



## **BRUHAT BENGALURU MAHANAGARA PALIKE**

No: Comm/PR/<sup>63</sup>6/2019-20

Office of Commissioner

NR Square, Bengaluru

Date: 07-02-2020

### **Circular**

**Sub:** Qualification and competence requirements of Professionals to be registered in BBMP relating to Construction permits.

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In order to enroll the qualified professionals who intend for preparing plans for obtaining licence from the Competent Authority and to supervise the implementation of various building works/components of building specified in the plans sanctioned by the Competent Authority, the Procedure for Registration and Competence requirements of Professionals like Architects / Engineers / Structural Engineers and Supervisors in Bruhat Bengaluru Mahanagara Palike is specified as below.

#### **Requirements for Registration and Competence of Professionals**

Every building/development work for which Licence is sought under bye-laws shall be planned, designed and supervised by professionals registered/enrolled in BBMP.

Architects registered with Council of Architecture are exempted for payment of registration fee, but they shall themselves get enrolled in BBMP by submitting their valid COA registration and proof of their address for correspondence.

#### **1. Professionals on record (PoR)**

Professional on Record may be individuals or agencies. Agencies are legal entities such as Companies, Firms, and Societies etc. having multi-disciplinary professionals. If an agency is registered as PoR, it should specify the details of the individual professionals eligible for each category of PoR mentioned here below. Such agencies can be registered as any one of the following:

- A. Architectural Agency on Record (AAR)
- B. Engineering Agency on Record (EAR)
- C. Architectural & Engineering Agency on Record (AEAR)

##### **1.1 Professionals on record for drawings**

Professionals eligible to prepare the various categories of drawings required for obtaining sanction for building plan and also for obtaining the required NOCs on

behalf of the Owner/Promoter (to be appointed by the Owner/Promoter), along with their respective designation & codes are as follows;

- (a) PoR for preparing Planning & Design drawings and details for building licence and to provide details of Specifications of materials and other details of the components of the building – Architect on Record **(AR)**/Engineer on Record **(ER)**
- (b) PoR for preparing Structural drawings and details for building licence – Structural Engineer on Record **(SER)**
- (c) PoR for preparing Electrical (including use of Renewable Energy Sources) and HVAC drawings and details for layout approval (including Integrated Township) & building licence – Electrical Engineer on Record **(EER)**
- (d) PoR for preparing Water Supply system, Sewerage system and Storm water drains (including rain water harvesting techniques) and Fire Fighting System drawings for obtaining building licence – Public Health Engineering (PHE) consultant on Record **(PCR)**
- (e) PoR for preparing drawings and details of solid waste management system, Pollution Mitigation for Building projects (including other requirements related to Environmental issues) – Environmental Engineer on Record **(ENER)**
- (f) PoR for preparing Landscape (including Tree plantation) & management/rejuvenation on water bodies drawings for Building projects – Landscape Architect on Record **(LAR)**
- (g) PoR for conducting Geo Technical tests (soil test, hydrological test etc.) – Geo technical Engineer on Record **(GER)**
- (h) PoR for conducting Geo Physical Surveys (using Total Intelligent Station, GPS etc.) – Surveyor on Record **(SR)**

## 1.2 Professionals on record for supervision

Professionals eligible to supervise the construction activities of various types of buildings on behalf of the Owner/Promoter (to be appointed by the Owner/Promoter), along with their respective designation & codes are as follows;

- a) PoR for supervising the Civil Works (including RCC/Steel Structure) and other major works (including roads, PHE works, solid waste management works, landscape works etc.) of the buildings and appointed as Principal Professional for Supervision and to issue Work Completion Certificate– Construction Manager on Record **(CMR)**
- b) PoR for supervising the Electrical and HVAC works of the building – Electrical Supervisor on Record **(ESR)**

### Note:

1. The Owner/Promoter shall appoint the required Professionals on Record as required under these bye-laws. The Owner/ Promoter shall enter into an agreement with all the required PoR specifying the responsibilities of both the



parties as specified in these bye-laws. The Association of the respective Professionals on Record recognised by the Competent Authority shall be the sole Arbitrator in such Agreements.

2. The Owner/Promoter shall intimate the Authority in case of any change in the PoR and inform the details of the new PoR appointed. Similarly, the PoR also shall intimate the Competent Authority, if he withdraws the services provided in any project.
3. The Owner/Promoter shall not carry out any work in the building site without all the required PoR in place.

The competence of such registered/enrolled personnel to carry out various activities is detailed out as follows:

## **2. Architect:**

The minimum qualification for an architect shall be the qualification as provided for in the Architects Act, 1972 for registration with the Council of Architecture.

### **2.1 Competence**

The registered architect shall be competent to carry out the works related to the building is entitled to prepare and submit:

- a) All plans and related information connected with building licence/commencement certificate and occupancy certificate.
- b) Certificate of supervision and completion certificate for all buildings.
- c) Intimation of commencement of work for all buildings.
- d) All service plans and related information connected with building licence and occupancy certificate.

## **3. Engineer:**

The minimum qualifications for an engineer shall be graduation in civil engineering from a recognized Indian or foreign university, or the Corporate Member of Civil Engineering Division of the Institution of Engineers (India) or the Member of the statutory body governing such profession, as and when established.

### **3.1 Competence**

The registered engineer shall be competent to carry out the work related to the building is entitled to prepare and submit:

- a) All plans and information connected with building licence.
- b) Structural details and calculations for buildings including subsurface investigation on building site of area upto 1000Sq.m and building of height up to 15m.
- c) Certificate of supervision and completion for all buildings.
- d) Intimation of commencement of work for all buildings.
- e) All service plans and related information connected with buildings.

#### 4. Structural Engineer

The minimum qualifications for a structural engineer/industrial structures/pre-stressed concrete and shall be graduated in civil engineering of recognized Indian or foreign university, or Corporate Member of Civil Engineering Division of Institution of Engineers (India), and with minimum 3 years' experience in structural engineering practice with designing and field work.

**NOTE:** 3 years 'experience shall be relaxed to 1 year in the case of post graduate degree of recognized Indian or foreign university in the branch of structural engineering/industrial structures/pre-stressed concrete. In case of doctorate in structural engineering, the experience required would be handling of at least one high-rise project.

##### 4.1 Competence

The registered structural engineer shall be competent to carry out the work related to the building is entitled to prepare and submit:

- a) Structural design, calculations and details for all type of buildings and to carry out supervision.
- b) All plans and information connected with building licence.
- c) Certificate of supervision and completion for all buildings.
- d) Intimation of commencement of work for all buildings.
- e) All service plans and related information connected with buildings.
- f) Structural stability certificate of the building and structural design basis report.

#### 5. Geotechnical Engineer:

The minimum qualification for a geotechnical engineer shall be graduate in civil engineering of recognized Indian or foreign university, or Corporate Member of Civil Engineering Division of Institution of Engineers (India), and with minimum 3 years' experience in geotechnical engineering practice with designing and field work.

**NOTE:** 3 years' experience shall be relaxed to 1 year in the case of post graduate degree of recognized Indian or foreign university in the branch of geotechnical engineering. In case of doctorate in geotechnical engineering, the experience required would be handling of at least one high-rise project.

##### 5.1 Competence

- a) Preparation of all plans and information connected with building licence.
- b) To carry out subsurface investigations and give report thereof. These may inter-alia include performing various tests required to determine engineering properties of sub-strata and ground water and making recommendations about the type of foundation, soil bearing capacity and the



depth at which the foundations shall be placed, considering the structural system and loads supplied by the engineer/structural engineer.

- c) Certificate of supervision and completion for all buildings.
- d) Intimation of commencement of work for all buildings.
- e) Preparation of all service plans and related information connected with buildings.

## **6. Supervisor**

The minimum qualification for a supervisor shall be diploma in civil engineering or architectural assistantship, or the qualification in architecture or engineering equivalent to the minimum qualification prescribed for recruitment to non-gazetted service by the Government of Karnataka with 3 years' experience in building design, construction and supervision.

### **6.1 Competence**

The registered supervisor shall be competent to carry out the work related to the building is entitled to prepare and submit:

- a) All plans and information connected with building licence for residential buildings on building sites up to 250Sq.m and building of height up to 11.5m.
- b) Certificate of supervision for buildings.

## **7. Landscape Architect**

The minimum qualification for a landscape architect shall be the bachelor, master's degree in landscape architecture or equivalent from recognized Indian or foreign university.

### **7.1 Competence**

The registered landscape architect shall be competent to carry out the work related to landscape design for building/development plan for land areas 2 hectare and above.

**NOTE:** *For smaller areas below the limits indicated above, association of landscape architect may also be considered from the point of view of desired landscape development.*

## **8. Engineers for Utility Services**

For high rise buildings, the work of building and plumbing services shall be executed under the planning, design and supervision of competent personnel. The qualification for registered mechanical engineer (including HVAC), electrical engineer and plumbing engineers for carrying out the work of Air conditioning, Heating and Mechanical Ventilation, Electrical Installations, Lifts and Escalators and Water Supply, Drainage, Sanitation and Gas Supply installations respectively shall be as given in Part 8 Building Services and Part 9 Plumbing Services of the NBC or as decided by the Authority taking into account practices of the national professional bodies dealing with the specialist engineering services. Such an approach shall be followed for

association of other/multi-disciplinary professionals for taking inputs and associating with their areas of specialization.

#### 9. Builder:

The minimum qualification for the builder or his representative for execution of respective works shall be as given in points 1, 2, 3 and 4 for the concerned professional.

##### 9.1 Competence

The qualified builder or his representative shall be competent to carry out execution of work, which shall have the same extent as for supervision by such professional as prescribed in 1.1, 2.1, 3.1 and 4.1

#### 10. Registration fee

Every application for registration shall be submitted along with the registration fee as prescribed in the as below.

Professionals shall submit the Application in below prescribed **Form** along with the stipulated documents.

Sl. No.	Professionals	Fee (in Rs.) for Registration (first time)	Fee (in Rs.) for Re-registration/ Renewal of Registration
1	Architect (A)	5000	10000
2	Engineer (E)	5000	10000
3	Structural Engineer (SE)	5000	10000
4	Geotechnical Engineer (GE)	5000	10000
5	Supervisor (S)	2500	5000
6	Landscape Architect (LA)	5000	10000
7	Engineers for utility services	5000	10000
8	Builder (B)	12500	25000

#### 11. Registration and validity of registration

In order to enroll qualified professionals, BBMP conducts a simple technical written test and viva about Zoning Regulations and Bye Laws on 1<sup>st</sup> and 3<sup>rd</sup> Saturday of every month. Qualified professionals in order to enroll are required to register their names for the test one week in advance.

The validity of every registration so granted by the Authority for the above categories of professionals shall be for a period of five years and renewable thereafter for every five years unless the same is cancelled/blacklisted by the Authority. The application for renewal shall be made to the Authority one month before the date of expiry of the registration.

#### 12. Duties and responsibilities of the Professionals on Record

The Professional on Record who undertakes preparation of plans and designs and supervision of the works shall:



- (a) Be conversant with the provisions of the Karnataka Municipal Corporation Act, 1976, rules and these bye-laws, as well as the Karnataka Town and Country Planning Act, 1961 and regulations made there under. They shall prepare plans, sections, elevations and other structural details as per the requirements of the provisions of the above to the prescribed scales marking clearly all the dimensions along with furnishing the area tables, drawings, specifications, etc.,
- (b) Be competent to prepare and submit on line soft copies of all plans in metric units with necessary documents and other details in a neat and legible manner.
- (c) Comply personally with all instruction received from BBMP in connection with the work under their charge promptly, expeditiously and in all respects. When they could not agree with the instructions, they shall submit their objections to the Authority in writing for non-compliance of the instructions within the stipulated time. Otherwise, the applications for sanction/permission shall be rejected forthwith by the Authority and if the compliance is not submitted within one year from the date of receipt of application, such application shall not be re-opened.
- (d) Intimate the owners immediately the corrections, or other changes made in the plans, documents and details as per instructions of BBMP.
- (e) Not accept works related to preparation and submission of plans, supervision of work if the same is intended or proposed to be or being executed or already executed in contravention of provisions of the Karnataka Municipal Corporation Act, 1976 and the Karnataka Town and Country Planning Act, 1961, rules, bye-laws and regulations and other orders made there under.
- (f) Give all cooperation to the Officers/Engineers/staff of BBMP to inspect and examine the work in progress.
- (g) Report to the Authority of any work is executed in contravention of provisions of the Karnataka Municipal Corporations Act, 1976, the Karnataka Town and Country Planning Act, 1961, rules, bye-laws and regulations and other orders made there under. They shall also report to the Authority of any work executed in contravention of the sanctioned plan in the course of construction.
- (h) Regularly submit the progress report and shall not proceed with the next stage of work without getting the previous stage inspected and examined by the Authority. They shall fully comply with the instructions issued after inspection of the work.
- (i) Materially and structurally shall not deviate from the sanctioned plan, without previous approval of the Authority. They shall explain to the owners about the risk involved in contravention of the provisions of the Act, Rules, Bye-laws, Zonal Regulations, standing orders and policy orders of BBMP.

- (j) Submit the completion certificate and the executed plan (in case of deviations) immediately when the work is completed. They shall fully comply with the instructions of BBMP in connection with the Occupancy Certificate within the stipulated time.
- (k) Deemed to have continued their supervision unless they have given in writing to BBMP, that they have ceased as professionals on record for supervision and further they shall be held responsible for the work executed up to the date of intimation submitted to BBMP.

  
Commissioner 7/12/2020

  
Bruhat Bengaluru Mahanagara Palike

Copy to:

1. Special Commissioner (Projects)
2. Additional Director, Building Licence Cell for necessary action
3. IT Advisor to publish in BBMP Website
4. Office copy



**FORM**

Photo

**Application for Registration of Professionals.**

(Architect/Engineer/Structural Engineer/Geotechnical Engineer/Supervisor/Builder)

Sl No.	Particulars	Details.
1	Name	
2	Postal Address	
3	Mobile Telephone No. and Email. ID	
4	Qualification (Attach Photocopy of the Certificate)	
5	Photostat copies of relevant documents in Support of Qualification & Experience to be furnished	
6	Experience (enclose the list of important building designed both in Bangalore and other major cities with the supporting documents)  <b>Note:</b> For Registration of Structural Engineers Experience Certificate shall be issued by Professional Structural Consultants.	
7	Whether Member of council of Architects or Institution of Engineers or Institute of Town Planners or any other professional Institutions recognized, if so, the Reg. No. to be furnished with a Photostat copy of Certificate	
8	Whether prescribed fee is paid? Challan No. and Date.	
9	Any other relevant information in support of registration.	
10	For Renewal /Re Registration Previous Registration Certificate shall be attached.	

Place:

Date:

Signature of the Applicant.