



PRINCIPAL DIRECTORATE
Local Self Government Department

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LSGD/PD/35746/2024-AR1

Date: 15-10-2024

CIRCULAR

Sub: LSGD –Ease of doing business –Reforming and Simplifying the existing Procedure of Inspections / Site Visits under Building Regulations regarding.

- Ref: 1. Reform number 239, 240 and 241 of the State Business Reform Action Plan 2024.
2. Kerala Panchayat Building Rules 2019
3. Kerala Municipality Building Rules 2019

As part of the Department of Industrial Policy and Promotion, Government of India has laid emphasis on simplification and rationalisation of the existing Rules and inclusion of information technology for “Ease of Doing Business”. Accordingly SBRAP recommended certain reforms, for building plan approval process, plinth level inspection and obtaining completion/occupancy certificate, required for making favourable and conducive atmosphere for starting new business enterprises. Hence LSGD have examined the matter in detail and are pleased to issue the following guidelines for Inspections / Site Visits under Building Regulations.

Inspections / Site Visits under Building Regulations				
Rules	Rule	Provision in Rule	Inspection Points	Remarks
			1. Whether the site is in conformity with the submitted site	

<p>KPBR / KMBR</p>	<p>9(2)</p>	<p>The Secretary shall, after inspection of the site and verification of the site plan and documents, if convinced of the bonafides of the ownership of the site, and that the site plan, drawings and specifications conform to the site and the provisions of these rules or bylaws made under the Act and any other law.</p>	<p>plan, showing all the requirements as per sub rule (4) of Rule 6 or not</p>	<p>To be done before the approval of the site.</p>
			<p>2. Whether the site is in conformity with the submitted Service Plan showing all the requirements as per sub rule (6) of Rule 6 or not</p>	
			<p>3. Whether the site and surroundings are in conformity with the 'submitted Plan showing surrounding developments', showing all the requirements as per sub rule (11) of Rule 6 or not</p>	
			<p>4. Whether the location of the plot in which the construction is proposed requires any NOC / Clearance / Permission / Concurrence from any authority under sub rule 4 of Rule 5 or not</p>	

			<p>Whether earthworks and / or constructions upto the ground level (in the case of constructions /</p>	<p>To be done after receiving an intimation in</p>
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<p>KPBR / KMBR</p>	<p>10 (7)</p>	<p>The Secretary shall, if convinced that the works are carried out satisfactorily as per the permit(s) and provisions of this rule</p>	<p>land developments which involve any earthwork excavation to a depth of more than 1.5 meters, if the depth of cutting is more than the horizontal distance of such cutting from the plot boundary) are carried out satisfactorily as per the permit(s) and provisions of this rule or not.</p>	<p>writing from the applicant that the earthworks and/or constructions upto the ground level are completed as per the approved plans.</p>
<p>KPBR / KMBR</p>	<p>19E</p>	<p>Procedure for plinth level inspection for all other building- (1) In completion of work up to plinth level, the owner, through his registered Architect / Institution / Building Designer / Town Planner / Engineer / Supervisor, shall submit a n intimation of such completion in Appendix P to the Secretary to enable the Secretary or the person authorized by him to verify that the work conforms to the approved plans and building bye-laws and relevant Acts and Rules.</p>	<p>Whether the work upto the plinth level conforms to the approved plans and building bye-laws and relevant Acts and Rules or not.</p>	<p>To be done on receipt of Appendix P in order to offer remarks in case of buildings other than Low risk buildings.</p>

		<p>The Secretary shall, on receipt of the completion report and on being satisfied</p>	<p>1. Whether the completion plan is in accordance with the provisions of the Act / Rules or not.</p>	
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<p>KPBR / KMBR</p>	<p>20(2) or (3)</p>	<p>that the development or redevelopment of land / construction or reconstruction or addition or alteration has been effected in conformity with the permit given, issue a development / occupancy certificate in the form in Appendix F1 / F2 along with a copy of the plans duly certified by the Secretary, not later than 15 days from the date of receipt of the completion report.</p>	<p>2. Whether the Site and Constructed Buildings are in conformity with the plans which are prepared in accordance with the provisions of the Act / Rules or not.</p>	<p>To be done on receipt of completion report before issuance of Development / Occupancy Certificate.</p>
<p>KPBR / KMBR</p>	<p>21</p>	<p>Post Occupancy Audit- (1) The Secretary shall carry out Post Occupancy Audit except for residential buildings upto two storey, commercial buildings upto 50 square meters, religious buildings and buildings under group G1, G2 and I occupancies, within two years of issue of Occupancy Certificate.</p>	<p>Whether the Completed/ Occupancy issued building and the plot remains without any change in area/ deviation/extension/ alteration or not.</p>	<p>To be done within two years of issue of Occupancy Certificate.</p>

				<p>Whenever it comes to the notice of the Secretary that the construction has</p>
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KPBR / KMBR	89, 90, 91	Action against constructions. unauthorised	Whether any construction has been commenced or is being carried on, or has been completed contravening the provisions of law.	been commenced or is being carried on, or has been completed contravening the provisions of law or the decision of the Panchayat / Council.
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The inspection report should be filed with in 48 hours in KSMART on completion of inspection.

Seeram Sambasiva Rao IAS
PRINCIPAL DIRECTOR

Copy: District Joint Directors, LSGD
Secretaries Municipal Corporations, Municipalities and Grama
Panchayats Stock File