

INSPECTION PROCEDURE FOR  
GRANT OF PRE-CONSTRUCTION PERMITS,  
BUILDING OCCUPANCY CERTIFICATES  
IN ALL THE INDUSTRIAL ESTATES OF J&K

INDUSTRIES & COMMERCE DEPARTMENT,  
JAMMU AND KASHMIR

### A) Pre-Construction/Plinth Inspection Application:

Name of Service	Pre-Construction/Plinth Inspection Application
Authority/Department	Designated Inspector of J&KSICOP/ J&KSIDCO
Service Condition (i.e. Who requires this service?)	Businesses, industries who want construction permits or building occupancy
Application Method	Online Method (Please visit <a href="http://www.udyogjk.com/">http://www.udyogjk.com/</a> )
List of prescribed documents to be submitted	No documents are required for Pre-Construction/Plinth Inspection Application
Application Processing Fee (if any) and Mode of Payment	Rs.500 (Rupees Five Hundred Only) which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc
Key Approving Authority	Designated Inspector of J&KSICOP/ J&KSIDCO
Prescribed Timeline for service delivery (from date of application)	48 ours

#### Application and approval procedure

- 1) Online Application: Register yourself on the website [www.udyogjk.com](http://www.udyogjk.com). If you are already registered on the portal then login with the registered user id and password.
- 2) Click on Projects and then click on add New Projects



# Industries & Commerce Department

Government of Jammu & Kashmir



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Dashboard

## Welcome to UdyogJK.com

Udyog JK is an Industries and Commerce Department, J&K initiative to provide single platform for online registration of Industrial Units (Initial as well as Advanced). The department is committed to facilitate "Budding Entrepreneur" by adopting e-Governance initiatives.

Udyog JK facilitates young entrepreneur by providing online initial registration and fee payment, generation of tracking number, status of tracking number, advance registration and fee payment, submission of grievance, verification of registration number.

Kindly follow these guidelines to avail services of UdyogJK.com -

- Your first step is to create a Project (a Project can be your new or existing Business/Industry). [Click Here to create a new Project](#)

Dashboard / Projects

Projects

Add New Project

S.No.	Project Name	Project Description	Action
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3) After adding project with necessary information, click on Forms



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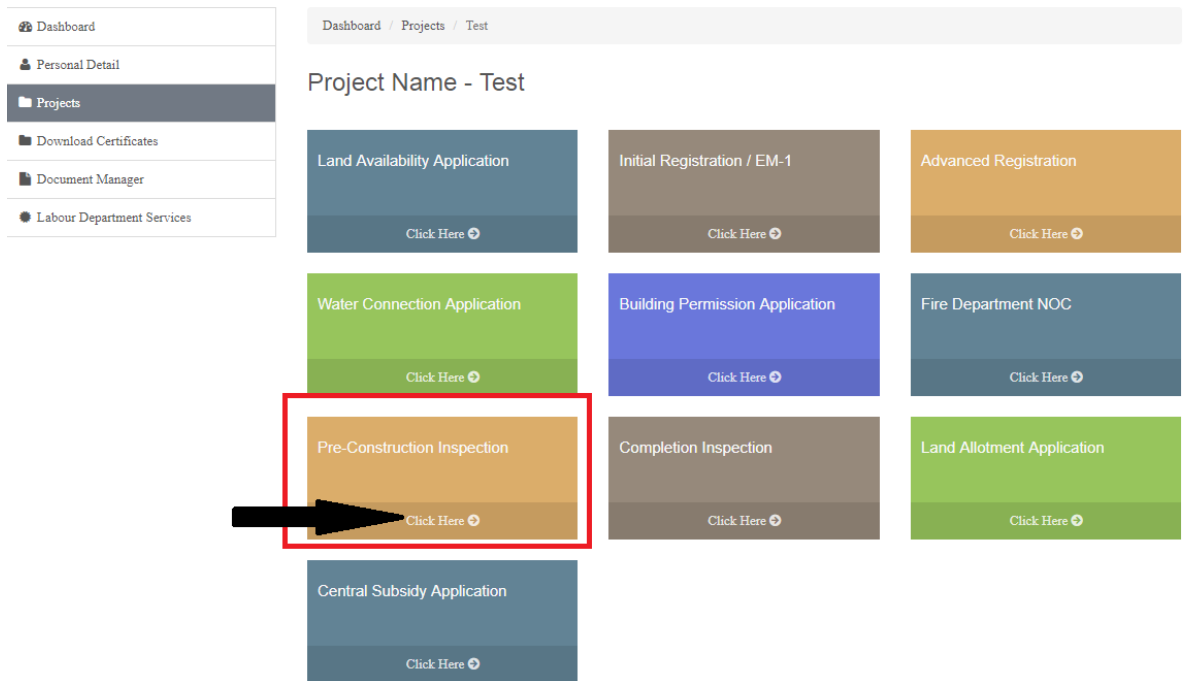
Dashboard / Projects

Projects

Add New Project

S.No.	Project Name	Project Description	Action
1	Test	Test	<a href="#">Edit</a> <a href="#">Forms</a>

4) You will be directed to the list of forms for various online applications. From there, select Pre-Construction Inspection



- 5) The Application Fees is Rs.500 (Rupees Five Hundred Only) which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc.
- 6) The user will be prompted to fill in the Business details, followed by fee payment and confirmation of the same.

Dashboard / Projects / Test / Pre-Construction/Plinth Inspection Application Instructions

1 Business Detail → 2 Review Details → 3 Fee Payment → 4 Confirmation

**Business Detail**

1. Name of Applicant\*

2. Name of the Unit\*

3. Select Industrial Estate\*

4. Address of Unit/Plot  
 Address 1\*  
  
 Address 2

- 7) Industrial buildings and project areas shall be identified for inspections based on computerized risk assessment system operational on [www.ud yogjk.com/](http://www.ud yogjk.com/)

- 8) All the inspection reports conducted by the designated inspectors shall be uploaded on the web portal within 48 hours of the inspection which shall be available online to all stakeholders for viewing and download
- 9) Only those inspectors shall conduct the inspections whose names are randomly generated by the computerized system operational on the web portal of the department.
- 10) The same inspector will not inspect the same establishment twice consecutively.

### **B) Final Completion Inspection Application:**

Name of Service	Final Completion Inspection Application
Authority/Department	Designated Inspector of J&KSICOP/ J&KSIDCO
Service Condition (i.e. Who requires this service?)	Businesses, industries who want construction permits or building occupancy
Application Method	Online Method (Please visit <a href="http://www.udyogjk.com/">http://www.udyogjk.com/</a> )
List of prescribed documents to be submitted	<ol style="list-style-type: none"> <li>1) Scanned copy of PAN Card</li> <li>2) Plans of completed works.</li> <li>3) Structural Design, drawings and details</li> <li>4) Services drawings and details (mechanical/electrical/plumbing/fir</li> <li>5) Certificate for subsurface investigation along with a copy of report. This document is required to be submitted in prerequisite format. <a href="http://www.udyogjk.com/assets/pdfs/surface-investigation-form.pdf">http://www.udyogjk.com/assets/pdfs/surface-investigation-form.pdf</a></li> <li>6) Certificate for completed structural design work as per structural safety guidelines. This document is required to be submitted in prerequisite format. <a href="http://www.udyogjk.com/assets/pdfs/structural-form.pdf">http://www.udyogjk.com/assets/pdfs/structural-form.pdf</a></li> <li>7) Certificate for supervision for execution of work. This document is required to be submitted in prerequisite format. <a href="http://www.udyogjk.com/assets/pdfs/supervision-">http://www.udyogjk.com/assets/pdfs/supervision-</a></li> </ol>

	<p><a href="#">form.pdf</a></p> <p>8) Certificate for completed work by the builder/ contractor. This document is required to be submitted in prerequisite format.</p> <p><a href="http://www.udyogjk.com/assets/pdfs/builder-creator-form.pdf">http://www.udyogjk.com/assets/pdfs/builder-creator-form.pdf</a></p>
Application Processing Fee (if any) and Mode of Payment	Rs.1,000 (Rupees One thousand Only) which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc
Key Approving Authority	Designated Inspector of J&KSICOP/ J&KSIDCO
Prescribed Timeline for service delivery (from date of application)	48 hours

## Application and approval procedure

- 1) Online Application: Register yourself on the website [www.udyogjk.com](http://www.udyogjk.com). If you are already registered on the portal then login with the registered user id and password.
- 2) Click on Projects and then select the project for which the user wants to perform complete inspection.



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- Your first step is to create a Project (a Project can be your new or existing Business/Industry). [Click Here to create a new Project](#)



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Government of Jammu & Kashmir



Dashboard / Projects

Projects [Add New Project](#)

S.No.	Project Name	Project Description	Action
1	Test	Test	<a href="#">Edit</a> <a href="#">Forms</a>

- 3) You will be directed to the list of forms for various online applications. From there, select Pre-Construction Inspection

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Dashboard / Projects / Test

Project Name - Test

- Land Availability Application [Click Here](#)
- Initial Registration / EM-1 [Click Here](#)
- Advanced Registration [Click Here](#)
- Water Connection Application [Click Here](#)
- Building Permission Application [Click Here](#)
- Fire Department NOC [Click Here](#)
- Pre-Construction Inspection [Click Here](#)
- Completion Inspection** [Click Here](#)
- Land Allotment Application [Click Here](#)
- Central Subsidy Application [Click Here](#)

- 4) The Application Fees is Rs.1,000 (Rupees One thousand Only) which can be paid only using payment options like Net Banking, Credit Card, Debit Card, etc.
- 5) Following files are required to be submitted during the application process. Kindly upload these files (in PDF file format) in Document Manager before proceeding ahead. Click here to upload required files before beginning the Form Filling Process.
- Scanned copy of PAN Card
  - Plans of completed works.
  - Structural Design, drawings and details

- d) Services drawings and details
- e) Certificate for subsurface investigation along with a copy of report.
- f) Certificate for completed structural design work as per structural safety guidelines.
- g) Certificate for supervision for execution of work.
- h) Certificate for completed work by the builder/ contractor.

6) The user will be prompted to fill in the Business details, followed by fee payment and confirmation of the same.

The screenshot shows a web portal interface. On the left is a navigation menu with items: Dashboard, Personal Detail, Projects, Download Certificates, Document Manager, and Labour Department Services. The main content area has a breadcrumb trail: Dashboard / Projects / Test / Final Completion Inspection Application Instructions. Below this is a process flow diagram with four steps: 1. Business Detail, 2. Review Details, 3. Fee Payment, and 4. Confirmation. The 'Business Detail' step is highlighted, and its corresponding form is shown below. The form includes the following fields:

- 1. Name of Applicant\* (Text input field)
- 2. Name of the Unit\* (Text input field)
- 3. Select Industrial Estate\* (Dropdown menu)
- 4. Address of Unit/Plot (Text input field)

- 7) Industrial buildings and project areas shall be identified for inspections based on computerized risk assessment system operational on [www.udyogik.com/](http://www.udyogik.com/)
- 8) All the inspection reports conducted by the designated inspectors shall be uploaded on the web portal within 48 hours of the inspection which shall be available online to all stakeholders for viewing and download
- 9) Only those inspectors shall conduct the inspections whose names are randomly generated by the computerized system operational on the web portal of the department.
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