

Standard Operating Procedure for Planning Permission
Application & Building Application for both
New construction and Demolition & Reconstruction

- (1) The office where applications are to be received and powers delegated are tabulated below and the processing shall be as per the delegated powers.

| Sl. No | Description | Place where applications to be received | Powers Delegated to Sanction |
|--------|---|---|----------------------------------|
| 1 | Planning permission / Building Permit for Non-High Rise Residential and Commercial buildings (with FSI area of maximum 464.50 sq.m and Ground floor + First floor (or) Stilt + 2 floors up to a height of 9.0 m) | Concerned Zonal Office | Zonal Executive Engineers |
| 2 | Demolition Application for all types of buildings | Concerned Zonal Office | Zonal Executive Engineers |
| 3 | Planning permission / Building permit for Non-High Rise Residential and Commercial buildings with FSI area of maximum 464.50 sq.m and Stilt + 3 floors (or) Ground Floor + 2 Floors and maximum height of 12.0 m . | Concerned Zonal Office | Regional Superintending Engineer |
| 4 | All planning permission applications with FSI area above 464.50 sq.m and up to maximum 929.00 sq.m with 12.0 m height of Ground floor + 2 floors / Stilt + 3 floors . | Headquarters, Works Department | Chief Engineer (Planning) |
| 5 | All planning permission applications for Industrial buildings with unlimited area subject to maximum height of 18.30 m . | Headquarters, Works Department | Commissioner |

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| 6 | All planning permission applications for Institutional buildings with unlimited area subject to maximum height of 18.30 m. | Headquarters, Works Department | Chief Engineer (Planning) |
| 7 | All building applications to which the planning permission are accorded by C.M.D.A. with unlimited area. | Headquarters, Works Department | Chief Engineer (Planning) |
| 8 | All sub-division / layout proposals up to 20,000 sq.m of land area. | Headquarters, Works Department | Chief Engineer (Planning) |
| 9 | All subdivision / layout for which planning permission issued by C.M.D.A., with unlimited area | Headquarters, Works Department | Chief Engineer (Planning) |
| 10 | Reclassification application for change of land use | Headquarters, Works Department | Commissioner (for Forwarding the Questionnaire form to CMDA) |

(2) The procedure for doing away with submission of hard copies is being contemplated. Till such time a procedure is established by opening a separate counter in each Zonal Office and in Headquarters for the purpose of receiving the documents for the applications submitted in online. The acknowledgement shall be given immediately for the applications received. Acknowledgement will also carry the application number and a register will be maintained for these details. In Headquarters the application shall be submitted to the Assistant Executive Engineer in 5th Floor Amma Maligai and to the Superintendent posted in the Zonal Office.

(3)(a) The following details shall be submitted during online process.

- (i) Particulars of the proposed site including its location, Survey Number, village, Plot extent to be submitted.
- (ii) The documents (sale deed / lease deed / power of attorney) to be scanned and uploaded.

- (iii) TSLR patta and FMB to be scanned and uploaded.
 - (iv) Filled up planning permission application (Form B) Building Application form duly signed by the applicant and Registered Architect / Registered Engineer to be scanned and uploaded.
 - (v) Other documents such as Death / Legalheirship certificate, will document along with probated will copy if any, available to be scanned and uploaded.
- (3)(b) Checklist for the copy of documents to be submitted in the counters.
- (i) Copy of documents with document prior to 05.08.1975 and subsequent documents (sale deed / lease deed / power of attorney) duly notarized.
 - (ii) Copy of Patta / Chitta / Town Survey Land Records (TSLR) in owner's name duly attested by Official not below the rank of Deputy Tahsildar the details are not available in the database of Revenue Department.
 - (iii) Field Measurement Book (FMB) / Town Survey sketch attested by competent official of concerned department.
 - (iv) Death and Legalheirship certificate, if any.
 - (v) Will Document or probated will copy, if applicable.
 - (vi) The Design basis report, copies of structural drawings indicating thereon design live loads, safe soil bearing capacity, assumptions made in the design duly signed by Registered Engineer (If the proposal is Non High Rise Building up to 12.0 m) and duly signed by Registered Structural Engineer (If the proposal is Non High Rise Building beyond 12.0 m and for High Rise Buildings).
 - (vii) Soil Test Report duly signed by the Geo-Technical Engineer.

- (viii) For applications under Risk Based classification following documents shall be submitted:
 - O Undertaking by the Registered Engineers / Registered Architects
 - O Undertaking by the Applicant (s) / Developers.
- (ix) Drawing related checklist report
- (x) Application Forms duly signed by the applicant and Registered Architect / Registered Engineer.
- (xi) Form of undertaking by the land owner / Power of Attorney and Registered Structural Engineers / Registered Architect / Registered Engineers [Annexure – III of Tamil Nadu Combined Development and Building Rules, 2019].
- (4) The Assistant Executive Engineers (both at unit level and Headquarters) shall make site visit within 5 days from the date of admission. After inspection of site the inspection report has to be entered online and uploaded for perusal of the applicant within 48 hours.
- (5) After site inspection the documents shall be verified within 5 days from the date of upload of site inspection.
- (6) After scrutiny of documents, if any additional particulars are required from the applicant, a request must be sent online within 48 hours of scrutinizing the documents.
- (7) A time period of 15 days has to be provided for the applicant to furnish the requested particulars online.
- (8) If the documents and the plan satisfies the Provisions in Tamil Nadu Combined Development and Building Rules 2019, the fees calculation will happen online and the Competent Authority has to approve as per the delegated powers within 15 days of document scrutiny.

- (9) The demand advice is automatically generated online when the proposal is approved and applicant can pay the requisite fees.
- (10) While issuing approvals for all types of applications, altogether, the time period of 30 days shall not be violated without any valid reasons.
- (11) The payment shall either be in online (or) through demand draft by the applicant as per the demand advice issued.
- (12) The demand drafts for payment of the fees shall be accepted and online receipt will be issued same day by the section Assistant.
- (13) The drawing corrections shall be verified and final printout of drawings will be issued to the applicants on the same day by the Assistant Executive Engineer. The drawing will be printed out by the registered Architect / Engineer (or) applicant. They should sign and submit it to the Competent Authority, who in turn will sign and affix his / her seal on the drawings and return 4 copies back to the applicant.
- (14) The Guidelines issued in the reference (3) cited circular shall be adhered to [sl.No.10-Guidelines (1) to (20)].

The above Standard Operating Procedure shall be followed scrupulously and approval issued within the stipulated 30 days time period for all New Construction and Demolition & Reconstruction applications.

Annexure - 1

Checklist of documents to be submitted for Planning Permission / Building Permit for both New Construction and Demolition of existing building & construction of New Building.

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.
18. Property Tax Receipt if any building exists and Vacant Land Tax for New Construction.

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.