



OFFICE OF THE BOLPUR MUNICIPALITY  
BOLPUR, BIRBHUM, PIN-731204

Chairman: Smt. Parna Ghosh  
Vice-Chairman: Omar Sekh

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Ref. No .....1155/BM/2022-23

Date .....02-08-2022

To,  
Architects & Enlisted LBS & ESE & GTE  
Bolpur Municipality  
Bolpur : Birbhum

**Sub : List of important documents to be uploaded for WB-SWS-OBPAS under Bolpur Municipality.**

This is to inform that the following decision has been taken by the board of Councillors members on dated 26.07.2022.

Sl No	Description	Category (Risk Classification)	Remarks
1	<b>Mandatory Documents</b> : Copy of Deed with Site Map, R-O-R, Up-to-date Municipal Tax receipt, Up-to-date BLRO Tax receipt, Query free drawing	Low Risk-upto 10 mtr. & Medium Risk -upto 10 mtr. & Above 10 mtr. & upto 15.5 mtr.& High Risk	<b>Mandatory</b>
2	<b>If R-O-R not Vastu/Bari/Dokan/Viti then</b> Municipal NOC and অসীকারপত্র (Available at Plan Department)	Low Risk-upto 10 mtr. & Medium Risk -upto 10 mtr. & Above 10 mtr. & upto 15.5 mtr.	<b>Mandatory</b>
3	<b>Building Plan Alteration and Extension</b> : Xerox copy of previous sanctioned plan and Form-C & Plinth Level certificate in case plan passed through OBPAS. Previous, citizen not taken any Plinth level certificate and so, municipality not given any certificate. Now concern LBS will to the authority in their letter head for consideration, after consideration by the authority they will upload in OBPAS for that purpose	..	<b>Mandatory</b>
4	<b>Type of floor</b> : LBS should be mentioned in drawing otherwise highest quality floor will be under consideration by the ulb.	..	<b>Mandatory</b>
5	<b>Structural Drawing &amp; Stability Certificate</b> : Both must be signed by Structural Engineer	Low Risk-upto 10 mtr.	<b>Mandatory</b>
6	<b>Scrutiny Report with query</b> : will be rejected for Low Risk Building , only will be under consideration for wrong entry of CAF from citizen end, after application of LBS and approved by authority it will be considered.	Low Risk-upto 10 mtr.	<b>Mandatory</b>
7	<b>Soil Investigation Report and Certificate</b> : Both must be signed by Geotechnical Engineer	Medium Risk -upto 10 mtr.	<b>Mandatory</b>
8	<b>Manual Calculation Structural Design &amp; Stability Certificate</b> : Both must be signed by Structural Engineer	Medium Risk -upto 10 mtr.	<b>Mandatory</b>
9	<b>Architectural Drawing</b> : 1. Elevation- Min. 2 Nos (a) Front Elevation and (b) Side Elevation 2. Sectional Elevation- Min. 2 Nos (a) Long Sectional Elevation and (b) Short Sectional Elevation 3. Details for Mezzanine Floor (if any), Toilet and Staircase in any sectional elevation. 4. Type of floor must be mentioned in Sectional Elevation. 5. Deatils of Site Plan and Location Map 6. Details of Septic Tank and Soak Pit	All Type of Building ..	<b>Mandatory</b>

	7. Minimum structural details in sectional elevation. 8. Specific dimensions in drawings.		
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The above information will take immediate effect to the interest of public of this ULB.

Memo No : 1155/1(6)/BM/2022-23      Date : 02.08.2022

Copy forwarded for information and taking necessary action:

1. Vice-Chairman, Bolpur Municipality
2. President, Standing Committee, PW Sec.
3. E-i-C, Bolpur Municipality
4. S.A.E, Plan Department
5. H.C, Bolpur Municipality
6. Plan Department

  
Executive Officer  
Bolpur Municipality

  
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