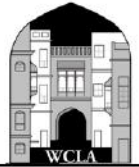


FORMS FOR BUILDING APPLICATIONS

- WCLA-I** Application Form For Permission To Execute Building Works
(Addition/Alteration/New Construction)
- WCLA-II** Application Form For Permission To Execute Building Works
(Addition/Alteration/New Construction) For The Buildings With RCC
Frame Structure And Basement & Buildings Of Public Utility
- WCLA-III** Form Of Specifications
- WCLA-IV** Detail Of Building Specifications
- WCLA-V** Undertaking On Stamp Paper To The Director Conservation & Planning
For Payment Of Damages



WCLA-I
Application Form for Permission to Execute Building Works
(Addition/Alteration/New Construction)



For Office Use Only

~~Date: / /~~

Application No.....

MIS No.....

To

The Director Conservation & Planning

I/We owner hereby apply for permission to execute the building works as mentioned below on my property.

- New Construction
- Alteration
- Addition

The detail of my property is mentioned below:

Property No.....

Located at.....

The following documents accompany this application:-

1. Title Documents / Occupancy Status Documents

Ownership Documents		Occupancy Documents	
ID Card	<input type="checkbox"/>	ID Card	<input type="checkbox"/>
Permanent Transfer Deed	<input type="checkbox"/>	Utility Bills	<input type="checkbox"/>
Utility Bills	<input type="checkbox"/>	Lease Agreement	<input type="checkbox"/>
PT-1	<input type="checkbox"/>	Legal Possession Paper	<input type="checkbox"/>

2. Building plans along with the specified documents required for different type of building works as mentioned below:

Sr. No.	Building Works	Required Documents	No. of Copies	<input type="checkbox"/>
1.	For New Construction	<ul style="list-style-type: none">● Site Plan● Building plan● Drainage & Sewerage plan● Specifications● Land use Compliance● UndertakingIndemnification of Damages	5 5 5 2 1 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.	For Alteration Within The Interior Of The Building.	<ul style="list-style-type: none">Undertaking● Site Plan● Building plan● Specifications	3 3 2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3.	For alteration to the façade exposed to the public right of way / For alteration involving structural changes to the building	<ul style="list-style-type: none"> ● ● Site Plan ● Building plan ● Drainage & Sewerage ● plan 	5 5 5	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.	For addition to the existing covered area	Photograph showing existing ● and proposed situation Statement of covered area ● Outline Specifications of proposed intervention Land use Compliance Undertaking	----- 2 2 1 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Indemnification of Damages
Undertaking

Details of owner are as follows

Name of owner	
Son of/ Daughter of/ Wife of/ Widow of	
Address:	
Phone:	

.....

Signature of Owner

I undertake that the mentioned building works will be executed as per approved plans and in accordance with Building Byelaws.

- New Construction
- Alteration
- Addition

Consultant working on the behalf of owner is as follows:

1. Registered Architect

Name of Registered Architect:	
Registration No.	
Business Address:	
Phone:	

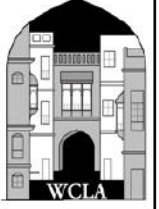
.....
.....

Signature of Registered Architect



WCLA-II

Application Form for Permission to Execute Building Works (Addition/Alteration/New Construction) for the Buildings with RCC Frame Structure and Basement & Buildings of Public Utility



For Office Use Only

Date: / /

Application No.....

MIS No.....

.....

.....

To

The Director Conservation & Planning

I/We owner hereby apply for permission to execute the building works as mentioned below on my property.

- New Construction
- Alteration
- Addition

The detail of my property is mentioned below:

Property

No.....

Located

at.....

The following documents accompany this application:-

1. Title Documents / Occupancy Status Documents

Ownership Documents	Occupancy Documents
ID Card <input type="checkbox"/>	ID Card <input type="checkbox"/>
Permanent Transfer Deed <input type="checkbox"/>	Utility Bills <input type="checkbox"/>
Utility Bills <input type="checkbox"/>	Lease Agreement <input type="checkbox"/>
PT-1 <input type="checkbox"/>	Legal Possession Paper <input type="checkbox"/>

2. Building plans along with the specified documents required for different type of building works as mentioned below:

Sr. No.	Building Works	Required Documents	No. of Copies	<input type="checkbox"/>
1	For New Construction	<ul style="list-style-type: none"> ●Site Plan ●Building plan ●Drainage &Sewerage plan ●Specifications Land use Compliance ●Undertaking Indemnification of Damages ●Undertaking 	5 5 5 2 1 1 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	For Alteration Within The Interior Of The Building	<ul style="list-style-type: none"> ●Structure Stability Certificate ●Site Plan ●Building plan ●Specifications ●Site Plan 	3 3 2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	For alteration to the façade exposed to the public right of way / For alteration involving structural changes to the building	<ul style="list-style-type: none"> ●Building plan ●Drainage &Sewerage plan ●Photograph showing existing and proposed situation 	5 5 5	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	For addition to the existing covered area	<ul style="list-style-type: none"> Statement of covered area ●Outline Specifications of proposed intervention ●Land use Compliance Undertaking ●Indemnification of Damages ●Undertaking 	2 2 1 1 1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

●Structure Stability Certificate

Details of owner are as follows	
Name of owner	
Son of/ Daughter of/ Wife of/ Widow of	
Address:	

Phone:

.....

.....

Signature of Owner

I undertake that the mentioned building works will be executed as per approved plans and in accordance with Building Byelaws.

- New Construction
- Alteration
- Addition

Consultant working on the behalf of owner is as follows:

1. Registered Architect

Name of Registered Architect:	
Registration No.	
Business Address:	
Phone:	

.....
.....

Signature of Registered Architect

2. Consulting Engineer

Name of Consulting Engineer:	
Registration No.	
Business Address:	
Phone:	

.....
.....

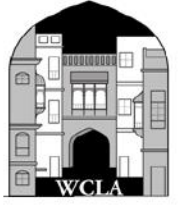
Signature of Consulting Engineer



WCLA-III

(to be submitted in duplicate with notice WCLA-I or WCLA-II)

FORM OF SPECIFICATIONS



The materials and methods of construction to be used for external walls, party walls, foundations, roofs, staircases, bath rooms, fire places, chimneys and damp proof course shall be as per requirements of building code

(A)

The purpose or purposes for which the building is intended to be used (B)

The number of Toilets, privies and urinals to be provided. (C)

The manner in which the drainage of the premises will be disposed off (D)

The number of persons likely to occupy the building. (E)

The number of storey, the building will consist of. (F)

Whether the site has been built upon before or not. If so the date when the previous building ceased to be fit for occupation and the date when sanction was previously given for erection or re-erection of the building & the property number.

A description of the alterations or additions proposed. (ii)

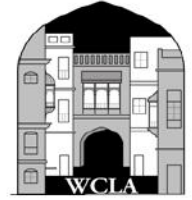
The date of sanction of the previous application, the plans and specifications of which are relied upon for obviating the need to submit full plans and specifications of whole building.

.....
Signature of the Applicant/Builder

Date: /



WCLA-IV
 (to be submitted in duplicate with notice WCLA-I or WCLA-II)
DETAIL OF BUILDING SPECIFICATIONS



SR.NO	DETAILS OF BUILDING SPECIFICATIONS	
1.	<p>The material & methods of construction to be used for foundations, damp proof course, external walls, internal walls, roof, staircase and floors ,etc.</p>	<p><u>Foundations</u> </p> <p><u>DPC</u> </p> <p><u>External and Internal Walls</u> </p> <p><u>Roof</u></p> <p><input type="checkbox"/> RCC slab</p> <p><input type="checkbox"/> RCB roof </p> <p><input type="checkbox"/> Steel girder </p> <p><input type="checkbox"/> Pre-casts labs and pre-stressed girders. <input type="checkbox"/> Second class roof consisting of bullies, rafters and tiles.</p> <p><u>Staircase</u> </p> <p><u>Floors</u> </p>

Joinery Work

Woodendoors, windows and CSW.

2.	The purpose for which the building is intended to be used.	Residential /Commercial /Other.
3.	The number of latrine, bath and urinals to be provided.	
4.	The manner in which drainage / sewerage of premises shall be disposed off.	
5.	The total area of openings.	
6.	The number of stories of the building.	
7.	Whether the site has been built upon before or not? If yes then give the date when sanction was previously given for erection/re-erection of building.	Building Plan No..... Dated: Approving Authority: &
	Other (Attested copy of sanctioned plan enclosed)

.....
.....

Signature of Designer

.....

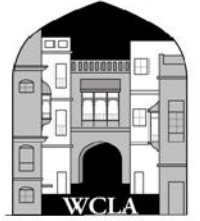
Signature of Builder



WCLA-V

**UNDERTAKING ON STAMP PAPER TO THE DIRECTOR
CONSERVATION & PLANNING FOR PAYMENT OF
DAMAGES**

(To be submitted along with Plans and Documents)



To

The Director Conservation and Planning

PROPOSED BUILDING:

(TITLE OF THE WORK)

PLOT NO. _____ AREA OF THE PLOT

ADDRESS AND LOCATION OF PROPOSED BUILDING:

I _____ D/S/O _____ the owner /
builder do hereby declare and affirm that I would solely be responsible and I undertake to pay damages or
make good if any damage is caused to life or limb of any person, adjoining properties or municipal and other
services such as water supply and sewerage system ,roads and footpaths, Horticulture and trees, gas lines,
telecommunication lines (telephone, cables etc.), Electricity Supply system etc. during the course of
excavation for foundation or basements and construction of the building. I also undertake to completely
indemnify the WCLA and its employees in case of any such eventuality as mentioned above.

Name of the Owner/ Prospective Builder _____	Witness 1 _____
NIC No. _____	Designation with BS _____
Address _____	NIC No. _____
Tel No. _____	Address _____
Signature _____	Tel No. _____
Date _____	Signature _____
	Date _____

Witness 2	_____	Witness 3	_____
Designation with BS	_____	Designation with BS	_____
NIC No.	_____	NIC No.	_____
Address	_____	Address	_____
	_____		_____
Tel No.	_____	Tel No.	_____
Signature		Signature	
Date	_____	Date	_____

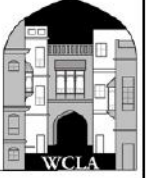
FORMS FOR CERTIFICATES

WCLA-VI	Structure Stability Certificate to be submitted with building application
WCLA-VII	Structure Stability Certificate to be submitted upon completion of the building up to plinth level
WCLA-VIII	Structure Stability Certificate to be submitted upon completion of the building up to 38 feet Building Height
WCLA-IX	Structure Stability Certificate/Completion Notice for Buildings with RCC Frame Structure and Basement to be submitted upon completion of the Building works.
WCLA-X	Certificate of undertaking for architect on record
WCLA-XI	Certificate of undertaking for structural engineer on record
WCLA-XII	Certificate of undertaking by the resident engineer on record



WCLA-VI

STRUCTURAL STABILITY CERTIFICATE
(Certificate to be submitted with building application WCLA-I & WCLA-II)



I Mr./Ms. (Structure Engineer) here by undertake
as follows:

1. The structure of proposed building shall be designed by me in accordance with the provisions in the Building Byelaws.
2. I shall carry out regular site inspections to see the quality of the material especially of steel and concrete to be used in this building.
3. I shall ensure testing of the structure during the course of construction through Resident Engineer and shall ensure the stability of the adjoining buildings/utility services/roads during digging for basement.
4. I shall submit the required certificates at the following stages along with consulting Architect and Resident Engineer.
 - Construction up to Plinth Level
 - Construction upto 38 ft (11.58m) Building Height
 - On completion of the construction

Name of Structure Engineer:	
Address:	
PEC Registration License No:	

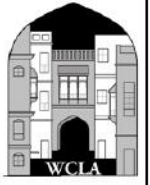
.....

Signature of Structure Engineer



WCLA-VII

STRUCTURAL STABILITY CERTIFICATE
(Certificate to be submitted upon completion of the Building up to plinth level)



I/we.....

.....hereby certify as following:

- That the structure of the building has been constructed up to plinth level as per sanctioned building plans.
- That the structure of the building has been completed up to plinth level as per approved structural designs & technical specifications.
- That testing of materials has been carried out in accordance with the provisions of the applicable codes.
- The construction has been done under our supervision as provided in the Bye laws.

Builder's Signature with date:	
Name:	
License No:	
Address:	

Architect's Signature with date:	
Name:	
License No:	
Address:	

Structural Engineer's Signature with date:	
Name:	
PEC Registration No:	
Address:	

Resident Engineer's Signature with date:	
Name:	
PEC Registration No:	
Address:	



WCLA-VIII

STRUCTURAL STABILITY CERTIFICATE (Certificate to be submitted upon completion of the Building up to 38-feet Building Height)



I/We.....
..... hereby certify as following:

- That the structure of the building has been constructed up to 38-ft (11.58m) height as per sanctioned building plans.
- That the structure of the building has been completed up to 38-ft (11.58m) height as per approved structural designs & technical specifications.
- That testing of materials has been carried out in accordance with the provisions of the applicable codes and Regulations.
- The construction has been done under our supervision as provided in the Bye laws.

Builder's Signature with date:	
Name:	
License No:	
Address:	

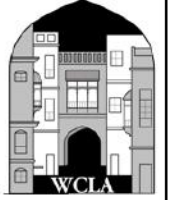
Architect's Signature with date:	
Name:	
License No:	
Address:	

Structural Engineer's Signature with date:	
Name:	
PEC Registration No:	
Address:	
Resident Engineer's Signature with date:	
Name:	
PEC Registration No:	
Address:	



WCLA-IX

STRUCTURAL STABILITY CERTIFICATE
(STRUCTURAL STABILITY CERTIFICATE /COMPLETION NOTICES)
(Certificate to be submitted upon completion of the Building)



We here by certify as follows:

- That the construction of the building(s) athas been supervised by us &has been completed on.....as per sanctioned plans.
- That the construction works have been completed to our satisfaction & that the workmanship & all the materials have been used strictly in accordance with the approved structural design & technical specifications.
- That the construction has been done under our supervision & guidance & that the records of the supervision have been maintained.
- That no provision of the Bye laws has been violated.
- That the building is fit for the purpose(s) for which it has been constructed.

Builder's Signature with date:	
Name:	
License No:	
Address:	

Architect's Signature with date:	
Name:	
License No:	
Address:	

Structural Engineer's Signature with date:	
Name:	
PEC Registration No:	
Address:	

Resident Engineer's Signature with date:	
Name:	
PEC Registration No:	
Address:	



WCLA-X
CERTIFICATE FOR UNDERTAKING BY THE ARCHITECT
ON RECORD



To

The Director Conservation and Planning

Proposed building:

(Title of the work)

Plot No.:.....

Area of the Plot:.....

Address and location of proposed building:

Sir,

I am currently listed as Architect on Record with the WCLA and am fully conversant with the Building Byelaws for Walled City of Lahore Authority.

I hereby certify that I have been appointed as the Architect on Record of the proposed building. I have verified the architectural design and specifications of the proposed building and certify that they comply with the Building Byelaws for Walled City of Lahore Authority.

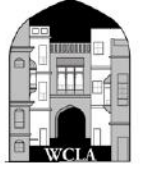
I fully understand that in case my certificate is found to be false, or if it is found that the architectural design and specifications of the proposed building is inconsistent with the Building Byelaws or that I have not fulfilled my responsibilities as prescribed therein, the WCLA shall be at liberty to penalize me as per the provisions of the Building Byelaws for Walled City of Lahore Authority.

Name of the AOR:	
License No.	
Address:	
Tele. No.:	
Signature:	
Date:	



WCLA-XI

**CERTIFICATE FOR UNDERTAKING BY THE STRUCTURAL
ENGINEER ON RECORD**



To

The Director Conservation and Planning

Proposed building:

(Title of the work)

Plot No.:.....

Area of the Plot:.....

Address and location of proposed building:

I am currently listed as Structural Engineer on Record with the WCLA and am fully conversant with the Building Byelaws for Walled City of Lahore Authority.

I hereby certify that I have been appointed as the Structural Engineer on Record of the proposed building.

I have verified the architectural design and specifications of the proposed building and certify that they comply with the Building Bye laws for Walled City of Lahore Authority.

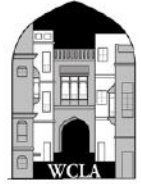
I fully understand that in case my certificate is found to be false, or if it is found that I have not fulfilled my responsibilities as prescribed in the Building Byelaws for Walled City of Lahore Authority, the WCLA shall be at liberty to penalize me as per the provisions of the Building Byelaws for Walled City of Lahore Authority

Name of the SEOR:	
License No.	
Address:	
Tele. No.:	
Signature:	
Date:	



WCLA-XII

**CERTIFICATE FOR UNDERTAKING BY THE RESIDENT
ENGINEER ON RECORD**



To

The Director Conservation and Planning

Proposed building:

(Title of the work)

Plot No.:

Area of the Plot:.....

Address and location of proposed building:

I am currently listed as Resident Engineer on Record with the WCLA and am fully conversant with the Building Byelaws for Walled City of Lahore Authority.

I hereby certify that I have been appointed as the Resident Engineer on Record for the proposed building. I shall undertake all necessary measures, including but not limited to adequate inspection during construction, to ensure that the construction of the building is undertaken in accordance with the detailed design and specifications provided by _____ (name of the Architect on Record) and _____ (name of the Structural Engineer on Record), and, with the sanctioned design and specifications.

I fully understand that in case my certificate is found to be false, or if it is found that I have not fulfilled my responsibilities as prescribed in the Building Byelaws for Walled City of Lahore Authority, the WCLA shall be at liberty to penalize me as per the provisions of the Building Byelaws for Walled City of Lahore Authority

Name of the CEOR:	
License No.	
Address:	
Tele. No.:	
Signature:	
Date:	

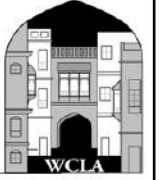
**FORMS FOR
NOTICES**

WCLA-XIII	Notice to the Director Conservation and Planning of non-compliance of building to sanctioned design and specifications
WCLA-XIV	Notice to the Director Conservation and Planning of discontinuation as person on record
WCLA-XV	Notice to the Director Conservation and Planning for Completion certificate up to 3 Storey Buildings
WCLA-XVI	Sanction /Approval Letter for Buildings with RCC Frame Structure and Basement



WCLA-XIII

**NOTICE TO THE DIRECTOR CONSERVATION AND PLANNING OF NON
COMPLIANCE OF BUILDING TO SANCTIONED DESIGN AND
SPECIFICATIONS**



To

The Director Conservation and Planning

Proposed building:

(Title of the work)

Plot No.:.....

Area of the Plot:.....

Address and location of proposed building:

I am currently listed as _____ (Builder's Consultants, Resident Engineer and Contractor) on Record with the WCLA. I have been appointed as _____ (Builder's Consultants, Resident Engineer and Contractor) on Record for the proposed building.

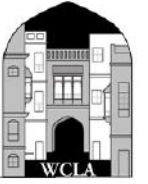
This is to bring to your notice that construction of the building is not being undertaken in accordance with the sanctioned design and specifications and/or with the following Building and Zoning Byelaws for Walled City of Lahore Authority. Details of non-compliance areas follows:

1. _____
2. _____

Name of the On Record:	
License No./Reg. No.	
Address:	
Tele. No.:	
Signature:	
Date:	



WCLA-XIV



**NOTICE TO THE DIRECTOR CONSERVATION AND PLANNING OF
DISCONTINUATION OF PERSON ON RECORD**

To

The Director Conservation and Planning

Proposed building:

(Title of the work)

Plot No.:.....

Area of the Plot:.....

Address and location of proposed building:

This is to bring to your notice that I have been relieved of my responsibility / have relieved myself of my responsibility as _____ (Builder's Consultants, Resident Engineer and Contractor) on Record for the proposed building, with effect from _____ (date).

I wish to place on record that with effect from the said date, I shall neither be associated with this building nor be responsible for its compliance to the sanctioned design and specifications and to the Building Byelaws for Walled City of Lahore Authority.

Name of the On Record:	
License No./Reg. No.	
Address:	
Tele. No.:	
Signature:	
Date:	



WCLA-XV

**NOTICE TO THE DIRECTOR CONSERVATION AND PLANNING FOR
COMPLETION CERTIFICATE FOR UPTO 3 STOREYBUILDINGS**



To

The Director Conservation and Planning

I/We hereby apply for Completion certificate for building

(Title of the work)

Plot No.:.....

Area of the Plot:.....

Address of building:

I/We undertake that construction is done in accordance with Building Bye laws for Walled City of Lahore Authority and as per Approved Plans No _____ dated _____

.....

Signature of applicant/builder

Name of applicant/builder	
Son of/ Daughter of/ Wife of/ Widow of	
Correspondence Address:	
Phone:	
Date	



WCLA-XVI

**SANCTION/APPROVAL LETTER FOR BUILDINGS WITH RCC
FRAME STRUCTURE AND BASEMENT & BUILDINGS OF PUBLIC
UTILITY**



To

The Builder

Subject: Sanction of Proposed building Plans

Plot No.:..... Block:..... Scheme/Other Area:.....

Reference your Building Application for the construction of building with RCC frame structure and basement at plot No. _____ the building plans for the construction of basements up to plinth level of the proposed building is hereby sanctioned and released subject to the following conditions:

1. You shall employ services of professionals/ consultants such as Architect, Resident Engineer and the Structure Engineer who shall jointly submit certificates as required under these Building Regulations.
2. The construction will be commenced after the approval of structure design/drawings as required under these Building regulations.
3. Responsibility regarding structural stability would lie with you as per provided Affidavit and your Structure Engineer as per Structural Stability Certificate submitted by him.
4. During the course of construction and in case of any damage caused to the adjoining public utility services roads and private property, human life, etc. you shall be responsible and damage costs shall be recovered from you with all the consequences.
5. Structural Design of the building will be supervised by the Structural Engineer by proper testing of structures at different stages and certificates will be furnished to the WCLA, at different stages of construction.
6. Structural strength according to design be certified by the Structural Engineer on the spot inspection of the quality of the materials.
7. In case of failure of the structure, Structural Engineer/owner shall be held responsible and penalized:
8. Consulting Architect shall be responsible for Architectural Supervision of the project in a workman like manner and shall submit necessary certificates at different stages of the construction.
9. The contractor shall be responsible and undertake construction as per approved design and specifications.
10. Plans for firefighting will be got vetted and approved from Direct or General, Civil Defence and a copy of it shall be submitted to WCLA.
11. Proper drainage facilities shall be provided at all levels especially for the disposal of rainwater, which is likely to get accumulated in the building during excavation.
12. Adequacy of proper functioning of firefighting arrangements shall be ensured by you. A separate over head and underground water tank and a tube well is to be provided for firefighting. Moreover, separate fire exit stairs, fire extinguishers, buckets and hydrants are to be provided.
13. Space for electric sub-station/installation of transformer will be provided by you within the premises as per plan and as determined by WAPDA.
14. Sewerage connection with sewerage system will be made at specified manholes and shall be got approved from WASA or concerned agency.
15. Collecting tank of adequate capacity to intercept flow of sewage from the building before its disposal to WASA manhole, shall be got approved from WASA or concerned agency.

16. All the elevators/escalators installed in the building shall correspond to the international standard. Their maintenance and up keep shall thereafter, continue to be the responsibility of the owners.
17. Arampof6-feetwideatgradientof1:5fortheaccessofdisabledpersonstobeprovidedat the entrance.
18. Sewerage Augmentation Charges, if any, shall be paid as per prevailing rates.
19. Extra heights charges, if any, shall have to be paid as per prevailing rates.
20. The conditions as laid down in commercialization letter, if any, shall also be adhered to.
21. Space earmarked for parking of vehicles will not be converted to any other use. Parking agreement executed shall be strictly adhered to.
22. No building or demolition works shall be undertaken unless necessary arrangements for sprinkling of water are made to prevent air pollution.
23. Necessary barriers shall be provided along the plot to prevent danger to the passerby.
24. Utility services shall not be disturbed and road shall be kept clear.
25. Proper scaffolding, shuttering, timbering shall be provided and special precautions shall be taken for safety of persons working on sloping roofs, while lowering and raising loads and while excavating basements.
26. All workers to be insured.
27. All debris, constructions material shall be removed after completion of works. The
28. building and common utility areas shall be maintained properly.
29. You shall inform the authority as soon as any of the consultants is changed along with the details of the substitute provided. The respective work will remain suspended till the hiring of a substitute.
30. After the building is operational, you shall arrange fire drills in association with local Rescue 1122, at least once in a year.
31. You shall comply with all other requirements of the Building regulations of the WCLA.

At present plan of basement up to plinth level is being released, plans for the upper floors shall be released after the completion of building up to plinth level in accordance with approved plan.

Signature of Sanctioning Authority: _____

Stamp: _____

Copy to:

All Concerned Officials

CHECKLIST

WCLA-XVII

CHECK LIST FOR BUILDING PLANS / DOCUMENTS



WCLA-XVII

CHECK LIST FOR BUILDING PLANS / DOCUMENTS



	Yes	No
1. Application form BB-1/ BB-2, BB-3, BB-4,		
2. Ownership documents a. Sale deed b. Registry c. Allotment Letter d. Initial e. Aks Shajra		
3. Power of attorney/ authority letter		
4. Copy of National identity card		
5. Signature of owners on forms / plans		
6. Undertaking for damages (BB-5)		
7. Structure stability certificate, if applicable		
8. NOC from EPA, if applicable		
9. TIA from traffic engineering agency, if applicable		
10. Proposed use of building is permissible		
11. Required copies of building plans along with copy on cloth		
12. Sign, stamp of architect on forms and plans		
13. Sign, stamp of structure engineer, if applicable		
14. Other documents		

Plans / Documents	
Received on:	
Name of Receiving Official	
Designation:	
Signature:	