

**PROCEDURE FOR GRANT OF PLANNING PERMISSION AND ISSUE OF  
BUILDING LICENSE BY THE ULBs.**

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- ❖ Application in "Form-I" for Building License and "Form-A" for Planning Permission available in the website.
  - ❖ Applicant shall submit the application along with soft copies of supporting documents mentioned in the Annexure I & II of the guidelines with scrutiny fees.
  - ❖ Each attachment should be 1MB in size and file type must be in PDF/JPG format.
  - ❖ The submitted application will be forwarded to the Town Planning section for further process by the concerned clerk on the same day.
  - ❖ Then, the Town Planning Inspector will scrutinize the application and inspect the site within 7 days, and put up his/her recommendations for approval/refusal including quantum of fees to be collected.
  - ❖ The date and time of field inspection, will be informed to the applicant at least one day before making inspection through E-mail/SMS.
  - ❖ After inspection, the inspection report shall be uploaded within 48 hours along with and any variations found in the submitted documents with field level inspection by inspection authorities during inspection or additional particulars needed from the applicant.
  - ❖ In case of any query raised by the inspection officer to be rectified by the applicant within 3 days from the date of receipt intimation.
  - ❖ The building application processed by the Town Planning Inspector will be forwarded to the City Engineer (Planning)/Town Planning Officer /Commissioner for in-principle approval. Within 3 days the approval authority may approved or rejected. The application after making necessary field inspection.
  - ❖ Immediately, after the approval of the Commissioner/Town Planning Officer, the demand notice regarding remittance of fees, charges and deposits will be communicated to the applicant through E-mail/SMS.
  - ❖ The applicant shall remit all the fees within 7 days on receipt of the demand notice.
  - ❖ After remittance of all fees and verification of remittance details. Final approval will be issued by the Commissioner within 3 days.
  - ❖ Both Planning permission and Building License can be downloaded by the applicant.
  - ❖ The entire process will be completed within 30 days of time.
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- ❖ Building license issued by the ULB is valid for 5 years in respect of Corporations and 5 years in respect of Municipalities from the date of issue. After this limitation, renewal application needs to be made if the renewal application can

be made before expiry date with fees for extension of permit period for another three years construction work is not completed.

- ❖ The applicant shall start construction of building once the Building License is obtained. Post construction, upon completion of plinth level inspection, the applicant shall intimate the same to the authority.
- ❖ The Town Planning Inspector shall inspect the site within 7 days of intimation and upload the inspection report within 48 hours.
- ❖ The inspection report is forwarded to the City Engineer (Planning)/Town Planning Officer for scrutiny. The concerned official has scrutinize the inspection report and issue continuance certificate to applicant.
- ❖ Applicant shall carry out further construction once the continuance certificates issued at plinth level, and occupy the building once construction is completed. For industrial buildings, no additional procedures or documents are required from the applicant during post-construction or pre-occupancy of the building.

**PROCEDURE FOR OBTAINING BUILDING LICENCE WHERE PLANNING  
PERMISSION HAS BEEN ISSUED BY THE CMDA/DTCP/LPA.**

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- ❖ Application in "Form-1" for Building License is available in the website.
- ❖ Applicant shall submit the application along with soft copies of supporting documents mentioned in the Annexure I & II of the guidelines with scrutiny fees.
- ❖ Each attachment should be 1MB in size and file type must be in PDF/JPG format.
- ❖ The submitted application will be forwarded to the Town Planning section for further process by the concerned Clerk on the same day.
- ❖ Then, the Town Planning Inspector will scrutinize the application and inspect the site within 7 days, and put up his/her recommendations for approval/refusal including quantum of fees to be collected.
- ❖ The date and time of field inspection, will be informed to the applicant atleast one day before making inspection through E-mail/SMS.
- ❖ After inspection, the inspection report shall be uploaded within 48 hours along with and any variations found in the submitted documents with field level inspection by inspection authorities during inspection or additional particulars needed from the applicant.
- ❖ In case of any query raised by the inspection officer to be rectified by the applicant within 3 days from the date of receipt intimation.
- ❖ The building application processed by the Town Planning Inspector will be forwarded to the City Engineer (Planning)/Town Planning Officer/Commissioner for in-principle approval. Within 3 days the approval authority may approved or rejected. The application after making necessary field inspection.
- ❖ Immediately, after the approval of the Commissioner/Town Planning Officer, the demand notice regarding remittance of fees, charges and deposits will be communicated to the applicant through E-mail/ SMS.
- ❖ The applicant shall remit all the fees within 7 days on receipt of the demand notice.
- ❖ After remittance of all fees and after verification of remittance details. Final approval will be issued by the Commissioner within 3 days.
- ❖ Both Planning permission and Building License can be downloaded by the applicant.
- ❖ The entire process will be completed within 30 days of time.
  
- ❖ Building license issued by the ULB is valid for 5 years in respect of Corporations and 5 years in respect of Municipalities from the date of issue. After this limitation, renewal application needs to be made if the building is not completed renewal

application with necessary fee shall be made to the authority for extension of time. The permission may be renewed only once for another period of three years if construction work is not completed.

- ❖ The applicant shall start construction of building once the Building License is obtained. Further inspections at different stages post construction shall be conducted by CMDA / DTCP.