COMPREHENSIVE CHECKLIST FOR ADDITION AND ALTERATION IN BUILDING PLAN APPROVAL

The following set of documents is to be attached during online application for CTE process along with online payment.

i) Copy of Ownership documents/allotment letter/possession certificate/lease deed (transfer deed in case of transfer), and Dimension plan (key plan) issued by the SIIDCUL.

ii) Download Appendix 1 for online submission of application to erect, re-erect, demolish or to make material alteration in a building.

iii) (a) Download Appendix 2A for submission of Certificate of Undertaking by person holding Project Management responsibility.
(b) Download Appendix 2B for submission of Certificate in prescribed format by the Technical person.

iv) Download Appendix 3 for submission of Structural design certificate from the Structural Engineers.

v) Download Appendix 4 for submission of Certificate for Hazard safety.

vi) Online payment of building permit/development fees through payment gateway.

vii) Download Appendix 5 for submission of self-declaration in the prescribed format.

viii) Scanned copy of the registration of the licensed technical person as per Annexure 4 duly authenticated with plot No. for which it is submitted.

ix) Soft copies of Architectural drawings in Auto Plan format (Site Plan, section, Elevation and Building Plan in one file).

x) PDF format of Structural drawings in one file.

xi) Approval from the competent authority in case of Hazardous buildings.

xii) NOC from Pollution Department, wherever applicable.

xiii) NOC from Chief Fire Officer, wherever applicable.

xiv) NOC from Other Department, wherever applicable.