

**A.PROCEDURES FOR OBTAINING DEVELOPMENT PERMIT**

**1.Development Permit**

No person shall change the use of a land or carry out development or erect a building or carry out additions and alterations or carry out civil construction activity without obtaining a written permit from the implementing authority.

**2.Scrutiny, Services and Amenity Fees**

The permit for carrying out the development will be granted by the implementing authority only on the payment of scrutiny fees for processing the submitted application, service and amenities fees for execution of works.

**Scrutiny fee Schedule**

Type of Structure	Scrutiny fee	Remarks
Single-Storied Structure	Nu.2000/-	Shall be paid after the Drawing compliance is completed and before the issuance of construction approval
Two-Storied Structure	Nu.2500/-	
Three-Storied Structure	Nu.3000/-	
<i>Note: Site Plan can be issued from Land Record Section on payment of Nu.500/-</i>		

**3.Validity of Approval**

The validity of the approved plan shall be for one year from the date of approval.

**4.Temporary Permit**

The maximum validity of the temporary structures is 1 year after the implementing authority accord development permit. This temporary permit shall be permitted only for:

- D)In the case of private premises - temporary sheds to be used for storing construction material / as watchmen's cabin during construction phase,
- II)On public roads, highways - temporary sheds to be used for storing construction material/as watchmen's cabin/ workmen's shelter during construction/ repairs/ maintenance of public roads.

**5.Security Deposit.**

To ensure compliance with these regulations and the directions given in the sanctioned plan and other conditions, a security deposit shall be charged . The amount shall be deposited on request before issue of "Development Permit ".

- I)The amount of security deposit shall be paid only in the form of a demand draft.
- II)The security deposit shall be refunded without interest within one year after grant of the occupancy certificate, on written request from the applicant.
- IV)The security deposit shall be forfeited either in whole, or in part, at the absolute discretion of the implementing authority for breach of any of the provisions of these regulations and conditions of the "Development Permit ".

**B.PROCEDURES DURING DEVELOPMENT/BUILDING CONSTRUCTION**

**1.Temporary Service Connections**

An applicant with a certified copy of development permit may apply to the respective agencies for temporary connection of services like electricity, water and sewerage. *The use of a public street/road or a public place for loading and unloading and stacking of materials of construction and construction equipment shall not be allowed.*

**2.Documents at Site**

The applicant shall keep the issued development permit along with the necessary documents such as a copy of the approved drawings and specification on the site during construction.

**3.Deviations during Construction**

Alteration in the approved development and/or building plan shall require prior approval from the implementing authority.

**4.Inspections at Various Stages**

The following shall be the recognized stages for progress verification and shall be approved by the authorized engineer/ building inspector from the implementing authority for carrying out further construction work as per the sanctioned plan:

- 1)Site layout, 2)Foundation,3)Plinth,4)Ground story,5)First story,6)Before roofing**

*A person/body who is empowered/responsible under these regulations shall give at least four working days' notice in writing of the time at which the work will be ready for inspection.* The progress certificate will be produced at the time of each inspection to be scrutinized and signed/endorsed by the building inspector, before the commencement of the next stage of construction.

**5.Occupancy Certificate for Buildings**

The applicant shall obtain occupancy certificate from the implementing authority prior to occupancy or use of the completed development/building.

*Occupancy certificate should be renewed after every three years.*

In case of any change from the approved plans, (which is permissible within these regulations), three copies of the 'as built' drawings endorsed by the registered architect/engineer must be submitted to the implementing authority.

**6. Permanent Service Connections**

Permanent connections will only be given to services like water, electricity and telephone by the respective agencies after the occupancy certificate has been issued.

**7.Development without Prior Approval**

If a development requiring the written permit of the implementing authority under the provision of these regulations or other rule, regulation or by-law is done by a person without obtaining written permit, it shall be deemed to be unauthorized. The implementing authority shall at any time, by written notice, order the same to be removed, pulled down or undone.

In cases where development is in accordance with the provisions of these regulations, the development permit for such work may be granted by the implementing authority on the merits of each individual case. For such case, an additional amount shall be charged on the entire land area or total built up area as per the following rates, over and above the regular charges / fees.

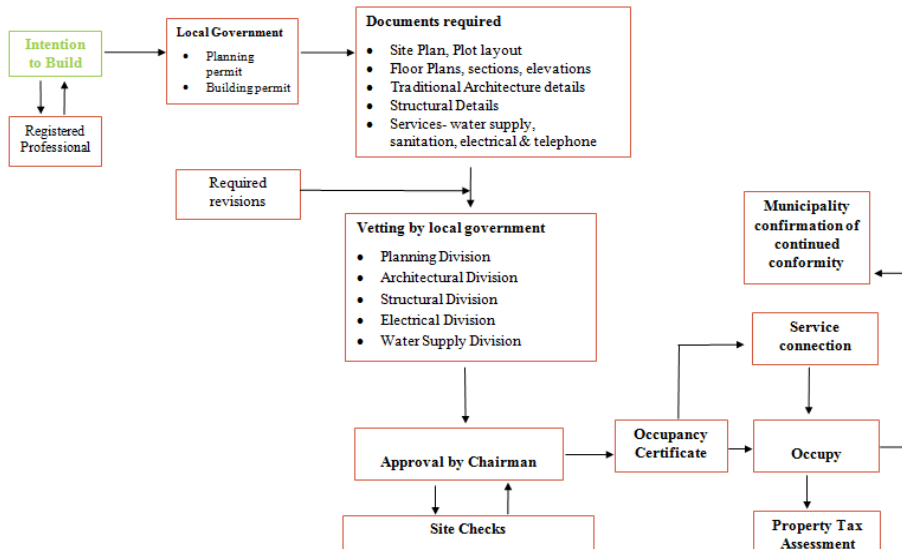
**TABLE.1 REGULARIZATION FEES FOR DEVELOPMENTS WITHOUT PRIOR APPROVAL**

Nature of unauthorized Development	Whether Development would have been Approved	Rate of Regularization and/ or Penalty
Application for development not made	Yes	20 times the regular fess */ charges #
	No	10 times the regular fess & removal of the deviations at the owner's cost
Application made but development commenced before grant of permit.	Yes	10 times the regular fess/ charges
	No	Removal of the deviations at the owner's cost

\* **Regular fees** refer to the fees that the implementing authority charges for scrutiny and approval of development applications.

# **Charges** refer to the charges and levies that the implementing authority may impose for its services and facilities.

**CHART.1 CHART SHOWING PROCEDURE FOR OBTAINING BUILDING PERMIT & COMPLETION OF BUILDING CONSTRUCTION**



**TABLE.2 LIST OF DOCUMENTS & PARTICULARS TO BE FURNISHED WITH THE APPLICATION**

	Land Development	Building Development
1	Copy of the land ownership certificate issued by the implementing authority.	Copy of the land ownership certificate issued by the implementing authority.
2	Copy of the site plan certified / issued by the implementing authority.	Copy of the site plan certified / issued by the implementing authority.
3	Copy of Ordinance Certificate substantiating "Use Conformity".	Copy of Ordinance Certificate substantiating "Use Conformity".
4	Three copies of proposed layout plan drawn to a readable scale showing all the details of the development.	Three copies of proposed layout plan drawn to a readable scale showing all the details of the development.
		Three copies of the detailed drawings showing the plans, sections and elevations of the proposed building to a scale of 1:100 showing all the details.
5	Certificate of architect or planner who prepared the plans and drawings.	Certificates of architect and engineers who prepared the plans and drawings.
6	Copy of No Objection Clearance from relevant authority wherever applicable.	Copy of No Objection Clearance from relevant Authority wherever applicable.

**Notes:**

1. All the drawings shall be prepared in metric system only.
2. The applicant shall sign all forms, plans, sections or written particulars or cause them to be signed by authorized signatory and registered Architect and Engineers.
3. One copy of each plans and documents shall be returned, on approval, to the applicant duly signed by the implementing authority or authorized officer.