

CHECKLIST FOR SCRUTINY OF PLAN APPROVAL APPLICATIONS

Sl.No.	Item Details	Points to be Noted	Remarks															
1	SITE PLAN	<ol style="list-style-type: none"> 1. Scale :1:400 2. Details of all roads, structures, buildings and other details within an area of 100m radius shall be shown. 3. Minimum Set back of 3m of open space of front, sides and rear shall be provided. 4. For sites abutting National Highways and State highways the minimum set back of the building shall be 7m on front. 5. Site suitability: The site of the factory satisfies the following requirements of minimum distances. <ol style="list-style-type: none"> i) Educational Institution :25m ii) Hospitals :30m iii) Religious –cum-worship buildings:25m iv) Tank and Canals :10m 6. Name and address of factory with survey Number, Name of panchayath ,Village,Taluk, Power in KW, Number of workers, Total Plinth area etc. should be mentioned in Drawing. 7. If the application is for permit revision then the details regarding Power, Number of workers and Plinth area shall be mentioned in the following manner: <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 5px;">Plinth area(m²)</th> <th style="padding: 5px;">Workers</th> <th style="padding: 5px;">Power (KW)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Existing:</td> <td style="padding: 5px;">Existing:</td> <td style="padding: 5px;">Existing:</td> </tr> <tr> <td style="padding: 5px;">Proposed:</td> <td style="padding: 5px;">Proposed:</td> <td style="padding: 5px;">Proposed:</td> </tr> <tr> <td style="padding: 5px;">Deleted:</td> <td style="padding: 5px;">Deleted:</td> <td style="padding: 5px;">Deleted:</td> </tr> <tr> <td style="padding: 5px;">Total</td> <td style="padding: 5px;">Total</td> <td style="padding: 5px;">Total</td> </tr> </tbody> </table> <p style="margin-left: 20px;">Also it should be in agreement with the checklist.</p> <ol style="list-style-type: none"> 8. The plans prepared shall be signed by both the applicant and draughtsman. The Registration Number and Designation of draughtsman should also be mentioned in the drawing. 9. Certificate of Draughtsman issued by Director of panchayath/Municipality should be attached in drawing. 	Plinth area(m ²)	Workers	Power (KW)	Existing:	Existing:	Existing:	Proposed:	Proposed:	Proposed:	Deleted:	Deleted:	Deleted:	Total	Total	Total	
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2	BUILDING PLAN	<ol style="list-style-type: none"> 1. Scale 1:100 2. Building shall be of good Engineering design and sound construction. Plan, elevation, and necessary cross -sections of the various buildings should be shown. 3. The minimum height of building from the floor shall be <ol style="list-style-type: none"> (i) For RCC and tiled roof 300cm. (ii) For AC sheet and GI sheet roof Minimum : 365 cm 																
3	LAYOUT	<ol style="list-style-type: none"> 1. Layout of machinery shall be such that there shall not be any obstruction for the path way, aisles and passages. 2. There shall be a minimum clearance of 50cm between machines and wall or any other fixed structures. 3. Details of distribution of workers in each room shall be provided. 4. Details of adequate and suitable number of fire fighting Equipments shall also be provided. 																

4	FLOW CHART	A flow chart of the manufacturing process supplemented with a brief description of the process in its various stages should be attached.	
5	LIGHT AND VENTILATION	Side openings for ventilation shall be not less than 20% of the floor area.	
6	EMERGENCY EXIT	<ol style="list-style-type: none"> 1. Adequate number emergency opening with doors opening outwards should be provided for every work room. 2. In case of Multi-storey Building Emergency Staircase should be shown in drawing. 	
7	FLOOR SPACE	<ol style="list-style-type: none"> 1. A minimum of 500 cubic feet air space (14.2m³) shall be provided per worker excluding the space occupied by the machinery and material. For calculating the space, height above 4.2 m shall not be reckoned. 2. Minimum floor area required is 3.5m² per worker excluding machinery and materials 	
8	LATRINES AND URINALS	<ol style="list-style-type: none"> 1. Separate latrine and urinal accommodation shall be provided for men and women, legibly written and also shown with sign boards. 2. No Latrine or urinal shall be in direct communication with any work room. There shall be one latrine for every 25 workers. 3. If the number of workers exceeds 100, one latrine for every 25 workers up to first 100, and one for every 50 thereafter. 	
9	CANTEEN BUILDING	<ol style="list-style-type: none"> 1. Canteen facilities are required when the number of workers employed is 250 or more. 2. The canteen building shall be situated not less than fifty feet from any latrine, urinal, boiler house, coal stacks, ash dumps and any other source of dust, smoke or obnoxious fumes. 3. The dining hall shall be able to accommodate at least 30 percent of the workers working at a time. 	
10	CRECHE	<ol style="list-style-type: none"> 1. Creche facilities are required to be provided when the number of women workers employed is 30 or more. 2. The height of the rooms in the building shall not be less than 12 feet from the floor to the lowest part of the roof and there shall not less than 20 square feet of floor area for each child to be accommodated. 	
11	REST ROOM	<ol style="list-style-type: none"> 1. Rest room facilities are required when the number of workers employed is 150 or more. 2. The height of every room in the building shall not be less than 12 feet from floor level to the lowest part of the roof and there should be at least 12 square feet floor area for every person employed. 	
12	RAINWATER HARVESTING	Details of Rainwater Harvesting and Capacity of storage Tank should be legibly marked in drawing.	
13	SEPTIC TANK & SOAK PIT	Details of Septic Tank & Soak Pit should be legibly marked in drawing.	
14	DISPOSAL OF WASTE	Detailed drawings with a brief write up of the method adopted for the disposal of trade waste and effluents including smoke, fumes etc. shall be submitted.	