

## **EASE OF DOING BUSINESS**

### **PROCEDURE FOR LOW RISK BASED BUILDING PERMISSION**

#### ➤ **Procedure for Building Permission (1-150 sq. mts)**

- In this case, the applicant applies for building permission if he wants to apply for 1-150 sq. mts. **Only Ground floor construction is allowed for Low Risk Building Permission**
- Applicant fills up the form (Annexure A-1) and submits the application with supporting documents
- Applicant also has to submit self-certified plan in drawing and the documents to register the application.
- This application goes in for approval.
- Assistant Town Planner / Municipal engineer checks and counter signs on the self –certified plan and documents.
- ATP / Municipal Engineer verifies the calculation of charges to be paid for building permission.
- Architect/Owner has to pay the required charges for building permission online.
- On verification of payment, Assistant town planner digitally signs on the Building Permission certificate which is then available for printing online.
- **Note:**
- Site Visit and Scrutiny inspection verification is not applicable in case of Low Risk.
- No File movement for Chief Officer or Commissioner for Building Permission.
- Plinth Permission is not applicable in case of Low Risk Building Permission

#### ➤ **Document Checklist**

<b>Document List</b>	<b>Mandatory / Optional</b>
<b>Self-Certified documents as:</b>	
XML File	Mandatory
TP File	Mandatory

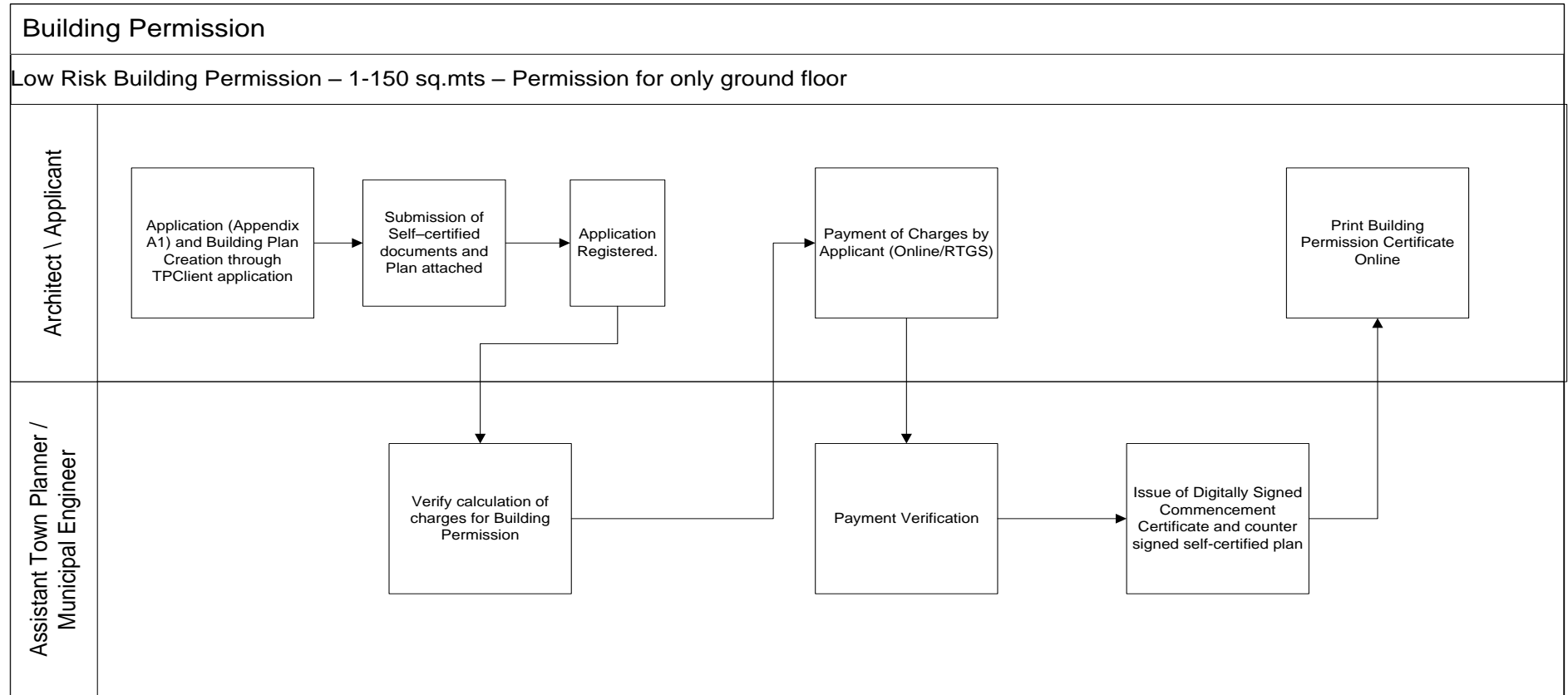
Original Sale Deed /Lease Deed/Power of attorney/enabling ownership document	Mandatory
V.F. No 7/12 extract or CTS Card show of area holding	Mandatory
Tax Receipt / Assessment copy of current year	Mandatory
Certified copy of approved Sub Division /Amalgamation/layout of land from concerned authority	Mandatory
Certified Copy of Measurement Plan of Plot /Layout plan	Optional
Statement of area of holding	Optional
Affidavit From Owner Regard To Area on plan	Optional
Affidavit From Architect/Engineer/Supervisor/Structural Designer	Optional
NA Order	Optional
Third party interest created by way of agreement of sale or mortgage etc.	Optional
Is land leased by Government or local authorities? If YES, Attached NOC of Government or local authority	Optional
Proposed Plan	Mandatory

### ➤ Procedure for Occupancy Certificate

- Applicant applies for the proposal of occupancy service.
- Applicant submits self-certified completion plan and other related documents along with the proposal.
- This application then goes for approval to Assistant Town Planner / Municipal Engineer
- Assistant Town Planner / Municipal Engineer checks and counter signs the self-certified completion plan and other related documents.
- ATP then digitally signs on the Occupancy certificate.
- The Occupancy certificate will then be available to the Architect for printing.
- **Note:**

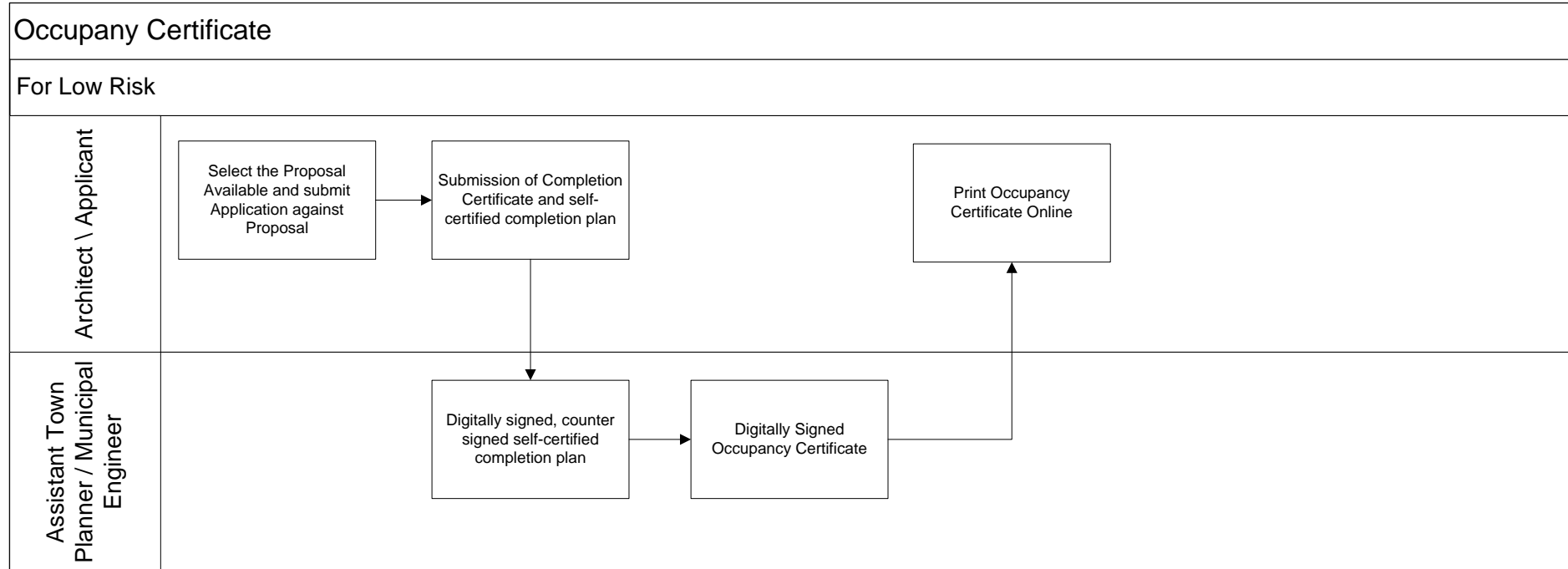
- Site Visit and Scrutiny inspection verification is not applicable in case of Low Risk.
- No charges applicable for Occupancy. All the charges are taken at the time of Building Permission itself.
- No File movement for Chief Officer or Commissioner for Occupancy Certificate.

➤ **Workflow for Low Risk Based Building Permission**



**\*\*Note:**  
 Site Visit and Scrutiny inspection verification is not applicable in case of Low Risk.  
 No File movement for Chief Officer or Commissioner for Building Permission.  
 Plinth Permission is not applicable in case of Low Risk Building Permission.

➤ **Workflow for Low Risk Based Occupancy Certificate**

**\*\*Note:**

Site Visit and Scrutiny inspection verification is not applicable in case of Low Risk.

No charges applicable for Occupancy. All the charges are taken at the time of Building Permission itself.

No File movement for Chief Officer or Commissioner for Occupancy Certificate.