

PLANNING PERMISSION AND BUILDING LICENSE

PREAMBLE:

For any type of developments two type of approvals has to be obtained. First, is the planning permission which is governed by the Tamil Nadu Town and Country Planning Act 1971 and with the rules in Development regulations of second master plan in Chennai Metropolitan Development Authority/Development control rules of DT&CP area. Second, is the building license which is governed by the Tamil Nadu District Municipalities Act, 1920 in Municipal limits and respective city Municipal Corporation Act of concerned corporation area rules and by laws made there under.

1. PLANNING PERMISSION

(i) CMDA Area

(a) Grant of Planning Permissions by CMDA

CMDA is the appropriate authority for issuing planning permission for special buildings, multi storeyed buildings and group development within CMDA jurisdiction

Special building means

- a) a residential (or) commercial buildings with more than 2 floor (or)
- b) a residential building with more than six dwelling unit (or)
- c) a commercial building exceeding a floor area of 300 square meters.

Multi-Storeyed Buildings means

Buildings exceeding 4 floors including Ground Floor and more than 15.25 meters in height. (However in cases of hospitals, buildings not exceeding 4 floors and or 17 meters height will be construed as non multi-storeyed buildings)

(b) Grant of Planning Permission by ULB authorities

Municipality is the appropriate authority for issuing planning permission for

- (i) for Residential buildings up to 6 kitchen(stilt + G.F+F.F upto 9m height)
- (ii) for Commercial buildings less than 300 sq.m. for MR area and 40 sq.m. in PR area
- (iii) for industrial buildings installation machinery up to 250 HP and working persons not more than 100 Nos (as per declaration given by CMDA to ULB)

(ii) DTCP Area

(a) Grant of Planning Permission by Town and Country Planning authorities

DTCP is the appropriate authorities for residential building area which are more than 4000 sq.ft/ more than 4 kitchen/ more than one building/ more than G.F+ Two floors. In case of commercial building area which are more than 2000 sq.ft for more than one building/more than G.F + One Floor. All other special building, multi-storeyed building and Group development.

(b) Grant of Planning Permission by ULB authorities

Urban Local Bodies (Municipalities/Corporation) are competent for issuing planning permission for Residential buildings having G.F + Two Floors of single building not exceeding 4 kitchen and Total Floor area of 4000 sq.ft.,

For commercial buildings having G.F+ one floors of single building not exceeding total floor area 2000 sq.ft., and (as per the delegation given by the DTCP Roc.No.9862/2010 P.A.1, Dt: 14/06/2010) cottage industries

2. BUILDING LICENSE

Corporation/Municipality issue building License to all type of building including special building, multi-storeyed buildings and group developments for which the planning permission issued by DTCP/CMDA/ Local Planning Authorities.

- 1) Building Plan with details of group plan, elevations and sections and sections of the building and a specification of the work. Demolition deed, 2 Nos of statistics form, 13 years of encumbrance certificate, copy of layout if necessary, also an undertaking to the Executive Authority if site is located within 15 meters from water body not to discharge any effluent into the water body
- 2) The details of the building what to be used as Residential, Commercial, Industrial, Educational and Institutional buildings, etc., or combination of one or more usages to be mentioned in the plan.
- 3) Application should be signed by the owner/power agent and approved licensed surveyor of local body with required documents and necessary No objection certificate required at preconstruction stage prescribed and should be submitted through online/in office.
- 4) After receiving the application and plan site inspection will be done by the local body staff/officers normally in 7 days of time. If plan and applications are according to rules

and regulations, the fees remittance details shall be communicated to the applicant and approval given if not satisfied the rules application will be rejected within 30 days(section 200 & 201 of the TNDM act 1920)

- 5) After remittance of all fees and charges the building license will be issued to the applicant in the public domain (for fees/charges applicant may access the website of concerned ULB).
- 6) The building license issued is valid for three years from the date of issue. The owner should construct and complete the building as per the plan within the period prescribed and intimate the completion of building to the authorities after completion of building in all aspects and fit for occupation partly/fully with necessary post construction No objection certificate
- 7) If the construction or reconstruction of any building is not completed within the period specified, the building permission issued by the ULBs, shall lapse and a fresh application shall be made before the work is commenced.
- 8) Appeal Non-disposal of application within 30 days by the Executive Authority.
If the Executive authority neither grant nor refuse to grant approval within 30 days, the applicant may prefer appeal to the council in Municipal limits/standing committee in the corporation limit.
- 9) Grant of Exemption
 - (1) (a) The Government or any other authority empowered by the Government by a notification published in the Tamil Nadu Government Gazette, may either suo motto or in application exempt from the operation of all or any of the provisions of these rules, for reasons to be recorded in writing, any building or any specified class of buildings, provided that such application is made within sixty days from the date of receipt of the order of the executive authority against which such application is made to the Government or the authority empowered by the Government, as the case may be.
 - (b) The Government may, either suo motto or on appeal against any order of the authority empowered by them, pass such orders, as deemed fit, provided, such an appeal is made within thirty days from the date of receipt of the order of the authority empowered by the Government:
- 10) After grant of Building license, the applicant has to inform for inspection by the ULB official, as and when the building reached the plinth level of Ground Floor. On receipt of information the Town Planning Inspector Shall inspect within 7 days.

The Applicant shall intimate for inspection by ULB officials when the construction of the buildings is completed and fit for occupation. On receipt of intimation officials from Town Planning section & Health section shall jointly inspect and recommend to Revenue Section for the assessment of property tax, if all the provisions are complied as per approval.

Application procedure and documents required

Scenario I: Applicant applies for both Planning Permission (PP) and Building License (BL) with ULB:

Documents to be enclosed: (Note: All the documents submitted by the applicant needs to be duly signed by the licensed surveyor/ engineers (from the jurisdiction of municipality), (or) Architect (from anywhere is India))

1. Planning Permission form duly filled, scanned and uploaded.
2. Building License form duly filled, scanned and uploaded.
3. Sale deed document [By Courier/Speed post]
4. Parent documents since 1975. [By Courier/Speed post]
5. EC up to date. [By Courier/Speed post]
6. TSRL copy along with Chitta, Adangal.[Scanned and uploaded]
7. Structural Stability certificate [By Courier/Speed post]
8. Property Tax or vacant land tax receipt. [Scanned and uploaded]
9. Previous approved copy, if available (in case of expansion/ additional construction.[By Courier/Speed post]
10. NOC from railway, ASI, Housing board and Airport Authority, Pollution control Board, Fire Dept. Whenever required [Scan & upload]
11. Statistics forms duly filled by applicant. [Scan & upload]
12. Copy of plot sub division or layout.[By speed post/Courier]
13. Affidavit (to be decided on combined affidavit for both depts.) [Scan & upload]
14. Sewage treatment plant details should be included. [By speed post/Courier]
15. If the site lies in the area falling within the purview of HACA, then the following shall also be submitted: [By speed post/Courier]
 - a. NOC from the Principal Chief Conservator of Forests.
 - b. NOC from the Chief Engineer (Agricultural Engineering)
 - c. NOC from Assistant Director/ Deputy Director of Geology and Mining department of respective district level,
 - d. Contour plan of the site.
16. Project Report Detailing the raw materials used, process of manufacturing (in case of industries) [By speed post/Courier]
17. Reconstitution deed, if two plots are being reconstituted into a single plot. [By speed post/Courier]
18. Demolition deed, if an existing structure has to be demolished. [Scan & upload]
19. Modified Water channel related NOC. [Scan & upload]
20. Estimation copy for building/project work [For calculation Labour welfare fund]. [Scan & upload]
21. For special building, multi-storeyed building, industrial building and public building structural stability and soil test certificate issued by the empanelled structural engineer. [Speed post & Courier]

22. Fire safety certificate from the fire and rescue service department [Wherever applicable]
[Speed post & Courier].

I-The procedure for application and approval of the file for Planning Permission and Building License:

#	Process Owner	Process Description
1.	Applicant	<ul style="list-style-type: none"> • Applicant registers in the citizens portal • Then leads to the Building License tab • Fills the required details in the online application form with <u>scrutiny fees</u> • Attaches the necessary documents (if the size is low); if the size is more then, the documents are sent through courier/ speed post to the ULB.
2.	Town Planning Inspector-TPI (Concerned ward)	<ul style="list-style-type: none"> • Receives the application and scrutinizes the documents and application • In case of any queries, enters the queries in the online portal within 7 days of receiving the application. • Applicant will reply to the queries. • If the TPI is satisfied with the response then he will schedule for the site inspection. Applicant receives a sms, e-mail intimation about the inspection. • Post inspection the inspection notes will be uploaded in 48 hours. <p>Scenario –I: Reject, Return</p> <ul style="list-style-type: none"> • TPO will scrutinize the file, inspection report along with recommendation and forwards the file to Commissioner. • Commissioner will scrutinize the file, inspection report along with recommendation and take the decision for rejection or return • Online process: The intimation will be given by SMS/e-Mail <p>Scenario –II: Forward the application:</p> <ul style="list-style-type: none"> • Once the inspection is completed and all the details and documents are in order then the TPI will calculate the fees (manually) and send the file to Town Planning Officer with specific remarks for approval.
3.	Town Planning Officer (TPO)	<ul style="list-style-type: none"> • Scrutinize the file and the fees calculated • In case of any irregularities or anomalies found, TPO will go for inspection again and add the remarks in the inspection report given by the TPI. • Forward the file to Commissioner for approval in 3 days
4.	Commissioner	<ul style="list-style-type: none"> • Scrutinizes the file and the inspection reports, remarks given by TPI, TPO and take the decision for approval of the application in 3 days. • Once the approval is given by the commissioner the system will automatically generate the “Demand” and a sms and email is sent to the applicant asking him to make the payment in 5 days. <p>Note: If required the commissioner may also do inspection (ex: MSB, special buildings).</p>

5.	Applicant	<ul style="list-style-type: none"> • Makes the payment in the “MyDues” tab in the portal
6.	Junior Assistant (Town Planning)	<ul style="list-style-type: none"> • Gets an intimation about the payment done by the applicant • Verifies the payment done by the applicant • Forwards the application to commissioner for generating the final approval certificate in 2 days
7.	Commissioner	<ul style="list-style-type: none"> • Provides the final approval in 2 days and the system generates the final certificate document. Simultaneously applicant is informed of the approval through SMS and e-Mail. Applicant can download the certificate online. <p>Note: The scanned signature of the commissioner is super imposed automatically by the system on the certificate.</p>
8.	Junior Assistant (Town Planning)	<ul style="list-style-type: none"> • Takes the print out and files it for record as well as send the hard copy to the petitioner.
9.	Applicant	<ul style="list-style-type: none"> • Applicant update the plinth level completion status of building through portal for second level inspection. • If any deviation in construction applicant apply for revised plan by the request for approval. • Is there any violation should be rectified by the applicant.
10.	Planning Section	<ul style="list-style-type: none"> • Based on the request TPI/TPO will visit and update the inspection reports within 7 days.
11.	Applicant	<ul style="list-style-type: none"> • Applicant update the final completion status through portal
12.	Health & Planning wing	<ul style="list-style-type: none"> • Based on the request final inspection has to be done by the TP & health section officials and report in 7 days. <p>After completion of inspection intimation will be given to Revenue Section for initiating process of fixation of property tax.</p>

II-Procedure for application for Building License with ULB after getting Planning Permission from CMDA/DTCP.

#	Process Owner	Process Description
1.	Applicant	<ul style="list-style-type: none"> On receipt of information about the sanction of planning permission the applicant registers in the citizen portal. Then leads to the Building License tab Fills the required details in the online application form with scrutiny fees. Attaches the necessary documents (if the size is low); if the size is more then, the documents are sent through courier/ speed post to the ULB.
2.	Town Planning Inspector-TPI (Concerned ward)	<ul style="list-style-type: none"> Receives the application and scrutinizes the documents and application In case of any queries, enters the queries in the online portal within 7 days of receiving the application. Applicant will reply to the queries. If the TPI is satisfied with the response then he will schedule for the site inspection. Applicant receives a sms, e-mail intimation about the inspection. Post inspection the inspection notes will be uploaded in 48 hours. <p>Scenario –I: Reject, Return</p> <ul style="list-style-type: none"> TPO will scrutinize the file, inspection report along with recommendation and forwards the file to Commissioner. Commissioner will scrutinize the file, inspection report along with recommendation and take the decision for rejection or return Online process: The intimation will be given by SMS/e-Mail <p>Scenario –II: Forward the application:</p> <ul style="list-style-type: none"> Once the inspection is completed and all the details and documents are in order then the TPI will calculate the fees (manually) and send the file to Town Planning Officer with specific remarks for approval.
3.	Town Planning Officer (TPO)	<ul style="list-style-type: none"> Scrutinize the file and the fees calculated In case of any irregularities or anomalies found, TPO will go for inspection again and add the remarks in the inspection report given by the TPI. Forward the file to Commissioner for approval in 3 days
4.	Commissioner	<ul style="list-style-type: none"> Scrutinizes the file and the inspection reports, remarks given by TPI, TPO and take the decision for approval of the application in 3 days. Once the approval is given by the commissioner the system will automatically generate the “Demand” and a sms and email is sent to the applicant asking him to make the payment in 5 days. <p>Note: If required the commissioner may also do inspection (ex: MSB, special buildings).</p>
5.	Applicant	<ul style="list-style-type: none"> Makes the payment in the “MyDues” tab in the portal

6.	Junior Assistant (Town Planning)	<ul style="list-style-type: none"> Gets an intimation about the payment done by the applicant Verifies the payment done by the applicant Forwards the application to commissioner for generating the final approval certificate in 2 days
7.	Commissioner	<ul style="list-style-type: none"> Provides the final approval in 2 days and the system generates the final certificate document. Simultaneously applicant is informed of the approval through SMS and e-Mail. Applicant can download the certificate online. <p>Note: The scanned signature of the commissioner is super imposed automatically by the system on the certificate.</p>
8.	Junior Assistant (Town Planning)	<ul style="list-style-type: none"> Takes the print out and files it for record as well as send the hard copy to the petitioner.
9.	Applicant	<ul style="list-style-type: none"> Applicant update the plinth level completion status of building through portal for second level inspection. If any deviation in construction applicant apply for revised plan by the request for approval. Is there any violation should be rectified by the applicant.
10.	Planning Section	<ul style="list-style-type: none"> Based on the request TPI/TPO will visit and update the inspection reports within 7 days.
11.	Applicant	<ul style="list-style-type: none"> Applicant update the final completion status through portal
12.	Health & Planning wing	<ul style="list-style-type: none"> Based on the request final inspection has to be done by the TP & health section officials and report in 7 days. <p>After completion of inspection intimation will be given to Revenue Section for initiating process of fixation of property tax.</p>

Documents to be enclosed:

1. Sale deed document [By Courier/Speed post]
2. Parent documents since 1975. [By Courier/Speed post]
3. EC up to date. [By Courier/Speed post]
4. TSLR copy along with Chitta and adangal [Scan and upload]
5. Structural Stability certificate [By Courier/Speed post]
6. Property Tax or vacant land tax receipt. [Scanned and uploaded]
7. Previous approved copy, if available (in case of expansion/ additional construction).[By Courier/Speed post]

8. NOC from railway, ASI, Housing board and Airport Authority, Pollution control Board, Fire Dept. Whenever required [Scan & upload]
9. Topo maps [By Courier/Speed post]
10. Affidavit [to be decided on combined affidavit for both departments] [Scan and upload]
11. Sewage Treatment Plan details should be included [By Courier/Speed post].
12. [Only Copy] if site lies in the area falling within the purview of HACA then the following shall also be submitted
 - a. NOC from Principal Chief conservator of forest
 - b. NOC from the chief engineer[Agriculture Engineering]
 - c. NOC from Assistant Director/Deputy Director of Geology Mining Department of respective district level
 - d. Contour plan of the site [By Courier/Speed post]
13. Project report details the raw material used, process of manufacturing
14. Modified water channel related NOC [If required] (Needed if the land falls within 15 mtrs from the water channel) [By Courier/Speed post]
15. Estimation copy for building / project [for calculating labour welfare fund] [By Courier/Speed post].

MF.No.1 [For Corporation /Municipality]

Application under Section 49 of the Tami Nadu Town and Country Planning Act 1971 for obtaining
Permission for development of lands/building

From

Name of owner/The applicant

: Address

:

:

:

To

The Member Secretary Local Planning Authority

Local Planning Area/

The Commissioner

----- Municipality/Corporation

Date:

Sir,

I/We intend to develop land and /or to construct reconstruct/make alterations or
addition to a building in Town/ Revenue Survey No. Door No. Extent Street or road name
in the ward or Division and in accordance with the provisions under section 19 of Tamil Nadu
Town and Country Planning Act 1971, I forward herewith the triplicate

- a) A layout plan or site plan of the land proposed to be developed and /or on which the
building is to be constructed/reconstructed/ altered or added showing the following
particulars
 - i) The correct boundaries of the lands for which the layout is prepared
 - ii) The Positions and dimensions of the individual building sites with their
extent
 - iii) The extent, Survey numbers and the position of the lands in relation to
neighboring streets and lands with information as to their respective names of numbers
and widths and whether they are Public or Private

- iv) The Principle and Secondary means of access from the existing Streets to the site or sites for building construction which I/We intend to provide
 - v) The direction, intended level and width of such street access and lane with sections
 - vi) The proposed street alignment and building lines for the existing and new streets to be formed
 - vii) The width of carriage way and street margin intended to be left and the arrangements to be made for leveling, paving metalling, flagging, channeling, Serving, draining, lighting the street and lanes and the period within which the works will be executed
 - viii) The Purpose for which each site is to be used and
 - ix) The reservations proposed for common amenities and facilities
- b) The reservations proposed for common amenities and facilities

A Plan or Plans of the building showing a ground plan, Plan of each floor and elevations and drawn to a scale of 1 centimeter to one meter (or any other scale of permitted by appropriate planning authority) and the character of utilization of the building whether pucca buildings or huts, residential buildings or shops, business premises, warehouses, religious buildings, factories, public buildings or any other buildings meant for particular uses.

- c) A key plan indicating the site in question in relation to surrounding area

I/ We request that the development proposed may be approved and that permission may be accorded.

Signature of the Licensed
and building or Architect or Engineer

Signature of the land
Owner or building Surveyor
or the applicant

L.B.S.No.....

CONDITIONS

1. I/We agree not to proceed with the development of my site/building/until permission is issued by the appropriate planning authority
2. I/We agree not to do any work otherwise than in accordance with the plan which have been approved by the appropriate planning authority
3. I/We agree to furnish any further information which has not already been given whenever the appropriate planning authority requires and provide such particulars to satisfy it that there are no objections they may lawfully be taken for the grant of permission
4. I/We agree to keep one of the approved plan at the site of the development at all times such plans are available at all times for the inspection of the appropriate planning authority or any officer authorized by him in that behalf.
5. I/We agree not to start execution of work unless/ I/ We obtained permit for laying out roads/ or building permit under the Corporation Tamil Nadu District Municipalities Act 1920/Tamil Nadu Panchayat Act 1958 or any other act regulating such developments or construction, as the case may be from the concerned local authority

Signature of the owner of the
land and building of the
applicant

BUILDING LICENSE APPLICATION FROM -MUNICIPALITY

APPENDIX A

(See rule 3(1))

..... **Municipality**

***Application under Section (197, 204, 208, 213 or 215 as the case may be),
of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920).***

Rule 3(1) of the Tamil Nadu District Municipalities Building Rules, 1966.

From

Name of the owner or the applicant

Address

Sir,

I intend to construct/reconstruct/make alterations or addition to a building other than a hut, in the site or plot of land..... Town or Revenue Survey No..... Street or road name..... in the ward of division and in accordance with the provisions of Section 1 97, 204, 208, 213 or 215 as the case may be and rules 3(1) of the Tamil Nadu District Municipalities Building Rules, 1972, I forward herewith in triplicate.

(a) A site plan of the land on which the building is to be constructed / reconstructed / altered or added (complying with the requirements of Appendix C of the rules); and

(b) A plan or plans of the building showing a ground plan of each floor, elevations and section (complying with the requirements of Appendix C of the rules); and

(c) A specification of work (complying with the requirements of Appendix D of the rules).

I intend to use the building only as a house/not as dwelling house but for the purpose of.....

I request that the site may be approved and that permission may be accorded to execute the said work.

Signature of the owner of the land and
building or the applicant.

Signature of the licensed builder.

Surveyor, architect or engineer.

CONDITIONS

(i) I agree not to proceed with the execution of the work until approval is signified by the Executive Authority under section 200 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) or permissions is granted by the said authority under section 201 or section 210, as the case may be, or by the Municipal Council under section 202 or section 211 of the said Act.

(ii) I agree not to do any work otherwise than in accordance with the site and building plans and specifications which have been approved or in contravention of any of the provisions of the Tamil Nadu District Municipalities Act, 1920(Tamil Nadu Act V of 1920) or any rule, byelaw, order or other declaration made thereunder or of any direction or requisition lawfully given or made under the said Act, rules or byelaws.

(iii) I agree to make any alterations which may be required by any notice issued or by any order confirmed by the Executive Authority under section 205 or section 216 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), as the case may be.

(iv) I agree to keep one of the approved site plan and one set of copies of the sanctioned plans of the buildings at the site of the building at all times when the work is in progress and also agree to see that such plans are available and the building is open at all time for the inspection of the Executive Authority or any officer authorized by him in that behalf.

(v) I agree to give notice to the Executive Authority in accordance with section 89 of the Tamil Nadu District Municipalities Act, 1920(Tamil Nadu Act V of 1920) and furnish a set of completion plans within fifteen days from the date of completion or occupation of the building., whichever is earlier”.

(vi) I also agree not to occupy the building that will be constructed or reconstructed by me, or cause or permit it to be occupied until I have obtained a certificate from an officer of the Public Health Department of the Municipality as required by sections 26 and 33 of the Tamil Nadu Public Health Act, 1939(Tamil Nadu Act III of 1939).

Signature of the owner of the land
and building or the applicant.

BUILDING LICENSE APPLICATION FROM -CORPORATION

C.F.No

Affix two rupees
court fee stamp

No.....

_____ மாநகராட்சி
_____ CORPORATION

----- மாநகராட்சி சட்டம் 1981 பிரிவுகள் 272, 273, 287, 288 மற்றும் 1972 ம் வருடத்தில் தமிழ்நாடு மாவட்ட நகராட்சிகள் கட்டிட விதிகள் (விதிக்கு 3(1) ன் படியும் உரிமம் கோரும் விண்ணப்பம்.

Application under Section (Section 272, 273, 287, 288 as the case may be) of the Municipal Corporation 1981 (TamilNadu Act 2581) (See Rule 3(1) of Tamil Nadu District Municipalities Building Rules,1972)

அனுப்புநர்
From

நாள்
Date

உரிமையாளர் பெயர்
Name of the Owner

நிரந்தர விலாசம்
Permanent Address

பெறுநர்
To

ஆணையாளர் அவர்கள்
The Commissioner
..... மாநகராட்சி
.....City Municipal Corporation

நாள் _____ பிரிவு _____ தெரு சர்வே எண். _____ மனை எண் அல்லது பிளாட் எண். _____ ல் %----- மாநகராட்சி சட்டம் பிரிவு 272, 287, 288 மற்றும் 1972 ம் வருடத்திய கட்டிட விதிகள் 3 க்குட்பட்டு புதிய கட்டிடம் கட்ட/திரும்பக்கட்ட/பராமரிப்பு அல்லது கூடுதல் கட்டிடம் கட்ட உத்தேசித்துள்ளேன். மேற்படி விதிமுறைகளின் படி கீழ்க்கண்ட வரைபடங்கள் இரண்டு நகல்கள் இணைக்கப்பட்டுள்ளது.
Sir,

I intend to construct/reconstruct/make alterations or addition to a building other than a hut, site or plot of land, Town or Revenue survey No.....Street or Road

Name.....In the ward or divisionand in accordance with the provisions of Section..... (Section 272, 287 and 288 as the case may be) and rule 3 of Revised rules 1942.

(m) கட்டிடம் கட்டப்படும்/திரும்பக்கட்டப்படும்/கூடுதல் கட்டம் கட்டப்படும் மனை அமைந்துள்ள இடத்தின் வரைபடம் (விதிகள் கோரியுள்ள விவரங்களின் படி)

A site plan of the land at which the building is to be constructed/reconstructed/alterd or added to (Complying with the requirements of Appendix B of the Rules)

(M) கீழ்தளம், மேல்தளம் மற்றும் முகப்பு தோற்றம் ஆகியவற்றைக் காட்டும் வரைபடம் (அ) வரைபடங்கள்

A Plan or plans of the building showing a ground plan, plan of each floors, elevation and section (complying with the requirements of Appendix C of the Rules)

(i) விதிமுறைகளின்படி இணைப்பு 1 ல் அடங்கியுள்ள அளவு குறிப்பு

A specification of a work (complying with the requirements of Appendix D of the rules)

நான் இக்கட்டிடத்தை குடியிருப்பு மனையாக குடியிருப்பல்லாத காரியத்திற்காக மட்டும் உபயோகிக்க உள்ளேன்

I intend to use the building only as dwelling house/not as dwelling house but for the purpose of

மனையில் கட்டிடம் கட்ட அங்கீகாரமளித்து கட்டிட வேலை ஆரம்பிக்க அனுமதி அளிக்க கேட்டுக் கொள்கிறேன்.

I request that the site may be approved and that permission may be accorded to execute the

அங்கீகரிக்கப்பட்ட நில அளவை சர்வேயரின் கையொப்பம்
(முத்திரையுடன்)

Signature of the Licensed
Building Surveyor (with seal)

நிபந்தனைகள்
CONDITIONS

1. ----- மாநகராட்சி சட்டம் 1981 பிரிவு 274, 284, 288 களின் படி மாநகராட்சி ஆணையாளரிடமிருந்து உத்திரவு கிடைக்கபெறும் வரையில் கட்டிட வேலைகள் மேற்கொள்ளக்கூடாது என்கிற நிபந்தனைக்கு சம்மதிக்கிறேன்.

I agree not to proceed with the execution of the work until approval is signified by the Executive authority under section 274 of the City Municipal Corporation Act 1981 or permission is granted by the said authority under section 287 or 288 as the case may be, by the Municipal Council under section 274, 287 or 288 of the said Act.

2. -----மாநகராட்சி சட்ட திட்டங்கள் மற்றும் இதர கட்டிட விதிகளுக்கு உட்பட்டு மனை மற்றும் கட்டிடம் கட்ட அங்கீகரிக்கப்பட்ட வரைபடங்களில் கண்டுள்ள அளவுகள் மற்றும் தன்மைகளின்படி யல்லாது கட்டிடம் கட்டுதல் கூடாது என்ற நிபந்தனைக்கு சம்மதிக்கிறேன்.

I agree not to do any work otherwise than in accordance with the site and building plans and specifications which have been approved or in contravention of any of the provisions of the City Municipal Corporation Act 1981 of any rule by law order or other declaration made thereunder or of any direction of requisition lawfully given or made under the said Act, rules or by-laws

3. -----மாநகராட்சி சட்டம் 1981 பிரிவு 282 அல்லது 296 ன் படி ஆணையாளர் அவர்களால், வழங்கப்படும் அல்லது உறுதி செய்யப்படும் மாற்றங்களை செய்தல் வேண்டும் என்ற நிபந்தனைக்கு சம்மதிக்கிறேன்.

I agree to make any alterations which may be required by any notice issued or by any or deconfirmed by the Executive authority under section 282 of section 296 of the..... City Municipal Corporation Act 1981.

4. கட்டிட வேலை நடந்து கொண்டிருக்கும் வேலையில் அங்கீகரிக்கப்பட்ட மனைப்பிரிவு வரைபடம் மற்றும் அங்கீகரிக்கப்பட்ட கட்டிட வரைபடங்கள் ஆகியவற்றை ஆணையர் அல்லது அவரால் அங்கீகரிக்கப்படும் அலுவலர்கள் ஆய்வு செய்யும் பொருட்டு வைத்திருக்க வேண்டும் என்றும், ஆய்வின் பொருட்டு கட்டப்படும் கட்டிடத்தை பூட்டாத நிலையில் வைத்திருக்க வேண்டும் என்ற நிபந்தனைகளுக்கு சம்மதிக்கிறேன்.

I agree to keep one copy of the approved site plan and one set of copies of the sanctioned plan of the building at the site of the building all times when the work is in progress and also agree to see that such plans are available and the building is opened all time for the inspection of the Executive authority of any officer authorized by him in that behalf

5. மாநகராட்சி சட்டம் 1981 பிரிவு 129 ன் படி கட்டிடம் கட்டி முடிக்கப்பட்டு 15 நாட்கள் அல்லது கட்டிடத்தில் குடியேறிய நாள் இதில் எது முன்னதோ அதற்குள் வீடு முடிவடைந்தற்கான முடிவு அறிக்கை மாநகராட்சி ஆணையருக்கு சமர்ப்பிக்க வேண்டும் என்ற நிபந்தனைக்கு சம்மதிக்கிறேன்.

I agree to give notice to the Executive authority in accordance with section 129 of the City Municipal Corporation Act, 1981 and furnish a set of completion plans within fifteen days from the date of completion of occupation of the building whichever is earlier

6. தமிழ்நாடு பொது சுகாதார சட்டம் 1939 விதிகள் 26 மற்றும் 33 ல் கண்டுள்ளவாறு மாநகராட்சி நலத்துறை அலுவலர்களிடமிருந்து உரிய சான்றுகள் அல்லது குடியேற உத்திரவு பெறும் வகையில் புதிதாக மாற்றம் செய்து கட்டப்பட்ட கட்டிடத்தில் குடியிருத்தல் கூடாது என்ற நிபந்தனைக்கு சம்மதிக்கிறேன்.

I also agree not to occupy the building that will be constructed or re-constructed by me or cause of permit is to be occupied. Until I have obtained a certification from an officer of the Public Health Department of the Corporation as required by section 26 and 33 of the Madras Public Health Act 1939.

அங்கீகரிக்கப்பட்ட நில அளவை சர்வேயரின்
கையொப்பம் (முத்திரையுடன்)
Signature of the licensed
building surveyor
(with seal)

நில கட்டிட உரிமையாளர்
விண்ணப்பதாரரின் கையொப்பம்
Signature of the owner of
the land and building or
the applicant

Note: Application and other enclosures may be obtained.

AFFIDAVIT

Form of undertaking to be executed by (1) Land Owner or (2) Registered Power of Attorney Holder as applicant and Licensed Building surveyor.

This deed of undertaking executed at the
..... day by
Thiru./Tmt./Selvi..... Son / Daughter of aged
..... and residing at No. in
favour of the Corporation / Municipality witnesses as follows:-

- 1) I have applied for the Planning and building permission for construction of building in survey ward no..... block no. T.S. No. or S.F.No..... Street / Road in Locality by submitting an application to the Corporation / Municipality street, in accordance with the Planning & building norms prescribed under prevailing Development & Building Rules. I am associated with project as Land Owner / Power or Attorney Holder / Builder / promoter. I assure that I will put up the construction only in accordance with the approved plan without any deviation and if any construction is later on found not in accordance with the approved plan and any unauthorized addition is made. I agree for the forfeiture of the fees collected which issuing Planning Permission, and also agree to demolish such a deviation marked by the Corporation / Municipality failing which apart from forfeiture of fees. Corporation / Municipality failing which apart from forfeiture of fees, Corporation / Municipality may demolish or cause to demolish such unauthorized or deviated constructions at the site under reference and recover the cost of demolition from me.
- 2) I am associated with this building as Applicant / Registered Power of Attorney. I am fully aware of the procedure through my licensed building surveyor. I also assure that the Open Space around the building to be left for the usage of the building, including the car parking in ground floor will be kept as specified in the approved plan, and it will not be converted into any other use except for the purpose for which it is to be kept open. If any Structural modification or usage differ from the approved plan, the Commissioner, Corporation / Municipality is at liberty at any time to take action to remove any structural modification or usage and the expenses incurred by the Corporation / Municipality is recoverable from me for noncompliance of their request or order.
- 3) I further assure that I will not convert any place of the construction in contravention to approved plan, especially in respect of car parking as specified in the sanctioned plan. At any time in future, I will not convert the car parking on stilts by covering them fully, and use the car parking space for any other purposes. If any construction work in car

parking place, converting it either as a flat or for any other purposes, is done either by me or by successor or by any other person to whom the said construction is transferred in future, without getting appropriate permission for doing so from the competent Authority, the Corporation / Municipality is at liberty at any time to take action to remove any structural modification or usage and the expenses incurred by the corporation is recoverable from me / my successor or from any other person to whom the said construction is transferred in future.

- 4) I hereby undertake that I am jointly responsible with the land Owner / Power of Attorney Holder / Builder / Promoter to carry out the development in accordance with the permission granted and also for payment or development charges, security deposit, scrutiny fee and for all other charges levied from time to time by the Corporation and also liable for penal provisions for developments made in contravention of the Development Control Rules and any other in force. I assure that I will not deviate / violate the space / setback / open space around the building.
- 5) I assure that I will put up the construction only in accordance with the approved plan without any deviation and violation and if it is found later on, that the construction is not in accordance with the plan and any unauthorized addition is made or any violation is noticed, I agree to cancel the permission so granted, forfeiture of the fees, charges, whatever it may be remitted by me, and also agree to demolish the deviation portion at my cost by the City Municipal Corporation.
- 6) I never discharge any drainage water or effluent into nearby tank, reservoir, water – course, river, fresh water channel or well and also not contaminate any water bodies (as per Building rule-7).
- 7) I am fully aware that if any information submitted by me is found incorrect and if any fraudulent activity is noticed by the Corporation / Municipality subsequently. I agree to cancel the permissions so granted apart from taking action against me and the Licensed Building Surveyor.

This deed of Undertaking is executed by me on the day of 20..... with the full knowledge of the contents of this document.

DEPONENT

WITNESSES:-

Duly attested by the Notary Public

1.

2.

Affix two rupees
court fee stamp

INDEMNITY BOND

This Deed of Indemnity is made this day _____
of _____ by _____ son of
_____ resident of _____

Whereas I am the holder of Plot No. _____ situated
at _____ measuring _____ square meters

And whereas I propose to construct a building over the said plot of land

And whereas I submitted the building plan for the construction of the building over the said
plot land for sanction with _____ (vide letter
No _____ dated _____) as required by sections _____ of the
_____ Act _____

And whereas of sanctioning of the building plan, I had given an undertaking in the form of
an affidavit (copy enclosed) to the _____

And Whereas the _____ has agreed to sanction the building plan

On the aforesaid undertaking

Now this Deed witnesses that in pursuance of the aforesaid affidavit and in considerations
of _____ having agreed to sanction the building plan submitted (vide application
NO. _____ dated _____) in respect of the plot of land situated at
_____ and referred to above. I hereby undertake to indemnify any keep harmless
the _____ from all proceedings in Courts and before other authorities including the
competent authority and other authorities appointed under the Tamil Nadu Urban Land and
Regulation Act 1976 all expenses/losses/claims which the
_____ may incur or become liable to pay as a result or
inconsequence of the sanction accorded by it to the building plan in respect of the aforesaid plot

I further state that I and all my successors-in-interest shall abide by the aforesaid terms
and conditions of this Deed of Indemnity

Solemnly affirmed one

Signed before me

On

Deponent

Before me

witness

Notary public/gazette officer

SCHEDULE FOR PUBLIC AND PRIVATE SECTOR

Government of India Ministry of Urban Employment and Poverty Alleviation

Schedule I/II – Return for the year ending 31st March..... (Schedule I is to filled by all field units of Central / State Construction Agencies and Central / State PSUs if the total cost of the projects undertaken, new or Continuing, costing Rs. 25,00,000 or more. Schedule II is to filled by all builders in the Class, I, II and selected Class III to VI towns)

1. Identification
I) Sector – Public / Private
II) Name of Project:
2. Location: Place
Dist.
Town
State : Tamilnadu Rural / Urban
3. (I) Date of Commencement
(II) Total approved cost of the project:
4. Executing Agency (Codes):
5. Nature of Construction (Codes):
6. Type of Buildings (Codes):
7. Total Plinth Area of all the floors in Projects in Sq. Mt :
8. Total floor Area of all the floors in Sq.Mt. :
9. If Code I in item 6, than total No. of dwelling units in the project:
10. No. of dwelling units in the project by:
I) EWS
II) LIG
III) MIG
IV) HIG
11. Whether project is completed (Codes):

12. If Code 1 & 2 in item 11, the date of completion of work:

13. Total Investment made in the project:

Item	Latest Approved Cost		Value of work Done During the Current year		Value of work done since beginning of work	
	Material	Labour	Material	Labour	Material	Labour
Building Portion						
Sanitary & Water Supply						
Electrical Fittings						

14. Remarks

Codes for:

Item 4 : CPWD -1, MES – 2, Railways-3, P & T-4, Central PSU-5, State PSU-6, State PWD / Development Authority / Deptt.-7, Builder / Contractor-8, Private Individual – 9

Item 5 : New 1, Additions-2, Alterations-3, Repairs-4.

Item 6 : Family Residential-1, Non- Family Residential- 2, Industrial -3, Commercial -4, Institutional – 4, Institutional – 5, Others – 6.

Item 11 : Started and Completed current year-1, Started in earlier year and Completed in current year-2, Ongoing from previous years-3, Started in Current year and continuing -4.