

Checklist 1: List of documents to be submitted with the application for Building Permit

- Key Plan and Site Plan
- Subdivision Plan/Layout Plan, if required
- Building Plans including Sections and Elevations
- Structural Drawings and Design Calculations
- Services Plan (Electrical, Plumbing, HVAC, etc)
- Material Specifications
- Ownership Documents
- Certificate for Structure Design Sufficiency
- Certificate for Subsurface Investigation, if required
- Certificate of Supervision

Checklist 2: Tentative list of NOCs to be submitted along with permit application (where applicable)

- Airports Authority of India
- Ministry of Environment, Forest & Climate Change
- Fire Services Department
- Pollution Control Department
- Urban Art Commission
- Coastal Regulation Zone Management Authority
- National Monuments Authority

And any other NOCs if required.

GUIDE FOR HOMEOWNERS - SERIES 1



MEET YOUR GUIDE



Hi I'm Weaverbird, I know that the process of constructing or buying your own home needs to be guided. I have developed a series of guides to help you in your journey of becoming a homeowner.

Any development or construction needs a permit from the Authority. This guide provides homeowners information on permits and the development/building permit process.

If you are constructing an independent house, please refer to **Guide for Homeowners - Series 2**.

If you buying a house from a developer, please refer to **Guide for Homeowners - Series 3**.



For more information, please contact:



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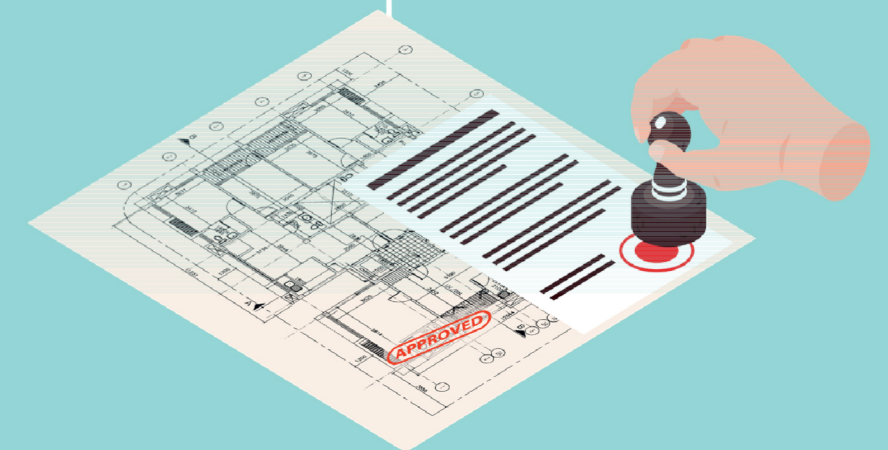
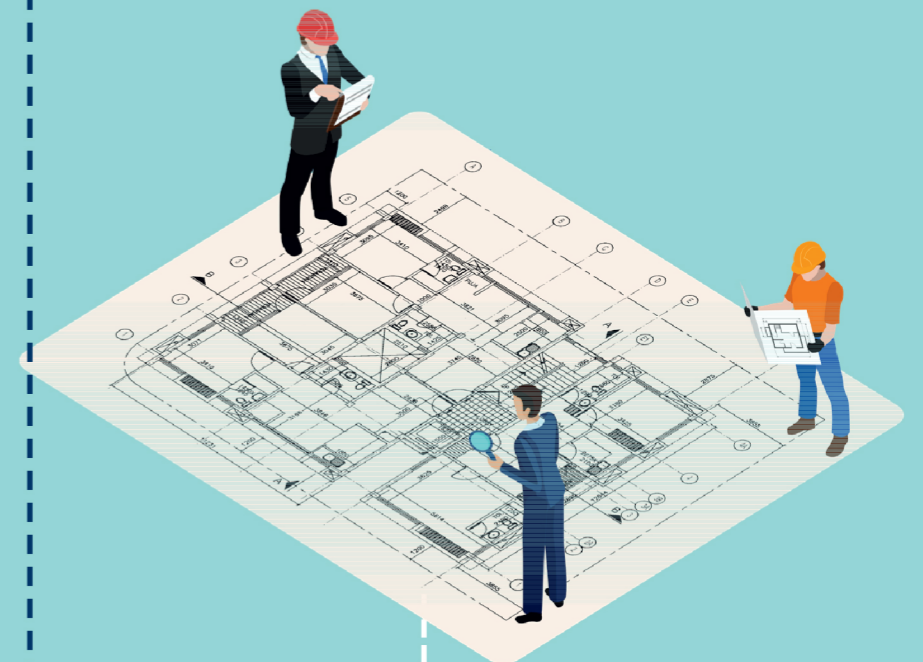


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GUIDE FOR HOMEOWNERS - SERIES 1 BUILDING PERMIT PROCESS



Hi Weaverbird, I have got plans prepared for my home and want to start construction. Do you have any guidance for me?



No construction can be started without a Building Permit from your Authority¹. This guide explains the process of acquiring one from your Authority.

What is a Building Permit?



A Building Permit is a permission granted by your Authority to undertake any building construction or reconstruction, alteration and demolition activity. Before applying for a Building Permit, make sure that your plot is a part of an approved layout plan.

Is a Permit required for making alterations?



All major alterations have to be approved by the Authority unless provided in the list of exemptions given in the Local Building Regulations²

What if I need to demolish my house and reconstruct?



In that case you will also need a Demolition Permit. Note: You need to maintain your house as the Authority has all the rights to declare it unsafe and demolish it, if required.

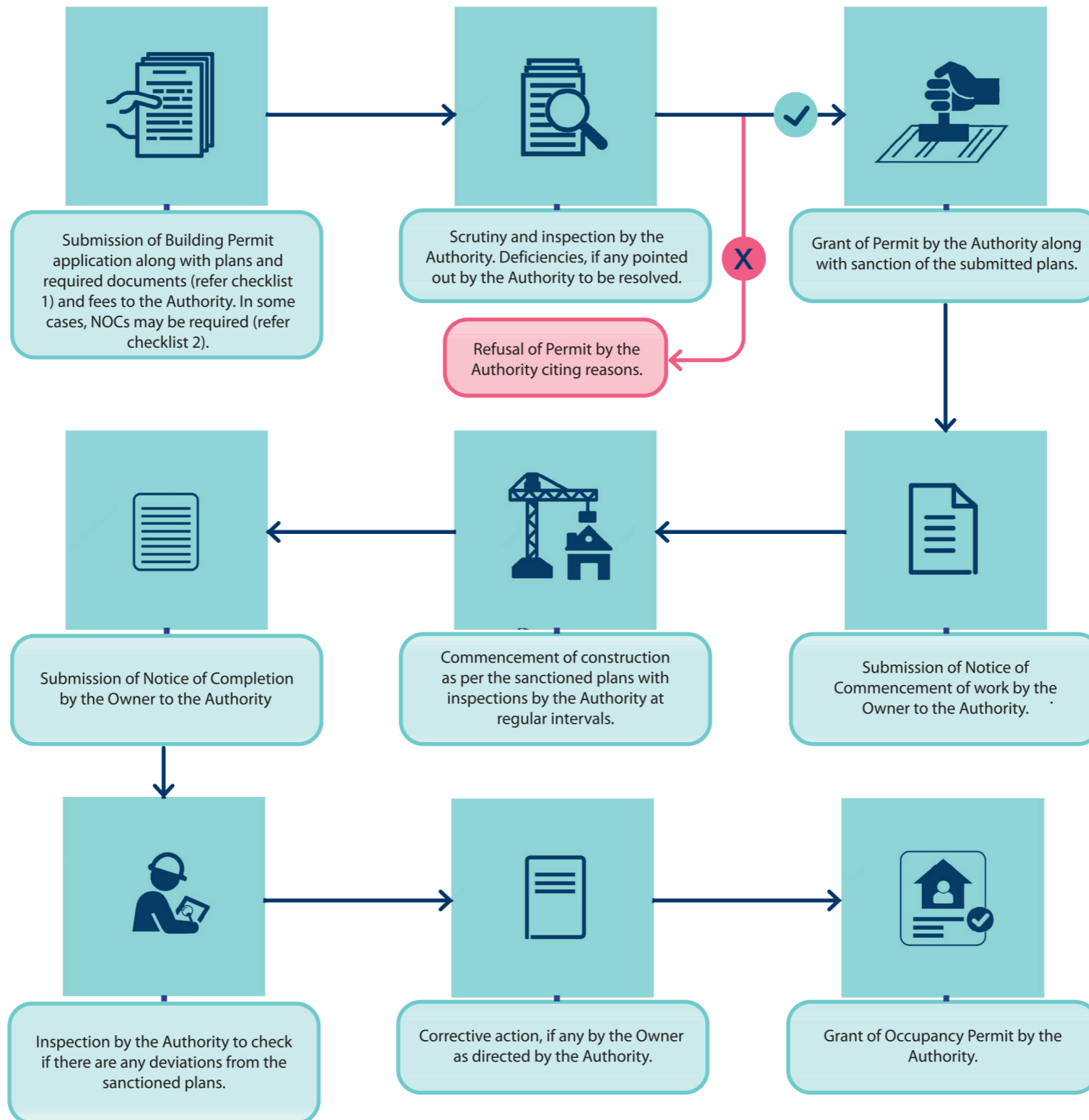
What is a typical Building Permit process?



The building permit process may differ in every State and Authority. It is prescribed in your Local Building Regulations.



I HAVE ILLUSTRATED A TYPICAL BUILDING PERMIT PROCESS FOR YOU



ALL BUILDING CONSTRUCTION HAS TO BE DONE UNDER THE GUIDANCE OF REGISTERED BUILDING PROFESSIONALS (RBPs)

WHAT SERVICES CAN I GET FROM REGISTERED BUILDING PROFESSIONALS ?

You must hire RBPs to prepare all the plans, structural design and documents as per the Local Building Regulations and supervise building construction. RBPs are responsible for functionally efficient and structurally safe buildings.

In order to get better services from these professionals, you should be aware of their roles and responsibilities in the permit process, as given below:

- Architect**
 - Preparation of plans (building plan, key plan, subdivision/layout plan, services/utility plans), and supervision.
- Civil Engineer**
 - Preparation of plans (subdivision/layout plan, services/utility plans, demolition plan) including sub-surface investigation, structural design and drawings (that determines building is safe against loads, forces and effects, and against any natural disasters), and supervision.
- Structural Engineer**
 - Prepare structural design and drawings, demolition plan and structural sufficiency certificate (that determines building is safe against loads, forces and effects, and against any natural disasters).
- Geo-technical Engineer**
 - Sub-surface investigation for determining suitability of sub-strata, and preparation of its report.
- Building Contractor**
 - Execute construction at site and ensure construction of building pertaining to architectural aspects as per the sanctioned plan.

Note: See Local Building Regulations for qualifications and competence of RBPs. You may also find a list of RBPs on your Authority's website.

The Owner should obtain from the appointed RBP (in hard and soft copy format) a set of as-built drawings along with structural and foundation details, and should maintain these for future use.

Wow! Thank you, Weaverbird for your help.



Where can I find further information?

You are welcome.

- You may wish to refer to the following documents:
- Local Building Byelaws/Regulations
 - Master Plan, Zonal Plans and Layout Plans
 - National Building Code of India 2016 (NBC 2016)
 - Town and Country Planning Act/Development Act
 - Municipality/Municipal Corporation Act



¹Authority may be a Municipal Corporation, Municipality, Development Authority, Town Planning Department or Panchayat based on the area where your plot is located.

² Building Regulations (also known as Building Byelaws in some local bodies) is a legal document to regulate the building construction activity.



DID YOU KNOW?

Most Authorities have migrated to an online single window clearance system for a quick and transparent permit process. This system helps you obtain a permit within clearly defined timelines (usually one month) and pay the corresponding fees accordingly. Check your Authority's website to find out more.