

## Directorate of Town and Country Planning

### Check list for application related to Area declaration and construction of Multi-storeyed building

(under rule 4(a) of Multi-storeyed and Public Building Rules, 1973)

PART- IA: - To be submitted by applicant at the time of application for declaration

1.	Application duly signed by the applicant addressed to the DTCP ( court fee stamp affixed ) mentioning reason for request to declare the area for multi-storeyed	Yes/No
2.	Planning permission form duly filled by applicant and licenced building surveyor ( if the area lies in planning area )	Yes/No
3.	Whether the width of access road is not less than 18m. ( Town / firka surveyor attested sketch enclosed )	Yes/No
4.	Notary public attested copy of documents ( sale deed / lease deed / power of attorney )	Yes/No
5.	VAO attested FMB / Town Surveyor attested town survey sketch of the site	Yes/No
6.	VAO attested – Chitta, Adangal, ‘A’ register copy and patta / Town surveyor attested TSLR,	Yes/No
7.	Encumbrance Certificate for the past 13 years ( in original up to date )	Yes/No
8.	VAO attested ‘A’ register copy and FMB sketch of the existing road ( if applicable ) – If NH / SH lies as approach road – NOC from NH / SH	Yes/No
9.	Government pleader opinion about land ownership - original	Yes/No
10.	NOC from Tahsildar (in original) in the prescribed format	Yes/No
11.	NOC from ELCOT (in case of IT building)	Yes/No
12.	Certificate by a chartered Engineer/Soil mechanics Engineer as to whether the soil is having enough safe bearing capacity for the proposed height of Multi-storeyed Building.	Yes/No
13.	Site plan in any scale between 1:400 to 1:800 marking the approach roads	Yes/No
14.	Topo plan to a radius of 500m. to a scale not less than 1:2000 duly marking all the developments and use of land and buildings etc.	Yes/No

PART – IB – To be submitted by applicant at the time of application for construction

1.	Soil test report from a reputed firm	Yes/No
2.	STP report with detailed calculations and drawings	Yes/No
3.	Rain water harvesting structure and drawing	Yes/No
4.	Solar water heating system shown in the drawing	Yes/No
5.	Water supply arrangement and waste water disposal undertaking affidavit (in Rs.20/- stamp paper )	Yes/No
6.	Detailed structural design report with drawings and stability certificate in form A, B, C duly considering seismic forces from a class I structural engineer ( Affidavit in Rs.100/- stamp paper in prescribed format to be provided by the architect, owners and structural design engineer – format enclosed	Yes/No
7.	NOC from Fire Service Department	Yes/No
8.	NOC from Public Works Department ( if applicable )	Yes/No
9.	NOC from Civil Aviation Department ( if applicable )	Yes/No
10.	NOC from Traffic Police Department	Yes/No
11.	Detailed plan, elevation, sectional details in scale not less than 1:100	Yes/No

PART – II – Scrutiny and forwarding of applications to DTCP

1.	Whether the width of access road is not less than 18 m.	Yes/No
2.	Whether the plot frontage is not less than 24.4 m.	Yes/No
3.	Minimum extent of plot=2000 sq.m. in case of IT building and minimum extent of 4 grounds in case of other buildings	Yes/No
4.	Local body resolution for declaration and building plan approval	Yes/No
5.	Specific recommendation and remarks about the site suitability and access road and inspection report etc., by the Local Planning Authority / Regional Deputy Director	Yes/No
6.	Local Planning authority resolution in case of planning area	Yes/No
7.	Certified copies / extract of Master Plan , Detailed Development Plan in case of planning areas	Yes/No
8.	Whether the area lies in Coastal regulation Zone ( CRZ ) if so, certified drawings and remarks of Member Secretary of Local Planning Authority to be attached	Yes/No
9.	Caution register and court case if any	Yes/No

**Format of Affidavit regarding stability of the building to be duly signed by the Architect, owner and structural design engineer in a Rs.100/- stamp paper.**

(see item no.6 of PART- IB above)

Structural designs are made after conducting due soil test of the site as per National Building Code, 2005 so as to be safe against all natural calamities like earthquake etc., and the structure will be safe in all respects and we all are held responsible for the structural safety/ stability.

- 1) Signature of the applicant/ owner
- 2) Signature of the Architect with seal and registration number
- 3) Signature of the structural design engineer with seal and registration number.