

Procedure for getting Planning Permissions for the Buildings.

- i. Every private owner intend to construct or reconstruct the building on his land, he/she requires to submit the building proposal with requisite documents prepared by the Architect/ Engineer/ Planner.
- ii. The copies of the plans are sent to various deptts. like C.H.O, M.C.Shimla, M.E., M.C.Shimla and Electricity Deptt. for obtaining NOC's for the proposal submitted by the private owner.
- iii. The site is visited by the concerned Engineer of the area keeping in mind the provisions of H.P.M.C Act, M.C.Building Bye Laws/ I.D.P Shimla and notification/ guidelines issued time to time by the Govt.
- iv. If all the NOC's obtained from the different deptt. are in favour of recommending the proposal submitted by the applicants/ owners, thereafter the proposed is examined / dealt by the concerned Junior Engineer as per the H.P.M.C Act, M.C.Building Bye Laws/ I.D.P Shimla and notification/ guidelines issued time to time by the Govt.
- v. If the proposal is found with any discrepancy, the same is returned by the Architect Planner to the owner.
- vi. If the proposal is found in order by the concerned Junior Engineer , the same is placed before the Architect Planner.
- vii. The Architect Planner after going through the report submitted by the concerned Engineer in accordance with law place before the Commissioner, M.C.Shimla for approval.
- viii. After getting approval on the file from the Commissioner, the same is accorded to the individual.
- viii. In the case of Restricted and Core Area, the matter after getting consent of Commissioner, is referred to the Director, Town and Country Planning and H.P.Govt. respectively.

Completion of the building.

- i. The Completion plan showing the existing structure as per site is submitted by the private owner alongwith all requisite documents to the Architect Planner.
- ii. The site is visited by the concerned Junior Engineer to verify the status of the construction as shown in the plan.
- iii. After comparing the executed construction with approval granted is placed before the Architect Planner, by the concerned Engineer.
- iv. Architect Planner, after the satisfaction place the case before the Commissioner, M.C.Shimla for enlisting the case in the Completion Plan Approval Committee. The Completion Plan Approval Committee is consisting of all HOD's of the Municipal Corporation Shimla and headed by the Commissioner, M.C.Shimla. Accordingly the site of the owner / building site are

visited by the Committee keeping in mind the previous sanction accorded in favour of the owner. If same is in order the completion is granted to the owner of the building.

Issuing of NOC.

As per the completion approved under the H.P.M.C Act, 1994 and M.C.Building Bye Laws, the Electric NOC, Sewerage NOC, Water NOC etc. are issued in favour of the owner for the said structure.

CHECK LIST

DOCUMENTS REQUIRED FOR BUILDING PLANNING PERMISSION

S.No.	Documents
1.	<p><u>Revenue Documents .</u></p> <p>a. Tatima –Original Tatima alongwith two photocopies clearly showing approach path, PWD Roads, Forest Land/ any other Govt. Land alongwith their Khasra No.(s).etc.</p> <p>b. Original jamabandi with two photo copies containing all details of the plot/flat.</p> <p>c. Demarcation Report-original</p> <p>d. Sale deed : Attested photocopy</p> <p>g. G.P.A attested photocopy (if required)</p>
2.	Photographs : Six Nos. from different angles showing pucca burjis clearly visible fixed at site and trees, electricity lines etc.
3.	No dues certificate from M.C. Tax Deptt.
4.	<p><u>Affidavits :- Duly filled up.</u></p> <p>a. Affidavit regarding surrender of path from own land attested by Oath Commissioner (only with proposed plan) .</p> <p>b. Affidavit of surrender of land for path from the owner of the adjoining land (if required)</p> <p>c. Affidavit of general conditions attested by Oath Commissioner.</p> <p>d. Affidavit regarding sewerage line, electricity line over the plot, location of trees existing on the plot etc. no Govt.land /Forest abutting plot etc. attested by Executive Magistrate.</p> <p>e. Affidavit from all the co-sharer attested by Oath Commissioner(if required).</p>
5.	N.O.C from H.P.P.W.D, Forest, Electricity Deptt. (if required),.

6.	<p><u>Structural Design</u></p> <p>a. Structural Analysis : Signed by Structural Engineer</p> <p>b. Structural drawings : --do--</p> <p>c. Structural stability certificate: Signed by All the owners --do-- A class Architect/Engineer --do-- Structure Engineer</p>
7.	<p><u>Application form as prescribed under the law.</u></p> <p>Date of submission of the case : 1st to 10th of every month.</p>
8.	<p>a. <u>Drawings</u></p> <p>i. Building plans/drawings to the scale of 1:100 alongwith location plan, site plan in 1:200 scale. on tracing cloth alongwith ferro Prints:5 Nos. and Signed by A Class Architect/ Engineer, Signed by all the owners</p> <p>ii. Solar Passive Design and Rain Harvesting Tank etc.</p> <p>iii. Disposal of waste water, sewerage and drainage etc.</p>

DOCUMENTS REQUIRED FOR REVISED/COMPLETION BUILDING PERMISSION

S.No.	Documents
1.	<p><u>Revenue Documents .</u></p> <p>a. Tatima –Original tatima alongwith two photocopies clearly showing approach path, PWD Roads, Forest Land/ any other Govt. Land alongwith their Khasra No.(s).etc.</p> <p>b. Original jamabandi with two photo copies containing all details of the plot/flat.</p> <p>c. G.P.A attested photocopy (if required)</p>
2.	Photographs : Six Nos. from all sides of existing building and No. of storeys.
3.	No dues certificate from M.C. Tax Deptt.
4.	<u>N.O.C from H.P.P.W.D, Forest, Electricity Deptt. (if required),</u>
5.	<p>Structural stability certificate: Signed by All the owners --do-- A class Architect/Engineer --do-- Structure Engineer</p>

6.

- a. **Drawings**
- i. Building plans/drawings to the scale of 1:100
alongwith location plan, site plan in 1:200 scale.
on tracing cloth alongwith ferro Prints:5 Nos.
and Signed by A Class Architect/ Engineer,
Signed by all the owners
 - ii. Solar Passive Design and Rain Harvesting Tank etc.
 - iii. Disposal of waste water, sewerage and drainage etc.