

Government of West Bengal
Department of Urban Development and Municipal Affairs
“NAGARAYAN”, 6th Floor,
DF – 8, Sector – I, Salt Lake, Kolkata -700 064

MEMORANDUM

No.324/UDMA-15011(99)/46/2025-LS-MA SEC

Dated, Kolkata, the 6th May, 2025

WHEREAS, it has been observed by this Department that in recent past, some untoward fire incidents, even loss of life occurred in various urban areas due to negligent attitude of the owners of the building, indiscriminate unauthorised encroachments on rooftops, use of staircases and terrace areas for storage purposes, use of circulation spaces for godown/storage activities etc. which are definitive contravention of the relevant provisions of the West Bengal Municipal (Building) Rules, 2007 and the Kolkata Municipal Corporation Building Rules, 2009 related to fire protection and exit requirements already in force and embedded within the online building permission system (OBPAS);

AND WHEREAS it has also been observed by this Department that some of owners/ occupiers/ builder (s)/ developer(s) of building have made some additional construction contrary to the sanctioned building plan;

NOW THEREFORE, the Department of Urban Development and Municipal Affairs hereby introduces the following guidelines on specific precautionary measures **for buildings intended for commercial use to be followed strictly** by the owners/ occupiers/ builder (s)/ developer(s) of building and citizen in general as well as by Urban Local Bodies to avoid such untoward fire incidents within areas of Municipalities/Notified Area Authorities and Municipal Corporations in the State of West Bengal:

1 No building shall be permitted for construction having width of means of access of 9.0 m or less in the ULBs other than in hill areas and plot size less than 8K in Salt Lake Township and Nabadiganta Industrial Township Authority.

Ref.:- KMC Building Rule no. 69(1) & WBMBR rule no. 48A(1)/153(2)

2. Every terrace on the top-most story of any building shall have a common access and shall not be sub-divided.

Ref.:- KMC Building Rule no. 117(4) & WBMBR rule no. 59(4)

3. Access to the roof can not be obstructed by any means.

4. All vertical exits or horizontal exits like door-way, corridor, passage-way to staircase, ramp or a varandah or terrace shall be clearly demarcated, illuminated and free from all kinds of obstructions and shall be fitted with alarm devices.

Ref.:- KMC Building Rule no. 124(1)/124(2) & WBMBR rule no. 77(1)

5. Escalators and lifts shall not be considered as exits. However, lift and its lobby and shaft, if equipped with requirement of the West Bengal Fire Services Act, 1950, may be considered as fire escape route.

Ref.:- KMC Building Rule no. 124(3) & WBMBR rule no. 77(3)

6. All basements shall have a minimum of two exits.

Ref.:- KMC Building Rule no. 124(4) & WBMBR rule no. 77(4)

7. Travel distance norms between two exits or one exit and dead end of corridor should strictly be maintained.

Ref.:- KMC Building Rule no. 125(1)(b) & WBMBR rule no. 78(1)(b)/144(5)/164(7)

8. All Buildings shall be fully sprinkled.

9. Minimum no. of staircase and minimum width of stairway shall be provided in conformity with respective provisions of the rule.

Ref.:- KMC Building Rule no. 126, 127 & WBMBR rule no. 79, 80(2)/144(5)/164(7)

10. In case the building contains more than one occupancy with both commercial and other than commercial uses, separate staircases may preferably be provided for respective uses to serve respective floors.

11. Stair well shall not be used for stacking of goods at any level.

12. Minimum width of passage or corridor as per use group of building shall be maintained in accordance with respective rule provisions.

Ref.:- KMC Building Rule no. 127 & WBMBR rule no. 168(12)

13. No component other than the appurtenant structures such as stair cover, lift machine room, roof tank with supports, chimney, service equipment, toilet, garden with or without permeable cover, communication equipment, service room etc. shall be allowed to construct on roof terrace.

14. No inflammable goods shall be stored in basement.

Ref.:- KMC Building Rule no. 118(2)(c) & WBMBR rule no. 70(2)(d)

15. To facilitate movement of fire tender, the following measures shall be adopted:

a) A clear driveway of minimum 4.0 mtrs. width shall be provided in case of parking on mandatory open space.

Ref.:- KMC Building Rule no. 80 WBMBR rule no. 52(C)

- b) Any projection from the building upon the driveway shall have minimum clearance of 2.5 meters above ground level.

Ref.:- KMC Building Rule no. 68(a) & WBMBR rule no. 51(1) & (2)

- c) Sewer and its appurtenances, underground water reservoir and septic tank, if provided underneath the driveway, shall not be raised over the ground level.
- d) In case of any installation like transformer on mandatory open space, a driveway of minimum 4.0 mtrs. width shall be provided.

Ref.:- KMC Building Rule no. 68(f)(ii) & WBMBR rule no. 51(3)

- e) Gate goomty on the front open space shall be properly located so as to ensure smooth vehicular movement from the plot abutting road to the side or rear open spaces of the building.

Ref.:- KMC Building Rule no. 68(c)

- f) For block allotment within a plot, internal roads of minimum 4.0 mtrs. width shall be so laid that the fire tender can reach at least one side of every building.
- g) If the plot contains water body, a driveway of minimum 4.0 mtrs. width shall be provided between the water body and the adjacent building(s).

16. No building permit and completion/occupancy certificate shall be issued by the Urban Local Bodies without FSR/RFSR and FSC/RFSC respectively.


17. Issuance/renewal of trade license shall be made by the Urban Local Bodies subject to compliance of the measures stated above, as applicable.

18. Mutation of open roof/roof top/terrace at topmost storey if sold separately in any building/premises comprising of multiple units is not permissible.

19. The ULBs shall refrain from approving any proposal that contravenes these provisions, as the online system is already configured to enforce compliance.

20. The ULBs shall conduct periodic inspections of high-risk or vulnerable buildings—such as commercial complexes, storage facilities, and high-rise buildings and shall carry out close vigilance to ensure continued compliance and take proper action, if noticed, as per norms.

Relevant extract of above referred provisions of building rules are enclosed herewith as ready reference.


6/5/10

Special Secretary to the Government of West Bengal

- (3) The minimum dimension of any side of every interior open space (a) at ground level, all sides of which are enclosed by a building or part thereof, shall be 30% of the height of the building, or 3.0 m., whichever is more (b) at any other level, all sides of which are enclosed by a building or part thereof, the height shall be measured from the said level where interior open space is formed.
- (4) Notwithstanding anything contained in sub-rule (3), if all sides of an interior open space are enclosed by a combination of higher and lower blocks of a building, then minimum dimension of such interior open space shall be governed by the height of lower block provided that in no case the covered "area of" such lower block shall be less than 25% of the total Covered area of the concerned building constituting the interior open space.
- (5) For the purpose of this rule, if any interior open space or courtyard enclosed on three sides by a building or part thereof is meant to serve lighting and ventilation purpose to a part or whole of one side of one or more habitable rooms, then the minimum width of such open space shall be 2.4 m. for buildings up to 15.5 m. in height; 3.5 m. for buildings above 15.5 m. up to 25.5 m. in height; 5.0 m. for buildings above 25.5 m. up to 40.0 m. height; and 7.0 m. for all buildings above 40.0 m. in height.

Provided that the depth of such open space shall not exceed twice its width and the same may be reduced to 1.2 m. if no habitable room, or balcony attached to the habitable room is facing the interior open space. However, in case the depth of such interior open space is less than the width, the same shall not be considered as interior open space, but be called as "notch" and the same will be permitted without any restriction.

- (6) A ventilation shaft having no access to the same except through one door for service purposes shall not be treated as a courtyard, if the area of such shaft is less than 20 sq.m.

68. Exemption related to open space

- (a) Cornice, chajja or weather shade and all such features related to facade, treatment such as fins, flower boxes, pilasters, column capitals, arches, pediments, trellises, ducts for encasing pipe lines, pipe supports and all such features used to enhance the aesthetic quality of a building (not more than 60 cm) shall be allowed to overhang or project over open spaces. Provided that such projections shall not be allowed at a height less than 2.5 m. over the ground level. Ducts for encasing pipe lines, pipe supports etc. will however be allowed from

the ground level without creating obstruction to the movement of vehicles/fire tenders wherever applicable as per rule;

- (b) Sewers and its appurtenances, under ground water reservoir, septic tank and ramp may be allowed to be constructed in the open spaces up to 60 cm above ground level provided that these do not obstruct vehicular movement;
- (c) Notwithstanding anything contained in rules 63, 64, 65 the front open space is 3.50 m. or more, gate goomty not exceeding a height of 3.0 m. and an area of 9.0 sq.m. for security purposes may be allowed on the said open space. Such goomty shall be so located as not to obstruct vehicular movement from the means of access to the side or rear open spaces and shall be exempted from the provisions of rules 63, 64, 65. One such gate goomty will be allowed for every 2000 sq.m of land area;
- (d) In case of residential building only, the projections (overhang) of wardrobes, alcoves, cupboards and shelves shall be permitted at floor level up to 50 cm from the first floor level and above and provided the area of each such cupboard shall not exceed 2.0 sq.m. per habitable room and shall not exceed 3% of the respective gross floor area of the building of which such cupboards form a part. However in exterior open space this can be extended to 60 cm from first floor onwards for buildings having side open space more than 2.5 m.;
- (e) A canopy or canopies and or a porch/porches each not exceeding 15 sq.in. in area or one percent (1%) of the ground floor area whichever is higher, having a clear width of not less than 2.5 m. may be allowed at a minimum clear height of 2.5 m. from the ground level provided that requisite space for the movement of fire tenders is left all round the building unobstructed by such canopies/porches;
- (f) Outdoor type transformer will be allowed to be installed in the mandatory open space provided—
 - (i) There will remain after such proposed installation clear minimum open space of 1.2 m. from the adjoining boundary line.
 - (ii) While providing such space for transformer, a minimum open space of 4.00 m. shall have to be kept to facilitate vehicular movement wherever applicable.

Chapter X

AREA AND HEIGHT LIMITATIONS

69. Floor Area Ratios

(1) The Floor Area Ratios shall be as specified in Table 3 below :—

Table 3
Maximum Permissible Floor Area Ratio

Sl. No.	Width of Means of Access (m)	Use Groups of Buildings*			
		Residential Buildings	Educational Buildings	Industrial, Storage and Hazardous Buildings	Assembly, Institutional Business, Mercantile Buildings including Mixed use Buildings
1.	Up to 2.4	Nil	Nil	Nil	Nil
2.	Above 2.4 to 3.5	1.25	Nil	Nil	Nil
3.	Above 3.5 to 7.0	1.75	Nil	Nil	Nil
4.	Above 7.0 to 9.0	2.00	2.00	Nil	Nil
5.	Above 9.0 to 15.0	2.25	2.25	2.00	2.00
6.	Above 15.0 to 20.0	2.50	2.50	2.00	2.25
7.	Above 20.0 to 24.0	2.75	2.75	2.00	2.50
8.	Above 24.0	3.00	3.00	2.00	2.75

Provided that the width of means of access mentioned under table 3 is to be taken as the average road width abutting the entire length of the plot.

(2) While calculating the floor area under this chapter, the following shall not be included, namely:—

(a) stair cover not exceeding 3.0 m. in height and stair case with landing up to the extent of the width of the stairway in each floor including ramp if there be any,

(b) lift machine room as per latest edition of the National Building Code,

¹[(c) 3.0 sq.m for every lift in each floor including roof, if any,]

(d) roof tanks and their support, the height of support not exceeding 1 m,

(e) chimneys, ventilating, air-conditioning and service equipments attached to the building :

1. Subs. by cl. (7)(1)(a) of the Notification No. 480/MA/O/C-4/3R-13/2012, dated 21.10.2014, w.e.f. 22.10.2014, which was earlier as follows :

"(c) lift landing lobby with a maximum area of 3 sq.m in all floors including roof if any,".

NOTE : Calculations for required car parking space should be made on the basis of carpet area of the building unless otherwise, mentioned, other than the car parking area itself.

- (2) Notwithstanding the provisions of sub-rule (1), the Mayor-in-Council may in any area or ward or borough for the purpose of this provision consultation with the Municipal Building Committee, require additional parking spaces to be provided in such area as mentioned in Table 6 (1) of sub-rule of this rule.

- ¹[(3) Mechanical parking shall be allowed in all floors and in open space without encroaching the statutory open spaces up to two tier level with 5.0 m. ramp and driveways provided advantage of FAR will be given for one tier of parking only and no back to back parking will be allowed.";

79. Parking, loading and unloading space for transport vehicles

In the case of any building other than a residential building, the Mayor-in-Council shall, in consultation with the Municipal Building Committee, specify the requirements of parking, loading and unloading spaces for trucks, buses, ambulance vans or other types of transport vehicles as necessary in addition to the spaces required for motor cars.

80. Parking spaces to be distinct

The open spaces required under Chapter IX and driveway shall not be treated as parking space for the purpose of these rules. However, open car parking may be allowed on the mandatory open space,

²[Provided that a clear driveway is maintained as follows :

- (i) 4.0 m. for building height up to 15.5 m;
- (ii) 5.0 m. for building height above 15.5 m and up to 25.5 m; and
- (iii) 6.0 m for building height above 25.5 m].

Chapter XII

PROVISIONS FOR MORE THAN ONE BUILDING IN A PLOT

81. General

- (1) The provisions of this Chapter shall, notwithstanding anything contained in any other provisions of these rules, but, subject to the provisions of the Act, apply in relation to more than one building on a plot:

Provided that a two storied service building up to a maximum floor area of 200 sq.m. in the same plot shall not be considered as more

1. Subs. by cl. (10) of the Notification No. 480/MA/O/C-4/3R-13/2012, dated 21.10.2014, w.e.f. 22.10.2014. Earlier which was as follows :

"(3) Multilevel mechanical parking shall only be allowed on the open spaces without encroaching the statutory open spaces. The number of cars so parked shall not be more than fifteen percent of the car parking requirement as stipulated in sub-rule (1) subject to approval of the Mayor-in-Council in consultation with Municipal Building Committee."

2. Subs. by cl. (11) *ibid*, w.e.f. 22.10.2014, for the words "Provided that a clear driveway of 6.00 m. width is maintained".

than one building for this purpose provided such building complies with the other provisions of these rules.

- (2) Every building on a plot containing more than one building which does not abut on means of access shall abut an internal road connecting the means of access of the plot. The floor area ratio shall be calculated on the basis of the width of means of access on which the plot abuts.
- (3) The width of such internal roads shall not be less than 4.0 m. Where internal road of 4.0 m. of width is not possible to be provided due to an existing building constructed prior to the commencement of these rules, a building of not more than 7 m. in height may be allowed, provided that the width of the internal road shall not be less than 1.20 m.
- (4) Every internal road as required under this rule shall be kept free from any projection thereon and shall be kept open to the sky. No chajja or cornice or weather shed more than 600 mm. shall overhang or project thereon.
- (5) The minimum width and the maximum length of all such internal roads shall be as per table below :—

Table 6A
Width and Length of Internal Roads

Minimum width of Internal Roads	Maximum Length of Internal Roads	
	For internal roads closed at one end	For internal roads open to street at both end
(a) 4.00 m.	50 m.	100 m.
(b) 7.00 m.	100 m.	200 m.
(c) 9.00 m.	No restriction	No restriction

- (6) The maximum permissible height of any building on a plot shall be determined by the width of the means of access on which the plot abuts according to the Table 5 of sub-rule (1) of rule 74.
- (7) In case of buildings within a plot not being of same occupancy, any individual building of any particular occupancy shall comply with the rules for that occupancy excepting the provisions of ground coverage and floor area ratio.
- (8) Every building shall have minimum external open spaces as prescribed under Chapter IX of these rules, provided that on these open spaces, internal roads may be constructed.
- ¹[(9) The plot having an existing heritage building or waterbody, the internal road width between such buildings may be allowed to be 3.5 m

1. Ins. by cl. (12) of the Notification No. 480/MA/O/C-4/3R-13/2012, dated 21.10.2014, w.e.f. 22.10.2014.

irrespective of the length of such internal road on the recommendation of the Municipal Building Committee without disturbing such heritage building or waterbody provided that the existing heritage building or waterbody or both taken together occupy at least 25% of the land area.]

Chapter XIII EXISTING BUILDING

82. Provisions regarding existing buildings

- (1) The provisions of this chapter shall, notwithstanding anything contained in any other provisions of these rules, apply in the case of an existing building.
- (2) In this chapter, the expression "existing building" means any building which was erected before the date of coming into force of these rules in accordance with a building plan sanctioned by an authority competent to sanction such building plan under Bengal Municipal Act, 1932, Kolkata Municipal Act, 1951, Kolkata Municipal Corporation Act, 1980, or any other law for the time being in force and which does not comply with the provisions of rule 62, rule 63, rule 64, rule 65, rule 66 and rule 70 of these rules and—
 - (a) the buildings which are allowed to stand under section 400(1) of the Act, and
 - (b) the buildings allowed to stand in refugee rehabilitation plots under section 413A of the Act.
- (3) If the height of the building exceeds fifteen and a half m., the same shall be subject to compliance with the provisions of rule 69.
- (4) The extent of the setback shall be such as to make the addition to the building conform to the provisions of Chapter IX from the properly boundaries.
- (5) If any car parking space is required to be provided under Chapter XI for the new area proposed to be added and no such car parking space can be provided in such existing building, the floor area allowable under rule 69 shall be reduced by the area required for such car parking space. For this calculation, the area required for one car parking space is to be taken as 25 sq.m. Existing car parking spaces as per sanctioned building plan shall be taken into account as car parking spaces, even if the same does not conform to the specified size of 2.50 x 5 m.
- (6) If the dimension of stair, corridors, ventilating shaft and set backs of an existing building constructed as per the sanctioned plan are less than those stipulated under the present rule, the Municipal Commissioner may allow the construction of the added portion as per dimensions of the existing portion, without compliance to the provisions of existing rules.
- (7) The provisions of other Chapters of these rules shall apply in all other respects.

- (2) The Municipal Commissioner may require rain-water pipes to be connected to a drain or sewer through a covered channel formed beneath any street to connect the rain-water pipe to a road gutter or in any other approved manner and/or rain water harvesting system in conformity with rule 144.
- (3) Rain-water pipes shall be affixed to the outside of the walls or through pipe shaft of the building or in recesses or chases cut or formed in such walls or in such other manner as may be approved by the Municipal Commissioner.
- (4) Every terrace on the topmost storey of any building shall have a common access and shall not be subdivided.

118. Basement

- (1) Subject to provisions of the West Bengal Town and Country (Planning and Development) Act, 1979 a basement may be constructed under any building subject to conformity with the relevant rules.
- (2) A basement may be put to any of the following uses—
 - (a) as a parking space,
 - (b) as an air-conditioning plant room or room for other machines used for any building service or for other purposes.
 - (c) as a storage space for household or other goods of nonflammable nature,
 - (d) as a strong room or as a bank cellar,
 - (e) as a dark room,
 - (f) as a stack room in any library,
 - (g) for the purposes of a business building or mercantile building (retail) or an assembly building, if it is airconditioned and the top of the basement is at least 1.0 m. above ground level, provided the fire safety norms as per National Building Code are complied with.
- ¹[(3) Outer walls of a basement may be extended below ground level up to a maximum of 5.0 m from the property line only for one level of basement for use of parking only. In case more than one basement is required, the depth of the basement shall not exceed the distance between boundary line and outer periphery of basement in all sides.]
- (4) No basement or portion thereof shall be used for residential purpose.
- (5) No kitchen, bathroom or water closet shall be permitted in any basement unless there is proper drainage arrangement. If permitted, such kitchen, bathroom or water closet shall be placed against an external wall of the basement, which shall also be the external wall of the building, and shall be adequately lit and ventilated. Detailed plans

1. Subs. by cl. (21)(a) of the Notification No. 480/MA/O/C-4/3R-13/2012, dated 21.10.2014, w.e.f. 22.10.2014. Earlier which was as follows :

"(3) Outer walls of a basement shall not extend within the exterior open spaces as required under Chapter IX of these rules."

124. General exit requirements

(1) The following general requirement shall apply to all exits:

- (a) exit may be both horizontal and vertical and shall be free from any obstruction,
- (b) no building shall be altered so as to reduce the number, width or protection of exits to less than what is required under these rules,
- (c) exits shall be clearly visible and routes to reach exit shall be clearly marked,
- (d) all exits shall be properly illuminated,
- (e) fire fighting equipments shall, where provided along exits, be suitably located and clearly marked so as not to obstruct the exit way and there shall be clear indication about its location from either side of the exit,
- (f) alarm devices shall be installed to ensure prompt evacuation through exits,
- (g) all exits shall provide continuous means of egress to the exterior of a building or to an exterior open space of the premises leading to a street or means of access,
- (h) exits shall be so arranged that they may be reached without passing through another occupied unit.

(2) An exit shall be a door-way of a room, corridor, passage-way to staircase, ramp or a verandah or terrace which has access to the street or to the roof of a building. An exit may also include a horizontal exit leading to an adjoining building at the same level.

(3) Lifts and escalators shall not be considered as exits. However, if the lift lobby and shaft is recommended as per requirement of West Bengal Fire Services Act, 1950 it may be considered as fire escape route.

(4) All basements shall have a minimum of two exits. Ramps to the basement shall also be considered as exits.

125. Arrangements of exits

(1) Exits shall be so located that the travel distance shall not exceed—

- (a) 22.5 m., in the case of a residential building or an educational building or an institutional building,
- (b) 30 m., in the case of an assembly building or a business building or a mercantile building or an industrial building or a storage building.

(2) For floors with sprinklers which are not part of the requirements for that floor and occupancy, the travel distance in sub-rule (1) may be increased by 50 per cent, of the distance preserved in clause (a) and (b) of sub-rule (1) of this rule.

- (3) The travel distance to an exit from the dead end of a corridor shall not exceed half the distance specified in sub-rule (1), except in an educational building or an assembly building or an institutional building in which case it shall not exceed 6 m.
- (4) Whenever more than one exit is required for any room space or floor of a non residential building, exits shall be placed as remote from each other as possible and shall be arranged to provide direct access in separate directions from any point in the area served.

126. Requirements regarding staircases

All buildings referred to in rule 123 shall be provided with such number of staircases as the Municipal Commissioner may require. Under no circumstances, the number of staircases shall be less than two in the case of a building of more than twenty m. in height and one of them being on the external face of the building and shall be enclosed type as per requirement of West Bengal Fire Services Act, 1950. In case the staircase or staircases are not facing external surface of the building or not having ventilation shaft, mechanical ventilation shall be provided, if required.

127. Minimum Width provisions

The following provisions for minimum width shall be made :—

Table 8A

Category of Building	Height of the Building, (Mtrs.)	Width of the Stairway (Mtrs.)	No. of Staircase
Residential	Above 7.00	1.00	1
	Above 7.00 and up to 10.00	¹ [1.0 m with landing 1.2 m. having maximum 150 sq.m. floor plate in each floor]	1
	² [Above 10.00 and up to 15.50]	² [1.1 m with landing 1.35 m. having maximum 150 sq.m. floor plate in each floor]	1
	Above 15.50 and up to 20.00	1.25	2
	Above 20.00 and up to 25.50	1.25	2
	Above 25.50 and up to 40.00	1.25	2
	40.00 and above	1.50	2

1. Subs. by cl. (22)(i)(a) of the Notification No. 480/MA/O/C-4/3R-13/2012, dated 21.10.2014, w.e.f. 22.10.2014, for "1.20".

2. Subs. by cl. (22)(i)(b) *ibid*, w.e.f. 22.10.2014. Earlier which was as follows :

"Above 10.00 and Up to 12.50	1.35
Above 12.50 and Up to 15.50	1.35".

However, for residential building not having more than three tenements or 500 sq.m. per floor (whichever is less) one staircase of 1.50 m. of width may be permitted up to a building height of 20 m. If in any case, the floor area or the number of tenements exceed the above value, the number of staircases should be increased as per the prescribed Table No. 8A.

Table 8B

Category of Building	Area per floor	Width of the Stairway (Mtrs.)	Minimum No. of Staircase (Height up to 12.5 Mtrs.)	Minimum No. of Staircase (Height Above 12.5 Mtrs.)
Educational	Up to 500 sq.m.	¹ [1.5]	1	2
	Above 500 sq.m.	² [1.8]	2	2
Assembly	Up to 500 sq.m.	1.50	1	2
	Above 500 sq.m.	2.0	2	2
Institutional	Up to 500 sq.m.	1.50	1	2
	Above 500 sq.m.	2.0	2	2
Business	Up to 500 sq.m.	1.50	1	2
	Above 500 sq.m.	1.50	2	2
Mercantile (Retail)	Up to 500 sq.m.	1.80	2	2
	Above 500 sq.m.	2.00	2	2

However, buildings for marriage halls, banquet halls, multipurpose hall etc. shall have at least two staircases ³[having a minimum width of 1.5 m.] for any height and floor area.

Table 8C

Minimum width provision for passage and corridors

Category of passage or corridor	Minimum width (m.)
Passage connecting vertical exit and the tenement or units	Not less than the width of each stairway specified under Table 8A and 8B
Passage within an apartment	1.0 m.
Passage giving access to shops in a mercantile building—	
(a) shops on one side only	2.0
(b) shops on both side	3.0
Passage in a business building	2.5

1. Subs. by cl. (22)(ii)(a) of the Notification No. 480/MA/O/C-4/3R-13/2012, dated 21.10.2014, w.e.f. 22.10.2014, for "1.35".
2. Subs. by cl. (22)(ii)(b) *ibid*, w.e.f. 22.10.2014, for "2.0".
3. Ins. by cl. (22)(ii)(c) *ibid*, w.e.f. 22.10.2014.

(b) for any other size of the plot, in between the plot size of 201 to 500 square metres, the percentage of coverage shall be calculated by direct interpolation.

(2) When a plot contains more than one building, the maximum permissible ground coverage for the building shall be as stipulated in rule 54.

¹[(3) For buildings on plots measuring 3000 Sqm. and up to 5000 Sqm. additional ground coverage to the extent of 10% may be allowed for car parking and building services. The additional ground coverage of 10% will be exclusively utilized for car parking, ramps, stair case, lifts for upper level car parking and building services, such as A.C. Plant room. Generator Room. Fire Fighting equipment, electrical equipment etc.]

²[(4) For buildings on plots exceeding 5000 Sq.m additional ground coverage to the extent of 15% may be allowed for car parking and building services. The additional ground coverage of 15% will be exclusively utilized for car parking, ramps, staircase, lift for upper level car parking and for building services such as Air Conditioned plant room, generator room, fire fighting equipments, electrical equipments :

Provided that in respect of the "use group" of industrial and storage buildings referred in this sub-rule, the additional ground coverage not exceeding 10% out of 15% may be used over and above the ground coverage allowed under these rules.]

47. Addition of new plot.—When one or more plots of land are added to one or more premises by way of amalgamation or otherwise, in that event the existing buildings on any plot/plots, if any, shall stand as authorized in case those are constructed in accordance with the building rules of the material time when the building/buildings was/were sanctioned. Addition, alteration to the sanctioned building or addition of a new building or new block on newly added land/lands may be permitted as per these rules considering amalgamated land to be a new plot.

48. Linking of two blocks.—Notwithstanding anything contained in rule 51 if there are two adjacent plots or adjacent buildings of the same owner, gangways between two buildings may be permitted at any level subject to the condition that it does not obstruct movement of vehicles or fire vehicles. The minimum width of the gangway shall not be less than that of stairway and not exceeding 3.00 metres at any place.

³[48A. Permissible Floor Area Ratio (FAR) of building in areas other than the Municipalities in hill areas.—(1) for every building in areas other

1. Subs. by cl. (2)(a), vide Notification No. 555/MA/O/C-4/3R-2/2022, dated 27.7.2023, earlier which was as follows :

"(3) For buildings on plots measuring 5000 sq.m. or more, the additional ground coverage to the extent of 15% may be allowed for car parking and building services. The additional ground coverage of 15% will be exclusively utilized for car parking, ramps, staircase, lift for upper level car parking and for building services such as Air Conditioned plant room, generator room, fire fighting equipments, electrical equipments not exceeding 5% out of such 15% shall be used subject to compliance of other relevant building rules."

2. Ins. by cl. (2)(b), *ibid*, dated 27.7.2023.

3. Rule 48A ins. by Notification No. 105/MA/O/C-4/3R-14/2015, dated 26.2.2016, cl. (10).

than the municipalities in hill areas, the Floor Area Ratio shall be as specified in the Table Below :—

Table
Maximum Permissible Floor Area Ratio (FAR)

Sl. No.	Width of Means of Access (m)	Residential Buildings	Use Groups of Buildings		
			Educational Buildings	Industrial, Storage and Hazardous buildings	Assembly, Institutional, Business, and Mercantile Buildings including Mixed use buildings
1.	Upto 2.4	Nil	Nil	Nil	Nil
2.	Above 2.4 to 3.5	1.25	Nil	Nil	Nil
3.	Above 3.5 to 7.0	1.75	Nil	Nil	Nil
4.	Above 7.0 to 9.0	2.00	2.00	Nil	Nil
5.	Above 9.0 to 14.5	2.25	2.25	2.00	2.00
6.	Above 14.5 to 20.0	2.50	2.50	2.00	2.25
7.	Above 20.0 to 24.0	2.75	2.75	2.00	2.5
8.	Above 24	3.00	3.00	2.00	2.75

Provided that the width of means of access mentioned in the table above is to be taken as the average road width abutting the entire length of the plot :

Provided further that all steel towers above 15.5 meter height should be ground based ones. Minimum access to such structure should not be less than 5 meter on any part. No such structure should be constructed on the mandatory open spaces of any existing building.

(2) While calculating the floor area under this part, the following shall not be included :—

- (i) stair cover not exceeding 3.0 meters in height and stair case with landing up to the extent of the width of the stairway in each floor including ramp if there by any,
- (ii) lift machine room as per latest edition of the National Building Code. Lift Landing lobby with a maximum area of 3 sqm for every lift in each floors including roof, if any;
- (iii) roof tanks and their support, the height of support not exceeding 1 meter;
- (iv) chimneys, ventilating, air-conditioning and service equipment attached to the building :

Provided that the aggregate area of these structures mentioned at (i) to (iv) shall not exceed one-third area of the roof upon which these are erected;

(b) If one of the building exceeds 15.5 m in height—

- (a) 5.00 m — if height of the other building is more than 12.5 m but less than 15.5 m.;
- (b) 4.00 m. — if height of the other building is more than 10.0 m. but less than 12.50 m.;
- (c) 3.50 — if height of the other building is more than 7.00 m. but less than 10.00 m.;
- (d) 3.00 — if height of the other building does not exceed 7.00 m.;

Note I— The sub-rule shall not be applicable in case the adjoining structure is not exceeding 5.00 m. in height.

Note II— In case of multiple blocks of buildings connected with each other, the open spaces between the two blocks will have to be 15% of the height of the lower block or 7.00 m whichever is more.]

1[(5) Open space norm for construction of dwelling houses for poor under various Government schemes : Notwithstanding anything contained in this rule, the open space norm stipulated in this rule shall not be applicable for construction of dwelling houses for poor slum dwellers under various programmes implemented by the Government of India or the State Government. The Municipality shall fix the open space norm under this sub-rule in consideration of the ground realities but subject to the provisions of the Act and rules made thereunder.]

51. Exemption related to Open Spaces calculations.—(1) Cornice, chajja or weather shade and all such features related to facade treatment such as fins, flower boxes, pilasters, column capitals, arches, pediments, trellises, ducts for encasing pipe lines, pipe supports and all such features used to enhance the aesthetic quality of a building (not more than 50 cm) shall be allowed to overhang or project over the said open space :

Provided that such projections shall not be allowed at a height less than 2.5 metres over the ground level. Ducts for encasing pipe lines, pipe supports will however be allowed from the ground level without creating obstruction to the movement of vehicles or Fire Tender wherever applicable as per rule.

(2) Sewer and its appurtenances, underground water reservoir, septic tank and ramp may be allowed to be constructed in the open spaces up to 60 cm above ground level provided that these do not obstruct vehicular movement.

A canopy or canopies and/or a porch or porches each not exceeding 15 squares metres in area or one percent (1%) of the ground floor area whichever is higher, having a clear width of not less than 2.5 metres may be allowed at a minimum clear height of 2.5 metres from the ground level;

Provided that requisite space for the movement of fire tender is left all round the building unobstructed by such canopies or porches.

(3) Outdoor type transformer will be allowed to be installed in the mandatory open space provided it keeps clear minimum open space of

1. Sub-rule (5) ins. by Notification No. 227/MA/O/C-4/3R-8/2002 (Pt-I), dated 9.4.2010.

1.2 metre from the adjoining boundary line. While providing such space for transformer, a minimum open space of 4.00 M shall have to be kept to facilitate vehicular movement in cases wherever applicable as per rule.

52. Provision of parking space for a building within a plot in the areas other than municipalities in hill areas.—(A) Minimum Parking Space :

(1) No off-street parking space shall be less than—

- (a) 12.5 square meters (2.5 meters in width and 5 meters in length) for a motor car, with a minimum head room of 2.2 meters if parked in covered area;
- (b) 37.5 square meters (3.75 meters in width and 10 meters in length) for a truck and bus with a minimum head room of 4.75 meters if parked in a covered area.

(2) The minimum width of circulation driveway to be provided for adequate manoeuvring of vehicles shall be 4.0 mtrs. for cars and 5.00 mtrs. for trucks exclusive of parking space referred to in sub-rule (1). However, a projection from a height above 5.50 mtrs. from the ground level may be permitted keeping the mandatory open space open to sky as per this rule.

(3) The parking layout plan shall be so prepared that the parking space for each vehicle becomes directly accessible from driveway or circulation driveway or aisles. However stack car parking arrangement will be allowed in such a way that every car can be moved by shifting not more than one car. This stack car parking will be allowed only on the basement and ground floor levels.

(4)(a) For building with different uses, the area of parking space shall be worked out on the basis of respective uses separately and parking space to be provided for the total number of vehicle thus required.

(b) In case of a plot containing more than one building, parking requirement for all buildings shall be calculated on the basis of consideration the area of respective use or uses.

(5) Notwithstanding anything contained in sub-items (1), (2), (3) or (4) of this rule if the building site abuts on a street or means of access which is less than 3.5 meters, parking space may not be insisted upon.

(6) In calculating the areas of different occupancies in the same building or different units of same occupancy in a building, the areas of common spaces of any floor which is included in the calculation of the Floor Area Ratio as per provision of these rules shall be distributed proportionately amongst the different units or occupancies. However, in case of residential use, the actual floor area of the tenements shall be considered excluding the areas of the common space. The requirements of car parking spaces shall be calculated accordingly.

(B) Parking Space requirements for motor cars : (1) The parking space requirements for motor cars in respect of different categories of buildings are given in the Table below :—

Off-street Car Parking Space

TABLE

Sl. No.	Occupancy	Car Parking Space Requirement
I.	Residential	<p>(a) One car parking space to be provided for every ¹[130] sqm. of floor area up to a total floor area of 600 sqm.</p> <p>(b) One car parking space to be provided for every ²[120] sqm. of floor area above a total floor area of 600 sqm. up to 5000 sqm.</p> <p>(c) One Car parking space to be provided for every ³[110]sqm. of floor area above a total floor area of 5000 sqm.</p> <p><i>Note I.</i>—However for building or buildings having individual tenements size not exceeding 60 sqm. in the entire building, one car parking space to be provided for every 250 sqm of floor area;</p> <p><i>II.</i>—For the purpose of calculation of number of car park nearest whole number is to be considered.</p>
II.	Educational	For all educational buildings, one car parking space and one bus parking space are to be provided for every 500 sqm of floor area and part thereof (exceeding 50%). However, at least one car parking space is to be provided for every educational building.
III.	Institutional	For hospitals and other health care institutions—
		<p>(i) One car parking space for every 150 sqm of floor area is to be provided for a total floor area not exceeding 1000 sqm. However, at least one car parking space is to be provided for such institution building.</p> <p>(ii) One car parking space for every 100 sqm of floor area is to be provided for a total floor area exceeding 1000 sqm (subject to a maximum of 250 nos. of car parking space).</p>
IV.	Assembly	<p>(a) For theatres, motion picture houses, auditorium or similar other halls – one car parking space for every 75 sqm of floor area shall be required. However, at least one car parking space is to be provided for such buildings even having less than 75 sq.m of floor area,</p>

1. Subs. by Notification No. 105/MA/O/C-4/3R-14/2015, dated 26.2.2016, cl. (13)(i), for the number "150".
2. Subs. by *ibid*, dated 26.2.2016, cl. (13)(ii), for the number "140".
3. Subs. by *ibid*, dated 26.2.2016, cl. (13)(iii), for the number "130".

Sl. No.	Occupancy	Car Parking Space Requirement
		<p>(b) For Exhibition Halls, Town Hall or City Halls and similar other halls – one car parking space for every 200 sqm of floor area shall be required. However, at least one car parking space is to be provided for such halls even having less than 200 sq.m of floor area,</p> <p>(c) For restaurant, eating houses, bars, clubs, gymkhana, dance halls - one car parking space for every 75 sqm of floor area and/or part thereof (exceeding 50%). However, at least one car parking space is to be provided for such buildings even having less than 75 sq.metres,</p> <p>(d) For hotels – one car parking space for every 250 sqm of floor area and/or part thereof (exceeding 50%). However, at least two car parking space is to be provided for such hotel buildings :</p> <p>Provided that for Hotels with Banquet Hall for other facilities like Conference, Marriage Ceremony and other public gatherings one car parking space for every 50 sqm of such floor area of banquet hall shall be required additionally :</p> <p>Provided further that while calculating the area of hotel to assess the requirement of car parking, area of banquet hall will not be considered.</p> <p>(e) For boarding house and guest house – one car parking space for every 500 sqm of floor area and/or part thereof (exceeding 50%). However, at least one car parking space is to be provided for such houses.</p> <p>For other assembly buildings like place of worship, gymnasium, sports stadium, railway or bus passenger station, airport terminal; or any other places where people congregate or gather — requirement of parking space shall be determined by the Chairman-in-Council.</p> <p>One car parking space for every 100 sqm of floor area and/or part thereof (exceeding 50%). However, at least one car parking space is to be provided for such building.</p>
V.	Business	
VI.	Mercantile (retail)	<p>(a) For floor area up to 50 sq.m.—no car parking space.</p> <p>(b) For floor area above 50 sq.m.—one car parking space plus an additional car parking space for every 100 sq. m. of the covered area.</p>

Sl. No.	Occupancy	Car Parking Space Requirement
VII.	Industrial, Storage and Mercantile (Wholesale)	<p>(a) For floor area up to 200 sq.m.—no car parking space.</p> <p>(b) For floor area above 200 sq.m.—one car parking space for every 200 sq.m. and one truck parking space for every 1000 sqm. subject to a minimum of one truck parking space.</p> <p>In no case the required car parking space shall exceed 50 and the required truck parking space shall exceed 50 :</p>

Provided that while calculating the floor area for the purpose of car parking space required, covered areas for car parking are not to be considered.

(2) Notwithstanding the provisions of sub-item (1) this part, the Chairman-in-Council may in any area or ward or borough for the purpose of this rule, require additional parking spaces to be provided in such area.

(C) Parking spaces to be distinct :

The open spaces required under rule 50 and driveway shall not be treated as parking space for the purpose of these rules. However, open car parking may be allowed on the mandatory open space, provided that a clear driveway of 4.00 mtrs. width is maintained.

¹[(D) Based on the occupancy pattern and total parking provisions in the premises of the various types of building, charging infrastructures are to be provided for 10% of the total parking spaces for Electric Vehicles in respect of Residential Buildings having more than thirty (30) flats or apartments. Institutional, Assembly, Business, Industrial, Storage and Mercantile buildings, with an additional power load and safety factor as may be determined by the State Government from time to time by notification or order.]

²[53. **Certificates to be submitted with the Building plan.**—(1) In the case of any building, the Board of Councillors may sanction the building plan of buildings, if not otherwise provided in any law for the time being in force, on the basis of Certificate(s) given by the Architect, empanelled LBS, Structural Engineer, Geo-technical Engineer, Structural Reviewer, as the case may be, as specified in rule 15, and also in consultation with the Land Use and Development Control Plan, if any, of the concerned municipal area before giving such approval.

1. Ins. by cl. (3), vide Notification No. 555/MA/O/C-4/3R-2/2022, dated 27.7.2023.
2. Rule 53 subs. by Notification No. 105/MA/O/C-4/3R-15/2015, dated 26.2.2016, cl. (14), for the existing rule, which earlier amended by Notification No. 773/MA/O/C-4/3R-2/2015, dated 1.12.2015 and finally stood as follows :

"53. **Tall buildings** (exceeding fourteen and a half metres in height).—(1) In Municipality the building height shall not normally be more than 14.50 metres (fourteen and a half metres). But in the case of any building exceeding 14.50 metres in height,

[Footnote contd. on the next page]

(3) Garage and parking space shall be raised at least 15 centimetres above the ground level.

58. Habitable room.—(1) No habitable room shall have an area less than 9.50 sq. metres having a minimum width of 2.40 metres, where there is only one room. In case of more than one room, one of these rooms shall be not less than 9.50 sq. metres with a width of 2.40 metres at the minimum and the others shall not be less than 7.50 sq. metres in area with a minimum width of 2.10 metres ¹[Floor to Floor height of all building shall be at least 3.05 metres].

(2) No habitable room shall have a height of less than 2.75 metres measured from the surface of the floor to the lowest point of the ceiling or the underside of any slab :

Provided that in the case of any centrally air-conditioned building, the height of any habitable room shall not be less than 2.4 metres measured from the surface of the floor to the underside of any slab or false ceiling, as the case may be :

Provided further that the height from the surface of the floor up to the beam shall not be less than 2.4 metres :

Provide also that in the case of any pitched roof, the average height shall not be less than 2.75 metres and the minimum height at eaves level shall be 2.1 metres.

(3) All rooms in any building irrespective of their use-group, utilized for human habitation, shall conform to sub-rules (1) and (2) of this rule.

(4) All room to be used as retail shop shall have a minimum clear height of 2.3 metres measured from floor to bottom of the ceiling or beam, whichever is lower.

59. Roof.—(1) The roof of a building shall be so constructed or framed as to permit effectual drainage of the rain-water therefrom by means of sufficient rain-water pipes of adequate size, wherever required, and so arranged, joined and fixed as to ensure that the rain-water is carried away from the building without causing dampness in any part of the walls or foundations of the building or those of an adjacent building.

(2) The Board of Councillors may require rain-water pipes to be connected to a drain or sewer through a covered channel formed beneath any street to connect the rain-water pipe to a road gutter or any other approved device.

(3) Rain-water pipes shall be affixed to the outside of the walls of the buildings in recesses or chases cut or formed in such walls or in such other manner as may be approved by the Board of Councillors.

(4) Every terrace on the top-most storey of any building shall have a common access and shall not be sub-divided.

60. Kitchen.—(1) No kitchen shall have a floor area of less than 4.5 sq. metres and width of less than 1.8 metres :

Provided that if any kitchen is to be used for eating purposes also, such floor area shall not be less than 9.5 sq. metres and the width shall not be less than 2.4 metres.

1. Ins. by Notification No. 105/MA/O/C-4/3R-15/2015, dated 26.2.2016, cl. (17).

(3) An area up to 25 per cent of the covered area on the ground floor shall be allowed.

(4) The height of any mezzanine floor shall not be less than 2.1 metres or more than 2.7 metres.

67. Service Floor.—One service floor having maximum clear height of 1500 mm. may be allowed between any two floors for plumbing, electrical and other utility services in case of buildings other than residential use.

68. Store room.—No store room in any residential building shall have a floor area less than 1.5 sq. metres and a height of less than 2.1 metres.

69. Garage.—(1) No garage for cars shall be less than 2.5 metres x 5 metres.

(2) The minimum head room in a garage shall be 2.25 metres and floor level of the garage at ground floor must not be lower than ground level.

(3) The size of any garage where more than one motor car is parked shall be calculated on the basis of the number of vehicles to be parked there.

(4) No garage for trucks shall be less than 3.75 metres x 10.00 metres with a minimum head room of 3.50 metres.

70. Basement.—(1) Subject to specifications, if any, made in this behalf under the West Bengal Town and Country (Planning and Development) Act, 1979, the Board of Councillors may specify an area or ward or borough where the construction of any basement shall not be permitted.

(2) A basement may be used—

- (a) as a parking space,
- (b) as an air-conditioning plant room or room for other machines used for any building service or for other purposes,
- (c) as a space for a stand by generator for power supply,
- (d) as a storage space for house-hold or other goods of non-inflammable nature,
- (e) as a strong room or bank cellar,
- (f) as a dark room,
- (g) as a stack room in any library, or
- (h) for the purpose of a business building or mercantile building (retail) or an assembly building if it is air-conditioned and the top of the basement is at least 750 mm above ground level :

Provided the fire safety norms as per National Building Code are complied with.

¹[(3) Outer walls of a basement may be extended below ground level upto a maximum of 5.00 m from the property line only for one level of basement for use of parking only. In case of more than one basement is required, the depth of the basement shall not exceed the distance between boundary line and outer periphery of basement in all sides.]

1. Sub-rule (3) subs. by Notification No. 105/MA/O/C-4/3R-14/2015, dated 26.2.2016, cl. (19), for the existing sub-rule, which stood earlier as follows :

"(3) Outer walls of a basement shall not extend to the exterior open spaces as required under these rules."

PART VII

Exit Requirements of Buildings

75. Definitions.—In this Chapter, unless the context otherwise requires,—

- (a) "exit" means an escape route which includes passage, channel or means of access from any buildings, storeys or floor area to a street or other open space of safety and includes a vertical exit or a horizontal exit or an outside exit;

Explanation.—In this clause,—

- (i) "vertical exit" means an exit used for ascension or descension between two or more levels including stairways, smoke proof towers, ramps, lifts, escalators and fire escapes,
- (ii) "horizontal exit" means a protected opening through or around a fire wall or a bridge connecting two buildings,
- (iii) "outside exit" means an exit from the building to a street or to an open area leading to a street or to an enclosed fire resistive passage leading to a street;
- (b) "travel distance" means the distance from the exit of a tenement of any premises on a floor of a building to a place of safety, be it a vertical exit, a horizontal exit or an outside exit, measured along the line of travel.

76. Fire protection.—Every building for residential and educational uses of more than fourteen metres and a half in height, and all buildings of other uses and buildings with basement shall be provided with adequate means of exit and all arrangement for protection in case of fire.

77. General exit requirements.—(1) The following general requirements shall apply to exit :

- (a) all vertical exits or horizontal exits shall be free from obstructions;
- (b) no building shall be altered so as to reduce the number, width or protection of exits to less than what is required under these rules;
- (c) exits shall be clearly visible and routes to reach each exit shall be clearly marked;
- (d) all exits shall be properly illuminated;
- (e) fire-fighting equipment shall, where provided along exits, be suitably located and clearly marked so as not to obstruct the exit way and there shall be clear indication about its location from either side of the exit;
- (f) alarm devices shall be installed to ensure prompt evacuation through exits;
- (g) all exits shall provide continuous means of access to the exterior of a building or to an exterior open space leading to a street or means of access;

- (h) exits shall be so arranged that may be reached without passing through another occupied unit, except in the case of a building for residential and educational uses.

(2) An exit may be a door-way, corridor, passage-way to staircase, ramp or a varandah or terrace which has access to the street or to the roof of a building. An exit may also include a horizontal exit leading to an adjoining building at the same level.

- (3) Lifts and escalators shall not be considered as exits :

Provided that if the lift, lobby and shaft is provided as per requirement of West Bengal Fire and Emergency Services, it shall be considered as fire escape route.

- (4) All basements shall have a minimum of two exits.

Explanation.—Ramps to the basement shall be considered as exits.

78. Arrangements of exits.—(1) Exits shall be so located that the distance between two exits on the floor shall not exceed,—

- (a) 22.5 metres, in the case of a residential building or an educational building or an institutional building or a hazardous building; and

- (b) 30 metres, in the case of an assembly building or a business building or a mercantile building or an industrial building or a storage building.

(2) For floors with sprinklers, which are not part of requirements for that floor and occupancy, the distance in sub-rule (1) may be increased by 50 per cent.

(3) The distance to an exit from the dead end of a corridor shall not exceed half the distance specified in sub-rule (1), except in an educational building or an assembly building or an institutional building in which case it shall not exceed 6 metres.

(4) Whenever more than one exit is required for any room space or floor of a building, exits shall be placed as remote from each other as possible and shall be arranged to provide direct access in separate directions from any point in the area served.

79. Requirements regarding staircase.—All buildings referred to in rule 76 shall be provided with such number of staircases as the Board of Councillors may require. Under no circumstances, the number of staircases shall be less than two in the case of a building of more than fourteen metres and a half in height and one of them shall be on the external face of the building and shall be enclosed or pressurised type as per requirements of West Bengal Fire Services. In case the staircase or staircases are not facing external surface of the building or not having ventilation shaft, mechanical ventilation is required.

80. Minimum Width Provisions.—(1) The following provisions for minimum width of stairways shall be made :—

TABLE I

Category of Building	Height of the Building (in metres)	Width of the Stairway (in metres)	No. of Staircase
Residential	Up to 8.00	1.00	1
	Above 8.00 & Up to 11.00	1.2	1
	Above 11.00 & Up to ¹ [15.5]	1.35	1
	Above ¹ [15.5] & Up to 18.00	1.25	2
	Above 18.00 & Up to 24.00	1.25	2
	Above 24.00 & Up to 36.00	1.25	2
	Above 36.00	1.50	2

(2) For residential buildings of height above ¹[15.5] m and upto a height of 24.00 m with not more than three tenements or 500 sqm. per floor (whichever is less), one staircase of 1.50 mtrs. of width may be permitted. If by any case the floor area or the number of tenements exceed the above value, the number of staircase should be increased as per the prescribed norms in table given below :—

TABLE II

Category of building	Area per floor	Width of the Stairway (Mtr)	Minimum Number Staircase of (Height upto 11.0 Mtrs.)	Minimum Number of Staircase (Height upto 11.0 Mtrs.)
Educational	Up to 500 sqm.	1.35	2	2
	Above 500 sqm.	2.0	2	2
Assembly	Up to 500 sqm.	1.50	1	2
	Above 500 sqm.	2.0	2	2
Institutional	Up to 500 sqm.	1.50	1	2
	Above 500 sqm.	2.0	2	2
Business	Up to 500 sqm.	1.50	1	2
	Above 500 sqm.	1.50	2	2
Mercantile ² [***]	Up to 500 sqm.	1.80	2	2
	Above 500 sqm.	2.00	2	2

1. Subs. by Notification No. 105/MA/O/C-4/3R-14/2015, dated 26.2.2016, cl. (20)(a), for the number and sign "14.50".
2. The word "(Retail)" omitted by *ibid*, dated 26.2.2016, cl. 20(b).

144. Staircase.—(1) In every domestic building, more than one storey in height, the principal staircase shall have a width of not less than 1 metre in every flight :

Provided that where the building is constructed or adopted to be occupied in flats or tenements, the width of the principal staircase serving more than two suites per floor shall be increased by 8 centimetres in every flight for every additional suites on a floor.

(2) Every such staircase shall be adequately lighted and ventilated by windows of not less than 1 sq. metre in area per storey.

(3) No wooden staircase will be allowed.

(4) Minimum clear head room in any staircase shall be two metres and twenty five centimetres as measured from the top of the riser to the lowest position of the ceiling or beam perpendicularly above it.

(5) Every staircase shall be provided with treads of not less than twenty-five centimetres in width and not more than eighteen centimetres in rise without winders with landings of width not less than that of the staircase. The treads and rise of each flight of stairs in such staircase shall be of uniform width and height. (The staircase landing from first floor and above may project from the building line in the wider side space up to a maximum width of 1 metre only.) Clear height of such projected landing above ground level shall be 2.25 m minimum. Similar projection of 1 metre of staircase landing from the building line may also be allowed in the back space for corner plots where no wider side space exists or where the wider side space is reduced to counterbalance the difficulty in planning, but a clear gap of 1.5 metre must always be kept from the property line. Further projection beyond this line will, however, not be allowed in the shape of chajja or in any other form. This projection will, however, not be allowed in back spaces for rectangular plot, nor in the front spaces or in the narrower side spaces of any plot. In the case of buildings other than residential or hazardous building, a staircase shall be provided for every 300 persons who are expected to use the building. No staircase shall be less than 1.5 metre (5 ft) in width and the farthest corner of the building shall not be more than 18 m (60 ft) distant from the staircase. The width of landing at the roof level for all categories of plots shall not be wider than the minimum width of stair flight :

Provided that lift (as per provisions of rule 63) shall have to be provided for a building beyond 13.5 m height from the Ground Level but the lift machine room will be as per latest edition of the National Building Code. The lift machine room will not be included while calculating floor area.

Note : Lift may also be provided in any building other than mentioned above as per norms stated in these rules.

145. Worship room/meditation room within staircase at roof.—A floor over stair flights only in the stair room (mumti) may be constructed by raising the roof level with provision of additional steps, if required, for the purpose of having space for puja. In no case the area of staircase room shall be increased at the roof level for an additional space. Height of puja room shall not exceed 2.28 m (7'6").

146. Asbestos, Cement or Corrugated Iron sheet roofing to garage and staircase top.—Asbestos cement or corrugated iron roofing to open space garage and staircase top may be constructed in place of R.C. roofing.

147. Lofts.—Lofts will be permitted over store room, bathroom and over passages, but in no case will each separate loft exceed 5 sq. metre in area. This will not, however, be considered while calculating the F.A.R.

148. Parapet wall.—The height of the parapet wall on the roof shall not exceed 1.25 metres.

149. Garage.—Minimum size of a private garage within the built up area shall be 9.60 sq. m and minimum clear height and width of garage shall be 1.83 m (6 ft) and 2.25 m (7'4") respectively. The floor of the garage shall have adequate slope for drainage into a grated and grease trapped connection to the soil pipe of the sewage system.

150. Carriageway leading.—Carriageway leading will be allowed in each plot. The carriageway leadings will be constructed under the supervision of the Authority as per written requirement of the lease-holder of the plot. The cost of supervision charge will be borne by the applicants.

151. Sewerage and water supply connections.—(1) The plot owners shall have the right of connecting their private sewerage and water supply lines with sewerage and water supply system of the Municipality and shall derive the benefit of those services only after obtaining specific written permission from the Authority and on payment of connecting fees and other charges under the Act and for complying with the following requirement :—

"The private line of sanitary sewers and water distributions shall be laid by, and under the supervision of, a plumber or plumbing firm registered with the Authority and the plot holder shall apply for water or sewer connections in form 'K' (in duplicate) as a pre-requisite".

(2) Five copies of the sewerage and water supply plans shall have to be submitted for sanction to the Authority in the manner as mentioned in clause (b) of rule 96.

(3)(a) for obtaining sewerage and water supply connection to the building from the supply mains, the owner of the building shall have to obtain a clearance certificate for each floor of the building from the Authority to the effect that no deviation or departure has been made in the building from the sanctioned plan and that sewerage and water distribution system of the building have been done as per sanctioned plan. The clearance certificate in form 'J' will be along with the occupancy certificate in form 'H' issued after final inspection of the building which will be carried out on receipt of requisite intimation from the owner of the building in form 'G' under rule 33.

- (b) (i) The Sewer connection to the Authority's Manhole and/or water line connection to the Authority's water line is to be done strictly under supervision of the officers and/or staff and/or agents authorised for the purpose by the Authority and, for this purpose, the Charge as may be estimated by the Authority having regard to the rest of materials, labour and overhead at the prevailing market rate are to be deposited earlier.
- (ii) Any unauthorise sewer connection or water line connection will be disconnected forthwith without giving any prior notice to the owner or occupier of the building.

(4) (a) The Authority may, in its discretion, give temporary supply of water for construction purpose on payment of charges at the rate of Rs. 25/- per month, subject to the condition that water charge for six months shall be paid in advance initially. For continuation of water supply for construction purpose beyond six months, the plot-holder shall pay monthly charges in advance. In case of default, water supply will be disconnected forthwith without giving any notice to the plot owner.

(b) The Authority reserves the right to forthwith disconnect temporary water supply connection if, on inspection, it is observed that water is being wasted by negligence of the plot owner or the labour working in his plot.

152. Garbage disposal.—A removable garbage bin of specified material and size with a lid will have to be provided by the owners or occupiers and kept within the open space of the premises easily accessible to Government staff. Throwing garbage on street or on adjacent vacant area is strictly prohibited.

153. ¹[Rules relating to open space regulation of Building where Block allotment is made and the Building or Buildings other than Residential Building or Buildings].—

(1) Residential :

- (a) Front Space 2.00 metres fixed;
- (b) Side Space 1.20 metres minimum on narrower side and 3.70 metres minimum on wider side;
- (c) Back Space 7.00 metres minimum.

Note.—Covered area shall not exceed 40% of the gross area.

(2) ²[Any plot of 8K or above] for all other categories of buildings e.g. Office/Hospital, Institutional, Commercial, Business, Assembly, Mercantile, Industrial, Storage ³[IT/ITES] etc. shall comply with the following rules for obtaining building permit :—

(i) Maximum Ground Coverage — 40%;

⁴(ii) minimum mandatory open space shall be as follows :

Size of plot	Front open space (in metre)	Side open space (1) (in metre)	Side open space (2) (in metre)	Rear open space (in metre)
⁵ [8K, 9K and 10K]	2.0	4.0	4.0	7.0
20K	3.0	4.0	4.0	8.0
30K	4.0	4.0	4.0	9.0
Above 30K	5.0	4.0	4.0	10.0

1. Subs by Notification No. 227/MA/O/C-4/3R-8/2002 (Pt-I), dated 9.4.2010, for the words "Rules relating to open space regulation of Building where Block allotment is made".
2. Subs by *ibid*, dated 9.4.2010, for the words "Any plot of 4K or above".
3. Ins. by Notification No. 479/MA/O/C-4/3R-8/2002 (Pt. I), dated 10.9.2007, w.e.f. 10.9.2007.
4. Subs. by *ibid*, dated 10.9.2007, w.e.f. 10.9.2007, which was earlier as follows :
"(ii) FAR for road access of 9 metres, 10 metres and above 17 metres shall be 1.5, 2.5 and 4.0 respectively;".
5. Subs by Notification No. 227/MA/O/C-4/3R-8/2002 (Pt-I), dated 9.4.2010, for the words "10K".

(5) For plots of size not more than 65 (sixty-five) sq. metres, minimum side space of 0.90 metre may be allowed on each side provided the building height does not exceed 6.5 metres.

Explanation :—

- (i) Notwithstanding anything contained in this rule, the minimum distance across the side open space from every new building to an existing building with a door opening or window opening shall be 1.80 metres;
- (ii) Notwithstanding anything contained in this rule, the minimum width of side open space for an industrial or storage or mercantile (wholesale) building shall be 3.50 metres;
- (iii) In the case of a building more than 24.00 metres in depth on a plot abutting any street, a passage along the entire depth of the building shall be provided and the minimum width of such passage shall be 4.0 metres.

(6) The interior open space shall be as follows :—

(a) for inner courtyard,—

in case the whole of one side or part of at least two sides of every room excepting bath, water closets and store-room is not abutting either the front open space, rear open space or side open space, it shall abut an inner courtyard whose minimum width shall be 30% of the height of the building or 3.00 metres, whichever is more.

(b) for ventilation shaft, that is to say,—

for ventilating water closet, bathroom and kitchen such water closet or bath room or kitchen if not opening to front open space, side open space, rear open space or interior open space, shall open on to a ventilation shaft, the size of which shall not be less than the values given below :

Height of building (Metres)	Minimum area of ventilation Shaft (sq. metres)	Minimum width of shaft (metres)
Up to 11.50	1.50	1.00
Above 11.50 but not more than 12.50	3.00	1.20

Note.—No chajja shall be allowed in the ventilation shaft unless the width of shaft is 2.40 metres or more.

(c) the minimum width shall not be less than 20% of the height of the building or 2.50 metres, whichever is more.

(7) The service rooms shall have access by means of two passages of staircases, providing access and exit from higher and lower level floors, the width of which shall not be less than 1.2 metres and the slope shall not be steeper than one 1:1 and so located that the travel distance on any floor up to any such access or exit is not more than 15.0 metres.

(8) Mezzanines are to be used strictly for purposes other than habitation or kitchens and eating places and may be provided between any two floor and

mortar for their full height and if the Board of Councillors so direct, must be carried up to a thickness of not less than 0.25 metre above the roof, flat or gutter to such a height as will give a distance of at least 0.5 metre measured at right angles to the slope of the roof above the highest part of the roof, flat or gutter.

(7)(a) Individual columns of all RCC framed buildings shall in the case of stepped foundations, be interconnected in two directions, at right angles, by RCC beams at the footing level, designed in accordance with BIS Codes of Practice;

(b) Individual column of all RCC framed buildings as well as all external and internal walls of a load bearing structure, shall be interconnected in two directions at right angles by RCC beams at plinth level adequately designed in accordance with BIS Codes of Practice;

(c) There shall be adequately designed RCC lintel bands in all external and internal brick and stone masonry walls at vertical intervals not more than 0.9 metre. These shall be continuous and connected to each other at the same level in the case of all load bearing walls and tied to the columns in case of RCC framed structures.

(8) No building shall be altered so as to reduce the number, width or location of exits to less than what is required under the criteria specified in these rules.

(9) If any car parking space is required to be provided under the criteria specified in these rules and no such car parking space can be provided in such existing building, the floor area allowable under the provisions of these rules shall be reduced by the area required for such car parking spaces which cannot be provided for in the said building.

(10) No building shall be erected or re-erected in any locality, if the Board of Councillors at a meeting records in writing that the proposed construction, either by reason of the nature of its construction and location or by reason of the uses to which it is intended to be put, is likely to affect prejudicially any existing building in the locality by reducing its market value or by diminishing any advantage it enjoys on account of its situation or otherwise.

(11) The Municipality may decide the widths of buffer zone upslope and downslope of National Highways and State Highways where no new construction or addition or alteration to any existing structures or change of use will be allowed.

(12) The minimum widths for corridors within the buildings shall be as follows :—

Residential tenement (internal)	0.9 metres;
Mercantile, Business and Assembly buildings	2.0 metres;
Access to shop in mercantile buildings :	
Shops on one side only	2.0 metres;
Shops on both sides	3.0 metres;

Note.—The width of all other corridors and those connecting vertical exits to individual units shall not be less than the width of the corresponding staircases as specified in these rules.

(13) Rain Water Harvesting (Roof Top Rain Water Harvesting (RWH) : Roof top RWH system shall form a part of all buildings and shall have to be included in the plan in a distinctive manner.

(14) Solar Panel—Provision for use of solar energy in the form of solar heater and / or solar photo cells may be included in the Building Plan.

Note.—If solar energy system is proposed in any building, an incentive to the tune of 10% reduction in the building plan sanction fee may be allowed.

(15) Maintenance of building – Provisions of rule 170 of these rules to be followed.

169. Old and Insecured Buildings.—(1) Old Buildings of the Municipal area which are of age of more than 50 years or have been damaged by natural force like earthquake, fire etc. and which are partly or fully occupied by tenant will get special consideration in respect of their reconstruction as per opinion of the Board of Councillors provided the applicant is fully agreeable to rehabilitate all the tenants after reconstruction by providing the equivalent area under his possession before construction or other wise upon mutual settlement with the tenants.

¹[Provided that additional Floor Area Ratio to the tune of 100% will be allowed over and above the Floor Area Ratio being presently utilized in the existing structure/premises.]

²[(1A) For the building upto 50 years old and is declared unfit for human habitation by the appropriate authority, and when tenants demand, and are assured of equivalent amount of renewed space, post re-construction may also be allowed additional Floor Area Ratio to the tune of 100% over and above the Floor Area Ratio being presently utilized in the existing structure or premises.]

(2) Reconstruction under sub-rule (1) may also be permitted in cases where owner or owners of more than one plot apply for such consideration upon all such plots being amalgamated and mutated as per law.

Explanation : For the purpose of this rule 'special condition' shall be the consideration of reduction of mandatory open spaces, allowing the Extra Height. FAR, Ground Coverage, Car Parking provisions and other rules as will be found necessary as per opinion of the Board of Councillors.

170. Maintenance of Buildings.—(1) In case of buildings older than 20 years, it shall be the duty of the owner of a building to get his building inspected by an Empanelled Structural Engineer (ESE) within a year from the date of coming into force of these rules. The structural inspection report shall be produced by the owner to the Municipal authority. If any action for ensuring the structural safety and stability of the building is to be taken, as

1. Proviso added by Notification No. 773/MA/O/C-4/3R-2/2015, dated 1.12.2015.

2. Sub-rule (1A) inserted by *ibid*, dated 1.12.2015.

Copy forwarded for information to the:-

1. Municipal Commissioner, Kolkata Municipal Corporation.
2. Commissioner, Howrah/ Asansol/ Bidhannagar/ Chandernagore/ Durgapur/ Siliguri Municipal Corporation.
3. Director, Directorate of Local Bodies, West Bengal.
4. Chairman/ Chairperson of Board of Administrators/ Administrator,
_____ Municipality/ Notified Area Authority.
5. Director, Institute of Local Government and Urban Studies.
6. Executive Officer, Nabadiganta Industrial Township Authority.
7. Director, State Urban Development Agency.
8. Chief Engineer (North Zone/South Zone), Municipal Engineering Directorate.
9. Private Secretary to the Hon'ble Minister-in-Charge, UD & MA Department.
10. Sr. P S to the Principal Secretary, Fire and Emergency Services Department.
11. Sr. P S to the Principal Secretary, UD & MA Department.
12. Section Officer, IT Wing of this Department, with the request to upload the same in the Departmental Website.
13. Law Wing of this Department.
14. Guard file of Statutory Wings, UD & MA Department.


Special Secretary