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.

<table>
<thead>
<tr>
<th>Site Area</th>
<th>Residential (Below 15 m)</th>
<th>Residential (Above 15 m)</th>
<th>All Public/Commercial (Below 15 m)</th>
<th>All Public/Commercial (Above 15 m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above 980 Sq. mt.</td>
<td>Commissioner</td>
<td>Commissioner</td>
<td>Commissioner</td>
<td>Commissioner</td>
</tr>
<tr>
<td>Up to 980 Sq. mt.</td>
<td>Engineer</td>
<td>Commissioner</td>
<td>Engineer</td>
<td>Engineer</td>
</tr>
<tr>
<td>Up to 700 Sq. mt.</td>
<td>Engineer Officer</td>
<td></td>
<td>Engineer Officer</td>
<td></td>
</tr>
<tr>
<td>Up to 370 Sq. mt.</td>
<td>Executive Engineer (Divisional Office)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 216 Sq. mt.</td>
<td>Asst. Executive Engineer (Subdivisional Office)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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

1. **Engineer Officer**
   - The applicants have to submit their applications along with prescribed documents at the following offices of the concerned designated officers in concerned divisions and obtain an acknowledgement.
   - No. of Days: 00

2. **Engineer Officer**
   - Inward of application from Engineer Officer for further action it has been forwarded to Assistant Engineer.
   - No. of Days: 01

3. **Executive Engineer**
   - Application will be inspected and verified by Assistant Engineer and Assistant Executive Engineer and then application will be sent to Executive Engineer.
   - No. of Days: 02

4. **Engineer Officer**
   - The application will be verified by the Executive Engineer and forwarded to Engineer Officer.
   - No. of Days: 02

5. **Engineer Officer**
   - Finally application will be verified by the Engineer Officer.
   - No. of Days: 02

6. **Commissioner**
   - Approval by the Engineer Member/Commissioner
   - No. of Days: 02

7. **Engineer Officer**
   - Issue of Commencement Certificate by Engineer Officer.
   - No. of Days: 03
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:**

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

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

Requirements of Application
1. Plan Sanction Letter
   Approved Plan copies
2. Property Tax Paid Receipt (Up to date)
3. License from Local Body
4. Site Photographs
5. Relinquishment Deed (Roads & Parks) (if applicable)

Application
→ BDA (Executive Engineer)
   - Document Verification
     - Yes
       → Site Inspection
         → Recommend
           → Approval by EO / EM / Commissioner
             → Remittance Notice
               → Remittance Challan
                 → Verification of Remittance
                   → Issue of Commencement Certificate by Engineer Member
     - No
       → Additional documents
         → Reject
Designated Officer: As per Delegation of Power

Competent Officer: Engineer Member
Phone No: 080 23340258
Email id: 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
Maximum no. of days to wait to get the decision of Appellate Authority: 15 Working Days

Official Website: www.bdabangalore.org