

# GENERAL DEVELOPMENT CONTROL REGULATIONS - A

GUJARAT TOWN PLANNING AND URBAN DEVELOPMENT ACT-1976

Government of Gujarat Notification No:GH/V/127 of 2016/MIS – 102016 – 1174 - L Dated : 15/06/2016

# Contents

1. PREAMBLE.....	2
1.1. Short Title .....	2
1.2. Commencement .....	2
1.3. Applicability .....	2
1.4. Repeal .....	2
1.5. Saving.....	2
2. DEFINITIONS .....	3
2.1. Act.....	3
2.2. Additions and / or Alterations .....	3
2.3. Advertising Display Infrastructure /Advertising Sign and Hoarding .....	3
2.4. Air Conditioning .....	3
2.5. Amenities .....	4
2.6. Amusement Park .....	4
2.7. Apartment / Flats.....	4
2.8. Appropriate Authority .....	4
2.9. Atrium (Plural Atria).....	4
2.10. Authorized Officer .....	4
2.11. Auto Repair Workshop .....	4
2.12. Auxiliary Power Back-up .....	4
2.13. Boiler.....	4
2.14. Banquet Hall .....	4
2.15. Basement.....	5
2.16. Bed and Breakfast.....	5
2.17. Botanical Garden .....	5
2.18. Building .....	5
2.19. Building Line.....	5
2.20. Build-to- line .....	5
2.21. Building-unit .....	5
2.22. Building-unit Area .....	6
2.23. <b>Building-unit Level</b> .....	6
2.24. Built-up Area .....	6
2.25. Unit Built-up Area .....	6
2.26. Builder.....	6
2.27. Building Contractor.....	6
2.28. Call Center.....	6

2.29.	Camping Ground .....	6
2.30.	Carpet Area .....	7
2.31.	Chimney .....	7
2.32.	Chowk .....	7
<b>2.33.</b>	Cinema .....	7
2.34.	Clear Height .....	7
2.35.	Club .....	7
2.36.	Cold Storage.....	7
2.37.	College .....	8
2.38.	Common Plot .....	8
2.39.	Community Hall .....	8
2.40.	Competent Authority .....	8
2.41.	Contiguous Holding.....	8
2.42.	Convention Center/ Exhibition Center .....	8
2.43.	Corridor.....	9
2.44.	Cottage Industry .....	9
2.45.	Courtyard .....	9
2.46.	Developer.....	9
2.47.	Disability .....	9
2.48.	Discharge or Discharge of Waste.....	10
2.49.	Dharamshala.....	10
2.50.	Drain .....	10
2.51.	Domestic Waste Water.....	10
2.52.	Drive-in Cinema .....	10
2.53.	Dwelling Unit .....	10
2.54.	Emergency Lighting.....	10
2.55.	Emergency Lighting System .....	11
2.56.	Enclosed Staircase .....	11
2.57.	Escalator .....	11
2.58.	Escape Route .....	11
2.59.	Escape Lighting .....	11
2.60.	Exhibition Hall.....	11
2.61.	Existing Development/ Building/ Use.....	11
2.62.	Exit .....	11
2.63.	External Wall.....	12
2.64.	Fabrication Workshop .....	12

2.65.	Farm House.....	12
2.66.	Fire Protection and Safety .....	12
2.67.	Fitness Center .....	14
2.68.	Floor.....	14
2.69.	Floor Area .....	14
2.70.	Floor Space Index.....	15
2.71.	Footing.....	15
2.72.	Foundation.....	15
2.73.	Front .....	16
2.74.	Fueling Station .....	16
2.75.	Gamtal .....	16
2.76.	Garage-Private .....	16
2.77.	Garage-Public.....	17
2.78.	Garden .....	17
2.79.	Garden Restaurant.....	17
2.80.	Golf Course .....	17
2.81.	Grey Water .....	17
2.82.	Ground Coverage.....	17
2.83.	Ground Level.....	17
2.84.	Guest House.....	17
2.85.	Guiding Floor Material.....	17
2.86.	Habitable Room .....	18
2.87.	Hazardous Building or Industry .....	18
2.88.	Hazardous Material .....	18
2.89.	Height of Building .....	18
2.90.	Height of a Room .....	18
2.91.	Hollow Plinth.....	19
2.92.	Hospital.....	19
2.93.	Hostel.....	19
2.94.	Hotel .....	19
2.95.	Laboratory.....	19
2.96.	Lift / Elevators.....	19
2.97.	Light Industries .....	19
2.98.	Lobby .....	19
2.99.	Local Area Plan.....	19
2.100.	Local Authority.....	20

2.101.	Loft.....	20
2.102.	LPG Delivery Centre .....	20
2.103.	Margin.....	20
2.104.	Means of Egress.....	21
2.105.	Mezzanine Floor .....	21
2.106.	Mixed-Use Building.....	21
2.107.	Motel .....	21
2.108.	Multiplex.....	21
2.109.	Museum .....	22
2.110.	Natural Hazard.....	22
2.111.	Natural Hazard Prone Areas .....	22
2.112.	Neighborhood /Civic Centre .....	22
2.113.	New Building.....	22
2.114.	Non-Combustible Material .....	22
2.115.	Non-potable water .....	22
2.116.	Occupancy or Use .....	23
2.117.	Occupant Load .....	23
2.118.	Occupiable Space.....	23
2.119.	Occupier.....	23
2.120.	Open Space .....	23
2.121.	Overlay Zone.....	23
2.122.	Owner .....	23
2.123.	Parapet.....	24
2.124.	Park.....	24
2.125.	Parking Space.....	24
2.126.	Party Plot .....	24
2.127.	Person .....	24
2.128.	Permission .....	24
2.129.	Persons on Record .....	24
2.130.	Planetarium .....	24
2.131.	Playfield .....	25
2.132.	Plinth.....	25
2.133.	Hollow Plinth.....	25
2.134.	Porch.....	25
2.135.	Polytechnic.....	26
2.136.	Poultry Farm .....	26

2.137.	Premises.....	26
2.138.	Pre-school:.....	26
2.139.	Pre-treatment.....	26
2.140.	Prohibited Industrial waste .....	26
2.141.	Public-Institutional Building.....	26
2.142.	Public Library .....	27
2.143.	Public Purpose .....	27
2.144.	Refuge Area .....	27
2.145.	Retention of Non-conforming Activity .....	27
2.146.	Research Center.....	28
2.147.	Restaurant .....	28
2.148.	Road/Street.....	28
2.149.	Road/Street Level or Grade .....	28
2.150.	Road/Street Line .....	28
2.151.	Road Width or Width of Road / Street .....	28
2.152.	Roof Exit.....	28
2.153.	Row House .....	29
2.154.	School .....	29
2.155.	Service Apartment .....	29
2.156.	Service Road .....	29
2.157.	Sewerage system .....	29
2.158.	Special Economic Zone (SEZ) .....	29
2.159.	Shop.....	29
2.160.	Shopping Center or Commercial Center.....	30
2.161.	Shopping Mall .....	30
2.162.	SIR .....	30
2.163.	Skip Floor .....	30
2.164.	Slum Rehabilitation.....	30
2.165.	Solar Assisted water heating system .....	30
2.166.	Special Building .....	30
2.167.	Sports Complex.....	30
2.168.	Stair Cabin or Stair Cover.....	31
2.169.	Staircase.....	31
2.170.	Stairwell .....	31
2.171.	Storey.....	31
2.172.	Swimming Pool .....	31

2.173.	Temporary Structure .....	31
2.174.	Tenement Building.....	31
2.175.	Theatre.....	31
2.176.	Township.....	31
2.177.	Tradable Development Rights (TDR) .....	32
2.178.	Training Center .....	32
2.179.	Travel Distance .....	32
2.180.	Trunk Infrastructure.....	32
2.181.	University.....	32
2.182.	Unsafe Building.....	32
2.183.	Use .....	33
2.184.	Use- Agricultural .....	33
2.185.	Use- Assembly.....	33
2.186.	Use- Business .....	33
2.187.	Use- Commercial.....	33
2.188.	Use- Dwelling.....	33
2.189.	Use- Educational .....	34
2.190.	Use- Hospitality.....	34
2.191.	Use - Industrial.....	34
2.192.	Use- Institutional .....	34
2.193.	Use- Mercantile .....	34
2.194.	Use - Public Utility.....	34
2.195.	Use- Public Institutional.....	35
2.196.	Use- Residential .....	35
2.197.	Use- Religious .....	35
2.198.	Use- Storage.....	35
2.199.	Ventilation .....	35
2.200.	Waste .....	35
2.201.	Water Closet (W.C.) .....	35
2.202.	Water Course .....	36
2.203.	Water Body/ Talav/ Lake .....	36
2.204.	Warehouse.....	36
2.205.	Wayside Shop .....	36
2.206.	Wholesale .....	36
2.207.	Window.....	36
2.208.	Wood Workshop.....	36

2.209.	Zoo .....	36
2.210.	Single Room Occupancy or SRO:.....	36
3.	DEVELOPMENT PERMISSION AND BUILDING USE PERMISSION .....	39
3.1.	Development Permission Required .....	39
3.2.	Development Permission Not Required .....	39
3.3.	“Grant of a Development Permission” .....	39
3.4.	“Development Requirements” .....	39
3.5.	“Lapse of Development Permission” .....	40
3.6.	“Cancellation of Development Permission” .....	40
3.7.	Unauthorized Building .....	40
3.8.	Procedures for Obtaining, Revising and Revalidating a Development Permission .....	41
3.9.	Building Use Permission Required .....	42
3.10.	“Grant of Building Use Permission” .....	42
3.11.	“Revocation of Building Use Permission” .....	43
3.12.	Unauthorized Use of Building .....	43
3.13.	Procedure for Obtaining Building Use Permission .....	44
3.14.	Relaxation .....	44
3.15.	Competent Authority to Clarify and Interpret Provisions of the Regulations .....	45
3.16.	Development Undertaken on Behalf of Government and Appropriate Authority .....	45
3.17.	Penalties .....	46
4.	RESPONSIBILITIES OF OWNER AND/OR DEVELOPER AND PERSONS ON RECORD .....	47
4.1.	Registration of Persons on Record (POR) .....	47
4.2.	Revocation of Registration .....	47
4.3.	Responsibilities of Owner or Developer .....	47
4.4.	Responsibilities of all POR .....	49
4.5.	Responsibilities of Individual Persons on Record .....	50
4.6.	Development Permission to be withheld with Change of Ownership or Change in Persons of Record .....	55
4.7.	Revocation of Development Permission in case of Misrepresentation and De-registering of Person on Record.....	55
4.8.	Third Party Checks and Inspections for the purpose of safety requirement for the building height above 45 mtrs. ....	55
5.	PROCEDURE FOR OBTAINING, REVISING AND REVALIDATING A DEVELOPMENT PERMISSION .	58
5.1.	Obtaining a Development Permission .....	58
5.2.	Revising a Development Permission.....	59
5.3.	Revalidating a Development Permission .....	59
5.4.	Common Protocol.....	60



6.	PROCEDURE DURING CONSTRUCTION .....	62
6.1.	Inspection of Construction .....	62
6.2.	Information to be Prominently Displayed on Site .....	62
6.3.	Documents and Drawings to be Maintained on Site.....	62
6.4.	Reducing Inconvenience and Ensuring Safety during Construction.....	63
6.5.	Progress of Construction and Inspection - Development Permission .....	63
6.6.	RISK BASED CHECKS INSPECTIONS.....	64
6.6.1.	<b>consequences class.</b> .....	64
6.6.2.	<b>Principles of Risk Categorization</b> .....	64
6.6.3.	<b>classification of the buildings &amp; Control at the Design Stage (Design Supervision Levels, or DSL)</b> 64	
6.6.4.	<b>Design Supervision Levels, or DSL</b> .....	64
7.	PROCEDURE FOR OBTAINING A BUILDING USE PERMISSION .....	73
7.1.	Obtaining Building Use Permission.....	73
7.2.	Obtaining Permission to Change Sanctioned Use of Building .....	74

## **STRUCTURE OF THIS DOCUMENT:**

### **Section A: Preamble and Definitions**

### **Section B : Procedure Regulations**

This section defines the process for securing development permission, building use permission and the requisite fees for the same. It also provides specific formats and defines stages for submissions besides defining the responsibilities of individuals involved in this process.

### **Section C: Schedules and Forms**

## **Section A:**

### Preamble and Definitions

## 1. PREAMBLE

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In pursuance of the Provisions contained in Clause (m) of sub-section of (2) of Section 12 Section 116A of the Gujarat Town Planning and Urban Development Act, 1976, the Urban Housing and Urban Development Department hereby **sanctions** the following Regulations:

### 1.1. Short Title

These regulations may be called the Draft General Development Control Regulations of the Development Plan of the Development Authority for which it is applicable.

### 1.2. Commencement

These Regulations shall come into force from the date of its publication in the *Official Gazette*.

### 1.3. Applicability

Subject to the provisions of the Gujarat Town Planning and Urban Development Act-1976, these Regulations shall apply to all the developments within the Development Areas of the following Appropriate Authorities:

**Ahmedabad UDA, Rajkot UDA, Surat UDA, Vadodara UDA, Gandhinagar UDA, Junagadh UDA, Bhavnagar UDA, Jamnagar UDA, Anand-VallabhVidhyanagar Karamsad UDA, Bharuch-Ankleshwar UDA, Morbi-Wakaner UDA, Surendranagar-Wadhvan UDA, Mahesana ADA, PatanADA, Palanpur ADA, Nadiad ADA, Godhara ADA, Navsari UDA, Jetpur-Navagadh ADA, Botad ADA, Veraval-Patan ADA, Porbandar ADA, Vapi ADA, Valsad ADA.**

For whatever provisions which are not covered under this regulations, for them the provision of the relevant sanctioned G.D.C.R. applicable.

### 1.4. Repeal

The sanctioned General Development Control Regulations of concerned appropriate authority are hereby Modified, Revised and Replaced by these Regulations.

### 1.5. Saving

Notwithstanding such modifications and revision, anything done or any action taken under the regulations in force prior to such modification shall be deemed to be valid and continue to be so valid, unless otherwise specified.

## 2. DEFINITIONS

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In these regulations, unless the context otherwise requires, the terms and expressions defined as follows shall have the meaning indicated against each of them.

The terms and expressions not defined in these regulations shall have the same meanings as in the Gujarat Town Planning & Urban Development Act, 1976 or Local Acts and the rules framed there under or as mentioned in National Building Code (NBC) as the case may be, unless the context otherwise requires.

Wherever the definition specified hereunder occurs in the Act or Rules shall prevail upon those define under these Regulations.

### 2.1. Act

Means the Gujarat Town Planning and Urban Development Act, 1976 (President Act No. 27 of 1976) and Gujarat Provincial Municipal Corporations Act, 1949 or Local Acts as stated in the context.

### 2.2. Additions and / or Alterations

Means any change in existing authorised building or change from one use to another use, or a structural change such as additions to the area or height, or the removal of part of a building, or a change to the structure such as the construction or cutting into or removal of any wall or part of a wall, partition, column, beam, joist, floor including a mezzanine floor or other support or a change to or closing of any required means of ingress or egress or a change to fixtures or equipments, as provided in these regulations.

### 2.3. Advertising Display Infrastructure /Advertising Sign and Hoarding

Means any surface or structure with characters, letters or illustrations applied thereto and displayed in any manner whatsoever outdoors for the purpose of advertising or giving information or to attract the public to any place, person, public performance, article, or merchandise, and which surface or structure is attached to, forms part of, or is connected with any building, or is fixed to a tree or to the ground or to any pole, screen, fence or hoarding or displayed in space, or in or over any water body included in the jurisdiction of the Authority.

### 2.4. Air Conditioning

Means the process of altering the properties of air such as its temperature, humidity and quality to meet the requirements of an enclosed space.

2.5. Amenities

Means roads, streets, open spaces, parks, recreational grounds, play-grounds, gardens, water supply, electric supply, street lighting, drainage, sewerage, public works and other utilities, communication network, surface and convenience.

2.6. Amusement Park

A large outdoor area with fairground rides shows, refreshments, games of chance or skill, and other entertainments.

2.7. Apartment / Flats

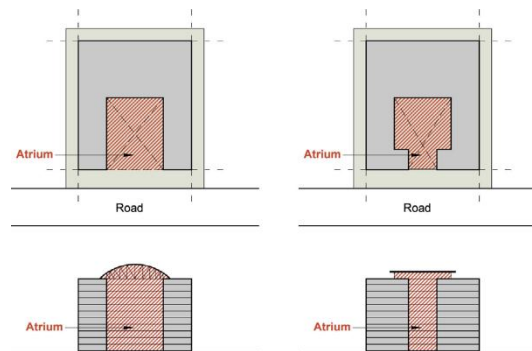
Means multi-storied residential buildings constructed in a detached or semi-detached manner designed as ground floor with more upper floors and constructed as separate dwelling units with common staircase.

2.8. Appropriate Authority

Appropriate Authority in relation to a development area, means an area development authority or an urban development authority, as the case may be.

2.9. Atrium (Plural Atria)

Means an unobstructed, multi-storied open space within a building that is covered from top with a light-weight or glazed roof.



2.10. Authorized Officer

Means any person appointed by the competent authority for the purpose of these regulations.

2.11. Auto Repair Workshop

Means a small establishment where repairs and servicing of automobiles are carried on.

2.12. Auxiliary Power Back-up

Means a system to provide backup power resources in a crisis or when regular supply fails such as diesel generator (d.g.set), electric generator.

2.13. Boiler

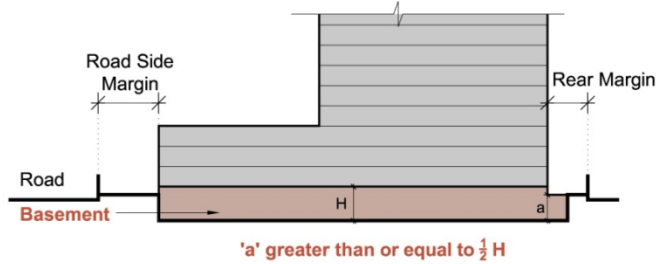
Means electrically operated or fuel fired boilers/systems to heat water coming out from solar water heating system to meet continuous requirement of hot water.

2.14. Banquet Hall

Means a room or an enclosed space or building for the purpose of hosting any social events or ceremonies like marriage, reception, party etc. with accompanying food and beverages.

2.15. Basement

Means the lower storey of a building having at least half of the clear floor height of the basement or cellar below average ground level.

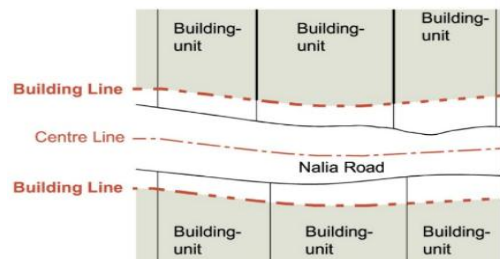


2.16. Bed and Breakfast

Means a small lodging establishment that offers overnight accommodation and breakfast, but usually does not offer other meals. These are also often self-catering, and offered in private homes.

2.17. Botanical Garden

Means a garden or an open land often with greenhouses for the culture, study, and exhibition of special plants.

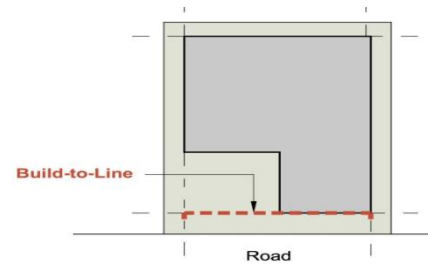


2.18. Building

A Building means all types of permanent building, but structure of temporary nature like tents, hutment as well as shamianas erected for temporary purposes or ceremonial occasions, shall not be considered to be "buildings".

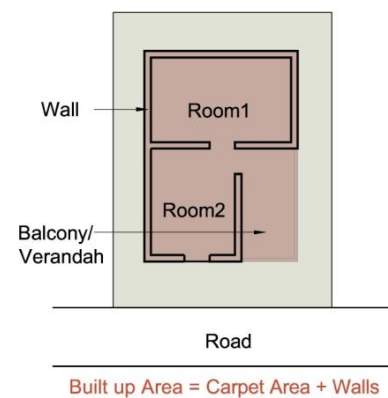
2.19. Building Line

Means the control line up to which the plinth of a building adjoining an existing, proposed or extended street may lawfully extend and includes the lines described in any TP Schemes and/or Development Plan.



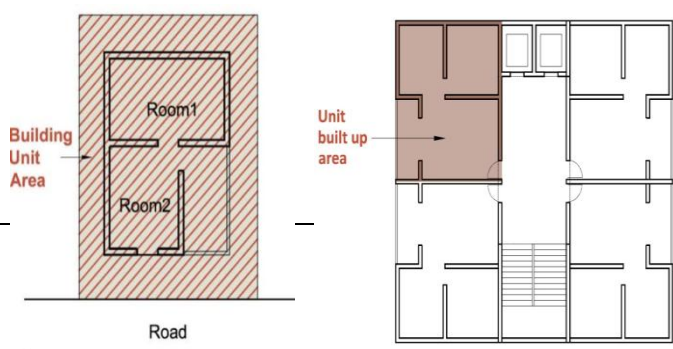
2.20. Build-to-line

Means a line with which the exterior wall of a building in a development is required to coincide. Some percent of the road side façade area of the ground or more floors in buildings with more than one floor, may extend to the road-side property line so that the building visually reinforces the building façade line of the street.



2.21. Building-unit

Means a land or plot or part of a land/plot or combination of more than one land/plot as approved by the



Competent Authority. However where an alignment has been fixed on any road by any Competent Authority, the Building-unit shall mean and refer to the land excluding the portion falling in alignment.

#### 2.22. Building-unit Area

Means the area of the building-unit or plot

#### 2.23. Building-unit Level

Refer Ground Level

#### 2.24. Built-up Area

Means the areas covered by a building on all floors including the cantilevered portions, if any, including walls and columns, but except the areas specifically excluded under these Regulations.

#### 2.25. Unit Built-up Area

Means the areas covered by a unit on within a building including the cantilevered portions, if any, but except the areas specifically excluded under these Regulations.

#### 2.26. Builder

Shall mean a person who is employed to built or execute the work on a building or structure or where no person so employed, owner of the building unit or structure.

#### 2.27. Building Contractor

Shall mean any person/organisation/partnership, firm or any legal entity appointed by owner/builder/developer/organizer to undertake the execution of any type of development work when no such contractor is appointed by the owner/ builder/developer/organizer, the owner shall be demanded to the “building contractor” and shall be responsible for all liabilities concerning the “Building Contractor”.

#### 2.28. Call Center

Means an office set up to handle a large volume of telephone calls, esp. for taking orders and providing customer service.

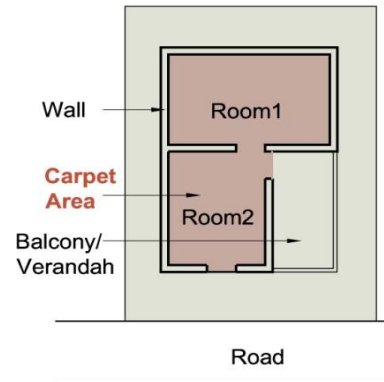
#### 2.29. Camping Ground

An area used for setting up a camp possibly having facilities to set up tents.



### 2.30. Carpet Area

Means the net area within a unit of a building excluding walls or columns, service areas such as washrooms, kitchen and pantry, semi-open spaces such as verandah or balcony, and staircase, lift, corridors or passages.



### 2.31. Chimney

Means a construction by means of which a flue is formed for the purpose of carrying products of combustion to the open air and includes a chimney stack and the flue pipe.

### 2.32. Chowk

Means a fully or partial unclosed space parentally open to sky within a building at any level , inner chowk being unclosed on all sides except as provided in regulation in 11 and 12 and outer chowk having one unclosed side.

### 2.33. Cinema

Shall mean an auditorium where performance essentially given by projection on screen with or without the accompaniment of sound.

### 2.34. Clear Height

Means the distance measured from the floor to the bottom of the lowest hanging overhead obstruction such as beam, fire sprinkler heads or ducts.

### 2.35. Club

Means a commercial establishment where people (usually members) voluntarily meet on a regular basis for a mutual purpose other than educational, religious, charitable, or financial pursuits and are entitled to use the premises and property in exchange for the payment of entrance fees and subscriptions to the proprietor as well as any additional rights and privileges provided in their contractual agreement.

### 2.36. Cold Storage

Means a structure or room for the storage of edible or non-edible merchandise or commodities, which usually require special low temperatures and condition for storing or preservation, before their export or distribution for sale.

2.37. College

An educational institution or establishment, in particular the one providing higher education or specialized professional or vocational training.

2.38. Common Plot

Common Plot shall mean a common open space exclusive of approaches, at a height not more than ground level of the Building-unit. The owner shall have to give an undertaking that the common plot shall be for the common use of all the resident or occupants of the Building-unit. On sanction of the development permission, the common plot shall deem to have vested in the society/ association of the residents/occupants. The common plot shall not be sold to any other person and it shall not be put to any other use except for the common use of the residents/occupants.

2.39. Community Hall

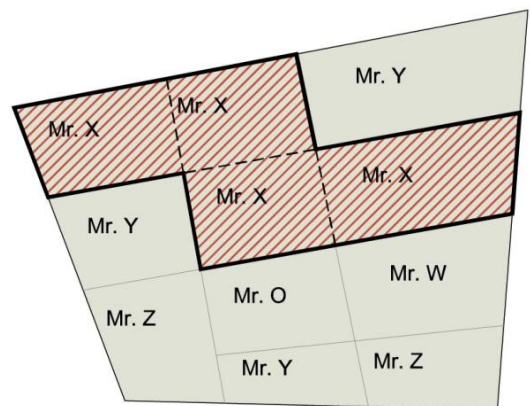
A building and related grounds such as *Wadis* used for social, civic, or recreational purposes, serving the area in which it is located and open to the general public. It is also a place where members of a community tend to gather for group activities, social support, public information, and other purposes.

2.40. Competent Authority

Means any Chief Executive Authority (CEA) for \_\_\_\_\_ UDA/ADA, Municipal Commissioner for \_\_\_\_\_ Municipal Corporation , Chief Officer for \_\_\_\_\_ ADA and Chief officer \_\_\_\_\_ Nagarpalika as the case may be to perform such functions as may be specified. Different persons or Authorities may be authorized to perform different functions.

2.41. Contiguous Holding

Means a contiguous piece of land under one ownership irrespective of separate property register cards /record of rights.



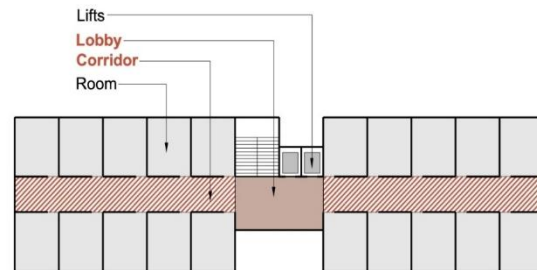
2.42. Convention Center/ Exhibition Center

A convention centre is a large building that is designed to hold a convention, where individuals and groups gather to promote and share common interests. Convention centres typically offer sufficient floor area to accommodate several thousand attendees. Very large venues, suitable for major trade shows, are

sometimes known as exhibition centres. Convention centres typically have at least one auditorium and may also contain concert halls, lecture halls, meeting rooms, and conference rooms. Some large resort area hotels include a convention center.

#### 2.43. Corridor

Means a common passage or circulation space including a common entrance hall.



#### 2.44. Cottage Industry

Means a small-scale, non-hazardous industry carried on at home by family members using their own equipment, without the use of hired labour and which does not cause inconvenience to the inhabitants of the building or neighbourhood.

#### 2.45. Courtyard

A courtyard means a space permanently open to the sky within the site or building structure.

#### 2.46. Developer

Means the person who is legally empowered to construct or to execute work on a building-unit, building or structure, or where no person is empowered, the owner of the building-unit, building or structure.

#### 2.47. Disability

##### a. Hearing Disability

Means deafness or hearing handicaps that might make an individual insecure in, public areas because he is unable to communicate or hear warning signals.

##### b. Non-Ambulatory Disability

Means impairments that regardless of cause or manifestation, for all practical purposes confine individuals to wheel- chairs.

##### c. Semi-Ambulatory Disability

Means impairments that cause individuals to walk with difficulty or insecurity. Individuals using braces or crutches, amputees, arthritics, spastics, and those with pulmonary and cardiac ills may be semi- ambulatory.

##### d. Sight Disability

Means total blindness or impairments affecting sight to the extent that the individual functioning in public areas is insecure or exposed to

danger.

e. Wheelchair

Means chair used by people with a disability for mobility.

2.48. Discharge or Discharge of Waste

Means the removal of wastes from premises into the grey water system or by means of the system.

2.49. Dharamshala

A building devoted to religious or charitable purposes offering lodging and/or dining facilities for interested individuals or group of people at a nominal charge, or in some cases free of charge.

2.50. Drain

Means a system or a line of pipes, with their fittings and accessories such as manhole, inspection chamber, traps gullies, floor traps use for drainage of building or yards appurtenant to the building within the same cartilage. A drain enclosed or open channel for conveying surface water or a system for the removal of any liquid.

2.51. Domestic Waste Water

Means either waste water that is typically discharged from premises that are used solely for residential activities or waste water of the same character discharged from other premises.

2.52. Drive-in Cinema

Means a commercial establishment, especially an outdoor movie theatre consisting of a large outdoor movie screen, a projection booth, a concession stand and a large parking area for automobiles, permitting customers to remain in their motor vehicles while being accommodated.

2.53. Dwelling Unit

Means a shelter consisting of residential accommodation for one family. Provided that the minimum accommodation in a dwelling unit shall be one room of minimum carpet area of 9 sq.mts with a minimum side of 2.4 Mts. and a W.C.

2.54. Emergency Lighting

Means lighting provided for use when the supply to the normal lighting fails.

2.55. Emergency Lighting System

Means the entire lighting system provided for use when the supply to the normal lighting fails including the standby power source.

2.56. Enclosed Staircase

Means a staircase separated by fire resistant walls and doors from the rest of the building.

2.57. Escalator

Means a power driven, inclined, continuous stairway used for raising or lowering passengers.

2.58. Escape Route

Means any well ventilated corridor, staircase or other circulations space, or any combination of the same, by means of which a safe place in the open air at ground level can be reached.

2.59. Escape Lighting

Means lighting provided to ensure that the escape route is illuminated at all material times when users are on the premise, or at times when the main lighting is not available.

2.60. Exhibition Hall

Means a large hall for holding exhibitions.

2.61. Existing Development/ Building/ Use

Means a development, building, structure or its use as sanctioned, approved, regularized, authorized by the Competent Authority, existing prior to these Regulations.

2.62. Exit

Means a passage, channel or means of egress from any building, storey or floor area to a street or other open space of safety.

a. Horizontal Exit

Means an exit which is a protected opening through or around a fire wall or bridge connecting two or more buildings.(An arrangement which allows alternative egress from a floor area at or near the same level in an adjoining building or an adjoining part of the same building with adequate fire separation.)

b. Outside Exit

Means an exit from a building to a public way, to an open area leading to a public way or to an enclosed fire resistant passage leading to a public way.

c. Vertical Exit

Means an exit used for ascending or descending between two or more levels, including stairways, smoke-proof towers, ramps, escalators and fire escapes.

2.63. External Wall

Means an outer wall of a building not being a party wall even though adjoining a wall of another building and also means a wall abutting on an interior open space of any building.

2.64. Fabrication Workshop

Means a small establishment where a manufacturing process is carried on in which an item is made (fabricated) from raw or semi-finished materials instead of being assembled from ready-made components or parts.

2.65. Farm House

Means a plot of land including permissible construction in the area designated as agricultural use by the Competent Authority with a minimum land area of 4000sq.mts.

2.66. Fire Protection and Safety

1. Automatic Sprinkler System

Means a system of water pipes with sprinkler heads within a building designed to activate automatically by heat to control and extinguish a fire by discharge of water.

2. Combustible Material

Means a material which burns itself or adds heat to a fire when tested for non-combustion.

3. Down Comer

Means an arrangement of water pipes for firefighting within a building. It consists of pipes connected to an overhead tank and a terrace pump with air release valve at the terrace level and landing valves. It can be charged with water from ground level by fire brigade on their arrival by making connection via fire brigade inlets provided at the bottom of such down comer.

4. Dry Riser

Means an arrangement of water pipes for fire fighting within a building. It consists of vertical rising mains/pipes with landing valves. It can be charged with water from ground level by fire brigade on their arrival by making connection via fire brigade inlets provided at the bottom of such dry riser.

5. Fire Alarm System (also Emergency Alarm System)  
Means an arrangement of call points or detectors, sounders and other equipment for the transmission and indication of alarm signals working automatically or manually in the event of fire.
6. Fire Lift  
Means a lift installed to enable fire services personnel to reach different floors with minimum delay, equipped with all necessary features.
7. Fire Proof Door (also Fire Resistant Door)  
Means a self-closing door or shutter fitted to a wall opening, and constructed and erected to check the transmission of heat and fire for a specified duration.
8. Fire Pump (also Fire Booster Pump)  
Means a mechanical/ electrical device which boosts up the water pressure at the top level of a multi-storied building to supply high pressure water for firefighting system.
9. Fire Resistance  
Means a property of an element of building construction to withstand fire related conditions for a stated period. It is measured by some or all of the following criteria:
  - Resistance to collapse in case of fire (minimum 2 hours) Resistance to penetration of flame and hot gases
  - Resistance to temperature rise on the unexposed face up to a maximum of 180°C and / or average temperature of 150°C
10. Fire Resistance Rating  
Means the duration for which a passive fire protection system can withstand a standard fire resistance test.
11. Fire Separation  
Means the distance in meters, measured from the relevant external wall of the building to the external wall of any other building on the site or from other site, or from the opposite side of the street or other public space for the purpose of preventing the spread of fire.
12. Fire Service Inlet  
Means a connection provided at the base of a building for pumping up water through-in-built fire-fighting arrangements by fire pumps.
13. Fire Stairs  
A vertical enclosure, with a stairway, having the fire endurance rating required by code and used for egress and as a base for fire fighting.
14. Fire Stop  
Means a fire resistant material, or construction having a fire resistance rating of not less than the separating elements, installed in concealed spaces or between structural elements of a building to prevent the spread/ propagation

of fire and smoke through walls, Horizontal and vertical Piping and cable ducts, ceilings and the like as per the laid down criteria and having fire resistance capacity of at least 2 hours

15. Fire Tower

Means an enclosed staircase which can only be approached from the various floors through landings or lobbies separated from both the floor area and the staircase by fire resistant doors and open to the outer air.

16. Pressurization

Means the establishment of a pressure difference across a barrier to protect a stairway, lobby, escape route, or room of a building from smoke penetration.

17. Smoke-Stop Door

Means a door for preventing or checking the spread of smoke from one area to another.

18. Venting Fire

Means the process of inducing heat and smoke to leave a building as quickly as possible by paths such that lateral spread of fire and heat is checked, firefighting operations are facilitated, and minimum damage is caused by fire.

19. Wet Riser

Means a fire fighting arrangement within the building provided by vertical rising pipes permanently charged with water from a pressurized supply.

2.67. Fitness Center

Means a health club (also known as a fitness club, fitness center, and commonly referred to as a gym) is a place which houses exercise equipment for the purpose of physical exercise.

2.68. Floor

Means the lower surface in a storey on which one normally walks in a building, and does not include a mezzanine floor. Ground Floor is the floor at ground level with a plinth- hollow or solid, and direct access to a street or open space. The floor above it with minimum permissible height shall be termed as floor 1, with the next higher floor being termed as floor 2, and so on upwards.

2.69. Floor Area

Means the net enclosed area of a floor in the building including circulation spaces like lobby or corridors, service areas and semi-open spaces such as verandah or balcony.



## 2.70. Floor Space Index

Means the quotient of the ratio of the combined gross built-up area of all floors, to the total area of the Building-unit.

$$\text{Floor Space Index} = \frac{\text{Total built-up area of all floors}}{\text{Area of the Building-unit}}$$

### 1. Permissible FSI

Means the basic FSI permitted by the Competent Authority as a matter of right.

### 2. Base FSI

Means the base FSI permitted in a Base Zone by the Competent Authority as a matter of right.

### 3. Chargeable FSI

Means the FSI available by payment

### 4. Maximum Permissible FSI

Means the maximum permissible FSI which includes permissible FSI and Chargeable FSI.

### 5. Utilised Chargeable FSI

Means the amount of FSI used, that is paid for and purchased by the applicant.

### 6. Total Utilised FSI

Means the total Utilized FSI

## 2.71. Footing

Means a foundation unit constructed in brick work, stone masonry or concrete under the base of a wall column for the purpose of distributing the load over a large area.

## 2.72. Foundation

Means the part of the structure which is in direct contact with and transmitting loads to the ground.



2.73. Front

Means the main frontage of a Building-unit on the road-side. For Building-units abutting two or more roads, the side along the wider road shall be considered as the front.

2.74. Fueling Station

Means a place for retail business engaged in supplying and dispensing of fuel products to consumers, essential for the normal operation of automobiles.

2.75. Gamtal

Means all land that has been included by the Government/ Collector within the site of village, town or city on or before the date of declaration of intention to make a Town Planning Scheme or publication of Draft Development Plan-2021. Such land shall not include any other land which may subsequently be included within the site of any village by the Government/Collector under the provision of Land Revenue Code.

2.76. Garage-Private

Garage-Private means a building or a portion thereof designed and used for the parking of vehicles.

2.77. Garage-Public

Garage-Public means a building or portion thereof, designed other than as a private garage, operated for gain, designed and/or used for repairing, servicing, hiring, selling or storing or parking motor-driven or other vehicles.

2.78. Garden

Means a public recreation area or park usually ornamented with plants and trees along with landscape furniture.

2.79. Garden Restaurant

Means a commercial establishment, especially in outdoors in a lush green space or a dedicated garden, where meals are prepared and served to customers and sometimes recreational facilities.

2.80. Golf Course

Means a large tract of land laid out for golf with a series of 9 or 18 holes each including tee, fairway, and putting green and often one or more natural or artificial hazards.

2.81. Grey Water

Means involving non-potable water from sinks, tubs, showers and washing.

2.82. Ground Coverage

Means the ground area covered by a building including cantilevered portion on any floor, excluding cut-out (open-to-sky) if any.

2.83. Ground Level

Means the level of the crown of the existing adjacent constructed road or the existing ground level or the high flood level, whichever is higher as may be decided by Competent Authority.

Note :- High flood level shall be decided by Competent Authority.

2.84. Guest House

Means a commercial establishment, typically larger than 'bed and breakfast' accommodation, offering facilities like lodging and meals.

2.85. Guiding Floor Material

Means flooring material used to give the directional effect or warn a person at critical places

and attract the attention of visually impaired persons. The material may be guiding by colour and brightness that is conspicuously different from that of the surrounding floor material or by texture that emits different sounds.

#### 2.86. Habitable Room

Means a room occupied or designed for occupancy for human habitation and uses incidental thereto, including a kitchen if used as a living room, but excluding a bath-room, water closet compartment, laundry, serving and storing, pantry, corridor, cellar, attic, store-room, pooja-room and spaces not frequently used.

#### 2.87. Hazardous Building or Industry

Means a building or place or part thereof used for-

- (i) storage, handling, manufacture or processing of radio-active substances or of highly combustible or explosive materials or products which are liable to burn with extreme rapidity and/or producing poisonous fumes.
- (ii) storage, handling, manufacture or processing of, which involves highly corrosive, toxic obnoxious alkalis, acids, or a other liquids, gases or chemicals producing flame, fumes, and explosive mixtures or which result in division of matter into fine particles and capable of spontaneous ignition.

#### 2.88. Hazardous Material

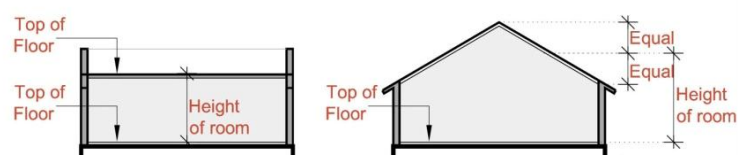
Means any of the following materials: Radioactive substances, Inflammable, combustible or explosive materials that may produce poisonous fumes or explosions on storage, handling, processing or manufacturing. Corrosive, toxic, obnoxious alkalis or acids, Chemicals which may produce irritant, corrosive or poisonous gases on explosion or spontaneous combustion.

#### 2.89. Height of Building

Means the vertical distance measured from the average ground level/ high flood level/plot level and up to the top of the finished level of the top most floor slab or in case of flat roofs up to the midpoint of the height of the sloping roof excluding the genuine stair cabin, water tank, and lift room. The height of the sloping roof shall be taken as an average height of the relevant floor.

#### 2.90. Height of a Room

Height of a Room means the vertical distance measured from the finished floor surface to the finished floor



surface of the upper floor. The height of a room with a pitched roof means the average height between the finished floor surface and the bottom of the eaves and the bottom of the ridge.

2.91. Hollow Plinth

Refer Plinth

2.92. Hospital

Means an institution that provides medical, surgical, or psychiatric care and treatment for the sick or the injured.

2.93. Hostel

An establishment that provides inexpensive food and lodging for a specific group of people, such as students, working women.

2.94. Hotel

Means a premise with rooms and accessory facilities for lodging people offered in return for payment with or without maids. It may include accessory facilities like laundry cafeteria, restaurant, swimming pool, banquet hall, convention hall, etc.

2.95. Laboratory

Means the agency permitted to test the samples of industrial wastes or waste.

2.96. Lift / Elevators

Means a mechanically-guided car, platform or transport for persons and materials between two or more levels in a vertical or substantially vertical direction.

2.97. Light Industries

Means a non-hazardous industrial establishment that produces products which create less environmental impact than those associated with heavy industry.

2.98. Lobby

Means a hall at the entrance of a building or corridor/hall connected with a larger room or series of rooms and used as a passageway or waiting room.

2.99. Local Area Plan

Means a plan prepared for a specific area or a zone by the competent authority. The Local Area

Plan (LAP) may identify measures for plot utilization, fire protection, accessibility, street design, pedestrianisation, transportation network, infrastructure, parking management, green network including parks and open spaces, etc. The regulations identified in the Local Area Plan shall prevail over the base zone regulations.

#### 2.100. Local Authority

Means the municipal corporation/ nagarpalika/ nagarpanchayat/ grampanchayat or the urban/area development authority as the case may be.

#### 2.101. Loft

Loft shall mean an intermediate non-habitable slab between two floors with a maximum clear height of 1.2mts at a height of 2.1mts from floor level; which is constructed and used for storage purpose. The loft shall not cover more than 30% of the floor area of the room. In case the loft in bath, W.C. or toilet 100% of the floor areas bath, W.C. or toilet respectively shall be permitted.

#### 2.102. LPG Delivery Centre

Means a premise used for retail outlet booking, storage and delivery of gas cylinders to customers.

#### 2.103. Margin

Means the space adjacent to boundary of Building-unit, buildings, or common plot that should be kept fully open-to-sky. No built-up area shall be permitted in marginal space except specifically permitted under these Regulations.

##### 1. Road Side Margin

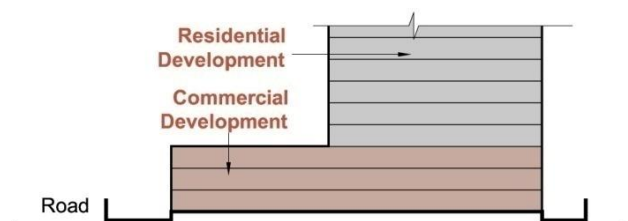
Means the space provided from the road-side edge of the Building-unit.

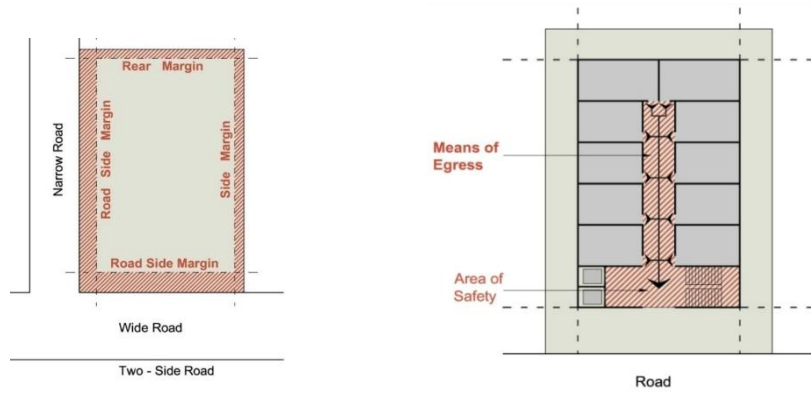
##### 2. Side Margin

Means the space provided from the sides of the Building-unit.

##### 3. Rear Margin

Means the space provided from the rear edge of the Building-unit.





#### 2.104. Means of Egress

Means a continuous and unobstructed way of travel from any point in a building or structure to a place of comparative safety.

#### 2.105. Mezzanine Floor

Means an intermediate floor between two floors overhanging or overlooking a floor beneath with a minimum clear height of 2.1 mts at the mezzanine level and the floor below.



#### 2.106. Mixed-Use Building

Means a building with more than one use in different portions of the building.

#### 2.107. Motel

Means an establishment that provides short-term and long-term lodging usually located with good access to the state and national road network.

#### 2.108. Multiplex

Mall/Multiplex shall mean a group of shops, showrooms not less than 20 in number and / or one or more cinema hall design as per these regulations to form a market of built up area more than 1500 sq.mt.

{Means a complex with an integrated entertainment and shopping centre/complex having at least three cinema halls with total minimum seating capacity of 450 seats, set up in a plot having an area of 3500 sq.mt. or above. The multiplex may include retail outlets, showrooms, restaurant, fast food outlet, video games paroles, bowling alleys, health spa / centres and other

recreational activities.}

2.109. Museum

A building in which objects of historical, scientific, artistic, or cultural interest are stored and exhibited.

2.110. Natural Hazard

Means the probability of occurrence within a specific period of time of a potentially damaging natural phenomenon.

2.111. Natural Hazard Prone Areas

Means areas likely to have moderate to high intensity of earthquake, cyclonic storm, significant flood flow or inundation, landslides/mud flows/avalanches, or any other natural hazard.

Note: Moderate to very high damage risk zones of earthquakes are as shown in Seismic Zones III, IV and V specified in IS:1893; moderate to very high damage risk zones of cyclones are those areas along the sea coast of India prone to having wind velocities of 39 m/s or more as specified in IS:875(Part 3;) and flood prone areas in river plains (unprotected and protected) are indicated in the Flood Atlas of India prepared by the Central Water Commission.

2.112. Neighborhood /Civic Centre

Means a centre including any of the following activities: sectoral shopping centre, market, office building, cinema, small hospital, playground, swimming pool, Town hall, open air theatre, civic and cultural facilities, library, higher secondary school, parking plots, public utility and service buildings such as post office, fire station, police station, religious building and building of public uses, Institutes for Social defence.

2.113. New Building

Means such building of above said categories for which construction plans have been submitted to competent authority for clearance.

2.114. Non-Combustible Material

Means a material not liable to burn or add heat to a fire when tested for combustibility in accordance with the IS-3808-1966 Method of Test for Combustibility of Building Materials.

2.115. Non-potable water

Means the use of water for non-domestic consumption like car washing, toilet flushing,



gardening, construction purposes, landscaping, irrigation uses is for bidden by virtue of powers vested with government.

#### 2.116. Occupancy or Use

Occupancy or Use means the principal occupancy in an approved building for which a building or a part of it is used or intended to be used, including contingent subsidiary occupancies; mixed occupancy building being those in which more than one occupancy are present in different portions of the building.

#### 2.117. Occupant Load

Means number of persons for which the means of egress of a building or portion thereof is designed.

#### 2.118. Occupiable Space

Means a room or enclosed space, other than a habitable space, where an individual may occupy that space for a limited time-frame for movement, storage or rest such as a corridor, passage, pantry, laundry, basement, bath-room, water closet compartment, serving and storing, pantry, loft, store-room and pooja-room.

#### 2.119. Occupier

For the purpose of these regulations means either as an owner, on rent or on lease in any other way.

#### 2.120. Open Space

Means an area forming an integral part of the plot, left permanently open to sky.

#### 2.121. Overlay Zone

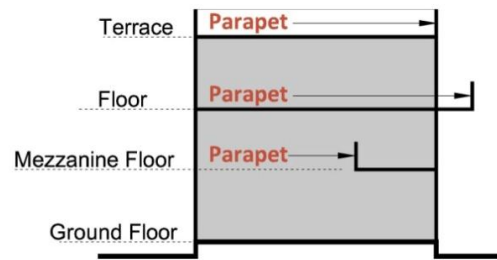
Means an additional zone defined with different set of development regulations over an established/existing base zone to regulate development in such a zone to achieve a specific set of goals defined in the Development Plan.

#### 2.122. Owner

Means any person holding the title of the property and who is for the time being, receiving or entitled to receive, whether on his own account or on account of or on behalf of, or for the benefit of, any other person or as an agent, trustee, guardian, manager or receiver for the rents or profits of the property; and also includes a mortgaging possession thereof.

2.123. Parapet

Means a low wall or railing built along the edge of roof of a floor such as terrace, balcony, mezzanine or staircase.

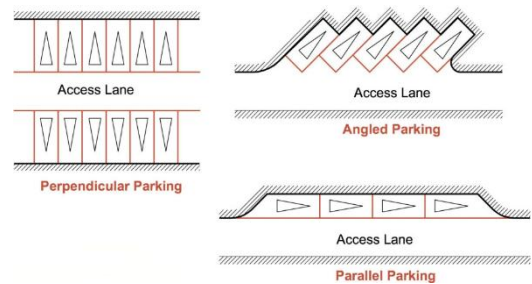


2.124. Park

Means a piece of ground in or near a city or town kept for recreation for the general public.

2.125. Parking Space

Means an enclosed, semi-covered or open area including driveway and access aisles required to park vehicles, as per regulations related to parking. Parking spaces shall be served by a driveway connecting them with a street or alley and permitting ingress or egress of vehicles.



2.126. Party Plot

Means a large open land often consisting of a small service building with changing rooms, toilets, storage and a hall, laid out for conducting social events like marriages, party, functions, etc.

2.127. Person

Includes a corporation sole or a body of persons whether corporate or incorporate or partnership firm.

2.128. Permission

Means a valid permission or authorisation in writing by the Competent Authority to carry out development or a work regulated by the Regulations.

2.129. Persons on Record

Architect, Engineer, Structural Designer, Clerk of Works, Fire Protection Consultant and Developer registered with the Competent Authority and undertaking the responsibility for the particular work as prescribed by the Appropriate Authority.

2.130. Planetarium

Means a domed building in which images of stars, planets, and constellations are projected for

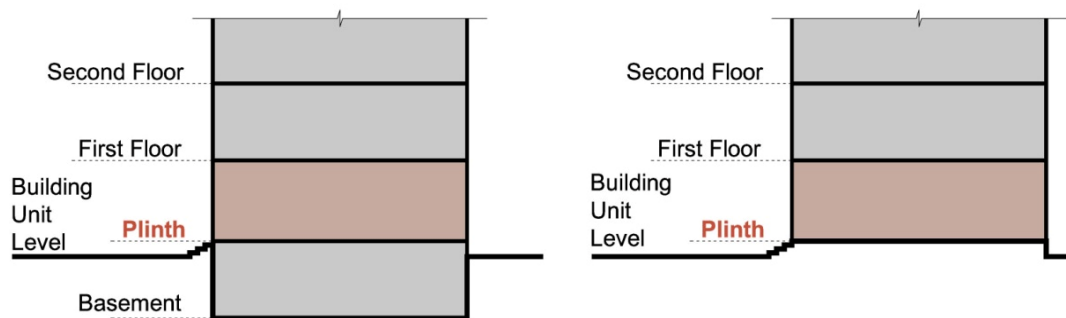
public entertainment or education.

### 2.131. Playfield

Means a field used for playing sports or games which are open to sky. Generally, playing fields are wide expanses of grass, dirt or sand without many obstructions. There are varieties of commonly used fields, including fields for cricket, football, hockey, basketball, tennis, golf etc.

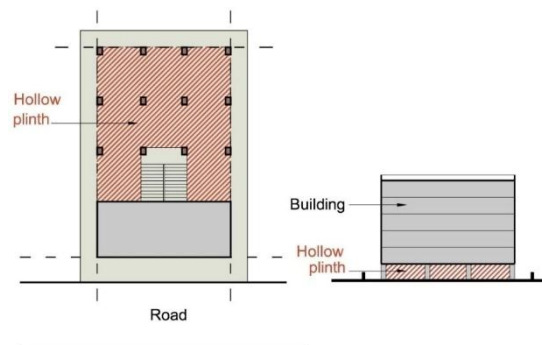
### 2.132. Plinth

Means the solid or hollow volume below the floor which is immediately above the ground level.



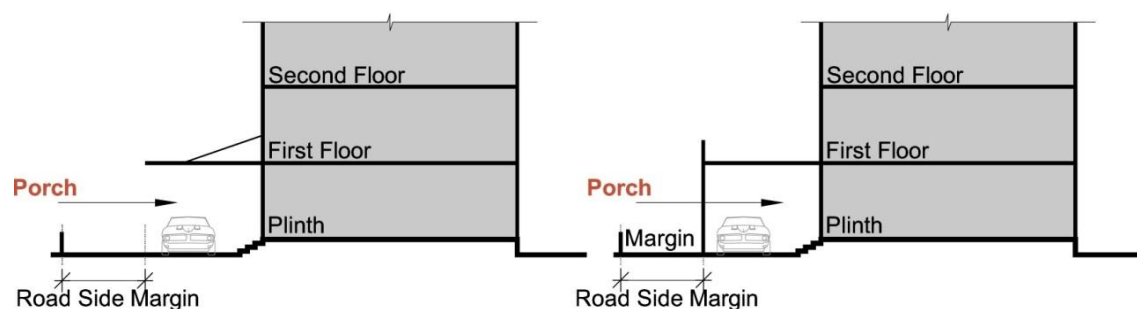
### 2.133. Hollow Plinth

Means the space provided below the floor which is on stilts immediately above the Ground Level for the purpose of parking and other permissible uses.



### 2.134. Porch

Means a covered surface supported on pillars or otherwise for the purpose of a pedestrian or vehicular approach to a building exclusive of marginal space.



2.135. Polytechnic

Means an institution for higher education pertaining to, or offering instruction in a variety of industrial arts, applied sciences, or technical subjects.

2.136. Poultry Farm

Means an establishment or a part of land where raising of domesticated birds such as chickens, turkeys, ducks, and geese, for the purpose of farming meat or eggs for food is carried out.

2.137. Premises

Means either:

- A property which is held under a separate card of title or for which a separate title card may be issued and in respect to which a building plans have been or may be issued; or
- A building which is in possession as an individual unit by a cross-lease, unit title or company lease and for which a certificate of title is available; or
- Land held in public ownership, for a particular purpose; or
- Separately assessed to local authority taxes, individual unit within building.

2.138. Pre-school:

A school for young children, also known as kindergarten or nursery

2.139. Pre-treatment

Means any processing of industrial waste or waste designed to reduce any characteristic in waste, before discharge to the waste water system.

2.140. Prohibited Industrial waste

Means an industrial waste having physical and chemical characteristics in excess as decided by GPCB.

2.141. Public-Institutional Building

Means a building or a space owned and operated by Government, Semi-Government organisations, used or constructed or adapted to be used as an office or as a hospital, college, school, public hall, public exhibition or other similar public purpose activities. This includes institutional buildings such as- Police Station, Fire Station, Medical facility, Public Library, Civic Centre, Ward and Zonal Offices for Appropriate Authority.

#### 2.142. Public Library

Means a library that is accessible by the public and is generally funded from public sources and run by Municipal Corporation or other government, semi government organizations etc.

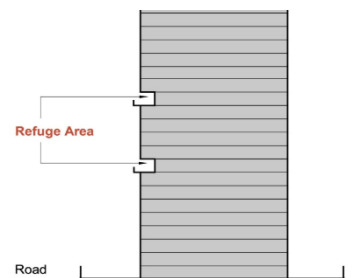
#### 2.143. Public Purpose

The expression of “Public Purpose” includes:

- i. The provision of land for public purpose in a development plan, Town Planning Scheme as enumerated in the Act.
- ii. The provision of village sites, or the extension, planned development or improvement of existing village sites ;
- iii. The provision of land for town or rural planning ;
- iv. The provision of land for planned development of land from public funds in pursuance of any scheme or policy of Government and subsequent disposal thereof in whole or in part by lease, assignment or outright sale with the object of securing further development as planned;
- v. The provision of land for a corporation owned or controlled by the state;
- vi. The provision of land for residential purposes to the poor or landless or to persons residing in areas affected by natural calamities, or to persons displaced or affected by reason of the implementation if any scheme undertaken by Government, any local Authority or a corporation owned or controlled by the state;
- vii. The provision of land for carrying out any educational ,infrastructure housing, health or slum clearance scheme sponsored for the purpose of Union, any State, local authority or any other authority or body established by or under any law for the time being in force
- viii. The provision of land for any other scheme of development sponsored by Government or with the prior approval of appropriate Government, by a local Authority ;
- ix. The provision of any premises or building for locating a public office, but, does not include acquisition of land for Companies.
- x. The provision of land for institution for physically challenged person.

#### 2.144. Refuge Area

Means an area where persons unable to use stairways can remain temporarily and await instructions or assistance during emergency evacuation situation.



#### 2.145. Retention of Non-conforming Activity

Means an activity or use which is allowed to continue, notwithstanding its non-conforming nature in relation to the use permitted in the adjoining or surrounding area.

2.146. Research Center

Means a Building completely dedicated for carrying out research in a particular field.

2.147. Restaurant

Means a commercial establishment where meals are prepared and served to customers.

2.148. Road/Street

Means any highway, street, service road lane, pathway, alley, stairway, passageway, carriageway, footway, square place or bridge, whether a thoroughfare or not, over which the public have a right of passage or access or have passed and had access uninterruptedly for a specified period, whether existing or proposed in any scheme, and includes all bunds channels, ditches, storm-water drains, culverts, sidewalks, traffic islands, road-side trees and, hedges retaining walls, fences, barriers and railings within the street line.

2.149. Road/Street Level or Grade

Means the officially established elevation or grade of the centre line of the street upon which a plot fronts, and if there is no officially established grade, the existing grade of the street at its mid-point.

2.150. Road/Street Line

Means the line defining the side limits of a road/street.

2.151. Road Width or Width of Road / Street

Means the whole extent of space within the boundaries of a road when applied to a new road/street, as laid down in the city survey, development plan, Town Planning Scheme or prescribed road lines by any act or law. The clear average width of the existing carriage way and footpaths only on which the building or plot line abuts. The average width shall be computed by taking length of street between two extreme points on Building-unit abutting the street at right angles to the direction of such streets excluding the steps projections, forecourts, open areas of other spaces in front of the building erected or intended to be erected. However in case where a regular line of street is prescribed by the Competent Authority, such width shall be considered for the purpose of computing building height.

2.152. Roof Exit

Means a means of escape with access on to the roof of a building.

2.153. Row House

Means a residential building, often of similar or identical design, situated side by side and joined by common walls.

2.154. School

Means a building or place or part thereof that is used for educational use.

**1. Pre-School**

Means a nursery or kindergarten for children.

**2. Primary School**

Means a school for children starting from standard 1st up to standard 8th

**3. Secondary School**

Means a school for children starting from standard 9<sup>th</sup> up to 10<sup>th</sup>

**4. Higher Secondary School**

Means a school for children from standard 11<sup>th</sup> and 12<sup>th</sup>

2.155. Service Apartment

Means a type of furnished apartment including kitchen or cooking facility available for short-term or long-term stays, which provides amenities for daily use.

2.156. Service Road

Means a road/lane provided at the front, rear side of a plot for service purposes

2.157. Sewerage system

Means all types of sewer, appurtenances, pumping stations, storage tanks, waste water treatment facility plants, marine outfalls and other related structures owned by the urban local body and used for the reception, treatment and disposal of waste water and also termed as "waste water system"

2.158. Special Economic Zone (SEZ)

Means a Special Economic Zone as per The Gujarat Special Economic Zone- 2004 and The Special Economic Zone -2005 as amended by time to time subject to this regulation.

2.159. Shop

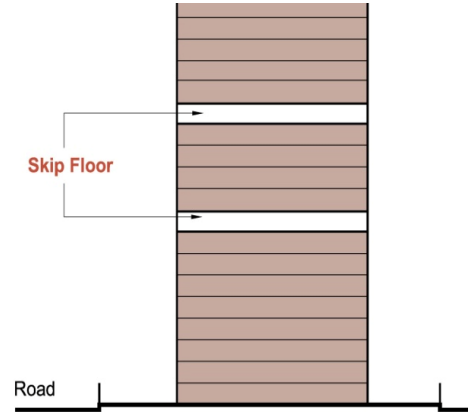
Means a building or part of a building where goods or services are sold

2.160. Shopping Center or Commercial Center

Means a mercantile establishment consisting of multiple number of shops with adjacent parking.

2.161. Shopping Mall

Means a mercantile establishment consisting of complex of shops representing leading merchandisers, usually includes restaurants and a convenient parking area; a modern version of the traditional marketplace.



2.162. SIR

Means a Special Investment Region as per the Gujarat Special Investment Region Act No-2, 2009 as amended by time to time subject to this regulation.

2.163. Skip Floor

A floor designated for holding occupants in a high-rise residential buildings during fire calamities, till the time they are rescued. This floor might include refuge area. Skip floor may be used as service areas excluding habitable uses.

2.164. Slum Rehabilitation

Means the Rehabilitation And Development carried out as per The Rehabilitation and Redevelopment Act - 2010 as amended by time to time subject to this regulation.

2.165. Solar Assisted water heating system

Means a device to heat water using solar energy as heat source.

2.166. Special Building

Means a building used or visited by large numbers of people, such as cinema theatre, drive in-theatre, assembly hall or auditorium, town hall, lecture hall, exhibition hall, theatre, museum, stadium, community hall, marriage hall, multiplex, shopping mall, telephone exchange.

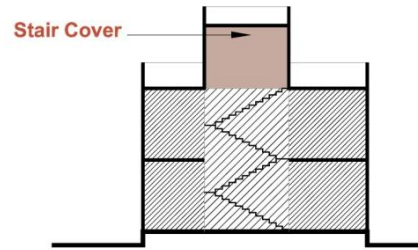
2.167. Sports Complex

Means an establishment designed to provide facilities for a range of sports and leisure activities.



2.168. Stair Cabin or Stair Cover

Means a structure with a covering roof over a staircase and its landing built to enclose only the stairs for the purpose of providing protection from the weather, and not to be used for human habitation.



2.169. Staircase

Means a flight or series of flights of steps with the supporting framework, casing, and balusters, constructed to connect different floors or levels in a building.

2.170. Stairwell

Means a vertical shaft around which a staircase has been built.

2.171. Storey

Means the portion of a building included between the surface of any floor and the surface of the floor next above it, or if there be no floor above it, then the space between any floor and the ceiling next above it.

2.172. Swimming Pool

Means a structure, in open-air or enclosed, often a concrete-lined excavation of rectangular shape, which is filled with water and used for swimming.

2.173. Temporary Structure

Means structures erected for temporary purpose or ceremonial occasions such as tents, hutments, shaminana, etc.

2.174. Tenement Building

Means a residential dwelling unit constructed in a detached or semi-detached manner. Each dwelling unit in a tenement building is designed and constructed for separate entry with independent sanitary provisions.

2.175. Theatre

Means a building designed for the performance of plays, operas or motion-picture shows etc.

2.176. Township

Means parcel of land owned by a Township Developer subject to Residential Township Act 2009

as amended by time to time, subject to this regulation.

#### 2.177. Tradable Development Rights (TDR)

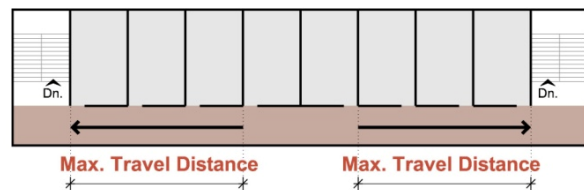
Means an incentivisation mechanism by which the Tradable Floor Space assigned to one building can be traded for use on another building-unit. The competent authority shall identify the buildings eligible for selling the TDR, amount of floor space available for trading (as specified in 10.4.3).

#### 2.178. Training Center

Means a place where people undergo skills training for work. Typically private training institutes for various professional exams.

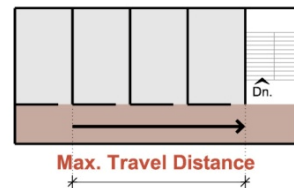
#### 2.179. Travel Distance

Means the distance to be travelled by a user from any point in a building to a protected escape route, external escape route or final exit.



#### 2.180. Trunk Infrastructure

Means a higher order development infrastructure supplied by the local Government or State infrastructure provider and primarily intended to provide network distribution and collection functions or provide services shared by a number of developments.



#### 2.181. University

Means an institution of higher education and research which grants academic degrees in a variety of subjects and provides both undergraduate education and postgraduate education.

#### 2.182. Unsafe Building

Means a building which,

- i. is structurally unsafe;
- ii. is insanitary;
- iii. is not provided with adequate means of egress;
- iv. constitutes a fire hazard; (v) is dangerous to human life;
- v. in relation to its existing use constitutes a hazard to safety or health or public welfare by reasons of inadequate maintenance, dilapidation or abandonment.

2.183. Use

Means the principal occupancy in an approved building for which a building or a part of it is used or intended to be used, including contingent subsidiary occupancies.

2.184. Use- Agricultural

Means use of land for horticulture, farming, raising of crops, fruits, vegetables, grass, fodder, trees or any other kind of cultivation, breeding and keeping of live-stock, including horses, donkeys, mules, pigs, fish, poultry and bees, and the use of land for any purpose which is ancillary to its cultivation or to any other agricultural purpose.

2.185. Use- Assembly

Means a building or place or part thereof that is used for congregation of people for the cultural, recreational or social purpose such as auditorium, town hall, theatre hall, cinema theatre, exhibition hall, party plot, community hall, banquet hall, dance hall, multiplex, shopping mall, stadium.

2.186. Use- Business

Means any building or place or part thereof used for transaction or keeping of books and records such as offices, banks, professional establishments, court houses. Use for office includes work for the purpose of administration, clerical work, handling money, telephone, telegraph and computer operation.

2.187. Use- Commercial

Means any building or place or part thereof used for mercantile and business use.

2.188. Use- Dwelling

Means a building or place or part thereof that is used for habitation by an individual or family unit.

1. Detached Dwelling

Means a detached building with walls and roofs that are independent of any other building and has open space on all sides.

2. Semi-detached Dwelling

Means a building with one or more sides attached with the wall and roof of another building.

3. 3 Multi-storied Dwelling

Means a building with two or more floors used for habitation of multiple families and/or individuals such as apartments, flats, hostels, lodging and boarding.

2.189. Use- Educational

Means a building or place or part thereof that is exclusively used for a preschool, school, college, recognised by the appropriate Board or University, or any other Competent Authority involving assembly for instruction, education or recreation, incidental to educational use. Such use includes other incidental uses such as a library or a research institution, quarters for essential staff to reside in the premises, and a building used as a hostel for an educational institution whether situated in its campus or not.

2.190. Use- Hospitality

Means a commercial establishment in building or place or part there of providing lodging and usually meals, entertainment, and various personal services to public on a short-term basis.

2.191. Use - Industrial

Means a building or space or part thereof wherein products or, material are fabricated, assembled or processed, such as assembly plants, laboratories, power plants, refineries, gas plants, mills, dairies and factories.

2.192. Use- Institutional

Means a building or place or part thereof used for healthcare facility such as medical center, hospitals, nursing homes and care centers for elderly, destitute, orphans, abandoned women, children and infants.

2.193. Use- Mercantile

Means a building or place or part thereof used for display and sale of wholesale or retail goods or merchandise, including ancillary uses such as office, storage and service facilities in the same premise. This use includes shops, stores, markets, shopping center, shopping mall, wholesale market.

2.194. Use - Public Utility

Means a building or premise or part there of constructed by Government, Semi-Government organisations, public sector undertakings, registered Charitable Trusts for non-profitable public activities. This includes infrastructural and safety facilities such as electrical sub-station, fire station, bus-station, bus terminals, fuelling station, multi-level parking, water purification facility, pumping station, postal networks, and communication networks.

2.195. Use- Public Institutional

Means institutional facilities in a building or premise or part there of, constructed by Government, Semi-Government organisations, public sector undertakings, registered Charitable Trusts for non-profitable public activities This includes institutional buildings such as- Police Station, Medical facility, Public Library, Civic Centre, Ward and Zonal Offices for Appropriate Authority.

2.196. Use- Residential

Means a building in which sleeping accommodation is provided for normal residential purposes, with or without cooking or dining facilities, and includes one or more family dwellings, hostels, dormitories, apartment houses, flats and private garages of such buildings.

2.197. Use- Religious

Means a building or place dedicated to accommodation and service of Religion or other such objects of religious nature. It may have different nomenclature in different religions like temple, mosque, church, gurudwara, synagogue, upashraya, sant niwas and may have ancillary facilities like ashram, bathing ghat, madrasa and gaushala.

2.198. Use- Storage

Means a building or place or part there of used primarily for storage or shelter of goods and merchandise. Such use includes warehouse, cold storage, freight depot, transit shed, store house, public garage, hangar, grain elevator, barn.

2.199. Ventilation

Means the supply of outside air into, or the removal of inside air from an enclosed space.

2.200. Waste

Means any water with matter in solution or suspension, domestic wastewater, or liquid waste and includes sewage for the purpose of these regulations.

2.201. Water Closet (W.C.)

Means a privy with an arrangement for flushing the pan with water, but does not include a bathroom.

2.202. Water Course

Means a natural channel or an artificial channel formed by draining or diversion of a natural channel meant for carrying clear, storm or waste water.

2.203. Water Body/ Talav/ Lake

Means a natural existing low lying ground forming a natural water body or wherein rain water gets collected and/or plots designated as *Talav* under the revised development plan or any other legitimate records.

2.204. Warehouse

Means a building or place or part thereof that is used or intended to be used for the storage of goods for stocking, sale or similar purpose. It usually has loading docks to load and unload goods from trucks and often have cranes and forklifts for moving goods in and around the structure.

2.205. Wayside Shop

Means a shop that is situated at or near the side of a road, path or highway.

2.206. Wholesale

Means an establishment wholly or partly engaged in wholesale trade and manufactures wholesale outlets, including related storage facilities, warehouses and establishments engaged in truck transport, including truck transport booking warehouses.

2.207. Window

Means an opening other than a door, to the outside of a building, which provides all or part of the required light and ventilation.

2.208. Wood Workshop

Means a small establishment where large logs of woods are cut and stored or in some case manufacturing or handicrafts of wooden materials like plywood, artefacts, etc are carried out.

2.209. Zoo

Means a garden or park where wild animals are kept for exhibition.

2.210. Single Room Occupancy or SRO:

A studio apartment, usually occurring with a block of many similar apartments, intended for use as public housing. They may or may not have their own washing, laundry, and kitchen facilities. In

the United States, lack of kitchen facilities prevents use of the term "apartment", so such would be classified as a boarding house or hotel.

## **Section B:**

### Procedure Regulations



### 3. DEVELOPMENT PERMISSION AND BUILDING USE PERMISSION

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#### 3.1. Development Permission Required

Subject to provisions of Section 26, 27, 28, 34 and 49 of the Act, no person shall undertake any building or development activity in or over any and without obtaining a Development Permission prior to commencement of building or development activity. A Development Permission shall mean Permission for development granted by the Competent Authority.

#### 3.2. Development Permission Not Required

No Development Permission shall be required for undertaking building works listed in Schedule 1.

#### 3.3. "Grant of a Development Permission"

Grant of a Development Permission by the Competent Authority shall mean an acceptance by the Competent Authority that the development requirements of the proposed building, for which Development Permission has been granted, conforms to these Development Regulations, and that the person holding the Development Permission may undertake proposed development or construction of the proposed building within the limits of the Development Area in conformity with the Development Plan Proposals.

##### 3.3.1. It does not constitute acceptance of correctness, confirmation, approval or endorsement of:

- a. Title, ownership, and easement rights of the Building-unit for which the building is proposed;
- b. Variation in area from recorded areas of a Building-unit;
- c. Location and boundary of Building-unit;
- d. Workmanship, soundness of material and structural safety of the proposed building;
- e. Structural reports and structural drawings

and shall not bind or render the Competent Authority liable in any way in regard to (a), (b), (c) (d) and (e) above.

##### 3.3.2. "Liability"

Notwithstanding any Development Permission granted under the Act and these Regulations, any person undertaking any development work shall continue to be wholly and solely liable for any injury or damage or loss whatsoever that may be caused to anyone in or around the area during such construction and no liability whatsoever in this regard shall be cast on the Competent Authority or any officer/employee to whom power has been delegated.

#### 3.4. "Development Requirements"

Development Requirements of the following aspects shall be mandatory and may be examined by the Competent Authority for ensuring compliance of the development to these Regulations:

1. Permissible Ground Coverage
2. Permissible Floor Space Index

3. Permissible Height and the various floors
4. Permissible Open Spaces enforced under these Regulations - Common Plot, Marginal Open
5. Spaces, Setbacks and other open spaces.
6. Permissible Uses of Land and Buildings
7. Arrangements of stairs, lifts, corridors and parking
8. Minimum requirement of sanitary facility
9. Minimum Common Facility
10. Required light and ventilation
11. Minimum requirement of Fire Prevention and Safety, and Clearance from Chief Fire Officer as applicable.

### 3.5. "Lapse of Development Permission"

A Development Permission shall mean to have lapsed if construction of the building is not commenced within the period stipulated in Regulation No. 6.5.2

### 3.6. "Cancellation of Development Permission"

Cancellation of a Development Permission by the Competent Authority shall mean that the Development Permission shall no longer be valid, and that the permission granted by the Competent Authority to undertake construction stands withdrawn.

The Development Permission, if secured by any person by any misrepresentation or by producing false documents, will be treated as revoked and scrutiny fees paid for such development shall be deemed to have been forfeited.

Following Cancellation of a Development Permission, construction may no longer be undertaken on the Building-unit for which the Development Permission was granted. A Notice of Cancellation of Development Permission shall be issued in writing by the Competent Authority.

### 3.7. Unauthorized Building

Any building or development, requiring a Development Permission, undertaken without grant of Development Permission, or undertaken after the Development Permission has lapsed, or, after the Development Permission has been cancelled, revoked or suspended, shall be deemed to be an Unauthorized Building.

#### 3.7.1. Dealing with Unauthorized Building

If the Competent Authority deems the construction of any building to be an Unauthorised Construction, it may, by a written notice, require the person undertaking construction of the building to stop the same forthwith. If the person carrying out such work or doing such thing is not the owner at the time of giving such notice, such person shall be liable for carrying out the requisitions of the Competent Authority.

In case of unauthorised development, the Competent Authority shall:

- a. Take suitable action which may include demolition of unauthorised works as provided in the Act.
- b. Issue directions for the alteration or reconstruction of any works specified that have not been commenced or completed.
- c. Take suitable action against the Persons on Record.

If within the period specified in such written notice, the requisitions contained therein are not carried out by the said person or owner, as the case may be, the Competent Authority may remove or undo such thing and the expenses thereof shall be paid by such person or owner as the case may be. The cost(s) of undertaking these measures shall be paid by the said person.

If such building is not stopped forthwith, the Competent Authority may direct the person undertaking such construction to be removed from the premises, may seal the Building-unit, and may cause such necessary measures including police intervention to ensure that the person does not re-enter the Building-unit without written permission of the Competent Authority. Permission to re-enter the building premise shall only be granted for the purpose of carrying out any work of reinstatement.

In cases where development has already started/commenced on site without obtaining Development Permission, but where this development is in accordance with these Regulations, the Competent Authority may grant Development Permission on the merits of each individual case. Such development will be considered unauthorised and over and above the Development Permission Scrutiny fees as leviable and stipulated in Schedule 3, penalty shall be charged as per Schedule 6.

### 3.8. Procedures for Obtaining, Revising and Revalidating a Development Permission

#### 3.8.1. Obtaining a Development Permission

On receipt of a duly completed application for Development Permission, the Competent Authority shall scrutinize the application in detail before grant of Development Permission, to verify whether the design and specifications of the proposed building comply with these Regulations.

The procedure for obtaining a Development Permission is specified in Regulation No. 5.1.

#### 3.8.2. Revising a Development Permission

Changes or revisions in the sanctioned design and specification of a building may be made if a Revised Development Permission is obtained before construction is undertaken on the portion of the building that deviates from the Sanctioned Design Requirements.

Revision of Development Permission shall be mandatory in the following conditions:

1. Change in Ownership
2. Increase in utilised FSI
3. Reduction in Parking area
4. Change in Orientation of the Building
5. Change in size or location of the Common Plot
6. Change in use of Building or part thereof

For any of the above mentioned changes in a building during the course of construction, the owner should apply for a Revised Development Permission for the Building-unit or part of Building-unit as the case may be. The modified Development Requirements may be examined by the Competent Authority for ensuring compliance of the building to these Development Regulations. No deviations in contravention of the provisions of the act, and/or these regulations shall be permitted.

Procedures for obtaining a Revised Development Permission are specified in Regulation No. 5.2.

### 3.8.3. Revalidating a Development Permission

A Development Permission may be revalidated provided procedural requirements for revalidating a Development Permission are met with.

A Development Permission that may lapse due to non-commencement of work, may be revalidated for a period of one year. The revalidated period shall in no case exceed three years in the aggregate that is for a total period of four years. The period of validity shall begin from the date of commencement certificate/ development permission.

The procedures for revalidating a Development Permission are specified in Regulation No. 5.3.

## 3.9. Building Use Permission Required

It is mandatory to obtain a Building Use Permission from the Competent Authority prior to occupancy or use being made of any building.

### 3.10. "Grant of Building Use Permission"

Grant of a Building Use Permission by the Competent Authority shall mean an acceptance that the construction of the building has conformed to the sanctioned design requirements as per Regulation 3.4 and that the Owner may use the building in conformity with the Sanctioned Use of the building. Grant of a Building Use Permission does not constitute acceptance of correctness, confirmation, approval or endorsement of and shall not bind or render the Competent Authority liable in any way in regard to:

- (a) Title, ownership, and easement rights of the plot on which building is proposed
- (b) Workmanship, soundness of material and structural safety of the building
- (c) Variation in area from recorded areas of a Building-unit

- (d) Location and boundary of building-unit
- (e) Safety of the users of the building
- (f) NOC from Appropriate Authority
- (g) Structural reports and structural drawings

### 3.11. “Revocation of Building Use Permission”

Revocation of a Building Use Permission shall mean that the Building Use Permission is no longer valid and that the Competent Authority has withdrawn the permission granted to make use of the building.

After the Revocation of a Building Use Permission, use may no longer be made of the building for which the Building Use Permission has been revoked. Notice of Revocation of a Building Use Permission shall be issued in writing.

### 3.12. Unauthorized Use of Building

Use of any building or part of a building, without a Building Use Permission or in a manner that does not conform with its Sanctioned Use or after a Building Use Permission has been revoked, shall be deemed to be Unauthorized Use of Building.

The Competent Authority may declare the use of any building to be an Unauthorized Use if it deems the building to be unsafe for habitation or if its use poses a danger to public health or safety.

#### **3.12.1 Dealing with Unauthorized Use of Building and Unsafe Buildings**

If the Competent Authority deems the use of any building or part of a building to be an Unauthorised Use of Building, it shall, by a written notice, communicate the reason and require the person making unauthorised use of building to stop the same. This written notice may be affixed to any part of the premise and shall be deemed a sufficient intimation to the occupier of such building or part of building.

If unauthorised use is not stopped, the Competent Authority may direct the person making such use to be removed from the building and may cause such necessary measures including police intervention to be taken to ensure that the person does not re-enter the building without written permission of the Competent Authority. The owner or occupier may be directed to restore by repairs, demolish or carry out any other modifications. The cost(s) of undertaking these measures shall be paid by the said person.

If a use of a building or part of a building is deemed to be Unauthorized Use solely on account of a Building Use Permission not having being obtained prior to use being made of the building or part of a building and if the said use of building is in conformity with Development Regulations prescribed in respective competent authority General Development Control Regulations, the Owner may apply for a Building Use Permission. Further use of building or part of a building may be

undertaken after obtaining a valid Building Use Permission. Penalty for undertaking such Unauthorized Use of building or part of a building shall be payable before a Building Use Permission is granted and is stipulated in Schedule 16.

### 3.13. Procedure for Obtaining Building Use Permission

#### **3.13.1 Building Use Permission**

The Competent Authority, on receipt of Notice of Completion of Construction and a duly completed application for Building Use Permission, shall inspect the constructed building before granting a Building Use Permission, to verify its compliance to the sanctioned design and specifications within 21 days from the date of receipt of the application.

#### **3.13.2 Permission to Change a Sanctioned Use of a Building**

No building or premises shall be changed or converted to a use other than the sanctioned use without prior permission of the Authority in writing. Change of use not in conformity with these regulations shall not be permissible.

The Sanctioned Use of a building may be changed provided that the new use complies with these regulations. The procedure for changing the Sanctioned Use of a building or part of a building is specified in Regulation No. 7.2.

### 3.14. Relaxation

#### **3.14.1 "Grant of Relaxation"**

Grant of a Relaxation shall mean grant of permission to deviate from a specific Regulation.

1. In the case of Building-unit/plot owned by:

- i. competent authority;
- ii. Government;
- iii. Government undertakings;

Competent Authority may for reasons to be recorded in writing relax or waive any of the regulations in the public interest. Provided that no relaxation or waive of any of the development regulations concerning maximum built-up-area on any floor, common plot, common open plot, marginal open space, F.S.I., parking and provisions of buildings taller than 15mts shall be made.

2. Notwithstanding anything contained in foregoing regulations in case where these regulations cause hardships to the owners because of their application to the alterations not involving addition to the existing structures erected prior to the coming into force of these regulations, the competent authority after considering the merits of each individual case

may relax or waive, for reasons to be recorded in writing and regulation without causing any adverse effects on the fire and structural safety requirements for the buildings. Provided that this relaxation shall not be made in any regulations for buildings taller than 15mts.

3. In the case of existing Building-units for which the layout and sub-division may have been approved by a Competent Authority; or Building-units affected by road widening; and by the Development Plan proposals made in the Development Plan, if the Competent Authority is of the opinion that such Building-units have become incapable of reasonable development unless all or any of the requirements of **Planning Regulations** are suitably relaxed or waived the Competent Authority may, for reasons to be recorded in writing, relax the requirement of the above mentioned regulations.
4. No relaxation in FSI shall be made in any of the regulations meant for any Building-unit having height more than 15mts. Irrespective of provisions made above, in case of development for religious building, e.g. temple, church, mosque, *agiari* etc. up to 0.6 FSI only.

### 3.15. Competent Authority to Clarify and Interpret Provisions of the Regulations

Competent Authority shall clarify or interpret provisions of these Regulations, as specified below. Clarifications or interpretations made by the Competent Authority shall be final and binding.

1. Decide on matters where it is alleged that there is an error in any order, requirement, decision or determination made by any Competent Authority under delegation of powers in Regulations or interpretation in the application of these Regulations.
2. Interpretation of road alignment as per site situation.
3. Authorize the erection of a building or the use of premises for a public service undertaking for public utility purposes only, where he/she finds such an authorization to be reasonably necessary for the public convenience and welfare, even if it is not permitted in any land use classification.
4. In specific cases where a clearly demonstrable hardship is caused, the Competent Authority may, for reasons to be recorded in writing by special permission, permit any of the dimensions prescribed in these Regulations to be modified, except those relating to Floor Space Indices unless otherwise permitted under these regulations, provided that the relaxation shall not affect the health, safety, fire safety, structural safety and public safety of the inhabitants of the building and its neighbourhood.

### 3.16. Development Undertaken on Behalf of Government and Appropriate Authority

Where an appropriate authority intends to carry out development of land for its own purpose in the exercise of its powers under any law for the time being in force, such development shall be in conformity with the development plan and of the regulations relating to construction of buildings.

As per the provisions of Section 39 of the Act and Rule 15 of the Rules, the Office-in-Charge of a

Government Department shall inform in writing to the Competent Authority of the intention to carry out development for its purpose along with such development or construction along with other required documents and drawings as stipulated in Schedule 21.

### 3.17. Penalties

Any person contravening any of the Regulations or Provisions of the Development Plan shall on such contravention be liable to a punishment as provided in the Gujarat Town Planning & Urban Development Act-1976 and Rules framed there under as in force from time to time.



## 4. RESPONSIBILITIES OF OWNER AND/OR DEVELOPER AND PERSONS ON RECORD

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### 4.1. Registration of Persons on Record (POR)

#### 4.1.1 Registering with the Competent Authority

The Competent Authority shall register architects, Developer, engineers, structural engineers, clerk of works and supervisor as Architects on Record (AOR), Developer on record (DOR) Engineers on Record (EOR), Structural Engineers on Record (SEOR) and Clerk of Works on Record (COWOR) and supervisor (SOR) respectively of the Competent Authority. Fire protection consultants shall be registered as Fire Protection Consultant on Record (FPCOR) by the Chief Fire Office. Applications for registration should be made in the format prescribed in Form No. 1.

#### 4.1.2 Minimum Qualifications and Competence Requirements

Minimum qualifications and competence requirements for being considered for registration as Persons on Record are specified in Schedule 7.

#### 4.1.3 Registration Fee

Registration Fee for registering as Persons on Record with the Competent Authority shall be determined by the Competent Authority and are specified in Schedule 8. The fees shall be revised from time to time.

### 4.2. Revocation of Registration

A registration shall be liable to be revoked temporarily or permanently by the Competent Authority if the registered person is found guilty of negligence or default in discharge of his responsibilities and duties or of any breach of any of these Regulations. In any such case, the said person shall be given a show cause notice and reasonable opportunity of being heard within the period of 7 days of the receipt of the notice by the Competent Authority for the purpose of these Regulations.

### 4.3. Responsibilities of Owner or Developer

#### 4.3.1 Owner or Developer to Apply for a Development Permission

The application for a Development Permission shall be made by Owner or Developer of the Building-unit on which building is proposed.

#### 4.3.2 Responsibilities of Owner or Developer

The Owner or Developer shall:

1. be responsible for ensuring that the building complies with Development Regulations

2. appoint an Architect on Record / Engineer on Record to ensure compliance with all procedural requirements specified in Section B: Procedure Regulations, and to certify that the architectural design and specifications of the proposed building comply with the competent authority Development Plan and General Development Control Regulation.
3. appoint a Structural Engineer on Record to certify that the structural design and specifications of the proposed building comply with these and competent authority Development Plan and General Development Control Regulation.
4. appoint a Clerk of Works on Record irrespective of type of building/construction in all Building-units having proposed built-up areas more than 1000 sq.mts. for over all constant supervision of construction work on site and such person appointed shall not be allowed to supervise more than ten such site at a time.
5. appoint a supervisor on Record irrespective of type of building/construction in all Building-units having proposed built-up areas more than 250 sq.mts.or irrespective of Built Up area in case of Apartment Type, Commercial and all mix and non –Residential Building for over all constant supervision of construction work on site and such person appointed shall not be allowed to supervise more than two such site at a time.
6. certify along with the Clerk of Works on Record that the construction of the building has been undertaken as per detailed design and specifications stipulated by the Architect on Record or Engineer on Record and the Structural Engineer on Record
7. certify along with the supervisor on Record that the construction of the building has been undertaken as per detailed design and specifications stipulated by the Architect on Record or Engineer on Record and the Structural Engineer on Record and instruction given by clerk of works from time to time.
8. obtain a Development Permission from the Competent Authority prior to commencement of building
9. submit construction progress reports and certificates as required to the Competent Authority
10. obtain a Building Use Permission prior to making use or occupying the building
11. not cause or allow any deviations from the sanctioned drawings in the course of the execution of the project against the instruction of Architect /Engineer / Structural Designer /Clerk of Works and shall bear all responsibility for any irregularity committed in the use and function of the building or its parts for which the approval has been obtained.
12. ensure that no construction is undertaken during the period that the Development Permission has lapsed or has been revoked
13. provide adequate safety measures for structural stability and protection against fire hazards likely from installation of services like electrical installation, plumbing, drainage, sanitation, water supply or any other requirements under the regulations.
14. ensure that only names of persons on record are displayed on site and no additional names are mentioned.
15. be required to produce the construction documents and its intended use as per sanctioned plan to any prospective buyer.
16. Approval of drawings and acceptance of any statement, documents, structural

report, structural drawings, progress certificate, or building completion certificate shall not charge owner, engineer, architect, clerk of work and structural designer, supervisor, Developer from their responsibilities, imposed under the act, the Development Regulations and the law of tort and local Acts.

17. The land owner shall be held responsible if any unauthorized construction, Addition and Alteration is done without prior permission of Competent Authority.
18. Take adequate measures to ensure that in the course of his work, no damage is caused to the work under construction and the adjoining properties, no undue inconvenience is caused to the people in neighbourhood and no nuisance is caused to traffic & neighbouring people by way of noise, dust, smell, vibration etc.

#### 4.4. Responsibilities of all POR

1. They shall inform the Competent Authority of their employment/assignment / resignation for any work within 7 days of the date of such employment / assignment / resignation.
2. They shall prepare and submit all plans, new or revised as applicable, documents and other details as required, in a neat, clean and legible manner and on a durable paper properly arranged and folded in accordance with the prevailing Regulations along with the soft copy showing this data.
3. They shall submit plans, documents and details without any scratches or corrections. Only small corrections will be permitted with proper initials. They shall correctly represent all the site conditions including mature trees.
4. They shall personally comply with all requisitions/ queries received from the Competent Authority in connection with the work under their charge, promptly expeditiously and fully at one-time. Where they do not agree with requisitions/ queries, they shall state objections in writing, otherwise for non-compliance of any requisition/query within stipulated time, the plans and applications shall be filed forthwith, and shall not be re-opened.
5. They shall immediately intimate to the owners the corrections and other changes they make on the plans, documents and details as per requisitions/queries from the Competent Authority.
6. They shall clearly indicate on every plan, document & submission, the details of their designation such as registered AOR, EOR, SEOR, COWOR, **SOR** and FPCOR with registration number, date, full name and their address below the signature for identification.
7. They or their authorised agent or employee, shall not accept the employment for preparation and submission of plans-documents and supervision of any work if the same is intended or proposed to be or being executed or already executed in contravention of any Regulations or rules under the Act.
8. Approval of drawings and acceptance of any statement, documents, structural report, structural drawings, progress certificate, or building completion certificate shall not charge owner, engineer, architect, clerk of work, **supervisor** and structural designer, Developer, Owner, from their responsibilities, imposed under the act, the Development Regulations and the law of tort and local Acts.

9. They shall study and be conversant with the provision of the Local Acts, the rules and made there under, The Gujarat Town Planning and Urban Development Act-1976, the rules and regulations made there under, policy orders and standing orders approved by the Competent Authority and the other instructions circulated by the competent Authority and the provisions in force from time to time along with the instructions printed/mentioned on prescribed application form & permission letter.

#### 4.5. Responsibilities of Individual Persons on Record

Responsibilities of Persons on Record shall be as follows:

##### **4.5.1 Architect on Record (abbreviated as AOR)**

The Architect on Record shall:

1. be the Person on Record responsible for ensuring compliance with all procedural requirements specified in Section B – Procedure Regulations, of these Regulations.
2. scrutinize and verify the architectural design and specifications of the proposed building
3. certify that the architectural design and specification of the proposed building comply with these Regulations using the format prescribed in Form No. 2
4. immediately inform the Competent Authority in writing, if in his/her opinion, the construction of the building is not being undertaken in accordance with the sanctioned design requirement in a format as per Form No. 3
5. inform the Competent Authority in writing, within 7 working days, if for any reason he/she is relieved of his/her responsibilities or he/she relieves himself of responsibility as the Architect on Record for the building using the format prescribed in Form No. 4. In case of termination of services as Architect on Record, inform the Competent Authorities about the stage of work at which services are terminated. The registered architect appointed as of the preceding architect shall inform within 7 days about his/her appointment on the job, and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he/she is taking over the charge. After Competent Authority has inspected the site for his/her report, the newly appointed architect shall allow the work to proceed under his/her direction.
6. on behalf of the owner, submit the progress certificates, completion certificates and obtain the Building Use Permission as required under the regulations.
7. inform the Competent Authority immediately on termination of the services of the SEOR or COWOR and shall not allow the work to continue till the vacancy is filled by appointment of another person and the certificate of appointment of such person is submitted in the Competent Authority within 7 days of his appointment.
8. instruct the relevant agency that adequate provisions are made for ensuring the safety of workers and others during excavation, construction and erection.
9. instruct the relevant agency that adequate provisions are made for providing safe and

adequate temporary structures required for construction and development.

#### **4.5.2 Engineer on Record (abbreviated as EOR)**

The Engineer on Record shall:

1. be the Person on Record responsible for ensuring compliance with all procedural requirements specified in Section B – Procedure Regulations, of these Regulations
2. scrutinize and verify the structural design and specifications of the proposed building
3. certify that the structural design and specification of the proposed building comply with these Regulations using the format prescribed in Form No. 2A
4. immediately inform the Competent Authority in writing, if in his/her opinion, the construction of the building is not being undertaken in accordance with the sanctioned design requirements, in the format stipulated in Form No.3
5. inform the Competent Authority in writing, within 7 working days, if for any reason he/she is relieved of his/her responsibilities or he/she relieves himself/herself of responsibility as the Engineer on Record for the building using the format prescribed in Form No. 4. In case of termination of services as Engineer on Record, inform the Competent Authorities about the stage of work at which services are terminated. The registered Engineer appointed as replacement of the preceding Engineer shall inform within 7 days about his/her appointment on the job, and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he/she is taking over the charge. After Competent Authority has inspected the site for his/her report, the newly appointed Engineer shall allow the work to proceed under his/her direction.
6. on behalf of the owner, submit the progress certificates, completion certificates and obtain the Building Use Permission as required under the regulations.
7. inform the Competent Authority immediately on termination of the services of the Structural Engineer on Record or Clerk of Works on Record and shall not allow the work to continue till the vacancy is filled by appointment of another person and the certificate of appointment of such person is submitted in the Competent Authority within 7 days of his appointment.
8. instruct the relevant agency that adequate provisions are made for ensuring the safety of workers and others during excavation, construction and erection.
9. instruct the relevant agency that adequate provisions are made for providing safe and adequate temporary structures required for construction and development.

#### **4.5.3 Structural Engineer on Record (abbreviated as SEOR)**

The Structural Engineer on Record shall:

1. scrutinize and verify the structural design and specifications of the proposed building
2. prepare a report of the structural design

3. supply two copies of structural drawings to the COWOR
4. advise the Owner/Architect/Clerk of Works for arranging for tests and their reports for soil, building material etc. for his evaluation and design consideration
5. submit the certificate of structural safety and over all structural soundness of the proposed building and its compliance to the Regulations to Competent Authority using the format prescribed in Form No. 2B
6. To prepare detailed structural design and to prescribe the method and technique of its execution strictly on the basis of the National Building Code or relevant Indian Standard specifications.
7. detailed structural drawings and specifications for execution indicating thereon, design live loads, safe soil bearing capacity, specifications of material, assumptions made in design, special precautions to be taken by contractor to suit the design assumptions etc. whatever applicable.
8. immediately inform the Competent Authority in writing, if in his opinion, construction of the building is not being undertaken in accordance with the structural design and specifications stipulated by him, in the format stipulated in Form No.3
9. in case of serious default, be black listed (de-registered) by the Competent Authority
10. inform the Competent Authority in writing, within 7 working days, if for any reason he is relieved of his responsibilities as the Structural Engineer on Record for the building, using the format prescribed in Form No. 4

#### **4.5.4 Clerk of Works on Record (abbreviated as COWOR)**

The Clerk of Works on Record shall:

1. undertake all necessary measures, including but not limited to, adequate inspection during construction to ensure that the construction of the building is undertaken as per detailed design and specifications stipulated by the AOR and by the SEOR
2. immediately inform the Competent Authority in writing, if in his opinion, the construction of the building is not being undertaken in accordance with the sanctioned design and specifications, in the format stipulated in Form No. 3.
3. bring to the notice of the SEOR and AOR/EOR any situation or circumstances which in his opinion are liable to endanger the safety of structure.
4. inform the Competent Authority in writing, within 7 working days, if for any reason he is relieved of his responsibilities or he relieves himself of responsibility as the Clerk of Works for the building using the format prescribed in Form No. 4. In case of termination of services as Clerk of Works, inform the Competent Authorities about the stage of work at which services are terminated. The registered Clerk of Works appointed as replacement of the preceding Clerk of Works shall inform within 7 days about his appointment on the job, and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he is taking over the

charge. After Competent Authority has inspected the site for his report, the newly appointed architect shall allow the work to proceed under his direction.

5. on behalf of the owner, submit the progress certificates, completion certificates and obtain the Building Use Permission as required under the regulations.
6. deposit with the Competent Authority one set of working drawings of the works executed along with the progress certificates before proceeding to the next stage of the work.
7. inform the Competent Authority immediately on termination of the services of any of Person on Record and shall not allow the work to continue till the vacancy is filled by appointment of another person and the certificate of appointment of such person is submitted to the Competent Authority within 7 days of his/her appointment.
8. instruct the relevant agency that adequate provisions are made for ensuring the safety of workers and others during excavation, construction and erection.
9. instruct the relevant agency that adequate provisions are made for providing safe and adequate temporary structures required for construction and development.
10. take adequate measures to ensure that no damage is caused to the work under construction and the adjoining properties.
11. ensure that no undue inconvenience is caused in the course of his work to the people in neighbourhood.
12. ensure that no nuisance is caused to traffic & neighbouring people by way of noise, dust, smell, vibration etc. in the course of the work
13. not be permitted to supervise more than ten independent Building-units at a given time as provided in Development Regulations.
14. be considered as a supervisor until the issue of Building Use Permission.

#### **4.5.4 a supervisor of Works on Record (abbreviated as SOR)**

The supervisor of Works on Record shall:

1. undertake all necessary measures, including but not limited to, adequate inspection during construction to ensure that the construction of the building is undertaken as per detailed design and specifications stipulated by the AOR and by the SEOR and instruction given by COWOR.
2. immediately inform the Developer and Competent Authority in writing, if in his opinion, the construction of the building is not being undertaken in accordance with the sanctioned design and specifications, in the format stipulated in Form No. 3.
3. bring to the notice of the SEOR and AOR/EOR/COWOR any situation or circumstances which in his opinion are liable to endanger the safety of structure.
4. inform the Competent Authority in writing, within 7 working days, if for any reason he is relieved of his responsibilities or he relieves himself of responsibility as the supervisor of Works for the building using the format prescribed in Form No. 4. In case of

termination of services as supervisor of Works, inform the Competent Authorities about the stage of work at which services are terminated.

The registered supervisor of Works appointed as replacement of the preceding supervisor of Works shall inform within 7 days about his appointment on the job, and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he is taking over the charge. After Competent Authority has inspected the site for his report, the newly appointed architect shall allow the work to proceed under his direction.

5. instruct the relevant agency that adequate provisions are made for ensuring the safety of workers and others during excavation, construction and erection.
6. instruct the relevant agency that adequate provisions are made for providing safe and adequate temporary structures required for construction and development.
7. take adequate measures to ensure that no damage is caused to the work under construction and the adjoining properties.
8. ensure that no undue inconvenience is caused in the course of his work to the people in neighbourhood.
9. ensure that no nuisance is caused to traffic & neighbouring people by way of noise, dust, smell, vibration etc. in the course of the work
10. not be permitted to supervise more than two independent Building-units at a given time as provided in Development Regulations within 500 M. peripheral area of each site..
14. be considered as a supervisor until the issue of Building Use Permission.

#### **4.5.5 Fire Protection Consultant on Record (abbreviated as FPCOR)**

The Fire Protection Consultant on Record shall be required for all buildings listed in Schedule 23 and shall:

1. undertake all necessary measures, including but not limited to, adequate inspection during construction to ensure that the construction of the building is undertaken as per detailed design and specifications stipulated by the AOR and by the SEOR.
2. certify that the design and specification of the proposed building comply with Fire Safety Regulations using the format prescribed in Form No. 2E
3. immediately inform the Competent Authority in writing, if in his opinion, the construction of the building is not being undertaken in accordance with the sanctioned design and specifications stipulated by the AOR or EOR and the SEOR, using the format prescribed in Form No. 3
4. bring to the notice of the SEOR and AOR or EOR any situation or circumstances which in his opinion are liable to endanger the fire protection and safety of structure.
5. inform the Competent Authority in writing, within 7 working days, if for any reason he is relieved of his responsibilities or he relieves himself of responsibility as the FPCOR for the



building using the format prescribed in Form No. 4. In case of termination of services as Fire Protection Consultant, inform the Competent Authorities about the stage of work at which services are terminated. The registered FPCOR appointed as replacement of the preceding FPCOR shall inform within 7 days about his appointment on the job, and inform the Competent Authority of any deviation that might have occurred on the site with reference to the approved drawings and the stage at which he is taking over the charge. After Competent Authority has inspected the site for his report, the newly appointed architect shall allow the work to proceed under his direction.

6. instruct the relevant agency that adequate provisions are made for fire prevention and safety during construction and development.

#### 4.6. Development Permission to be withheld with Change of Ownership or Change in Persons of Record

##### **4.6.1 Change of Ownership**

If the ownership of a Building-unit changes after a Development Permission has been granted, such a Development Permission shall be withheld, regardless of whether building has commenced or not, until such time the name of the new owner is brought on record. Work can recommence thereafter.

##### **4.6.2 Change in Persons of Record**

The Architect on Record or Engineer on Record, the Structural Engineer on Record, the Clerk of Works on Record and the Fire Protection Consultant on Record based on whose respective certifications the Development Permission has been issued or granted, are respectively responsible for ensuring that construction of the building is in compliance with these Regulations. After the Development Permission is granted, if any of the Persons on Record is relieved of his responsibility by the Owner, or, relieves himself of responsibility of the building, the Development Permission shall be withheld regardless of whether the construction of the building has commenced or not, until such time the name of the new appointee is brought on record. Work can recommence thereafter.

#### 4.7. Revocation of Development Permission in case of Misrepresentation and De-registering of Person on Record

The Competent Authority may revoke a Development Permission if:

1. it determines that false statements were made or material facts were misrepresented for obtaining the Development Permission
2. the Person on Record, based on whose certification the Development Permission has been granted is de-registered by the Competent Authority

#### 4.8. Third Party Checks and Inspections for the purpose of safety requirement for the building height above 45 mtrs.

(a) "Committee" shall comprise of following:-

1	Municipal Commissioner	Chairman
2	Chief Executive Authority	Member
3	Head of the Fire Services of the relevant area	Member
4	Structural Engineer having the minimum qualification of Structural Expert	Member
5	Officer not below the rank of superintendent engineer of design cell of Road and Building Department	Member
6	Any other person decided by chairman	Member secretary

(b) Structure Design shall comprise of:-

- I. report specifying the details of design, calculations, the codes which are followed, the specification of materials and other relevant required testimonials;
- II. Drawings;
- III. test reports.

(c) "structural Expert" means a person possessing:-

- I. Master degree in structure design or its equivalent awarded by the recognized university;
- II. 15 years' experience in structural design of building and should have at least design 10 buildings having height more than 40 mtrs.

(d) "Site Supervisor" means a person possessing:-

- i. Bachelor degree in civil engineering or its equivalent awarded by the recognized university;
- ii. 10 years' experience in supervision of structural design implementation of building and should have at least supervised 10 buildings having height more than 40 mtrs.

(e) "Stage" means foundation, level or ground floor level or 1<sup>st</sup> floor or any other level including terrace slab and the completion.

## 2 PROCEDURE

- a) Along with the application for development permission the owner, in addition to the requirements of GDCR, shall submit the structure design and the audit report of structural expert
- b) The audit report submitted under sub-rule (1) shall be the report of the structure expert certifying that structure design submitted complies with the relevant provisions of codes/standards applicable for the purpose of design.
- c) Before the issue of development permission, the committee shall review the structure design and the audit report.
- d) During the erection of building the owner or the developer as the case may be shall in addition to whatever specified in GDCR shall appoint a site supervisor.

- e) The site supervisor, at each stage, shall give his report specifying that the erection carried out is in conformity with the structure design as audited by structural expert.
  - f) The owner or the developer as the case may be shall along with other requirement of GDCR, at the completion of each stage submit to the competent authority the report of site supervisor.
- 3 The front marginal space shall be kept at ground level and no construction or erection shall be done which may become an obstacle to parking.
  - 4 For the purpose of security CCTV Cameras, public address system and the control room have to be provided.
  - 5 The measures taken for security and fire safety shall be reviewed yearly by the Competent authority.”

## 5. PROCEDURE FOR OBTAINING, REVISING AND REVALIDATING A DEVELOPMENT PERMISSION

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### 5.1. Obtaining a Development Permission

#### 5.1.1 Application

Application for Development Permission shall be made by the Owner of the Building units/land on which the building is proposed in the format prescribed in:

Form No. 5 for Buildings, and for Sub-division and Amalgamation and Form No. 5A for Brick Kiln, Mining and Quarrying

#### 5.1.2 Scrutiny Fees

Scrutiny Fees and other charges for obtaining a Development Permission shall be determined by the Competent Authority and are listed in Schedule 3.

#### 5.1.3 Drawings, Specifications and Documents

Drawings, specifications and documents to be submitted along with Application for Obtaining a Development Permission shall be determined by the Competent Authority and are listed in: Schedule 4a for Building, Schedule 4b for Sub-division and Amalgamation and Schedule 4c for Brick Kiln, Mining and Quarrying. The format for submission of drawings, specifications and documents is specified in Schedule 5.

#### 5.1.4 Scrutiny of Application

On receipt of the application for Development Permission, the Competent Authority shall undertake scrutiny of the Application for Development Permission and communicate to the applicant.

Lack of compliance with Development Regulations and/or queries pertaining to the Building-unit shall be communicated.

Acceptance or rejection of compliant modifications in the design and specifications of the proposed building and responses to queries shall be communicated. Acceptance or rejection of further compliant modifications in the application and responses to queries shall also be communicated.

#### 5.1.5 Grant or Refusal of a Development Permission

Development Permission shall be granted to the applicant when the Competent Authority is satisfied that the design and specification of the proposed building comply with the Development Regulations. On receipt of the application for Development Permission, the Competent Authority may grant or refuse permission to the applicant as per the provisions of the Act within ninety days from the date of payment of the Scrutiny fees. The permission may be granted with or without conditions or subject to any general or special orders made by the State Government in this behalf.

The Development Permission shall be in the format of Form No.7 and it shall be issued by an officer authorised by the Competent Authority in this behalf. Reasons for rejection of application shall be communicated to the applicant.

In cases where the building design requirements are as per regulations but the co owner of the property or Chairman/Secretary of the Cooperative Society are not giving consent at the time of

development permission, the Competent Authority may issue permission after giving opportunity of hearing to the co owner of the property or Chairman/Secretary of the Cooperative Society considering the merits and demerits of individual case.

#### **5.1.6 Penalties**

Penalties for not complying with Regulation No. 5.1 are stipulated in Schedule 6.

### 5.2. Revising a Development Permission

#### **5.2.1 Application**

Application for Revising a Development Permission shall be made by the Owner or Developer of the Building-unit, in the format prescribed in Form No.8.

#### **5.2.2 Fees**

Development Permission Fees and other charges for revising a Development Permission shall be determined by the Competent Authority and are listed in Schedule 3.

#### **5.2.3 Drawings, Specifications and Documents**

Drawings, specifications and documents to be submitted along with Application for Revising a Development Permission shall be determined by the Competent Authority and are listed in Schedule 4a, 4b and 4c for the respective uses. The format for submission of drawings, specifications and documents is specified in Schedule 5.

#### **5.2.4 Scrutiny of Application**

The Competent Authority shall undertake scrutiny of the Application for Revising a Development Permission.

Lack of compliance with Development Regulations and/or queries pertaining to the Building-unit shall be communicated. Acceptance or rejection of compliant modifications in the application, modifications made in the design and specifications of the proposed building and responses to queries shall be communicated. Acceptance or rejection of further compliant modifications in the application and responses to queries shall also be communicated.

#### **5.2.5 Grant or Refusal of a Revised Development Permission**

A Revised Development Permission in the format prescribed in Form No. 7 shall be issued to the applicant when the Competent Authority is satisfied that the design and specification of the proposed Building-unit comply with Development Regulations. Reasons for rejection of application shall be communicated to the applicant.

#### **5.2.6 Penalties**

Penalties for not complying with Regulation No. 5.2 are stipulated in Schedule 6.

### 5.3. Revalidating a Development Permission

#### **5.3.1 Application**

Application for Revalidating a Development Permission shall be made by the Owner or Developer of the building, before the expiry of the Development Permission. The revalidated period shall in no case exceed three years in the aggregate that is for a total period of four years.

Lapsed Development Permission may be revalidated after the expiry of the original Development

Permission, within a period of six months, with payment of penalty charges.

Revalidation of a Lapsed Development Permission after one and half year from the issue of the original Development Permission shall not be permitted. New application for Development Permission shall have to be made.

### **5.3.2 Fees**

Development Permission Revalidation Fees for revalidating a Development Permission shall be determined by the Competent Authority and are listed in Schedule 9.

For revalidating a lapsed Development Permission, penalty charges shall be applicable and are listed in Schedule 9.

### **5.3.3 Documents**

Documents to be submitted along with Application for Revalidating a Development Permission shall be determined by the Competent Authority and are listed in Schedule 10. The format for submission of documents is specified in Schedule 5.

### **5.3.4 Scrutiny of Application**

The Competent Authority shall undertake scrutiny of the Application for Revalidating a Development Permission, in context of proposals of Draft Development Plan-2021, and communicate queries pertaining to the application.

Acceptance or rejection of responses to queries shall be communicated to the applicant.

### **5.3.5 Grant or Refusal of a Revalidated Development Permission**

A Revalidated Development Permission in the format prescribed in Form No. 7 shall be issued to the applicant when the Competent Authority is satisfied that the design and specification of the proposed development comply with the Development Regulations. Reasons for grant or refusal of Revalidating a Development Permission shall be communicated to the applicant.

In case of any change to the Building-unit which affects the approved layout or building blocks, Development Permission may not be revalidated. New application for Development Permission shall have to be made.

### **5.3.6 Penalties**

Penalties for not complying with Regulation No. 5.3 are stipulated in Schedule 6.

## **5.4. Common Protocol**

For Facilitation to investor under Investment Facilitation Portal (IFP) following procedure must be adopted by competent authority where ever procedure is narrated in this document.

1. Competent Authority must made all procedure, protocols and checklist available online.
2. Application received online by competent authority and Investor Facilitation Portal
3. Compliance at any time shall be available online on competent authority website and Investor Facilitation Portal
4. Competent Authority must display the grant of permission or rejection or suspension online in public domain on Competent authority website and Investor Facilitation Portal at time new permission ,renewal and revalidation of application.
5. Inspected report of each time must be online on respective website and Investor Facilitation Portal

by competent authority within 48 hrs.

6. Competent authority allocates the inspector randomly and it must be on computerize.
7. Integrate the payment gateway online.
8. For any development permission, if site inspection is required for different purposes, all the officers or the inspectors required, to carry out inspections shall visit jointly on a prescribed date. The competent authority shall ensure that such date of joint inspection is communicated to applicant at least three days in advance and also ensure that the inspectors carry out the inspection on specified date.
9. Interchange Fee:

The applicant shall pay to the bank, to carry out the on-line transaction, at rates which the Urban Development and Urban Housing Department or the competent authority has agreed with the bank. Urban Development and Urban Housing Department shall for the rates, time to time make a circular in this behalf and the same shall be published on the website of the department, competent authority and Investor Facilitation Portal (IFP).

## 6. PROCEDURE DURING CONSTRUCTION

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### 6.1. Inspection of Construction

#### **6.1.1 Inspection of Construction at Any Time**

All buildings for which Development Permission is required are subject to inspection by the Competent Authority and the Competent Authority reserves the right to inspect such buildings at any time during the Period of Construction without giving prior notice of its intention to do so. Owner of the Building-unit and/or any person undertaking construction shall Permission authorized officers of the Competent Authority to enter the Building-unit and inspect the building for the purpose of enforcing these Regulations.

#### **6.1.2 Inspection where Development Permission is Granted**

All buildings for which Development Permission has been granted shall be subject to periodic inspection by the Competent Authority during construction. It shall be the responsibility of the Owner, the Architect on Record or Engineer on Record, and the Clerk of Works on Record for the building to report commencement, progress at various stages, and completion of construction to the Competent Authority as specified in Regulation No. 6.5.

#### **6.1.3 Inspection for Fire Safety and Protection of Building under Construction**

For buildings listed in Schedule 23, the Chief Fire Officer (CFO) shall carry out inspections at appropriate intervals, to ensure that the fire protection requirements and measures for such building under construction are adequate and operational. CFO shall also satisfy himself that all elevators including fire lifts are duly tested and their test certificates are submitted to his satisfaction. If the above work is entrusted to a registered Fire Protection Consultant on Record, his reports shall be countersigned by the Chief Fire Officer.

In case of inadequacy of these Regulations, he shall issue a notice to the owner or occupier of such building directing him to rectify the shortcomings/ contraventions within a specified period. Copies of all such notices shall be endorsed by the Competent Authority also.

### 6.2. Information to be Prominently Displayed on Site

It shall be the responsibility of the Clerk of Works on Record and the Owner to erect a notice board on the Building-unit displaying key information pertaining to the building. The notice board should be prominently visible, easily readable and should be located next to the primary access to the plot. The notice board/s should be maintained for the entire Period of Construction up to issue or grant of Building Use Permission. Failure to comply with this Regulation may result in revocation of the Development Permission. The information to be displayed is specified in Schedule 11.

### 6.3. Documents and Drawings to be Maintained on Site

It shall be the responsibility of the Clerk of Works on Record and the Owner for the building to keep all the documents and drawings listed in Schedule 12 on the site, at all times after issuing Notice of Commencement of Construction to the Competent Authority up to the issue or grant of



Building Use Permission. These documents should be made available to any authorised officer of the Competent Authority inspecting the site for the purpose of enforcing these Regulations. Failure to comply with this Regulation may result in revocation of the Development Permission.

#### 6.4. Reducing Inconvenience and Ensuring Safety during Construction

##### **6.4.1 Stacking, Storing and Disposal of Building Material**

It shall be the responsibility of the Clerk of Works on Record for the Building and the Owner or Developer to ensure that no building material, building equipment or building debris is stacked, stored, left or disposed off outside the Building-unit for which Development Permission has been granted, on any public street or space.

It shall be the responsibility of the Architect on Record or Engineer on Record and Clerk of Works on Record to convince the Competent Authority of adequacy of additional barricading and safety measures that shall be taken to ensure public safety and reduce public inconvenience.

##### **6.4.2 No Damage or Undue Inconvenience during Construction**

It shall be the responsibility of the Clerk of Works on Record and the Owner or Developer to undertake all necessary measures to ensure that no damage is caused to adjoining properties due to construction. It shall also be the responsibility of the Clerk of Works on Record and the Owner or Developer to undertake all necessary measures to ensure that no undue inconvenience is caused to the public, due to factors such as noise, dust, smell or vibrations. It shall also be the responsibility of the Clerk of Works on Record and the Owner or Developer to undertake all necessary measures to ensure that traffic is not disrupted due to construction.

##### **6.4.3 Liability for Ensuring Safety during Construction**

The Owner or Developer and the Clerk of Works on Record shall be responsible for ensuring that all necessary measures for safety for all are taken on site. Grant of Development Permission, grant of Building Use Permission for part of a building, or issuing of any instructions to ensure public safety or reduce inconvenience, does not render the Competent Authority liable for any injury, damage or loss whatsoever that may be caused to any one in or around the area during the Period of Construction.

#### 6.5. Progress of Construction and Inspection - Development Permission

##### **6.5.1 Notice for Commencement of Construction**

The Owner and the Architect on Record for the building shall notify the Competent Authority their intention to commence construction at least 7 working days prior to commencing construction by filing a Notice of Commencement of Construction, in the format prescribed in Form No. 10. Failure to notify the Competent Authority before commencing construction may result in lapse of the Development Permission.

A set of detailed working drawings including structural details based on approved building plans shall be submitted along with the Form. In the case of individual residential buildings up to G+2 on a plot not more than 500 sq.mts in size, the Competent Authority shall not enforce, on request of the owner/developer, to submit such details.

The Notice of Progress of Construction shall not be necessary in the following cases:

- i) Alteration in Building not involving the structural part of the building.

- ii) Extension of existing residential building on the ground floor up to maximum area of 40 sq.mts.

On receipt of the Notice of Progress of Construction from the owner or developer, it shall be the duty of the Competent Authority, if found necessary, to check any deviation from the sanctioned plan and convey decision within 7 days to the owner or developer accordingly for compliance.

#### **6.5.2 Development Permission may Lapse if Construction Not Commenced on Time**

If the Competent Authority is not informed of commencement of work on a proposed building within twelve months of grant of Development Permission, the Development Permission shall lapse. Application for revalidation of Development Permission should be made within twelve months of grant of Development Permission. The extended period shall in no case exceed three years in the aggregate that is for a total period of four years.

Procedure for obtaining a Revalidated Development Permission is specified in Regulation No. 5.3.

#### **6.5.3 Competent Authority to be Notified of Progress of Construction**

The Owner or Developer and the Architect on Record or Engineer on Record shall be responsible for notifying the Competent Authority of progress of construction having been completed up to the stages stipulated in Schedule 13. Notice of Progress of Construction shall be made in the format prescribed in Form No. 11 and approved by the Persons on Record.

### **6.6. RISK BASED CHECKS INSPECTIONS**

The competent authority shall carryout the checking of the development permission application and the site inspection based on the consequence class specified.

#### **6.6.1. consequences class.**

Any development carried out by the owner or the developer attracts risk during the design and construction. Risk is defined, in the context of construction stages, as the likelihood of non-compliance with building regulations and the potential extent of harm to current and future users of building and the environment associated with non-compliance. The competent authority can, based on the extent carry out inspections based on the consequences class.

#### **6.6.2. Principles of Risk Categorization**

The different Consequences Classes is specified Table 6.1: Principles of Risk Categorization (Definition of Consequence Class)

#### **6.6.3. classification of the buildings & Control at the Design Stage (Design Supervision Levels, or DSL)**

Based on the classification of the buildings specified in Table 6.2 the persons on record (POR) shall carryout the design supervision and the checks as specified in Table 6.2: Control at the Design Stage (Design Supervision Levels, or DSL)

#### **6.6.4. Design Supervision Levels, or DSL**

The competent authority shall as carryout the inspection and other requirements as specified in Table 6.2: Contzrol at the Design Stage (Design Supervision Levels, or DSL)

<b>Table 6.1 Principles of Risk Categorization (Definition of Consequence Class)</b>			
<b>Sr. No.</b>	<b>Consequences Classes</b>	<b>Description</b>	<b>Use and Building type</b>
<b>1</b>	<b>2</b>		<b>3</b>
1	CC1	Low consequence for loss of human life; small or negligible economic, social, or environmental consequences, developed, owned and maintained by single owner	<ul style="list-style-type: none"> <li>• For the following development carried out in all areas other than Seismic Zone 5:               <ul style="list-style-type: none"> <li>○ Detached dwelling unit (excluding multiple units), Farm House (excluding multiple units)</li> <li>○ Agricultural buildings people do not normally enter (e.g., storage buildings), greenhouses</li> </ul> </li> </ul>
2	CC2	Low consequence for loss of human life; small or negligible economic, social, or environmental consequences, but the developer, owner or the person who may maintain may not the same person.	<ul style="list-style-type: none"> <li>• For the following development where the building height does not exceed 13.5 mts:               <ul style="list-style-type: none"> <li>○ Tenement, Semi-detached Dwelling unit, Chawls, Row House, Pre –School, Cottage Industry,</li> <li>○ Shop, Stall, Light Home work shop</li> </ul> </li> </ul>
3	CC3	Medium consequence for loss of human life; considerable	<ul style="list-style-type: none"> <li>• For the following development where the building height does not exceed 25 mts:               <ul style="list-style-type: none"> <li>○ Dharamshala, Apartment, Hostel, Flat, EWS Housing, Low cost housing,</li> <li>○ Dimond Industry, Godown (non-inflammable), Whole sale</li> </ul> </li> </ul>

<b>Table 6.1 Principles of Risk Categorization (Definition of Consequence Class)</b>			
<b>Sr. No.</b>	<b>Consequences Classes</b>	<b>Description</b>	<b>Use and Building type</b>
<b>1</b>	<b>2</b>		<b>3</b>
		economic, social, or environmental consequences	<ul style="list-style-type: none"> <li>○ Market and their ancillary uses,</li> <li>○ Restaurant, Shopping Centre, Shopping Mall, Indoor Hospital, Service Establishment, Offices for Individuals, Corporate Offices</li> <li>○ Garden Restaurant, Garden, Party Plot.</li> </ul>

3	CC4	<p>High consequence for loss of human life;  High consequences for economic, social, or environmental consequences</p>	<ul style="list-style-type: none"> <li>• For the following development where the building height exceeding 25 mts but upto 45 mts: <ul style="list-style-type: none"> <li>○ Bed and Breakfast, Dharamshala, Apartment, Hostel, Flat, EWS Housing, Low cost housing,</li> <li>○ Guest House, Lodging and boarding, Motel, Serviced Apartment, Motel,</li> <li>○ Dimond Industry,</li> </ul> </li> <li>• For the following development where the building height exceeding 13.5 mts but upto 45 mts: <ul style="list-style-type: none"> <li>○ Godown (non-inflammable), Small Factories, Auto Repair, Workshop/ Warehouses, Wood Workshop, Fabrication, Workshop, Public – Garage, Light/ Service Industries;</li> <li>○ Restaurant, Shopping centre, Shopping Mall, Indoor Hospital, Service Establishment, Offices, Corporate Offices, Call centres,</li> <li>○ Training /Fitness Centre, Research Centers, Clinic, Retail Shop</li> </ul> </li> <li>• For the following development having upto 45 mts: <ul style="list-style-type: none"> <li>○ Nursing Home, Maternity Home, Pathology Laboratory, Hospital, Surgical Hospital, Hospital and contigeneous deseses, Mental Hospital</li> <li>○ Primary/ Secondary / Higher Secondary Schools, College, Polytechnic, University</li> <li>○ Exhibition / Town / Community / Banquet Hall/ Hall, Hall, Wadi, Video Hall Shooting Range, Drive-in Cinema, Golf</li> <li>○ Convention Centre, Auditorium, Planetarium, Stadium, Museum, Exhibition Halls/ Ground, Drive-In Cinema, Clubs, Golf Course, Cinema, Facility For Water Sports, Theme/ Amusement Park, Aquarium, Zoo, Botanical Garden, Sports Complex, Swimming Pool, Playfield, Camping/ Mela Ground, Cinema/ Motion Picture Hall, Theatre, Gardens, Parks, Nursery, Botanical Garden, Green House, Play Fields, Forest; Natural Reserve and Sanctuary, race</li> </ul> </li> </ul>
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			<p>track,Shooting Range,Zoo</p> <ul style="list-style-type: none"> <li>○ Temples, Church, Mosque, Gurudwara, Synagogue, Upashraya, Sant Niwas</li> <li>○ Newspaper Printing Press, Concrete Batching Plant, Stone Cutting And Polishing; Poultry Farm, Dairy, Assembly Plant,</li> <li>○ Godown (If Inflammable), LPG Cylinder, Kerosene Depot,</li> <li>○ Junk Yard, Warehouse, Godown, Cold Storage, Timber Mart, Steel Stockyard,Ice Factory All Industries both Hazardous/ Non-Hazardous, Textile Units, Ice Factory;</li> <li>○ Quarrying of Stone, Quarrying of Gravel , Quarrying of Clay; Dumping of Solid Waste,</li> <li>○ Slaughter House, Meat Processing Units, Leather Processing Units, Cold Storage</li> <li>○ Fuel Storage, Storage of inflammable materials, Thermal Power Plant, Power Plant, Gas Plant, Storage of Hazardous Materials, Hazardous Industries, Chemical Industries. Obnoxious and Hazardous Uses, Dying House</li> <li>○ Truck Terminal, Bus Terminal (by private enterprise),Transport Terminal for Goods and Passengers</li> <li>○ Horticulture, Repair and Sale of agricultural equipment, Brick Kiln,Dairy Development, Fisheries, Animal Rearing and Breeding, Natural Resource and Sanctuary, Tannery, Concrete Batching Plant, Cemetery, Burial Ground, Regional Park, Way-side Shop, Agricultural Vocational Training Centre, Panjarapole,Roofing Tiles and Cement Pipes</li> <li>○ Dumping of Solid Waste,</li> <li>○ Course, Ship Building or Ship Breaking, Fishing ,aqua culture Processing of fish and industry based on it port, harbour ferry hovercraft service marine transport ,Telephone microwave or other means of communication facilities, salt pans and non-polluting salt processing activity,Any Type activity not permissible as per</li> </ul>
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			<p>the provision of the Environment Protection Act.1968 and Environment (Projection Rules-1968)</p> <ul style="list-style-type: none"> <li>○ Poultry Farm, Agro-based Godowns</li> <li>○ Fair, Circus, Exhibition, <i>Mela, Pandal</i></li> <li>○ Drainage, Sanitation, Domestic Garbage Disposal Collection, Solid Waste Transfer Station; Pumping Station, Electricity, Purification Plant, Fire Stations. or any development activity carried out by appropriate authority for public purpose, Petrol Pump with or without service station</li> <li>○ Public assembly, Public facilities and amenities like Health Public facilities and amenities like Transport and Communication, Public facilities and amenities like public security, Public facilities and amenities like social welfare Recreation of any Type</li> <li>○ Indoor Hospital, Nursing Home</li> <li>○ All others not specified.</li> </ul>
5	CC5	Very High consequence for loss of human life; Very High consequences for economic, social, or environmental consequences	<ul style="list-style-type: none"> <li>● All buildings taller than 45 mts. Irrespective of use.</li> </ul>

**Table 6.2 Control at the Design and Inspection Stage (SL)**

Design Supervision	Design and Inspection Levels Characteristics	Minimum recommended requirements for checking of calculations, drawings and specifications.	Minimum requirements for Inspection of implementations and the insurance requirements.
SL1 Relating to CC1	Supervision by the owner and POR	<ul style="list-style-type: none"> <li>• Self-checking: Checking performed by the person who has prepared the design.</li> <li>• Self-certification of design by the architect and the structural engineer appointed by the owner.</li> </ul>	<p>Self-certification by the architect and the structural engineer appointed by the owner for carrying out the construction as per drawings and specifications and for which the plans are approved. The POR shall for all levels submit the reports and submission of completion plan. No inspection to be carried out by the Inspector of the competent authority and shall issue the building use permission based on the documents supplied by the owner and POR</p> <p>The competent authority shall not insist on the insurance for the building.</p>
SL2 Relating to CC2	Normal supervision by POR and the Competent Authority	<ul style="list-style-type: none"> <li>• Self-checking: Checking performed by the person who has prepared the design.</li> <li>• Self-certification of design by the architect and the structural engineer appointed by the owner.</li> </ul>	<p>Self-certification by the architect and the structural engineer appointed by the owner for carrying out the construction as per drawings and specifications and for which the plans are approved. The POR shall for all levels submit the reports and submission of completion plan. Inspection to be carried out by the Inspector of the competent authority at the plinth level and at time when the owner makes an application for getting building use permission. The building use permission shall issue based on the inspection report and the documents supplied by the owner and POR.</p> <p>The competent authority shall not insist on the insurance for the building.</p>



SL3 Relating to CC3	Normal supervision by POR and the Competent Authority	<ul style="list-style-type: none"> <li>• Checking by different persons in accordance with the procedure prescribed in these regulation no 4, 5 and 6 of these regulations</li> <li>• Plinth and occupancy inspection and certification by structure designer.</li> </ul>	<p>Certification by the architect and the structural engineer appointed by the owner for carrying out the construction as per drawings and specifications and for which the plans are approved. The POR shall for all levels submit the reports and submission of completion plan.</p> <p>Inspection to be carried out by the Inspector of the competent authority at the at all levels as required in regulation no 4, 5 and 6. The building use permission shall issue based on the inspection reports and the documents supplied by the owner and POR.</p> <p>The competent authority shall ask the owner to seek insurance coverage for the building for minimum 5 years and then only issue the building use permission.</p>
SL4 Relating to CC4	Extended supervision	<ul style="list-style-type: none"> <li>• Checking by different persons in accordance with the procedure prescribed in these regulation no 4, 5 and 6 of these regulations</li> <li>• Plinth and occupancy inspection and certification by structure designer.</li> </ul>	<p>Certification by the architect and the structural engineer appointed by the owner for carrying out the construction as per drawings and specifications and for which the plans are approved. The POR shall for all levels submit the reports and submission of completion plan.</p> <p>Inspection to be carried out by the Inspector of the competent authority at the at all levels as required in regulation no 4, 5 and 6. The building use permission shall issue based on the inspection reports and the documents supplied by the owner and POR</p> <p>The competent authority shall ask the owner to seek insurance coverage for the building and for the persons likely to occupy the building for minimum 15 years and then only issue the building use permission.</p>
SL5 Relating to CC5		<ul style="list-style-type: none"> <li>• Checking by different persons in accordance with the</li> </ul>	<p>Certification by the architect and the structural engineer appointed by the owner for carrying out the construction</p>

		<p>procedure prescribed in these regulation no 4, 5 and 6 of these regulations.</p> <ul style="list-style-type: none"> <li>• Third party inspection as per regulation no 4.8 -Checking performed by authorized person different from that which prepared the design</li> <li>• Plinth and occupancy inspection and certification by POR as specified in regulation no 4,5,6 and third party checks as specified in regulation no 4.8</li> </ul>	<p>as per drawings and specifications and for which the plans are approved. The POR shall for all levels submit the reports which shall be checked by the Third Party as specified in regulation no 4.8 and along with the report of the third party submit the completion plan to the competent authority.</p> <p>Inspection to be carried out by the Inspector of the competent authority at the at all levels as required in regulation no 4, 5 and 6. But the competent authority shall take into consideration the report of the Third part under regulation 4.8 and only than after the approval by the committee issue building use permission.</p> <p>The competent authority shall ask the owner to seek insurance coverage for the building and for the persons likely to occupy the building for minimum 15 years and for any other matter the committee recommends and then only issue the building use permission.</p>
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## 7. PROCEDURE FOR OBTAINING A BUILDING USE PERMISSION

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### 7.1. Obtaining Building Use Permission

#### **7.1.1 Notice of Completion of Construction and Building Use Permission**

The Owner and the Architect on Record for the building shall be responsible for notifying the Competent Authority of completion of construction and for certifying that the construction complies with the sanctioned design and specifications. Notice of Completion of Construction and Compliance Certification shall be made in the format prescribed in Form No. 12, and shall be accompanied by documents and drawings as prescribed by the Competent Authority in Schedule 14. The format for submission of drawings, specifications and documents is specified in Schedule 5.

Subsequent to notifying the Competent Authority about the completion of construction in compliance to the regulations, application for Building Use Permission may be made to the Competent Authority in the format stipulated in Form No. 13.

#### **7.1.2 Fees**

Building Use Permission Fees shall be determined by the Competent Authority and are listed in Schedule 15. It shall be the responsibility of the Owner to deposit Building Use Permission Fees with the Competent Authority along with the Application for Obtaining a Building Use Permission.

#### **7.1.3 Final Inspection**

Following receipt of the Notice of Completion of Construction and Compliance Certification, the Competent Authority shall undertake final inspection of construction for ensuring compliance to sanctioned design, specifications and other aspects of the building as stated in Schedule 22. The Competent Authority shall inform the applicant within 21 days of receipt of Notice of Completion of Construction.

If, on inspection, the Competent Authority is satisfied that the construction of the building complies with the sanctioned design and specifications, it shall grant a Building Use Permission.

If the construction is found not to comply with sanctioned design and specifications, the Competent Authority shall communicate queries regarding the construction and/or directions to ensure compliance to the Owner and the Architect on Record or Engineer on Record. Failure to comply with directions, as may be issued by the Competent Authority, may result in revocation of the Development Permission. The Architect on Record or Engineer on Record shall respond to queries and notify the Competent Authority of having undertaken compliant modifications.

#### **7.1.4 Grant / Refusal of Building Use Permission**

The final inspection of the work and communication of the decision about the grant of the Building Use Permission shall be made by the concerned Competent Authority within 21 days from the date of receipt of Notice of Completion of Construction and Compliance Certification. If the Competent Authority is satisfied that the construction of the building complies with the sanctioned design and specifications and other requirements as per Schedule 22, it shall grant a Building Use Permission in the format stipulated in Form No. 14. Reasons for grant/refusal of Building Use Permission shall be communicated to the applicant.

In cases where the building construction is as per regulations but the Owner of the adjoining Building or Chairman/Secretary of the Cooperative Society are not giving consent at the time of Building Use permission, the Competent Authority may issue permission after giving opportunity

of hearing to the Owner of the adjoining Building or Chairman/Secretary of the Cooperative Society considering the merits and demerits of individual case.

#### **7.1.5 Penalties**

Penalties for not complying with Regulation No. 7.1 are stipulated in Schedule 16.

### **7.2. Obtaining Permission to Change Sanctioned Use of Building**

#### **7.2.1 Application**

Application for obtaining Permission to Change Sanctioned Use of Building shall be made by the Owner, for which a change in use is proposed and the Persons on Record, in the format prescribed in Form No. 13.

#### **7.2.2 Drawings, Specifications and Documents**

Drawings, specifications and documents to be submitted along with Application for Permission to Change Sanctioned Use of Building are listed in Schedule 14. The format for submission of drawings, specifications and documents is specified in Schedule 5 and Schedule 22.

#### **7.2.3 Fees**

Fees and other charges for obtaining Permission to Change Sanctioned Use of Building are listed in Schedule 15.

#### **7.2.4 Scrutiny of Application**

The Competent Authority shall undertake scrutiny of the Application to Change Sanctioned Use of Building. Lack of compliance with Development Regulations and/or queries pertaining to the application shall be communicated. Acceptance or rejection of compliant modifications in the application and responses to queries shall be communicated.

#### **7.2.5 Grant / Refusal of Permission to Change Sanctioned Use of Building**

A permission to Change Sanctioned Use of Building shall be issued to the applicant when the Competent Authority is satisfied that the proposed change of use of the building complies with these Regulations. Reasons for rejection of application shall be communicated.

#### **7.2.6 Penalties**

Penalties for not complying with Regulations No. 7.2 are stipulated in Schedule 16.

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**Section C:**  
**Schedules and Forms**

## **Schedule 1: List of Building Works that do not Require Development Permission**

**(Refer Regulation No. 3.2)**

No Development Permission shall be required for undertaking the following alterations and minor works in all buildings except those buildings, buildings in precincts, precincts and natural features listed by the Heritage Conservation Committee. The following alterations shall have to conform to the Development Control Regulations.

1. Repairing doors and windows in the same location including change in size
2. Making new openings for doors and windows
3. Closing of door or window opening on the external wall
4. Rebuilding an existing wall, repairing the wall including plastering the wall
5. Changing roof tiles, roof type, increasing the height of the wall to change the slope of the roof and repairing the roof without increasing the existing room height.
6. Constructing a new staircase in places of the existing one, including changing its location
7. Changing or repairing flooring at any floor or height. This only includes wood, stone and metal flooring and does not included RCC flooring
8. Reducing or increasing the height of the plinth and constructing new steps within the Building-unit
9. Constructing new lofts allowed as per regulations including repairing them
10. Constructing a new toilet block within the Building
11. Internal partitions within the Building
12. Constructing a parapet, railing, compound wall or wire fencing
13. Construction of a water tank or wash area in open area of the Building-unit or terrace for residential use only.(This does not included building a Swimming pool or tanks for commercial use)
14. Construction of Water Closets as required by the Health Department
15. Constructing and repairing weather protection
16. Installing metal grill in verandah or courtyard

### **Note:**

1. It shall be necessary to ascertain that the work carried out is as per the regulations and if found in violation, legal action may be taken.
2. Prior to deciding not to take any action on the above mentioned works, a review will be required if this construction does not pose any danger or due to this construction there is no danger to other parts.
3. If the construction is falling under Road line, then an agreement or deposit according to Corporation Act, clause 201 (5).

## **Schedule 2: Mandatory Design and Specifications**

**(Refer Regulation No. 3.4)**

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Design and specification standards specified are mandatory and maybe examined by the Competent Authority for ensuring compliance to the Development Control Regulations:

1. Permissible Ground Coverage
2. Permissible Floor Space Index
3. Permissible Height and the various floors
4. Permissible Open Spaces enforced under Regulations- Common Plot, Marginal Open Spaces, Setbacks and other open spaces.
5. Permissible Uses of land and buildings
6. Arrangements of stairs, lifts, corridors and parking
7. Minimum requirement of sanitary facility
8. Minimum common facility
9. Required light and ventilation
10. Minimum requirement of Fire Prevention and Safety, and N.O.C. from Chief Fire Officer, as applicable.

## **Schedule 3: Scrutiny Fees and other charges for the Grant of a Development Permission/ Revised Development Permission**

(Refer Regulation No. 3.7.1, 5.1.2, 5.2.2)

A person applying for a Development Permission shall have to pay scrutiny fees and other charges along with the application to the \_\_\_\_\_Competent Authority/ \_\_\_\_\_ Municipal Corporation at the following rates:

### **(A) Scrutiny fee**

#### **1. For Buildings**

- a. For Residential Buildings with height up to 25mts - Rs. 10.00 per sq.mts of built area of all floors for the intended development or part thereof subject to minimum scrutiny fee Rs. 1000
- b. For Residential Buildings with height more than 25mts and Non-Residential Building - Rs. 15.00 per sq.mts of built area of all floors for the intended development or part thereof subject to minimum scrutiny fee Rs. 1000

#### **2. Sub-Division And Amalgamation Of Land**

- a. Rs. 3.00 per sq.mts of Building-unit/plot area for subdivision and amalgamation of all types of development, subject to minimum scrutiny fee Rs. 1000
- b. Rs. 2.00 per sq.mts of Building-unit/plot area for subdivision and amalgamation for agricultural use, subject to minimum scrutiny fee Rs. 1000

#### **3. Public Charitable Trust:**

50% of the scrutiny fee will be levied as mentioned above in category 1 and 2 for the respective uses and type of Building-units if the intended development is for hospitals, dispensaries, schools or colleges or a place of worship, dharamshala, hostels etc. constructed by a public charitable trust registered under Public Charitable Trust Act, 1950 or for any other purpose which the Authority may specify by a general or special order.

#### **4. For Mining, Quarrying and Brick Kiln Operations**

Mining, quarrying and brick kiln with or without chimney and processing of lime, sagol etc. without construction- Rs.1000.00 per 0.1 hectare or part thereof

#### **5. Service and Amenities Fees**

Service and amenities fees shall be levied as under for any development in Non-TP Scheme Area excluding agricultural zone and gamtal. These service and amenities fees shall be adjusted against the net amount to be paid by the owner in the town planning scheme.

1. Rs.300.00 per sq.mts of total built up area for proposed development.
2. Rs.150.00 per sq.mts of total built up area for proposed development for schools, colleges, educational institution, charitable trusts, government and semi government building.



**6. Other Charges/Fees**

Other charges/Fees shall be levied under the provisions of other Act and or instructed by State Government.

In case of any application made on Investor Facilitation Portal, irrespective of any Scrutiny fee paid at the time of making an application, the competent authority shall without examining the quantum of fee shall process the application and arrive at an opinion and thereafter, it shall before communicating the decision ask the applicant to make the remaining payment, if any.

Note: Fees may be revised by Competent Authority from time to time.

## **Schedule 4a: Drawings, Specifications and Documents to be Submitted with Application for Obtaining/ Revising Development Permission for Buildings**

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(Refer Regulation No. 5.1.3 and 5.2.3)

The Owner / Developer shall submit to the Competent Authority the following documents, drawings and specifications along with application for obtaining and revising a Development Permission.

### **A. COPIES OF DOCUMENTS, DRAWINGS AND SPECIFICATIONS**

1. 5 copies of all plans and statements shall be made available along with the notice. Soft copy of the drawings in cad format shall also be submitted.
2. All documents, drawings and specifications to be submitted along with the notice shall be duly signed by the Owner and the appropriate Person on Record and shall indicate their names, contact information and Registration number.
3. Every drawing, document and report shall be signed by the Owner and the Architect on Record or Engineer on Record, the Structural Engineer on Record and the Clerk of Works on Record as the case may be and in accordance with the Development Regulations.

### **B. LIST OF DOCUMENTS**

1. Satisfactory documentary legal evidence of the Right to Develop or Build on the Building-unit, including original copies of the relevant extract from the Property Register for City Survey Lands or Record of Rights for Revenue Lands as applicable.
2. Certified copy of approved sub-divisions or layout of the final plot from the concerned Authority as the case may be showing:
  - a. City Survey No. or Revenue No.
  - b. Area and Measurements of the Building-unit: Authority may dispense with this requirement in the cases where it is satisfied regarding the ownership of land on the basis of any documentary evidence or proof produced by the applicant.
3. Copy of Sanctioned Layout including date of sanction and Reference No.;
4. Soil Test Report for buildings with more than 3 floors or frame structures;
5. Certified part plan and Zoning Certificate from the Authority;
6. Form No 5/8: Application for Obtaining/Revising a Development Permission;
7. Form No. 2/2A: Certificate of Undertaking by the Architect on Record or Engineer on Record as applicable;
8. Form No. 2B: Certificate of Undertaking by the Structural Engineer on Record;
9. Form No. 2C: Certificate of Undertaking by the Clerk of Works on Record;
10. Form No. 2E: Certificate of Undertaking by the FPCOR, if applicable;
11. Form No. 6A: Area Statement for Buildings; Form No. 2D: Certificate undertaking for Hazard Safety
12. NOC from Appropriate Authority as per Regulations as applicable;
13. Calculation statement for payment of all relevant Development Permission Fees or any other charges;

14. Photographic Identity Proof of Owner or Developer and person on records;
15. Photograph of Building-unit
16. Certificate, NOC, opinions as may be required by competent authority.

### **C. LIST OF DRAWINGS**

#### **1. Key Plan**

A key plan shall be drawn to scale of minimum 1:8000 and shall explain the boundary and location of the site with respect to neighborhood landmarks.

#### **2. Site Plan**

The site plan shall be drawn to scale of minimum 1:500 for plots less than 10 hectares and to scale minimum 1:1000 for plots more than 10 hectares and shall show the following details:

- a. Boundaries of the plot and of any contiguous plots belonging to the Owner;
- b. Position of the plot in relation to the neighbouring streets and street names;
- c. Direction of north point relative to the plan of buildings;
- d. Building-Unit Level in relation to the neighboring street level;
- e. Building number or Plot No. of the plot on which the building is intended to be erected;
- f. All existing buildings standing on, over or under the plot;
- g. Any existing natural or manmade physical features, such as wells, drains, trees, high tension line, gas pipeline, railway line, etc.
- h. Proposed use of every building
- i. The position of building(s) and construction which the applicant intends to erect in relation to:
  - i. The boundaries of the plot and in case where the plot has been partitioned, the boundaries of the portion owned by the applicant and also of the portions owned by others;
  - ii. All buildings (with number of stories and height) and premises adjacent to the plot and of the contiguous land, if any, referred to in (a); and;
  - iii. Any street prescribed under the Act and passing through the Building-unit/s clearly indicating the regular line of streets;
  - iv. The area within the regular line of the street not to be built upon but to be added to the street, hatched in green together with its measurements;
  - iv. Building lines and margins of streets
- j. The width and level of the street in front, and of the street, if any, at the side or rear of building clearly indicating the regular line of streets;
- k. The means of access from the street to the site and all existing and proposed buildings;
- l. Open space to be left around the building to secure free circulation of air, admission of light and access;
- m. Open space to be provided under these Development Regulations;
- n. The area of the whole plot and the break-up of Total built-up area on each floor;
- o. Area classified for exemption of built-up area calculations;
- p. Dimensions and areas of common plot, as required under these regulations,
- q. Parking layout, indicating the parking spaces, access lane, driveway or ramp;
- r. Layout and details of rain water harvesting required under the Development Regulations, if any;

- s. The position of every water closet, privy, urinal, bathrooms, cess pool, well or cistern in connection with the building other than those shown in the building plan.
- t. The lines of drainage of the building, the size, depth and inclination of every drain and the means to be provided for the ventilation of the drains;
- u. The position and level of the outfall of the drain, any existing facilities regarding water supply, sewerage etc, diameter and gradient of water supply line, drainage lines for the disposal of storm water as well as for sewerage.

#### **2A. Detail Drawings**

Detailed Drawings shall be submitted showing the boundary walls and gates.

#### **3. Landscape Plan**

The landscape plan shall be drawn to scale of minimum 1:100 for plots less than 500 sq. m. and to scale minimum 1:500 for plots more than 500 sq. m. and shall show the following details:

- a. the space for circulation and parking;
- b. paved pathways;
- c. existing trees;
- d. proposed tree plantation;
- e. green areas;
- f. Unpaved areas.

#### **4. Building Plan**

The plans, elevations and sections of the proposed building shall be drawn to a scale of 1:100 showing the following details, wherever applicable:

- a. all floor plans together with the covered area, size and spacing of framing members, size of rooms and the position and width of staircases, ramps and other exit ways, lift wells, lift machine room and lift pit details;
- b. Built-up area of each dwelling unit, or shop or office space at every floor level;
- c. the use or occupancy of all parts of the building;
- d. exact location of essential services, like W.C., sink, bathroom, kitchen, cesspool, water tank, cistern, etc.
- e. Section drawings showing clearly the size of the footings, thickness of basement wall, wall construction, sizes and spacing of structural members, floor slabs and roof slabs with their materials. The section shall indicate the heights of building and rooms and also the height of the parapet, and the drainage and the slope of the roof. At least one section should be taken through the staircase. Access to the various parts of the building and its appurtenances also should be shown in one section.
- f. Levels of the site and all floors in relation to the datum or crown level of the access street;
- g. all elevations;
- h. details of service privy, if any;
- i. dimensions of the projected portions beyond the permissible building line;
- j. terrace plan including cabin structure;
- k. parking spaces provided and the parking layout;
- l. direction of north point relative to the plan of buildings;
- m. such other particulars as may be required to explain the proposed building clearly.

**5. Additional Fire Prevention and Safety Provisions**

Additional fire prevention and safety provisions to be provided in buildings eligible for a Development Permission are specified in Schedule 23 according to different uses and the height of the building. Details of these shall be indicated in the drawings as required.

**6. Specifications**

General specifications of the proposed building giving type and grade of material shall be signed by the Architect on Record and the Structural Engineer on Record.

**D. DEVELOPMENT PERMISSION FEES**

Receipt of Development Permission Scrutiny Fees paid as per Schedule 3 and of other charges leviable on the Building-unit shall be attached with the application.

**Schedule 4b: Drawings, Specifications and Documents to be submitted  
with Application for Obtaining/Revising Development  
Permission for Sub-division and Amalgamation**

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(Refer Regulation No. 5.1.3 and 5.2.3)

The Owner / Developer shall submit to the Competent Authority the following documents, drawings and specifications along with application for obtaining and revising a Development Permission.

**A. COPIES OF DOCUMENTS, DRAWINGS AND SPECIFICATIONS**

1. 5 copies of all plans and statements shall be made available along with the notice. Soft copy of the drawings in cad format shall also be submitted.
2. All documents, drawings and specifications to be submitted along with the notice shall be duly signed by the Owner and the appropriate Person on Record and shall indicate their names, address, and Registration number.
3. Every drawing, document and report shall be signed by the Owner and the Architect on Record or Engineer on Record, and the Clerk of Works on Record as the case may be and in accordance with the Development Regulations. If copies of original maps or drawings are submitted, they shall be true copies.

**B. LIST OF DOCUMENTS**

1. Satisfactory documentary legal evidence of the Right to Develop or Build on the Building-unit, including photocopies of the relevant extract from the Property Register for City Survey Lands or Record of Rights for Revenue Lands or Index of Registered Sale Deed as applicable.
2. Certificate of approved sub-divisions or layout of the final plot from the concerned Authority as the case may be showing:
  - a. City Survey No. or Revenue No.
  - b. Area and Measurements of the Building-unit
3. Copy of Sanctioned Layout including date of sanction and Reference No.
4. Certified part plan and Zoning Certificate from the Authority
5. Form No 5/8: Application for Obtaining/Revising a Development Permission
6. Form No. 2/2A: Certificate of Undertaking by the Architect on Record or Engineer on Record as applicable
7. Form No. 2C: Certificate of Undertaking by the Clerk of Works on Record
8. Form No. 6B: Area Statement for Sub-Division and Amalgamation;
9. NOC from Appropriate Authority as per Regulation 30.0, as applicable
10. Calculation statement for payment of all relevant Development Permission Scrutiny Fees or any other charges;
11. Photographic Identity Proof of Owner or Developer
12. Photograph of Building-unit
13. Certificate, NOC, copy of soil testing report and opinions as may be required by competent authority.

## **C. LIST OF DRAWINGS**

### **1. Key Plan:**

A key plan shall be drawn to scale of minimum 1:8000 and shall explain the boundary and location of the site with respect to neighborhood landmarks.

### **2. Site Plan**

The site plan shall be drawn to scale of minimum 1:500 for plots less than 10 hectares and to scale minimum 1:1000 for plots more than 10 hectares and shall show the following details:

- (a) Boundaries of the plot and of any contiguous plots belonging to the Owner, position of the plot in relation to the neighbouring street, street names and direction of north point relative to the plan of buildings;
- (b) Building-unit Level in relation to the neighboring street level;
- (c) All existing buildings standing on, over or under the plot;
- (d) The position of the building, and of all other buildings (if any) which the applicant intends to erect upon the contiguous land and referred to in (a) in relation to:
  - i. The boundaries of the plot and in case where the plot has been partitioned, the boundaries of the portion owned by the applicant and also of the portions owned by others;
  - ii. All streets, buildings (with number of storeys and height) and premises adjacent to the plot and of the contiguous land, if any, referred to in (a); and;
  - iii. If there is no street within a distance of 12m of the plot, the nearest existing street;
  - iv. Any street prescribed under the Act and passing through the plot/s;
  - v. Building lines and margins of streets
- (e) Sub-division of the land or plot or Building-unit with dimension and area of each of the proposed sub-divisions and their use according to these regulations.
- (f) The width and length of the proposed streets and internal roads.
- (g) Dimensions and Areas of Open space to be left as per the Development Regulations
- (h) Any existing natural or manmade physical features, such as wells, drains, trees, high tension line, gas pipeline, railway line, etc.
- (i) The area of the whole plot and the break-up of covered area on each floor with the calculations for percentage covered as required under the Development Regulations,
- (j) Dimensions and areas of common plot, as required under these regulations, provided in the layout/sub-division of plot.

**2A.Detail Drawings:** Detailed Drawings shall be submitted showing the boundary walls and gates

### **3. Landscape Plan**

The landscape plan shall be drawn to scale of minimum 1:100 for plots less than 500 sq. m. and to scale minimum 1:500 for plots more than 500 sq. m. and shall show the following details:

- a. the space for circulation and parking;
- b. paved pathways;
- c. existing trees
- d. proposed tree plantation
- e. green areas.

## **D. DEVELOPMENT PERMISSION FEES**

Receipt of Development Permission Fees paid as per Schedule 3 and of other charges leviable on the Building-unit shall be attached with the application.

## **Schedule 4c: Drawings, Specifications and Documents to be Submitted with Application for Obtaining/Revising Development Permission for Brick Kiln, Mining and Quarrying**

(Refer Regulation No. 5.1.3 and 5.2.3)

The Owner / Developer shall submit to the Competent Authority the following documents, drawings and specifications along with application for obtaining and revising a Development Permission.

### **A. COPIES OF DOCUMENTS, DRAWINGS AND SPECIFICATIONS**

Every drawing, document and report shall be signed by the Owner and the Clerk of Works on Record as the case may be and in accordance with the Development Regulations.

### **B. LIST OF DOCUMENTS**

1. An extract of the record of rights or any other document showing the ownership of the land for this purpose. If the applicant is not the owner of the land necessary documentary-proof shall be provided.
2. Zoning Certificate from the Competent Authority
3. Form No 8a: Application for Obtaining/Revising a Development Permission
4. True Copies of previous year's Development Permission
5. Form No. 2/2A: Certificate of Undertaking by the Architect on Record or Engineer on Record as applicable
6. Form No. 2B: Certificate of Undertaking by the Structural Engineer on Record, as applicable
7. Form No. 2C: Certificate of Undertaking by the Clerk of Works on Record
8. NOC from Appropriate Authority as applicable from regulation 30.0, as necessary;
9. Calculation statement for payment of all relevant Development Permission Fees or any other charges;
10. Photographic Identity Proof of Owner or Developer

### **C. LIST OF DRAWINGS**

1. A certified site plan showing the land in question along with surrounding area shall be attached.
2. Sketch Site Plan showing:
  - a. Area of site presently used
  - b. Area of site proposed to be used

### **D. DEVELOPMENT PERMISSION FEES**

Receipt of Development Permission Scrutiny Fees paid as per Schedule 3 and of other charges leviable on the plot shall be attached with the application



## Schedule 5: Format for submission of Documents, Drawings and Specifications

(Refer Regulation No. 5.1.3, 5.2.3, 5.3.3, 7.1.1, 7.2.2, 8.1.3;  
Schedule No. 4a, 4b, 4c, 10, 12, 14, 18, 21, Form No.5 and 5a )

### 1. Copies of Plan and Documents

Submission of all documents, certificates, reports and drawings to the Competent Authority:

- i shall represent all facts accurately,
- ii shall be as per formats and forms prescribed by the Competent Authority,
- iii shall be neat, clean and fully legible, and, on durable paper folded in the manner prescribed by the Competent Authority,
- iv shall be free of any scratches or corrections – small, initiated corrections shall be permitted.

### 2. Standard Sizes of all Drawings and Documents

All drawings and documents shall be of standard sizes as prescribed below:

S. No.	Standard sizes	Trimmed Size (mm)
1.	A0	841 X 1189
2.	A1	594 X 841
3.	A2	420 X 594
4.	A3	297 X 420
5.	A4	210 X 297
6.	A5	148 X 210

### 3. Colours and Notations to be followed for all Drawings and Documents

All drawings and documents shall follow standard colours and notations as prescribed below:

No.	Item	Site Plan	Building Plan
1.	Plot lines	Thick Black	Thick Black
2.	Existing street	Green	
3.	Future street, if any	Green dotted	
4.	Permissible building line	Thick dotted Black	
5.	Open spaces	No colour	No colour
6.	Existing works	Blue	Blue
7.	Work proposed to be demolished	Yellow hatched	Yellow hatched
8.	Proposed work	Red	Red
9.	Drainage and sewerage work	Red dotted	Red dotted
10.	Water supply work	Black dotted thin	Black dotted thin
11.	Work without permission if started on site	Grey	Grey
12.	Approved work	Yellow	Yellow

## Schedule 6: Penalties for Undertaking Unauthorized Development

(Refer Regulation No. 3.7.1, 5.1.6, 5.2.6, 5.3.6)

### 1. Commencement of Building work:

#### a. Conforming with G.D.C.R. without Applying for Development Permission

Financial penalty for undertaking building which is in conformity with Development Control Regulations prescribed in **relevant General Development Control Regulations of the competent development authority**, but which has been undertaken without applying for a Development Permission, shall be fifteen times the scrutiny fees that is leviable on the Building-unit, as the case may be.

#### b. Conforming with G.D.C.R. after Applying but before Obtaining Development Permission and not as per Submitted Plan

Financial penalty for undertaking building which is in conformity with Development Regulations prescribed in **relevant General Development Control Regulation of the competent development authority**, but which has been undertaken without revising Development Permission shall be ten times the Revised Development Permission Fees that is leviable on the Building-unit, as the case may be.

#### c. Conforming with GDR after Applying but before Obtaining Development Permission

Financial penalty for undertaking building which is in conformity with Development Regulations prescribed in **relevant General Development Control Regulation of the competent development authority**, and the application made for Development Permission, but which has been undertaken without obtaining a Development Permission shall be five times the Development Permission Fees that is leviable on the Building-unit, as the case may be.

#### d. Open Uses of Land including Layout and Sub-division without Obtaining Development Permission

Financial penalty for undertaking open uses of land including layout and sub-division which is in conformity with Development Regulations prescribed in **relevant General Development Control Regulation of the competent development authority**, but which has been undertaken without obtaining a Development Permission shall be twice times the Development Permission Fees that is leviable on the Building-unit, as the case may be.

#### NOTE:-

1. Minimum additional amount shall be Rs.1000.00 for residential and Rs.5000.00 for others.
2. If such a development is carried out by public charitable trust, the scrutiny fee applicable shall be as mentioned in Schedule No.3- A1 and A2 for the respective uses.

## **Schedule 7: Minimum Qualification, Experience and Document Requirements for Being Considered for Registering with the Competent Authority as Persons on Record**

(Refer Regulation No. 4.1.2, 4.6)

The procedure for registering persons with the Competent Authority is given in Regulation No. 4.3. The registration shall be renewed annually. The following are the minimum qualifications and experience requirements for all persons to be considered for registering with the Competent Authority as Persons on Record, in order to determine their competence to fulfill their responsibilities as specified in Regulation No. 4.6.

### **1. Architect on Record (AOR)**

#### **(A) QUALIFICATION AND EXPERIENCE :**

Minimum qualifications and experience requirements for architects, for being considered for registration with the Competent Authority, as Architects on Record shall be as follows:

1. The Architect must hold a valid registration with the Council of Architecture, India, issued as per the provisions of the Architects Act, 1972 or Bachelors Degree in Architecture / Diploma in Architecture Equivalent to B.Arch; and
2. The Architect must have a minimum of two years of experience in a practice of architecture.

#### **(B) SCOPE WORK & COMPETENCE :**

- (i) Preparation & planning of all types of lay-outs & submission drawings and to submit certificate of supervision, progress report & certificate of completion for all types of buildings in accordance to the provisions of building regulations
- (ii) Supervision & execution of construction work as per specifications & drawings prepared by authorised registered structural designer & engineer.

### **2. Engineer on Record (EOR)**

#### **(A) QUALIFICATION AND EXPERIENCE :**

Minimum qualifications and experience requirements for engineers, for being considered for registration with the Competent Authority, as Engineers on Record shall be as follows:

1. A Masters Degree in Civil Engineering, a Bachelors Degree in Civil Engineering or Building construction or its equivalent qualification recognized by the All India Board of Technical Education, or, a Diploma in Civil Engineering or Diploma in Building Construction recognized by State Board of Technical Examination of any State of India or Associate Membership (Civil Engineering ) of the Institute of Engineers, India (AMIE), and
2. The Engineer having Bachelors degree or its equivalent qualification must have minimum of two year s of experien ce and Diploma holder/or AMIE must have minimum of five years of experience in professional work.

#### **(B) SCOPE WORK & COMPETENCE :**

- (i) Preparation & planning of all types of lay-outs except special structures /Special Buildings as shown in respective regulation o submission drawings and to submit certificate of supervision & completion for all types of buildings. Provided person having qualification of a Diploma in Civil Engineering shall be permitted for low rise buildings only.
- (ii) Supervision & execution of construction work as per specifications & drawings prepared by authorized registered structural designer.

(iii) He/she can prepare & submit structural details & calculations for buildings of load bearing structures.

### 3. Structural Engineer on Record (SEOR)

**Minimum qualifications and experience requirements** for structural engineers, for being considered for registration with the Competent Authority as Structural Engineer on Record shall be as follows:

Grade	Scope of works	Qualification	Experience
SEOR-1	1. Building with height above 25 mts 2. Total proposed built-up area for a building unit is more than 10000 sq mt. 3. Mercantile-2,3, Educational-1,2, assembly-1,2,3 institutional, Hospitality-1,2 public utility Public institutional Special buildings	Category 1	10*
		Category 2	3*
SEOR-2	1. Building with height above 15 mts. And upto 25 mts. 2. Total proposed built-up area for a building unit is more than 2000 sq mt and upto 10000 sq mt.	Category 1	5*
		Category 2	2*
SEOR-3	1. Building with height upto 15 mts. 2. Total proposed built-up area for building-unit upto 2000 sqmt	Category 1	2*
		Category 2	-----

Note: \*Minimum years of experience of preparing structural designs, detailed drawings and specifications. (after attaining the degree/ Diploma)

Category 1: B.E./ B. Tech Civil or equivalent degree recognized by the AICTE

Category 2: ME/ M.Tech Civil, or a Ph. D in Structural Engineering.

Person holding Higher grade license can also work for Lower Grade Work

### 4. Clerk of Works on Record (COWOR)

**Minimum qualifications and experience requirements** for construction engineers, for being considered for registration with the Competent Authority as Clerk of Works on Record qualified for certifying the construction of buildings shall be as follows:

Grade	Scope of works	Qualification	Experience
COWOR-1	1. Building with height above 25 mts 2. Total proposed built-up area for a building unit is more than 10000 sq mt. 3. Mercantile-2,3, Educational-1,2, assembly-1,2,3 institutional, Hospitality-1,2 public utility Public institutional Special buildings	Category 1	3*
		Category 2	5*
		Category 3	3*
COWOR-2	1. Building with height above 15 mts. And upto 25 mts. 2. Total proposed built-up area for a building unit is more than 2000 sq mt and upto 10000 sq mt.	Category 1	2*
		Category 2	4*
		Category 3	2*
COWOR-3	1. Building with height upto 15 mts. 2. Total proposed built-up area for building-unit upto 2000 sqmt	Category 1	1*
		Category 2	2*
		Category 3	1*

Note: \*Minimum years of experience (after attaining the degree/ Diploma) in Construction work at a responsible position in any organisation

Category 1: A Degree in Civil Engineering / Architecture or Diploma in Architecture equivalent to degree Architecture, or its equivalent qualification recognized by All India Board of Technical Education

Category 2: Diploma in Civil Engineering recognized by State Board of Technical Examinations of any State in India

Category 3: Bachelor's Degree with specialized training in building in construction technology or Diploma in Building Construction Technology from a recognized institute.

Person holding Higher grade license can also work for Lower Grade Work

**4a. Supervisor of Works on Record (SOR)**

Minimum qualifications and experience requirements for construction engineers, for being considered for registration with the Competent Authority as Supervisor of Works on Record qualified

for certifying the construction of buildings shall be as follows:

Grade	Scope of works	Qualification	Experience
SOR-1	1. Building with height above 25 mts 2. Total proposed built-up area for a building unit is more than 10000 sq mt. 3. Mercantile-2,3, Educational-1,2, assembly-1,2,3 institutional, Hospitality-1,2 public utility Public institutional Special buildings	Category 1	3*
		Category 2	5*
		Category 3	3*
SOR -2	1. Building with height above 15 mts. And upto 25 mts. 2. Total proposed built-up area for a building unit is more than 2000 sq mt and upto 10000 sq mt.	Category 1	2*
		Category 2	4*
		Category 3	2*
SOR -3	1. Building with height upto 15 mts. 2. Total proposed built-up area for building-unit upto 2000 sqmt	Category 1	1*
		Category 2	2*
		Category 3	1*
SOR -4	1. Building with height upto 10 mts.	Category 1	0*
	2. Total proposed built-up area for building-unit upto 200 sqmt	Category 2	1*
		Category 3	0*

Note: \*Minimum years of experience (after attaining the degree/ Diploma) in Construction work at a responsible position in any organisation

Category 1: A Degree in Civil Engineering / Architecture or Diploma in Architecture equivalent to degree Architecture, or its equivalent qualification recognized by All India Board of Technical Education

Category 2: Diploma in Civil Engineering recognized by State Board of Technical Examinations of any State in India

Category 3: Bachelor's Degree with specialized training in building in construction technology or Diploma in Building Construction Technology from a recognized institute.

Person holding Higher grade license can also work for Lower Grade Work

#### 5. Fire Protection Consultant on Record (FPCOR)

Minimum qualifications and experience requirements for being considered for registration with the Competent Authority as Fire Protection Consultant on Record shall be as follows, but in case of any different provision, Rules made under Fire Prevention and Life Safety Measures, 2014 are prevailing.

1. As per provisions of Fire prevention and Life Safety Measures Rules, 2014-rule No.2 (6) and rule No.9
2. Bachelor's degree or Diploma in Engineering (Civil / Mechanical/ Electrical or Electronics/ Chemical) recognized by State Board of Technical Examinations or obtained from a University established or incorporated by an Act of Parliament or a State Act in India or Educational Institution; or declared as deemed to be University under section 3 of the University Grant Commission Act, 1956 (3 of 1956);
3. Minimum experience of preparing fire safety drawings and specifications of buildings in Ahmedabad or other cities with population more than 1 lakh.

4.

No.	Building Category	Minimum Qualifications	Minimum Experience
1	Height up to 25 mtrs	Diploma in Engineering	7 Years
		B.E	3 Years
2	Height more than 25 mtrs and upto 45 mtrs	B.E	5 Years
3	Height more than 45 mtrs and upto 70 mtrs	B.E	7 Years
4	Height more 70 mtrs	B.E	10 Years

5. Minimum turnover of projects in work experience shall be Rs. 1,00,00,000 per annum, of which at least one assignment shall be above Rs.25,00,000 or as specified for each competent authority in the Fire Prevention and Life Safety Measures Rules, 2014-rule No.10
6. The following documents shall be required for registration as Fire Protection Consultant on Record and further requirement as suggested in Fire Prevention and Life Safety Measures Rules, 2014-rule No.10:
  - a. Bank statement of last three years
  - b. Work completion certificate from clients for last three years
  - c. Minimum one No Objection Certificate from Chief Fire Officer
  - d. One set of fire safety drawings of past project.

## Schedule 8: Registration Fees for Registration with the Competent Authority as Persons on Record

(Refer Regulation No. 4.1.3)

(Competent Authority may revise fees from time to time)

### Registration Fees

Sr. No.	Person on Record	Registration Fee (For the period of five years)
1	Architect on Record	Rs.5000
2	Engineer on Record	Rs.5000
3	Structural Engineer on Record	
	SEOR-1	Rs.5000
	SEOR-2	Rs.4000
	SEOR-3	Rs.3000
4	Clerk of Works on Record	
	COWOR-1	Rs.2500
	COWOR-2	Rs.2000
	COWOR-3	Rs.1500
<b>4a</b>	<b>Supervisor of Works on Record</b>	
	<b>SOR-1</b>	<b>Rs.1500</b>
	<b>SOR-2</b>	<b>Rs.1000</b>
	<b>SOR-3</b>	<b>Rs.500</b>
	<b>SOR-4</b>	<b>Rs.250</b>
5	Fire Protection Consultant on Record	Rs. 50,000 for 5Years
6	Developer	Rs.25,000

## Schedule 9: Fees and other charges for revalidating a Development Permission

(Refer Regulation No. 5.3.2)

No.	Procedure	Fees
1	Revalidating Development Permission before expiry for single dwelling unit	Rs. 300
2	Revalidating Development Permission before expiry for Building except single dwelling unit	Rs. 1000
3	Revalidating Development Permission for Public Charitable Trust before expiry	Rs.1000
4	Revalidating Development Permission for Mining, Quarrying and Brick Kiln Operations before expiry	Rs.1000
5	Penalty Charges for Revalidating Development Permission after expiry of original Development Permission	Five times the Scrutiny Fees applicable as above or scrutiny fees payable as per schedule-3, whichever is higher

Note: Fees may be revised by Competent Authority



## **Schedule 10: Documents to be submitted along with Application for Revalidating a Development Permission**

(Refer Regulation No. 5.3.3)

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### **List of documents**

The Architect on Record or Engineer on Record or Owner shall submit the following documents to the Competent Authority along with the Application for Revalidation of a Development as may be applicable:

- A. Revalidation of Development Permission in case the Development Permission lapses because the construction of the building has not commenced within the stipulated period:**
1. Form No. 9
  2. Receipt of payment of all relevant scrutiny fees or any other charges

## **Schedule 11: Information to be Displayed on Site**

**(Refer Regulation No. 6.2)**

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It shall be the responsibility of the Owner or Developer and the Clerk of Works on Record to erect a notice board on the site of development displaying the key information pertaining to the Building-unit.

### **Information that shall be displayed on the Notice Board:**

1. Name and address of the proposed building
2. Sanctioned Use of the Building (use as sanctioned in the Development Permission)
3. Survey No, City Survey No, Block No., Final Plot No., Sub Plot/ Property No., and complete address of the plot
4. Name of the Owner(s)/Developer(s)
5. Names and Registration Nos. of duly appointed Persons on Record on the project:
  - a. Architect on Record/ Engineer on Record
  - b. Structural Engineer on Record, and
  - c. Clerk of Works on Record
  - d. Supervisor of works on Record
  - d. Fire Protection Consultant on Record, as applicable

Failure to comply with the above requirements may result in revocation of the Development Permission.

## **Schedule 12: Documents and Drawings to be Maintained on Site During Period of Construction**

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**(Refer Regulation No. 6.3)**

It shall be the responsibility of the Owner or Developer and the Clerk of Works on Record to keep all the documents and drawings which are listed below at the site at all times during the entire Period of Construction from commencement to completion. These documents should be made available to any authorised officer of the Competent Authority inspecting the site for the purpose of enforcing the Development Control Regulations.

The following documents shall be kept on site during construction:

- a) A set of the sanctioned drawings
- b) A copy of the valid Development Permission

## **Schedule 13: Stages of Construction Work for which Notice for Progress of Construction are to be Submitted to the Competent Authority**

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**(Refer Regulation No. 6.5.3)**

The Architect on Record or Engineer on Record and the Owner or Developer shall be responsible for notifying the Competent Authority of construction having been completed up to the stages specified below. They shall also certify that the construction has been carried out in compliance with sanctioned drawings and to the Development Control Regulations, using the format as prescribed in Form No. 11:

1. Lower Basement Slab Level
2. Plinth level
3. Ground Floor
4. Middle storey (in case of buildings above 15 mts in height)
5. Last storey (when the last structural roof has been completed)

## **Schedule 14: Documents and Drawings to be Submitted along with the Application for Building Use Permission**

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**(Refer Regulation No. 7.1.1, 7.2.2)**

The following documents and drawings shall be submitted along with the Application for Building Use Permission for a building:

### **A. Documents and Drawings:**

- 1) One set of Completion Plans and as-built drawings, duly certified by POR
- 2) Form No. 2/2A: Certificates of Undertaking by the Architect on Record or Engineer on Record,
- 3) Form No. 2B: Certificates of Undertaking by the Structural Engineer on Record,
- 4) Form No. 2C: Certificates of Undertaking by the Clerk of Works on Record,
- 5) Form No. 2E: Certificates of Undertaking by the FPCOR,
- 6) Clearance from Chief Fire Officer, as applicable and mentioned in Schedule No.23
- 7) Certificate of Lift Inspector (Govt. of Gujarat) for buildings taller than 15mts
- 8) A copy of valid Registration Certificate of the Persons on Record issued by the Competent Authority.

### **B. Building use permission fees:**

Receipt of Building Use Permission Fees paid as per Schedule 15 and of other charges leviable on the Building-unit shall be attached with the application.

## **Schedule 15: Building Use Permission Fees and other charges for the Grant of a Building Use Permission**

**(Refer Regulation No. 7.1.2, 7.2.3)**

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A person applying for a Building Use Permission shall have to pay scrutiny fees along with the application to the Competent Authority at the following rates:

### **1.0 Completion of work conforming with G.D.C.R and as per Sanctioned Plan**

For Building which is in conformity with General Development Control Regulations and no change from the Sanctioned Plan shall be as per the Development Permission Scrutiny Fees that is leviable on the Building-unit, as the case may be.

### **2.0 Completion of work conforming with G.D.C.R. but not as per Sanctioned Plan**

#### **a. No change in Ground Coverage**

For Building which is in conformity with General Development Control Regulations but with internal modification without any change in the location and/or overall dimension of the Building shall be as per the Development Permission Scrutiny Fees that is leviable on the Building-unit, as the case may be.

## **Schedule 16: Penalties for Making Unauthorized Use of a Building**

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**(Refer Regulation No. 3.12.1, 7.1.5, 7.2.6)**

Financial Penalty for Making Unauthorised Use of a Building shall be four times the Development Permission Scrutiny Fees that is leviable for the built-up area of the Building.

## **Schedule 17: Schedule for Maintenance and Inspection for Structural Stability and Fire Safety**

**(As per Competent authority respective Regulation)**

**Class 1 Buildings:** All types of framed structures, factory buildings, special buildings, buildings for educational use such as schools, colleges, etc; hostels and other public buildings.

**Class 2 Buildings:** Masonry walled residential buildings with height more than 10mts

### **A. Structural Stability**

The interval at which buildings are to be examined and a Structural Inspection Report in Format as per Form 15 submitted to Competent Authority shall be as under:

**For Class 1 buildings which are erected fifteen years earlier from the date on which these Regulations has come into force or which becomes five years old thereafter:**

1. Within three years from the coming into force of these Regulations
2. Thereafter at the interval of every fifteen years from the date of submission of the first report

**For Class 2 buildings which are erected fifteen years earlier from the date on which these Regulation has come into force or which become fifteen years old thereafter:**

1. Within five years from the coming into force of these Regulations
2. Thereafter at the interval of every fifteen years from the date of submission of the first report

### **B. Fire Safety**

The interval at which buildings are to be examined by Chief Fire Officer or FPCOR and a Fire Safety Certificate as stipulated in Form 16 be submitted to Competent Authority shall be as under:

1. Within one year from the coming into force of these Regulations
2. Thereafter at the interval of every year from the date of submission of the first certificate



## **Schedule 18: Documents and Fees Required with Application for Advertising Display & Communication Infrastructures**

(As per Competent authority respective Regulation)

### **1. Advertising display**

The Owner / Developer shall submit to the Competent Authority the following documents for erecting Advertising Display:

#### **A. List of documents**

1. Receipt of Fees paid and of other charges leviable shall be attached with the application.
2. Certificate from Registered Structural Engineer for the stability, safety of display structure to be erected.
- 3A. For tender cases the documents to be submitted are:
  - a. Shop Establishment Number
  - b. Sale tax number
  - c. Income tax clearance certificate.
- 3B. For Private property cases:
  - a. Lay-out plan;
  - b. Structural detail plan;
  - c. NOC from property holder;
  - d. 2 copies of photograph of the actual site;
  - e. Electricity Bill of last month;
  - f. Property Tax Bill;
  - g. Agreement copy;
  - h. 7-12 utara;
  - i. Ekrar namu.

#### **B. Deposit, fees and penalty:**

1. The fees for erection and maintenance of the Advertising Display shall be charged as decided by Competent Authority. The fees shall be paid by the applicant in advance, for the calendar year or part thereof as may be prescribed by the Competent Authority.
2. Competent authority may also decide penalty norms for non-compliance of Regulations specified for Advertising Display Structures of various types.

### **2. Communication infrastructures**

The Owner / Developer shall submit to the Competent Authority the following documents for erecting Communications Infrastructure:

#### **A. List of documents**

1. Receipt of Fees paid and of other charges leviable shall be attached with the application.
2. Structural Stability Certificate from Registered Structural Engineer for the stability, safety of display structure to be erected which shall be the liability of the Owner and the Registered Structural Engineer

3. Permission from the “Standing Advisory Committee on Radio Frequency Allocation” (SACFA) issued by Ministry of Telecommunications.

**B. Deposit and fees:**

The fees for erection of the Communication Infrastructure shall be charged as revised by Competent Authority from time to time.

## Schedule 19: Fees Required for Purchasing Additional FSI for Residential-Affordable Housing

(As per Competent authority respective Regulation)

This shall be applicable for Residential Affordable Housing use across identified zones subject to relevant Zonal Regulations:

1. Additional Chargeable FSI shall be permitted on payment to the Competent Authority as under:

Sr.	Additional Chargeable FSI on basis of unit sizes (sq.mts)	Charge
1	Residential Dwelling units up to 50	10 % of the Jantri Rates
2	Residential Dwelling units with area more than 50 and up to 66	20 % of the Jantri Rates
3	Residential Dwelling units with area more than 66 and up to 80	40 % of the Jantri Rates
4	Commercial Built-up area	40% of the Jantri Rates

**Note:** Competent Authority to decide the rate

## **Schedule 20: Fees Required for Purchasing Additional FSI in other than R.A.H.**

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**(As per Competent authority respective Regulation)**

For other than R.A.H. : Additional Chargeable FSI shall be permitted on payment to the Competent Authority as under:

1. 40% of the Jantri Rates

Note: Competent Authority to decide the rate

## **Schedule 21: Documents and Drawings to be Submitted for Development Undertaken on Behalf of Government and Appropriate Authority**

(Refer Regulation No. 3.16)

The following documents and drawings shall be submitted for any development undertaken on behalf of Government and Appropriate Authority:

### **A. Documents and drawings:**

1. An official letter of concerned Central or State Government Department addressed to the Competent Authority or as the case may be to the authorised officer giving full particulars of the development work or any operational construction.
2. The proposals of the Development Plan or Town Planning Scheme affecting the land.
3. In case of layout of land or plot:
  - a. A site plan (of required copies) drawn to a scale of 1:500 showing the surrounding land and existing access to the land included in the layout.
  - b. A layout plan (of required copies) drawn to a scale of not less than 1 : 500 showing sub-divisions of the land or plot with dimensions and area of each of the proposed sub-divisions and their use. Provided that in the case of works proposed to be undertaken by the local military Authority of the Defence Ministry, the provisions of clause (2) and (3) shall not apply and such Authority shall be required to submit the layout plans.
4. Statement indicating the use of land confirming to the permissible land use zone, proposed to be made by the Government Department for carrying out the development work.
5. Plans confirming to the provisions of Development plan showing complete details of the operational construction as defined under Clause (xvii) of Section 2 of the Act such as detailed alignment, layouts, locations and such other matters with measurements.
6. A Site Plan (of required copies) of the area proposed to be developed to a scale of not less than 1:500.
7. Building plan, section and elevation confirming to the provisions of Development Plan and Development Regulations for the proposed development work to a scale of not less than 1:100.

## **Schedule 22: List of Building Specifications verified by Competent Authority before Issue of Building Use Permission**

**(Refer Regulation No. 7.1.3)**

Before Issuing Building Use Permission, Competent Authority shall check that:

1. Tree plantation required under these Regulations are planted on site or ensure this by taking suitable deposits as decided from time to time for specific period by the Competent Authority.
2. Parking space is properly paved & the lay-out of parking space is provided as per the approved plans. Sign- boards indicating the entrance, exit and location of parking spaces for different types of vehicles shall be permanently erected and maintained at the prominent place in every Building-unit.
3. Certificate of lift Inspector (Government of Gujarat) has been procured & submitted by the owner, regarding satisfactory erection of Lift.
  - a. Proper arrangements are made for regular maintenance of lift as provided in NBC and in these regulations
  - b. The Certificate of Competent Authority and or fire department for completion and or fire requirements as provided in these regulations has been procured and submitted by the owner.
4. Proper arrangements are made for regular maintenance of fire protection services as provided in NBC and in these regulations
5. There shall be a percolating well / pit in a Building-unit having area more than 1500 sq.mts.
6. The Concerned Authority issuing occupancy certificate before doing so shall consult concerned designated Authority to inspect the building and issue a certificate that necessary requirements for the fire protection under these regulations as per regulation No.18.2 have been fulfilled and if not so, the applicant shall be asked to carry out necessary additions, alterations or rectification to the satisfaction of the designated Authority before issuing occupancy certificate.

## Schedule 23: Building requiring Fire Protection Consultant and Inspection by Chief Fire Officer

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(Refer Regulation No. 4.5.5, 6.1.3, Schedule 4a and As per Fire Prevention and Life Safety Measures Rules,2014-sub-rule(4) of Rule 21 )

Building Use	Criteria	Fire Protection Consultant	Chief Fire Officer's Opinion
All uses	Building Height > 45mts	Required	Required
Residential	Building Height > 15mts	Required	May not be required
	Building Height > 25mts to 45mts.	Required	Required
Mixed-Use or Business	Building Height >15mts	Required	Required
Hospitality, Educational, Institutional, Mercantile	Building Height >9mts to 25mts	Required	Required
	Building Height > 25mts to 45mts.	Required	Required
Special Building, Storage Building, Wholesale market	Building Height > 12mts	Required	Required
	Total Built Up Area up to 5,000 sq.mts	Required	Required
	Total Built Up Area > 5,000 sq.mts	Required	Required
Light Industrial, General Industrial	Total Built Up Area up on all floors more than 250 sq.mts to 2000 sq.mts	Required	May not be required
	Total Built Up Area >2,000 sq.mts and up to 5,000 sq.mts	Required	Required
	Total Built Up Area > 5,000 sq.mts	Required	Required
Hazardous, Special Industrial	Total Built Up Area up to 500 sq.mts	Required	Required
	Total Built Up Area > 500 sq.mts	Required	Required
Religious Building	Total Built Up Area > 2,000 sq.mts	Required	Required
Assembly	All Buildings	Required	Required
Fuelling Station	All Buildings	Required	Required

## Schedule 24: List of Recommended Trees

(As per Competent authority respective Regulation)

Following list of trees are recommended for their suitability regarding shade and foliage:

No.	Common Name
1	Kalo saras, Siris, Moti Haradi
2	Saptarni
3	Limdo or Neem
4	Java ki Rani
5	Pink cassia
6	Urimedi
7	Kasid
8	Sisam
9	Motosisam
10	Sevan
11	Borsalli
12	Jambu
13	Khata amla
14	Ragat Rohido, Rayan
15	Baheda
16	Peltofarm
17	Meletia
18	Kachnar
19	Spethodia
20	Gelasedia
21	Baknim
22	Gulmohar
23	Kelia Pinata
24	Garmalo
25	Billi
26	Tebubia Rosia
27	Tebubia Gaykem
28	Kapok
29	Kalgeria
30	Kadam
31	Rain tree
32	Silver Oak
33	Desi Asopalav
34	Pipal
35	Badam



## Schedule 25: Conversion for Road Widths

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Following table shall be used for conversion of road widths from length unit of feet to metric:

Sr. No.	Road Width (Feet)	Road Width (Metres)
1	20.00	6.0
2	24.60	7.5
3	30.00	9.0
4	40.00	12.0
5	50.00	15.0
6	60.00	18.0
7	80.00	24.0
8	100.00	30.0

## **Schedule 26: Minimum Qualification and Experience Requirements for Fire Safety Professionals in a Building**

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(As per Fire Prevention and Life Safety Measurement Rules,2014 or competent authority relevant regulation )

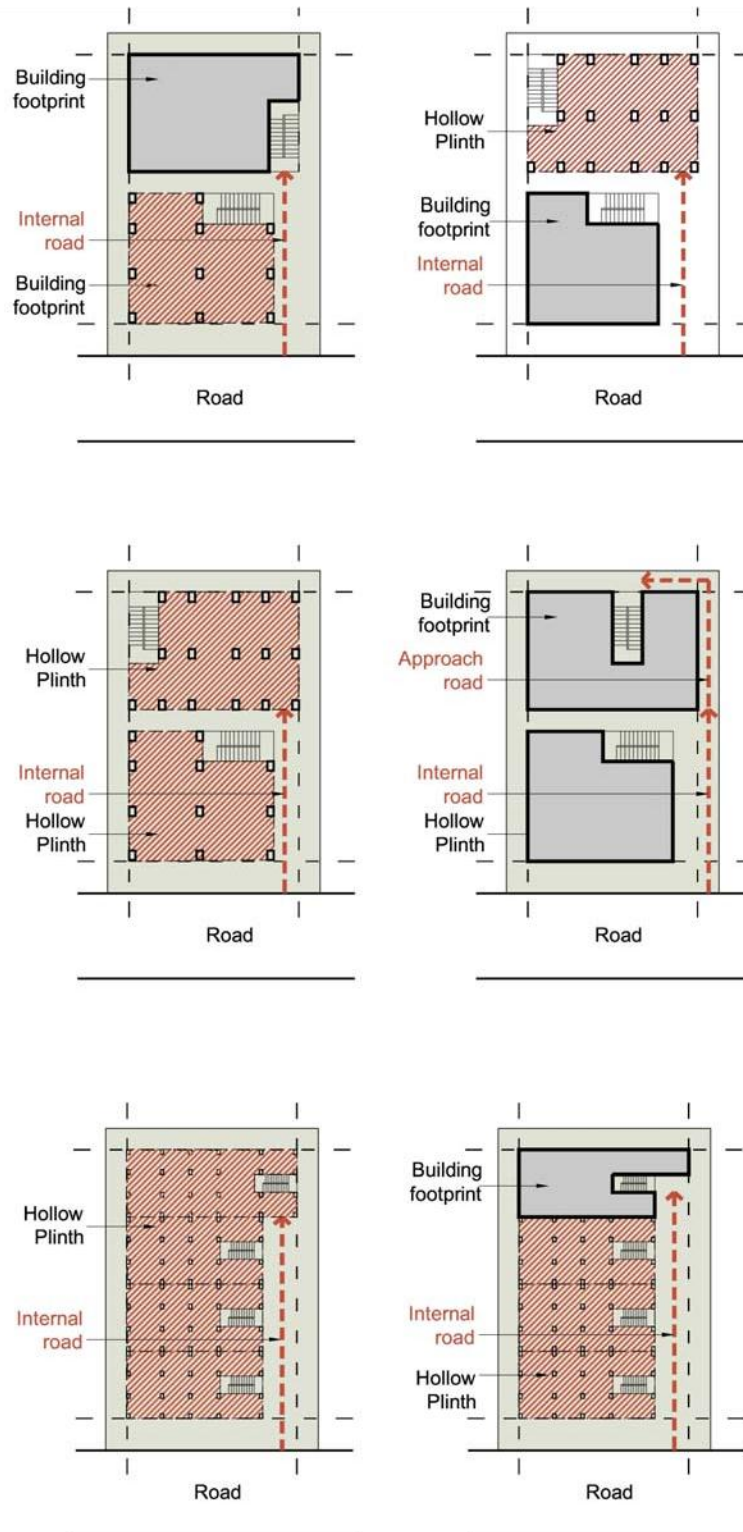
### **A. Fire Officer**

1. Sub-officer Course (passed from reputed institute or college)

### **B. Fire Men**

1. Elementary Training, or
2. ITI- Fire Men Course, or
3. 5 years experience in City Fire Brigade

## Schedule 27: Illustrations of Internal Road and Approach Road



## Form 1: Application for Registering as Person on Record

(Regulation No. 4.1.1)

To

The Chief Executive Authority / Municipal Commissioner/Chief Officer

Urban Development Authority / Municipal Corporation/ Area Development Authority/ Nagarpalika

1. Name: \_\_\_\_\_

2. Local Address: \_\_\_\_\_

3. Permanent Address: \_\_\_\_\_

4. Telephone / Fax No: \_\_\_\_\_

5. Qualification: \_\_\_\_\_

6. Membership of Professional: \_\_\_\_\_

Associations (indicate appropriate professional affiliations)

7. Experience (No. of years): \_\_\_\_\_

8. Previous year's Registration: \_\_\_\_\_

No.

9. Name of Employer: \_\_\_\_\_

(if employed)

Sir/Madam,

Kindly register me as \_\_\_\_\_ (Architect on Record/Engineer on Record/Structural Engineer on Record/Clerk of Works on Record/ FPCOR/ SOR/ Developer) of the Competent Authority. I meet with the minimum qualifications and competence requirements as specified in Regulation No. 4.0 and schedule 7.0. Relevant documents attesting to the same are attached herewith.

I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given by the Competent Authority and shall carry out my responsibilities as prescribed in the General Development Control Regulations. I also understand that if I fail to perform my responsibilities as above, the Competent Authority reserves the right to de-register me, forfeit my security deposit and take other appropriate action as defined in the General Development Control Regulations and as per the provisions of the Act.

Name of the Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form 2: Certificate of Undertaking for Architect on Record

(See Regulation No. 4.4, 4.5.1 and Schedule 4a, 4b, 4c)

To  
The Chief Executive Authority / Municipal Commissioner/Chief Officer  
Urban Development Authority / Municipal Corporation/Area Development Authority/Nagarpalika

Proposed building: \_\_\_\_\_  
(Title of the work)

Plot No.: \_\_\_\_\_

Area of the Plot: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_

Inward No.: \_\_\_\_\_ Final Plot No.: \_\_

Sub Plot / Property No.: \_\_ at Village: \_\_\_\_\_

Address of proposed building: \_\_\_\_\_

Name of the Owner / Developer: \_\_

Sir/Madam,

I am currently registered as Architect on Record with the Competent Authority.

I hereby certify that I am appointed as the Architect on Record to prepare the plans, sections and details as required under the Development Regulations for the above mentioned project and that I have prepared and signed the same and that the execution of the project shall be carried out under my direction and supervision of supervisor or owner, as per the approved drawings. I am fully conversant with the provisions of the Regulations, which are in force, and about my duties and responsibilities under the same and I undertake to fulfill them in all respects, except under the circumstances of natural calamities.

Name of the Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form 2A: Certificate of Undertaking for Engineer on Record

(See Regulation No. 4.4, 4.5.2 and Schedule 4a, 4b, 4c)

To  
The Chief Executive Authority / Municipal Commissioner/Chief Officer  
Urban Development Authority / Municipal Corporation/Area Development Authority/Nagarpalika

Proposed building: \_\_\_\_\_

(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_\_\_\_\_

Inward No.: \_\_\_\_\_ Final Plot No.: \_\_\_\_\_

Sub Plot / Property No.: \_\_\_\_\_ at Village: \_\_\_\_\_

Address of proposed building: \_\_\_\_\_

Name of the Owner / Developer: \_\_\_\_\_

Sir/Madam,

I am currently registered as Engineer on Record with the Competent Authority.

I hereby certify that I am appointed as the Engineer on Record to prepare the plans, sections and details as required under the General Development Control Regulations for the above mentioned project and that I have prepared and signed the same and that the execution of the project shall be carried out under my direction and supervision of supervisor or owner, as per the approved drawings. I am fully conversant with the provisions of the Regulations, which are in force, and about my duties and responsibilities under the same and I undertake to fulfill them in all respects, except under the circumstances of natural calamities.

Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form 2B: Certificate of Undertaking for Structural Engineer and Developer / Owner on Record

(See Regulation No. 4.4, 4.5.3 and Schedule 4a, 4b, 4c)

To

The Chief Executive Authority / Municipal Commissioner/ Chief Officer

Urban Development Authority / Municipal Corporation/Area Development Authority/ Nagarpalika

Proposed building: \_\_\_\_\_

(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_\_\_\_\_

Inward No.: \_\_\_\_\_ Final Plot No.: \_\_\_\_\_

Sub Plot / Property No.: \_\_\_\_\_ at Village: \_\_\_\_\_

Address of proposed building: \_\_\_\_\_

Name of the Owner / Developer: \_\_\_\_\_

Sir/Madam,

I am currently registered as Structural Engineer on Record with the Competent Authority.

This is to certify that I am appointed as the Structural Engineer on Record to prepare the structural report, structural details and structural drawings for the above mentioned project. I am fully conversant with the Regulations and of my duties and responsibilities under the Regulations and assure that I shall fulfill them in all respects. I have prepared and signed the structural design and drawings of the proposed building as per the prevailing Indian Standard Specifications and further certify its structural safety and stability in design.

Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form 2C: Certificate of Undertaking for Clerk of Works on Record

(See Regulation No. 4.4, 4.5.4 and Schedule 4a, 4b, 4c)

To  
The Chief Executive Authority / Municipal Commissioner /Chief Officer  
Urban Development Authority / Municipal Corporation/ Area Development Authority/Nagarpalika

Proposed building: \_\_\_\_\_  
(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_\_\_\_\_

Inward No.: \_\_\_\_\_ Final Plot No.: \_\_\_\_\_

Sub Plot / Property No.: \_\_\_\_\_ at Village : \_\_\_\_\_

Address of proposed building: \_\_\_\_\_

Name of the Owner / Developer: \_\_\_\_\_

Sir/Madam,

I am currently registered as Clerk of Works on Record with the Competent Authority.

This is to certify that I am appointed as the Clerk of Works on Record for the above mentioned project. I am fully aware of my duties and responsibilities under the Regulations and assure that I shall fulfill them in all respects. . 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 undertake not to supervise more than ten works at a given time as provided in Development Regulations.
- I undertake not to supervise work simultaneously at one point of time on any other sites during my supervision of the execution of this work.

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 therein, the Competent Authority shall be at liberty to penalize me as per the provisions of the Act.

Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Form 2Ca: Certificate of Undertaking for Supervisor of Works on Record

(See Regulation No. 4.4a, 4.5.4a and Schedule 4a, 4b, 4c)

To

The Chief Executive Authority / Municipal Commissioner / Chief Officer

Urban Development Authority / Municipal Corporation / Area Development Authority / Nagarpalika

Proposed building: \_\_\_\_\_

(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_\_\_\_\_

Inward No.: \_\_\_\_\_ Final Plot No.: \_\_\_\_\_

Sub Plot / Property No.: \_\_\_\_\_ at Village : \_\_\_\_\_

Address of proposed building: \_\_\_\_\_

Name of the Owner / Developer: \_\_\_\_\_

Sir/Madam,

I am currently registered as supervisor of Works on Record with the Competent Authority.

This is to certify that I am appointed as the supervisor of Works on Record for the above mentioned project. I am fully aware of my duties and responsibilities under the Regulations and assure that I shall fulfill them in all respects. . 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 undertake not to supervise more than ten works at a given time as provided in Development Regulations.
- I undertake not to supervise work simultaneously at one point of time on any other sites during my supervision of the execution of this work.

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 therein, the Competent Authority shall be at liberty to penalize me as per the provisions of the Act.

Name:

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FORM No 2D: Certificate undertaking for hazard safety requirement

(See Regulation No. and Schedule 4a)

To,

REF: Proposed work of \_\_\_\_\_  
(Title of project)

C.S. No./RS.NO. (F.P. No. \_\_\_\_\_)

In ward No. \_\_\_\_\_ at Village \_\_\_\_\_ Taluka \_\_\_\_\_

\_\_\_\_\_ T.P.S. No. \_\_\_\_\_ of \_\_\_\_\_ Village/Town/City

1. Certified that the building plans submitted for approval satisfy the safety requirements as stipulated under Building Regulation No. and the information given therein is factually correct to the best of our knowledge and understanding.
2. It is also certified that the structural design including safety from hazards based on soil conditions shall be duly incorporated in the design of the building and these provisions shall be adhered to during the construction

Signature of Owner with date \_\_\_\_\_ Signature of Engineer and, or Structural  
Name in Block Letters \_\_\_\_\_ Engineer with date \_\_\_\_\_  
Address: \_\_\_\_\_ Name in Block Letters \_\_\_\_\_  
Address: \_\_\_\_\_

Signature of Developer with date \_\_\_\_\_ Signature of Architect with date \_\_\_\_\_  
Name in Block Letters \_\_\_\_\_ Name in Block Letters \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_

**SPECIAL BUILDING INFORMATION SCHEDULE (TO BE ANNEXED WITH FORM 2D)**  
**(In case of small houses of one or two storeyed load bearing masonry construction)**

1 Building address	Sub-Plot No.	RSNo/F PNo/ Colony	TPScheme Name/No.	Town:	Taluka:	District	Reference	
2 Building category	2.1 Type of Construction		Brick masonry or other rectangular units		Dressed stone masonry	RCR masonry		
3 Location	3.1 Seismic zone	V	IV	III			Table : 1	
	3.2 Design intensity (MM/MSK)	IX	VIII	VII			Table : 1	
	3.3 Cyclone zone	20%      40%	50%      60%	75%	80%	100%	Table : 2	
4 Foundation	4.1 Soil type at site (Note 2)	Rocky/Stiff	Medium	Soct/Black Cotton Soil	Liquefiable Ref.(1)		Table : 3	
	4.2 Depth of water table below GL	In Meter: _____						
	4.3 Type of footing/ Foundation used	Strip with or without sand bed	Individual column footing	Under-ream piles	*Any other (specify)			
5 Super-structure	5.1 Storeys etc.	Basements:0/1	G.F:	1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	Water tank on roof capacity=____ Ltr.		
	5.2. Mortar	C:S = 1:4	C:L:S =1:1:6	*Any other (Specify)				
	5.3 Floors	RC slabs	Stone slabs on joists	Prefab flooring elements on beams	*Any other (specify)			
	5.4 Roof	Flat like floors/ Sloping	Trussed/raftered/'A' frame/Sloping RC slab			* Any other (specify)		
	5.5 Roof covering	CGI sheeting	AC sheets		Morbi tiles	* Any other (specify)		

6 Safety of sloping roof where used	6.1 Bracing	In plan Yes/No/	In plane of rafters	In plane of vertical columns Yes/No/NA				Cyclone guidelines	
	6.2 Roof anchorage	To walls=by Bolt : length= _____cm						Cyclone guidelines	
	6.3 Connections	Connecting to Purlins J-bolt/wire		Purlins to rafters Bolt/Wire		Truss elements Welding/Bolts/ Nails/ Straps		Cyclone guidelines	
7 Load bearing wall building	7.1 Opening	Control used on sizes		Control used on location		Strengthening around Yes/No/NA		GSDMA guidelines	
	7.2 Bands provided	Plinth band Yes/No/	Lintel band Yes/No/	Eave band Yes/No/	Roof band Yes/No/	Gable band Yes/No/NA	Ridge band Yes/No/NA	Construction Guidelines	
	7.3 Vertical bars	At corners of rooms Yes/No/NA			At Jambs of openings Yes/No/NA				Construction Guidelines Clause:11.
	7.4 Stiffening of floors/ roof	RC screed & band Yes/No/NA		Peripheral band and connectors Yes/No/NA		Diagonal planks and alround band Yes/No/NA		Construction Guidelines Clause:11.	

Note: You have to encircle appropriate data/fact or Give relevant fact/data where option is not given or Specify particular fact/data where options are not applicable in your case.

Ref: 1. Guidelines for reconstruction and new construction of houses in Kachchh earthquake affected areas of Gujarat - Gujarat State Disaster Management Authority, Govt. of Gujarat - June, 2001.  
2. Guidelines for cyclone resistant construction of buildings in Gujarat - Gujarat State Disaster Management Authority, Govt. of Gujarat - December, 2001

## Form 2E: Certificate of Undertaking for Fire Protection Consultant on Record

(See Regulation No. 4.4, 4.5.5 and Schedule 4a, 4b, 4c)

To

The Chief Executive Authority / Municipal Commissioner/ Chief Officer

Urban Development Authority / Municipal Corporation/Area Development Authority/Nagarpalika

Proposed building: \_\_\_\_\_

(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_\_\_\_\_

Inward No.: \_\_\_\_\_ Final Plot No.: \_\_\_\_\_

Sub Plot / Property No.: \_\_\_\_\_ at Village: \_\_\_\_\_

Address of proposed building: \_\_\_\_\_

Name of the Owner / Developer: \_\_\_\_\_

Sir/Madam,

I am currently registered as Fire Protection Consultant on Record with the Chief Fire Officer.

I hereby certify that I have been appointed as the Fire Protection Consultant on Record of the proposed building. I am fully conversant with the Regulations and of my duties and responsibilities under the Regulations and assure that I shall fulfill them in all respects. I have prepared and signed the fire safety drawings of the proposed building as per the Regulations and further certify its fire safety.

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 therein, the Competent Authority shall be at liberty to penalize me as per the provisions of the Act.

Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Form 3: Notice to the Competent Authority of Non-Compliance of Building to Sanctioned Design and Specifications**

(See Regulation Nos. 4.5.1, 4.5.2, 4.5.3, 4.5.4, 4.5.4a and 4.5.5)

To

The Chief Executive Authority / Municipal Commissioner /Chief Officer

Urban Development Authority / Municipal Corporation/Area Development Authority/ Nagarpalika

Proposed building: \_\_\_\_\_

(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_\_\_\_\_

Inward No.: \_\_\_\_\_ Final Plot No.: \_\_\_\_\_

Sub Plot / Property No.: \_\_\_\_\_ at Village : \_\_\_\_\_

Address of proposed building: \_\_\_\_\_

Name of the Owner / Developer: \_\_\_\_\_

Sir/Madam,

I am currently registered as \_\_\_\_\_ (Architect/Engineer/Structural Engineer/Clerk of Works/Fire Protection Consultant) on Record with the Competent Authority. I have been appointed as \_\_\_\_\_(Architect/Engineer/Structural Engineer/Clerk of Works/Supervisor of Works/Fire Protection Consultant) 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 Development Regulations. Details of non-compliance are as follows:

1.

2.

Name: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Form 4: Notice to the Competent Authority of Discontinuation as Person on Record**

(See Regulation Nos. 4.5.1, 4.5.2, 4.5.3, 4.5.4, 4.5.4a and 4.5.5)

To  
The Chief Executive Authority / Municipal Commissioner/Chief Officer  
Urban Development Authority / Municipal Corporation/ Area Development Authority/ Nagarpalika

Proposed building: \_\_\_\_\_  
(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_\_\_\_\_

Inward No.: \_\_\_\_\_ Final Plot No.: \_\_\_\_\_

Sub Plot / Property No.: \_\_\_\_\_ at Village: \_\_\_\_\_

Address of proposed building: \_\_\_\_\_

Name of the Owner / Developer: \_\_\_\_\_

Sir/Madam,

This is to bring to your notice that I have been relieved of my responsibility/have relieved myself of my responsibility as \_\_\_\_\_(Architect/Engineer/Structural Engineer/Clerk of Works/Supervisor of Works) 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 Development Regulations.

Name: \_\_\_\_\_  
Registration No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Form No. 5. Application for Development Permission for Building

See Regulation No. 5.1.1

### **FORM NO. C.** (See Rule -9)

Application for development permission under sections 27, 34 and 49 of G.T.P. & U. D. Act. 1976 / The Notice u./s. 253 and 254 of the G.P.M.C. Act, 1949.

To,  
The Chief Executive Authority/Chief Officer/Municipal Commissioner,  
Urban/ Area Development Authority/ Nagarpalika/Municipal Corporation

Owner's/ Applicant's self-attested photograph
--

I/We hereby apply for permission for development as described in the accompanying maps and drawings. The names of the persons employed by me for the preparation of plans, structural details and supervision of the work area as under:

a) The plans are prepared by Registered Architect/Engineer:\_\_\_\_\_ (pl Specify the license number and date of expiry)

b) The structural report, details and drawings are to be prepared and supplied by Registered Structural Engineer:\_\_\_\_\_ (pl Specify the license number and date of expiry)

c) The site supervision of the construction work will be done by Registered Clerk of Work (if Applicable):\_\_\_\_\_ (pl Specify the license number and date of expiry)

I have read the Development Regulation framed by the Authority under the provisions of the relevant Act and claim to be fully conversant with it. I shall fulfill my duties and responsibilities in accordance with the provisions of the Development Regulations.

No.	Title	Details
<b>1</b>	<b>Ownership Details</b>	
1.1	Applicant's Name	
1.2	Postal Address for correspondence	
1.3	Address of Land in Question	
1.4	Applicants interest/title in land with respect of record of rights	
<b>2</b>	<b>Land Details - Legal</b>	
2.1	Land Description	
2.2	Village Name	
2.3	TPS/ Revenue village/ Gamtal	
2.4	FP No/ Revenue Survey No./ C S No	
2.5	Sub-Plot No/Tenement No	
2.6	Ward	
2.7	Zone	
2.8	Details of Approval before taken.	
<b>3</b>	<b>Type of Case for Application</b>	
3.1	New / Revision/ Reopen/ Renewal/ Addition/Alteration	
<b>4</b>	<b>Land Occupancy Type Existing</b>	<b>Tick as applicable</b>
4.1	Vacant	<b>Land Occupancy Type- Proposed</b>
4.2	Partly - Built	<b>Tick as applicable</b>
		Vacant
		Partly - Built



4.3	Fully - Built		Fully - Built	
<b>5</b>	<b>Site Details</b>			
	Width of Road Abutting the Site	TP Road	Non TP Road/DP Road/Other Road	BRTS Corridor
5.1	Road 1: Front Side			
5.2	Road 2: Other than Front Side			
5.3	Road 3: Other than Front Side			
5.4	Road 4: Other than Front Side			
	<b>Seismic Details</b>	Yes/ No	Zone No.	Details
5.5	Seismic Zone			
	<b>Water Supply</b>	Available by Government/Authority	Local	Bore Well
5.6	Water Supply Facility in Building-unit			
	<b>Drainage</b>	Available by Government/Authority	Local	Not Available
5.7	Drainage Facility in Building-unit			
	<b>Storm Water</b>	City Network		Percolation Pit/ Percolating Well/ Recharge Pit
5.8	Storm Water Facility in Building-unit			
	<b>Solid Waste Disposal</b>	AMC/ AUDA/ Government/Authority	Local	None
5.9	Solid Waste Disposal Facility in Building-unit			
	<b>Electricity</b>	Available by Torrent/ GEB/Other		None
5.10	Electricity facility in Building-unit			
<b>6</b>	<b>Land-Use Details</b>			
<b>A</b>	<b>Existing Use</b>	<b>Details</b>		
	<u>Use</u>	Use Sub-type	Total Units	Max. No .of Floor
				Max. Building Height.
				Total Built-up Area
6.1	Residential			
6.2	Commercial			
6.3	Mixed Use			
6.4	Industrial			
6.5	Others (please specify)			
<b>B</b>	<b>Proposed Use</b>	<b>Details</b>		
6.6	Residential			
6.7	Commercial			
6.8	Mixed Use			
6.9	Industrial			
6.10	Others (please specify)			

Attachments: Annexure as above regulation

Signature of Owner/Developer  
or Authorized agent of owner

**Form 5A: Application for Development Permission for Brick-kiln, Mining and Quarrying**

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**FORM NO. C(a)**

(See Rule -9 and Regulation No. 5.1.1)

Application for permission of Brick-kiln, Mining and Quarrying under Section – 27, Gujarat Town Planning and Urban Development Act, 1976.

To,

The Chief Executive Authority/Municipal Commissioner/Chief Officer

Urban Development Authority / Municipal Corporation/Area Development Authority/ Nagarpalika

I/We hereby apply for permission for development as described below. I/We are applying for development on this land for the first time. I/We certify that all terms and conditions laid down in the development permission granted during last year/previous years have been scrupulous observed.

Signature:

Date :

<b>Form 5A: Application for Development Permission for Brick Kiln, Mining and Quarrying</b>		
1	Ownership Details	
	Applicant's Name	
	Postal Address for correspondence	
	Address of Land in Question	
	Applicants interest/title in land with respect of record of rights	
2	Land Details - Legal	
	Land Description	
	Village Name	
	TPS/ Revenue village/ Gamtal	
	FP No/ Revenue Survey No./ C S No	
	Sub-Plot No/Tenement No	
	Details of 7/12 attached	
	Ward	
	Zone (Before DP 2021)	
	Zone (After DP 2021)	
Details of Approval before taken.		

3	Was land in question used for brick-kiln/mining/quarrying in the past?	
	Yes/ No	If YES please specify the details below
4	Whether Development Permission and N.A. permission were obtained in past?	
	Yes/ No	If YES please specify the details below
5	Total area of land in question:	
6	Present Use of Land:	
7	Proposed Use of Land:	
8	Mention the area of land used for above mentioned uses so far (sq.mts). Indicate the same on site plan	
9	Mention the proposed area to be used. (sq.mts) Indicate the same on site plan	
10	Mention the duration for which permission is sought (in month/year)	
	Mention time-limit for completion or termination of such use (in month/year)	
11	For Renewal of Permission	
	Case No. and Date of previous Permission	
	Amount of the Security Deposit	

Attachments: Annexure as per regulations

Signature of Owner/Developer  
or Authorized agent of owner

## Form 6A: Area Statement for Buildings

(See Schedule 4a)

FORM 6A: AREA STATEMENT					
Area Statement For Land					
No	Title	Details (Area in sq.mts)		Supporting Documents Provided Yes/ No/ Not required	
<b>A</b>	<b>Building-unit Area</b>				
A.1	(a) As per Revenue Record				
A.2	(b) As per TPS Record				
A.3	(c) Per site condition				
<b>B</b>	<b>Deduction Area</b>				
B.1	(a) Roads ( proposed or under process)				
B.2	(b) reservations ( under TP or DP or any other Statutory Plans/Under provision of GDR)				
B.3	Area- not in possession				
B.4	Other				
<b>C</b>	<b>Net Area</b>				
EXISTING					
No	Title	Details (Area in sq.mts/ Nos./ mts)		Supporting Documents Provided Yes/ No/ Not required	
		Required	Provided		
1	Common Plot				
2	Width of Road Side Margin				
2.1	Width of Other than Road Side Margin				
2.2	Total Marginal Area				
3	Width of Internal Road				
3.1	Internal Road Area				
4	Total Permissible Ground-coverage				
5	Permissible FSI - Base (as per old DP)				
6	Permissible FSI - Chargeable				
7	FSI Consumed				
8	Ground Coverage				
<b>8</b>	<b>Use</b>	<b>Use Sub-type</b>	<b>Total Built-up Area (in sq.mts)</b>	<b>No of Units</b>	<b>Drawings Provided Yes/ No</b>
	<b>Existing Use - as per old DP</b>				

8.1	Residential				
8.2	Commercial				
8.3	Mixed Use				
8.4	Industrial				
8.5	Others (please specify)				
8.6	Total				
<b>9</b>	<b>Floors</b>	<b>Numbers of Units</b>	<b>Floor Area/ Built-up Area /FSI (in sq.mts)</b>	<b>Payment FSI (in sq.mts)</b>	
Provide Details for individual Building					
9.1	Hollow Plinth				
9.2	Ground Floor				
9.3	Typical Floor				
9.4	Floors other than Typical Floor				
9.5	Total				
9.6	Total of all buildings				
9.7	Building	Building Height in mts	Number of Floors		
<b>10</b>	<b>Dwelling Units</b>	<b>Numbers of Units</b>	<b>Total Unit Area (in sq.mts)</b>	<b>Details of unit area (Size)of Individual Unit (in sq.mts)</b>	
Provide Details for individual Building					
10.1	1BHK				
10.2	2BHK				
10.3	3BHK				
10.4	4BHK				
10.6	More than 4BHK				
10.7	Others (eg. Studio units, penthouse etc.)				
10.8	Other than Dwelling Units				
10.9	Total				
10.10	Total of all buildings				
<b>11</b>	<b>Basement</b>	<b>Number of Basement</b>	<b>Area per Basement (in sq.mts)</b>	<b>Total Basement Area</b>	
11.1	Basement 1:Area				
11.2	Basement 2: Area				
11.3	Others				
<b>Existing Area Statement For Parking</b>					
<b>12</b>	<b>Parking</b>	<b>Area (in sq.mts)</b>		<b>Percentage (%)</b>	
12.1	Area under parking (including visitors parking)			% of Total Built-up Area	
12.2	Visitors Parking			% of Total Parking Area	

PROPOSED					
No	Title	Details (Area in sq.mts/ Nos./ mts)		Supporting Documents Provided Yes/ No/ Not required	
		Required	Provided		
13	Common Plot				
13.1	Additional 6% for Thick Plantation				
13.2	No. of Percolation Wells				
13.3	No. of Trees				
14	Width of Margin- Road Side				
14.1	Width of Margin- Other than Road Side				
14.2	Total Margin Area				
15	Internal Road Width				
15.1	Internal Road Area				
16	Built-up Area in Common Plot				
16.1	Built-up Area in Margins				
17	Total Developable Area				
18	Permissible FSI - Base (as per new DP)				
18.1	Permissible FSI - Chargeable				
18.2	FSI Utilised				
19	Ground Coverage				
20	<b>Proposed Use (as described in Section C - 9.3 Use Classification Table)</b>	<b>Use Sub-type</b>	<b>Built-up Area (in sq.mts)</b>	<b>No of Units</b>	<b>Drawings Provided Yes/ No</b>
20.1	Dwelling				
20.2	Mercantile				
20.3	Business				
20.4	Educational				
20.5	Assembly				
20.6	Institutional				
20.8	Religious				
20.9	Hospitality				

20.10	Sports & Leisure				
20.11	Parks				
20.12	Service Establishment				
20.13	Industrial				
20.14	Storage				
20.15	Transport				
20.16	Agriculture				
20.17	Temporary Use				
20.18	Public Utility				
20.19	Public Institutional				
20.20	Total				
<b>21</b>	<b>Floors / Levels</b>	<b>Numbers of Units</b>	<b>Floor Area/ Built-up Area /FSI (in sq.mts)</b>	<b>Payment FSI (in sq.mts)</b>	
Provide Details for individual Building					
21.1	Basement				
21.2	Hollow Plinth				
21.3	Ground Floor				
21.4	Typical Floor				
21.5	Floors other than Typical Floor				
21.6	Total				
21.7	Total of all buildings				
<b>22</b>	<b>Dwelling Units</b>	<b>Numbers of Units</b>	<b>Total Unit Area (in sq.mts)</b>	<b>Details of unit area (Size) of Individual Unit (in sq.mts)</b>	
Provide Details for individual Building					
22.1	1BHK				
22.2	2BHK				
22.3	3BHK				
22.4	4BHK				
22.5	More Than 4BHK				
22.6	Others (eg. Studio units, penthouse etc.)				
22.7	Other Than Dwelling Units				
22.8	Total				
22.9	Total of all buildings				
<b>23</b>	<b>Building</b>	<b>Building Height In meters</b>	<b>Number of Floors</b>		
<b>PROPOSED AREA STATEMENT FOR PARKING</b>					
<b>24</b>	<b>Parking</b>	<b>Area (in sq.mts)</b>	<b>Percentage (%)</b>		
24.1	Parking Area required as per Regulation (please specify in %		% of Total Built-up Area		

	as well as area)			
24.2	Proposed Parking Area (please specify in % as well as area)			% of Total Built-up Area
24.3	Visitors parking area required at Ground Level (please specify in % as well as area)			% of Total Parking Area
24.4	Visitors parking area provided at Ground Level (please specify in % as well as area)			% of Total Parking Area
<b>25</b>	<b>Parking</b>	<b>Area (in sq.mts)</b>	<b>No. of Parking spaces for 2-wheelers</b>	<b>No. of Parking spaces for 4-wheelers</b>
25.1	Proposed Parking on Ground Level (including Hollow Plinth)			
25.2	Proposed Parking on Basement Level			
25.3	Proposed Parking on levels above Hollow Plinth			
25.4	<b>Total</b>			
<b>Build-to-line</b>				
* BUILDING-UNIT (PLOT) AS MENTIONED IN LOCAL AREA PLAN, PLEASE PROVIDE THE FOLLOWING DETAILS.				
1	Length of Build-to-Line	<b>in meters</b>		
2	Length of Build-to-Line co-inciding the front façade of the building	<b>in meters</b>		
3	Percentage of length of Build-to-line co-inciding the front façade of the building	<b>%</b>		
Proposal Details				
Description of proposed property				
<b>List of Drawings</b>	<b>No. of Copies</b>	<b>North</b>	<b>Scale of drawing</b>	<b>Remarks</b>
Plans				
Layout Plan				
Site plan				
Detailed Plan				
Sections				
Elevations				
Services & Amenities Plan				
Landscape Plan				
Ref Description of last approved plans (if any)		Date		



## Form 6B: Area Statement for Subdivision and Amalgamation of Land

(See Schedule 4B)

	A	Area Statement	Sq Mts.																	
For Subdivision/ Amalgamation/ Layout of Land	1.	Area of Plot/Plots		I. List of Drawing attached	No. of copies															
		Internal Road Area																		
		Common plot/ Plots																		
			Amalgamated Area ( in case of amalgamation)																	
	2.	Deduction for :			II.Ref. & Description of Last approved plans if any	Date														
		(a) Proposed roads																		
		(b) Any reservation																		
(c) Not in Possession (d) Other																				
		Total : (a+b+c+d)																		
SITE PLAN [under regulation no. 3.3 IV and VI (a)] Layout Plan [under regulation no. 3.3 VII(b)]	3.	Net area of plot (1-2)		III. Description of proposed development and property																
	4.	(in case of Sub Division) Common plot/ Plots Internal Roads		IV. <table border="1"> <thead> <tr> <th>North line</th> <th>Scale</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> V. Certificate Certified that the plot under reference was surveyed by me on _____ and the dimensions of sides etc. of plot state on plan are as measure on site and the area so worked out tallies with the area stated in document of ownership/T.P.record. Architect/Engineer Signature.  VI. Signatories Signatory, Name and address with Regn. No. Owner/ Developer/ Architect/ Engineer/ Clerk of works/ Site supervisor		North line	Scale	Remarks												
	North line	Scale	Remarks																	
5	Balance area of Sub plot/sub plots (3-4) Permissible F.S.I. Total Built-up area permissible Existing floor area F.S.I. Notes :																			

## Form 7: Grant/Refusal of Development Permission

(See Regulation No. 5.1.5, 5.2.5, 5.3.5)

### **FORM NO. D.**

#### DEVELOPMENT PERMISSION

Permission is hereby granted/refused under Section 29(1) (i)/29(1)(ii)/29(1)(iii), 34, 49(1)(b) of the Gujarat Town Planning and Urban Development Act, 1976 / under Section 253 and 254 of Gujarat Provincial Municipal Corporation Act, 1949.

To \_\_\_\_\_ (Name of person)

For \_\_\_\_\_ (Description of work)

On the following conditions/grounds

Conditions:

(in case of grant)

**Subject to the submission of detailed working drawings, and structural drawing(s) along with soil investigation report before the commencement of the work.**

Grounds:

(in case of refusal)

**a. Documents/N.O.C. etc.:**

Following documents/plans/N.O.C./undertakings as mentioned in form no. 1 are not submitted.

**b. Site Clearance :**

I. Site is not cleared as per the provisions of Development Plan with respect to

- Road line
- Reservations
- Zone
- Other (specify)

II. Site is not cleared as per the provision of T.P. Scheme..... with respect to

- Road
- Reservation
- Final plot
- Other (specify)

III. Proposed use is not permissible according to the width of road as per the Provision No. 11.2.

**c. Scrutiny of Layout :**

Following provisions are not as per the Development Regulations :

- Set back
- Margin
- Common plot
- Internal roads
- Parking space
- Ground coverage
- Any other (specify)

**d. Scrutiny of Building Requirements :**

Following provisions are not as per the Development Regulations.

- F.S.I.
- Height
- Ventilation
- Open air space
- Provisions for Fire protection
- Any other (specify)

For The Chief Executive Authority / Municipal Commissioner /Chief Officer  
Urban Development Authority / Municipal Corporation /Area Development Authority/ Nagarpalika

**Form 8: Application for Revising Development Permission**

(See Regulation No. 5.2.1)

To  
The Chief Executive Authority / Municipal Commissioner/Chief Officer  
Urban Development Authority / Municipal Corporation / Area Development Authority/ Nagarpalika

Proposed building: \_\_\_\_\_  
(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_\_\_\_\_

Block No. : \_\_\_\_\_ Final Plot No.: \_\_\_\_\_

Sub Plot / Property No.: \_\_\_\_\_

Address and location of proposed building: \_\_\_\_\_

Sir/Madam,

I am the Owner/Developer of the plot and wish to undertake construction of the proposed building on the plot.

The Development Permission No. \_\_\_\_\_ has been granted to me by the Competent Authority vide Letter No. \_\_\_\_ dated \_\_\_\_\_. I wish to vary the sanctioned layout of the proposed building. I shall be responsible for ensuring that the building complies with the General Development Control Regulations.

I request that the Revised Development Permission be granted to me.

Name of the Owner/Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Form 9: Application for Revalidating Development Permission**

(See Regulation No.5.3.1)

To  
The Chief Executive Authority / Municipal Commissioner /Chief Officer  
Urban Development Authority / Municipal Corporation /Area Development Authority/ Nagarpalika

Proposed building: \_\_\_\_\_  
(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_\_\_\_\_

Block No. : \_\_\_\_\_ Final Plot No.: \_\_\_\_\_

Sub Plot / Property No.: \_\_\_\_\_

Address and location of proposed building: \_\_\_\_\_

Sir/Madam,

I am the Owner/Developer of the plot and wish to undertake construction of the proposed building on the Building-unit.

The Development Permission has been granted to me by the Competent Authority vide Letter No. \_\_\_\_\_ dated \_\_\_\_\_. The Development Permission that was issued on \_\_\_\_\_ (date) by the Competent Authority shall lapse on \_\_\_\_\_ (date) due to \_\_\_\_\_.

I shall be responsible for ensuring that the building complies with the General Development Control Regulations. I request that the Revalidated Development Permission be granted to me.

Name of the Owner/Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature:

Date: \_\_\_\_\_

## Form 10: Notice for Commencement of Construction

(See Regulation No. 6.5.1)

To

The Chief Executive Authority / Municipal Commissioner/Chief Officer

Urban Development Authority / Municipal Corporation /Area Development Authority/ Nagarpalika

File No: \_\_\_\_\_

Dated: \_\_\_\_\_

Proposed building: \_\_\_\_\_

(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Address and location of proposed building: \_\_\_\_\_

\_\_\_\_\_

Sir/Madam,

This is to notify you that the construction of the proposed building shall commence on \_\_\_\_\_(date). The construction of the building shall be undertaken in compliance with the sanctioned drawings and the Development Regulations.

Enclosed with this Notice are:

1) Detailed Working Drawings including structural design and specifications duly verified and certified by the AOR or EOR and SEOR for the project.

Name of the AOR/EOR: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the SEOR: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Owner/Developer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the COWOR: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form 11: Notice of Progress of Construction

(See Regulation No. 6.5.3)

To  
The Chief Executive Authority / Municipal Commissioner /Chief Officer  
Urban Development Authority / Municipal Corporation Area Development Authority/ Nagarpalika

File No: \_\_\_\_\_

Dated: \_\_\_\_\_

Proposed building: \_\_\_\_\_  
(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Address and location of proposed building: \_\_\_\_\_

Sir/Madam,

This is to notify you that the construction of the proposed building has reached the following stage:

No	Stage	Date
1.	Plinth level	
2.	Ground Floor	
3.	Middle storey	
4.	Last storey	

The construction of the building is in compliance with the sanctioned drawings and the General Development Control Regulations. We declare that the amended plan is not necessary at this stage.

Name of the AOR/EOR: \_\_\_\_\_  
Registration No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of the Owner/Developer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of the SEOR: \_\_\_\_\_  
Registration No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name of the COWOR: \_\_\_\_\_  
Registration No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Form 12: Notice of Completion of Construction and Compliance Certification

(See Regulation No.7.1.1)

To  
The Chief Executive Authority / Municipal Commissioner /Chief Officer  
Urban Development Authority / Municipal Corporation /Area Development Authority/ Nagarpalika

File No: \_\_\_\_\_

Dated: \_\_\_\_\_

Proposed building: \_\_\_\_\_

(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Address and location of proposed building: \_\_\_\_\_

Sir/Madam,

This is to notify you that the construction of the proposed building has been completed under our supervision.

We hereby certify that the construction of the building has been undertaken in compliance with the sanctioned drawings and the General Development Control Regulations. We declare that the building is to be used for \_\_\_\_\_purpose as per approved plan and it shall not be changed without obtaining written permission.

Any subsequent change from the completion drawings will be our responsibility.

Name of the Owner/Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the SEOR: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the AOR/EOR: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Form 13: Application for Building Use Permission

(See Regulation No.7.1.1)

To

The Chief Executive Authority / Municipal Commissioner/Chief Officer

Urban Development Authority / Municipal Corporation/Area Development Authority/ Nagarpalika

File No: \_\_\_\_\_

Dated: \_\_\_\_\_

Proposed building: \_\_\_\_\_

(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Address and location of proposed building: \_\_\_\_\_

Sir/Madam,

This is to notify you that the proposed building/ part of the building has been completed in compliance with the sanctioned drawings and the General Development Control Regulations.

Enclosed with this application are:

1. Notice of Completion of Construction and Compliance Certification as prescribed in Form No. 12;
2. One set of Completion Plans and as-built drawings, duly certified by the POR;
3. Form No. 2/2A: Certificates of Undertaking by the Architect on Record or Engineer on Record; and form No. 2E: Certificates of undertaking by the FPCOR
4. Form No. 2B: Certificates of Undertaking by the Structural Engineer on Record,
5. Form No. 2C: Certificates of Undertaking by the Clerk of Works on Record,
6. Clearance from Chief Fire Officer, Ahmedabad, as applicable & mentioned in Schedule No.23
7. A copy of valid Registration Certificate of the Persons on Record issued by the Competent Authority.
8. Certificate of lift Inspector (Govt. of Gujarat) for buildings taller than 15 mts.

We request that the Building Use Permission be granted to the building. Any subsequent change from the completion drawings will be our responsibility.

Name of the Owner/Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form 14: Grant/Refusal of Building Use Permission

(See Regulation No. 7.1.4)

To

\_\_\_\_\_

File No: \_\_\_\_\_

Dated: \_\_\_\_\_

Proposed building: \_\_\_\_\_

(Title of the work)

Plot No.: \_\_\_\_\_ Area of the Plot: \_\_\_\_\_

Address and location of proposed building: \_\_\_\_\_

With reference to your Application No: \_\_\_\_\_ dated: \_\_\_\_\_, I am directed to inform you that the Building-unit has been inspected on date \_\_\_\_\_ and the development is as per sanctioned design and specifications; and that Building Use Permission has been granted. The building/part of building may be used as per sanctioned drawings. This Building Use Permission is to be read in conjunction with all other documents and drawings which are enclosed as per the provisions of Regulation No 7.1.1/7.1.2 and its Schedules, and that all such documents, drawings and specifications form part of this Building Use Permission.

OR

With reference to your Application No: \_\_\_\_\_ dated: \_\_\_\_\_, I am directed to inform you that the Building-unit has been inspected on date \_\_\_\_\_ and that a Building Use Permission has not been granted on the following grounds:

- 1.
- 2.

Yours faithfully

For The Chief Executive Authority / Municipal Commissioner/ Chief Officer  
Urban/Area Development Authority / Municipal Corporation/ Nagarpalika

## Form 15: Structural Inspection Report

(Maintenance of Building - See Schedule 17)

(This form has to be completed by registered Structural Engineer on Record after his site inspection and verification regarding compliance of all recommendation by the owner, which in the opinion of the registered Structural Engineer on Record is necessary for safety of the structure)

No	Description	Information	Notes
1.	Title, Location and Address of the building including T.P. No, F.P. No, etc		
2.	Name of Present Owner		
3.	Name of Structural Engineer on Record		
4.	Use of the building		
5.	Year of construction		
	Year of subsequent additions		
	Nature of additions or alterations		
6.	Date of Last Inspection Report		
	SEOR for Last Inspection Report		
7.	Class 1 Building		
8.	Class 2 Building		
9.	Type of structure <i>f</i> Load bearing walls <i>f</i> R.C.C frame <i>f</i> R.C.C frame and Shear walls <i>f</i> Steel frame		
10.	Soil data <i>f</i> Type of soil <i>f</i> Design safe bearing capacity <i>f</i> Any change subsequent to construction <i>f</i> Any open excavation pit <i>f</i> Any water body near by <i>f</i> Proximity of drain <i>f</i> Underground water tank <i>f</i> Outlets of rain water pipes <i>f</i> Settlements		IS: 1893 Cl. 6.3.5.2 IS: 1904

(a) Function	(b) Framed construction							
	Residence (with or without shops	Apartments (with or Without shops	Office Bldg.	Shoppin g centre	School, College	Hostel	Audit- oria	Factory
	1	2	3	4	5	6	7	8
A. Load bearing masonry wall construction								
B. Framed structure								
construction and structural materials	Critical load bearing element	Brick	RCC	Stone	Timber	Steel		
	Roof Floor	RCC	Timber	RBC	Steel	Jack-arch		

### Part 2 Load bearing masonry buildings

	Description	Information	Notes
1.	Building category		
2.	Any cracks in masonry walls		
	Extent of cracks		
	Location of cracks		
	Sketch of cracks, if necessary		
3.	Recommendations, if any		

### Part 3 Reinforced Concrete framed buildings

	Description	Information	Notes
1.	Type of Building		
2.	Any cracks in beams		
	Extent of cracks		
	Probable causes		
3.	Any cracks in columns		
	Extent of cracks		
	Probable causes		
4.	Any cracks in slab		
	Extent of cracks		
	Probable causes		
	Spilling of concrete or plaster of slab		
	Corrosion of Reinforcement		
5.	Cover Spell		

<b>Part 3 Reinforced Concrete framed buildings</b>			
	<b>Description</b>	<b>Information</b>	<b>Notes</b>
6.	Exposure of reinforcement		
7.	Subsequent damage by user for taking pipes, conduits, hanging fans or any other fixtures, etc.		
8.	Loads in excess of design loads		
9.	Recommendations, if any		

<b>Part 4 Buildings in Structural Steel</b>			
	<b>Description</b>	<b>Information</b>	<b>Notes</b>
1.	Building category		
2.	Painting		
3.	Corrosion		
4.	Joints, nuts, bolts, rivets, welds, gusset plates		
5.	Bending or buckling of members		
6.	Base plate connections with columns of pedestal		
7.	Loads in excess of design loads		
8.	Recommendations, if any		

This is to certify that the above is a correct representation of facts as given to me by the owner and as determined by me after Site Inspection to the best of my ability and judgment.

The recommendations made by me to ensure adequate safety of the structure are compiled with by the owner to my entire satisfaction.

Name of the SEOR: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Form 16: Fire Safety Certificate**

(See Regulation, Schedule 17)

To  
The Chief Executive Authority / Municipal Commissioner /Chief Officer  
Urban Development Authority / Municipal Corporation/Area Development Authority/ Nagarpalika

Existing Building: \_\_\_\_\_

Survey No.: \_\_\_\_\_ City Survey No.: \_\_\_\_\_

Block No. : \_\_\_\_\_ Final Plot No.: \_\_\_\_\_

Sub Plot / Property No.: \_\_\_\_\_

Address and location of existing building: \_\_\_\_\_

\_\_\_\_\_

Name of Owner: \_\_\_\_\_

Type of Structure: \_\_\_\_\_

Sir/Madam,

I am currently registered as Fire Protection Consultant on Record for the above building.

This is to notify that I have inspected the above building on \_\_\_\_\_and to the best of my knowledge; I certify that the fire safety of the building has not been compromised due to lack of maintenance.

Name of the FPCOR: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

