

Procedure and documents / N.O.C.s required for approval of Building Permission through On-line (APDPMS)

I. Before commencement:

Application:

Before commencement of any construction, it is a mandatory to obtain permission from the concerned authority.

The owner/ builder shall submit their proposals through registered professional (LTPs details available in Web) with relevant documents and proposals under the provisions G.O.Ms.No.119, dated 28-03-2017. The details / documents* shall entry / upload along with initial Fee in APDPMS Web site. Then the system automatically verifies the statutory provisions and if no query is raised, it will generate the details of requisite fees and further documents / undertakings to be upload if any required. Then, the applicant shall pay the fee through On-line and upload the essential documents / undertakings. Soon after that, Building permission proceedings with plan will generate.

The T.P. staff of concerned ULB shall made ground inspection (post verification) within 24 hours of approval through On-line and recommend for confirmation if the proposal is in conformity with the rules in force and shall forward to competent Authority wherever applicable.

The status and stages of application (payment, receipt, field inspection etc.) will update to the applicant via SMS and email

II. Work commencement

The Owner / Builder shall furnish e- intimation to the Authority before commencement of Work and also at Plinth level. After intimation, concerned staff will inspect within 7 days.

III. After completion of construction

The Owner / Builder shall submit the completion report through registered Architect and licensed builder/developer along with prescribed documents, plans and relevant NOCs. On receipt of notice of completion report, concerned authority will undertake inspection with regard to the following aspects and communicate the approval or refusal of the occupancy Certificate within 8 days.

- a. Number of floors
- b. External setbacks
- c. Parking space provision
- d. Abutting road width

- e. Rain Water Harvesting Structures, as applicable.
- f. Solar roof top structures, as applicable.
- g. Recycle of water treatment plants, as applicable.
- h. Usage of building

***Required Documents / undertakings / NOCs**

Building height below 10.00 mts)

- Registered Title deed
- Photographs Of Plot From Each Directions
- Extract of Master Plan/ZDP/ILUP indicating location of the site u/r
- Link Document
- Latest E.C
- Updated property tax (H.T / VLT) receipt
- Declaration Of Owner
- Notarized affidavit with SRO stamping or Registered Mortgage deed handing over 10% BUA in GF/FF/SF duly marking the same in drg., wherever applicable.
- Previous sanctioned plan copy (if the existing building in the site was sanctioned previously)
- Registered gift deed for road widening portion if the site affected under proposed Master Plan / ILUP roads.
- NOC from Oil / Gas Authority (wherever required).

Required additional documents: (If the building height exceeds 10.00 mts)

- Soil test reports issued by the empanelled consultant /
- Structural designs with drawing prepared by empanelled Structural Engineer
- Contractor All Risks Insurance Policy for the construction period
- Undertaking on Rs.100/- NJS paper by Owner , builder, Architect, structural Engineer
- Declaration-cum-undertaking on Rs.100/- NJS paper from the Owner and Builder.

NOCs (wherever applicable)

- ✓ Railway Authority (In case of Development within 30 M. From Railway property line)
- ✓ Irrigation Department (if the Plot abutting to Canal/channel/River bund / Nala etc.
- ✓ Fire Dept. / controller of Explosives (For High rise/ Special bldg, Fuel filling station and applicable buildings as stated vide Rule 21 of G.O.Ms.No.119, dt.28.03.2017)

- ✓ Archeological Survey of India (In case of development nearer to Ancient Monument/s)
- ✓ Airport Authority (For High rise bldg/plot within the restricted zone designated by them)
- ✓ Police Dept. (For Multiplex, Cinema Theatre, Religious Bldg, Fuel Filling station etc.)
- ✓ N.O.C from Defence in case plot falls in proximity of Defence Land.
- ✓ Prior Environmental Clearance (EC) from State Environmental Impact Assessment Authority (SEIAA), Ministry of Environment and Forests, Gol. if the built up space of 1,50,000 sq.mts. and above and township development projects in 50 Hectors and above

Attention:

- ☞ The Owner / Builder shall ensure to construct the building in accordance with the (terms & conditions) approved plan
- ☞ In case of unauthorized development / deviation to the approved plan, the Enforcement Authority will take suitable action which may include demolition of unauthorized works as provided relevant rules / provisions and also takes suitable action against the registered Architect / Engineer, Owner/Developer.

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