

Planning Permit / Building Permit

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

1	Residential	Stilt + 3 floors / Ground floor plus Two floors with 16 dwelling units up to a height of 12 meters with 10,000 Sq.ft area.
2	Commercial	Stilt + 3 floors / Ground floor Plus Two Floors up to a height of 12 meters with maximum built up area of 300 sq.m.
3	Industries as [cottage industry/ green industry/ orange industry]	Maximum height of 18.30 meters with: Unlimited built up area Maximum H.P. requirement of 200 H.P. Maximum of 100 labourers
4	Institutional	Maximum height of 18.30 meters with unlimited built up area.

For obtaining planning permission of all other buildings other than those mentioned above, the applicant has to submit the application in CMDA.

In Sl.No.1 up to 5,000 sq.ft, the planning permission application to be submitted in online and will be processed in the concerned Zonal Offices.

For area above 5,000 sq.ft and up to 10,000 sq.ft the application to be submitted in online and will be processed in Headquarters, Works Department.

All the application to be submitted in online.

Application procedure and documents required for planning permission (if applicable) and building permit

S.No.	Process Owner	Procedure
1	Applicant	<p>The applicant has to register in the citizen portal of the Greater Chennai Corporation by visiting https://chennaicorporation.gov.in/gcc</p> <p>The details of the site for which the planning permission and building permit is required is to be submitted in the application form.</p> <p>The applicant also selects the registered architects / Registered Engineer, which enables the application details to be forwarded to the Registered Architect / Registered Engineer to prepare the drawings and submit the planning permission (if applicable) and building permit application for approval.</p>
2	Registered Architect / Registered Engineer	<p>The registration made by the applicant for the approval of planning permission and building permit application will be forwarded to the selected Registered Architect / Registered Engineer portal for further process. The Registered Architect / Registered Engineer 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 Registered Architect / Registered Engineer is given in Annexure 1.</p> <p>The Registered Architect / Registered Engineer 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 Registered Architect / Registered Engineer for admitting the application.</p>

S.No.	Process Owner	Procedure
3	Assistant Executive Engineer	<p>The application submitted by the Registered Architect / Registered Engineer 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 Registered Architect / Registered Engineer.</p> <p>After site inspection, the documents enclosed online are verified by the Assistant Executive Engineer. If the plan and information furnished by the applicant do not provide all the particulars necessary to process the application satisfactorily the Assistant Executive Engineer within 15 days from the date of receipt of plans or application</p>

S.No.	Process Owner	Procedure
		<p>requires the production of such further particulars and details as it deems necessary. The message will be sent through SMS and email. The applicant or Registered Architect / Registered Engineer shall upload the requested documents online within 15 days from the date of such request made, else the application shall be processed with the available documents.</p> <p>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.</p>
4	Executive Engineer	<p>If any further clarification / documents required by Executive Engineer, the application will be sent back to the Assistant Executive Engineer through the portal.</p> <p>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 Registered Architect / Registered Engineer, the application will be submitted to Executive Engineer for approval.</p> <p>If the documents and plan satisfies the requirement of the Executive Engineer, the application will be approved in online and the "Demand Advice" is generated. SMS and e-mail is sent to the applicant requesting to make the payment either in online or by way of the Demand Draft.</p>
5	Applicant	The applicant shall make the payment online

S.No.	Process Owner	Procedure
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.
9	Executive Engineer	Verify the plan final permit and approved plan in issued.

Annexure - 1

Checklist of documents to be submitted for Planning Permission / Building Permit

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 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 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
17. 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 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 if required.
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. Drawing related checklist points:
 - (a) Rain water harvesting system shown in the Building Plan.
 - (b) Sewage treatment plan details shown in the Building Plan.
10. 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 infavour of the Greater Chennai Corporation witness 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.

Building Plan Approval Process in Greater Chennai Corporation

- ❖ Greater Chennai Corporation is issuing planning permits under the Delegation of Powers issued by the Member-Secretary, Chennai Metropolitan Development Authority for the Non-High Rise up to an height of 12.0 m [Stilt + 3 floors (or) Ground + 2 floors - dwelling unit not exceeding 16 Kitchen units and commercial area not exceeding 300 sq.m floor area]. Industrial building & Institutional building up to a height of 18.30 meters.
- ❖ Greater Chennai Corporation issues building permit to all type of buildings including for which the planning permissions are issued by C.M.D.A.
- ❖ The application in this regard are to be submitted in respective Zonal Officer / Head Quarters.

As Below:

Sl. No	Description	Place where applications to be received	Powers Delegated to Sanction
1	Planning permission / Building Permit for Residential & Commercial buildings up to 5,000 sq.ft FSI area	Respective Zonal Office	Zonal Executive Engineers (stilt + 2 floors) Regional S.E. (stilt + 3 floors)

2	Planning permission for Demolition Application (unlimited area).	Respective Zonal Office	Zonal Executive Engineers
3	Planning permission for subdivision or layout of land	Headquarters, Works Department	Chief Engineer (SWM & TP)
4	All planning permission / Building permit for Residential and commercial development above 5,000 sq.ft upto 10,000 sq.ft FSI area.	Headquarters, Works Department	Chief Engineer (SWM & TP)
5	All Planning Permission / Building Permit for Institutional buildings up to 18.30 m height and unlimited area.	Headquarters, Works Department	Chief Engineer (SWM & TP)
6	Reclassification application for change of land use	Headquarters, Works Department	To obtain orders from the Commissioner, for forwarding to C.M.D.A.
7	Building Application (Planning Permission Approved by CMDA) with unlimited area.	Headquarters, Works Department	Chief Engineer (SWM & TP)



The structural design details to be enclosed are to be certified by the Registered Structural Engineer. Based on the design furnished by the Structural Engineer the approval is issued. If it is found that the design details and execution of work is not as per the standards during construction or after construction the Structural Engineer and the applicant shall be held responsible and the registration of the Structural shall for summarily rejected.

- ❖ The Structural design shall be vetted by Anna University / IIT / Public Works Department for High Rise Buildings.
- ❖ To make the processing of the planning permission application easier the whole system of processing are computerized. Each and every stage of the processing of the applications are being entered in computer. The applicants / land owners can view the various stage of their application in the website of Greater Chennai Corporation by referring the application number allotted to them while submission.
- ❖ Moreover SMS alerts / e-mails are sent to the applicants / land owner at each stages. The applicant can act immediately if a letter is sent requesting to furnish additional documents / particulars by seeing the SMS alerts / e-mails. Further if it is sanctioned, the necessary fees to be paid are made known, so that the applicant can make the payment immediately and obtain the permits.
- ❖ The plans are submitted online for checking for provisions in Tamil Nadu Combined Development & Building Rules, 2019 and any correction required are informed through online. The applicants shall make the necessary corrections and submit the plan for scrutiny. The Auto-DCR software is used for scrutiny of the plan submitted online.
- ❖ A Checklist is used for verification of the documents while submission of the planning permission application.
- ❖ The site for which the planning permission applications / building applications are submitted by the applicant will be inspected by Officials of Greater Chennai Corporation within 7 days from the date of submission of the planning permission application / building application.

- ❖ If any documents / clarification are further required, it is intimated in online and applicant has to furnish the same in online. On receipt of the requested documents / clarifications the application is further processed and approval issued.
- ❖ If the requested documents / clarification are not furnished by the applicant within the prescribed time the application is returned unapproved, stating the reason for the same.
- ❖ On receipt of the payment for the demand advice the planning permit / building permit are issued. The SMS alerts / email are sent to the applicant once the permit are ready.
