

PROCEDURE FOR JOINT SITE INSPECTION

1. Risk Classification of application for the Building plan is defined in the DPMS system based on the criteria i.e., category of the Building and Height of the Building.
2. Based on the Risk Classification Frequency of Joint Site inspection is done by the Inspection Officer to whom the file is allocated by the System.
3. The Commissioner / EO schedules the date of joint site inspection through the online inspection module within three days from the date of application. The schedule date for Joint site inspection shall be within six days from the date of application.
4. DPMS System generates E-mail / SMS alert to the applicant and also to the concerned departments namely Revenue, Irrigation, Fire Services, Electricity, Pollution Control Board, Forests, etc. for the Joint Inspection by the Departments. In case, a Single Department is conducting the inspection then all the concerned officers shall go together for the inspections.
5. Inspection shall be conducted on the designated date by the designated inspecting officer by way of a single Joint Inspection.
6. The Inspection report shall be uploaded within 48 Hrs of the completion of the Inspection in the Online Inspection Module for Building Plan Approval/Occupancy. An alert (sms/e-mail) shall be sent to the HOD and the applicant/ architect so that they may view / download the inspection report.
7. All the inspection reports are digitally signed by the concerned inspection officers.