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DEPARTMENT OF LOCAL GOVERNMENT
(Town Planning Wing)

NOTIFICATION

The 7th July, 2015

No. DirTP/2015/2124.-The following draft of Model Municipal Building Bye-Laws 2015, which the Governor of Punjab proposes to make in exercise of the powers conferred by sub-section (1) of section 201 of the Punjab Municipal Act, 1911 (Punjab Act No. 3 of 1911), and all other powers enabling him in this behalf, is published below as required by section 200, for the information of the persons likely to be affected thereby.

2. Notice is hereby given that the draft will be taken into consideration by the Government on or after the expiry of a period of thirty days from the date of publication of this notification in Official Gazette, together with any objection or suggestion with regard to the said Bye-laws, which may be received by the Secretary of Government of Punjab, Department of Local Government, Chandigarh, from any person, before the expiry of the period so specified.

DRAFT BYE-LAWS

CHAPTER – I

TITLE AND COMMENCEMENT

- 1.1 These Bye-Laws may be called the Model Municipal Building Bye-Laws – 2015.
- 1.2 These shall come into force on such date, as the Government may by notification, appoint.

- 1.3 These Bye-Laws shall apply to the Municipal area of all Municipal Councils / Nagar Panchayats or to such other areas, as the State Government may extend by notification in the official gazette.

CHAPTER – II
DEFINITIONS

- 2.1 **Abut:** A building is said to abut on a street when the outer face of any of its external walls is on the street, road boundary.
- 2.2 **Act:** Means the Punjab Municipal Act, 1911.
- 2.3 **Applicant:** Applicant shall mean the person who gives a notice to the Competent Authority of his intention to erect or re-erect a building and shall include his legal representatives.
- 2.4 **Architect:** Architect shall have the same meaning as assigned to it in the Architects Act, 1972.
- 2.5 **Architectural Control:** Means control of horizontal/vertical projections from the walls of the building and to restrict the height on any site exposed to the view from the street/road. Similarly architectural control sheets shall mean sheets/drawings with directions as mentioned above and signed and retained by competent authority
- 2.6 **Area in relation to the building:** Means the superficial or a horizontal section thereof made at plinth level inclusive of the external walls and of such portion the party walls as being of the building.
- 2.7 **Building:** Means walled and roofed structure built for temporary or permanent use either for habitation or for storage or for an industry or for business use.
- (a) **Addition to the building:** Means the addition to the cubic contents or to the floor area of the building.
- (b) **Ancillary building in the residential area:** Shall mean a building attached to or serving the main residential building and shall include buildings such as garage, store, rooms, fuel store, servant quarter but shall not include annex or a guesthouse capable of use as independent dwelling unit.
- (c) **Ancillary building in an industrial area:** Shall mean building ancillary to or serving the main industrial building and shall include administrative building, godowns, cycle sheds, dispensary, canteen, electric sub-station and quarters to watch and ward staff, but shall not include residential accommodation for the superior staff.
- (d) **Categories of building:** Shall mean a building in one of the following categories:
 i) Residential building
 ii) Commercial building
 iii) Industrial or warehouse building
 iv) Public building / institutional building
 v) Mixed land use building
 vi) Nursing home / hospital building
 vii) Marriage palace building
 viii) Multiplex building
- 2.8 **Basement or cellar:** Shall mean the lower storey of the building immediately below or partly below the ground level.

- 2.9 Bressummer: Shall mean the beam of a girder that carries load of wall or slab.
- 2.10 Balcony: Shall mean a cantilevered horizontal projection at the roof level from the wall of a building without any vertical support and having a balustrade or railing not exceeding one meter in height and intended for human use.
- 2.11 Barsati: Shall be a habitable space on the top roof of the building with/ without toilet facility.
- 2.12 Building line: Means a fixed line specified for a site beyond which no building within the site other than compound wall shall project.
- 2.13 Canopy: Shall mean a cantilevered projection from the face of the wall over an entry to the building at the lintel level provided that :
- (a) It shall not project beyond the plot line
 - (b) It shall not exceed 7.00 square meters or 75 square foot in area.
 - (c) It shall not be lower than 2.30 meters 7feet 6inches when measured from the ground.
 - (d) It shall not be allowed at more than one entry.
 - (e) It shall not extend more than 1.8 meters or 6 feet beyond the building line.
 - (f) There shall be no structure on it and the top shall remain open to sky.
- 2.14 Chhaja or Sun Shade: Shall mean a slopping or horizontal structural overhang, usually provided over openings of external walls to provide protection from sun / rain only up to 18" in width.
- 2.15 Compound/ Compromise: Means an act to settle amicably or adjust by agreement or to agree for consideration, but not prosecute for an offence of violations of building construction or building bye – laws or to construct without permission of the competent authority or changing the prescribed use of land.
- 2.16 Conversion: Means the change of occupancy of premises, in character, form or function to a use, requiring additional permission from the competent authority.
- 2.17 Conversion of land use: (a) The change or conversion from the existing land use of any specific property or part of property to any other conforming land use if allowed by competent authority, on the request of bona fide landowner who submits his appeal for the change of existing land use, immediately before the submission of building application.
- (b) The change of land use or conversion of land use to be allowed after special appeal shall be as follows:
- (i) From the residential use to commercial use.
 - (ii) From the residential use to educational use.
 - (iii) From the residential use to religious use and public institution use.
 - (iv) From the residential use to public service use like dispensary, clinic or beauty parlor, etc.
 - (v) From industrial / commercial to residential or any other compatible use.
- 2.18 Covered area: Means ground area covered by the building immediately above plinth level but does not include the space covered by :
- (a) Compound wall, gate, canopy, uncovered or cantilevered staircase, area covered by chhaja up to 18" for all kinds of buildings except commercial buildings, cantilevered porch portico, slide – swing and the extensions alike.

- (b) Garden, rockery, well and well structures, plant, nursery, water pool, swimming pool (if uncovered), platform around a tree, tank, fountain, bench, chabutra with open top and unenclosed on sides by walls.
- (c) Drainage, culvert, conduit, catch – pit, gully pit, chamber, gutter and the like.
- (d) Cantilevered roof projection up to 3' – 0" projected from the finished level of the wall to the extent of maximum 50 % of the circumference of the covered area at each floor.
- (e) Cantilevered projection is allowed in commercial buildings up to 3' – 0" and does not form part of covered area.
- (f) The porch / portico of garage shall be allowed in the side set – back area provided the width of the side set – back area is not less than 9 ft. & shall cover only 1/3rd of the total depth of the plot, and shall have the clear height of 8' – 3". However, it shall be counted as covered area.
- (g) The ramp provided for Persons with Disabilities may not be counted towards FAR and ground coverage.
- 2.19 Chimney: Means an upright shaft containing or encasing one or more flues.
- 2.20 Commercial Building: Shall mean a building other than industrial building used or constructed or adopted to be used wholly or partially for shops, private offices, banks, hotels, restaurants, beauty parlors, boutiques, video parlors, cinemas and auditoriums or any other such building used for similar purpose engaged in trade and commerce, but shall not include nursing homes, hospitals, marriage palaces and multiplexes.
- 2.21 Damp Proof: Means a course consisting of appropriate water proofing material provide to prevent penetration of dampness or moisture to any part of the structure from within or outside including tar felting, bitumen or any other aqua proof material.
- 2.22 Drainage: Means act, process, method or means of drainage, mode of discharge of water; the system of drains.
- 2.23 Dwelling: Means a building or a portion thereof which is designed or used wholly or principally for residential purpose.
- 2.24 Encroachment: Means as act to enter into the possession or rights either of permanent or temporary nature on a land or built up property of local body or state / central government.
- 2.25 Engineer: Shall mean a person holding any of the qualifications recognized by Civil Engineering Division of Institute of Engineers (India) for its associate membership and registered as such with the competent authority, for preparation of building plans, structural Designs, and for supervision of building construction.
- 2.26 Exit: Means a passage, channel or means of excess from any building, storey or floor area to a street or other open space.
- 2.27 External air or Open air space: Means space open to sky.

- 2.28 External wall: Shall mean an outer wall or vertical enclosure of any building not being a party wall even though adjoining to wall of another building, and shall include a wall abutting on an interior open space of any building but shall not include outer verandah wall.
- 2.29 Re – erection / Addition and Alteration to Building
 (a) The conversion by structural alteration into a place for human habitation of any building not originally constructed for human habitation.
 (b) The conversion into more than one place for human habitation of a building originally constructed as one such place.
 (c) The conversion of two or more places of human habitation into a greater number of such places.
 (d) Such alteration of a building effecting changes in its drainage or sanitary arrangements.
 (Note: Other than above is referred towards repair of a building.)
- 2.30 Fire resisting material: Means material, which has appropriate degree of fire resistance.
- 2.31 Floor: Means the lower surface of a storey on which one normally walks in a building. The general term 'floor' unless specifically mentioned, shall not refer to a mezzanine floor.
- 2.32 Floor Area Ratio (FAR): Means the ratio derived by dividing the total covered area on all floors by the total area of plot:

$$\text{F.A.R} \rightarrow \frac{\text{Total Covered Area Of All Floors}}{\text{Plot Area}}$$
- 2.33 Foundation: Means the part of the structure that is in direct contact with the transmitting load to the ground.
- 2.34 Front Setback Area parallel to the street and directly abutting the street.
 *Structures to be permitted in front setback area. Gate post / security guard room adjoining main the gate in the front setback area which may be of maximum 50 square feet area & 8' – 6" in height free from ground coverage and FAR.
- 2.35 Gallery: Means an intermediate floor or platform projecting from a wall of an auditorium or a hall providing extra floor area, additional seating accommodation, etc. It shall also include the structure provided for seating in stadium.
- 2.36 Garage Private: Means a building or a portion thereof, designed and used for parking of private vehicles.
- 2.37 Garage Public: Means a building or portion thereof, other than a private garage designed or used for repairing/servicing of vehicle.
- 2.38 Ground Floor: Shall mean storey that has its floor surface nearest to the ground around the building.
- 2.39 Group Housing: Means a building unit constructed or to be constructed with one or more floors having more than two dwelling units having common service facilities.

2.40	Habitable Room:	Means a room occupied or designed for occupancy by one or more persons for study, living, sleeping, eating kitchen, if it is used as a living room, not including bath rooms, water closet compartments, laundries, serving and storage pantries, corridors, cellars, attics and spaces that are not used frequently or during extended longer period.
2.41	Height:	Means the maximum distance measured from the bottom (the crown of the adjoining roads) to the top of the building / structure standing upright: <ul style="list-style-type: none"> (a) The vertical distance measured in case of flat roof from the average level of the crown of the road or adjoining ground around and contiguous to the building or as decided by the competent authority to the highest point of the building. (b) In case of pitched roof up to the point where the external surface of the outer wall intersects the furnished surface of the sloping roof. (c) In case of gables roof facing the road the mid point between the level and the ridge.
2.42	Minimum Ceiling Height of Rooms:	Means every habitable room in any building shall be in every part at least 9' in height from the floor to the underside of the roof slab or ceiling except where the building is to be air – conditioned the minimum ceiling height shall be 8' in every part.
2.43	Height of Mezzanine:	of A mezzanine or internal balcony shall not be permitted unless the height of the room is at least 5.2 meters or 17 feet (total clear height of the room) and such mezzanine floor or balconies do not cover more than 1/3 rd of the room area and accessible only from lower floor.
2.44	Mezzanine floor:	Means a gallery, balcony, or loft or an interior floor not so constructed as to be capable of habitation, use of living, sleeping, erected between the floor and the ceiling of any storey not less than seventeen feet in height. <ul style="list-style-type: none"> • The height of such mezzanine floor or internal a balcony shall not be less than 2.30 meters or 7 feet and it shall not be lower than 2.30 meters above the floor area level.
2.45	Lobby:	Means a covered space in which all the adjoining rooms open.
2.46	Loft:	Means an intermediate floor in between two main floor but not less than 4 feet in height which may be adopted or constructed for storage purposes, and at a height of not less than 2.30 meters or 7 feet from ground floor at door level.
2.47	Mumti or Stair cover:	Means a cabin like structure with a covering roof over a staircase and its landing built to enclose only the stairs for the purpose of weather protection and not for human habitation.
2.48	Material change of use:	Means a change from one category of building to another.
2.49	Marriage Palace:	A building used for holding social functions such as marriage and other such related activities.

2.50	Mechanical Multilevel Parking System (MMPS)	<p>Multilevel Mechanical Parking System will be permissible in all uses, except plotted residential having area less than 1000 sq. yds subject to the provision of required clear floor to ceiling height and spaces to be used for installation of MMPS, proper circulation to the satisfaction of the Fire Authorities and in accordance with the requirements/conditions of NBC concerning Fire Safety.</p> <p>In case the MMPS is to be installed separately from the main building, the same will be counted towards ground coverage but will be free of FAR.</p>
2.51	Multiplex:	<p>Shall mean an integrated entertainment and shopping complex/center. It shall necessarily have cinema halls and may have Theatres, Auditorium, Retail Shops, Commercial show rooms, Restaurants and Food plazas, Health club and Fitness center, Clubs, Call centers, Corporate Offices, Convention Hall, Bank, Cyber cafe, Video Games, Parlors, Pubs, Bowling Allies and Recreational activities and all the area/building except cinema halls shall fall in the commercial category.</p>
2.52	Nursing Home / Hospital:	<p>(i) Nursing home: Means an establishment where persons suffering illness, injury or infirmity are usually received or accommodated or both the purposes of observation, Nursing and treatment with no. of beds upto 10, it may include a maternity home.</p> <p>(ii) Hospital: Means an establishment where indoor patients are admitted and various types of clinical or surgical procedures are carried out.</p>
2.53	Owner:	<p>Is a person, group of persons, a company, trust, institute, registered body, etc, state or central government and its subordinate department's undertakings and like in whose name the property stands registered in the revenue records.</p>
2.54	Parapet:	<p>Means a low wall built along the edge of a road or a floor not more than 3 ft. in height.</p>
2.55	Parking:	<p>Private parking: if such parking is used / provided exclusively for private parking of vehicles.</p> <p>Public parking: if such space is used exclusively for public parking for vehicles to gather with drive – way connecting the parking space with street or alley permitting safe and convenient ingress and egress of vehicles.</p> <p>The level of open areas for parking within the site shall be kept at ± 0 level in relation to crown level of the road except for the slopes required for natural drainage of the area subject to the condition that approach ramp would not be permitted in the road portion.</p>
2.56	Partition wall:	<p>Means a wall that supports no load other than its own weight.</p>
2.57	Party Wall:	<ul style="list-style-type: none"> • Means a wall forming part of building and being used or constructed to be used in any part of the height or length of such wall for separation of adjoining buildings belonging to different owners or occupied or constructed or adopted to be occupied by different persons, or • Means a wall forming part of a building and standing in any part of the length of such wall, to a greater extent than the projection of the footing on one side on grounds of different owners.

2.58	Plinth:	Means the portion of a structure between the surface of the surrounding ground and surface of the floor, immediately above the ground.
2.59	Plinth Level:	Means the level of the ground floor of a building with respect to the adjoining ground.
2.60	Plinth Height:	Means the height of the ground floor above the street level measured from the level of the centre of the adjoining street.
2.61	Public Sewer:	Means a sewer constructed by the government or local body.
2.62	Plot:	Means a parcel of land occupied or intended for occupancy by one main building together with its accessory buildings including the open spaces having frontage upon a public street / streets or upon a private street / streets and enclosed by definite boundaries.
2.63	Porch:	Means a covered surface supported on pillars or otherwise for the purpose of pedestrian or vehicular approach to a building
2.64	Setback line:	Means a line usually parallel with the centreline of the road or street or to the boundary of the plot and down in each case by competent authority beyond which nothing can be constructed towards the road or the sidewalls.
2.65	Storey:	The portion of a building included between the surface of any floor and the surface of the floor next above it, or if there be no floor above it, than the space between any floor and the ceiling next above it.
2.66	Town Planner:	Means a person holding postgraduate degree or equivalent diploma in City / Town Planning or Regional Planning and recognized by the Institute of Town Planners' (India) for its associate membership.
2.67	Unauthorized construction:	Means the erection or re – erection, addition or alterations that is not approved or sanctioned by the competent authority.
2.68	Ventilation:	Means the circulation of air in each and every habitable room of the building including toilets and kitchen.
2.69	Water Flush Latrine (Water Closet):	Means a Latrine from which excreta are removed by water carriage, but it does not include a bathroom.
2.70	Window:	Means an opening to the outside other than a door that provide all or part of the required natural light and ventilation or both to an interior space.

NOTE: Words and expressions not defined in this bye – laws shall have the same meaning or the senses as are contained in the Punjab Municipal Act, 1911.

CHAPTER – III

PROCEDURE FOR SUBMISSION OF BUILDING APPLICATION AND OCCUPATION.

- 3.1 **Essential Requirements:** Every building work within the Municipal limits shall be designed by Registered Architect / Building Designer / Supervisor.
- 3.2 **Licensing of Architect, Building Designer and Supervisor, their Qualifications and Competency.**

CLASS	QUALIFICATION	COMPETENCY
A	<p>The person holding requisite qualification and making them eligible to become:</p> <ul style="list-style-type: none"> • Associate / Fellow Member of the Indian Institute of Architect. OR • Associate / Fellow Member of the Institute of Town Planners (India). OR • Associate / Fellow Member of the Institute of Engineers (India) – Civil Engineering. 	<ul style="list-style-type: none"> • Design & Preparation of Building Plans, Structural details and calculations for all type of Buildings. • Certificate of Supervision/Completion for all type of Buildings.

- B Minimum qualification for a 'B' class Building Designer and Supervisor shall be as follows:
- Three years Diploma in Civil Engineering / Architecture from recognized Institute making eligible for recruitment in the Punjab Engineering / Architecture Service Class – III and having 3 years minimum experience in Building Design / Supervision. OR
 - Qualification as a Draftsman / Surveyor from recognized Polytechnic / ITI having 5 years experience in building Design and Supervision.
- Design & preparation of Building Plans, Structural details and calculations for any type of Building up to three storey structure on plots up to 250sq.yds
- Certificate of supervision and completion for all type of buildings.
- C The 'C' Class surveyors, where already registered under the existing Building Bye – laws shall continue. However, there shall be no new registration under this category in future.
- Competency of already registered C-Class surveyor shall be the same as provided for the B-class.
- 3.3 **Renewal of registration:**
A Registration Certificate issued shall be renewable every year on the payment of such renewal fee as is determined by the competent authority from time to time.
- 3.4 **Cancellation of Registration Certificate:**
A Registration Certificate granted or renewed shall liable to be cancelled by the competent authority if the holder thereof contravenes any of the provisions of the Act or the Rules or regulations made thereunder or any direction issued thereunder by the competent authority. Provided that before canceling the Registration Certificate reasonable opportunity of being heard will be offered to the holder of Registration Certificate.
- 3.5 **NOTICE OF BUILDING APPLICATION:**
Every person intending to erect or re – erect any building shall give notice of such intention in writing in Form "A" appended to these bye-laws along with ownership documents, four sets of Ferro Prints and two prints on tracing cloth / tracing film showing location plan, site plan, and building plans to the Municipal Council / Nagar Panchayat and shall at the same time submit:
- (a) A location plan and a site plan of the land on which it is intended to erect or re-erect the building.
 - (b) Plans of all the floors, elevations and typical cross-section of the building that he intends to erect or re-erect.
 - (c) Detail of specifications of the work to be executed in Form 'B' appended to these byelaws.
 - (d) Subject to the provisions of byelaws every person erecting or re-erecting a building shall appoint an Architect, a 'Registered Building Designer and Supervisor' for drawing up of plans and supervision of erection and re-erection of the building.
 - (e) The application, plans and specifications shall be signed by the applicant and the Licensed Architect / Building Designer and Supervisor.
- 3.6 **Tax on building application:**
Every person who makes an application give notice to the Executive Officer for sanction of a building plan shall pay along with the application / notice tax at such rate as may from time to time be specified by the government.
- 3.7 **Location Plan:**
A location plan of the site of the applicant indicating exact distance from the main approach road, prominent building and landmarks in the vicinity.
- 3.8 **Site Plan:**
The site plan shall be on a scale of 1inch = 16 feet for exact identification and shall show:
- (a) The boundaries of the site and of any contiguous land belonging to the owner thereof;

- (b) The position of the site in relation to neighboring street;
- (c) The name of the street in which the building is proposed to be situated, if any;
- (d) All existing buildings standing on, over or under the site;
- (e) The portion of the building and of all other buildings (if any) which the applicant intends to erect upon his contiguous land referred to in (a) in relation to:
 - (i) The boundaries of the site and in case where the site has been partitioned, the boundaries of the portion owned by the applicant and also of the portion owned by others;
 - (ii) All adjacent streets, buildings (with number of storeys and approximate height) and premises within a distance of 12 M of the site and of the contiguous land (if any) referred to in (a) / and
 - (iii) If there is no street within a distance of 12 M of the site, the nearest existing street.
- (f) The means of access from the street to the building and to all other buildings (if any); which the applicant intends to erect upon his contiguous land referred to in (a);
- (g) Space to be left around the building to secure a free circulation of air, admission of light and access for scavenging purposes;
- (h) The width of the street (if any) in front and of the street (if any) at the side or rear of building.
- (i) The direction of north point relating to the plan of the building;
- (j) Any existing physical features, such as walls, drains, tree, etc.
- (k) The around area of the whole property and the breakup of covered area on each floor with the calculation for percentage covered in terms of the total area of the plan as required under the bye-laws governing the coverage of the area;
- (l) Parking plans indicating the parking spaces for all buildings except for individual residential buildings;
- (m) Area reserved for plantation, greenery, and landscaping within site;
- (n) Such other particulars / details may be prescribed by the authority; and
- (o) Building number or plot no. of the property on which the building is intended to be erected.

3.9 **Building Plan:**

The Plans of Buildings and elevations and sections accompanying the notice shall be drawn to a scale not less than 1inch = 8feet for plots measuring above 200sq.yds. and 1inch = 4feet for plots measuring up to 200sq.yds. and shall:

- (a) Include floor plans of all floors together with the covered area clearly indicating the size and spacing of all framing members and size of rooms and the position and width of staircases, ramps and other exit ways, lift wells, lift machine room and lift pit details;
- (b) Show the use or occupancy of all parts of the building / buildings;
- (c) Show exact location of essential services, for example W.C., Sink, Bath and the like;
- (d) Include sectional drawings showing clearly the size of the footings, thickness of basement wall, wall construction, size and spacing of framing members, floor and roof slabs with their materials. The section shall indicate the height of building and rooms and also the height of the parapet and the drainage and the slope of the roof.

At least one section should be taken through the staircase, kitchen and toilet, bath and W.C.;

- (e) Show all street elevations.
- (f) Indicate details of service privy if any.
- (g) Give dimensions of the projected portion beyond the permissible building line.
- (h) Include terrace plan indicating the drainage and the slope of the roof.
- (i) Give indications of the north point relative to the plan
- (j) Details of parking space provided.
- (k) Give indications of all doors, windows and other openings including ventilators with sizes in proper schedule form.
- (l) Such other particulars as may be required to explain the proposal clearly and as prescribed by the authority.
- (m) Building plans as per model designs: In case applicant wishes to follow the model design prepared by the competent authority he may obtain same from the competent authority and submit it along with the site plan in triplicate to the competent authority for identification and shall also comply with the requirements of the notice of Building Applications.
- (n) Coloring the Plan: The colors to be used in the plans shall be as mentioned in the following:

Item	Site Plan	Building Plan
Existing Work	Green	Green
Proposed Work	Red	Red
Drainage & Sewer	Red Dotted	Red Dotted
To Be Demolished	Yellow	Yellow

3.9.1 Building Plans for Multi storied / Special Buildings:

For multi storied buildings which are more than 15 meter high and for special buildings like marriage palaces, Hotel, Group Housing, Assembly, Institutional, Industrial, Storage and hazardous occupancies, etc. the following additional information shall be furnished / indicated in the building plans in addition to the item (a) to (1) of Bye laws No. 3.9.

- (i) Access to fire appliances / vehicles with detail of vehicular turning circle and clear motor access way around the building.
- (ii) Size (width) of main and alternate staircase along with balcony approach, corridor, ventilator, lobby approach.
- (iii) Location and details of lift enclosures.
- (iv) Location and size of fire lift.
- (v) Smoke step lobby/ door where provided.
- (vi) Refuse chutes, refuse chamber, service duct etc.
- (vii) Vehicular parking space.
- (viii) Refuse area, if any.
- (ix) Details of Building Services: air-conditions system with position of dampers, machined ventilation system, electrical services, boilers, Gas pipes etc.
- (x) Details of exits including position of ramp etc. for hospitals and special risks.
- (xi) Location of generator, transformer and switchgear room.
- (xii) Smoke exhauster system, if any.
- (xiii) Details of fire alarm systems net work:
- (xiv) Location of centralized control, connecting all fire alarm system, built in fire protection arrangements and public address system, etc.

- (xv) Location and dimension of static water storage tank and pump room.
- (xvi) Location and details of fixed fire protection installations such as sprinklers, wet risers, hose reels, drenchers, CO2 installation etc.
- (xvii) Location and details of first and fire fighting equipment's / installations: and
- (xviii) An open staircase connecting all floors for the safety.

3.10 **SCRUTINY AND APPROVAL OF BUILDING PLANS**

Scrutiny and approval of building plans shall be carried out by the Town Planning Wings of the local authorities or in the absence of such wings, by the officer authorized for this purpose. Every building application shall be either 'Approved' or 'Rejected' within a period of 60 days as provided in the act.

Information necessary to validate notice under Bye-Laws:

- (i) No notice of building application shall be considered to be valid until the information required under these Bye-laws has been furnished to the satisfaction of the competent local authority or of any person authorized by it in this behalf. If the notice is not considered as valid, the application together with the plans shall be returned to the applicant for resubmission in accordance with the Bye-laws.
- (ii) If owing to certain objection, sanction is refused, but the objection is subsequently removed to the satisfaction of the local authority, it will not be necessary for the applicant to submit new plans provided the original plan can be suitably corrected.
- (iii) Where a minor alteration is subsequently applied for, it will not be necessary to submit fresh plans of the whole building for sanction. Such alteration may be applied for, in the form of correction slips on tracing cloth in duplicate with two Ferro prints, which can be incorporated as part of the originally sanctioned plans.

3.10.1 Self-Certification of Building Plans for Residential plots (except Group Housing and Independent Floors) on a residential site:

- 1) The owner of plot can appoint, an "Architect" empanelled with the concerned Municipal Authority / Improvement Trust for the purpose of self certification of Building Plans, as an "Architect on Record" for submission of the Building Plan and supervision of the construction thereof.
- 2) "Architect on Record" can make an application of self-certification, in writing to the Competent Authority alongwith the copies of requisite information / documents as contained in clauses 3.5 to 3.9.1 of the Building Byelaws (Annexure – I) with the certification that the Building Plan, information, ownership etc submitted is correct and is in consonance with the applicable Building Byelaws / Regulations / Zoning / Schedule of Clauses, as the case may be and comply with the provisions of Master Plan and all the requirements / regulations of other Acts applicable within municipal limits.
- 3) Sanction order in the form of Building Permit will not be necessary in the case of such plots where Building Plans are deemed sanctioned on the certification of an Architect / Building Designer and Supervisor that the Building Plans conform to the building bye-laws.
- 4) The following documents / information will be submitted by the "Architect on Record" along with application:

- (i) Proof of empanelment under the Self Certification Scheme with the concerned Municipal Authority / Improvement Trust.
 - (ii) Proof of appointment as “Architect on Record” by the plot owner for certification of the Building Plan under the Self Certification Scheme and supervision of the construction.
 - (iii) Building plan scrutiny / processing fee and other fees / taxes etc.
 - (iv) 4 (four) sets of the Building Plan and other documents / information as required as per clause 3.5 to 3.9.1 of the Building Byelaws.
- 5) Concerned CMC or EO of the Municipal Authority or Improvement Trust on verification that the “Architect on record” is registered & empanelled for the purpose of the Self Certification Scheme with the concerned Municipal Authority / Improvement Trust and requisite fee has been deposited shall return a copy of the Building Plan duly stamped indicating the receipt number etc.
 - 6) The owner shall display at site the name of the “Architect on Record” along with Building Application number etc.
 - 7) The “Architect on Record” shall furnish progress certificates at the stage of excavation, DPC, roof level and completion. However after submitting the DPC report, the applicant shall have to wait for a period of fifteen days prior to going ahead with further construction.
 - 8) If after submission of application during the construction of building, the appointment of the “Architect on Record” is annulled, then:
 - (a) The owner shall intimate the Competent Authority through registered post within seven days of annulment and also about the appointment of new “Architect on Record”.
 - (b) The “Architect on Record” shall intimate the Competent Authority through registered post within seven days of annulment and regarding the construction raised so far to be as per the Building Plan deemed sanctioned on the certification of the “Architect on Record”.
 - (c) The newly appointed “Architect on Record”, shall intimate the Competent Authority within seven days of his appointment that the construction already raised is as per the Building Plan deemed sanctioned on the certification of the “Architect on Record”.
 - 9) If the “Architect on Record” submits a wrong report while certifying Building Plan or if any additional construction or violation is reported to exist at site or conceals any fact or falsely justifies or misstates regarding completion of building, he will be held responsible for such omission / commission and can be penalized, as deemed fit by the Municipal Authority / Improvement Trust after giving an opportunity of being heard, under intimation to the Government.
 - 10) The unauthorized construction will either be demolished by the owner or by the concerned Authority at the risk and cost of the owner, if the same is neither sanctionable nor compoundable.

- 11) The applicants who do not wish to opt for Self Certification can continue to get approval of the Commissioner / Executive Officer of the concerned Municipal Authority / Improvement Trust under the provisions of the Acts.

3.11 Notice of commencement of work:

- (i) A person who intend to erect or re-erect any building shall give to the local authority not less than a week notice in writing in form 'C' appended to these bye – laws of the date and time at which the erection or re – erection of the building will be commenced.
- (ii) If he neglects or refuses to give such notice he shall comply with a notice in writing by the local authority requiring him within a reasonable time to cut into, lay open or pull down so much of the building as prevent the local authority from ascertaining whether any of bye-laws have been contravened.

3.12 PERMISSION TO OCCUPY:

- (i) No person shall occupy or allow other person to occupy any new building or part of a new building for any purpose whatsoever until such building or part thereof has been certified by the local authority or of any person authorized by it in this behalf to be in every respect completed according to the sanctioned plan and fit for the use for which it is erected.
- (ii) Every person who intends to occupy such a building or part thereof shall apply for permission in Form 'D' appended to these Bye-laws.
- (iii) The local authority may decline to give permission unless a certificate in Form 'E' appended to these Bye-laws duly signed by a Licensed Architect / Building Designer and Supervisor has been submitted.
- (iv) When permission to occupy a part of the building has been given, separate permission shall be necessary for occupation of such other parts as may be subsequently completed.
- (v) Applicant shall remove or destroy, any temporary building, which might have been erected, and the debris from the site and adjoining road or vacant site before the occupation certificate is issued.
- (vi) Partial occupation certificate may be granted for partially constructed building with one habitable room, one water closet and one bathroom.

3.13 Notice of Completion:

Every person newly erecting or re-erecting a building shall on its completion give notice of such completion to the local authority in Form 'F' appended to the bye-laws. If the building is not completed within two years of the date of sanction, the notice shall be accompanied by a completion plan on tracing cloth in duplicate with two Ferro prints of the part of the building completed, up to date.

3.14 MONITORING OF EXECUTION OF WORKS AND ERECTION OF BUILDING AS PER SANCTIONED PLAN AND APPROVAL OF REVISED PLAN WHEREVER REQUIRED:

- (i) To ensure enforcement of building and execution of works as per sanctioned building plans; construction activity shall be monitored from the stage of excavation, construction of foundation, plinth, first storey and each subsequent storeyes. The local authority shall monitor this activity as per the guidelines mentioned at Schedule – VIII or as amended by the Government from time to time.
- (ii) During the course of construction, in case of changed circumstances at site or otherwise, if substantial deviations from the sanctioned plans are necessitated, the owner shall not proceed further with the construction unless revised plan is submitted and got approved from the competent authority as per rules.

3.15 COMPOUNDING OF DEVIATIONS FROM THE SANCTIONED PLAN :

- (a) Residential Buildings:
- (i) Violation of front set back shall not be compoundable.
 - (ii) Excess coverage above 5 per cent than the permissible shall not be compoundable.
- (b) Commercial and other buildings:
- (i) Violation of front set back shall not be compoundable.
 - (ii) Excess F.A.R. than the sanctioned / permissible F.A.R. shall not be compoundable.
 - (iii) Decrease in parking area shall not be compoundable.

Note: Only the minor deviations form the sanctioned plan without involving change of use, may be considered for compromise as per approved compromise schedule to be framed / approved by the competent authority from time to time.

CHAPTER – IV**SITE, COVERAGE, MINIMUM FRONT SET BACK, HEIGHT AND F.A.R. FOR RESIDENTIAL PLOTTED DEVELOPMENT:**

- 4.1 The proportion up to which a site may be covered with building including ancillary building along with F.A.R. control shall be in accordance with the following slabs, the remaining portion being left open in the form of minimum front set back, and open spaces around the building and space at rear, sides or internal courtyard:

Plot Area (square yards)	Site Coverage	Min. front setback	Permissible Height	F.A.R.
Up to 100 square yards	90%	5 feet	50 feet	1:2.00
Above 100 to 150 sq.yd.	90%	6 feet		1:1.90
Above 150 to 200 sq.yd.	70%	7 feet		1:1.75
Above 200 to 300 sq.yd.	65%	10 feet		1:1.65
Above 300 to 500 sq.yd.	60%	15 feet		1:1.50
Above 500 to 1000 sq.yd.	50%	20 feet		1:1.50
Above 1000 square yards	40%	20 feet		1:1.25

NOTE:

- (i) Height permissible shall be excluding parapet, water tank and Mumti only.
- (ii) Minimum clear height for habitable room shall be 9'-0" in every part of the room.
- (iii) Open balcony / projection not exceeding 3 ft. in width at the 1st or higher floor levels shall not be included in the covered area.
- (iv) The minimum area of a habitable room shall not be less than 100 sq. feet and one side not less than 8 ft. and maximum area of a habitable room shall not be more that 500 sq. feet and one side more than 30'-0".
- (v) The arrangement of habitable rooms and other components of a residential dwelling unit shall be based on sound principles of planning and design of a residential building.
- (vi) Construction of more than one dwelling unit on each floor in plotted development shall be allowed provided site coverage, FAR and height restrictions are adhered to.

- (vii) No opening is allowed on party wall of properties.
- (viii) Minimum width of staircase shall not be less than 2'-6".
- (ix) Minimum ventilation should be 20% of the floor area.
- (x) The front set back is exempted in core area. The core area shall mean the innermost or the most intimate inner part of the old city having a gross density of 250 persons per acre or more, and shall include all such adjacent areas which are thickly and totally built up areas and which have assumed same and similar character and notified as such by the competent authority but shall not include any areas which are covered under any planned scheme.
- (xi) At least 5% of the space to be left open in or around the building shall be used for plantation.
- (xii) Professionals, consultant, doctors, advocates, Architects/Building Designers and Supervisor can use 10% of covered area for offering professional consultancy only.
- (xiii) To facilitate parking & movement of the vehicle, two gates will be permitted along the accessible road in the front boundary wall of the residential building. In the residential houses the gate of the standard design and width will be permitted along the side boundary well abutting on the accessible street/ road.
- (xiv) Car parking / porch covered with a fiberglass roof will be permitted in the front courtyard of the residential house.
- (xv) In case of plots abutting on two streets other than corner plots, minimum front set back on both the roads shall be compulsory and permissible coverage shall be compensated in the form of FAR.
- (xvi) Construction of access lamps within the street/ road portion shall not be allowed. This will be applicable to all categories of buildings.
- (xvii) Clubbing of plots under single ownership for purpose of constructing one unit with provision of rain water harvesting system & provision of underground water storage tanks to ensure proper water pressure for supply to upper floors will be permissible.

4.2 **GROUP HOUSING, MULTI-STOREYED BUILDING & APARTMENTS**

The Group Housing shall be regulated in accordance with the provisions, regarding site coverage, parking, height, F.A.R., setbacks etc as per chapter X read with Schedule VII.

4.3 **COMMERCIAL:**

4.3.1 Site coverage, Parking, Height and F.A.R.:

- (i) The commercial building activity shall be regulated in accordance with the provisions, regarding site coverage, parking, height and F.A.R. as per attached schedule-1.
- (ii) In case of commercial sites located in the Town planning and Building schemes coverage and zoning shall be in accordance with the schedule of Clause of the sanctioned scheme.
- (iii) In case of commercial sites located in the schemes of Improvement Trusts, Urban Estates, Industrial Focal points or scheme prepared under any other Act and stands transferred to the local bodies, the coverage shall be regulated by zoning regulations and Architectural / Building control sheets applicable to that sanctioned scheme.

4.3.2 Basement:

The construction of basement in commercial buildings shall be governed in accordance with detailed provisions contained in the Bye-laws No. 4.7.

4.3.3 Staircase:

Number and specification of Stairways shall depend upon the number of users. Minimum one stair of width 1.2 m shall be provided for 100 users. Thereafter for every additional 15 users, the width of the staircase shall be increased by 0.025 m until a maximum of 2.75 m is achieved.

Single staircase of the width mentioned above may be replaced by two staircases each of a width at least equal to two third the width prescribed for a single staircase provided neither of the two substituted staircases shall be less than 1.2 m in width.

4.4 INDUSTRIAL: Coverage, F.A.R., Height etc.

4.4(a) Set back lines, ground coverage and height of industrial buildings in the government approved schemes/industrial focal points transferred to the local bodies shall be as per approved zoning plans/schedule of clauses.

4.4(b) in the non-scheme industrial land use zones ground coverage, F.A.R. and height shall be regulated in accordance with the schedule- II and other components shall be regulated as per the provisions of the factories Act, 1948 and the rules made thereunder.

NOTE: Residential components in the industrial plot / premises shall not exceed 10% of the area of the site and shall be within the maximum permissible covered area.

4.5 INSTITUTIONAL AND OTHER PUBLIC BUILDINGS:

(a) In institutional and other public buildings site coverage shall not exceed 40% of the total area of the site.

(b) FAR in case of public buildings erected or re-erected for educational institutions shall be 1: 1.0 and in case of other institutional / public buildings 1: 1.5.

NOTE: Residential component, as subsequent use in the institutional and other public buildings, shall not exceed 10% of the area of the site and shall be within the maximum permissible covered area.

(c) Ground coverage, FAR and height restrictions as applicable to institutional and other public buildings sites located in approved schemes of ITS, Urban Estates and industrial focal points etc. transferred to the Local Bodies shall be in accordance with the approved Zoning Plans Schedule of Clauses.

(d) In case of institutional and other public buildings, located in Town Planning and Building Schemes, site coverage shall be in accordance with the schedule of clauses of the sanctioned scheme.

4.6 HEIGHT OF BUILDINGS AND SET BACK:

i) The height of buildings for residential, group housing, commercial, industrial, institutional and other public purposes shall be regulated as per the permissible height and F.A.R. restrictions indicated for such like buildings in the bye-laws besides the Air funnel height restrictions applicable in the area, if any.

ii) The width of front set back shall be regulated as per provisions indicated in respect of residential, commercial and industrial buildings and also in accordance with the provisions of ground coverage and F.A.R. restrictions in respect of group housing, institutional and other public buildings. The side set back shall be optional. Where left, it shall not be less than 2 meters or 1/6th of the height of the building whichever

is more. The width of the rear set back, if left at any point of building, it shall not be less than 3 meters or $1/5^{\text{th}}$ of the height of the building whichever is more.

4.7 PROVISION OF BASEMENT IN BUILDINGS:

- (i) Basement shall be the storey that is next below or immediate below the ground storey or which may be in any part of the plot within building envelope line and up to maximum coverage not more than coverage on ground floor. The minimum height of the basement for habitable purposes shall not be less than 9'-0" from the floor to the ceiling of the basement and in each part 8' clear height in case of beam structure or frame structure or otherwise and minimum height of the basement for parking purposes shall not be less than 10' from the floor to the ceiling of the basement and in each part 8'-6" clear height in case of beam or frame structure.
- (ii) The roof level of the basement shall not be less than 3'-6" from the adjoining average ground level for adequate light and ventilation, if used for purpose listed at 4.7(iv).
- (iii) Single basement is allowed in all residential, commercial, institutional, industrial and group housing plots. However, on plots having area more than 750 sq. yards more than one storey basement may be allowed, if all other conditions for structural stability are fulfilled and it shall be exclusively used for parking.
- (iv) Basement may be used for commercial purpose, Banquet Hall etc. if it is air conditioned, it shall have minimum either two stair cases for entry and exit or two approach ramps or one stair case and one ramp and total FAR not exceeding more than 1:2.00 In case in commercial buildings FAR is exceeded more than 1:2.00 then single basement shall be compulsory and shall be used for parking purposes only in addition to open space provided for parking on ground level.
- (v) However 10 % of the basement area would be increased to a depth of 14'-0" for the purpose of installation of electric generator or air-conditioning plant or providing a room for lift to the basement storey.
- (vi) Applicant/Building Designer and Supervisor shall submit the certificate regarding its structural safety in relation to underground water table/spring level, etc.
- (vii) Adequate arrangement shall be made so that surface drainage does not enter the basement.
- (viii) Applicant / owner of the building shall install suitable pumps for pumping the waste water into the sewer in place of directly connecting it to the sewer to avoid any risk of the sewerage or sludge heading back into the basement at any time.
- (ix) Basement for storage in residential buildings and parking / services in any building shall not be taken into account for F.A.R.
- (x) Indemnity bond for basement as per schedule III shall be given by the applicant along with notice of building application to indemnify the local authority in case of any loss or damage caused to the adjoining properties on account of construction of basement either at the time of digging of its foundations or during the course of its construction or even thereafter and also against any claim of any concern thereto.
- (xi) In case on the side of the site there is single storey building then 5'-0" side space is required from the adjoining property.
- (xii) If on the side of the site there is double storey building then 7'-6" side space is required, and
- (xiii) If on the side of the site there is more than two storey building then 10'-0" side space is required.

(xiv) If the applicant / owner does not leave side space according to the requirements he shall produce NOC from the owners of adjoining properties.

(xv) The permissible covered area for basement will be the same as the permissible coverage on ground. However, permissible coverage can be increased in the basement to create parking space on the following conditions:

(a) The roof level of such part of the basement shall not be raised above the surrounding ground level.

(b) Clear ceiling height of such part of the basement shall not be less than 7'-0".

(c) Mechanical arrangement shall be made for exhaust.

(d) Sufficient additional arrangements shall be made for fire safety to the satisfaction of fire officer.

(xvi) Ramp in basement for parking purposes shall be of a minimum width of 9'-0" with gradient of 1 in 7. For better acceptability of basement parking the ramps should be located in the front. The ramp for Basement parking can be provided in the front setback area provided the ramp starts after leaving 16'6" from the plot boundary and the same shall form part of parking area calculations.

(xvii) Parking areas including basement and covered parking shall be exclusive public parking areas maintained by the builder /promoter up to the satisfaction of local authority.

NOTE: In case of double basement side space requirement shall be double as detailed in xi, xii and xiii above.

4.8 **PROJECTION:**

(1) Where there is an uncovered balcony or chhaja or cantilever from wall it shall not project more than two meters beyond the building line when measured at right angle to the outer face of the wall and it shall be within the boundaries of the site and in case of row houses or buildings adjoining each other the projection shall not be more than one meter in case the area of the site is less than 250 sq. meters.

Provided that projection on door and window shall not exceed 0.45 meters.

(2) No projection shall be at a lesser height than 2.25 meters clear above the plinth level of the building.

(3) The width of the projection shall not exceed the one fourth of the width of the set backs and side spaces.

(4) The area of projection up to 3' shall not be counted towards the covered area of the site.

4.9 **PROVISION OF LIFTS IN BUILDING:**

Every building having more than fifteen meters height shall be provided with a minimum of one lift and total number of such lifts shall be calculated on the basis of one lift for every 900 square meter floor area above four stories.

4.10 In case of public buildings provisions contained in "The persons with Disability Equal Opportunities Protection of Rights and full Participation Act, 1995", so far as this relates to planning, designing and construction of public buildings and guidelines and space standards for Barrier Free Environment for Disabled and Elderly Persons proposed under this act by CPWD, Ministry of Urban Affairs and Employment India 1998 or as revised from time to time shall be made.

CHAPTER – V**FIRE PROTECTION, ELECTRICAL INSTALLATIONS, MATERIAL AND STRUCTURAL CONTROLS:**

- 5.1 **Fire protection:** All requirements of fire protection through classification of buildings based on occupancy, type of construction, and other requirements shall be in accordance with the IS-1642/1960 Code of practice for safety of building (General); material and details of construction, and other relevant provisions of the National Building Code with latest amendments.
- 5.2 **Electrical Installations:** The electrical installations in the building shall be carried out in conformity with the requirements of the Indian Electricity Act, 1910 and the Electricity Rules 1956 as amended from time to time.
- 5.3 **Structural design:** The structural designs of all the buildings shall be in accordance with the relevant provisions of the B.I.S. code and shall be certified by a recognized Structural Engineer and shall be submitted along with structural safety certificate for buildings having more than 3 storied structure and for buildings up to 3 storeys only a structure safety certificate shall be submitted.
- 5.4 **Plinth Level:** The plinth level shall not be less than 1'-6" or as may be specified by the competent authority from time to time.
- 5.5 **Building Material:** The building material to be used for construction of every building shall conform to the material and specifications as are specified in the Punjab Public Works department specifications as amended from time to time.
- 5.6 **Efficient Use of Energy:**
Mandatory use of BIS marked solar water heating systems will be mandatory in the following categories of buildings:
- 1 Industries where hot water is required for processing;
 - 2 Hospitals & nursing Homes including Government Hospitals;
 - 3 Hotels, Motels & Banquet Halls;
 - 4 Group Housing;
 - 5 Residential Buildings built on a plot of size 500 square yards & above;
 - 6 All Government Buildings, Residential schools, Educational Colleges, Hostels, Technical/Vocational Education Institutes, District Institutes of Education & Training, Tourism Complexes & Universities etc.

NOTE: B.I.S. Code stands for Bureau of Indian Standards.

CHAPTER – VI**PUBLIC HEALTH – WATER SUPPLY, DRAINAGE AND SEWERAGE DISPOSAL:**

The construction and installation of Public Health components i.e. water supply, drainage and sewerage disposal in a building shall be regulated as per bye-laws relating to water supply, drainage and sewerage disposal framed by the respective local authorities under section 399 (I) (M) of Punjab Municipal Act, 1911 or as amended/revised from time to time.

6A (I) The water conservation:-

For effective conservation of rain water, application for permission to construct or reconstruct or alter or add to a building on a plot having area more than 200 sq. Yds., shall contain water conservation proposals as detailed below:-

A) Ordinary buildings (Ground +First Floor): -

1. Percolation pits of 30 to 45 centimeters diameter and a depth adequate, not less than 1 meter to recharge the ground shall be made. This pit shall be filled with suitable filter material such as well burnt broken bricks(or pebbles) up to 15 cm

- from top. The top 15 cm shall be filled up with coarse sand. The top of this pit shall be covered with perforated RCC slab or of any other material, wherever considered necessary. The number of such percolation pits shall be provided on the basis of 1 pit per 30 square meter of available open terrace area of plinth area. The cross distance between the pits shall be minimum 3 meters.
2. Whenever an open well or bore well is available within the building premises the rain water collected from the open terrace shall be collected through pipes of 150 mm diameter or other suitable sizes and led to a filter pit of size 60 cms x 60 cms x 60cms (with appropriate filter materials and then led into the open well bore well through 150 mm diameter or other suitable pipes, after filling up a storage tank or sump.
 3. Wherever existing water storage sumps are available the rainwater so collected after it passes through the filter shall be allowed to flow to the sump through closed pipes. An overflow pipe shall be provided to the storage sump so that the surplus water is led into the nearby open well or bore well or percolation pit.
- B) Ordinary buildings (Ground +2 floors and above):-
1. The specifications detailed in item "A" above for ordinary buildings (Ground + first floor) is also applicable to building specified in this category.
 2. In addition to the percolation pit of 30 cm diameter to be provided at 3 m interval, a pit of 1 to 1.5 m width and appropriate depth, so as to recharge the ground, shall be provided all along the plinth boundary depending upon the soil classification below ground. This pit shall be filled with appropriate filter material namely, broken bricks, pebbles, broken stones etc, at the bottom and the top 15 to 25 cms around the building shall be sloped towards the percolation pit so that the surplus rain water from terrace and sides, open spaces etc. flow over this sloped surfaces and spread into the filter bed all around. Masonry dwarf walls of 5 to 7.5 cm or of suitable height depending upon the site conditions shall be constructed. If, necessary at the entrance and exit gates to allow the surplus rain water collected within the compound to recharge the ground within the premises itself and from draining out to the road.
 3. If the sub soil is not a permeable one (namely clay or black cotton) appropriate recharge structures use, namely recharge shaft or bore pit shall be provided below the filtration pits so as to recharge the ground.
- C) Group development, industrial and institutional buildings:-
1. The building for ground + first floor or ground + 2nd floors and above located within group development industrial or institutional premises the specification detailed in item "A" and "B" above shall apply.
 2. The surplus surface run off rain water in the open spaces within the group development or industrial or institutional premises shall be allowed to run towards collecting drains of suitable size and these drains shall be constructed as rain water friendly storm water drains. All the approach and access roads to the buildings within the group development or industrial or institutional premises shall also be provided with rain water friendly storm water drains. These rain water friendly storm water drains shall not leave paved bottom if adequate spaces are available in low lying areas percolation ponds of suitable size shall be formed and these rain water friendly storm water drains shall be led into the percolation ponds for recharging the ground.

3. For other localized low lying areas, recharge pits of size of minimum 1m x 1m x 1m diameter shall be provided wherever needed, so as to prevent rainwater stagnation around the building. For other places catch water pit structures of size 30 cm diameter and 30 cm depth or height depth as necessary shall be provided wherever necessary. For existing paved storm water drains, catch water pits of 30 cm diameter and 30 cm depth or higher depth as necessary, shall be provided at the bottom of these drains at 10 to 15 meter intervals. These catch water pits shall be filled with appropriate filter material as described in item "A" above for ordinary building (Ground + first floor).

Explanations:-

For the purpose of these rules in regard to rainwater harvesting structures are concerned any other modifications, additional or alternative designs furnished by the applicant shall be considered for approval if it conforms to rain water harvesting concept to the satisfaction of the Competent authority for buildings plan approval. Provision of water harvesting structures for refuse of used water like water emanating from kitchens and bathrooms for flushing toilets, gardening shall be considered for approval on its merits.

6A (II)

Separation of bath and washbasin water and reuse:-

Notwithstanding anything contained in these rules, every building shall be provided with separate pipelines, one for collecting wastewater from bath and washbasin and the other for connecting the toilets. The waster water from the toilets alone shall be connected to the street sewer. The wastewater from the bath and washbasin shall be disposed off as here under:-

- (i) Ordinary buildings:- (Ground+ 1st floor residential buildings not exceeding four dwelling units or commercial/ industrial/ institutional buildings not exceeding 300 square meter).

The wastewater from a bath and washbasins shall be used for ground water recharge by organic filtration (by providing suitable filter media)O depending upon the soil suitability's or for recycling for toilet flushing as indicted for other buildings specified in item (ii) below:-

- (ii) Building other than the buildings specified in item (i) above:-

Each building shall have a separate downward pipeline to collect wastewater from bath and washbasin and the collected wastewater shall be treated adequately by organic or mechanical recycling and taken to a sump for on ward pumping to the exclusive overhead tank or to a separate compartment of over head tank for expulsive use of toilet flushing through cisterns. The excess wastewater not used for toiler flushing shall be suitably connected to the rainwater recharge structures for ground water recharge.

Explanation:-

For the purpose of these rules in regard to recycling systems are concerned any other modifications, additional structures, alternative designs furnished by the applicant shall be considered for approval. If it conforms to recycling concept to the satisfaction of the competent authority for building plan approval.

6A

- (iii) Provision of rain water harvesting structures in existing buildings:-

Notwithstanding any thing confirmed in this rules, Rainwater harvesting structures as detailed in rules 3 shall be provided in all the existing buildings, with incentives to the owners in a policy to be decided by the Govt.

CHAPTER – VII
MARRIAGE PALACE

- 7.1 The Marriage palace building shall be in accordance with the schedule-III & the relevant provisions contained in chapter II, III, IV, V, VI and X as far as they are not inconsistent with the provisions made in chapter-VII.
- 7.2 PROVISION OF BASEMENT: Basement may be used for Banquet Hall etc. if it is air-conditioned. It shall have minimum either two staircases for entry and exit or two approach ramps or one staircase and one ramp with additional staircases as per norms of fire safety and number of users. The twin basement may be allowed, if all other conditions regarding structural stability, fire safety, light and ventilation are fulfilled and the lower basement shall be used exclusively for parking.
- 7.3 The premises shall be kept neat & clean and all sanitary components shall provide adequate ventilation, suitable drainage, separate toilets for ladies and gents shall be provided/maintained to the entire satisfaction of Municipal Council / Nagar Panchayat.
- 7.4 Minimum permissible noise level as prescribed by Punjab Pollution Control Board shall be ensured.
- 7.5 No marriage palace shall be allowed directly abutting on the National, State High ways and Major District roads except having access through a service road or where there is possibility or providing a service road so as to ensure safe and free flow of traffic.
- 7.6 Marriage Palaces should be at least 500 square yards. away from schools/colleges/religious places/hospitals.
- 7.7 The use and occupancy of the building/structure approved as marriage palace shall be subject to issue of license for the purpose under the relevant provisions of the Punjab Municipal Act, 1911 and shall continue to function till the norms/conditions are fulfilled. However, in case, subsequently some hardship is felt in view of changed circumstances in the form of increased traffic volume on a particular road/parking problems or other environmental considerations for the adjoining residential areas/general public, the use of the building/structure as marriage palace may be discontinued after cancellation of the license or by not renewing the license for the next year.
- 7.8 In case the terms and conditions of license are not fulfilled including lifting/proper disposal of garbage, fire safety or if any alteration in the building is made without approval, the license shall liable to be cancelled by the authorities as per rules.
- 7.9 Additional provision for the fire safety: -
- i) The cooking space shall be segregated from the main building as per schedule-III.
 - ii) Minimum four emergency battery illuminated exit points with additional one door for every 100 persons.
 - iii) Line of travel to any exit point shall not be more than 15 meter from any point of the building.
 - iv) The minimum width of doors shall not be less than 1.5 meter and shall open outward.
 - v) Own source of water supply along with water reservoir proportionate to the capacity and size of the hall to the satisfaction of the fire officer.

- vi) Fixed fire-fighting equipments throughout the building i.e. automatic water sprinklers, fire detectors, fire alarm system, wet risers, fire hydrants etc. to the satisfaction of the fire officer.
- vii) The door, windows, false ceiling, decoration material and fixtures shall be made of fire resistant material.
- viii) Miniature electric circuit breakers for each component of the building.
- ix) Completion/occupancy certificate shall be issued only after submission or worthiness certificate for fire safety arrangements and electric installations from the fire officer and officer competent for certifying electric installations.

7.10 The provisions contained in "The persons with Disability Equal Opportunities protection of Rights & Full participation Act, 1996", so far as this relates to planning, designing and construction of public buildings, guidelines and space standards for Barrier Free Environment for Disabled & Elderly persons proposed under this Act by CPWD, time to time shall also be compiled with.

Chapter-VIII

NURSING HOME / HOSPITALS

- 8.1 The Nursing home/hospital building shall be in accordance with the schedule-IV & the relevant provisions contained in chapter II, III, IV, V, VI & X as far as they are not inconsistent with the provisions made in chapter-VIII.
- 8.2 Provisions of Basement: The double basement may be allowed, if all other conditions for structural stability, fire safety, light and ventilation are fulfilled and one of the basements shall be used exclusively for parking.
- 8.3 PROVISION OF LIFT AND RAMPS: Every building having more than fifteen meters height shall be provided with a minimum of one lift and total number of such lifts shall be calculated on the basis of one lift for every 900 square meter floor area having more than 15 Meters height.
- i. The size of lift shall not be less than 5'x8"
 - ii. Ramp: The width of the ramp for movement of patients and public shall not be less than 4'-6" and gradient shall not be less than 1:8.
- 8.4 Water storage Tank: Every such building shall have a water storage capacity of 200 liters per bed with an additional storage of 100 liters per bed where laundry facility is provided.
- 8.5 Alternate Power Supply facility: Every such building shall have a provision for an alternate power supply and proper area will be earmarked for installation of a silent generator or any other mode at such place that it will not cause any inconvenience to the patients, public in general and the neighborhood.
- 8.6 The provisions contained in "The persons with Disability Equal Opportunities protection of Rights & Full participation Act, 1996", so far as this relates to planning, designing and construction of public buildings, guidelines and space standards for Barrier Free Environment for Disabled & Elderly persons proposed under this Act by CPWD, Ministry of Urban Affairs & Employment India-1998 or as revised from time to time shall also be compiled with.
- 8.7 Adequate arrangements for disposal of hospital waste have to be made as per the Bio Medical Waste (Management and Handling) Rules, 1998 as amended from time to time along with the instructions/guidelines issued by the Punjab Pollution Control Board from time to time.

CHAPTER IX
MULTIPLEXES

- 9.1 The Multiplex building shall be in accordance with the schedule-V & the relevant provisions contained in chapter II, III, IV, V, VI and X as far as they are not inconsistent with the provisions made in chapter-IX.
- 9.2 Multiplex building shall also be allowed on cinema sites approved under "The Punjab Cinemas (Regulation) Act, 1952."
- 9.2 PROVISIONS OF BASEMENT: The construction of double level basement shall be compulsory for parking and the entire area of the basement shall be used for parking purposes only except the area used for Air-conditioning plant and Lift room which in no case shall exceed 10% of the area. Basement shall be permitted only under the built up area at the ground level.
- 9.3 The provisions contained in "The persons with Disability Equal Opportunities protection of Rights & Full participation Act, 1996", so far as this relates to planning, designing and construction of public buildings, guidelines and space, standards for Barrier Free Environment for Disabled & Elderly persons proposed under this Act by CPWD, Ministry of Urban Affairs & Employment India-1998 or as revised from time to time shall also be compiled with.

CHAPTER – X
GROUP HOUSING

- 10.1 General : The Group Housing norms shall be in accordance with the schedule VII and the relevant provisions contained in chapter II, III, IV, V, VI and X of the Building Byelaws as far as they are not inconsistent with the provisions made in chapter-XI.
- 10.2 Basement : The construction of basement shall be governed in accordance with detailed provisions contained in chapter IV.
- 10.3 Parking on stilts : Shall be permitted within the building envelope and the same shall not be counted towards FAR. However the maximum permissible height of the stilts shall be 8'6" (2.60m) and the floor of stilt parking shall be kept at ± 0 level.
- 10.4 Minimum distance between two building blocks:
- | Height (m) | Setback (m) | <u>NOTES:</u> |
|------------|-------------|---|
| 10 | 3 | (i) Upto a height of 24 m with one setback, the open spaces at the ground level shall not be less than 6 m |
| 15 | 5 | |
| 18 | 6 | |
| 21 | 7 | (ii) For heights between 24 m & 37.5 m with one setback, the open spaces at the ground level, shall not be less than 9 m. |
| 24 | 8 | |
| 27 | 9 | |

30	10	(iii)	For heights above 37.5 m with two setbacks, the open spaces at the ground level shall not be less than 12 m
35	11		
40	12		
45	13	(iv)	The deficiency in the open spaces shall be made good to satisfy the above table through the setbacks at the upper levels; these setbacks shall not be accessible from individual flats / rooms at these levels
50	14		
55 & above	16		

Note: • Any projection (balconies, sunshades etc.) shall not reduce the minimum required open spaces / setback area.

- 10.5 Balconies : The balconies upto maximum 6 feet (1.8m) depth shall not be counted towards FAR. In case the depth of the balconies is more than 6 feet (1.8m), then the remaining area beyond 6 feet (1.8m) shall be counted towards ground coverage and FAR.
- 10.6 Convenient shopping: Shall be in accordance with schedule VII and such area shall be counted towards FAR.
- 10.7 Other Amenities : Shall be provided as per following:
- | | | |
|----------------------------|-----------------------------|--|
| School: | Nursery: | Minimum area 0.08ha (0.2 acre) for every 556 dwelling units with location near a park. |
| | Primary: | Minimum area 0.40ha (1 acre) for every 1112 dwelling units. |
| | Senior Secondary: | Minimum area 1.80ha (4.5 acres) for every 1668 dwelling units. |
| Dispensary: | | Minimum area 0.08ha to 0.12ha (0.2 acre to 0.3 acre) for every 3336 dwelling units. |
| Socio-cultural facilities: | Community Room: | Minimum area 750 square meters (900 square yards) for every 1112 dwelling units. |
| | Community Hall/Library etc: | Minimum area 2000 square meters (2400 square yards) for every 3336 dwelling units. |
- 10.8 Stairways : Number and specification of Stairways shall depend upon the number of users.

Minimum one stair of width 1.2 m shall be provided for 100 users. Thereafter for every additional 15 users, the width of the staircase shall be increased by 0.025 m until a maximum of 2.75 m is achieved. Single staircase of the width mentioned above may be replaced by two staircases each of a width at least equal to two third the width prescribed for a single staircase provided neither of the two substituted staircases shall be less than 1.2 m in width Note: For the purpose of above, one Dwelling Unit shall be deemed to be occupied by 4.5 persons

- 10.9 Dwelling Units for Economically Weaker Section If the total no. of apartments / dwelling units is 100 or more, then 10% of the total number of apartments / dwelling units or as prescribed by the government from time to time shall be provided for EWS.
- 10.10 The provisions as contained in “The persons with Disability (Equal Opportunities protection of Rights & Full participation) Act, 1995”, as revised from time to time shall also be complied with, wherever applicable.
- 10.11 Anything not specifically defined / mentioned in this Chapter and Schedule – VII shall be governed in accordance with the provisions of National Building Code.

CHAPTER – XI **MISCELLANEOUS**

- 11.1 RELAXATION:
Government may relax any of the provision of these building bye-laws for reasons to be recorded in writing.
- 11.2 REPEAL OF EXISTING BYELAWS AND REHABILITATION SCHEMES BYELAWS:
The existing Building Byelaws of the MC and East Punjab Refugee (Rehabilitation and Building Sites Rules), 1948 prepared by Government under schedule ‘D’ shall stand repealed after the date of coming into force the new Building Byelaws.
(*Note: The concerned ULB while adopting the Model Building Byelaws will appropriately frame the wording of the clause.)
- 11.3 The provisions of these Building Byelaws shall have effect provided it is not inconsistent with any provisions contained in any other law for the time being in force.
- 11.4 The provisions of these Building Byelaws shall have effect provided it is not inconsistent with any provisions contained in Master Plan notified or to be notified under the PRTPD Act.

FORM – A

Notice to build under Building Bye-laws No.3.5 framed by Municipal Council / Nagar Panchayat.

To,

The Executive Officer,
Municipal Council / Nagar Panchayat,

_____.

Sir,

I / We hereby apply for permission to execute work of erecting / re-erecting a building of the following description:

The following papers are accompanying the application:

Site Plan: Two copies on tracing film / cloth & Four sets of Ferro Prints.

Building Plan: Two copies on tracing film / cloth & Four sets of Ferro Prints.

Service Plan: Two copies on tracing film / cloth & Four sets of Ferro Prints.

Specifications: Form – B

The construction of the building will be supervised by _____, registered as A / B class Architect / Building Designer / Supervisor with Municipal Council / Nagar Panchayat vide license No. _____.

Yours faithfully

Signature of Registered Architect /
Building Designer and Supervisor.

(Signature of Owner or his /
her authorized agent)

License No.:

Full Address:

(For Office Use Only)

Serial No. of building application:

Date of receipt of completed application:

Last date for final orders of sanction or rejection:

Situation of building:

Particulars of building:

FORM – B

Form for Specifications of Proposed Buildings as required under Bylaw No.3.5 (c)

A	The Purpose for which the building is intended to be used			
B	Details of coverage on respective floors as given below :			
		Existing	Proposed	Total
	Basement Floor			
	Ground Floor			
	Mezzanine Floor			
	First Floor			
	Second Floor			
	Third Floor			
C	Approximate Number of inhabitants proposed to be accommodated			
D	The number of latrine, urinals, kitchen, baths to be provided			
E	The source of water to be used in the construction			
F	Distance from public sewer			
G	The material to be used in construction			
	Foundations			
	Walls			
	Columns			
	Roof			
	Floors			
	Finishes			
Signature of Registered Architect / Building Designer and Supervisor. License No.:		Yours faithfully (Signature of Owner or his / her authorized agent) Full Address:		

FORM – C

Form of Notice of commencement of the erection of building of the execution of work under Bye-law No. 3.11(i)

I hereby certify that the erection, re-erection of below mentioned building/ execution of work will be commenced on _____:

Plot Number / House Number:

Street Number / Road:

Colony:

Village:

Sanctioned Vide

B.A. Number:

Date:

Signature of Owner

Name & Address of Owner:

Date:

FORM – DNOTICE OF COMPLETION AND PERMISSION TO OCCUPY
(under Building Bye-Laws No. 3.12(ii) and 3.13)

To

The Executive Officer,
Municipal Council / Nagar Panchayat,
_____.

SUB: NOTICE OF COMPLETION AND PERMISSION TO OCCUPY

Sir,

I/We beg to apply for permission to occupy building/part of the building sanctioned *vide* B.A. No. _____ Dated _____ situated _____ . The building / part of the building has been completed in all respects according to the sanctioned plan and is fit for use for which it had been erected.

Certificate in form 'E' from the registered Architect / Building Designer / Supervisor who supervised the construction of the building is submitted herewith.

Yours faithfully,

Date :

Signature of owner.
Name & Address of the Owner._____

Description of building / part of building

House No. _____

Road _____

Street _____

Description of building _____

(For office Use Only)

1. Date of receipt of notice _____
2. Date of issue of (a) permission to occupy _____
(b) refusal to occupy _____

FORM – E

(Certificate required under building Bye-laws No.3.12 (iii))

TO WHOM SO EVER THIS MAY CONCERN

I/We do hereby certify that the building/part of the building sanctioned *vide* B.A. No. _____
Dated _____ has been supervised by me and has been completed to my satisfaction
in accordance with the sanctioned plan, that the workmanship and the whole of the materials used
are of the requisite quality; and that no provision of the Punjab Municipal Act of the bye-laws and
no requisition made/conditions prescribed or orders issued thereunder, has been transgressed in
the course of the work.

Date:

Registered Architect / Building
Designer / Supervisor
License No. _____

FORM – F

PERMISSION FOR OCCUPANCY OR USE OF BUILDING

From

The Executive Officer,
Municipal Council / Nagar Panchayat,

To

No. _____ dated _____

Reference No.

Whereas has given notice of completion of the building described below, the building / part of building has been completed as per sanctioned plan or is in deviation from the sanctioned plan and has deposited the composition fee Rs *vide* receipt no dated

I hereby:-

1. Grant permission for the occupation and/ or use of the said building/ part of building; or
2. Refuse permission for the occupation and / or use of the said building/ part of building for reason give below:-

Description of building

Area Name of road

Site No House No. (if any)

COMPETENT AUTHORITY

SCHEDULE – I (COMMERCIAL BUILDINGS)

Plot Size (in square yards)	Site Coverage	F.A.R	Setbacks			Height of Building	Parking
			Total	front	Rear / side		
			For 70 feet 6 inches (21.5 m) high Building:				
Up to 50	80%	1:1.50	20%	20%	----	No Restriction subject to Air Safety, Fire Safety require- ment Circula- tion, Fire Prepare dness and Equipm ents of ULBs.	I ECS for every 60 square yards (50 square meters) of covered area. Note: Multi Level Mechanical covered Parking will also be permissible subject to fulfillment of structural requirements within the permissible norms.
50 to 125	75%	1:1.50	25%	10%	15%		
125 to 250	65%	1:1.75	35%	15%	20%		
250 to 500	60%	1:2.00	40%	15%	25%		
Above 500	50%	1:3.00	50%	20%	30%		
In Core City Area 100% coverage & in other areas 80% coverage with FAR 1:1.5 shall be allowed for plots upto 50 square yards			For Buildings above 70 feet 6 inches height – front setback shall be as per the existing provisions in the Building Byelaws or as per the following table, whichever is more and the rear / side setbacks shall be as per the following table: <u>Height (m)</u> <u>Setbacks (m)</u> 21 7 24 8 27 9 30 10 35 11 40 12 45 13 50 14 55 & above 16 <u>NOTES:</u> (i) Upto a height of 24 m with one setback, the open spaces at the ground level shall not be less than 6 m. (ii) For heights between 24 m & 37.5 m with one setback, the open spaces at the ground level, shall not be less than 9 m. (iii) For heights above 37.5 m with two setbacks, the open spaces at the ground level shall not be less than 12 m. (iv) The deficiency in the open spaces shall be made good to satisfy the above table through the setbacks at the upper				

	levels; these setbacks shall not be accessible from individual flats / rooms at these levels		
--	--	--	--

NOTE:

- In Core City area 100% coverage and F.A.R. 1:1.50 shall be allowed for plots upto 50 square yards. However single depth properties up to plot area 125 square yards can be considered for erection / re – erection of single depth shop / showroom with 100% coverage and F.A.R. 1:1.50.
- Parking on stilts shall not be counted towards F.A.R. and Maximum permissible height shall be 8'-6".

SCHEDULE – II (INDUSTRIAL BUILDINGS)

Sr. No.	Plot Size (in square yards)	F.A.R.	Site Coverage	Parking / Marginal Open spaces		
				Total	Front	Rear
1	Up to 300	1:1.50	60%	40%	25%	15%
2	Above 300 up to 500	1:1.25	55%	45%	30%	15%
3	Above 500	1:1.20	50%	50%	30%	20%

Sr. No.	ROAD WIDTH					Remarks
	Up to 20 ft.	Above 20 ft. to 40 ft.	Above 40 ft. to 60 ft.	Above 60 ft. to 100 ft.	Above 100 ft.	
1	26'-6"	38'-6"	38'-6"	38'-6"	38'-6"	
2	26'-6"	38'-6"	48'-6"	48'-6"	48'-6"	
3	26'-6"	38'-6"	48'-6"	59'-6"	59'-6"	

Schedule – III (MARRIAGE PALACE)

Sr. No.	Min.plot size	Minimum width of the road in front	Site coverage	F.A.R	Height	Provision of parking	Minimum set back
1.	1 Acre and above.	80'-0" in case of Class I Municipal Councils and 60'-0" in case of Class II and other Municipal Towns.	30%	1:0.60	38'-6"	<p>i) 10% of the open area on ground floor shall be used for landscaping and remaining for parking as per norms.</p> <p>ii) Parking area is to be provided @1.00 ECS for every 26.5 Sq.yds of built up/covered area on all floors or minimum 100 ECS per acre, whichever is more.</p> <p>iii) 1 ECS (equivalent car space) shall be equivalent to 26.5 Sq.yds for open parking, 32.5 Sq.yds for parking under stilts and 38.5 Sq.yds for parking in basement.</p> <p>iv) In case, required parking area works out to be less than the area available at all levels then the covered area should be scaled down to the level of available parking as per norms mentions at (ii) and (iii) above.</p>	<p>Front set back – 30% of the site.</p> <p>Side/rear set backs- minimum 20'-0" all around the main building excluding kitchen and other ancillary buildings.</p>

Schedule – IV (NURSING HOME/HOSPITAL)

Min. plot size	Minimum width of the road in front	Height	Site Coverage	F.A.R.	Provision of parking	Minimum front set back.
from 250 sq.yds to 1000 sq. yds 1000 Sq. Yds. and above.	i) 30'-0" ii) 60'-0"	As per schedule-I of the building Bye-laws 1997.	i) 50% ii) 40%	1:1.50 1:1.25	<p>i) Parking area is to be provided @ 1.00 ECS for every 80 Sq.yds of built up/covered area on all floors.</p> <p>ii) 1 ECS (equivalent car space) shall be equivalent to 26.5 Sq.yds for open parking, 32.5 Sq.yds for parking under stilts and 38.5 Sq.yds for parking in the basement.</p> <p>iii) In case, required parking area works out to be less than the area available at all levels then the covered area should be scaled down to the level of available parking as per norms mentioned at (i) and (ii) above.</p>	25% of the site.

Schedule – V (MULTIPLEX)

Minimum Plot area	4840 square yards. In case of existing cinema sites, plot area will be as per approved cinema site.		
Minimum road Width	80 feet In case of existing cinema sites, road width will be as per existing road width on which the cinema abuts.		
Permissible ground Coverage	40%		
Permissible FAR	1:1.75 In case of existing cinema sites, if road width is less than 80 feet, then FAR will be as follows:-		
	ROAD WIDTH		FAR
	60 feet or more but less than 80 feet		1:1.50
	35 feet or more but less than 60 feet		1:1.25
Height	No Restriction subject to Air Safety Regulations, Traffic Circulation, Fire safety Norms. Fire preparedness and Equipments of ULBs.		
Minimum Cinemas	2 In case of existing cinemas / cinema sites, minimum 1 cinema will be required to be provided.		
Minimum number of seats	150 for each cinema		
Parking Norms	<p>i) 10% of the open area shall be used for landscaping and remaining for parking as per norms.</p> <p>ii) Parking area shall be 2 ECS (Equivalent car space) for every 80 square yards of built up area of the cinema component and 2 ECS for every 120 square yards of built up area of commercial component.</p> <p>iii) 1 ECS (equivalent car space) shall be equivalent to 26.5 square yards for open parking, 32.5 square yards for parking under stilts and 38.5 square yards for parking in the basement.</p> <p>iv) In case, required parking area works out to be less than the area available at all levels then the covered area should be scaled down to the level of available parking as per norms mentioned above at (ii) and (iii).</p>		
Minimum setbacks	front setback shall be 25% of the plot area or as per the following table, whichever is more and the rear & side setbacks shall be minimum 20 feet or as per the following table, whichever is more:		
	Height (m)	Setback (m)	NOTES:
	10	3	(i) Upto a height of 24 m with one setback, the open spaces at the ground level shall
	15	5	

	18	6		not be less than 6 m.
	21	7	(ii)	For heights between 24 m & 37.5 m with one setback, the open spaces at the ground level, shall not be less than 9 m.
	24	8		
	27	9		
	30	10	(iii)	For heights above 37.5 m with two setbacks, the open spaces at the ground level shall not be less than 12 m.
	35	11		
	40	12		
	45	13	(iv)	The deficiency in the open spaces shall be made good to satisfy the above table through the setbacks at the upper levels; these setbacks shall not be accessible from individual flats / rooms at these levels.

SCHEDULE – VI
INDEMNITY BOND FOR BASEMENT

This indemnity bond is executed by Sh. _____
 S/o Sh. _____ R/o _____ (herein
 after called the owner) in favour of _____ Municipal Council / Nagar
 Panchayat, _____ (hereinafter called the Municipal Council / Nagar Panchayat).

Whereas the owner has submitted to the Municipal Council / Nagar Panchayat
 plans for sanction of basement over Plot No. _____ under the provisions of the
 P.M.Act,1911 and the Bye - laws made thereunder.

And where as the Municipal Council / Nagar Panchayat has agreed to sanction the
 aforesaid construction subject to the condition that the owner shall indemnify the Bond in the event
 of any loss or damage being caused to the adjoining building on account of the construction of the
 said basement either at the time of digging of the foundation and also against any claim of any
 concern thereto.

And whereas the owner has agreed to execute an indemnity bond to the above
 effect and also to abide by the terms by the Municipal Council / Nagar Panchayat to the grant of
 sanction of the basement.

NOW THIS DEED WITNESSED

1. That consideration of the sanction of the plans of the owner of construction of the basement
 the owner undertake that he shall at all times keep the Basement harmless and free from any
 liability less or damage following from any injury or damage caused to either properties
 adjoining basement or to any person as a consequence of the construction or at the time of
 digging of its foundation or during the course of its construction or at any time there after.
2. They owner agrees and undertake that in the event of any claim being made by any person or
 persons against the _____ either in respect of the sanction granted by the Municipal
 Council / Nagar Panchayat to the owner for the construction of basement by the owner or the
 consequences following from the said sanction the owner shall be responsible and liable and
 not the Municipal Council / Nagar Panchayat.
3. The owner agrees and undertake to indemnify the Municipal Council / Nagar Panchayat fully in
 respect of any amount which the owner may be required to pay to any person either by way of
 construction of damages or on any other account as a result of any claim or suit or any other
 proceedings concerning the sanctioning of the construction of the basement of the making
 there of and which the Municipal Council / Nagar Panchayat may incur on defending any
 action.
4. Without prejudice to above the undertaking the owner hereby binds itself to apply to the
 _____ to the full extent any amount which the
 _____ may be required to pay to any person in connection with relating
 to or concerning the sanctioning of the basement or the making there of.
5. The owner further agrees and undertakes that this bond shall remain in full force and effect till
 the owner faithfully observes & performs the undertaking herein before contained.

IN WITNESS WHEREOF THE owner above named has signed this bond on this _____ day of
 _____ at _____

WITNESS 1:
 Name :
 Address :

WITNESS 2:
 Name :
 Address :

INDEMNIFIER

SCHEDULE – VII (GROUP HOUSING)

Minimum Road Width	40 feet (12m) to less than 60 feet (18m)	60 feet (18m) and above	
Minimum Plot size	2500 square yards	2500 square yards	
Net Residential Density in Dwelling Units per Acre	No Restriction	No Restriction	
Ground Coverage in %age	Maximum 40	Maximum 35	
Maximum FAR	1:1.75	1:2.00	
Maximum Height	No Restriction subject to Air Safety Regulations, Traffic Circulation, Fire safety Norms. Fire preparedness and Equipments of ULBs.	No Restriction subject to Air Safety Regulations, Traffic Circulation, Fire safety Norms. Fire preparedness and Equipments of ULBs.	
Minimum Setbacks along the boundary of site	minimum setbacks may be governed by the following table:		
	Height (m)	Setback (m)	NOTES: (i) Upto a height of 24 m with one setback, the open spaces at the ground level shall not be less than 6 m. (ii) For heights between 24 m & 37.5 m with one setback, the open spaces at the ground level, shall not be less than 9 m (iii) For heights above 37.5 m with two setbacks, the open spaces at the ground level shall not be less than 12 m (iv) The deficiency in the open spaces shall be made good to satisfy the above table through the setbacks at the upper levels; these setbacks shall not be accessible from individual flats / rooms at these levels
	10	3	
	15	5	
	18	6	
	21	7	
	24	8	
	27	9	
	30	10	
	35	11	
	40	12	
	45	13	
	50	14	
55 & above	16		
Parking	One Equivalent Car Space (ECS)* for every two flats having floor area** up to 1000 sq. ft. each and one for every flat having floor area more than 1000 sq. ft. shall be provided. * 1ECS = 26.5 sq.yds. (22.17 sq.mts) for open parking, 32.5 sq.yds. (27.18 sq.mts) for ground floor covered parking and 38.5 sq.yds. (32.20 sq.mts) for basement. **Floor area = total covered area on all floors in a block including common areas i.e. lifts, stairs, corridor etc. ÷ (divided by) total number of dwelling units in the block.		
Other Uses	<ul style="list-style-type: none"> ➤ The provision of organized community open space / parks shall be compulsory and shall be minimum 15% of the total plot area. ➤ Convenience shopping will be permissible within the site @ One single storied shop of maximum area 350 square feet (32.5 sq. mts) for every 25 dwelling units and shall open only on the internal roads. 		

SCHEDULE – VIII – Enforcement of Building Byelaws and monitoring of building activities as per sanctioned plans and checking of unauthorized construction activities

In order to monitor the building activities as per the sanctioned building plans and to ensure checking of unauthorized construction activities within the municipal Limits, the enforcement of the building byelaws and the monitoring of building activities may be strictly carried out by the concerned officials / officers involved for the enforcement of the same. For this purpose, the following instructions may be followed and quarterly report submitted to the Govt. for proper review of this vital aspect concerning the ULBs:-

All building works for which permission is required shall be subject to inspection by the enforcement authority of ULB.

- a. The applicant shall permit authorized officers of the concerned appropriate authority to enter the plot for which the building permission has been granted at any reasonable time for the purpose of ensuring development as per sanctioned building plans.
 - b. The applicant shall keep during carrying out of building construction, a copy of the approved plan on the premises where the development is permitted to be carried-out.
 - c. The applicant shall keep a board at site of development mentioning the area, plot No. etc. Name of owner and name of architect/engineer/owner/surveyor.
2. Recognized stages for progress certificate and inspection / checking:
Following shall be the recognized stages in the erection of every building or the execution of every work: -
 - (i) Excavation
 - (ii) Construction of foundation
 - (iii) Plinth
 - (iv) First Storey
 - (v) Each subsequent stories
 - (vi) Completion certificate / occupancy certificate.
 3. The execution of construction of Multiplex Buildings, Shopping Complexes more than 1000 square yards and Group Housing Projects shall be videographed at the recognized stages.
 4. Before commencement of the erection or execution of work, the person concerned is to give a notice to the commissioner / EO MC of the proposed date of commencement of the erection of the building of the execution of the work. Accordingly, it may be ensured that before commencement of the construction, demarcation as per sanctioned plan be given by the ULB to ensure that the set backs, spaces left for parking or otherwise shall be kept intact and excavation will be as per the sanctioned building plan. This shall be authenticated by the MTP/ATP or officer authorized for the purpose. The building inspector concerned shall submit a report on alternate days that the excavation is being done as per demarcation given / sanctioned plan.
 5. At the time of laying out / construction of foundations, the building inspector shall give a certificate that the foundations have been constructed as per the sanctioned plan. The Building Inspector shall submit a report on alternate days, that the construction of foundations is going on as per the sanctioned plan/demarcation given at site. When the construction reaches up to plinth level, the building inspector shall give a certificate to this effect that the construction has been raised as per the sanctioned plan. This will also be authenticated by the MTP/ATP or officer authorized for the purpose.
 6. Thereafter report shall be submitted by the building inspector once a week that the construction is going on as per the sanctioned plan/demarcation given at the site till the first storey is completed. On completion of first storey and each subsequent storey a certificate shall be given by the building inspector that the construction has been raised as per the sanctioned plan. This will also be authenticated by the MTP/ATP or officer authorized for the purpose and reported to the enforcement authority.
 7. No building shall be allowed to be occupied without obtaining the completion certificate.

8. Since the set backs (sides, rear and front) and parking area of the individual building and FAR are of utmost importance, it may be ensured that no construction against the building byelaws/sanctioned plan is allowed to be raised where set backs and parking area covered or uncovered has not been provided as per the sanctioned plan/building byelaws and where the construction is going to be raised beyond the permissible building envelope. This monitoring be carried out and also supervised by the designated enforcement authority every month.
9. As far as detection of unauthorized building activities taking place in various areas/ zones of the city is concerned enforcement staff and the Municipal Town Planners should regularly monitor and supervise their respective areas and as soon as any construction is noticed right in the beginning, it should be dealt in accordance with the provisions of the Municipal Acts. Unauthorized building construction activities should be personally monitored by the MTP's every week and also reviewed at the level of the designated enforcement authority fortnightly.

These instructions may be strictly adhered to and the Executive Officers of the Municipalities may kindly ensure that the enforcement staff is geared up for controlling all kinds of unauthorized construction activities taking place in the ULBs.

Chandigarh
The 26th March, 2015

ASHOK KUMAR GUPTA, IAS
Secretary to Government of Punjab,
Department of Local Government, Punjab