

(I) FOR BUILDING PLAN APPROVAL

A) CHECKLIST FOR APPLYING OF BUILDINGS PLAN APPROVAL ON INDIVIDUAL RESIDENTIAL PLOTS

- 1) Ownership documents; copies of allotment letter (transfer letter/memo or mutation letter in case of transfer) possession certificate, the lease deed (transfer deed in case of transfer), and dimension plan issued by the Authority.
- 2) Form for first application to erect, re-erect, demolish or to make material alteration in a building (Appendix 1)
- 3) Certificate prescribed in Appendix- 2 for undertaking the supervision by the Technical Person. Any change of the technical personnel during construction work shall be intimated to the Chief Executive Officer in writing.
- 4) Structural stability certificate from the Architect/Structural Engineers as per Appendix-3.
- 5) Certificate for sanction of Building Plan as per Appendix-4.
- 6) Where basement is proposed to be constructed, Indemnity bond on Rs. 100/- stamp paper duly attested by a Notary, shall have to be submitted.
- 7) Specification of proposed building as per Appendix -6.
- 8) Application for drainage of premises as per Appendix-7.
- 9) Photocopy of the registration of the Technical Person as per Appendix 12 duly authenticated with plot number for which it is submitted.
- 10) In case of demolition photo of existing building.
- 11) Soft copy of drawings in CD.
- 12) In case of revalidation and revision original sanctioned plan to be submitted.
- 13) Photocopy of receipt of fees deposited, and such other charges, if any, as required by the Authority from time to time.
- 14) Three copies of drawings (one cloth mounted) duly signed by the Technical Person and Owner.
- 15) Any other document as may be required by the Authority from time to time.

(B) CHECKLIST FOR APPLYING OF BUILDING PLAN APPROVAL OTHER THAN THOSE ON INDIVIDUAL RESIDENTIAL PLOTS

- 1) Ownership documents; copies of allotment letter, possession certificate, the lease deed (transfer deed in case of transfer), and dimension plan issued by the authority.
- 2) Form for first application to erect, re-erect, demolish or to make material alteration in a building (Appendix 1).
- 3) Certificate prescribed in Appendix- 2 for undertaking the supervision by the Technical Person. Any change of the technical personnel during construction work shall be intimated to the Chief Executive Officer in writing.
- 4) Structural stability certificate from the Architect/Structural Engineers as per Appendix-3.
- 5) Certificate for sanction of Building Plan as per Appendix-4.
- 6) Where basement is proposed to be constructed, Indemnity bond on Rs. 100/- stamp paper duly attested by a Notary, shall have to be submitted.
- 7) Specification of proposed building as per Appendix -6.
- 8) Application for drainage of premises as per Appendix-7.
- 9) Photocopy of the registration of the Technical Person as per Appendix 12 duly authenticated with Plot No. for which it is submitted.
- 10) Photocopy of receipt of fees deposited, and such other charges, if any, as required by the Authority from time to time.
- 11) Three copies of drawings (one cloth mounted) duly signed by the Technical Person and owner.
- 12) Certificate of registered structural engineer and owner regarding earthquake resistance of the building as per Appendix 8(A)/8(B)/8(C), where-ever applicable.
- 13) Two copies of the drawings giving details of provisions for fire safety, security as per National Building Code.
- 14) Approval from the competent authority in case of hazardous buildings.
- 15) Soft copies of the drawings in compact disc.
- 16) Valid time extension, where- ever applicable.
- 17) No Objection Certificate from Airport Authority if building is more than 30.0 mtrs high.
- 18) No Objection Certificate from Ministry of environment if covered area is more than 20,000 sq mtrs.
- 19) Any other document as may be required by the Authority from time to time.
- 20) In case of revision and revalidation original sanction plan to be surrendered/ submitted as the case may be.

**(C) CHECKLIST FOR APPLYING OF APPROVAL OF LAYOUTS AND SUB –
DIVISION OF PLOTS**

- 1) Ownership documents; copies of allotment letter (transfer/mutation letter in case of transfer) possession certificate, lease deed (transfer deed in case of transfer), and dimension plan issued by the Authority.
- 2) Form for first application to develop, redevelop or to make material alteration. (Appendix 1).
- 3) Certificate prescribed in Appendix- 2 for undertaking the supervision by the Technical Person. Any change of the technical personnel during development work shall be intimated to the Chief Executive Officer in writing.
- 4) Structural stability certificate from the Architect/Structural Engineers as per Appendix-3.
- 5) Certificate for sanction of Layout Plan as per Appendix-4.
- 6) Specification of proposed layout development as per Appendix -6.
- 7) Application for drainage of premises as per Appendix-7.
- 8) Photocopy of the registration of the Technical Person as per Appendix 12 duly authenticated with Plot number for which it is submitted.
- 9) Application form for water and sewer connection (where-ever applicable).
- 10) Photocopy of receipt of fees deposited, and such other charges, if any, as required by the Authority from time to time.
- 11) Three copies of drawings (one cloth mounted) duly signed by the Licensed Technical Person and owner.
- 12) Certificate of registered structural engineer and owner regarding earthquake resistance of the building as per Appendix 8(A)/8(B)/8(C), where-ever applicable.
- 13) Three copies of the drawings giving details of provisions for fire safety, security as per National Building Code.
- 14) Soft copies of the drawings.
- 15) Valid time extension letter, where-ever applicable.
- 16) Any other document as may be required by the Authority from time to time.
- 17) In case of revision and revalidation original sanction plan to be surrendered/ submitted as the case may be.

(D) CHECKLIST FOR APPROVAL OF TEMPORARY STRUCTURES

- 1) Ownership documents; copies of allotment letter (transfer letter in case of transfer) possession certificate, lease deed (transfer deed in case of transfer), and dimension plan issued by the Authority.
- 2) Form for first application to erect, re-erect, demolish or to make material alteration in a building (Appendix 1).
- 3) Certificate prescribed in Appendix- 2 for undertaking the supervision by the technical person. Any change of the technical personnel during construction work shall be intimated to the Chief Executive Officer in writing.
- 4) Certificate for sanction of Building Plan as per Appendix-4.
- 5) Specification of proposed building as per Appendix -6.
- 6) Photocopy of the registration of the Technical Person as per Appendix 12 duly authenticated with Plot number for which it is submitted.
- 7) Application form for water and sewer connection (where-ever applicable).
- 8) Photocopy of receipt of fees deposited, and such other charges, if any, as required by the Authority from time to time.
- 9) Three copies of drawings (one cloth mounted) duly signed by the Technical Person and owner.
- 10) Valid time extension letter , if applicable.
- 11) Any other document as may be required by the Authority from time to time.
- 12) In case of revision and revalidation original sanction plan to be surrendered/ submitted as the case may be.

(II) FOR BUILDING COMPLETION/ OCCUPANCY

(A) CHECKLIST FOR APPLYING OF BUILDING COMPLETION/OCCUPANCY ON INDIVIDUAL RESIDENTIAL PLOTS

- 1) 3 copies of drawings (one set cloth bounded) duly signed by Technical Person and Owner.
- 2) Completion fees, as applicable.
- 3) Valid time extension certificate, if applicable.\
- 4) Photographs of the building from front and side setbacks.
- 5) Photocopy of registration of Technical Person signing the plan and Appendices.
- 6) Copy of receipt of payment of Water, Sewer connection charges, Metre charges and any other charges as may be required by the Authority.
- 7) Compact Disc of the building plan submitted.
- 8) Any other document as may be required from time to time.

(B) CHECKLIST FOR APPLYING OF BUILDING COMPLETION/ OCCUPANCY ON PLOTS OTHER THAN INDIVIDUAL RESIDENTIAL PLOTS

- 1) 3 copies of drawings (one set cloth bounded) duly signed by Technical Person and owner.
- 2) Completion fees.
- 3) Valid time extension certificate, if applicable.
- 4) Photographs of the building from front and side setbacks.
- 5) Photocopy of registration of Technical Person signing the plan and Appendices.
- 6) No Objection Certificate from Chief Fire Officer, wherever applicable.
- 7) No Objection Certificate from Explosive Department, wherever applicable.
- 8) Certificate from owner and structural Engineer regarding earthquake resistance of building as per Appendix 8/A/B/D, if applicable
- 9) Copy of receipt of fees deposited with Power Company.
- 10) Copy of receipt of payment of Water, Sewer connection charges, Metre charges if not submitted at the time of plan approval, and any other charges as may be required by the Authority.
- 11) Compact Disc of the building plan submitted.
- 12) Any other document as may be required from time to time.
- 13) NOC for Environment from Environment Department if applicable.
- 14) Affidavit regarding rain water harvesting.
- 15) Photographs of the building/ site and all documents to be self-attested by the applicant.

(C) CHECKLIST FOR APPLYING OF COMPLETION/ OCCUPANCY OF LAYOUT AND SUB – DIVISION OF LAND

- 1) 3 copies of drawings (one set cloth bounded) duly signed by Technical Person, and owner.
- 2) Completion fees.
- 3) Valid time extension certificate if applicable.
- 4) Photographs of the site from all sides.
- 5) Photocopy of registration of Technical Person signing the plan and appendices.
- 6) No Objection Certificate from Chief Fire Officer, wherever applicable.
- 7) No Objection Certificate from Explosive Department, wherever applicable.
- 8) Certificate from owner and Structural Engineer regarding earthquake resistance of building as per Appendix 8/A/B/D. if applicable.
- 9) Copy of receipt of fees deposited with Power Company Limited.
- 10) Copy of receipt of payment of water/sewer connection charges, Metre charges if not submitted at the time of plan approval, and any other charges as may be required by the Authority.
- 11) Compact Disc of the building plan submitted.
- 12) Any other document as may be required from time to time.

Note: All documents and photographs should be self-attested by the allottee and the technical person.