



Department of Urban Administration and Development of Chhattisgarh

Inspection Manual

(Complete guide for Inspection of Units)

User Guide for Online Registration and Availing Department Services

Department of Urban Administration and Development of Chhattisgarh

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1 Risk Based Assessment

The inspection procedure for the establishment has been determined on the basis of their classification into different categories with respect to various risk parameters. The establishments will be categorised in High risk, Moderate risk, Low risk, Very Low risk entities based upon these parameters. In cases the state government has issued list of industries classified as **high, moderate, low risk, very low risk**

1.1 Risk Parameters

The following parameters are considered to assess the risk in a unit/establishment

1. According to size of plot
2. According to Height of building
3. According to Use of premises
4. According to Abutting Road
5. According to Type of Material Storage

1.2 Classification criteria

Table 1: Parameters based classification of Very Low Risk, Low Risk, Moderate Risk & High Risk establishments

RISK MATRIX				
Risks	Very Low	Low	Moderate	High
Criteria				
RESIDENTIAL				
Size of Plot	Below 105 Sq.M	Above 105 to 500 Sq.M	Above 500 to 1000 Sq.M	Above 1000 Sq.M
Height of Building	Below 15 M	Below 15 M	Below 15 M	15 M and Above
Use of Premises	Residential Plotted	Residential Plotted	Residential Plotted	Group Housing
For Bulding Permission Inspection	Third Party Inspection Required	Third Party Inspection Required	Third Party Inspection Required	Departmental Inspection
For Plinth Inspection	Third Party Inspection Required	Departmental Inspection	Departmental Inspection	Departmental Inspection
For BCC cum OC Inspection	Departmental Inspection	Departmental Inspection	Departmental Inspection	Departmental Inspection
COMMERCIAL (STORAGE / WAREHOUSES)				
Covered Area on all Floors / Builtup Area	Upto 250 Sq.M	Above 250 to 2000 Sq.M	1 Sq.M to 2000 Sq.M	Above 2000 Sq.M
Height of Building	Below 15 M	Below 15 M	Below 15 M	Below 15 M
Abutting Road	Minimum 12 M	Minimum 12 M	Minimum 12 M	Minimum 12 M
Type of Material Storage	Category A	Category A	Category B (Staking Height - Medium)	Category B (Staking Height - High)
For Bulding Permission Inspection	Third Party Inspection Required	Third Party Inspection Required	Third Party Inspection Required	Departmental Inspection

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For Plinth Inspection	Third Party Inspection Required	Departmental Inspection	Departmental Inspection	Departmental Inspection
For BCC cum OC Inspection	Departmental Inspection	Departmental Inspection	Departmental Inspection	Departmental Inspection
INDUSTRIAL				
Size of Plot	NA	Upto 350 Sq.M	Above 300 Sq.M	All Sizes
Height of Building	NA	Less than 15 M	Less than 15 M	15 M and Above
Abutting Road	NA	Minimum 12 M	Minimum 12 M	Minimum 12 M
For Bulding Permission Inspection	NA	Third Party Inspection Required	Third Party Inspection Required	Departmental Inspection
For Plinth Inspection	NA	Departmental Inspection	Departmental Inspection	Departmental Inspection
For BCC cum OC Inspection	NA	Departmental Inspection	Departmental Inspection	Departmental Inspection + Fire Department

2 Inspection Procedure Steps

A. For Departmental Inspection

Flowchart for all types of buildings on plinth level which is mandatory:

- After starting the construction work at plinth level, concerning registered architect will intimate for plinth level inspection.
- Department will arrange plinth level inspection within 7 days
- Department will issue report

For Low Risk Building Final Inspection will be done at the time of BCC

For Moderate Risk Building Final Inspection will be done at the time of BCC

For High Risk on intermediate floors and Final Inspection will be done at the time of BCC

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230 मध्यप्रदेश/छत्तीसगढ़ नगर विकास विधि संहिता [परिशिष्ट च-छ

परिशिष्ट च
[नियम 31 (2)]
कुर्सी स्तर पर भवन के निरीक्षण के लिये सूचना का प्रारूप

मैं, एतद्वारा, अधिसूचित करता हूँ कि भवन क्रमांक.....भू-खंड क्रमांक.....बस्ती/मार्ग.....मोहल्ला/बाजार/सड़क..... नगरमें निर्माण, पुनर्निर्माण या भौतिक परिवर्तन, जिसके लिये.....को प्रारम्भ करने की सूचना दी जा चुकी है, कुर्सी स्तर तक पहुंच चुका है। अतः आपसे अनुरोध है कि इस सूचना की तारीख से सात दिनों के भीतर कार्य का निरीक्षण करने तथा उसके बाद में उपर्युक्त कुर्सी स्तर से ऊपर का निर्माण कार्य प्रारंभ करूंगा।

उक्त कार्य आपके द्वारा दी गई अनुमति के अन्तर्गत आता है, देखिए क्रमांक.....दिनांक तथा अनुज्ञप्त वास्तुविद/संरचना इंजीनियर/इंजीनियर/पर्यवेक्षक/नगर निवेशक अनुज्ञप्ति क्रमांक.....के पर्यवेक्षणाधीन तथा मंजूरी रेखाओं के अनुसार किया जा रहा है। देखिए क्रमांक.....दिनांक.....

दिनांक.....

स्वामी के हस्ताक्षर.....
स्वामी का नाम.....
(स्पष्ट अक्षरों में)
स्वामी का पता.....

परिशिष्ट छ
[नियम 31 (2) (च)]
कार्य पूर्णता प्रमाण-पत्र के लिये प्रारूप

3 List of Documents

Following are the list of documents which the establishment/unit need to present at the time of inspection.

Departmental Verification

- 1.Approved building plan
- 2.Working plan
- 3.Service plan

4 Format of Inspection form

Formats of inspection form for self-certification, Departmental Certification in case of Very Low, Low, Moderate and High risk are given below –

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भवन निर्माण के दौरान स्थल निरीक्षण के दौरान जांच के बिन्दु

- (1) आवेदक का नाम
- (2) स्थल का पूर्ण पता
- (3) निरीक्षणकर्ता का नाम पदनाम
- (4) भवन के पूर्णता के संदर्भ में उचित उल्लेख, पूर्ण/अपूर्ण की स्थिति टीप सहित –

	कार्य विवरण	पूर्ण/अपूर्ण	टीप
A	भवन निर्माण कार्य की स्थिति	पूर्ण/अपूर्ण	
B	स्वीकृति अनुसार भवन निर्माण की स्थिति	पूर्ण/अपूर्ण	प्लिन्थ लेवल/तल
C	स्वीकृति अनुरूप एम.ओ.एस. छोड़ा गया है –	हाँ/नहीं	
D	स्वीकृति अनुरूप सड़क चौड़ाई छोड़ी गई है –	हाँ/नहीं	
E	स्वीकृति अनुसार पार्किंग की व्यवस्था की गई है –	हाँ/नहीं	
F	स्वीकृति अनुरूप लिफ्ट, गार्डन तथा अन्य जन उपयोगी सुविधाओं का विकास किया गया है –	हाँ/नहीं	
G	सड़क तथा नाली के अंतिम छोर तक का निर्माण किया गया है –	हाँ/नहीं	

निरीक्षणकर्ता

Please note that one time initial inspection is compulsory for all the establishments, the later inspections to follow the schedule and method of inspection as given in the table

5 Timelines & other instructions for Inspector

1. The inspector must upload the Inspection Report within 48 hours of the physical inspection
2. Inspectors will be selected through GIS.
3. Users can login, view and download the inspection report uploaded by the inspector only after 48 hours of inspection.

6 Download Inspection Report & Third Party Verification

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Downloading inspection report

- Users can login, view and download the inspection report uploaded by the inspector only after 48 hours of inspection by going to <https://bpms.sudacg.in> , Logging in from his ID and will go to link “Project Verification Status”- Site Visit Report.

Third Party Verification

- Bank / Citizen can verify registered architect, Structural Engineer, Civil Engineer, Supervisor, etc. by going to <https://bpms.sudacg.in> - Select Municipal Corporation, go to “Citizen Dashboard”, and can check the proposal details.