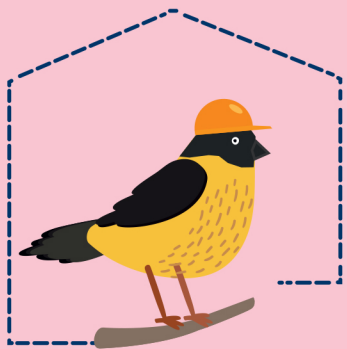




GUIDE FOR HOMEOWNERS - SERIES 2



MEET YOUR GUIDE



Hi I'm Weaverbird, I know that the process of constructing or buying your own home needs to be guided. I have developed a series of guides to help you in your journey of becoming a homeowner.

This guide provides homeowners information about their rights and duties when constructing an independent house (which is low-rise having height less than 15m) on a plot of land.

If you are buying a house from a developer, please refer to Guide for Homeowners - Series 3.



Checklist for independent house

- Architect/Civil engineer appointed
- Civil/Structural engineer appointed
- Building plans, service plans and structural drawings prepared by architect and structural engineer as per Building Regulations
- Building Permit obtained from the Authority
- Notice of commencement submitted to the Authority
- Construction as per sanctioned plan and supervised by the appointed architect/civil engineer
- If the sanctioned plan is modified, Authority has been notified and approval has been taken
- On completion of work, Notice of Completion submitted to the Authority
- Received Occupancy Permit before occupying the house
- Obtain a new Building Permit when making addition or alteration to the house
- Obtain a Demolition Permit if the building is being demolished in whole or part

For more information, please contact:



Head (Civil Engg)
Bureau of Indian Standards
Manak Bhavan
9 Bahadur Shah Zafar Marg
New Delhi – 110002



www.bis.gov.in, www.manakonline.in



011-2323 5529
011-2360 8301



ced@bis.gov.in



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GUIDE FOR HOMEOWNERS - SERIES 2 CONSTRUCTING YOUR INDEPENDENT HOUSE





Hi Weaverbird, I want to construct a house on a plot.



Before starting construction, a homeowner must know and undertake the following essential activities:

1

Hire a qualified architect/civil engineer and structural engineer¹ and get your building plans and structural drawing, respectively prepared by them. In some cities, Authorities register such professionals and a list may be available on the Authority's website or in their office.

2

Building plans must be prepared in accordance with the Building Regulations² notified by your Authority³. Ensure soil conditions are suitable for building construction.

3

Important provisions of Building Regulations that you must be aware of, are:

- Maximum Ground Coverage, minimum front, rear and side setbacks, parking, open spaces and Floor Area Ratio (FAR) permissible on your plot.
- Permissible land use and its ancillary activities, especially relevant if you also want to build a shop or office in your house.
- Building Permit process which includes the list of documents that are to be submitted for getting the Building Permit along with the sanctioned plan and the No Objection Certificates (NOCs) that have to be obtained from other Government departments.
- Minimum sizes of rooms of the house to ensure proper light, ventilation, circulation space & safety.
- Restrictions on dimensions (height, width, etc) of other parts of the building like staircase, balcony, chajja, porch, mumty, boundary wall and ramp.

4

After finalizing the building plan with the architect /civil engineer, the drawings should be sent to the appointed civil/structural engineer for structural design and drawings.

¹ More details about these professionals have been provided in Guide for Homeowners-Series 1.

² Building Regulations(also known as Building Byelaws in some local bodies) is a legal document to regulate the building construction activity.



5

The architect/civil engineer will also prepare the drawings for building and plumbing services such as electrical, water supply, sewerage and drainage services.

6

After your satisfaction, submit the application for Building Permit along with the building plan, structural plan, services plans and specifications (refer Guide for Homeowners - Series 1 for details) to the Authority for obtaining the Building Permit along with sanctioned plans.



DID YOU KNOW?

Any building construction including boundary wall or foundation work cannot be started on the site without obtaining Permit from the Authority.

Hi Weaverbird, I have received the Building Permit from the Authority, I am going to start the construction of my house today.



That's great. Now you should ensure that the building is in accordance with sanctioned plan, and is supervised by appointed architect/civil engineer. If required, a separate building contractor may be appointed.

Oh I didn't know that, what else should I be aware of?



A HOMEOWNER MUST UNDERTAKE THE FOLLOWING ACTIVITIES:

1

BEFORE CONSTRUCTION ENSURE TO:

- Submit a notice of commencement of work to the Authority.
- Acquire a temporary electricity and water connection from service utilities.
- Keep a copy of your sanctioned plans, services plans, drawings and specifications at the construction site.

2

DURING CONSTRUCTION:

- Ensure construction as per the sanctioned plan.
- Send a written notice to the Authority for any change in Registered Building Professionals.
- Send a written notice to the Authority on completion of work at various stages of construction, as required by the Local Building Regulations.
- In case of any major modifications, submit revised plans and obtain sanction from the Authority.
- Use BIS Standard marked (IS) building materials.

3

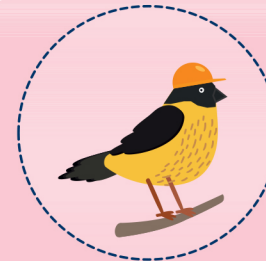
AFTER COMPLETION OF CONSTRUCTION:

- Submit Notice of Completion to the Authority.
- Apply for Occupancy Permit.

4

DURING THE USE OF BUILDING PREMISES:

- Ensure upkeep and maintenance.
- If you make any addition or alteration to your house, such as adding a new floor, making structural changes, etc apply for a fresh Building Permit⁴ before commencing any work.
- If any building is to be demolished, in whole or part, take Demolition Permit from the Authority.



POINTS TO REMEMBER

- You may want to make provisions for rainwater harvesting, use of solar PVs for electricity, solar water heating system, recycle and re-use of grey water, provision of composting pits and energy efficient devices in your house.
- It is also advisable to incorporate universal accessibility features such as handrails and ramps for common areas, entrances and toilets. This helps create a more inclusive living space for children, elderly and the disabled.
- Most Authorities have migrated to an online single window clearance system for an easy and transparent Permit process. This system helps you obtain a Permit and NOCs from various external departments within clearly defined timelines and pay the fees online. Check your Authority's website for details.
- If you are installing a lift in your house, you have to take a licence from the concerned body and a safety certificate after the installation of the lift.

³ Authority may be a Municipal Corporation, Municipality, Development Authority, Town Planning Department or Panchayat based on the area where your plot is located.

⁴ Building Regulations also provide a list of activities that are exempted from the revised approval process. Please check the list in applicable Building Regulations.

