

Application Form for Issuance of Building Development Permission in Municipal Areas

Applicant Basic Information

1. Salutation * : _____
2. First Name * : _____
3. Middle Name : _____
4. Last Name * : _____
5. Mobile No. * : _____
6. Phone No. : _____
7. Fax No. : _____
8. Email * : _____
9. Status * : _____
10. Date of Application * : _____

Address of Site

11. Country * : _____
12. State * : _____
13. District * : _____
14. Sub-division * : _____
15. Rural or Urban * : _____
16. Block/Municipality/Corporation * : _____
17. Block/Municipality/Corporation Name * : _____
18. Zilla Parisad * : _____
19. Panchayat Samiti : _____
20. Police Station : _____
21. Post Office : _____
22. Address Line 1 * : _____
23. Address Line 2 : _____
24. Pin Code * : _____
25. Holding No. : _____
26. Premises No. * : _____
27. Mouza Name * : _____
28. J.L. No. : _____

Name of the Project

29. Project Name : _____

Postal Address of Applicant

30. Country * : _____
31. State * : _____
32. District * : _____

33. Sub-divison *: _____
34. Rural or Urban *: _____
35. Block/Municipality/Corporation *: _____
36. Block/Municipality/Corporation Name *: _____
37. Village or Ward : _____
38. Police Station : _____
39. Post Office : _____
40. Address Line 1 * : _____
41. Address Line 2 * : _____
42. Pin Code * : _____

Owners Details

Salutation *	First Name *	Middle Name	Last Name *	Mobile No.	Email

Country *	State *	District *	Sub-divison *	Rural or Urban *	Block/Municipality/Corporation *

Block/Municipality/Corporation Name *	Village or Ward	Police Station	Post Office	Address Line 1 *	Address Line 2 *	Pin Code *

Engaged Personnel Details

Engaged Person *	Salutation *	First Name *	Middle Name	Last Name *	Mobile No.	Email

Phone No.	Fax	Class *	Registration No. *	Registration Valid Till *

Address Line 1 *	Address Line 2	PIN Code *

Land Details

- 43. Previous Classification of Land * : _____
- 44. Others * : _____
- 45. Present Classification of Land * : _____
- 46. Others * : _____
- 47. Risk * : _____
- 48. Area of Land(m2) * : _____
- 49. Area of Solid Land(m2) * : _____
- 50. Area of water body(m2) * : _____
- 51. RS Plot No * : _____
- 52. On North of site like Vacant land or Road or Building with use and height or Others * : _____
- 53. On South of site like Vacant land or Road or Building with use and height or Others * : _____
- 54. On East of site like Vacant land or Road or Building with use and height or Others * : _____
- 55. On West of site like Vacant land or Road or Building with use and height or Others * : _____
- 56. Means of access like Name of Road or Street * : _____
- 57. Width of Road or Street including footpath (Right of way) (m) * : _____
- 58. Whether the plot within 500 m from the centreline or abutting * : _____
- 59. Whether the plot area is more than 500 sq. mtr. * : _____
- 60. Whether the proposed building height is greater than 14.50 mtr. * : _____

Tenement Details

- 61. Tenement Size * : _____
- 62. Tenement No * : _____

Usage Details

- 63. Usage * : _____
- 64. Built up area * : _____

Building Details

No. of Buildings *	No. of stores *	Total volume of Construction (Cubic M) *	Height of the Building *	Inner Court yard (Minimum Width) *	Inner Court yard (Minimum Area) *

Outer Court yard (Minimum Width) *	Outer Court yard (Minimum Area) *	Ventilation shaft (Minimum Width) *	Ventilation shaft (Minimum Area) *	Staircase (Minimum Width) *

Project details

65. Maximum Height of the building (m) * : _____
66. Front Open Space (Meter) (Min) * : _____
67. Rear Open Space (Meter) (Min) * : _____
68. Side Open Space (Meter) (Min) * : _____
69. Joint Open Space (Meter) (Min) * : _____
70. Ground coverage Area (Sq. Meter) * : _____
71. Ground coverage Percentage * : _____
72. Total Built up Area in All Floors (without exemption) (Sq. Meter) * : _____
73. Floor area ratio (FAR) * : _____
74. Organized open space Area : _____
75. Organized open space Minimum Width : _____
76. Amenities and facilities area : _____
77. Amenities and facilities (Minimum Width) : _____
78. Total Area of covered parking including circulation : _____
79. Ramp Minimum Width : _____
80. Driveway Minimum Width : _____
81. Required No. of Car Parking (Open) * : _____
82. Required No. of Car Parking (Covered) * : _____
83. Required No. of Bus Or Truck Parking (Open) * : _____
84. Required No. of Bus Or Truck Parking (Covered) * : _____

Other Details

85. Use Group * : _____
66. List of Documents :
- A. Form-C and Data Sheet Annexure * : _____
- B. Location Plan for the plot * : _____
- C. Site plan showing width of the abutting road (Duly sealed, signed & vetted) : _____
- D. Record of Rights (ROR) * : _____
- E. Conversion of classification of land * : _____
- F. Master plan in AutoCad file format showing obligatory open spaces(min open spaces), showing width of the abutting road and, parking layout, location of all services, drainage discharge point (if any) * : _____
- G. Master plan (Scanned copy) duly signed (Applicant, Architect, Structural Engineer etc. as required) * : _____
- H. Other architectural plans/elevations/sections in AutoCad file format : _____
- I. NOC from Fire (W.B fire emergency services) as may be applicable : _____
- J. NOC from SWID/Municipal corporation/Municipality : _____
- K. NOC from SEAC, EIA, PCB : _____
- L. NOC from Irrigation &Water ways directorate : _____
- M. NOC from Airport Authority India : _____
- N. NOC from fisheries department : _____
- O. NOC from any other Department : _____
- P. Declaration from Architect registered with Council of Architecture * : _____
- Q. Declaration from Geo technical engineer * : _____
- R. Declaration from Structural engineer with structural stability certificate * : _____
- S. Declaration from Structura1 reviewer : _____
- T. Certificate of registration of Council of Architecture for Architect * : _____
- U. Certificate of registration of Geo technical engineer * : _____

V. Certificate of registration of Structural engineer * : _____

W. Certificate of registration of Structural reviewer : _____

X. Affidavit * : _____

Y. Indemnity * : _____

Z. Land Ceiling Clearance : _____

I. Any other Document as may be necessary : _____

II. Sanctioned plan of existing building/s in case of extension/addition-alteration/revision : _____

III. Signed copy of the application form * : _____

I hereby declare that the above information is true to the best of my knowledge and belief.

Signature : _____

Date of Application : _____