

**CHECK LIST FOR APPROVAL OF BUILDING PLAN**  
**(COMMERCIAL)**

NAME OF FIRM.....  
 ADDRESS.....  
 LOCATION OF SITE .....  
 LAND USE.....PLOT AREA.....  
 CONST.PERIOD/AVAILABLE .....

**(A) OWNERRES DOCUMENTS**

1. Copy of lease deed.....
2. Copy of allotment letter.....
3. Copy of Transfer deed and transfer letter (If Applicable).....
4. Copy of lease plan and Dimension plan.....
5. Copy of possession certificate.....

**(B) DOCUMENTS**

1. Copy of NOC from ministry of Environmental. ....
2. Soft copy of drawings (Checked/Working).....
3. Fire N.O.C (If Applicable).....
4. N.O.C. From Airport Authority (If applicable).....
5. Structural Design Verification from IIT for equivalent.....
6. NOC from Cinemotography act.....
7. Explosive N.O.C. (If applicable).....

**(C) Challan copy of fees/charges**

S.No	Heads/Category	Required	Deposited
1.	Plan Processing fee <b>a) Group housing @ Rs=15</b>		
2.	Layout Plan fee		
3.	Malba charges		
4.	Sewer, Water, Drain, Electric & Telephone pipe Connection (Service connection)		
5.	Temporary a) Labour Huts Structure b) Offices &Stores		
6.	Bank Guarantee a) Amount Rs. b) Time Up To		
7.	Revision fees		
8.	Revalidation charges / Revised Layout Fees		
9.	Rain water Harvesting		
10.	Inspection charges		
11.	<b>Purchasable FAR Fees (Min 10% of Total Amount at C-.....)</b>		
13.	<b>Labour Cess</b>		

**(D) DRAWING:**

1. Three copies of drawing.....
2. One copy cloth bound.....
3. Signature of applicant and Architecture.....
4. Building plan including service plan.....
5. Layout Plan signed by Town Planner.....
6. Parking plan and Calculation.....
7. Landscape Plan and calculation.....
8. Guard Room Detail.....
9. Coverage plan of each floor.....
10. Total Building Height.....
11. Area statement .....
12. Foundation details.....
13. Culvert detail.....
14. Electrical load.....
15. Rain Water Harvesting.....
16. Temporary structure.....
17. Road width.....
18. Distance between Two Blocks as per BBL.....
19. Detail of Road Cross Section.....
20. Location of E.S.S. / Transformer .....

**(E) VERIFICATIONS**

1. Report of **Horticulture Department**.....
2. Water supply, sewerage, drainage Verification from **Eng. Dept.** .....
3. Rain water harvesting verification from **Urban services**.....
4. Electrical verification from **Electrical Dept**.....
5. Defaulter certificate from **Property Dept** .....

**(F) AFFIDAVITS**

1. Affidavit regarding Tree plantation.
2. Affidavit regarding Central Ground Water Authority/STP Water
3. Affidavit regarding Non Construction of **Purchasable FAR**
4. Affidavit regarding **Revision in Previously Approved Drawing**
5. Affidavit regarding **Current Status Construction** Permissible FAR
6. Affidavit regarding **Labour Cess**
7. Affidavit regarding **Architect NOC**
8. Affidavit regarding **Structural engineer NOC**
9. **Board Resolution** for Authorised Signatory

**(G) APPROVAL FORM**

1. revision of building work (Appendix-2)
2. Structural stability certificate from the licensed technical personal(Appendix-3)
3. certificate of architect in case of simplified sanction of Industrial residential plots(Appendix-4)
4. Indemnity bond(incase basement only)On Rs.100/-stamp paper duly signed by notary (Appendix-5)
5. General specification sheet(Appendix-6)
6. Application for drainage of premises in duplicate (Appendix-7)
7. Appendix 8A, 8B, 8C.
8. Photo copy of registration of architect signing the building plan and appendix.
9. Photo copy of certificate of M.E. structural engineer
10. Copy of certificate of town planner

**(H) SETBACK FOR ALL BUILDING OTHER THAN BUILDING ON RESIDENTIAL PLOT.**

**OLD SET BACK**

S.N.	PLOT SIZE	FRONT IN mts.	REAR IN mts.	SIDE(1) IN mts (Laft Side)	SIDE(2) IN Mts (Right Side)
1.	Up to 150	3.0	1.5	0.0	0.0
2.	150-300	3.0	3.0	0.0	0.0
3.	300-500	4.5	3.0	3.0	0.0
4.	500.2000	6.0	3.0	3.0	3.0
5.	2000-4000	9.0	6.0	6.0	6.0
6.	4000-10000	15.0	6.0	6.0	6.0
7.	10000-20000	15.0	9.0	9.0	9.0
8.	20000-40000	20.0	9.0	9.0	9.0
9.	40000-100000	25.0	9.0	9.0	9.0

**NEW SET BACK**

S.N.	PLOT SIZE	FRONT IN mts.	REAR IN mts.	SIDE(1) IN mts (Laft Side)	SIDE(2) IN Mts (Right Side)
10	Up to 150	3.0	1.5	0.0	0.0
11	151-300	3.0	3.0	0.0	0.0
12	301-500	4.5	3.0	3.0	0.0
13	501.2000	6.0	3.0	3.0	3.0
14	2001-6,000	7.5	6.0	4.5	4.5
15	6001-12,000	9.0	6.0	6.0	6.0
16	12,001-20,000	12.0	7.5	7.5	7.5
17	20,001-40,000	15.0	9.0	9.0	9.0
18	Above 40,001	16.0	12.0	12.0	12.0

**(I) AREA STATEMENT**

S.N.	PARTICULARS	PERMISSIBLE	PROPOSED
1.	GROUND COVERAGE		
2.	BASMENT (including in F.A.R.)		
3.	F.F. COVERAGE		
4.			
5.			
6.	<i>Facility 15%</i>		
7.	<i>METER ROOM</i>		
8.	<i>GUARD ROOM</i>		
9.			
10.	<i>BASMENT (free from F.A.R.)</i>		
11.	<i>STILT</i>		
12.	<i>PODIUM</i>		
13.			
14.	F.A.R.		
15.	PLAN PROCESSING FEES		

**(J) HEIGHT OF BOUNDARY WALL FRON TO OF THE DRAIN**

- (1) FRONT- (1.0M.solid+1.1m.railing from drain top) -----  
(2) SIDE- -----  
(3) REAR- -----



(K) Sun Shade (750 mm)

(L) Canopy 2.No (2.40X 4.50)

**(O) PARKING AND LANDSCAPING DETAIL**

- a. Plot area=.....
- b. Ground coverage=.....
- c. Open area=.....
- d. Permissible F.A.R. =.....

**i) PARKING DETAIL**

<b>PARTICULAR</b>	<b>AS PER NORMS</b>	<b>PROPOSED</b>	<b>REMARK</b>
Total E.C.S. Required (A)	F.A.R./50 =		
Area required for car parking			

1. Car parking indicated on drawing.....
2. Circulation of the traffic on the plot.....

**ii) LANDSCAPING DETAIL**

<b>PARTICULAR</b>	<b>AS PER NORMS</b>	<b>PROPOSED</b>	<b>REMARK</b>
Nos. of <b><u>TREES</u></b> required	Open area/100		
<b><u>EVER GREEN TREES</u></b> <ul style="list-style-type: none"> <li>• 20' for upto 2,000</li> <li>• 30' for upto 28,000</li> <li>• 40' for more then 28,000</li> </ul>	Nos. of trees/2		
<b><u>SOFT LANDSCAPING</u></b> For plot areas less than 12000 sqm.	Open area/4		
For plot areas less than 12001 sqm.& above	Open area/2		

1. Variety of trees indicated on drawing.....
2. Showing hard & soft landscaping on drawing.....