

As per Chapter 5 of the Haryana Building Code 2017 (as amended from time to time), the buildings have been categorized in the following three categories :

- (i) **Low Risk:** Low Risk category includes plotted residential and commercial sites having maximum permissible height upto 15 meters and area upto 1000 square meters; industrial buildings (all sizes and height).
- (ii) **Moderate Risk:** Moderate Risk category includes commercial sites having maximum permissible height upto 15 meters and area from 1001 square meters to 2000 meters.
- (iii) **High Risk:** High Risk category consists of buildings other than building stated above at (i) and (ii).

**Procedure for Approval of Building Plans under self certification (in case of Commercial Buildings falling under Low & Moderate Risk categories) :**

Any person intending to erect or re-erect building shall apply on **Form BRS-I** along with documents (as referred in the Check list) stated in Code 2.1 of the Haryana Building Code 2017 (as amended from time to time) to the Concerned DTP/STP of HSIIDC under self-certification of building plans duly certified by the empanelled architect, for intimation.

The applicant / owner may initiate construction immediately after submission of the application and documents through single window i.e. [www.investharyana.in](http://www.investharyana.in) portal. In case of default, HSIIDC reserves the right to take action against the empanelled architect as well allottee in accordance with the provisions of the Haryana Building Code -2017.

**Note :** No site inspection is conducted by HSIIDC for obtaining approval of Building plans in case of Commercial Buildings falling under Low & Moderate Risk categories.

**Procedure for Approval of Building Plans (in case of Commercial Buildings falling under High Risk Category) :**

Any person/owner who intends to erect, re-erect or make alternation in any place in a building or demolish any building shall give notice/ application through single window i.e. [www.investharyana.in](http://www.investharyana.in) portal in the Form BR-I, accompanied by the documents as mentioned in the enclosed check list.

The concerned DTP/STP shall pass an order within a period of twenty days of submission of building plans, accompanied by all necessary documents, either sanctioning or rejecting it. The building plan shall be deemed to be sanctioned, if it is in conformity with building Code and in accordance with the permitted land use of the area and all leviabale fee/ charges have been deposited by the applicant but no orders have been passed by the Competent Authority within the specified time.

**Procedure for obtaining the Occupation Certificate under self certification (in case of Commercial Buildings falling under Low Risk Category):**

1. The Owner who had obtained the Building plans (duly certified by the empanelled architect) under self certification shall submit an application through [www.investharyana.in](http://www.investharyana.in) portal for grant of occupation certificate on **Form BRS-III** along with completion drawings, Completion Certificate (by third Party) on **Form BRS-IV** and along with the documents prescribed under Code 4.11 (1) and the Combined Undertaking as available on the official website i.e. <http://hsiidc.org.in/downloads>.
2. The concerned field office shall proceed for single joint site inspection of the subject building in reference to the Completion Certificate submitted by the Architect (Third party).
3. After the single joint site inspection, the case is placed before Building Plan Approval Committee (BPAC). If the Committee observes that the case is clear from Planning, Estate (w.r.t. Ownership) & Public Health point of view then show cause-cum-Demand notice is issued to the allottee mentioning that either he may remove the deviations (if any) done at site from Sanctioned building plans or pay composition fee. If the Committee does not find the case fit for granting the Occupation certificate then observations of the Committee shall be conveyed to the allottee as well as Architect.
4. After receiving the composition fee, Occupation Certificate (**FORM BRS V**) is granted by the concerned DTP/STP.
5. If no communication is received from the Competent Authority within Eight working days of submission of the application for "Occupation Certificate", the owner is permitted to occupy building, considering deemed issuance of "Occupation certificate" and the application form i.e. Form BRS-III shall act as "Occupation Certificate."

**Procedure for obtaining the Occupation Certificate under self certification (in case of Commercial Buildings falling under Moderate Risk Category):**

1. The Owner who had obtained the Building plans (duly certified by the empanelled architect) under self certification shall submit an application through [www.investharyana.in](http://www.investharyana.in) portal for grant of occupation certificate on **Form BRS-III** along with completion drawings, Completion Certificate (by third Party) on **Form BRS-IVA** and along with the documents prescribed under Code 4.11a (1) and the Combined Undertaking as available on the official website i.e. <http://hsiidc.org.in/downloads>.
2. The concerned field office shall proceed for single joint site inspection of the subject building in reference to the Completion Certificate submitted by the third party (i.e. an Architect or an Engineer other than the Architect/ Engineer involved in designing, construction and supervision of the building) in **Form BRS-IVA**.
3. After the single joint site inspection, the case is placed before Building Plan Approval Committee (BPAC). If the Committee observes that the case is clear from Planning, Estate (w.r.t. Ownership) & Public Health point of view then show cause-cum-Demand notice is issued to the allottee

mentioning that either he may remove the deviations (if any) done at site from Sanctioned building plans or pay composition fee. If the Committee does not find the case fit for granting the Occupation certificate then observations of the Committee shall be conveyed to the allottee as well as Architect.

4. After receiving the composition fee, Occupation Certificate (**FORM BRS V**) is granted by the concerned DTP/STP.
5. If no communication is received from the Competent Authority within Eight working days of submission of the application for "Occupation Certificate", the owner is permitted to occupy building, considering deemed issuance of "Occupation certificate" and the application form i.e. Form BRS-III shall act as "Occupation Certificate."

**Procedure for obtaining the Occupation Certificate under self certification (in case of Commercial Buildings falling under High Risk Category):**

1. Every person/owner who intends to occupy such a building or part thereof shall apply through [www.investharyana.in](http://www.investharyana.in) portal for grant of occupation certificate in Form **BR-IV(B)**, which shall be accompanied by certificates in relevant Form **BR-V(2)** duly signed by the empanelled Architect and Structural Engineer (i.e. Third party) and **BR VI** (Completion Certificate by the empanelled Architect) along with the documents referred in the checklist.
2. After receipt of application, the concerned field office shall proceed for single joint site inspection of the subject building in reference to the Completion Certificate in **Form BR-VI**.
3. After the single joint site inspection, the case is placed before Building Plan Approval Committee (BPAC). If the Committee observes that the case is clear from Planning, Estate (w.r.t. Ownership) & Public Health point of view then show cause-cum-Demand notice is issued to the allottee mentioning that either he may remove the deviations (if any) done at site from Sanctioned building plans or pay composition fee. If the Committee does not find the case fit for granting the Occupation certificate then observations of the Committee shall be conveyed to the allottee as well as Architect.
4. After receiving the composition fee, Occupation Certificate (**FORM BR VII**) is granted by the concerned DTP/STP through [www.investharyana.in](http://www.investharyana.in) portal.
5. If no communication is received from the Competent Authority within eighteen days of submission of the application for "Occupation Certificate", the owner is permitted to occupy building, considering deemed issuance of "Occupation certificate" and the application form i.e. Form BR IV (B) shall act as "Occupation Certificate." However, the competent authority may check the violations made by the owner and take suitable action.

## CHECK LIST

### DOCUMENTS REQUIRED FOR APPROVAL OF BUILDING PLAN IN CASE OF COMMERCIAL BUILDINGS

1. **BRS-I** (applicable for Low & Moderate Risk category Buildings)/ **BR I** (applicable for High Risk category Buildings)
2. Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) in the relevant Form BRS-II (applicable for Low & Moderate Risk category Buildings)/ Form BR-II (applicable for High Risk category Buildings)
3. A site plan as required under Code 3.2 of Haryana Building Code 2017;
4. A building plan or plans along with an un-editable Compact Disc/ DVD or any other electronic medium permissible by the Competent Authority from time to time containing the drawings in “.DWG” format as required under Code 3.4;
5. Details of specifications of the work to be executed in Form BR-II;
6. Structural drawings (for record) as per Form BR-V(AI) {applicable for Low & Moderate Risk category Buildings} /BR-V(A2) {applicable for High Risk category Buildings};
7. Fire safety design as required under National Building Code or under Haryana Fire Services Act, 2009, if applicable;
8. Heating, Ventilation, Air-Conditioning (H.V.A.C.) service plan wherever required;
9. Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) in the relevant Form BR-V(AI) {applicable for Low & Moderate Risk category Buildings} /BR-V(A2) {applicable for High Risk category Buildings};
10. Public health services plan in un-editable compact Disc/ DVD or any other electronic medium, containing drawings in “.DWG” Format;
11. Scrutiny fees (non-refundable) at the rate of ten rupees per square metre of the covered area achieved, shall be deposited through e-challan in favour of concerned DTP of T&CP, Department, Haryana.
12. Malba Fees.

• For plot of size upto 500 sqm.	=	Rs. 5000.00/-
• For plot of size 501 to 1000 sqm.	=	Rs. 10,000.00/-
• For plot of size 1001 to 4000 sqm.	=	Rs. 15,000.00/-
• For plot of size 4001 to 20,000 sqm.	=	Rs. 25,000.00/-
• For plot of size 20,001 and above	=	Rs. 50,000.00/-
13. Self certified copy of qualification and work experience of Structural Engineer/ Proof Consultant.
14. Undertaking regarding insallation of Solar Photovoltaic Power Plant (if applicable).
15. Undertaking regarding ‘no vehicle shall be parked outside the site / premises’ from allottee.
16. Undertaking for obtaining NOC/clearence from Environment Deptt. under MOEF, Government of India notification No. 1533 dated 14.09.2006 (if applicable).
17. Undertaking that the allottee shall pay applicable Labour cess to the Industrial Safety & Health, Labour Department, Haryana as applicable under the building and other Construction Workers Welfare Cess Act 1996 (as amended from time to time).
18. Undertaking regarding installation of Light Emitting Diode (LED) lamps/tube lights & energy efficient lighting (more than LED) and star rating - 5 for Electric Appliances in the building.
19. Undertaking regarding installation of Rain Water Harvesting System (if applicable)

## CHECK LIST

### DOCUMENTS REQUIRED FOR OCCUPATION CERTIFICATE IN CASE OF COMMERCIAL BUILDINGS

1. **BRS -III** (applicable for Low & Moderate Risk category Buildings) / **BR-IV(B)** {applicable for High Risk category Buildings}
2. **BRS -IV** (applicable for Low Risk category Buildings) / **BRS -IVA** (applicable for Moderate Risk category Buildings) / **BR V(2)** and **BR (VI)** {applicable for High Risk category Buildings}
3. Detail of compoundable violations from the approved building plans, if any in the building, jointly signed by the owner, Architect and Structural Engineer, along with demand draft of the due payment for composition charges of such violations at the rates determined by the Competent Authority shall be submitted along with **Form BRS-III** (applicable for Low & Moderate Risk category Buildings)/ **BR-IV(B)** {applicable for High Risk category Buildings}
4. Both the Owner and Architect shall give an affidavit that no provision of the Haryana Building Code, 2017 has been violated excluding compoundable violations.
5. Photographs of front, side, rear setbacks, front and rear elevation of the building shall be submitted along with photographs of essential areas like cut outs and shafts from the roof top. An uneditable compact disc/ DVD containing all photographs shall also be submitted.
6. FIRE NOC .
7. Undertaking regarding insallation of Solar Photovoltaic Power Plant (if applicable)..
8. Undertaking regarding 'no vehicle shall be parked outside the site / premises' from allottee.
9. Undertaking for obtaining NOC/clearence from Environment Deptt. under MOEF, Government of India notification No. 1533 dated 14.09.2006 (if applicable).
10. Undertaking regarding installation of Light Emitting Diode (LED) lamps/tube lights & energy efficient lighting (more than LED) and star rating - 5 for Electric Appliances in the building.
11. Undertaking that the alottee shall pay applicable Labour cess to the Industrial Safety & Health, Labour Department, Haryana as applicable under the building and other Construction Workers Welfare Cess Act 1996 (as amended from time to time).
12. Self certified copy of qualification and work experience of Structural Engineer/ Proof Consultant.

#### Note :

A performa of combined Undertakings is available on the official website i.e. <http://hsiidc.org.in/downloads>.