

EASE OF DOING BUSINESS – CONSTRUCTION **PERMIT**

CHECK-LIST OF DOCUMENTS REQUIRED TO BE SUBMITTED THROUGH ONLINE MODE ALONGWITH COMMON APPLICATION FORM (CAF)

CAF to be filled up online alongwith the forms for NOCs from the external NOC agencies

The following **documents** shall be submitted online along with the CAF for Sanction of the Building plans:

- a.** The drawings and statements prepared in Auto-cad format (.dwg format) and PDF wherever required alongwith the part Layout plan.
- b.** Proof of Ownership – In the form of Conveyance-Deed, Lease deed, Sale deed etc. or NOC from competent authority in leasehold cases.
- c.** A Combined e-undertaking/ self-declaration by the applicant/ Architect.
- d.** Structure Stability Certificate in the format given in UBBL-2016
- e.** Online e-Undertaking reg. Green Buildings, Rainwater Harvesting
- f.** Format Reg engagement of the Professionals

Procedure and General Guidelines as per UBBL-2016

2.0 Notice for obtaining sanction of building plan:

Every person who intends to erect, re-erect or make additions/ alterations in any place in a building or demolish any building shall give notice to the sanctioning authority of his/her said intention in the prescribed CAF, which shall be accompanied by the following plans, statements and documents:

2.1.1 Plans and Drawings

- a) **Site Plan: Building Plan**, Site plan, Layout Plan and other plans as per the UBBL-2016 as per the details, specifications and signatures specified in bye-law 2.0.4, shall be submitted.
- f) **The Architect, while submitting building plan application, shall inspect the site and ensure that the building plans submitted are as per existing site conditions including existing construction, if any.**

2.1.2 Ownership Documents

- (a) Document(s) to establish the ownership of property such as Sale deed/ Lease deed/ Perpetual lease deed/ Conveyance deed/ Relinquishment deed/ Gift deed or any other legal documents.

2.1.3 Signing of CAF and Declarations:

CAF shall be signed by the owner, architect and other professionals, as applicable. The following declarations/certificates shall be part of CAF:

Appointment of professionals such as architect, engineer, structural engineer, supervisor, landscape architect, town planner, etc., whichever are applicable along with valid registration/ qualification certificate of the professional(s). {Whenever there is a change in the appointed professional(s), an intimation to this effect shall be along with valid registration/ qualification certificate of the professional(s)}. The CAF shall also include Structural Safety Certificate, Certificate for Supervision-No Nuisance and Debris Removal, Indemnity for Basement.

Note: i) The requirement of submission of Notice of Commencement of Work to the concerned office/s of Sanctioning Authority has been done away with, in these Building bye-laws.

ii) Information on Tentative Date of Commencement and Completion should be provided while applying in CAF, and the same shall be forwarded Online to the Labour Department.

2.1.4 Soil Testing Report from Geo-Technical Engineer

In case of high risk buildings, a Soil Testing Report from Geo-Technical Engineer, having qualification and competence as per Annexure-I, shall be submitted. Structural drawings shall be prepared by taking this report into account.

2.1 Fees and Charges

2.2.1 All fees and charges related to building permit for sanction/ revised sanction/ completion/ revalidation/ regularization and plinth level inspection shall be as per **Annexure III** and the charges related to compoundable deviations shall be as per **Annexure IV**.

2.2.2 No notice for building permit submitted to the Authority/sanctioning authority shall be deemed valid unless and until the requisite building permit fee has been deposited to the concerned sanctioning authority. The fee for plinth level inspection shall be deposited along with the submission of application for sanction of building plan.

2.2.3 The sanctioning authority shall prepare an automated calculator for all the fees and charges including building permit fee, betterment levy, additional FAR and other charges, and place it on their website in public domain for calculating the fee. The calculator shall be integrated with online system of submission of application for building permit.

2.2.4 In case any fees & charges are required by any external agencies for issuing NOC, such fees & charges shall be deposited electronically while submitting CAF or COCCRF on the website of the sanctioning authority and/ or through the given link in the CAF or COCCRF. The sanctioning authority shall transfer such receipts to the concerned agency electronically.

2.2 Grant of Sanction of Building Plan or Refusal

2.3.1 Application for sanction of building plan shall be submitted to the sanctioning authority. The sanctioning authority may either grant or refuse the sanction or may sanction them with modifications or directions as it may deem necessary and thereupon shall communicate its decision to the owner/ applicant within the time limit stipulated in Chapter 3 for various categories of buildings specified therein or within 30 days of receipt of application, whichever is less, digitally signed as per proforma given in Form B-1.

2.3.2 Sanction of building plan includes new case of sanction, revised sanction, sanction of addition/ alteration and shall be governed by prevailing norms at the time of application.

2.3.3 Approval/ NOC from external agencies

- (a) In cases, where the building plan requires approval/ NOC from agencies outside the sanctioning authority such as *Delhi Fire Services, Delhi Urban Art Commission, Airports Authority of India, Delhi Pollution Control Committee, Heritage Conservation Committee, Department of Forest, Department of Labour, National Monuments Authority, Chief Inspector of Factories, Director General of Explosives, etc.*, the sanctioning authority shall issue the building permit only after getting such approval/ NOC from the concerned agency.
- (b) The approval/NOC/refusal shall be issued by the outside agency within 15 days or within the time stipulated in Chapter 3, whichever is less; failing which the approval/NOC of the outside agency on the building plan shall be deemed to be issued. The sanctioning authority shall process the application for building permit accordingly.
- (c) All such external agencies shall prepare Colour Coded Zonal Maps (CCZM) with information on the specific area where their approval/ NOC is required. These agencies shall place these maps on their website and also on the websites of the sanctioning authority directly or through a link.

Example: DMRC grants NOC only to such buildings which fall within 11 m from the boundary of their operational area. DMRC shall make a colour-coded zonal map of their regulated area available on their website directly and through a link on the websites of all sanctioning authority.

- (b) These external bodies shall prepare a Standard Operating Procedure (SOP) explaining all the details regarding the areas for which their approval/ NOC is required, the requirements to be met for such approval/ NOC, the procedure to be followed by the person(s) applying for the sanction of the building plan and how such person(s) can find whether a building lies within the agency's area of regulations or not. These agencies shall place the SOP on their website and also on the website of sanctioning authority directly or through a link. The SOP shall be simple and clear with illustration(s).

Note: For applicability of Environmental Conditions, See 3.2.

2.3.4 Deemed Sanction:

- (a) If the sanctioning authority fails to intimate the owner/ applicant, of its refusal or sanction or any intimation, within the time limit stipulated in bye-law 2.3.1, the building plan shall be deemed to have been sanctioned. However, the deemed sanctioned building plan shall be released only after the owner/ applicant informs the sanctioning authority about the deposit of requisite fees and charges, as applicable.
- (b) Deemed Sanction shall not be construed to authorize any person to do anything in contravention or against the terms of lease or titles of the land or against MPD, any regulations, bye-laws, ordinance, etc.

2.3.5 In case the owner/ applicant fails to remove all the shortcomings communicated by the sanctioning authority, within 15 days from the date of receipt of such communication, the application shall be rejected and the building permit fees shall be forfeited. The same shall be conveyed to the owner/ applicant accordingly.

2.3.6 In case of any intimation of shortcomings made by the sanctioning authority/ statutory body to the owner for compliance; the time period for sanction of building plan for various categories of buildings, as specified in bye-law 2.3.1, shall be counted from the date of the receipt of the last communication/ submission made by the owner/ applicant.

2.3.7 In case the sanctioning authority rejects the application, the applicant can resubmit the application for sanction of building plan along with the building permit fees again.

2.3 Validity of Building Permit

2.4.1 The building permit shall remain valid for five years from the date of its issue subject to the condition that construction work at site shall start within one year from the date of sanction of building plan.

2.4.2 No building activity can be carried out after the expiry of validity of building permit.

2.4.3 Application for occupancy-cum-completion certificate shall not be entertained if it is submitted on a date later than either of the following:

- (i) thirty days after the expiry of the validity period of building permit; or
- (ii) the expiry of extension of time for construction in case of leasehold properties.

2.4.4 Procedure for Revalidation of Building Permit

(a) The building permit can be revalidated for a period in multiples of year not exceeding 5 years at a time, from the date of expiry of the validity of the original permit on payment of building permit fees for revalidation (as per Annexure III). Application for such revalidation shall be submitted along with the following documents:

a. In case of change of ownership or expiry of time for construction in case of leasehold properties, ownership documents for updated ownership as prescribed in bye-law 2.1.2.

(b) The application for revalidation shall be processed and revalidation or objection, if any, shall be communicated within period stipulated in Chapter 3 or 30 days from the date of the application, whichever is less.

NOCs / CLEARANCES / APPROVALS FROM OTHER CONCERNED DEPARTMENTS

A) **Delhi Urban Art Commission (DUAC)** – The properties in which NOC / Approval from DUAC is required, the conditions and influence plan are available on the link http://duac.org/content_page.aspx?Id=EASE%20OF%20DOING%20BUSINES&language=ENGLISH&page=1

And the superimposed Colour Coded Maps (CCZM) is available on the Link http://gsdl.org.in/ease_of_doing/

B) **Delhi Fire Service (DFS)** – The approval is required in case of high rise buildings

i.e. height more than 15 mts. and in case of industrial buildings, if area is more than 250 sq.mts. and all Institutional and Community hall buildings covered under the guidelines / Act of Delhi Fire Service. The conditions are available on the link is as under: http://111.93.49.28:18080/mcd_townplanningweb/SearchobpFAQList.action?&loginType=CITIZEN&USER_INFO=02-d957a620105440ff986d8e50d2b339fe774602c2&struts.token.name=mcd.token&mcd.token=1WMP58SYRRC2NJO2M8XWBJNCSEGQVA8V&node=22223&LID=1460440052922-58

C) Chief Inspector of Factories (CIF) –The NOC / Approval is applicable for the industrial buildings employing 10 or more workers. The details to be filled are given in the CAF.

D) Delhi Metro Rail Corporation (DMRC) – The NOC / Approval is applicable for the buildings situated along the Metro Corridor / Stations within the distance of 11.0 mts. from the edge. The influence plan is available on the link

<http://delhimetrorail.com/DMRC-Google-Earth.aspx>

And the superimposed Colour Coded Maps (CCZM) is available on the Link http://gsdl.org.in/ease_of_doing/

E) National Monuments Authority (ASI): The NOC / Approval is applicable for the buildings falling within the 300 mts. of the Centrally Protected Monuments. The guidelines / influence area plans are available on the link

http://205.147.98.190/nma_application/height-restrictions-delhi

And the superimposed Colour Coded Maps (CCZM) is available on the Link http://gsdl.org.in/ease_of_doing/

The applicant need to traverse the corners of the property by using the android mobile app ‘SMARAC CITIZEN’ the link of which is available at

http://nmanoc.nic.in/sites/default/files/apk/SmaracCitizen_v1.0.apk/

F) Airport Authority of India (AAI): The NOC / Approval is applicable for the buildings, in which height is more than the limits prescribed in the Colour Coded Zonal Maps (CCZM). The influence plan is available on the link

http://nocas2.aai.aero/nocas/AAI_Links/ColourCodedZoningMap.pdf

AAI Interactive CCZM (Color Coded Zonal Map)

<http://nocas2.aai.aero/nocas/CCZMPage.html>

The coordinates required for AAI NOCAS may be taken from Geo-Spatial Delhi Limited (GSDL) Map, which is available on the link

<http://gsdl.org.in/Geo-Portal/index.aspx>

And the superimposed Colour Coded Maps (CCZM) is available on the Link

http://gsdl.org.in/ease_of_doing/

G) Environment Clearance: The NOC / Approval is applicable for the buildings having built-up area more than 150000 sq.mts. For built-up areas upto 150000 sq.mts, the owner is required to comply with the terms & conditions, as given in the Unified Building Bye-Laws-2016 – Chapter-3, the link of which is available

http://dda.org.in/tendernotices_docs/march15/UBBL%202016%20

[Notified230316.pdf](#)

H) **Delhi Jal Board**: For getting the building plan sanctioned, there is no requirement of NOC / Approval from Delhi Jal Board for any colony. However in case the plots having area more than 3000 sqm(except residential houses) the service plans are to be approved online by the Delhi Jal Board.

I) **Discoms (M/s. BSES Rajdhani Power Ltd., M/s. BSES Yamuna Power Ltd. and M/s. Tata Power Delhi Distribution Company Ltd.**

Ltd.): The NOC / Approval is not required for getting the building plan sanctioned. However, in the cases where HT connection is required, the transformer room, / switch gear room are to be provided as per the guidelines of DISCOMS.

J) **Heritage Conservation Committee (HCC)**: The NOC / Approval is applicable for the buildings included in the list of heritage buildings Notified by the Government of NCT of Delhi. The list of buildings and process is available on the link.

<http://www.hccdellhi.org/>

K) **Department of Forest, GNCT Delhi (Tree-Cutting Permission)**: The NOC / Approval is applicable for the buildings, in which necessary prior permission for cutting of tree is required. The Forest Department has been integrated with the CAF of MCD. The guidelines are available on the link <http://treeremoval.delhigovt.nic.in/> The Appendixes / Annexures are available through online mode in the Common Application Form (CAF) of MCD.

L) **Delhi Pollution Control Committee**

DPCC permission for '**Consent to Establish**' is required in the buildings mentioned in the Circular of DPCC : The link of which is available.

Note: In case of the buildings falling in White Category, there is no requirement of the Consent to Establish from DJB)

[http://deptewb.mcd.gov.in:18080/mcd_commonweb/DocumentViewer.view?uuid=4c68dd8d-ce3e-4124-a3dd-6526a037b02c&fileName=Office Memorandum of DPCC regarding EODB dated 08/02/2017](http://deptewb.mcd.gov.in:18080/mcd_commonweb/DocumentViewer.view?uuid=4c68dd8d-ce3e-4124-a3dd-6526a037b02c&fileName=Office%20Memorandum%20of%20DPCC%20regarding%20EODB%20dated%2008/02/2017)

The Appendixes / Annexures are available through online mode in the Common Application Form (CAF) of MCD.

M) Railways

In case the property falls within 30 m from the Railway Boundary, NOC from Railways shall be applied Online through CAF. The influence area of the Railway Boundary is given in the Colour Coded Zonal maps which are available on the website, the link is as under:

http://gsdl.org.in/ease_of_doing/

APPLICABLE FEE TO BE CALCULATED / DEPOSITED THROUGH ONLINE MODE

2.0 Fees and Charges

2.2.1 All fees and charges related to building permit for sanction/ revised sanction/ completion/ revalidation/ regularization and plinth level inspection shall be as per **Annexure III** and the charges related to compoundable deviations shall be as per **Annexure IV**.

2.2.2 No notice for building permit submitted to the Authority/sanctioning authority shall be deemed valid unless and until the requisite building permit fee has been deposited to the concerned sanctioning authority. The fee for plinth level inspection shall be deposited along with the submission of application for sanction of building plan.

2.2.3 The sanctioning authority shall prepare an automated calculator for all the fees and charges including building permit fee, betterment levy, additional FAR and other charges, and place it on their website in public domain for calculating the fee. The calculator shall be integrated with online system of submission of application for building permit.

2.2.4 In case any fees & charges are required by any external agencies for issuing NOC, such fees & charges shall be deposited electronically while submitting CAF or COCCRF on the website of the sanctioning authority and/ or through the given link in the CAF or COCCRF. The sanctioning authority shall transfer such receipts to the concerned agency electronically.

1. Building Plan Processing Fee (Building Tax) @ Rs. 10/- per sq.mt. of proposed covered area of the building.

- a. Fee for approval: Fee for approval of Layout Plan/ Site Plan or Sub-division Plan @ Rs. 10,000/- per acre
- b. Betterment levy/additional FAR charges and penalty/compounding charges/special compounding charges:

The gazette notification of 23.07.98 regarding enhanced FAR, number of Dwelling Units shall be charged @ Rs. 450/- sq.m over and above the FAR of group housing given in Master Plan for Delhi- 2001 -

- c. **Surcharge:** In cases where the additional construction has already been carried out without getting sanction as per notification 23.07.1998 norms but which are within the norms as revised vide notification dated 23.7.1998, the construction will be regularized on payment of the levy plus a surcharge of 10%. This will be addition to the existing compounding fee, etc.

a) **Labour Department** – Government of NCT of Delhi – Cess Charges as per Notification of Labour Department – Government of NCT of Delhi; The form / guidelines are available in the Guide – Annexure-J. The amount payable is 1% of total construction cost which is to be filled up in the CAF.

b) **Delhi Jal Board** – The charges of the Sewer & Water connection are to be deposited as per the demand challan raised by Delhi Jal Board through online and CAF at the time of issuance of Completion Certificate.

c) **Department of Forest (for Tree-Cutting Permission)** – The charges are to be paid on the MCD website alongwith the plan fee as a part of the single payment

d) **Delhi Pollution Control Committee (DPCC) (for Consent to Establish)** – The details are available on the link

<https://www.dpcc.delhigovt.nic.in/download.html>.

For buildings covered under White Category, there is no requirement of any NOC from DPCC also there are no charges for this.

All the above charges are to be deposited in two phases i.e. Charges in respect of S.No. (1) at the time of submission of CAF; and in respect of S.No. (2) & 3), charges are to be deposited before release of sanction.

All the Charges are to be deposited through online mode only to Municipal Corporations, and the charges related to other concerned Departments shall be transferred by the Municipal Corporations through online mode i.e. by means of NEFT / RTGS / Net banking / debit / credit card etc.

For the convenience of Architects, the calculation of fee is automatic in CAF in respect of S. No. (1) & (2) above. The online fee calculator is also available on the website.

CLARIFICATION REGARDING NO INSPECTION FOR SANCTION OF BUILDING PLANS ONLINE

2.1.1 Plans and Drawings

- c) The Architect, while submitting building plan application, shall inspect the site and ensure that the building plans submitted are as per existing site conditions including existing construction, if any.

As per clause 2.5.1.1 of UBBL-2006,

2.5.1.1 Inspection at the time of Sanction: The first inspection by the Sanctioning Authority shall be conducted for Plinth Level as per sub-clause 2.5.2 and final inspection shall be conducted for OCC as per sub-clause 2.7.5. The responsibility of construction/deviation from plinth level to the OCC shall rest with the Architect/Engineer/ Supervisor/Structural Engineer as per the competency and the owner.

(In UBBL 2016, notified on 22.03.2016, the inspection of the Sanctioning Authority for sanction of building plan of all type of buildings had been done away with).