

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

- ❖ Application in “**Form-1**” for Building License and “**Form-A**” for Planning Permission available in the respective ULB’s Website.
- ❖ Duly filled, signed by the applicant, Registered Licensed surveyors/Architects/Engineers should be submitted. 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 and inspects the site, and put up his/her recommendations for approval/refusal including quantum of fees to be collected. The above procedure should be completed within a week time by the concerned Inspector.
- ❖ The date and time of field inspection, will be informed to the applicant at least one day before making inspection through E-mail/SMS.
- ❖ Any variations found in the submitted documents with field level inspection by Inspection authorities during inspection or additional particulars needed by them should communicated officially to the applicant within 72 hours after inspection.
- ❖ 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.
- ❖ Building license issued by the ULB is valid for 2 years in respect of Corporations and 3 years in respect of Municipalities from the date of issue. After this limitation, fresh application needs to be made if the construction work is not completed.

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

- ❖ Application in “**Form-1**” for Building License is available in the respective ULB’s Website.
- ❖ Duly filled, signed by the applicant, Registered Licensed surveyors/ Architects/Engineers should be submitted. 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 and inspects the site, and put up his/her recommendations for approval/refusal including quantum of fees to be collected. The above procedure should be completed within a week time by the concerned Inspector.
- ❖ The date and time of field inspection, will be informed to the applicant at least one day before making inspection through E-mail/SMS.
- ❖ Any variations found in the submitted documents with field level inspection by Inspection authorities during inspection or additional particulars needed by them should communicated officially to the applicant within 72 hours after inspection.
- ❖ 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 2 years in respect of Corporations and 3 years in respect of Municipalities from the date of issue. After this limitation, fresh application needs to be made if the construction work is not completed.