqm of built up area in Rs.		Fee per Sqm – Layout (Rs)
		CMC/TMC	TP	(CMC/TMC/TP)
Level 1	Up to 115 sq.m (G+2)/1hectare.	60	40	10
Level 2	up to 225 sq.m (G+3)/ 2hectare	40	20	8
Level 3	up to 500 sq.m (G+5))/ 5hectare	30	15	6
Level 4	Above 500 sq.m (G+6))/ 10 hectare	20	10	5

Note: The above fee includes:

- (a) Site verification and scrutiny of plan;
- (b) Coordination with Local Authority.

(8.3) Stage-wise Inspection Fees:The fee shall be collected at various stages of construction as specified in Table below:-

Table-8

Construction Stage	Fee (% of Total Professional Fee)
Foundation Inspection	15%
Plinth Level Inspection	15%
Structural Framework	25%
Final Inspection / Completion	25%
Occupancy Certification Assistance	20%

(9) Fixed Roster for Selection of Empanelled Professional:The Authority shall maintain a category-wise roster of Empanelled Professionals (EPs), which shall be publicly viewable on the municipal Corporation website. The roster shall be managed exclusively through the designated software/online portal, and no manual intervention or override shall be permitted in the assignment of projects. EPs shall be arranged sequentially based on the date of empanelment. Projects shall be assigned in rotational order, and once a project is assigned, the concerned EP shall be moved to the bottom of the roster list. In case where the Empanelled professional is also the professional on Record for the project, he shall not be assigned to be the Empanelled professional for that project.

(9.1)An EP who declines or fails to respond to two consecutively assigned eligible projects without a valid reason shall be penalized by skipping the next turn in the roster. Skipping due to category-level ineligibility, active conflict of interest, or ongoing suspension shall not be treated as a penalty-triggering skip.

(10) Penalty Structure for Professional Negligence / Misconduct by EPs:Penalties shall be imposed by the Local Authority/TAC after due inquiry, providing the professional an opportunity to be heard and the Penalty shall be levied as specified in the Table below:

Table-9

Violation	Penalty Amount (Rs.)	Additional Action
Procedural lapse	Not less than 10,000	Written Notice
Failure to report deviations	Not less than 25,000	Temporary suspension recommended
False certification / Misrepresentation	1,00,000 – 2,00,000	Suspension or cancellation of empanelment
Unauthorized sanction beyond permitted category	Up to 2,00,000	Cancellation + Blacklisting
Repeated violations	Up to 2,00,000	Permanent Blacklisting

(11) Technical Appraisal Committee (TAC):The Authority shall constitute a TAC comprising the following members:

- (i) Municipal Commissioner or Chief Officer (Chairman);
- (ii) Head of Engineering Section of the Local Authority;
- (iii) Head of Town Planning Section of Authority/ Assistant Director (Member Secretary); and
- (iv) Superintendent Engineer / Executive Engineer of PWD having jurisdiction.

The TAC shall scrutinize the applications for empanelment of Professionals and submit its findings to the Local Authority. The TAC shall take necessary actions against against professionals (both PoR and EP) suspension or cancellation of registration, after conducting inquiry either Suo-Moto or based on complaint received, after hearing the Professional and recording the proceedings and decision taken.

(12) Restriction on Change of Empanelled Professional:No Empanelled Professional (EP) shall be substituted during the course of construction without prior written approval of the Municipal Commissioner. Any change effected without such approval shall render all certifications issued thereafter invalid.

(12.1). Permissible Grounds for Change:A change of EP shall be permitted only where one of the following grounds is established, with the burden of proof lying on the applicant seeking the substitution. The permissible grounds are,-

- (a) Death or permanent incapacity;
- (b) Resignation with recorded reasons;
- (c) Proven conflict of interest;
- (d) Suspension, cancellation, or blacklisting by the Authority;
- (e) Persistent non-performance established after notice; and
- (f) Mutual consent, subject to technical audit and Authority approval, mutual consent shall not constitute extraordinary circumstances for the purpose of a second substitution.

(13) Mandatory Procedure for Substitution:

(13.1) Application for Change: The Owner or Promoter shall submit a formal written application to the Municipal Commissioner / Chief Officer before effecting any change. The application shall state the grounds for substitution and shall be accompanied by a stage-wise construction status report, copies of all certifications issued by the outgoing EP, an undertaking by the Owner/Promoter accepting responsibility for any disclosed deviations, and the written consent of the incoming EP. Where the outgoing EP fails to cooperate in the handover process, the Authority shall issue a notice and proceed further after according the EP a reasonable opportunity of being heard.

(13.2) Technical Audit: Before granting approval for substitution, the Authority shall either conduct a site inspection or appoint an independent EP to carry out a technical audit. The audit shall record the structural integrity of the completed works, the extent of construction carried out, any deviations from the sanctioned plan, and overall compliance with safety requirements. Approval for substitution shall be granted only after the audit findings have been recorded in writing and any required remedial actions have been addressed.

(14) Fixation of Liability:

(14.1) Liability of Outgoing EP: The outgoing EP shall remain fully liable for all certifications issued during his or her tenure including liability for structural and statutory compliance up to the last certified stage, for failure to report discernible deviations, and for any negligent or false certification. This liability survives substitution and may extend to disciplinary, civil, or criminal proceedings as the circumstances warrant.

(14.2) Liability of Incoming EP: Before issuing any certification, the incoming EP shall conduct an independent verification of all works executed up to the date of appointment and shall submit a structural stability certificate to the Authority. Any visible violations or deviations shall be reported to the Authority in writing 'within a period to be specified in the substitution approval order, subject to a minimum of 7 and a maximum of 30 working days, based on the stage of construction. The incoming EP shall be liable for all certifications issued after the date of approval of the substitution and for failure to report violations that a diligent professional ought to have identified.

(14.3) Joint Liability: Joint and several liabilities shall arise where both the outgoing and incoming EPs fail to detect or report material deviations, where a Completion Certificate is issued without due diligence by either party, or where a structural defect is attributable to an overlapping period of supervision. In such cases the Authority shall proceed against both professionals.

(15) Substitution at Completion / Occupancy Stage: No change of EP shall be permitted after submission of the Completion Certificate, except in cases of fraud, proven misrepresentation, or suspension of the EP by the Authority. Where substitution is permitted at this stage, a mandatory structural audit shall be conducted, a fresh compliance report shall be submitted by the incoming EP, and the Occupancy Certificate shall be issued only after independent verification by the Authority.

(15.1) Limitation on Number of Changes: No project shall ordinarily be permitted more than one substitution of EP during construction, except under extraordinary circumstances recorded in writing by the Authority.

(15.2) Financial Consequences: Where substitution arises due to professional misconduct, the Authority may forfeit the EP's Security Deposit in whole or in part, impose a monetary penalty of up to rupees two lakhs, and simultaneously proceed to suspend or cancel the empanelment. Where the substitution is without fault on the part of the outgoing EP, the Security Deposit shall not be adversely affected.

(16) Protection against Evasion of Liability: A change of EP shall not regularize unauthorized construction, extinguish the liability of the outgoing EP for works certified during tenure, validate unreported deviations, or interfere with ongoing disciplinary proceedings. Any attempt to use the substitution mechanism as a device to evade liability shall be treated as aggravating conduct and shall attract the maximum penalty available under the applicable municipal laws.

(17) Opportunity of Hearing: No penalty, suspension, or cancellation of empanelment shall be imposed without issuing a show-cause notice to the professional, providing a reasonable opportunity of reply and hearing, and passing a speaking order recording findings and reasons in writing.

(18) Appeal: Any person aggrieved by an order under these regulations may prefer an appeal in Form-VIID before the Deputy Commissioner within thirty days from the date of receipt of the order.

(19) Savings: Nothing in these regulations shall limit the powers of the Authority to act under the Building Bye-Laws, Development Control Regulations, environmental laws, or any other applicable statute. The powers conferred herein are in addition to, and not in derogation of, any other power available to the Authority under law.

(20) Disciplinary Proceedings Framework for Professional on Record / Empanelled Professionals:

(20.1) Grounds for Initiation of Disciplinary Proceedings:

Disciplinary proceedings may be initiated on any of the following grounds:

- (a) False certification or misrepresentation.
- (b) Gross negligence in inspection or supervision.

-
- (c) Undertaking, certifying, or inspecting projects beyond the level or category of empanelment.
 - (d) Failure to report deviations.
 - (e) Professional misconduct.
 - (f) Submission of forged or fabricated documents.
 - (g) Repeated violations.
 - (h) Violation of code of conduct.
 - (i) Conflict of interest.
 - (j) Criminal conviction involving moral turpitude.
 - (k) Refusal or failure to accept an assigned project without valid reason, as defined under Clause B(9.1).

(20.2) Authority Competent to Initiate Proceedings: The Municipal Commissioner / Chief Officer having jurisdiction shall be the Disciplinary Authority. Where necessary, a Preliminary Scrutiny Committee may be constituted, comprising the Municipal Engineer as Chairperson along with the Town Planning Officer, Legal Officer, and an external technical expert if required.

(21) Procedure for Disciplinary Action:

(21.1) Preliminary Scrutiny: Upon receipt of a complaint or detection of a violation, a preliminary technical verification shall be carried out and a report submitted to the Disciplinary Authority within fifteen days. Where a prima facie case is found to exist, formal disciplinary proceedings shall be initiated.

(21.2) Issue of Show Cause Notice: The Show Cause Notice specified in Form-VIIA shall clearly specify the allegations against the PoR/ EP, enclose the supporting documents, and provide fifteen to thirty days for the PoR/EP to submit a written reply. Failure to respond within the stipulated time shall entitle the Authority to proceed ex-parte.

(21.3) Suspension Pending Inquiry (If Required): Where the alleged violation involves a risk to public safety, false structural certification, or a major structural violation, the Disciplinary Authority may order an interim suspension in Form-VIIB of the PoR/EP pending inquiry. Such an order shall be reasoned, time-bound, and subject to review within ninety days.

(21.4) Conduct of Inquiry: The TAC Committee shall provide the PoR/EP a full opportunity of hearing, permit the production of evidence and cross-examination where appropriate, and record all proceedings in writing. The inquiry shall be completed within ninety days unless extended with recorded reasons.

(22) Classification of Penalties:

(22.1) Minor Penalties: Minor penalties include a written warning, a monetary penalty as notified, mandatory retraining, and a temporary restriction on the size or category of projects the PoR/EP may handle.

(22.2) Major Penalties: Major penalties include suspension of empanelment for up to one year, forfeiture of the Security Deposit, cancellation of empanelment, blacklisting for a period of three to five years, and in the most serious cases of fraud or repeated gross misconduct, permanent debarment from empanelment.

(23) Order of the Disciplinary Authority:The final order in Form-VIIC shall be in writing and shall record the findings of fact, the evidence relied upon, the penalty imposed and the reasons therefore, the recovery mechanism if applicable, and the right of the PoR/EP to prefer an appeal in FORM VII D. The order shall be communicated to the PoR/EP, the Municipal Records Section, and the State Nodal Department where required.

(24) Effect of Suspension / Cancellation:Upon suspension or cancellation, the PoR/EP shall forthwith cease to undertake new projects, all ongoing projects shall be transferred per the Change of PoR/EP procedure, all portal login credentials shall be deactivated, and the EP's name along with the nature of the order shall be published on the Authority's official website.

(25) Liability Fixation:The PoR/EP's liability for works certified during tenure shall survive cancellation for a minimum period of five years. Civil and criminal liability under applicable law shall remain wholly unaffected by the cancellation.”

3. Insertion of new Forms: (1) After Form VII, the following Forms VII-A, VII-B, VII-C and VII-D shall be inserted, namely:-

“FORM VII-A

[See Appendix-IA clause (21.2)]

SHOW CAUSE NOTICE TO EMPANELLED PROFESSIONAL

Ref. No.: _____ Date: _____

To,
(Name of EP)

Empanelment Registration

Number: _____

Address: _____

Sub: Show Cause Notice under Disciplinary Proceedings Rules

Sir / Madam,

It has come to the notice of this Authority that you have committed the following violation in the discharge of your responsibilities as an Empanelled Professional in connection with the project/building specified hereunder. You are hereby directed to show cause in writing within _____ days from the date of receipt of this Notice why disciplinary action should not be taken against you. Failure to respond within the stipulated period shall result in ex-parte proceedings.

Project Reference / Building License

No.: _____

Details of alleged

violation: _____

(Signature) Disciplinary Authority

Failure to respond shall result in ex-parte action.

FORM VII- B

[See Appendix-IA clause (21.3)]

ORDER OF INTERIM SUSPENSION OF EMPANELLED PROFESSIONAL

Ref. No.: _____ Date: _____

Name and Empanelment Registration Number of

EP: _____

Whereas prima facie evidence indicates a serious violation involving public safety risk / false certification / major structural defect, and whereas it is necessary in the public interest to act pending inquiry — the empanelment of the above-named EP is hereby suspended with immediate effect.

Effective Date: _____

Duration of Suspension (subject to review within 90

days): _____

The EP shall forthwith cease to undertake any empanelled functions under these Bye-Laws during the period of suspension.

(Signature) Disciplinary Authority / Technical Appraisal Committee

FORM VII-C

[See Appendix-IA clause 23]

FINAL ORDER OF THE DISCIPLINARY AUTHORITY

Ref. No.: _____ Date: _____

In the matter of disciplinary proceedings against: (Name and Empanelment Registration Number)

This Authority, having examined the Show Cause Notice, the reply if any submitted by the EP, the Committee report, and the evidence produced during proceedings, hereby records the following findings and imposes the penalty specified below.

Findings: _____

Penalty imposed: _____

The above penalty shall take effect from the date of communication of this order. The EP is informed that the right to prefer an appeal against this order lies before the Commissioner / Appellate Authority within thirty days of receipt.

(Signature) Disciplinary Authority

FORM VII-D

[See Appendix-IA clause 18]

APPEAL MEMORENDUM – EMPANELLED PROFESSIONAL

Before the Municipal Commissioner / Chief Officer / Appellate Authority designated under the Bye-Laws

Name of Empanelled Professional: _____

Empanelment Registration Number: _____

Address for Communication: _____

Reference Number and Date of Order Challenged: _____

Nature of Penalty Imposed: _____

Grounds of Appeal:

(State herein the specific findings of fact or conclusions of law in the impugned order that are being challenged, and the reasons for which the appellant contends that the order is erroneous and liable to be set aside or modified.)

Relief Sought:

The appellant respectfully prays that the Appellate Authority be pleased to set aside / modify the impugned order and pass such other orders as may be just and proper.

Supporting documents enclosed: _____

Signature of Appellant: _____ Date: _____

(2) After Form X , the following Forms X- A, X-B, X-C , X-D and X-D shall be inserted, namely:-

“FORM X-A

INSPECTION BEFORE COMMENCEMENT BY EMPANELLED PROFESSIONALS

PART A: APPLICANT & PROFESSIONAL DETAILS

1. Name & Address of Applicant
2. Phone No. / Email
3. Name & Address of PoR
4. PoR Registration No
5. Name & Address of EP
6. EP Empanelment Reg. No. & Level

PART B: PARTICULARS OF PLOT & BUILDING

Parameter	Sanctioned Plan	As Built / Inspected	Remarks/ Deviation/Violation (+/-)
Building Licence No. & Date			
Plot / Survey No. & Address			
Ward No. / Zone			
Khata No.			
Plot Area (sq.m)			
Road / Street Width (m)			
Road Widening (if any)			

PART C : CHECKLIST — BEFORE COMMENCEMENT OF WORK

Sl.	Parameter / Item	Observations w.r.t parameter	Deviation/ Violation (Yes/No)	Remarks
1	Approved plan, building license & NOCs available at site			
2	Plot boundaries verified against survey records & sanctioned site plan			
3	Building line verified as per Master Plan / Zonal Regulations			
4	Approach road width verified (mention road width in m)			

5	Road widening / relinquishment verified			
6	Buffer zones: water bodies / HT lines ,Railway, Highways			
7	Geo-referenced coordinates of plot documented (with GPS photos)			
8	Soil investigation / geotechnical report available			
9	Commencement intimation submitted to Authority			

PART D : DEVIATIONS/VIOLATIONS, DISCREPANCY REPORT

Drawings / Components having discrepancy (specify each separately):

Sl.	Drawing / Component	As per Sanctioned Plan	As Inspected on Site
1			
2			
3			
4			

Details of rectification proposed, if any:

Action Recommended:

- Work may proceed to next stage
- Rectification required before proceeding
- Stop-work notice recommended.

PART E: CERTIFICATION BY EMPANELLED PROFESSIONAL

I have personally inspected the site before commencement on _____ date. I certify that plot boundaries conform to the approved plan and no violation in building line or buffer zone is observed and required NOCs are obtained from the concerned departments.

Empanelled Professional (EP)

Signature: _____

Name:

Empanelment Reg. No.:

Date:

Seal:

Acceptance of Report by PoR and Applicant

Professional on Record (PoR)	Applicant / Owner
Signature: _____	Signature: _____
Name: _____	Name: _____
PoR Reg. No.: _____	Contact No.: _____
Date: _____	Date: _____
Seal: _____	

Date of Submission of Report to ULB	
--	--

PART F: RECEIPT OF REPORT BY URBAN LOCAL BODY:

1	Signature of Receiving Officer	
2	Report Received on	
3	Entered in Record / File No. /Building license No.	
4	Remarks by Competent Authority (Accepted/Rejected/Modifications suggested)	

FORM X-B

INSPECTION DURING FOUNDATION STAGE

PART A: APPLICANT & PROFESSIONAL DETAILS

1. Name & Address of Applicant	
2. Phone No. / Email	
3. Name & Address of PoR	
4. PoR Registration No	
5. Name & Address of EP	
6. EP Empanelment Reg. No. & Level	

PART B: PARTICULARS OF PLOT & BUILDING

Parameter	Sanctioned Plan	As Built / Inspected	Remarks/ Deviation/Violation (+/-)
Building License No. & Date			
Plot / Survey No. & Address			
Ward No. / Zone			
Khata No.			
Plot Area (sq.m)			
Road / Street Width (m)			
Road Widening (if any)			

PART C : CHECKLIST — FOUNDATION LEVEL

Sl.	Parameter / Item	Observations w.r.t parameter	Deviation/Violation (Yes/No)	Remarks
1	Excavation depth & dimensions as per approved structural drawings			
2	Foundation type matches approved structural design			
3	Reinforcement and concrete grade specifications as per Design			
4	Foundation layout matches plan (column/wall positions)			
5	Soil bearing capacity verified against GER report			

PART D : DEVIATIONS/VIOLATIONS, DISCREPANCY REPORT

Drawings / Components having discrepancy (specify each separately):

Sl.	Drawing / Component	As per Sanctioned Plan	As Inspected on Site
1			
2			
3			
4			

Details of rectification proposed, if any:

--

Action Recommended:

- Work may proceed to next stage
- Rectification required before proceeding
- Stop-work notice recommended.

PART E: FEE PAYMENT STRUCTURE

Sl. No	Stage of inspection	Total Professional Fee for Project (Rs.)	Fee for present stage : (%) (Rs.)	Cumulative Fee Paid in Rs.
1	Foundation Inspection			
2				
3				

PART F : CERTIFICATION BY EMPANELLED PROFESSIONAL

I have personally inspected the site before commencement and after foundation works on _____ date. I certify that excavation, reinforcement, concreting, backfilling, and documentation are executed at the foundation stage as per approved structural drawings and applicable standards. Construction may have proceeded.

Empanelled Professional (EP)

Signature: _____

Name:

Empanelment Reg. No.:

Date:

Seal:

Acceptance of Report by PoR and Applicant

Professional on Record (PoR)	Applicant / Owner
Signature: _____	Signature: _____
Name:	Name:
PoR Reg. No.:	Contact No.:
Date:	Date:
Seal:	

Date of Submission of Report to ULB	
--	--

PART G : RECEIPT OF REPORT BY URBAN LOCAL BODY :

1	Signature of Receiving Officer	
2	Report Received on	
3	Entered in Record / File No. /Building license No.	
4	Remarks by Competent Authority (Accepted/Rejected/Modifications suggested)	

FORM X- C

INSPECTION DURING PLINTH LEVEL

PART A: APPLICANT & PROFESSIONAL DETAILS

1. Name & Address of Applicant	
2. Phone No. / Email	
3. Name & Address of PoR	
4. PoR Registration No	
5. Name & Address of EP	
6. EP Empanelment Reg. No. & Level	

PART B : CHECKLIST — PLINTH LEVEL

Sl.	Parameter / Item	Observations w.r.t parameter	Deviation/ Violation (Yes/No)	Remarks
1	Plinth height above natural ground level as per approved plan			
2	Plinth dimensions match sanctioned plan			
3	Front setback at plinth level			
4	Rear setback at plinth level verified			
5	Left & right side setbacks verified			
6	Column positions at plinth match approved structural plan			

PART C: DEVIATIONS, VIOLATIONS, DISCREPANCY & ACTION

- No deviation/ Violations found at this stage.
- Deviation/Violations found — details recorded in checklist and noted below.

If Deviation/Violation s Found:

Drawings / Components having discrepancy (specify each separately):

Sl.	Drawing / Component	As per Sanctioned Plan	As Inspected on Site
1			
2			
3			
4			

Details of discrepancy in each drawing / component:

--

Details of rectification proposed, if any:

--

Action Recommended:

- Work may proceed to next stage
 Rectification required before proceeding
 Stop-work notice recommended
 Report to Disciplinary Authority

PART D: FEE PAYMENT STRUCTURE

Sl. No	Stage of inspection	Total Professional Fee for Project (Rs.)	Fee for present stage : (%) (Rs.)	Cumulative Fee Paid in Rs.
1	Foundation Inspection			
2	Plinth Inspection			
3				

PART E : CERTIFICATION BY EMPANELLED PROFESSIONAL

I have personally inspected the construction at plinth level on _____ date and certify that the plinth location, levels, setbacks, and dimensions confirm to the approved plan and applicable Building Bye-Laws. Construction may proceed to the superstructure.

Empanelled Professional (EP)

Signature: _____

Name:

Empanelment Reg. No.:

Date:

Seal:

Acceptance of Report by PoR and Applicant

Professional on Record (PoR)	Applicant / Owner
Signature: _____	Signature: _____
Name:	Name:
PoR Reg. No.:	Contact No.:
Date:	Date:
Seal:	

Date of Submission of Report to ULB	
--	--

PART G: RECEIPT OF REPORT BY URBAN LOCAL BODY:

1	Signature of Receiving Officer	
2	Report Received on	
3	Entered in Record / File No. /Building license No.	
4	Remarks by Competent Authority (Accepted/Rejected/Modifications suggested)	

FORM X-D

STRUCTURAL FRAMEWORK & FLOOR-WISE INSPECTION

PART A: APPLICANT & PROFESSIONAL DETAILS

1. Name & Address of Applicant	
2. Phone No. / Email	
3. Name & Address of PoR	
4. PoR Registration No	
5. Name & Address of EP	
6. EP Empanelment Reg. No. & Level	

PART B: INSPECTION DETAILS

Date of Inspection	
Time of site visit (from- to)	

Noting of Site Inspection (observations by EP):

--

PART C : CHECKLIST — STRUCTURAL FRAMEWORK

Sl.	Parameter / Item	Observations w.r.t parameter	Deviation/ Violation (Yes/No)	Remarks
1	Column sizes, positions, reinforcement as per structural drawings			
2	Beam sizes, spans, reinforcement as per structural drawings			
3	Slab thickness and reinforcement as per structural drawings			
4	Concrete grade matches structural design specifications			
5	Shear walls / structural walls as per plan (where applicable)			

6	Staircase structural members as per approved design			
7	Lift core / service shaft provisions verified			
8	Cantilever projections within approved limits			
9	Material test results			
10	Structural Design & Safety Certificate verified			
11	Relevant GPS photos at each Floor			

PART D: FLOOR-WISE PROGRESS

Floor	Floor Area	Floor Height	Openings / Vent/Projections	Deviation/Violation	Remarks
Stilt/Ground					
First					
Second					
Third					
.....Until top floor					

PART E: DEVIATION/VIOLATIONS, DISCREPANCY & ACTION

- No deviation/violations found at this stage.
- Deviation/Violations found — details recorded in checklist and noted below.

If Deviations Found:

Drawings / Components having discrepancy (specify each separately):

Sl.	Drawing / Component	As per Sanctioned Plan	As Inspected on Site
1			
2			
3			
4			

Details of discrepancy in each drawing / component:

Details of rectification proposed, if any:

Action Recommended:

- Work may proceed to next stage
 Rectification required before proceeding
 Stop-work notice recommended
 Report to Disciplinary Authority

PART F: FEE PAYMENT STRUCTURE

Sl. No	Stage of inspection	Total Professional Fee for Project (Rs.)	Fee for present stage : (%) (Rs.)	Cumulative Fee Paid in Rs.
1	Foundation Inspection			
2	Plinth Inspection			
3	Floor 1			
4	Floor 2			
5Until top floor			

PART G: CERTIFICATION BY EMPANELLED PROFESSIONAL (certification at each floor should be submitted)

I have inspected the structural framework and floor-wise construction on _____ date. I certify that columns, beams, slabs, and floor layouts are executed as per approved structural and architectural drawings. Material test certificates and structural safety certificates have been verified. Construction may proceed.

Empanelled Professional (EP)

Signature: _____

Name:

Empanelment Reg. No.:

Date:

Seal:

ACCEPTANCE of REPORT by PoR and Applicant

Professional on Record (PoR)	Applicant / Owner
Signature: _____	Signature: _____
Name:	Name:
PoR Reg. No.:	Contact No.:
Date:	Date:
Seal:	

Date of Submission of Report to ULB	_____
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PART H : RECEIPT OF REPORT BY URBAN LOCAL BODY :

1	Signature of Receiving Officer	
2	Report Received on	
3	Entered in Record / File No. /Building license No.	
4	Remarks by Competent Authority (Accepted/Rejected/Modifications suggested)	

FORM X-E

FINAL INSPECTION AND COMPLETION /OCCUPANCY CERTIFICATE

PART A: APPLICANT & PROFESSIONAL DETAILS

1. Name & Address of Applicant	
2. Phone No. / Email	
3. Name & Address of PoR	
4. PoR Registration No	
5. Name & Address of EP	
6. EP Empanelment Reg. No. & Level	

PART – B Site Inspection Report:

1.	Location of Building site:			
2.	Existing Road/ Street width in Meters			
3.	Road/ Street widening as per Master Plan; Relinquishment of area for road widening to the Urban Local Authority			
4.	Buffers in case of Building site abutting water bodies/ HT lines;			
5.	Verification of Sanctioned Plan; As Built Plan; and as inspected:			
	Setbacks:			
		Sanctioned plan	As built Plan	As Inspected
	Front			
	Rear			
	Left			
	Right			
		FAR as per Sanctioned plan	FAR as per as built Plan	FAR as Inspected
	Permissible FAR			
	Premium FAR			
	TDR			

		Sanctioned plan	As built Plan	
	Plinth Area			
	Total Built up Area			
	Number of floors			
	Height of the Building			
	Number of Parking Slots			
6.	Details of Services installed in the Building/ Building site:			
a.	Plumbing and Sanitation:			
	OHT			
	Sump			
	RWH			
	Dual Plumbing system wherever applicable			
	Solar Water Heating			
	STP wherever applicable			
b.	Electricity:			
	Solar system wherever applicable			
	Lifts and Generators as applicable			
	Electric vehicle charging Points			
	Compliance of ECBC code			
	Transformer yard wherever applicable			
7.	Provisions for Differently abled			
8.	Provisions for Solid waste Management as applicable.			
	Segregation of waste			
	Composting			
	Organic waste convertor			
9.	Remarks and Recommendations of the Designated officer(s):			
10.	Date of Inspection:			Signature of the Officer(s)
11.	Name and Designation of the Officer(s)			

PART – C Scrutiny Check-list for issue of Occupancy/ Completion Certificate.

I. General information:			
1	Applicant Name and Address		
2	Site Location and Address		
3	Plan sanction No. & Date		
4	Building Use (Floor wise)		
5	No. of Floors		
6	Road/ Street Width		
	i) Road/ Street widening if any ii) Relinquishment deed particulars		
7	Date of issue of Building licence		
8	Particulars of Partial Occupancy Certificate if issued		
9	Date of Inspection		
10	Photographs of the completed building / Solar installation / Rain Water Harvesting / STP		
II. Building Information			
		As per sanctioned Plan	As per submitted As built plan
11	Site Area (In Sqm.)		
12	Total Built up area (in sqm)		
13	Plinth area (in sqm)		
14	Floor area considered for FAR (in sqm)		
15	Height of Building		
16	No. of Units		
17	Vehicle Parking		
18	Percentage of deviation within permissible limits.		
	Coverage		
	FAR		
20	NOC details submitted at the time of Plan Sanction wherever applicable.		
	i. Fire Force Department		
	ii. Airport Authority of India		
	iii. KSPCB		
	iv. SEIAA		

	v. BWSSB/KUWSDB	
	vi. ECom	
	vii. RERA and other concerned departments.	
	Whether all the condition imposed at the time of plan sanction & CC are complied	
	Details of Special Condition & Compliance	
	i. Clearance from Fire Force Department	
	ii. Consent for Operation (CFO) From KSPCB	
	Provision for Solar Heating	
21	Rain Water Harvesting	
	i. Rain water Harvesting	
	ii. Re-charge pits	
22	Solid Waste Management	
	i. Segregation	
	ii. Composting	
	iii. Provision for organic Convertor - Capacity based on No. of Household	
23	Sewage Treatment Plant (STP)	
24	Transformer Yard and other installations.	

III. Comparison of As-built plan with Sanctioned plan:-							
	Particulars	As per ZR	As per Sanctioned Plan	As per As-built Plan	Difference (+/-)	% age of Deviation (whether it is within permissible limits)	Remarks
25.	Setback						
	i. Front						
	ii. Rear						
	iii. Right						
	iv. Left						
26.	Coverage						
27.	FAR						
28.	No. of Floors						
29.	Height of the Building						
30.	No. of Units						
31.	Vehicle Parking						

PART D: DEVIATION/VIOLATIONS, DISCREPANCY & ACTION

- No deviations/ Violation found at this stage.
- Deviations/ Violation found — details recorded in checklist and noted below.

If Deviation/Violations Found:

Drawings / Components having discrepancy (specify each separately):

Sl.	Drawing / Component	As per Sanctioned Plan	As Inspected on Site
1			
2			
3			
4			

Details of discrepancy in each drawing / component:

--

Details of rectification proposed, if any :

--

Action Recommended:

- Work may proceed to next stage
- Rectification required before proceeding
- Stop-work notice recommended
- Report to Disciplinary Authority

PART E: FEE PAYMENT STRUCTURE

Sl. No	Stage of inspection	Total Professional Fee for Project (Rs.)	Fee for present stage : (%) (Rs.)	Cumulative Fee Paid in Rs.
1	Foundation Inspection			
2	Plinth Inspection			
3	Floor 1			
4	Floor 2			
5Until top floor			
6	After Completion of all works			
7	Assistance for Completion/Occupancy			

PART F: CERTIFICATION BY EMPANELLED PROFESSIONAL

I have verified that all stage-wise certifications are completed, all license conditions and NOCs are complied with, all deviations have been rectified, and the building is **completed as per the sanctioned plan / is fit for occupation**. I recommend issuance of the **Certificate of completion / Occupancy Certificate** by the Competent Authority.

Empanelled Professional (EP)

Signature: _____

Name:

Empanelment Reg. No.:

Date:

Seal:

ACCEPTANCE of REPORT by PoR and Applicant

Professional on Record (PoR)	Applicant / Owner
Signature: _____	Signature: _____
Name: _____	Name: _____
PoR Reg. No.: _____	Contact No.: _____
Date: _____	Date: _____
Seal: _____	

Date of Submission of Report to ULB	_____
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PART G: RECEIPT OF REPORT BY URBAN LOCAL BODY :

1	Signature of Receiving Officer	
2	Report Received on	
3	Entered in Record / File No. /Building license No.	
4	Remarks by Competent Authority (Accepted/Rejected/Modifications suggested)	

(3) After Form XVI, the following Forms XVII and XVIII shall be inserted, namely:-

**“FORM – XVII
(See Appendix- IA)**

AFFIDAVIT

**Letter of Consent / Declaration by Professional on Record/ Empanelled professional
(FOR URBAN LOCAL BODY)**

I, Mr./Ms. _____, S/o / D/o / C/o _____, residing at _____, holding Aadhaar No. (enter last 4 digit of Aadhar) _____, I do hereby solemnly affirm and declare as follows:

1. I am _____ (**Diploma/degree holder**). I am registered with _____ the _____ body _____ having **Empanelment/Registration No.** _____ and qualified to practice professionally. I am applying for registration as a PoR/EP in _____ (**Name of Urban Local Body**) and is qualified to practice professionally.
2. I am fully aware of the Building Byelaws, Zonal Regulations, Master Plan provisions, Acts, Codes, Guidelines, Circulars, and Orders applicable to building construction in the said area, and I undertake to ensure that the design and plans submitted are in compliance with the same.
3. I will be responsible for any lawsuits arising out of non-compliance in the drawings prepared by me/construction supervised by me and any such role limited to the role and scope of my services with the requirements under the Building Regulations, Master Plan Zoning

Regulations and all other Acts, Rules and Regulations applicable to the construction of buildings.

4. I will fully cooperate with _____ (**Name of Urban Local Body**) and other concerned authorities in all matters relating to the project, including inspections, site visits and other matters.
5. I will act professionally and ethically in all my businesses / transactions and will not engage in any illegal activities.

I understand that violation of any Act/Rule/Order/Condition may result in cancellation/disqualification. All the information I have provided is true to the best of my knowledge and belief.

Declarer

Date: (Name)

Place:

(Signature)

FORM –XVIII

(See Appendix- IA)

AFFIDAVIT

**DECLARATION / UNDERTAKING BY PROFESSIONAL ON RECORD (PoR) /
Empanelled Professional**

(For Building License Application)

I, Mr./Ms. <Full Name>, S/o / D/o / C/o <Father's / Guardian's Name>, residing at <Full Address>, holding Aadhaar No. <.....>, do hereby solemnly affirm and declare as follows:

1. **Professional Credentials:** I am a duly qualified and registered Architect / Civil Engineer / Structural Engineer / Supervisor, enrolled under the provisions of the <Relevant Local Body Name> in accordance with the applicable Acts, Rules, Regulations, and Circulars in force. I hold valid registration/empanelment with the said Urban Local Body (ULB) to provide professional services within its jurisdiction.
2. **Scope of Engagement:** I have been engaged as the Empanelled Professional (EP)/Professional on Record (PoR) for the building project pertaining to Application No. <_____>, situated at <Project Address> within the limits of <City Corporation >, <District>. My role at this stage is limited to design, preparation, and submission of the building plan in conformity with applicable building rules, byelaws, and zoning regulations.
3. **Awareness of Legal Framework:** I am fully aware of the Building Byelaws, Zonal Regulations, Master Plan provisions, Acts, Codes, Guidelines, Circulars, and Orders applicable to building construction in the said area, and I undertake to ensure that the design and plans submitted are in compliance with the same.
4. **Responsibility and Limitation of Liability:** My professional responsibility, at the time of this declaration in **Form-XVIII**, is limited to the design and documentation phase. I shall not be held responsible for any deviation or non-compliance during execution of the work on-site, which shall remain the sole responsibility of the Applicant / Owner and the EP/PoR for Supervision (if separately appointed).

5. **Cooperation with Authority:** I shall fully cooperate with the Urban Local Body and other competent authorities during inspections, site visits, clarifications, or any matter connected with this project.
6. **Professional Conduct:** I undertake to act professionally, ethically, and lawfully in all dealings related to this project. I shall not engage in any activity that constitutes professional misconduct or violation of statutory provisions.
7. **Accountability:** I accept that any false declaration, misrepresentation, or failure to comply with the applicable Rules, Regulations, or professional ethics may result in suspension, cancellation, or blacklisting of my registration and disqualification from practice as a EP/PoR, in addition to any legal action as may be applicable.
8. **Truthfulness and Voluntary Declaration:** I affirm that the particulars furnished above are true and correct to the best of my knowledge and belief, and that this affidavit is executed voluntarily, without coercion, for the purpose of record and submission before the competent authority.

Signed and executed on this ____ day of _____, 20__ at _____.
Place: _____ Date: _____

Signature of the Deponent / Declarant
(Name in Full)
(Designation: Architect / Engineer / Supervisor etc)
(Registration No. and Authority)
(Address)

WITNESSES:

1. _____ (Signature & Name)
2. _____ (Signature & Name)

Sworn and signed before me at _____ on this ____ day of _____, 20__,
after the contents were read over and explained to the deponent who admitted the same to be
true and correct.

(Name and Signature of Advocate / Notary Public)
Seal / Stamp”

By order and in the name of the
Governor of Karnataka

(NAGESH K.)

Under Secretary to Government
Urban Development Department
(Corporations – 2)