



**BANGALORE DEVELOPMENT AUTHORITY**

**ಬೆಂಗಳೂರು ಅಭಿವೃದ್ಧಿ ಪ್ರಾಧಿಕಾರ**



# USER MANUAL

**Commencement Certificate**  
Engineering Section

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## 1. INTRODUCTION

The Authority issues approval for building plan in the first stage for construction of a building under the provisions of Section 15 of the Karnataka Town & Country Planning Act and the Master Plan prepared under the provisions of the same Act for Bangalore. Presently, Revised Master Plan of Bangalore (2015) and its Zonal Regulations and Building Byelaws of Bangalore are applicable. The Building Plan approval issued by the Authority stipulates time period within which construction is to be carried out. (Presently two years).

In the second stage, the applicant should give intimation to the Authority at the plinth stage of construction. The application along with documents are verified followed by site inspection by the concerned official to check whether plinth level construction is as per building plan approved.

Accordingly, commencement certificate is issued by the Authority.

The Authority issues permission for construction permit based on the following statutory provisions:

- The Bangalore Development Authority Act, 1976
- The Karnataka Town & Country Planning Act, 1961
- The Master Plan of Bangalore and its Zonal Regulations (RMP 2015)
- The Building Byelaws of Bangalore 2003

## 2. INFORMATION FOR APPLICATION FORM

Link of Application Form (English):

<https://bdabangalore.org/uploads/files/EoDB/ApplicationFormCommencementCertificate.docx>

The applicant must submit their application along with prescribed documents at the office of the concerned designated officers in concerned division and obtain an acknowledgement.

Delegation of Power				
Site Area	Residential		All Public/ Commercial	Semi Public/ Commercial
	(Below 15 m)	(Above 15 m)	(Below 15 m)	(Above 15 m)
Above 980 Sq. mt.	Commissioner	Commissioner	Commissioner	Commissioner
Up to 980 Sq. mt.	Engineer Member		Engineer Member	
Up to 700 Sq. mt.	Engineer Officer		Engineer Officer	
Up to 370 Sq. mt.	Executive Engineer (Divisional Office)			
Up to 216 Sq. mt.	Asst. Executive Engineer (Sub-divisional Office)			

The following information is required to be submitted for Commencement Certificate.

**1. Applicant Details**

- a. Applicant Type\*:
  - i. Owner
    - Individual
    - GPA Holder
  - ii. Developer
    - Individual
    - Firm
  - iii. Firm
    - JV Agreement
- b. Name of Applicant/Owner\*:
- c. Name of GPA holder: (if applicable)
- d. Details of JV Agreement: (if applicable)
- e. Name of Authorised Signatory (mandatory for Firm(s))
- f. PAN Card Number\*:
- g. Aadhar Number: (mandatory for Individuals)
- h. Address for Correspondence\*:
- i. Pin Code\*:
- j. Email Id\*:
- k. Mobile Number\*:
- l. Land Line Number:

**2. Building Plan Application Details**

- a. Number and Date of Building Plan Sanction\*:
- b. Validity of Building Plan Sanction\*:
- c. Is there any modification in construction w.r.t. approved building plan\*?
  - i. Yes
  - ii. No
- d. Details of Modified Plan: (if yes)

**3. Additional Information: (Plinth information)**

- a. Commencement Certificate is Applied for\*:
  - i. Full Area
  - ii. Part Area
- b. Plinth Area\*:
- c. Total Site Area\*:

### 3. DOCUMENT CHECKLIST

The following documents are applicable for

In Site/Plot in Private Layout Approved by BDA / Layout formed by BDA (including CA Sites)

Check the table below, for requirement of documents and the name of the department for availing the document.

	Documents required	Name of the Department for availing the service	Site/Plot in Private Layout Approved by BDA / Layout formed by BDA
1	Plan Sanction Letter Approved Plan copies	Self	✓
2	Property Tax Paid Receipt (Up to date) <a href="https://propertytax.bdabangalore.org/">https://propertytax.bdabangalore.org/</a>	BDA	✓
3	License from Local Body	Local Body (As per jurisdiction)	✓
4	Site Photographs	Self	✓
5	Relinquishment Deed (Roads & Parks) (if applicable)	Self	✓

## 4. TIMELINE FOR SERVICE

The timeline for service is 12 working days as per the Karnataka Sakala services Act. The indicative workflow for the service including the timeline as per Sakala is as follows:



## 5. FEE STRUCTURE AND CALCULATION MATRIX

The following fees are applicable for issue of Commencement Certificate.

1. Fee for Commencement Certificate as per BDA circular dated 16.10.2015 is as follows:

Sr. No.	Plan Scrutiny Fee (Total area of building)	Existing building / site rates of guidance value determined under the Stamps Act (Percentage of guidance value)		
		Residential	Non-Residential / Commercial	Industrial
1	Fee for Commencement Certificate	0.11%	0.18%	0.18%

Note: Applicable on Plinth Area

2. Penalty Charge: If building has started without commencement certificate:

**For Guidance Value up to 50,000**

Example: Guidance Value is 22,000

Penalty = 50,000 x 0.11% x Total Built Up Area

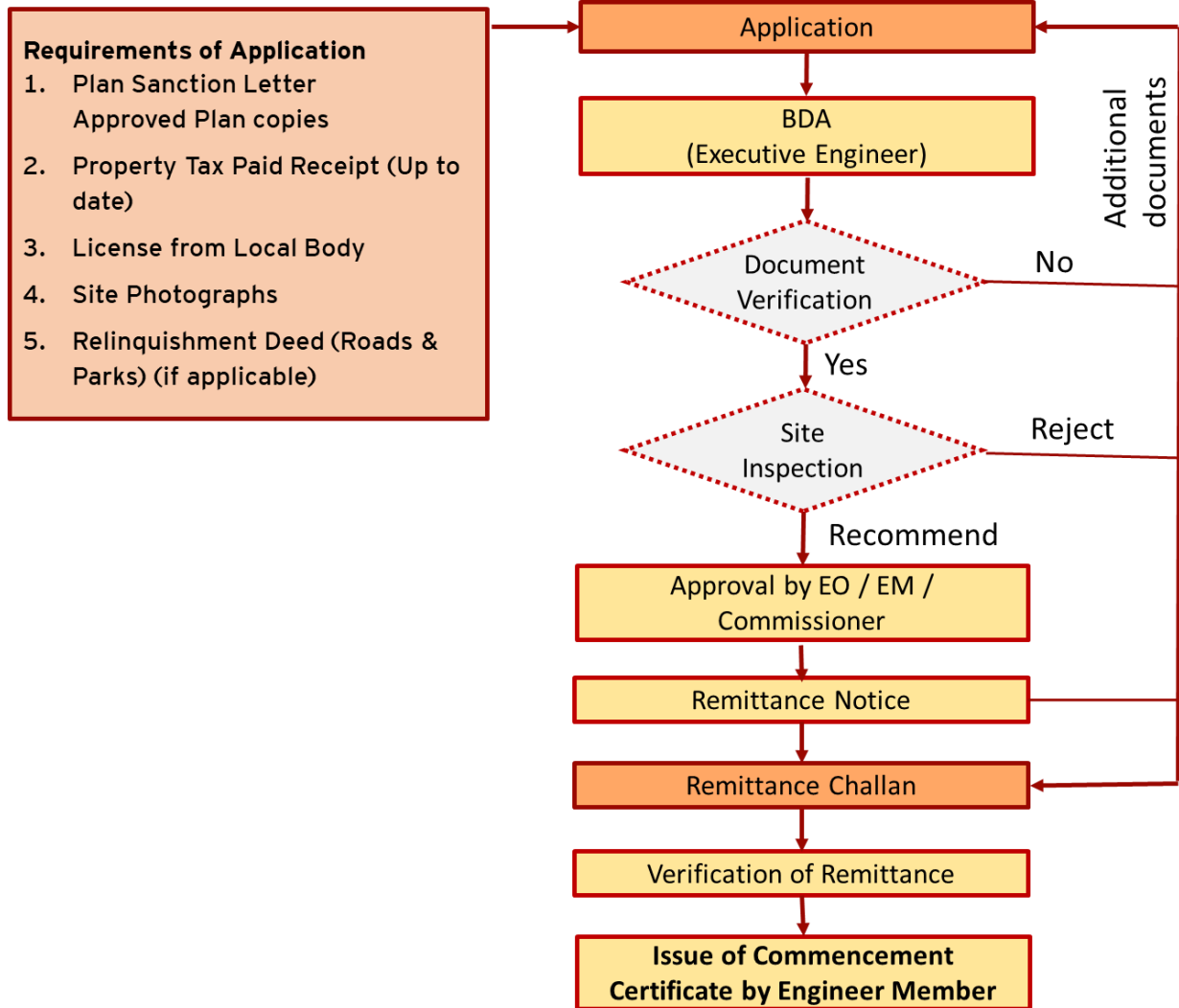
**For Guidance Value above 50,000**

Example: Guidance Value is 70,000

Penalty = 50,000 x 0.11% x Total Built Up Area

## 6. PROCEDURE (PROCESS FLOW)

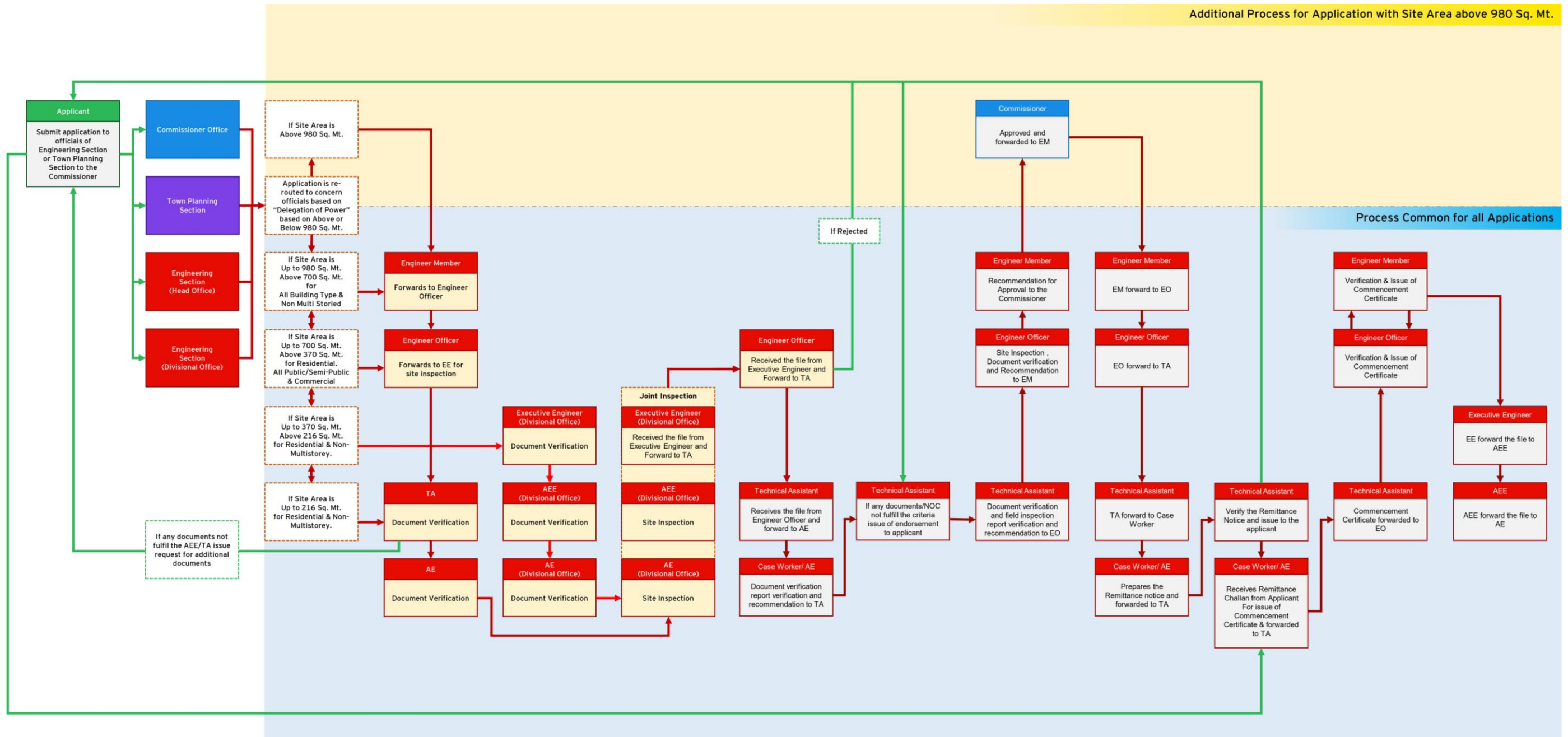
User End Process flow





Department End Process flow

Additional Process for Application with Site Area above 980 Sq. Mt.



## 7. GRIEVANCE MECHANISM | APPELLATE AUTHORITY

**Designated Officer: As per Delegation of Power**

**Competent Officer: Engineer Member**

Phone No: 080 23340258

Email id: [embdabng@gmail.com](mailto:embdabng@gmail.com)

Maximum no. of days to wait to get the decision of Competent Authority: 15 Working Days

**Appellate Authority: Commissioner, BDA**

Phone No: 080 23360843

Email id: [commissioner-bda@ka.gov.in](mailto:commissioner-bda@ka.gov.in)

Maximum no. of days to wait to get the decision of Appellate Authority: 15 Working Days

Official Website: [www.bdabangalore.org](http://www.bdabangalore.org)

**BANGALORE DEVELOPMENT AUTHORITY**

Kumara Park West, T.Chowdaiah Road, Bengaluru - 560020

<https://www.bdabangalore.org/>