

**FAQ FOR APPROVAL OF FACTORY BUILDING PLAN
UNDER THE FACTORIES ACT, 1948 & DELHI FACTORIES RULES, 1950**

- Q1. What is the role of Directorate of Industrial Safety & Health in approval of Factory Building Plans, before construction/extension?**
- Ans. As per the statutory provisions of Rule 3A of the Delhi Factories Rules, 1950, no site shall be used for location of a factory or no building in a factory shall be constructed, re-constructed, extended or taken into use as a factory or part of a factory, unless previous permission in writing is obtained from the Chief Inspector of Factories/ Director (ISH), Directorate of Industrial Safety & Health (DISH), Labour Department, Govt. of NCT of Delhi, D-Block, Second Floor, 5 Sham Nath Marg, Delhi-110054.
- Q2. Whether warehouses/ storage godowns/ IT related establishments need to take approval from Chief Inspector of Factories/Director (ISH)?**
- Ans. Not at all. Only factories engaged in “manufacturing process” as defined under section 2(k) of the Factories Act, 1948 located in industrial/confirmed areas of NCT of Delhi needs to take approval before commencement of construction of factory buildings as mentioned above.
- Q3. How to apply for Permission/ Approval?**
- Ans. The application for approval of building plan by Chief Inspector of Factories/Director (ISH) is required to be submitted online at the website of Municipal Corporation of Delhi (www.mcdonline.gov.in) under the Single Window Clearance System in light of Ease of Doing Business through common application form/system. A link is also provided in the home page at Our Services, “MCD online service for Factory Building Plan” in the website of Labour Department, Govt. of NCT of Delhi (i.e., www.labour.delhi.gov.in).
- Q4. What are the documents to be submitted for Approval?**
- Ans. The following documents are required to be submitted:-
1. Flow chart of the manufacturing process supplemented by a brief description of the process in its various stages.
 2. Plans in PDF format drawn to scale showing the following details in accordance with the provisions of Rule 3A & Rule 61 of the Delhi Factories Rules, 1950 read with Section 38 of the Factories Act, 1948:-
 - a. The site of the factory and immediate surroundings including adjacent buildings and other structure, roads, drains etc.
 - b. The plan and elevations and necessary cross-sections of the various buildings indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the plant and machinery, aisles and passage ways.
- Q5. Whether any fee is required to be paid?**
- Ans. No fee is required to be paid.
- Q6. What is the procedure for approval?**
- Ans.
1. The application received online in the CIF dashboard at the MCD portal shall be scrutinized by CIF/Director (ISH).
 2. The safety provisions such as water provision exclusively for fire fighting and means of escape in case of fire i.e., alternate emergency staircase with dimensions in accordance with Rule 61 of the Delhi Factories Rules, 1950 read with Section 38 of the Factories Act, 1948 and natural lighting and ventilation shall be checked in accordance with relevant rules of the Delhi Factories Rules, 1950.
 3. The plan shall also be checked whether the plants and machinery, aisles and passage ways are clearly indicated in accordance with relevant rules of the Delhi Factories Rules, 1950.
 4. If the building plan and manufacturing process are inconsonance with the provisions of said Act and Rules, the approval will be granted online.
- Q7. What is the time limit for the said approval?**
- Ans. Building plan shall be approved or rejected within fifteen working days from the date of receipt of application in the dashboard of CIF. In case of approval, approval letter duly signed by Chief Inspector of Factories/ Director (ISH) shall be uploaded through MCD portal within fifteen working days otherwise it will be deemed approval on sixteenth working day.