

Building Permit: Procedure and checklist of documents (including No Objection Certificates)

Pre-construction stage (before commencement of construction):

The following procedure is applicable for obtaining planning permission and building permit for the following types of buildings:

1	Residential	Stilt + 2 floors / Ground floor plus First floor with 6 dwelling units up to a height of 9 meters with unlimited built-up-area.
2	Commercial	Stilt + 2 floors / Ground floor Plus First Floor up to a height of 9 meters with maximum built up area of 300 sq.m.
3	Industries as [cottage industry/ green industry/ orange industry]	Maximum height of 15.25 meters with: <ul style="list-style-type: none"> • Unlimited built up area • Maximum H.P. requirement of 200 H.P. • Maximum of 100 labourers
4	Institutional	Maximum height of 15.25 meters with unlimited built up area.

For obtaining planning permission of all other buildings other than those mentioned above, the applicant is to approach CMDA.

#	Process Owner	Procedure
1	Applicant	The applicant has to register in the citizen portal of the Greater Chennai Corporation by visiting www.corporationofchennai.gov.in . The details of the site for which the planning permission and building permit is required is to be submitted in the application form. The applicant also selects the registered License Surveyor in the application form, which enables the application details to be forwarded to the Licensed Surveyor to prepare the drawings and submit the planning permission (if applicable) and building permit application for approval.
2	Licensed Surveyor	The registration made by the applicant for the approval of planning permission and building permit application will be forwarded to the selected licensed surveyors portal for further process.

#	Process Owner	Procedure
		<p>The Licensed Surveyor upon receipt of the request made by the applicant shall make a site visit, collect all the documents from the applicant, prepare the drawing, submit it online for auto-scrutiny to ensure compliance with Development Regulations / Building Rules.</p> <p>The list of documents collected by the Licensed Surveyor is given in Annexure 1.</p> <p>The Licensed Surveyor shall enter the registration details, inspection document details and Auto-DCR details online.</p> <p>The application fee is to be paid online by the Licensed Surveyor for admitting the application.</p>
3	Assistant Executive Engineer	<p>The application submitted by the Licensed Surveyor will be assigned a unique application number against which all the documents submitted online will be received in the Assistant Executive Engineer's portal for further process. The Assistant Executive Engineer shall make a site visit within 7 days from the date of receipt of application by selecting a date on the portal, which will also be intimated to the Licensed Surveyor and applicant through SMS and e-mail.</p> <p>During inspection, the plan submitted online is verified for the following:</p> <ol style="list-style-type: none"> 1. Site boundary measurements 2. Access to the public road 3. Measurement of the road width 4. Surroundings of the plot to ascertain whether the plot abuts any drains, channels, water bodies etc. 5. Zoning of Land <p>After making the site visit on the scheduled date, the Assistant Executive Engineer (AEE) shall submit the inspection report within 48 hours of site inspection online, which can be viewed by the applicant and Licensed Surveyor.</p> <p>After site inspection, the documents enclosed online are verified by the AEE.</p> <p>If the documents enclosed are not sufficient, the same will be communicated to the applicant. An intimation shall be sent to the applicant to submit the same online. The message will be sent through SMS and email.</p> <p>The applicant or Licensed Surveyor shall upload the requested documents online.</p>

#	Process Owner	Procedure
		If the documents enclosed are sufficient for approval, the planning permission (if applicable) and building permit application shall be submitted for approval to the Executive Engineer.
4	Executive Engineer	If any further clarification / documents required by Executive Engineer, the application will be sent back to the Assistant Executive Engineer through the portal. On receipt of the intimation for requirement of documents / clarification sought, the Assistant Executive Engineer shall intimate the clarification/documents to the applicant. After receipt of the documents / clarification from the applicant or Licensed Surveyor, the application will be submitted to Executive Engineer for approval. If the documents and plan satisfies the requirement of the Executive Engineer, the system will automatically, generate the "Demand Advice" and a SMS and e-mail is sent to the applicant requesting to make the payment online.
5	Applicant	The applicant shall make the payment online
6	Assistant Executive Engineer	Verifies the payment done by the applicant and forwards the application to the Executive Engineer.
7	Executive Engineer	Approves the fees verified by AEE.
8	Assistant Executive Engineer	Generate the final building permit online. The applicant will be informed of the approval through SMS and e-mail. Applicant shall download the certificate online.

Note:

Applicant shall carry out construction once the building permit is issued, and occupy the building once construction is completed. No additional procedures or documents are required from the applicant during plinth level construction and post-construction or pre-occupancy of the building.

Annexure 1 – Checklist of documents to be submitted for Building Permit

1.1 Checklist of documents to be submitted if the plot / land is in an area other than approved industrial layout by SIPCOT / SIDCO

1. Copy of documents (sale deed / lease deed / power of attorney) self-attested by the applicant.
2. Patta and adangal details attested by Deputy Tahsildar, if the details are not available in the database of revenue department
3. Field Measurement Book (FMB) / Town Survey sketch attested by competent official of concerned department.
4. Copy of Patta / Chitta / Town Survey Land Records (TSLR) in owner's name.
5. Encumbrance certificate for 13 years (in copy obtained up to the date which is not prior to 7 days from the date of submitting application).
6. Death and Legal heirship certificate if any.
7. Will Document or probated will copy, if applicable.
8. If the building is proposed to be located within 15 meters distance from the boundary of a water body or any channel (or) any type of water course the applicant shall submit an undertaking (Refer Annexure 2) that necessary satisfactory arrangements would be made not to discharge any effluent into the nearby water body and contaminate it.
9. If the applicant proposes to put up a culvert across the channel / water course, then NOC of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
10. If the site lies within a distance of 30 m from Railway property boundary, NOC from Railways has to be obtained.
11. If the site lies within a distance of 50 m on either side of Chennai Metro Rail Limited (CMRL) alignment, NOC from CMRL is required.
12. NOC from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes), NOC from the competent authority of Air Force (if required as per the notification / order of the concerned Air

Force Authority in respect of the area in the vicinity of Air Force Stations).

13. Structural stability certificate in Form A,B,C (Refer Annexure 3) duly signed by the owner and including the Architect & Structural design engineer along with their seal and registration number.
14. NOC from Fire and Rescue Service Department.
15. For applications under Green Channel, following documents shall be submitted:
 - (i) Form duly filled in for certificate of work as per structural design sufficiency, Affidavit of undertaking by developer, architect, structural engineer about the structural stability aspects.
 - (ii) Form duly filled in for supervision.
 - (iii) Form duly filled in for certificate of work as per structural safety requirements.
16. Drawing related checklist points
 - (a) Sewage treatment plan details shown in the Building Plan

1.2 Checklist of documents to be submitted if the plot / land is in approved industrial layout by SIPCOT / SIDCO:

1. Copy of documents (sale deed / lease deed / power of attorney) self - attested by the applicant.
2. Encumbrance certificate for 13 years (in copy obtained up to the date which is not prior to 7 days from the date of submitting application).
3. Death and Legal heirship certificate if any.
4. Will document or probated will copy, if applicable.
5. If the applicant proposes to put up a culvert across the channel / water course, then NOC of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
6. Structural stability certificate in Form A, B, C (Refer Annexure 3) duly signed by the owner and including the Architect & Structural design engineer along with their seal and registration number.
7. NOC from Fire Service department.
8. If the site lies within a distance of 50 m on either side of Chennai Metro Rail Limited (CMRL) alignment NOC from CMRL.
9. For applications under Green Channel, following documents shall be submitted:
 - (i) Form duly filled in for certificate for structural design sufficiency, Affidavit of undertaking by developer, architect, and structural engineer about the structural stability aspects.
 - (ii) Form duly filled in for supervision.
 - (iii) Form duly filled in for certificate of work as per structural safety requirements.
10. Drawing related checklist points:
 - (a) Rain water harvesting system shown in the Building Plan.
 - (b) Sewage treatment plan details shown in the Building Plan.
11. Copy of previously approved plan, if any

Annexure 2

Undertaking if the building is proposed to be located within 15 meters distance from the boundary of a water body

This deed of undertaking executed at Chennai on the day of 20 by Thiru./Tmt / Selvi Son/Daughter / Wife of aged years residing at in favour of the Greater Chennai Corporation witnesseth as follows:

1. I have applied for the planning permission for construction at by submitting application. The proposed building is located within 15 meters from the boundary of water body / channel / water course.
2. I assure that I will make necessary satisfactory arrangements and would not discharge any effluent into the nearby water body / channel / water course and contaminate it.

Signature of Applicant / Owner

Annexure 3

FORM FOR SUPERVISION (A)
(To be submitted before issue of Planning Permission)

I hereby certify that the development / erection / re-erection or for making
alternation in the
.....
..... shall be carried out under
our supervision and we certify that all the materials (type and grade) and the
workmanship of the work shall be generally in accordance with the general and detailed
specifications, as per NBC standards and to meet out the structural design of the proposed
building.

We undertake not to continue construction without any supervision by the Site Engineer and submit the respect to the local body.

1. Signature of Architect
Name of the Architect with Reg.No.
Address of the Architect

2. Signature of Structural Engineer
Name of the Structural Engineer with Reg.No.
Address of the Structural Engineer

3. Signature of Site Engineer
Name of the Engineer with Reg.No.
Address of the Site Engineer

Date:

Place:

I certify to engage the above mentioned Engineers for the active period of building execution and I hereby assure to give revised certificate, in case of any change of Engineer, I would ensure no work is taken up in this period till required Engineers are engaged by me.

In case construction is entrusted by a builders' agreement to a 3rd party, I would undertake to include is these conditions as part of the agreement.

Signature of Applicant / Owner

FORM FOR CERTIFICATE FOR STRUCTURAL DESIGN SUFFICIENCY (B)

With respect to the building proposed construction residential apartments of

.....
.....

..... we certify that the structural plan of the building meet the structural safety requirements for the situations including natural disasters, as applicable, as stipulated under part 6 structural design of the national building code of the India and other relevant codes, the design as been done after detailed soil test and we are satisfied as to be adequacy of soil test carried out and the information given there in is factually correct to the best of our knowledge and understanding.

The land is fit for the proposed construction, it has been tested vide soil test report no.

.....

Signature of owner /
Builder with date

Signature of Registered Engineer /
Structural Engineer with Reg.No.

Signature of Architect with
Reg.No.

Signature of Geo Tech Expert
with Reg.No of the Company

CERTIFICATE (C)

It is certified that the proposed residential building at

.....

..... is

designed to resist earthquake, check has been made and found safe and I hereby certify that:

- 1. The minimum grade of concrete is M25.
- 2. The design and analysis using the code of practice for loading standards as per IS-875 Part – I to V and seismic force as per code IS-1893, is carried out.

The building will be sound and stable when used for the purpose for which it is designed.

Signature of Structural Engineer
With Reg. No.