

**Standard Operating Procedure and Checklist**

<b>Name of Department</b>	<b>URBAN AFFAIRS DEPARTMENT</b>
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**1. Standard Operating Procedure for Applicant**

<b>Application for</b>	LICENCE FOR INDUSTRIES, FACTORIES, TRADES, ENTREPRENEURSHIP AND OTHER SERVICES
<b>Mandatory supporting documents required</b>	<p><b>New Application for license</b></p> <ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Ownership Certificate.</li> <li>3. Property tax receipt.</li> <li>4. If the applicant is not the owner of the building, consent letter from the owner on a stamp paper worth Rs.200/- should be submitted.</li> <li>5. NOC from Kerala State Pollution Control Board for establishing Red and Orange categories of industries/trades.</li> <li>6. Permission from Collector for Explosives.</li> <li>7. Clearance from other Departments and authorities as and when required.</li> </ol> <p><b>For Renewal of License</b></p> <ol style="list-style-type: none"> <li>1. No need for separate application.</li> <li>2. Applicant should remit prescribed fee within 30 days before the expiry of the license.</li> </ol>
<b>Process description</b>	<p><b>New Application for license</b> An application should be submitted before 30 days for establishing new business.</p> <p><b>For Renewal of License</b></p> <ol style="list-style-type: none"> <li>1. <b>Automatic Renewal</b> - If the applicant remits the prescribed fee thirty days before the expiry of the license.</li> <li>2. If the applicant fails to remit the prescribed fee thirty days before the expiry of the license an application for renewal should be submitted not later than 90 days.</li> </ol>
<b>Procedure for Fees payment</b>	<p>Micro Enterprises - Rs. 500/- (Trade with capital investment not exceeding 25 lakh in manufacturing sector and capital investment not exceeding 10 lakh in service sector)</p> <p>Mini Enterprises - Rs.1000/- (Trade with capital investment exceeding 25 lakh but not exceeding 1 crore in manufacturing sector and capital investment exceeding 10 lakh but not exceeding 25 lakh in service sector)</p> <p>Small Enterprises - Rs.5000/- (Trade with capital investment exceeding 1 crore but not exceeding 5 crore in manufacturing sector and capital investment exceeding 25 lakh but not exceeding 2 crore in service sector)</p>

	<p>Medium Enterprises - Rs.10000/- (Trade with capital investment exceeding 5 crore but not exceeding 10 crore in manufacturing sector and capital investment exceeding 2 crore but not exceeding 5 crore in service sector)</p> <p>Large Enterprises - Rs.15000/- (Trade with capital investment exceeding 10 crore in manufacturing sector and capital investment exceeding 5 crore in service sector)</p>
<b>List of Reference Documents</b>	<ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Ownership certificate.</li> <li>3. Property tax receipt.</li> <li>4. If the applicant is not the owner of the building, consent letter.</li> <li>5. NOC from Kerala State Pollution Control Board for establishing Red and Orange categories of industries/trades.</li> <li>6. Permission from Collector for Explosives.</li> <li>7. Clearance from other Departments and authorities as and when required.</li> </ol>
<b>Time line for completing the process</b>	<p>Five days, if the applicant has submitted all the documents/clearances from the departments/authorities concerned.</p> <p>30 days, if it requires approval from Council.</p>
<b>Checking of Application Status</b>	
<b>Key Contact Person from department</b>	Health Inspector

## 2. Standard Operating Procedure for Approver

<b>Application for</b>	LICENCE FOR INDUSTRIES, FACTORIES, TRADES, ENTREPRENEURSHIP AND OTHER SERVICES
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Ownership Certificate</li> <li>3. Property tax receipt.</li> <li>4. If the applicant is not the owner of the building, consent letter from the owner on a stamp paper worth Rs.200/- should be submitted.</li> <li>5. NOC from Kerala State Pollution Control Board for establishing Red and Orange categories of industries/trades.</li> <li>6. Permission from Collector for Explosives.</li> <li>7. Clearance from other Departments and authorities as and when required.</li> </ol>

<b>Time line for completing the process</b>	Five days, if the applicant has submitted all the documents/clearances from the departments/authorities concerned. 30 days, if it requires approval from Council.
<b>License Period</b>	Five Years ,if the period is not specified otherwise.
<b>Departmental Work Flow</b>	Front Office -> Section Clerk ->Health Inspector/ Health Officer-> Secretary.

**3. Verification/Inspection Procedure: Health Inspector may conduct site inspection if required.**

- **Checklist of Documents**
  - : Application in the prescribed format.
  - Ownership Certificate
  - Property tax receipt.
  - If the applicant is not the owner of the building, consent letter from the owner on a stamp paper worth Rs.200/- should be submitted.
  - NOC from Kerala State Pollution Control Board
  - Permission from Collector for Explosives.
  - Clearance from other Departments and authorities as and when required.