

## Commissionerate of Municipal Administration

### Check list for Building Plan Approval

| Sl.No | Inspection Details   |
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| 1     | Copy of Property Tax or vacant land tax receipt *  |
| 2     | Up to Date Encumbrance Certificate (EC) – for past 13 years *  |
| 3     | Copy of Parent documents since 1975 *  |
| 4     | Copy of Sale Deed/ Lease Deed/ Gift Deed/Partition Deed / Power of Attorney Deed *   |
| 5     | Town Survey Land Records (TSLR), FMB copy/TownSurvey Map along with Chitta, Adangal *  |
| 6     | Structural Stability certificate issued by the authorised licensed Engineer (if applicable)  |
| 7     | Certificate for structural design sufficiency, Affidavit of Undertaking by Developer, Architect, Structural Engineer about the structural stability aspects, certificate for effective supervision |
| 8     | Site Plan in appropriate scale *   |
| 9     | Topo plan showing all existing developments in 500 meter radius *  |
| 10    | Certificate of Approach Road Details from the Executive Officer of the Local Body *  |
| 11    | NOC from appropriate authorities (if required) (needed if the land falls within 15 meters from any tank/reservoir/Water course/river/fresh water channel or well)                                  |
| 12    | Copy of estimation for Labour Work *   |
| 13    | NOC from Railways if applicable  |
| 14    | NOC from Archaeological Survey of India (ASI), if applicable   |
| 15    | NOC from Housing Board, if applicable  |
| 16    | NOC from Pollution Control Board, if applicable  |
| 17    | NOC from Airports Authority of India, if applicable  |
| 18    | NOC from Fire and Rescue Services Department, if applicable  |
| 19    | NOC from Indian Air Force, if applicable   |
| 20    | NOC from Revenue Department, if applicable   |

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| 21 | NOC from the Competent Authority of Local Bodies if the site lies within a distance of 90 meters from the boundary of the burial ground  |
| 22 | Certificate from the licensing authority If the site lies within 300 m from the boundary of live/abandoned quarry  |
| 23 | Certificate from the licencing authority If the site lies within 500 m from the boundary of live crusher   |
| 24 | Statistics forms duly filled by applicant as per template *  |
| 25 | Affidavit duly filled and signed *   |
| 26 | Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case |
| 27 | NOC from the Principal Chief Conservator of Forests (if site falls in HACA area)   |
| 28 | NOC from the Agricultural Engineering Department (if site falls in HACA area)  |
| 29 | NOC from the Assistant Director/ Deputy Director of Geology and Mining department of respective district level (if site falls in HACA area)  |
| 30 | Contour plan of site (if site falls in HACA area)  |
| 31 | Recommendation of the AAA Committee for buildings with more than 250 sq.m plinth area in hill stations notified in The Nilgiris, Dindigul and Salem Districts  |
| 32 | Demolition deed, if an existing structure has to be demolished   |
| 33 | Project Report Detailing the raw materials used, process of manufacturing in case of MSB & industries  |
| 34 | Legal Heir and Death Certificate (if applicable)   |
| 35 | Solar Water Heating System Shown in the Drawing  |
| 36 | Rain Water Harvesting System Shown in the Drawing *  |