

Name of service	Number of days for service delivery after receipt of application	Costs to be imposed on employee per violation in Rs.	Dealing Hand	Form available at
<b>Issuance of Construction permission for Residential/ Residential-Cum-Commercial &amp; Industrial</b>	60 Days	500/-	Junior Town Planner and/or Junior Architect	Apply online. ( <a href="http://pdadnh.nic.in/">http://pdadnh.nic.in/</a> )

#### Checklist

Attested photocopies of the following documents:

- Building Plan (Proposed).
- N.A Order (photocopy)/ [if Gaonthan Plot (only 7/12)].
- 7x12 Extract of land latest copy along with Sale/ Lease deed(Original copy).
- Certified Map – (Latest Original copy).
- Annexure (2 to 6 to be furnished by the Applicant/Architect/Structural Engineer) (Annexure 6 on Rs. 20/- Stamp Paper only).
- Copy of previously obtained approved plan, Construction Permission order & plan and Occupancy Certificate with plan (in case of Revised Proposal).
- Copy of Approved Layout & Completion Certificate (in case of plotted lands, Industrial Lay-out, Residential and Residential-cum-Commercial Layout).
- Labour Cess Certificate issued by RDC(S).
- Undertaking on Rs. 100/- Stamp Paper for Labour Cess.
- Provisional NOC of Fire Department if Commercial/High Rise/Residential cum Commercial/Industrial building etc.
- Key Plan (Location Plan), Site plan, service plan and Building plan giving details as required under DC Rule 2014.
- Copy of Deed of 'Right of Way' along with certified Map.
- Power of Attorney/ Authority letter on company letterhead to delegate signing power to the authorize person to grant Construction Permission.
- Site Photographs.

#### Procedure

- Applicant has to apply online through empaneled architect/ engineer for construction permission. (<http://pdadnh.nic.in/>).
- After applying online, the applicant has to submit physical copies of all the prescribed mentioned documents at SMC office.
- The submitted documents will be scrutinized and if found correct & complete then, the application will be accepted. **(1 day)**
- Applicant will be informed to pay the Scrutiny Charges as applicable at SMC & PDA Office (75% : 25% respectively). **(7 days)**
- After the Scrutiny charges are paid, the file is send online to the JTP/JA for technical scrutiny. If technical scrutiny is proper then, site inspection is done and a site inspection report is submitted online by JTP/JA. **(31 days)**
- The application to be submitted to the Chief Officer for final approval and signature through Assistant Engineer & Municipal Engineer. **(AE-7 days, ME-7 days, CO-7 days)**