

Annexure I

**Inspection Procedure – Planning Permission / Building Permission Application for
areas – of Corporations (except GCC) and Municipalities**

1. The Town Planning Inspector / Junior Engineers /Assistant Engineer / Town Planning Officer will inspect the site and note the following details during Inspection.
 - Demarcation of site boundary.
 - Width of abutting road / roads
 - Qualifying width of road for 250 m (non High rise buildings exceeding 12 m up to 18.30 m height)/ 500 m (High rise building exceeding 18.30 m height)
 - Whether site lies Vacant or not.
 - Profile of the existing building
 - If construction commenced, stage of construction.
 - Setbacks all round and dimension of the building and site.
 - Surrounding activities in all direction.
 - Passage details, if the site gains access through passage.
 - Amenities available in the site.
 - Nearness of the site to the water body / quarry / swamp / burial ground / Railway boundary / compost yard etc.
 - EB line and its distance.

2. Higher Level Inspection

Town Planning Officer / Commissioner

- i) In case of dwelling units exceeding 16 no's and for Commercial / Industrial / Institution building / with the floor area exceeding 150 sqm.
- ii) All High rise buildings.
- iii) All sites exceeding 3000 sqm
- iv) UGSS Details.
- v) Water Supply and Water requirements.

Annexure – II

Inspection Checklist

Site Status Information

Site Status :

Road width Details (Abutting Road Width in Front of The Site)

Survey No.	One end of the site	Other end of the site	Name of the road

Status of Road	:	
Road Type	:	
Length of Qualifying Road Width	:	
Road Name	:	
Connectivity to Public Road	:	
Remarks on Road Width	:	
Passage Details		
Passage Width	:	
Passage Length	:	
No. of plots served by the passage	:	
Remarks on passage	:	
Level of site		
Level of site with reference to existing Road level	:	
Remarks on level of site	:	
Amenities		
Underground Drainage	:	
Water line	:	

Street light	:	
Remarks on available amenities	:	
Whether HT line passing through	:	
Whether LT line passing through	:	

Distance from Quarry / Crusher / Burial Ground / Railways / EB Tower / Scheme Road / Water Body – River / Chennai Eri/ Nallah / Canal :

Live Quarry / Crusher	:	
Burial Ground	:	
Railways	:	
EB Tower	:	
Remarks on adjacent area of special characters	:	
Water body – River / Channel / Eri / Nallah/ Canal/ Compost yard/ any other prohibited area	:	
CRZ Details		
Whether site falls within CRZ area	:	
Distance from Sea	:	
Distance from river / Water course	:	
Distance from Tanks / Water bodies	:	
Distance from Canal	:	
Whether the existing road was formed and maintained by local body	:	
Surrounding details		
North	:	
South	:	
East	:	
West:	:	