

Site Inspection Report For Sanction of Building Plan in Kolkata Municipal Corporation
(u/s 393A of the KMC Act 1980 and complying KMC Building Rules 2009)

Plan Case No. Ward No. : Borough No. :

Name & No. of Architect / LBS :

Premises No. : Street Name:

Date and Time of Site Inspection:

Department, Name and Designation of Officials with Contact No. :-

Department	Name of Officer (s)	Designation	Mobile No.	Signature
KMC Building	1)			
	2)			
KMC Ch. V. & S.	1)			
	2)			
KMC W.S.	1)			
	2)			
KMC CME (CIVIL)	1)			
	2)			
K.M.D.A. / K.I.T.	1)			
	2)			
Applicant : LBS / Architect:				

Site Inspection Report :-

A) Building Department :

1. Upload Maximum 4 Photos of the Site in .Jpeg format :- Snap -1 Snap -2 Snap -3 Snap -4
2. The entire Premises is Labelled Solid Land : Y / N
3. The Premises is Low Land : Y / N
4. Water Body exists in the Premises : Y / N
 - a. If Water Body exists in the Premises, then Shape, Size & Location as shown in the Plan is tallying with the physical condition on prima-facie inspection : Y / N
5. The Premises is physically demarcated : Y / N
6. The Shape & Size of the Premises physically tallies with submitted Plan : Y / N
7. The Site Plan and Key Plan / Location Plan tallies with the Physical condition : Y / N
8. Physical status of the Plot VACANT / EXISTING STRUCTURE

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a. Existing structure occupied by tenants

b. Use of existing structure is such that where shifting of appropriate authority is needed like
Ration Shop, School, Milk Booth, Post Office etc:

9. Physical Character of Road: Road 1: Physical Road Width: m.
Road 2: Physical Road Width: m.
Road 3: Physical Road Width: m.
Road 4: Physical Road Width: m.

10. The Plot is Corner Plot :

11. Abutting Road Width of Means of Access from the Leading Road to the Premises up to the extent of
at least 25 m. on both side of the premises (if available) tallies with the Submitted Plan :

12. The number & location of all existing trees tallies with the submitte Plan :

13. Any attachment found to the existing Structure of the premises with the adjacent Premises:

14. Other Remarks of Building Department if Any :

B) Ch. V. & S. Department :

C) Water Supply Department :

D) CME (Civil) Department :

E) KMDA/ KIT Department :