

**BUILDING PERMIT MANUAL**

**FOR**

**ELECTRONICS TECHNOLOGY PARKS – KERALA**  
**(TECHNOPARK)**

## **1. PREAMBLE**

Technopark, Thiruvananthapuram has been vested with the authority by the Government of Kerala through the constitution of the Technopark / Technocity Area Single Window Clearance Board to grant Development Permits and Building Permits to companies that have been leased or allotted land / plots within Technopark. The Board is also empowered to issue Completion Certificates and Occupancy Certificates upon completion of the site development and building construction works. This Manual outlines the procedures to be followed by such companies for obtaining the necessary permits for site development and building construction. The Manual has been prepared and periodically revised in accordance with the provisions of the Kerala Municipality Building Rules, 2019 and its subsequent amendments as notified by the Government of Kerala from time to time.

## **2. DEFINITIONS**

TECHNOPARK – Electronics Technology Parks – Kerala

Lessee – who ever has obtained land / plot with in Technopark campus on lease / allotment basis from Technopark for development of IT / ITES/ or any other specified business.

Sub-Lessee:– Whoever has obtained land from the Lessee on sub-lease basis with the approval of Technopark.

Plot – The parcel of land / plot obtained by Lessee / Sub-Lessee as above from Technopark.

CEO-The Chief Executive Officer of Technopark or his duly authorized officer.

KMBR – Kerala Municipality Building Rules, 2019 and its latest amendments.

Floor Area Ratio (FAR) / Floor Space Index (FSI) – The quotient obtained by dividing the total floor area on all floors by the area of the plot.

Coverage – means the percentage of the covered area with respect to the plot area.

## **3. Essentiality of permit.-**

(3.1) No company / person shall develop or redevelop any parcel of land or cause the same to be done without first obtaining a permit for such development or redevelopment from the CEO.

(3.2) No company / person shall construct or reconstruct or make addition or extension or alteration to any building or cause the same to be done without first obtaining a building permit for such work from the CEO:

#### **4. APPLICABILITY**

4.1 This manual shall be applicable for all Lessee / Sub-Lessee who intend to do the following activities with in the plot or built up space taken on lease from Technopark..

- (a) Land Development
- (b) Construction of new buildings / structures which are permanent in nature.
- (c) Alteration in existing buildings / structures.
- (d) Interior works in buildings

4.2 The provisions under this Building Permit Manual shall be subject to the terms and conditions of the lease agreement between the Lessee and Technopark. In case there is any contradiction between any clause in this manual and the lease agreement, the clause in the lease agreement shall prevail.

#### **5. DEVELOPMENT PERMIT**

5.1. Every Lessee, who intends to develop the plot or construct or reconstruct a building or make alteration or addition or extension to a building shall apply in writing to the **CEO** in the appropriate form ( Appendix-A ) together with plans and statements of proposed buildings in triplicate along with a copy of lease agreement.

5.2. In case the Lessee intends to take up site development work initially, separate application shall be submitted for 'Development Permit' in Form-1 (attached as appendix-A)

5.3. All plans, drawings and specifications shall be signed by a registered Architect or Engineer or Town Planner as well as the Applicant

5.4. The application for building permit , made in triplicate shall also be submitted in Form -1 ( Appendix-A ) accompanied by the site plan, building plan, sections, elevations, services plan, vehicle parking plan , together with details and specifications as described in **Rule 6 of KMBR, 2019** and its latest amendments.

5.5. The applicants should generally follow the rules specified in the KMBR 2019 and its latest amendments.

## 6. Application for Development permit. -

6.1. The application for development permit shall be submitted in **triplicate** in Form-1 ( Appendix-A) and shall be accompanied with the site plan drawn to a scale not less than 1 : 400 or as approved by the CEO and shall be fully dimensioned and shall show:.

- (i) The boundaries of the plot and of any contiguous land belonging the Lessee / Sub-Lessee thereof, including the revenue survey particulars in full;
- (ii) the position of the site in relation to the neighboring street /plot /other identifiable land mark and its main access;
- (iii) The name of such street, if any; and its width, which shall be the width in between the plot boundaries on the opposite sides;
- (iv) All existing structures in the plot;
- (v) All existing streets or foot - paths within the plot;
- (vi) All existing utility service lines including buried lines.
- (vii) The proposed plot subdivision, if any, and the areas and uses of each sub division thereof;
- (viii) The access to each plot subdivision, if any;
- (ix) The layout of any service roads or foot paths and public parking spaces proposed or existing, if any;
- (xi) The area and location of any land within the plot that is not proposed to be developed or redeveloped;
- (xii) The area and location of any, land that is proposed to be reclaimed .
- (xiii) Any streams / ponds / other natural water bodies.
- (xiv) Topographic contours (with contour interval not less than 1.5 m show the features of the plot clearly)
- (xv) The layout of existing and proposed water supply, storm water drainage and sewage main lines from or to which connections are proposed to be given with dimensions and specifications;
- (xvi) All existing buildings standing on, above or below the ground level;
- (xvii) Free passage or way in front of the buildings;
- (xviii) Space to be left around the building to secure a free circulation of air and admission of light;
- (xix) Spaces proposed as garden / landscaping;

6.2 Technopark is the Licensee for power distribution and sale within the Technopark campus. The Lessee shall also submit details of total connected load and power distribution system including single line diagram before taking up any work on the power supply. Note:- The minimum size of the paper on which all site plans or service plans are drawn shall not be less than A2.

6.3. If the plot is owned by more than one person, the application shall be submitted jointly and signed by, all such persons or the application shall be signed and submitted by any such person or by any legally authorized third person.

6.4. If the application is for joint development or redevelopment of more than one adjoining plots owned by different companies / persons, the application shall be submitted jointly and signed by all the persons or the application shall be signed and submitted by any such person or by any legally authorized third person.

6.5. The Chief Executive Officer will, after considering the application and other documents issue Development permit with in a period of 15 days provided the details submitted are in conformity with the provisions of this Manual.

## 7. Application for Building permit.

7.1. Application for Building permit shall be submitted in Form-1 ( Appendix A )

7.2. The proposed construction shall conform to permissible FAR, coverage and maximum height of buildings specified in KMBR. Other general requirements of the buildings, roads, set backs / clearances etc shall be conforming to the requirements of KMBR.

7.3. The entire design concept shall be done with the objective of optimum use of energy and water. The building shall conform to norms prescribed by IGBC in order to qualify at least for Silver rating. At least 30% of total water usage shall be recycled water after treatment. An effective rain water harvesting system shall be installed.

7.4. Application for the Building permit shall be accompanied with the following documents:

- (i) The plans, elevations and sections of the building/ buildings drawn to a scale of not less than 1 : 100, and shall, -
- (ii) Include floor plans of all floors together with the covered area, accessory buildings and basement floor, if any, and such drawings shall clearly indicate the sizes and spacing of all framing members, size of rooms, position of staircases, ramps and lift wells;
- (iii) Show the use or occupancy of all parts of the buildings;
- (iv) Complete details of all plumbing lines and waste water lines including lay-out and exact locations of water closets, sink and bath;
- (v) Include sectional drawings showing the height of rooms, building and parapet, thickness and spacing of structural members, floor slabs and roof and details of staircase.
- (vi) Show all street elevation;
- (vii) Give dimensions of the projected portions;
- (viii) Include a terrace plan indicating the drainage and the slope of the roof;
- (ix) Set backs from the adjoining wall / boundary on all sides.
- (x) Show the direction of north line relative to the plan of the building; and
- (xi) Specify total floor area of building and carpet area of the building.
- (xii) Service plan shall be drawn to the same scale as the site plan and shall include plans and sections of private water supply and sewage disposal system.
- (xiii) Parking plan shall be drawn to a scale not less than that of the site plan, in cases where parking is to be provided as per these rules, and shall show clearly parking spaces, drive - ways and maneuvering spaces.
- (ivx)The rain water harvesting system proposed for the plot with relevant calculations.
- (xv) Scheme for collection, conveyance, treatment and disposal of sewage / sullage

with necessary calculations.

(xvi) Receipt for remittance of necessary fee as prescribed in **Schedule I**..

(xvii) Specification shall include specifications of both general and detailed nature giving type and grade of materials to be used.

(xviii) Water requirement & Water balancing- in Phases.

(ixx) Total Power requirement- in Phases.

(xx) Total estimated cost of the project.

(xxi) Total employment potential.

(xxii) Detailed description of measures taken for conformity with 'Green Building' norms and expected number of points for getting 'Gold' or higher ratings.

## 8. Permit not necessary for certain works.-

No building permit shall be necessary for executing the following works which do not otherwise violate any provisions regarding general building requirements, structural stability and fire safety requirements of the rules, namely:-

- (i) Gardening excluding any permanent structures,
- (ii) White or color washing;
- (iii) Painting;
- (iv) Petty repairs to the building and pitched roof
- (v) Plastering and patch work; and
- (vi) Interior decoration without any structural alterations ;

## 9. Approval of site and plans and issue of permit.-

9.1. The CEO will , after inspection of the site and verification of the documents to ensure whether the site plan, drawings and specifications conform to the site and the provisions of these rules or bye laws made under the Act and any other law, issue the Building permit .

9.2. CEO will, inform the applicant if modification to any plan, drawing or specification is required or any further document or plan or information is required or fresh plan is required within fifteen working days from the date of receipt of such application or plan or document or information.

9.3. If after inspection of the site and verification of the plans and document the CEO decides to refuse approval, the same will be communicated in writing specifying the reasons

9.4. CEO can refuse to grant approval for development / building permit if,

- (i) Any condition of these guidelines are violated
- (ii) If the proposed structures would be an encroachment on a land not in the possession of the lessee
- (iii) If the plot is under the acquisition proceedings as notified by the government.

9.5. CEO will communicate his decision on the application for Development plan /

building Plan, with in a period of thirty days from the date of receipt of the application which is complete in all respects.

## 10. Extension and renewal of period of permits.-

10.1. A development permit or a building permit issued under these rules shall be valid for three years from the date of issue of permit..

10.2. The CEO, on application submitted within the valid period of the permit, may grant further extension provided there are valid reasons.

10.3. The fee for extension of period of permits shall be fifty percent of the building permit fee in force at the time of granting extension.

## 11. Suspension and Revocation of permit.-

The CEO shall have the power to suspend or revoke any permit issued under these rules if he is satisfied that the permit was issued by mistake or that an error has crept in it or that the permit was happened to be issued on misrepresentation of fact or law or that the construction if carried on will be a threat to life or property: Provided that before revoking permit, the developer of the permit shall be given sufficient opportunity to explain and the explanation shall be duly considered by the CEO.

## 12. Deviation during construction and power of Chief Executive Officer to require alteration in work.-

Deviation from the approved plan or specification if any proposed by the applicant during the execution shall be communicated to the CEO with the changes clearly marked in revised drawings ( in triplicate) and the reasons / purpose of such deviation shall be stated. CEO will after verifying the details approve the deviation provided the reasons are genuine and there are no violations of the provisions of this Manual / KMBR

## 13. Demolition or alteration of work unlawfully commenced / completed.-

Where the erection of any building or the execution of any work has been commenced or is being carried out has been completed, without obtaining the permission of the CEO or in contravention of any provision in the Manual, the CEO shall have the power without prejudice to any other action that may be taken under these rules, to order demolition of the work or part thereof after giving fifteen day's

notice to the Lessee.

#### **14. Obligations of the Lessee**

14.1. The granting of permit or the approval of the drawings and specifications or inspections made by the CEO during the erection of the building or structure shall not in any way relieve the Lessee of the responsibility for carrying out the work in accordance with the requirement of these Manual / KMBR..

14.2. Every Lessee shall, -

(a) Permit the CEO or any person authorized by him for this purpose to enter the plot or building or premises at any time between 7 a.m, and 6 p.m. normally or at any other time as may be deemed necessary for the purpose of inspection / enforcing the rules;

(b) Give written notice to the CEO regarding commencement of work under the permit and completion of work.

(c) Ensure the construction is carried out without creating any environmental problems or violation of pollution control laws.

(d) Take adequate safety precautions at all stages of construction or reconstruction or addition or alteration or repair or demolition or removal of the various parts of the building for safeguarding the life of workers and public against hazards consequent on any aspect of the work.

(e) Shall ensure that all protective works carried out safeguard the adjoining properties during construction are sufficient and in good order to ensure safety.

(f) Shall be responsible for the loss or injury caused to any person or property due to the lapse on his part to provide safety precautions or protective measures or safeguards.

g) Shall comply to the requirements of OHSAS/ISO 14000.

Note: Notwithstanding the Development permit/ Building Permit given by Technopark, it is the responsibility of the Lessee to seek and obtain approvals from statutory agencies like Pollution Control Board, Ministry of Environment and Forest, ( Govt of India), Kerala State Electrical Inspectorate and any other authority as may be required.

#### **15. Completion certificate, development certificate and occupancy certificate.-**

15.1. The lessee shall, on completion of the development / building construction work , as per the permit issued to him, submit an application for completion cum occupancy certificate along with a declaration, that the work has been completed as per the permit given, which shall be signed by the lessee and the Architect, to the CEO in Form- II( Appendix B ) The declaration shall be accompanied with two sets of all 'As built' drawings including a soft copy.

15.2. The CEO will, on receipt of the application, and on being satisfied that the

development / construction of the building has been completed in conformity with the permit given, issue a completion cum occupancy certificate , within 15 days from the date of receipt of the application:

15.3. The Lessee may, if he intends to occupy the building before its completion, apply to the CEO in the form-III for that purpose and the Chief Executive Officer may, on being satisfied that such occupancy will not endanger life or otherwise cause hindrance to any normal activity of the Park, issue provisional occupancy certificate in respect of the completed part in Form III ( Appendix-C). It is however the responsibility of the lessee to ensure that the work is completed as per permit issued and to apply for completion cum occupancy certificate within the agreed time.

## **16. For interior/partitioning works undertaken by Tenants who occupies space in the Buildings belonging to Technopark.**

1. Every lessee before taking up the interior work shall submit an application to CEO. No works shall be commenced until CEO gives approval for the work.

2. Application for the proposed interior works shall be accompanied with the following documents:

- i) The plan and sections of the interior/ partitioning works drawn to a scale of not less than 1:100 or as suggested by Technopark.
- ii) Complete details of all plumbing lines and waste water lines including layout with dimensions of pipes and exact locations of water closets, sink and bath.
- iii) HVAC/ Electrical/ Fire drawings which include electrical schematic drawing, Piping and Instrumentation drawing etc.
- iv) The details of the water proofing methods adopted for the toilets/wet areas.
- v) Total power demand and water requirement.

16.20 The tenants shall submit the As built drawings of the interior works on completion and Technopark will issue the occupancy certificate accordingly.

**FORM-1**

**APPENDIX A**

**ELECTRONICS TECHNOLOGY PARKS – KERALA  
(TECHNOPARK)**

**Application For Permit / Regularisation**

1.	NAME OF COMPANY NAME/AUTHORISED PERSON'S NAME (in capital letters)	
2.	ADDRESS (i) Permanent	
	(ii) To which communications are to be sent	
3.	Nature of Development / Construction	
	(i) New Construction	
	(ii) Reconstruction	
	(iii) Alteration	
	(iv) Addition or Extension	
	(v) Digging of Well	
	(vi) Change in Occupancy	
	(vii) Erection of Other Structures, such as Telecommunication tower, etc	
	(viii) Demolition	
	(ix) Interior works	
	(ix) Division of Plot- land development etc	
4.	Details of Plot(for	

	construction,development etc) (i) Survey No:	
	(ii) Extent	
	(iii) Number & Date of Deed / Document	
	(iv) Location of Plot	
	(v) Other details of Plot, if any	
5.	Details of Building(for interior works)	
6.	If the application is for Regularization: (i) Whether completed or not	
	(ii) If not completed, the stage of Construction	
7.	Details of Permit / Approved Plan already obtained	
8.	Details of Fee Paid (i) Amount (in rupees)	
	(ii) Number & Date of Receipt	

9.	Details of Documents, Plans, Certificates, etc enclosed.	
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9

DECLARATION

I, \_\_\_\_\_ hereby declare that the measurements, specifications and other details and specifications mentioned above are correct, complete and true to the best of my knowledge and belief and that I shall abide by the approved plan and the provisions in the Kerala Municipality Act and Kerala Building Rules & Building Permit Manual for Technopark in undertaking the construction.

Signature of the applicant with  
Name

Designation

Place :

Date :

10.

CERTIFICATE

Certified that the site plan is prepared after verification of ownership document and site and the measurements shown are found to be correct.

Signature:

Name:

Reg No:

Address:

Place:

(Registered Engineer / Architect)

Date:

11.

CERTIFICATE

Certified that the building plan is prepared in accordance with the provisions in the Kerala Municipality Building Rules, 2019 and its latest amendments, Kerala Municipality Act, 1994 and the provisions contained in Building Permit Manual of Technopark.

Signature:

Name:

Reg No:

Address:

Place:

(Registered Engineer / Architect)

Date:

12.

UNDERTAKING

I, \_\_\_\_\_ hereby undertake that the building construction / land development will be carried on / being carried on / was carried on as per the approved plan and permit in accordance with the rules in force, under my supervision.

Signature:

Name:

Reg No:

Address:

Place:

Date:

(Registered Engineer / Architect)

FORM-II

APPENDIX B

**Application for Completion Certificate**

Certified that the development or redevelopment of land/construction or reconstruction or addition or alteration of building has been completed on.....as per the approved plan and permit No..... dated..... .So please grant the completion certificate

Signature by Owner

Name and address of owner.

Place:

Date:

Signature by Engineer / Architect

Name and address of the Engineer /Architect  
Reg No.

Place:

Date:

FORM-III

APPENDIX C

**Application for Provisional Completion Certificate**

The development or redevelopment of land/construction or reconstruction or addition or alteration of building is taking place on.....as per the approved plan and permit No..... dated.....and the work will be completed with in ..... So kindly grant the provisional completion certificate for temporary occupancy.

Signature by Owner

Place:

Name and address of owner.

Date:

**SCHEDULE- I**

**BUILDING PERMIT FEE**

<b>SI No:</b>	<b>Description</b>	<b>Fee (in Rs)</b>
1.	Building(New construction)	40.00/m <sup>2</sup> of built up area.
2.	Addition/Modification	35.00/m <sup>2</sup> of built up area
3.	Interior works	5/m <sup>2</sup> of area taken for lease rent