

APPENDIX-I

{See regulation 5}

Form for first application to erect, re-erect, demolish or to make material alteration in a building

To,
The Chief Executive Officer,
New Okhla Industrial Development Authority,
Noida, Uttar Pradesh.

Sir,

I hereby make application that I intend to erect/re-erect/demolish or to make material alteration in the building on Plot No in Sector-----
-- , Noida in accordance with the New Okhla Industrial Development Area Building Regulations and Planning and Development Directions and I enclose herewith the documents as per checklist 1-A/ 1-B/1-C/1-D annexed to this application.

I request that the construction may be approved and permission accorded to me to execute the work.

Signature of the applicant

Name of applicant (in Block letters).

Address of the applicant :

Dated :-

- (i) NOTE—Strike out which is not applicable.

CHECKLIST -1 A (For buildings on individual residential plots)

- (i) 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.
- (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 number for which it is submitted.

- (x) In case of demolition photo of existing building.
- (xi) Soft copy of drawings in CD.
- (xii) In case of revalidation and revision original sanctioned plan to be submitted.
- (xiii) Photocopy of receipt of fees deposited, and such other charges, if any, as required by the Authority from time to time.
- (xiv) Three copies of drawings (one cloth mounted) duly signed by the Technical Person and Owner.
- (xv) Any other document as may be required by the Authority from time to time.

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 - 1C (For layouts and sub-division of plots)

- (i) 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.
- (ii) Form for first application to develop, redevelop or to make material alteration. (Appendix 1).
- (iii) 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.
- (iv) Structural stability certificate from the Architect/Structural Engineers as per Appendix-3.
- (v) Certificate for sanction of Layout Plan as per Appendix-4.
- (vi) Specification of proposed layout development as per Appendix -6.
- (vii) Application for drainage of premises as per Appendix-7.
- (viii) Photocopy of the registration of the Technical Person as per Appendix 12 duly authenticated with Plot number for which it is submitted.
- (ix) Application form for water and sewer connection (where-ever applicable).
- (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 Licensed 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) Three copies of the drawings giving details of provisions for fire safety, security as per National Building Code.
- (xiv) Soft copies of the drawings.
- (xv) Valid time extension letter, where-ever applicable.
- (xvi) Any other document as may be required by the Authority from time to time.
- (xvii) In case of revision and revalidation original sanction plan to be surrendered/ submitted as the case may be.

CHECKLIST – 1D (For Temporary Structures)

- (i) 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.
- (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) Certificate for sanction of Building Plan as per Appendix-4.
- (v) Specification of proposed building as per Appendix -6.

- (vi) Photocopy of the registration of the Technical Person as per Appendix 12 duly authenticated with Plot number for which it is submitted.
- (vii) Application form for water and sewer connection (where-ever applicable).
- (viii) Photocopy of receipt of fees deposited, and such other charges, if any, as required by the Authority from time to time.
- (ix) Three copies of drawings (one cloth mounted) duly signed by the Technical Person and owner.
- (x) Valid time extension letter , if applicable.
- (xi) Any other document as may be required by the Authority from time to time.
- (xii) In case of revision and revalidation original sanction plan to be surrendered/ submitted as the case may be.