

DIPP RECOMM NO. 234

CHECKLIST -1 B (For buildings other than those on individual residential plots)

- (i) Ownership documents; copies of allotment letter, possession certificate, the lease deed (transfer deed in case of transfer), and dimension plan issued by the authority.
- (ii) Form for first application to erect, re-erect, demolish or to make material alteration in a building (Appendix 1).
- (iii) 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.
- (iv) Structural stability certificate from the Architect/Structural Engineers as per Appendix-3.
- (v) Certificate for sanction of Building Plan as per Appendix-4.
- (vi) Where basement is proposed to be constructed, Indemnity bond on Rs. 100/- stamp paper duly attested by a Notary, shall have to be submitted.
- (vii) Specification of proposed building as per Appendix -6.
- (viii) Application for drainage of premises as per Appendix-7.
- (ix) Photocopy of the registration of the Technical Person as per Appendix 12 duly authenticated with Plot No. for which it is submitted.
- (x) Photocopy of receipt of fees deposited, and such other charges, if any, as required by the Authority from time to time.
- (xi) Three copies of drawings (one cloth mounted) duly signed by the Technical Person and owner.
- (xii) 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.
- (xiii) Two copies of the drawings giving details of provisions for fire safety, security as per National Building Code.
- (xiv) Approval from the competent authority in case of hazardous buildings.
- (xv) Soft copies of the drawings in compact disc.
- (xvi) Valid time extension ,where- ever applicable.
- (xvii) NOC from Airport Authority if building is more than 30.0 mtrs high.
- (xviii) NOC from Ministry of environment if covered area is more than 20,000 sq mtrs.
- (xix) Any other document as may be required by the Authority from time to time.
- (xx) In case of revision and revalidation original sanction plan to be surrendered/ submitted as the case may be.

CHECKLIST – 9B (For buildings on Plots other than individual residential plots)

- (i) 3 copies of drawings (one set cloth bounded) duly signed by Technical Person and owner.
- (ii) Completion fees.
- (iii) Valid time extension certificate, if applicable.
- (iv) Photographs of the building from front and side setbacks.
- (v) Photocopy of registration of Technical Person signing the plan and Appendices.
- (vi) No Objection Certificate from Chief Fire Officer, wherever applicable.
- (vii) No Objection Certificate from Explosive Department, wherever applicable.
- (viii) Certificate from owner and structural Engineer regarding earthquake resistance of building as per Appendix 8/A/B/D, if applicable
- (ix) Copy of receipt of fees deposited with Power Company.
- (x) 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.
- (xi) Compact Disc of the building plan submitted.
- (xii) Any other document as may be required from time to time.
- (xiii) NOC for Environment from Environment Department if applicable.
- (xiv) Affidavit regarding rain water harvesting.
- (xv) Photographs of the building/ site and all documents to be self attested by the applicant.