

APPENDIX-A2
Application to Municipal Council for Building Licence

Date: _____

From:- _____

(Name and address of Owner)

To,

The Chief Officer,

_____ Municipal Council,

_____, Goa.

Sir,

I/We hereby give notice that I/We intend to erect/re-erect/add to/alter/execute the following works in the site or plot of land bearing Chalta No.____ of P.T. Sheet No. ____/Survey No.____/Sub- divided Plot No.____ of _____ City/Village on _____ road, in _____ ward.

Description of construction:- _____

I/We forward herewith the following:- *strike out which is not applicable.

1. Drawings duly approved/technically cleared by PDA/TCPD:

- | | |
|---|----------------|
| (a) Site Plan | 3 copies() |
| (b) Detailed Plans, Elevations and Sections | 3 sets () |
| (c) Location Plan | 3 copies() |
| (d) *Parking Layout Plan | 3 copies() |
| (e) *Contour Plans in case of sloping sites | 1 copy () |

2. Documents duly authenticated/signed as prescribed:

- | | |
|---|----------------|
| (a) Questionnaire duly authenticated by PDA/TCPD | 2 copies() |
| (b) *Survey Plan | 1 copy () |
| (c) Copy of Index of Land (Form-III/I & XIV/Form-B/D) | 1 copy () |
| (d) Document showing ownership of land | 1 copy () |
| (e) Certificate from the Architect/Engineer who has planned the project and has signed the drawings | 1 copy () |
| (f) Structural Liability Certificate from the Engineer responsible for the Structural Design of the Project | 1 copy () |
| (g) Affidavit from the Owner | 1 copy () |
| (h) *Power of Attorney (if applicable) | 1 copy () |
| (i) Conversion Sanad/Application for recommendation for conversion. | 1 copy () |
| (j) *NOC from other agencies, if applicable:- | |
| (i) _____ | |
| (ii) _____ | |
| (iii) _____ | 1 copy () |

I/We hereby declare that I/We am/are the owner/owners/authorized agent of the property to be built upon.

Yours faithfully,

Name & Signature of Owner

Signature of the Architect/Engineer/
/Town Planner

(Seal with Name, Address, Reg. No.)