

3. Procedure and Requirements for Securing Development Permission, sub-division Permission Lower, Building Permission & Completion Certificate/Occupancy Certificate.—

3.1. *Development to be in conformity with relevant Acts, Rules and Regulations there under.*— Every development shall conform to the provisions of relevant Acts, Rules and Regulations and appropriate Plan in force and no development shall be carried out without obtaining prior permission in the manner prescribed under these Regulations, from the Competent Authority.

3.2. *Requirements for obtaining permission.*— Every applicant seeking development permission/sub-division permission/building permission shall be required to submit the following:—

3.2A. *Application.* — An application in the format prescribed under the provisions of these Regulations.

APPENDIX A1-PDA - to PDA for Development Permission.

APPENDIX A1-TCP - to Town Planning Department for Technical Clearance.

APPENDIX A2 - to Municipal Council for Building License/Permit.

APPENDIX A3 - to Village Panchayat for Building License/Permit.

3.2B. *Questionnaire.* — A questionnaire prescribed under these Regulations at Appendix-B1.

3.2C1. *Drawings.* — Following drawings shall be submitted alongwith the application:

In case of building operations.— (a) A Site Plan drawn to a scale of not less than 1.00 cm. to 5.00 m. (1:500) for plots having an area upto 4000 square meters and to a scale not less than 1.00 cm. to 10.00 m. (1:1000) for plots having an area more than 4000 square meters, showing therein:

- (i) the boundaries and dimensions of the plot,
- (ii) North direction,
- (iii) all proposed as well as existing buildings or structures on, over or under the plot or projecting beyond the plot, if any,
- (iv) the means of access from the street to the plot, and to the rear of the building, including its width,
- (v) road widening line, if any,
- (vi) all setbacks/open space to be left around the proposed building/buildings,
- (vii) distance between buildings on the same plot,
- (viii) an Area Statement as per the specimen given in the Appendix-B1,
- (ix) all natural features like drains, water bodies and trees. ⁵²[] It shall also show the type and number of new trees to be planted,
- (x) location of septic tank/soak pit as well as the drainage lines, inspection chambers, etc., and distance from the soak pit to the nearest well,
- (xi) location of proposed as well as existing wells,
- (xii) location of water sump, if any.

(b) A detailed plan, drawn to scale of 1.00 cm. to 1.00 m. (1:100) or 1.00 cm. to 0.5 m. (1:50), showing the following details:—

(i) Floor plans of all floors, indicating clearly the size and spacing of all framing members and sizes of rooms and the position of staircases, ramps and lift wells.

In case of projects having units of repetitive nature, one-unit details shall be drawn to a scale of 1.00 cm. to 1.00 m. (1:100) or 1.00 cm. to 0.5 m. (1:50) and a block plan; elevation and section shall be submitted indicating all units at a scale of 1.00 cm. to 2.00 m. (1:200), giving overall dimensions.

In case of building having a floor plate area of more than 500.0 m² the building plans may be permitted at a scale of 1:200.

(ii) Use of all spaces of the building.

(iii) Elevations from all streets, the minimum being one from the front.

(iv) Section/sections at least one being through the staircase.

(v) Roof plan, showing the drainage of rain water from the roof.

(vi) Drawing of septic/soak pit indicating its size and construction details, complying with the requirements of Health Act.

(c) A location plan, not to scale, but with written dimensions/distances, showing nearest prominent landmarks adequate for the Competent Authority to locate the site for inspection.

(d) A parking layout plan drawn to a scale 1.00 cm. to 5.00 m. (1:500), showing the size, exact locations, number of car parks provided as well as the direction of flow and circulation of vehicles. This requirement will not apply for a single family dwelling. For plots less than 2,000 m² area the parking layout should be submitted in the scale of 1:250.

(e) Plans and sections of areas where cutting or filling, more than 1.50 meters height from the existing ground level, if involved.

(f) A contour plan at 1 m. intervals, in case of sloping sites prepared by a Chartered Surveyor.⁵³[/Engineer/Architect.]

(g) In conservation zone, following additional documents shall be submitted:—

(i)⁵⁴[Detailed drawing of the relevant external elevation of the building along with the elevation or latest photograph of the elevation of an adjacent buildings].

(ii) Colored post card size photographs of the existing buildings, if any, in the plot and the adjacent buildings on either side.

(iii) Colour scheme of the exterior elevations including the compound walls.

⁵⁵[3.2C2]. *In case of Engineering, Mining, and Quarrying Operations.*— (a) A site plan drawn to scale of not less than 1.00 cm. to 10.00 m.(1:1000) showing therein the boundaries of the site, direction of the North, existing buildings or structures on, over or under the site or projecting beyond the site, all natural features like drains, water bodies and trees, the means of access with its width from the street to the site, and the exact nature of the operations the applicant intends to carry out on the site.

(b) A location plan, not to scale, but with written dimensions/distances, showing prominent landmarks adequate for the Competent Authority to locate the site for inspection.

(c) Plans and sections of areas where cutting or filling, more than 1.50 mts. height from the existing ground level is involved.

(d) A contour plan at 1 m. intervals, in case of sloping sites prepared by a Chartered Surveyor.

(e) Permission from Forest Department to cut trees, if applicable.

⁵⁶[3.2C3]. *In case of making of any material change in use of any building.* — (a) A Site Plan drawn to a scale of not less than 1 cm. to 5 m.(1:500) for plots having an area up to 4000m² and to a scale not less than 1 cm. to 10 m. (1:1000) for plots having an area more than 4000m², showing therein:

(i) the boundaries and dimensions of the plot,

(ii) North direction,

(iii) all proposed as well as existing buildings or structures on, over or under the plot or projecting beyond the plot, if any,

(iv) the means of access from the street to the plot, and to the rear of the building, including its width.

(b) A detailed plan of the portion of the building with existing uses where the material changes of use is proposed, indicating the exact nature of the change in use.

⁵⁷[3.2C4]. *In case of township/sub-division of land.* — In case of township/sub-division, first Provisional approval shall be obtained and then final approval shall be obtained after complying with all the conditions stipulated in the Provisional approval.

For Provisional approval:

(a) A site plan drawn to scale of not less than 1.00 cm. to 5.00 m. (1:500) (or 1:1000 in case of areas beyond 50,000 m²) showing therein:

(i) the boundaries and dimensions of the plot,

(ii) direction of the North,

(iii) the means of access from the street to the plot,

(iv) the layout plan of the proposed internal roads, building footprints, open space/ /spaces and sub-divided plots duly numbered, dimensions and area of each of the sub- divided plots, dimensions and area of open spaces, width of the proposed roads as well as the area served by each road,

(v) an Area Statement as per specimen given in Appendix-B1,

(vi) existing buildings or structures on, over or under the plot or projecting beyond the plot, if any,

(vii) all natural features like drains, water bodies and trees,

(viii) cross section of the proposed roads showing the width of driveway, footpath, shoulders and drains and details of materials to be used for construction of roads and drains,

(ix) location, size and cross section of cross drains proposed, if any,

(x) layout and construction details of service duct for infrastructure facilities.

(b) A location plan, not to scale, but with written dimensions/distances, showing prominent landmarks adequate for the Competent Authority to locate the site for inspection.

(c) Plans and sections of areas where cutting or filling, more than 1.50 meters height from the existing ground level is involved.

(d) A contour plan at 1 m. intervals, in case of sloping sites prepared by a Chartered Surveyor.

For Final Approval:

(a) A site plan, as executed, drawn to scale of not less than 1.00 cm. to 5.00 m. (1:500) showing therein—

(i) the boundaries and dimensions of the plot,

(ii) direction of the North,

(iii) the means of access from the street to the plot,

(iv) the layout plan showing internal roads, building footprints open space/spaces and sub-divided plots duly numbered, dimensions and area of each of the sub-divided plots, dimensions and area of open spaces, width of the roads as well as the area served by each road. All details shall be as executed on site,

(v) an Area Statement as per specimen given in Appendix-B1,

(vi) existing buildings or structures on, over or under the site or projecting beyond the plot, if any,

(vii) all natural features like drains, water bodies and trees,

(viii) cross section of the executed roads showing the width of driveway, footpath, shoulders and drains and details of materials used for construction of roads and drains,

(ix) location, size and cross section of cross drains provided, if any,

(x) Layout and construction details of service duct for infrastructure facilities.

(b) All NOC's as stipulated in the Provisional approval.

Note: (i) All drawings shall indicate written dimensions in METRES in case of Site Plan and in CENTIMETRES in case of Detailed Plan.

(ii) All drawings shall be submitted in five sets or as required by the Competent Authority (Distribution- PDA/Town Planning Dept.-2 copies, Council/Village Panchayat-1 copy, Owner-2 copies.).

3.2D. *Documents.* — Following documents shall be submitted alongwith the application:-

(a) The right of ownership or interest in the land sufficient to enable the applicant to carry out the intended development supported by the following documents (wherever applicable).

(i) Original Survey plan of the land from the Directorate of Land Survey/City Survey Office. For plots which are result of approved sub-division, a copy of the approved sub-division plan and/or reference number of the said approval from the Competent Authority including Technical Clearance,

(ii) Copy of Index of Land in Form-III/Form-I & XIV of Records of Rights or any forms of City Survey Register,

(iii) Copy of Sale/Gift/Lease/Mortgage deed and/or any other instrument or assignment :

Provided that the Competent Authority may, if satisfied with other documents submitted, waive the production of any of these documents.

(b) Affidavit from the owner in Appendix-B4, to state that the ownership title document is true and correct.

(c) Certificate from Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect / Urban Designer in Appendix-B2, to state that the plans are drawn as per the relevant Acts, Rules, Regulations, Bye-laws and Plan, applicable to the area at the time of submission of the application.

(d) Structural Liability Certificate from Structural Engineer as per Appendix-B3.

(e) Copy of Conversion Sanad under Land Revenue Code if already obtained or alternatively Application for recommendation for Conversion in Appendix-A4, enclosing therein a plan of the area to be converted and location plan (4 copies each).

(f) Certificate from Architect/Engineer/Structural Engineer to certify the estimated cost of construction based on the rates notified from time to time by the Government for calculation of licence fees.

3.3. *Size of Drawings.* — All the drawings shall be on drawing sheets/ammonia prints of any of the sizes mentioned below:—

Drawing sheet designation	Sizes in m.m.
A0	841 x 1189
A1	594 x 841
A2	420 x 594
A3	297 x 420
A4	210 x 297
A5	148 x 210

3.4 *Standard colour notations to be made in plans.*— Every plan, amended plan or completion plan shall be coloured with fixed colours as given in the Table I below:—

TABLE - I

Sr. No.	Items	Site or Building Plans
1.	Plot boundary	Black
2.	Proposed work	Red
3.	Open space	Green
4.	Work proposed to be demolished/removed	Brown
5.	Water supply work	Yellow
6.	Drainage and sewerage work	Yellow
7.	Deviation	Red broken line
8.	Alteration	Red
9.	Cutting and Filling	Red/Yellow
10.	Access to the building and its rear	Green
11.	Trees	Dark green

3.5 *Signing and authentication of plans/documents:*

3.5A *Signing:*

(a) *Owner.* — The owner shall be required to sign the following, giving the name in capital letters, temporary and permanent address and telephone No. if any:

- (i) Application for permission.
- (ii) Questionnaire.
- (iii) Building plans/Development plans.
- (iv) Structural design and drawings.

(b) *Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer.*—

The Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer shall be required to sign the following, giving their name, address, and registration number, allotted by the Registering Authority, as per below mentioned provisions:—

- (i) Architect - Questionnaire 59[] plans as per competence; and all buildings excluding bridges and sub-division plans as per competence;
- (ii) Town Planner - Questionnaire and all township and sub-division plans as per competence;
- (iii) Engineer - Questionnaire, all buildings, sub-division plans, Structural design/ drawings as per competence;
- (iv) Structural Engineer - Questionnaire, all buildings, sub-division plans, Structural design/ drawings, structural liability and stability certificates as per competence;
- (v) Landscape Architect - Questionnaire and all township and sub-division plans as per competence;
- (vi) Urban Designer - Questionnaire and all township and sub-division plans as per competence.

The Architect/Engineer/Town Planner/Landscape Architect/Urban Designer shall be registered with the Town and Country Planning Department, who shall be the Registering Authority, in the manner prescribed under these Regulations.

3.5B. *Authentication.* — All copies of documents required to be submitted under 3.2 D above, shall be duly authenticated by a Notary or Gazetted Officer of a State or Central Government.

3.6. *Procedure to obtain the permission.*—

3.6.1. *Application for permission.*— For the purpose of obtaining permission for development/ building construction/sub-division of land, under these Regulations, the owner (including Government Department/Semi-Government or Local Authority), shall apply in the manner prescribed below:—

Category I – Areas under jurisdiction of PDA and ⁶⁰[Municipal Council/Village Panchayat/Corporation]:

Step-1. To apply first to PDA for Development Permission as per Appendix-A1-PDA and for obtaining recommendation for conversion of land use under Land Revenue Code (if such recommendation has not been obtained previously) as per Appendix-A4, enclosing therein a minimum of five sets appropriate drawings and one set of documents as specified in Regulations 3.2 to 3.5 above.

Step-2. To apply thereafter to ⁶¹[Municipal Council/Village Panchayat/Corporation] for Licence/Permit, as per Appendix-A2 or Appendix-A3, as applicable, enclosing therein the Development Permission Order from PDA as per Appendix-C1 and 3 sets of drawings obtained at

Step 1 duly stamped and signed by PDA, and one set of documents specified at Regulation 3.2D.

Category II – Areas under jurisdiction of Town Planning Department and ⁶²[Municipal Council/Village Panchayat/Corporation].

Step-1. To apply first to Town Planning Department for Technical Clearance as per Appendix-A1-TCP and for recommendation for conversion as per Appendix-A4, enclosing therein a minimum of five sets appropriate drawings and one set of documents as specified in Regulations 3.2 to 3.5 above.

Step-2. To apply thereafter to ⁶³[Municipal Council/Village Panchayat/Corporation] for licence/permit, as per Appendix-A2 or Appendix-A3, as applicable, enclosing therein the Technical Clearance Order as per Appendix-C2 and 3 sets of drawings obtained at Step-1 duly stamped and signed by the Town Planning Officer and one set of documents specified at Regulation 3.2 D.

64[3.6.1. (a). – *Time limit to dispose of applications.* – Applications received by the Town & Country Planning Department shall be processed and disposed of within 45 days from the date of receipt of the applications except for the cases where reference to the Government or Conservation Committee, legal opinion or approval from any other agencies is necessary. The Chief Town Planner shall be the appellate authority, in case of failure to dispose of the application by the respective District/Taluka level offices, within the stipulated period. In the event, the application is not disposed of within the said stipulated period it shall be deemed as a refusal and appeal lies from such deemed refusal which may be preferred within a period of 3 months from the date of such deemed refusal. Appeal fee shall be prescribed by the Government and appeal shall be disposed of by the appellate authority within a period of 45 days from the date of receipt of memo of appeal.]

3.6.2. *Special provisions.* — In addition to the above procedure, special provisions will apply in case of specific areas as under:—

(a) In case the development falls within Coastal Regulatory Zone (CRZ) and Environment Protection Zone (EPZ), prior approval of Coastal Zone Management authority shall be required. - Refer ANNEXURE-I at 27 .I.

(b) In case the development falls in declared Conservation/Preservation area, PDA/ /TCPD shall refer the proposal to the Conservation Committee for their opinion before granting/refusing Development Permission/Technical Clearance.

(c) In case of High Rise Buildings, No Objection Certificate from Director of Fire and Emergency Services shall be obtained by the owner before starting the work on site.

(d) NOC's as applicable shall be obtained by the owner if the development falls within the jurisdiction of specified authorities/departments such as Railways, Airports, Military installations, etc.

(e) Structural Design for any building under the jurisdiction of these regulations structural design/retrofitting shall only be carried out by a Structural Engineer on Record (SER) or Structural Design Agency on Record (SDAR). Proof checking of various designs/reports shall be carried out by competent authority as per Table-1 wherever applicable. Generally, the structural design of foundations, elements of masonry, timber, plain concrete, reinforced concrete, pre-stressed concrete and structural steel shall conform to the provisions of part VI Structural Design Section – 1 Loads, Section – 2 Foundation, Section – 3 Wood, Section – 4 Masonry, Section – 5 Concrete & Section – 6 Steel of National Building Code of India 2005 (NBC), taking into consideration the Indian Standards as given below:—

For General Structural Safety:—

1. IS: 456:2000 Code of Practice for Plain and Reinforced Concrete.
2. IS: 800-1984 Code of Practice for General Construction in Steel.
3. IS: 801-1975 Code of Practice for Use of Cold Formed Light Gauge Steel.

Structural Members in General Building Construction: —

4. IS 875 (Part 2):1987 Design loads (other than earthquake) for buildings and structures Part 2 Imposed Loads.

5. IS 875 (Part 3):1987 Design loads (other than earthquake) for buildings and structures Part 3 Wind Loads.

6. IS 875 (Part 4):1987 Design loads (other than earthquake) for buildings and structures Part 4 Snow Loads.

7. IS 875 (Part 5):1987 Design loads (other than earthquake) for buildings and structures Part 5 special loads and load combination.

8. IS: 883:1966 “Code of Practice for Design of Structural Timber in Building.

9. IS: 1904:1987 “Code of Practice for Structural Safety of Buildings: Foundation”.

10. IS 1905:1987 “Code of Practice for Structural Safety of Buildings: Masonry Walls.

11. IS 2911 (Part 1): Section 1: 1979 “Code of Practice for Design and Construction of Pile Foundation Section 1 Part 1: Section 2 Based Cast-in-situ Piles Part 1: Section 3 Driven Precast Concrete Piles Part 1: Section 4 Based precast Concrete Piles Part 2: Timber Piles Part 3: Under Reamed Piles Part 4: Load Test on Piles.

For Cyclone/Wind Storm Protection:—

12. IS 875 (3)-1987 “Code of Practice for Design Loads (other than Earthquake) for Buildings and Structures, Part 3, Wind Loads”.

13. Guidelines (Based on IS 875 (3)-1987) for improving the Cyclonic Resistance of Low rise houses and other building.

For Earthquake Protection:—

14. IS: 1893-2002 “Criteria for Earthquake Resistant Design of Structures (Fifth Revision)”.

15. IS: 13920-1993 “Ductile Detailing of Reinforced Concrete Structures subjected to Seismic Forces - Code of Practice”.

16. IS: 4326-1993 “Earthquake Resistant Design and Construction of Buildings - Code of Practice (Second Revision)”.

17. IS:13828-1993 “Improving Earthquake Resistance of Low Strength Masonry Buildings - Guidelines”.

18. IS:13827-1993 “Improving Earthquake Resistance of Earthen Buildings Guidelines”.

19. IS:13935-1993 “Repair and Seismic Strengthening of Buildings Guidelines”.

For Protection of Landslide Hazard:—

20. IS 14458 (Part 1): 1998 Guidelines for retaining wall for hill area: Part 1 Selection of type of wall.

21. IS 14458 (Part 2): 1997 Guidelines for retaining wall for hill area: Part 2 Design of retaining/breast walls.

22. IS 14458 (Part 3): 1998 Guidelines for retaining wall for hill area: Part 3 Construction of dry stone walls.

23. IS 14496 (Part 2): 1998 Guidelines for preparation of landslide – Hazard zonation maps in mountainous terrains: Part 2 Macro-zonation.

Note: Whenever an Indian Standard including those referred in the National Building Code or the National Building Code is referred, the latest revision of the same shall be followed except specific criteria, if any, mentioned above against that code.

3.7. *Grant or Refusal of permission/licence.*— (a) Grant or refusal of the permission/licence shall be governed by the relevant Acts, Rules and Regulations in force.

(b) The ⁶⁶[Municipal Council/Village Panchayat/Corporation] shall grant Building Licence only after necessary Development Permission/Technical Clearance is granted by PDA/Town Planning Department. No licence shall be granted without such Development Permission/Technical Clearance.

(c) Grant of permission/licence shall be given in the following format:—

(i) PDA Development Permission in APPENDIX-C1.

(ii) Technical Clearance in APPENDIX-C2.

(iii)Municipal Licence as per APPENDIX-C3.

(iv)Panchayat Licence as per APPENDIX-C4.

(d) Refusal of the permission/license shall be given in the following format:—

(i) Refusal of Development Permission by PDA—APPENDIX-C9.

(ii) Refusal of Licence by Municipal Council Village Panchayat—APPENDIX-C11.

3.8. *Deviation during development and revocation of permission.*— (a) The holder of any development permission issued under these Regulations shall follow the approved plans and conditions laid down.

(b) In case deviation occurs which, in the opinion of the owner and his Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer, is within the framework of these Regulations, the holder may carry out such deviation and should apply and obtain revised approval, clearly showing such deviation in the plans, as soon as possible or at least at the time of applying for Occupancy Certificate. However, this will not apply to Conservation Zone, where no deviation shall be carried without prior approval of the Conservation Committee.

(c) The Competent Authority may, subject to the provisions of the respective Act, revoke any permission given under these Regulations, if it is found that subsequent deviations that have taken place during development violate any of these Regulations. The Competent Authority may also proceed against the holder of the permission in the manner laid down in the respective Act.

3.9. *Duration of Sanction, Notification stages and Occupancy Certificate.*— (a) Permission for Development/Building permit granted under these Regulations shall, subject to the provisions of the Act, be valid initially for a period of three years, and renewable, on submission of a request letter, for a further period of three years at a time.

(b) Where the development permission/building permit is sought to be transferred (alongwith the property), the owner of such property should intimate to the Competent Authority in writing and obtain confirmation to that effect for the purposes of the Act.

(c) The applicant shall inform the Council/Village Panchayat in prescribed form APPENDIX-D1, about the commencement of the work for giving alignment of the building.

3.10. *Revocations of development permission.*— The Planning and Development Authority (PDA)/⁶⁷[Municipal Council/Village Panchayat/Corporation] may, subject to the provisions of the relevant Act, revoke any development permission/building licence, issued under the provisions of these Regulations, wherever there has been any false statements suppression or any misrepresentation of material facts in the application or plans on which the development permission/building licence was based or non-compliance of provisions.

3.11. *Occupancy Certificate.*— (a) No building hereafter erected, re-erected or altered materially, shall be occupied in whole or in part, until the issue of Completion Order by Planning and Development Authority (PDA) in whole or in part, as per APPENDIX-C5 or Completion Order by Town and Country Planning Department (TCPD) in whole or in part, as per APPENDIX-C6, as applicable, as well as an Occupancy Certificate by the Municipal Council in whole or in part, as per APPENDIX-C7 or by the Village Panchayat in whole or in part, as per APPENDIX-C8, after making such scrutiny, site inspection and affirming that such a building conforms in all respects the requirements of these Regulations and as per the approved plans and any conditions laid down by the PDA/Council/Village Panchayat on the Development Permission/Building Permit.

(b) Clearance from Directorate of Fire and Emergency Services before issue of Occupancy Certificate shall be required for High Rise Buildings.

(c) *A Post Occupancy Audit:* The Licencing Authority shall carry out Post Occupancy Audit on a random basis, from time to time for group housing/residential multi dwelling buildings and multistoried buildings but within five years of issue of Occupancy Certificate.

The Audit will be checking only the following:

1. Availability of clear circulation space in the building required for movement and parking as shown in the approved plans.

2. Change of use of building & portions thereof, especially the diversion of parking areas shown in the approved plans for any other uses.

Note: On finding any change of use of building or part thereof other than parking, the Licencing Authority shall ensure that the Shop and Establishment licence or any other trade

licence issued in the parking areas is cancelled and the said area is restored for parking purpose only.

The Licencing Authority shall issue notices to the Owner/Developer to remove any misuse of areas of buildings ensure that the circulation space and the stilted parking areas as per the approved plans is made available on site for circulation and parking purposes only.

3.11.1. *Application for occupancy certificate.* — For the purpose of obtaining Occupancy Certificate under these Regulations, the owner (including Government Department/Semi-Government or Local Authority), shall apply in the manner prescribed below:—

(a) Category I – Areas under jurisdiction of PDA's and ⁶⁸[Municipal Council/Village Panchayat/Corporation].

Step-1. To apply first to PDA for Completion Order as per APPENDIX-A5, enclosing therein—

(i) Completion Certificate, from the Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer as per APPENDIX-B6 to the effect that the work has been duly supervised by him and is in conformity with the approved plans.

(ii) Structural Stability Certificate as per APPENDIX-B5, from the Structural Engineer to the effect that the structural work has been carried out as per his design and under his supervision and that the building is safe for occupancy. This certificate shall be accompanied by a complete set of structural drawings “as built” for record of PDA.

(iii) Revised drawings showing deviations, if any, carried out during the construction (if applicable).

Step-2. To apply thereafter for Occupancy Certificate to Municipal Council or to the Village Panchayat as per APPENDIX-A6, enclosing therein the—

(i) Completion Order from PDA as per APPENDIX-C5 or from TCPD as per APPENDIX-C6, obtained at Step 1.

(ii) Completion Certificate from the Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer as per APPENDIX-B6, to the effect that the work has been duly supervised by him and is in conformity with the approved plans.

(iii) Structural Stability Certificate as per APPENDIX-B5, from the Structural Engineer to the effect that the structural work has been carried out as per his design and under his supervision and that the building is safe for occupancy. This certificate shall be accompanied by a complete set of structural drawings “as built” for record of Council/ Panchayat.

(iv) Revised drawings showing deviations, if any, carried out during the construction (if applicable).

(b) Category II – Areas under jurisdiction of Town Planning Department and ⁶⁹[Municipal Council/Village Panchayat/Corporation].

Step-1. To apply first to Town and Country Planning Department for Completion Order as per APPENDIX A5 enclosing therein—

(i) Completion Certificate from the Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer as per APPENDIX B6, to the effect that the work has been duly supervised by him and is in conformity with the approved plans.

(ii) Structural Stability Certificate as per APPENDIX B5, from the Structural Engineer to the effect that the structural work has been carried out as per his design and under his supervision and that the building is safe for occupancy. This certificate shall be accompanied by a complete set of structural drawings “as built” for record of Town Planning Department.

(iii) Revised drawings showing deviations, if any, carried out during the construction (if applicable).

Step-2. To apply thereafter to ⁷⁰[Municipal Council/Village Panchayat/Corporation] for Occupancy Certificate as per APPENDIX-A6, enclosing therein the—

(i) Completion Order from TCPD as per APPENDIX-C6, obtained at Step-1.

(ii) Completion Certificate as per APPENDIX-B6 from the Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer to the effect that the work has been duly supervised by him and is in conformity with the approved plans.

(iii) Structural Stability Certificate as per APPENDIX-B5, from the Structural Engineer to the effect that the structural work has been carried out as per his design and under his supervision and that the building is safe for occupancy. This certificate shall be accompanied by complete set of structural drawings “as built” for record of Council/ Panchayat.

(iv) Revised drawings showing deviations, if any, carried out during the construction (if applicable).

3.12. *Responsibilities of the Owner and Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer.* — (a) It shall be the responsibility of the Owner/holder of a development permission/licence to ensure that the development he undertakes is properly supervised by the Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer who has signed the plans for the job and shall be responsible for the execution as per approved plans.

(b) Where the Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer disassociates with the development, he shall be responsible to intimate to the Competent Authority of such decision, in writing. The Competent Authority shall immediately require the Owner to appoint another Architect/Engineer/Structural Engineer/ /Town Planner/Landscape Architect/Urban Designer, who shall then become responsible for the project with effect from the date such appointment is intimated to the Competent Authority, in writing jointly by the Owner and the new appointee.

(c) If the Owner fails to appoint another Architect/Engineer/Structural Engineer/Town Planner/Landscape Architect/Urban Designer, the Competent Authority shall suspend the permission granted until such time the appointment is made and any work carried out without such appointment shall be considered as not validly undertaken.