



ABSTRACT

Guidelines – Guidelines under section 113-C of the Tamil Nadu Town and Country Planning Act, 1971 for the Exemption of Buildings and Assessment and Collection of amount for Exemption, 2017 – Notification – Issued.

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HOUSING AND URBAN DEVELOPMENT [UD4(3)] DEPARTMENT

G.O.(Ms).No.111

Dated:22.06.2017.

ஹேவிளம்பி வருடம், ஆனித் திங்கள் 8,
திருவள்ளூர் ஆண்டு 2048

ORDER:

The appended Notification shall be published in the Tamil Nadu Government Gazette Extraordinary dated the 22nd June, 2017.

(BY ORDER OF THE GOVERNOR)

**DHARMENDRA PRATAP YADAV
SECRETARY TO GOVERNMENT.**

To

The Works Manager,

Government Central Press, Chennai-600 079.

The Secretary to Governor, Raj Bhavan, Chennai – 600 032.

All District Collectors.

The Additional Chief Secretary to Government,

Finance Department, Chennai- 600 009.

The Additional Chief Secretary to Government,

Rural Development and Panchayat Raj Department, Chennai-600 009.

The Principal Secretary to Government,

Municipal Administration and Water Supply Department, Chennai-600 009.

The Secretary to Government, Law Department, Chennai – 600 009.

The Commissioner of Town and Country Planning, Chennai-600 002.

The Member Secretary,

Chennai Metropolitan Development Authority, Chennai – 600 008.

Copy to:

The Chief Minister's Office, Chennai- 600 009.

The Secretary to Chief Minister, Chennai – 600 009.

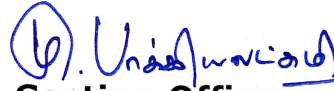
The Senior Personal Assistant to Minister (Hg&UD), Chennai – 600 009.

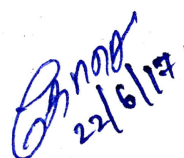
The Public (SC) Department, Chennai-600 009.

UD I, UD VI and UD VII Sections in Housing and Urban Development
Department, Chennai – 600 009.

SF/SC.

//Forwarded//By order//


Section Officer. 22/6/17


22/6/17

APPENDIX. **NOTIFICATION.**

In exercise of the powers conferred by section 113-C of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972), the Governor of Tamil Nadu hereby makes the following Guidelines:-

GUIDELINES.

1. Short title and application.- (1) These Guidelines may be called the Guidelines for the Exemption of Buildings, 2017.

(2) They shall be applicable to the areas covered by the provisions of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972).

2. Definition.- In these guidelines, unless the context otherwise requires,-

- (a) "Act" means the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972);
- (b) "amount for exemption " means an amount collected under the Tamil Nadu Assessment and Collection of Amount for Exemption of Buildings Rules, 2017;
- (c) "Buildings" means building or class of buildings developed on or before the 1st day of July 2007;
- (d) "Competent Authority" means, -

(1) In respect of Chennai Metropolitan Area,-

- (i) in respect of "buildings as specified under Category-A, in Development Regulations 14 to 21 in Development Regulations of the Second Master Plan for Chennai Metropolitan Area," the Commissioner of Greater Chennai Corporation or Municipalities or Executive Officer of the Town Panchayats or Block Development Officers of the Panchayat Unions who will receive regularisation applications and issue suitable orders by following the procedures set in the guidelines.
- (ii) in respect of the "Buildings specified in the Development Regulations other than those specified in item number (i) above," the Member Secretary of the Chennai Metropolitan Development Authority (CMDA) who will receive the regularisation applications and issue suitable orders by following the procedures set out in the guidelines.

(2) In respect of Directorate of Town and Country Planning Areas:-

- (i) in case of "ordinary buildings", the concerned Commissioner or Executive Officer, as the case may be, Commissioner of the Municipal Corporation and Municipality, the Executive Officer of the Town Panchayat and the Block Development Officer (Village Panchayats) of the concerned Block in which the Village Panchayat falls, who will receive regularisation applications and pass suitable orders by following the procedures set out in the guidelines;
 - ii) in case of "buildings other than ordinary buildings", the Regional Deputy Director or the Assistant Director of Town and Country Planning Department of the concerned area, the Member-Secretary of the Composite Local Planning Authority or the New Town Development Authority, as the case may be, who will receive regularisation applications and process the applications and pass suitable orders by following the procedures set out in the guidelines;
 - (iii) in case of a "Multi-Storied Building", the Director of Town and Country Planning, Chennai who will receive and process the regularisation application and issue concurrence to the respective Regional Deputy Directors / Member-Secretary, Planning Authorities to pass suitable orders by following the procedures set out in the guidelines;
- (e) "flat / apartment" means a part of the property intended for any type of independent use including one or more rooms or enclosed spaces located in one or more floors (or part or parts thereof) in a building, intended to use for residence, office, practice of any profession or for carrying any occupation trade or business or for other type of independent use and with a direct exit to a public street, road or highway or to a common area leading to such street, road or highway.
- (f) "Floor Space Index (FSI)" means the quotient obtained by dividing the total covered (plinth) area on all floors excepting the areas specifically exempted under the respective rules and regulations prevailing in the respective areas, by the plot area which includes part of the site used as exclusive passage. (FSI = Total covered area on all floors ÷ Plot area);
- (g) "guideline value" means the prevailing guideline value of the land in terms of rupees per square metre fixed by the Registration Department of the State of Tamil Nadu, as on the date of filing of application for regularization.

- (h) "land use zoning" means the use zone of a site specifically designated in the prevailing master plan and/or a detailed development plan or a new town development plan in the respective areas prepared under the Act;
- (i) "local authority" means –
- (i) a Municipal Corporation established under any law for the time being in force; or
 - (ii) a Municipality or a Town Panchayat constituted under the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920); or
 - (iii) a Panchayat Union Council constituted under the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994);
- (j) "Multi-Storied building" means the building defined as Multi-Storied building in the respective rules and regulations prevailing as on the date of notification of these guidelines; For the purpose of this scheme Multi-Storied building includes buildings of height exceeding 17.25 m.
- (k) "group development" means the building defined as group development in the respective rules and regulations prevailing as on the date of notification of these guidelines;
- (l) "special building" means the building defined as special building in the respective rules and regulations prevailing as on the date of notification of these guidelines;
- For the purpose of this scheme the special building shall include all buildings of height upto 17.25 m irrespective of number of floors;
- (m) "ordinary building" means a building, which does not fall within the definition of special building, the group development or Multi-Storied building defined in the respective rules and regulations prevailing as on the date of notification of these guidelines;
- (n) "parking space" means an area covered or open, sufficient in size to park vehicles together with drive way connecting the parking lot with road or street and permitting ingress or egress of the vehicles;
- (o) "road or street width" means the whole extent of space within the boundaries of the road or street measured at right angles to the course of direction of such road or street; road width measurements for the above, shall be of the road as designed and laid;

- (p) "setback" means open space across front or sides or rear of a plot between the building and street alignment or boundary of the plot, as the case may be;
- (q) "Rules" means the Tamil Nadu Assessment and Collection of Amount for Exemption of Buildings Rules, 2017.
- (r) other words and expression used in these guidelines but not defined shall have the same meaning assigned them in section 2 of the Act, or any other law relating to the local authorities for the time being in force or in any other rule or bye-law or regulation made there under or in the respective rules prevailing as on the date of notification of these guidelines.

3. **Application for exemption**.- (1) Application for exemption, shall be made to the competent Authority through online.

(2) The application shall be accompanied by the following:-

- (a) Five copies of plans showing the construction as per site conditions including its usage, duly signed by both the applicant who has the right over the land to develop and the Architect or a Licensed Surveyor and other professionals as prescribed by the local authorities concerned in their respective Act or Building Rules.
- (b) The plans accompanying the applications for Special Buildings, Group Developments and Multi Storied Buildings have to be signed by an Architect or a Licensed Surveyor as per requirement.
- (c) Any proof of existence of the construction as on 01.07.2007 submitted by the applicant will be taken as the proof of existence of the building in its present form.
- (d) A copy of ownership document duly self attested;
- (e) If there is an earlier approval for existing developments within the plot, a copy of the approved plan, duly attested by an Architect or a Civil Engineer or a Licensed Surveyor and other professionals as prescribed by the local authority concerned in their respective Act or Building Rules;
- (f) A copy of patta with Field Measurement Book (FMB) sketch or Permanent Land Register (PLR) Extract duly attested by the concerned Revenue official.

- (g) NOC and Compliance Certificate from the Directorate of Fire & Rescue Services for Commercial Special Buildings, all Multi-storied Buildings and all public buildings is a prerequisite for filing the applications for exemption under section 113-C of the Act.
 - (h) The Structural Stability Certificate issued by a registered Structural Engineer in cases of Special Buildings, Group Developments and Multi-storied Buildings in consultation with the competent Geo-Technical Engineer is a pre-requisite for filing the application seeking exemption under section 113-C of the Act.
 - (i) In case of ordinary building, certification by a Civil Engineer is sufficient for filing application seeking exemption under section 113-C of the Act.
 - (j) Clearance from the Tamil Nadu Pollution Control Board for any industrial development including cottage industry.
 - (k) Rs.1 per sq.ft for ordinary building applications and Rs.2 per sq.ft for applications other than ordinary buildings will be collected as scrutiny fee which has to be paid online along with the Application.
- (3) Any application made by any person for the assessment of amount for exemption who does not have any right over the land or building shall be summarily rejected.
- (4) Filing an application for exemption under these regulations will not in any way prevent the competent authority from taking action under any of the provisions of the Act, unless otherwise ordered so by the competent authority.

4. Compulsory application for regularization.- It shall be compulsory for all the individual building owners and building promoters eligible under guideline number 3(1) to file an application online in Form-A for regularisation to the competent authority concerned within six months from the date of notification of these guidelines along with the fees and charges as per the self assessment made and annexed with the applications and further accompanied with other required particulars as prescribed. The competent authority shall process the application and pass orders of regularisation / rejection.

5. Guidelines for exemption.- The following shall be the guidelines for exemption of any building or class of building developed on or before the 1st day of July 2007 and deviated from all or any of the provisions of the Act or any rule or regulation made thereunder:-

- (i) The developments considered for exemption:- The developments considered for exemption shall be in conformity with the following Acts / regulations prevailing as on the date of notification of these guidelines:-
 - (a) The Civil Aviation Regulations of the Ministry of Tourism and Civil Aviation, under the Aircraft Act, 1934 (Central Act XXII of 1934).
 - (b) The Ministry of Defence Regulations for developments in the vicinity of the Air Force stations within 100 metres around areas notified under the works of Defence Act, 1903 (Central Act 7 of 1903)
 - (c) The Tamil Nadu Nuclear Installations (Regulation of Buildings and Use of Land) Act, 1978, Tamil Nadu Act 16 of 1978)
 - (d) The Coastal Zone Regulations of the Ministry of Environment and Forest under the Environment (Protection) Act, 1986 (Central Act 29 of 1986).
 - (e) The Ancient Monuments and Archaeological Sites and Remains Act, 1958 (Central Act 24 of 1958).
 - (f) The Tamil Nadu Ancient and Historical Monuments and Archaeological Sites and Remains Act, 1966 (Tamil Nadu Act 25 of 1966)
 - (g) Developments in a site within 15 metres from the water body subject to the conditions imposed by the Public Works Department or Executive Authority of the local body, as the case may be.
 - (h) Any development or regularization shall conform to the rules 79 and 80 of the Indian Electricity Rules, 1956 in respect of clearance from high tension and extra high voltage lines.
- (ii) The following shall not be considered for exemption:-
 - (a) Building with any encroachment including aerial encroachment on to a public road or street or any

Government / local authority owned lands including water bodies, open spaces reserved as parks and play grounds in Master Plan or Detailed Development Plan or new town development plan or approved layouts and notified under:

- (i) the Tamil Nadu Parks, Play-Fields and Open Spaces (Preservation and Regulation) Act, 1959,
 - (ii) buildings in Government lands including water bodies, land acquired under the Land Acquisition Act, 1894 (Central Act I of 1894) or Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 (Central Act 30 of 2013)
 - (iii) the Tamil Nadu Highways Act, 2001 (Tamil Nadu Act 34 of 2002)
 - (iv) the Tamil Nadu Acquisition of Land for Harijan Welfare Schemes Act, 1978 (Tamil Nadu Act 31 of 1978) or any other land acquisition laws for the time being in force and the lands affected by the erstwhile Tamil Nadu Urban Land (Ceiling and Regulation) Act, 1978 (Tamil Nadu Act 24 of 1978)
 - (v) the Tamil Nadu Land Reforms (Fixation of Ceiling on Land Act, 1961 (Tamil Nadu Act 58 of 1961)
- (b) The building in a filled up tank or low lying or made up of soil by depositing rubbish or offensive matters and the proposal is likely to be affected by dampness owing to the sub-soil water, subject to ameliorative measures as may be prescribed by the Public Works Department.
- (c) Hazardous activities or hazardous industries including storages of hazardous materials like inflammable materials, chemicals, gas, etc. in a zone other than the special and hazardous industrial use zone.
- (d) Developments in a site within 500 metre radius from the boundary line of the Reserve Forest in the areas covered under the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972) shall be subject to the compliance, in toto, of the norms prescribed in the Forest Conservation Act and Wild Life Protection Act.
- (e) Aquifer Recharge Area / Redhills Catchment Area of Chennai Metropolitan Planning Area.

(iii) **Parking requirements:-**

- (a) Parking shortfall will be condonable on payment of charges prescribed. However, for Multi-storied Buildings above 17.25 m, atleast 50% of the parking shall be provided onsite or offsite and for the balance shortfall upto 50%, charges shall be collected as prescribed.
- (b) Wherever feasible, the applicant can comply with the parking requirements by way of mechanical parking.
- (iv) In cases where the construction has been made in violation of land use zone, the applicant cannot make any additional construction in future and has to give an undertaking to that effect.
- (v) The building shall comply with the minimum requirements of Fire and Life Safety measures as given in Annexure-II.
- (vi) The building shall comply with the minimum structural stability requirements as given in Annexure-III.
- (vii) The school buildings shall be considered for regularization, irrespective of number of floors subject to compliance of structural stability norms and fire and life safety measures.
- (viii) Lifeline buildings as defined in Annexure-IV shall conform to the Bureau of Indian Standard Codes related to earthquake resistance with reference to the provisions like importance factor 1.5 as stipulated in Indian Standard Code, 1893, etc. For other buildings, the applicant shall give an undertaking that the building is in conformity with design documents including earthquake resistance based on zonal classification in addition to the structural stability certificate issued by the registered structural engineer.
- (ix) The Architect and Registered Structural Engineer engaged by the applicant shall give a certificate specifying the violations of planning parameters and stability aspects of the building as per the prescribed format in Annexure-V and VI respectively.
- (x) Filing an application for exemption under these regulations will not in any way prevent the officials from taking action under any of the provisions of the Act, unless otherwise ordered so by the Competent authority.

6. Processing of the application.-

- (1) All the applications under the scheme have to be filed only through online.

- (2) The competent authority shall, on receipt of an application made online under guideline 3, examine the same with reference to the provisions of the Act or other laws or rules and regulations made thereunder prevailing as on the date of notification of these guidelines, in the respective areas, as the case may be and call for any additional details or particulars, if necessary from the applicant.
- (3) The Competent Authority shall decide on the corrective measures, if any, and communicate the same to the applicant for carrying out the corrections, within a time period as specified by the Competent Authority but not more than 6 months, failing which the regularization application shall be rejected.
- (4) The Competent Authority shall, on the fulfilment of the conditions prescribed in these guidelines, process accordingly and issue suitable orders of regularisation / rejection.
- (5) The Government may, at any time, require the competent authority, to forward the application submitted for exemption, with or without their remarks and, the competent authority shall comply with the same.

7. Consequences of non-regularisation.- Where no regularisation is ordered under these guidelines for an unauthorised / deviated building; then –

- (a) no electricity, water supply, drainage and sewerage connections shall be extended to such unauthorised / deviated building;
- (b) such unauthorised / deviated building shall not be registered under the Registration Act, 1908 (Central Act 9 of 1908) by the Registration Department.

In order to give effect to the consequences indicated above, the departments, namely, Tamil Nadu Generation and Distribution Corporation Limited (TANGEDCO), Chennai Metro Water Supply and Sewerage Board (CMWSSB) and Registration Department shall make necessary amendments in their respective Acts and Rules relating to Local Bodies.

8. Penalty amount to be levied and collectable as regularisation charges.- shall be credited into the Infrastructure and Amenities Fund and shall be used to fund amenities and infrastructure development programmes.

9. Appeal.- Any person aggrieved by an order passed by competent authority may prefer an appeal to the Government in Housing and Urban Development Department in case of Chennai Metropolitan Planning Area or the Directorate of Town and Country Planning, in case of areas other than the Chennai Metropolitan Development Area, within thirty days from the date of receipt of the order:

Provided that the Government or the Director of Town and Country Planning, as the case may be, may admit an appeal preferred after the expiration of the said limitation period, if they are satisfied that the appellant had sufficient cause for not preferring the appeal within the said limitation period:

Provided further that no appeal shall be entertained unless it is accompanied by satisfactory proof of the payment of the self-assessed amount for exemption.

DHARMENDRA PRATAP YADAV
SECRETARY TO GOVERNMENT.

//True Copy//

(b) Unia (unw) 1016
Section Officer. 22/6/17

22/6/17

ANNEXURE-I
FORM – A
[See Guideline 3(1)]

Application for exemption of Buildings under section 113-C of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972)**

From

To
The

Sir,

I / We hereby apply for regularization of my/our Building situated in Door No./Plot No..... in Survey No., Block No..... of village in Taluk/District for purpose consisting of floors and no. of dwelling units having a total built up area of sq.m under section 113-C of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972)

The site of the building lies in an approved layout bearing nodated (OR) The site of the building does not lie in an approved layout

(Tick the relevant line)

I / We declare following violations in my / our building:

Parameter	Required as per norms	Available as on site	Net deviation	Penalty to be paid
Floor Space Index (FSI)				
Setback				
Road width				
Parking				
OSR requirement				

- (a) Five copies of plans showing the construction as per site conditions including its usage, duly signed by both the applicant who has the right over the land to develop and the Architect / Engineer / Licensed Surveyor and other professionals as prescribed by the local authority concerned in their Act / Building rules;
- (b) A copy of ownership document duly self attested;

- (c) A copy of the approved plan, duly attested by an Architect/ Registered Structural Engineer / Licensed Surveyor and other professionals as prescribed by the local authority concerned in their Act/Building rules, if there is an earlier approval for existing developments within the plot;
- (d) A copy of patta with FMB sketch or permanent land register (PLR) extract duly attested by a competent Revenue official;
- (e) Any evidence in proof of the building's existence on or before 1st July, 2007;
- (f) A certificate issued by the Director of Fire safety and rescue services, about the adequacy of fire safety measures taken to the satisfaction of the Fire safety and rescue services department;
- (g) A certificate from a qualified structural engineer about whether the structure is sound and safe;
- (h) A clearance certificate from the Tamil Nadu Pollution Control Board in case of any industrial development including cottage industry;
- (i) Proof of payment of scrutiny fee as per prescribed rates for total floor area of buildings
- (j) A Declaration in respect of violated road width, setback spaces and floor area category-wise and self assessment of the amount payable for exemption with detailed working sheets duly signed both by the applicant and an Architect / Licensed Surveyor and other professionals as prescribed by the local authority concerned in their Act / Building rules;
- (k) Proof of payment of self assessed charges and penalties for exemption.

I / We, the owner / legal representative of every part of the land to which the accompanying application relates request regularisation permit for the development.

Date :

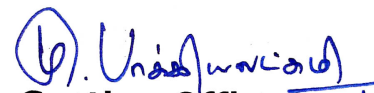
Signature of the Owner

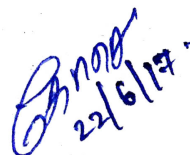
* Strike out the portions which are not applicable.

** The online application which will be uploaded in CMDA website shall be filled and submitted.

DHARMENDRA PRATAP YADAV
SECRETARY TO GOVERNMENT.

//True Copy//


Section Officer. 22/6/17


22/6/17

APPENDIX TO ANNEXURE-I

To be completed by the applicant:-

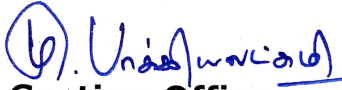
1.	Applicant Name (in block capitals) Address and Telephone No.	
2.	Particulars or proposal for which permission of approval is sought. (a) Full address or location of the land to which this application relates and site area. Door / Plot No. Town Survey No. / Survey Field No. Division or / Ward No. Road or Street Name Name of Local Authority Site area	
	(b) Particulars of the proposal for regularization including the purposes for which the buildings are to be used and to state whether individual flat / whole building	
3.	Information regarding the use of the building. (a) Total floor area of all building to which the application relates (b) Residential floor space (c) Commercial floor space (d) Industrial floor space (e) Floor space for other use (to be specified)	

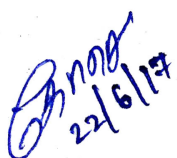
Signature of the Owner

Signature of Licensed Surveyor.

DHARMENDRA PRATAP YADAV
SECRETARY TO GOVERNMENT.

//True Copy//


Section Officer. 22/6/17


22/6/17

ANNEXURE-II.
[See Guideline No.5(v)]

Guidelines for Fire and Life Safety Measures

The fire and life safety measures to be followed are as follows:-

1. The minimum road width requirement as per the Annexure-IA and Annexure-IB of the Tamil Nadu Assessment and Collection of Amount for Exemption of Building Rules, 2017 shall be maintained without any obstructions for the movement of fire fighting and emergency vehicles including the Aerial Ladder Platforms (sky lift) up to the frontage of the building.
2. The minimum setback requirements as per the Annexure-IA and Annexure-IB of the Tamil Nadu Assessment and Collection of Amount for Exemption of Building Rules, 2017 shall be maintained, as the setback is required for the purpose of movement of fire fighting personnel around the building premises; it shall also act as fire breaking/barrier between the buildings; staging area for the equipment; act as assembly area for the occupants and also used as smoke and poisonous gases disbursement area in case of emergencies.
3. The setback in multi-storied and public building shall be maintained free from obstructions and kept open to sky. No gas bank, diesel storage, generator sets and transformer/Ring Main Unit room shall be allowed in the required minimum setback area. No steel ramp less than the gradient of 1:12 shall be allowed so as to ensure smooth passage of emergency vehicles.
4. **General Exit Requirements.-** (a) Every building meant for human occupancy shall be provided with exits sufficient to permit safe escape of occupants, in case of fire or other emergency.
 - (b) General exit requirements which requires provision of internal staircase, external staircase and corridor or passageway which have direct access to these staircases shall be maintained free from all obstructions or impediments to full use for orderly evacuation of occupants in case of emergencies and shall lead to the exterior of a building or to a street. Lifts and escalators shall not be considered as exits.
 - (c) All Multi-storied and all buildings used as educational, assembly, institutional, hospitals, industrial, storage and hazardous occupancies having more than floor area of 500 m^2 on each floor shall have a minimum of two

staircases and the staircases shall be of enclosed type. At least one of them shall be on external walls of the buildings and shall open directly to the exterior, interior open space or to an open place of safety.

- (d) The number of exits shall conform to the accepted standards on the basis of occupant load of building (Floor area in meter square required for a person) for different occupancies and the travel distance to be maintained in a building.
- (e) In general indicative terms, the occupant load will be 12.5 for residential occupancies, 15 for institutional, 4 for educational, 10 for office buildings, 0.6 to 1 for assembly, 3 for basement shopping area and 6 for upper floor shopping areas. The travel distance to the nearest exits for all Multi-storied, special commercial, institutional and public buildings shall be of 30 m and for fully sprinklered building, the travel distance may be increased up to 45 meter.
- (f) The required number of exits and its citing shall be designed by the structural engineer and it shall be to the satisfaction of the Directorate of Fire and Rescue Services.
- (g) Exit doorways from an occupied space of commercial, institutional and public buildings shall open outside into an enclosed stairway or to protected means of egress and in general, it shall not be less than 1 meter in width and for public buildings it shall not be less than 2 meter. in width.
- (h) The height clearance for the exits shall not be less than 2.4 meter.
- (i) The width of the stairways for residential buildings shall be of 1 meter; for public buildings like auditorium, theaters and cinema theatres and institutional buildings like hospitals of 2 meter and for all other buildings shall be of 1.5 meter. The width of the treads, maximum height of the riser and the provision of hand rails shall be on accepted standards.
- (j) Internal staircases, if arranged around a lift shaft, it shall be provided with a minimum of two hours fire rated cladding; Hollow combustible construction shall be not permitted Gas piping or electrical panels in stairways shall not be allowed. Ducting in stairways is allowed if it is of one hour fire rating. If the ducting is used for electrical conduits, then, it shall have two hours fire rating.

- (k) The external stairs shall be directly connecting all floors to the ground. It shall be continuous, free of obstructions and the entrance to the external stairs shall be separate and remote from the internal staircase.
 - (l) Unprotected steel frame staircase shall not be accepted as means of escape. However, steel staircase in an enclosed fire rated compartment of 2 hour shall be accepted as means of escape.
 - (m) In commercial Multi-storied buildings, pressurization of escape routes interconnected with the fire alarm system shall be provided, thereby air is injected into the staircases, lobbies or corridors, to raise their pressure slightly above the surrounding areas so as to prevent the ingress of smoke or toxic gases into the escape routes and thereby ensuring the safe evacuation of occupants.
5. In all Multi-storied buildings, one of the lifts shall be a fire lift as per accepted standards and shall be provided with a minimum capacity for 8 passengers and fully automated with emergency switch on ground level. Training to operate these lifts to the occupants/security guards shall be given by the Lift manufacturers at periodical intervals and it shall be ensured by inspecting officers.
 6. Emergency lighting from the independent source of power for a continuous operation of minimum two hours to identify the escape routes shall be provided as per the accepted standards and to the satisfaction of the Directorate of Fire and Rescue Services.
 7. The fire detection and alarm system to warn the occupants, so that they may escape and also to facilitate orderly evacuation in case of emergencies shall be provided as per the accepted standards and to the satisfaction of the Directorate of Fire and Rescue Services.
 8. All buildings excepting the ordinary buildings shall be ensured, at least two hours of fire rating capability so as to protect the building from collapse due to fire and to evacuate the occupants from the building within the time specified.
 9. All buildings depending upon the occupancy use and height shall be protected by fire extinguishers, wet riser, down comer, automatic sprinkler installation and the fire protection measures as per the accepted standards and to the satisfaction of the Director of Fire and Rescue Services .

10. (a) The building shall ensure smoke management by making openings/vent and provided with atrium and/or side wall openings at all floors as per the design approved by the empanelled structural engineer.

(b) Where smoke venting facilities are installed for the purposes of exit safety, these shall be adequate to prevent dangerous accumulation of smoke during the period of time necessary to evacuate the area served, using available exit facilities with a margin of safety to allow for unforeseen contingencies. The smoke exhaust equipment should be installed as per the minimum standards of the National Building Code of India, and where mechanical venting is employed, it shall be fire safe.
11. In cases of commercial buildings as specified in Annexure-IA and Annexure-IB of the Tamil Nadu Assessment and Collection of Amount for Exemption of Building Rules, 2016 where it is not feasible to leave the required side and rear set back spaces, to evacuate the occupants more efficiently, the fire and life safety measures such as provision of external fire escape, automatic detection and alarm system, smoke ventilation system, fire protection systems like wet riser/down comer, automatic sprinklers and emergency lighting system shall be made more stringent. Further, the occupants shall be suitably alerted for real time dangers and the fire escape staircases and corridors shall be suitably protected with fast acting sprinkler system/water mist system and without any obstructions or impediments like compartments for evacuation of occupants.
12. Refuge area measuring to an extent of 15 square meter as designed by the empanelled structural engineer and to the satisfaction of the Director of Fire and Rescue Services shall be provided as a staging area and secured place for effecting rescue of occupants for all Multi-storied buildings excepting residential occupancy where balcony is provided. To ensure life safety, conditions to be made more stringent, refuge area shall also be provided in the Commercial Special Buildings where there is no sufficient rear and side setbacks even though it is less than 24 meter in height.
13. Provisions for emergency escape routes as per the accepted standards shall be made essential for commercial and public buildings other than ordinary buildings as decided by the Directorate of Fire and Rescue Services.
14. Mechanical ventilation of smoke in dual mode as per the requirements of the National Building Code of India shall be provided for all usages in basements.

15. Special provision for vertical and horizontal natural ventilation shall be made in Multi-storied Buildings and Special Buildings in consultation with the empanelled Structural Engineer and to the satisfaction of the Directorate of Fire and Rescue Services.
16. Air-conditioning system serving public buildings and large departmental stores having more than 500 square meter floor area and starred hotels shall be provided with effective means of preventing circulation of smoke through the system as per the accepted standards and to the satisfaction of the Directorate of Fire and Rescue Services.
17. **Special Considerations.-** (a) As the buildings are already constructed, underground sump with required water capacity cannot be provided in some cases and in those cases on practical considerations exclusive overhead tanks with suitable enhanced pump capacity shall be suggested to meet the requirements of firefighting capability. Automatic sprinkler system with suitable pump capacity shall also be suggested for such buildings.
 - (b) CPVC pipes as per Bureau of Indian Standards may be used for sprinklers provided in the building to avoid corrosion.
 - (c) Usage of water mist technology instead of sprinklers for commercial, institutional, public assembly hall and high value computer institutions may be suggested to save water consumption.
 - (d) Very Early Warning Aspirating Smoke Detection system (VESDA) shall be used in heritage buildings, high value commercial, data centers and electronic equipment installations.
 - (e) Special considerations and enhanced fire and life safety measures shall be suggested for higher fire load within the building such as storage of diesel for generator purposes, storage of easily inflammable materials like textiles, cotton bales etc., internal transformers, electrical panel rooms etc.,
18. Enhanced fire protection measures such as segregation and compartmentation of fire risk areas and provision of additional fire protection measures in these areas, increased water storage for firefighting, increase in pump capacity, reduction in spacing of sprinklers and automatic detectors, usage of multi detectors and water mist system etc., shall be suggested on practical considerations without affecting the building stability as there will

be some relaxation in the required road access abutting the buildings and thereby some restrictions can be expected for the access of the external firefighting facility. It shall be complied with to the satisfaction of the Director of Fire and Rescue Services.

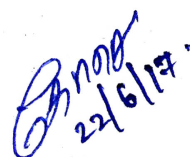
19. The fire load on the building shall not be altered after obtaining the exemption under section 113-C of the Act, for which the building owner has to submit an undertaking to the Director of Fire and Rescue Services.
20. Wherever possible, street hydrants with common municipal water sumps with higher pump capacity for highly congested commercial areas can be considered. The hydrant facility shall be designed and constructed by the local authorities and can be jointly maintained and operated by the local authorities and Fire and Rescue Services Department personnel. The cost of installation shall be borne by the applicants.
21. All high rise buildings, commercial, special buildings and public buildings shall compulsorily practice Fire Drill and Evacuation procedure drill every quarter internally for which records such as registers to be maintained and jurisdictional Fire and Rescue Services Department Personnel shall be a part of such drills once in a year. The security staff of such buildings shall undergo basic fire fighting and basic life support training being imparted by the Tamil Nadu Fire and Rescue Services Department and other designated institutions like St. Johns Ambulance, etc.
22. Buildings as identified by the Directorate of Fire and Rescue Services, as requiring one qualified fire officer authorized by the Director of Fire and Rescue Services shall be appointed who shall be available on the premises at all times to maintain the fire fighting equipments in good working condition, prepare fire orders, to impart regular training to the occupants, keep liaison with city fire brigade and to ensure that all precautionary measures are observed at all times.

Note:- The National Building Code referred to in this Annexure shall denote the National Building Code of India 2005, Part IV Fire and Life Safety – Second Revision published by the Bureau of Indian Standards with subsequent amendments made to it.

DHARMENDRA PRATAP YADAV
SECRETARY TO GOVERNMENT.

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Section Officer. 22/6/17


22/6/17

ANNEXURE-III
[See Guideline No.5(vi)]

Structural Stability Requirements for a Building

1. The applicant shall to engage an Architect / Engineer, Structural Engineer, Geo-technical Engineer and Construction Engineer as per the guidelines.
2. For ordinary building, the applicant shall submit the required site plan and detailed structural plans duly prepared by the registered civil engineer.
3. The applicant shall get the building evaluated structurally and geo-technically by the relevant registered professional and submit a report on the stability of the building endangered by either the violation or otherwise, along with the application. The applicant shall also submit all the building and site details as per the proposed guidelines for evaluation as per Structural Design Format appended herein.
4. The Competent Authority will evaluate the building and site details submitted by the applicant and the Competent Authority shall decide on the corrective measures, if any, and communicate the same to the applicant for carrying out the corrections, within a time period as specified by the Competent Authority but not more than six months. The applicant shall carry out the corrective measures and submit compliance report to the competent authority within the stipulated time failing which the regularization application shall be rejected.

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22/6/17

Structural Design Basis Report for repair/Retrofitting of proposed regularisation of building

Part 1		General Data	
S. No.	Description	Information	Notes
1	Site Address		
2	Name of Owner		
3	Name of Registered Developer along with the Registration Number		
4	Name of Registered Architect/Engineer along the Registration Number		
5	Name of Registered Structural engineer along with the Registration Number		
6	Use of the building		
7	Number of stories above ground level (including storeys to be added later, if any)		
8	Number of basements below ground level		
9	Type of structure Load bearing walls R. C. C. frame R. C. C. frame and Shear Walls Steel frame		
10	Soil data Type of soil Design safe bearing capacity		IS:1893 C1.6.3.5.2 IS:1904
11	Dead loads (unit weight adopted) • Earth • Water • Brick masonry • Plain cement concrete • Reinforced cement concrete • Floor finish • Other fill materials		IS:875 Part 1
12	Imposed (live) loads Floor loads Roof loads		IS : 875 Part 2
13	Cyclone/wind • Speed • Design pressure intensity		IS : 875 Part 3
14	Seismic zone		IS : 1893 (2002)
15	Importance factor		IS : 1893 (2002) Table 6
16	Seismic zone factor (Z)		IS : 1893 Table 2

17	Response reduction factor		IS : 1893 Table 7
18	Fundamental natural period-approx.		IS : 1893 C1.7.6
19	Design horizontal acceleration spectrum value (A_h)		IS : 1893 C1.6.4.2
20	*Expansion/Separation Joints		
21	Building is regular/irregular		IS 1893

* Enclose detailed drawings drawn to scale for each floor

Note:

In case terrace garden is provided, indicate additional fill load and live load along with the detailed drawings drawn to scale

Part 2	Load bearing masonry buildings																					
S.No.	Description	Information	Notes																			
1	Building category		IS : 4336 C1.7 Read with IS : 1893																			
			<table><tr><td>Zone Bldg.</td><td>II</td><td>III</td><td>IV</td><td>V</td></tr><tr><td>Ordinary</td><td>B</td><td>C</td><td>D</td><td>E</td></tr><tr><td>Important</td><td>C</td><td>D</td><td>E</td><td>E</td></tr></table>					Zone Bldg.	II	III	IV	V	Ordinary	B	C	D	E	Important	C	D	E	E
Zone Bldg.	II	III	IV	V																		
Ordinary	B	C	D	E																		
Important	C	D	E	E																		
2	Basement Provided																					
3	Number of floors including Ground Floor (all floors including stepped floors in hill slopes)																					
4	Type of wall masonry																					
5	Type and mix of Mortar		IS: 4326 C1.8.1.2																			
6	Re: size and position of openings (See note No.[i]) • Minimum distance (b_5) • Ratio $(b_1+b_2+b_3)/1_1$ or $(b_6+b_7)/1_2$ • Minimum pier width between consequent opening (b_4) • Vertical distance (h_3) • Ratio of wall height to thickness 4 Ratio of wall length between cross wall to thickness		IS: 4326 Table 4, Fig.7																			

7	Horizontal seismic band - at plinth level - at window sill level - at lintel level - at ceiling level - at eave level of sloping roof - at top of gable walls - at top of ridge walls	<table><tr><th>P</th><th>IP</th><th>NA</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	P	IP	NA																						(see note No. 2) IS : 4326 C1 8.4.6 IS : 4326 C1 8.3 IS : 4326 C1 8.4.2. IS : 4326 C1 8.4.3 IS : 4326 C1 8.4.3 IS : 4326 C1 8.4.4
P	IP	NA																									
8	Vertical reinforcing bar at corners and T junction of walls at jambs of doors and window openings	<table><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>							IS : 4326 C1 8.4.8 IS : 4326 C1 8.4.9																		
9	Integration of prefab roofing/flooring elements through reinforced concrete screed.	<table><tr><td></td><td></td><td></td></tr></table>				IS : 4326 C1 9.1.4																					
10	Horizontal bracings in pitched truss in horizontal plane at the level of ties in the slopes of pitched roofs	<table><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>																									

Notes :(i) Information in Item 6 should be given on separate A4 sheets for all walls with large number of openings

(ii) P indicates "Information provided"

IP indicates "Information to be provided"

NA indicates "Not Applicable"

Tick mark one box

Part 3 Reinforced concrete framed buildings			
S.No.	Description	Information	Notes
1	Type of building - Regular frames - Regular frames with Shear Walls - Irregular frames - Irregular frames with Shear Walls - Soft storey		IS : 1893 C1 7.1
2	Number of basements		
3	Number of floors including ground-floor		
4	Horizontal floor system - Beams and slabs - Waffles - Ribbed floor - Flat slab with drops - Flat plate without drops		

5	Soil Data • Type of soil • Recommended type of foundation -Independent footings -Raft -Piles • Recommended bearing capacity of soil • Recommended type, length, diameter and load capacity of piles • Depth of water table • Chemical analysis of ground water • Chemical analysis of soil		IS : 1498
6	Foundations Depth below ground level Type Independent Interconnected Raft Piles		
7	System of interconnecting foundations Plinth beams Foundation beams		IS : 1893 C1 7.12.1
8	Grades if concrete used in different parts of building		
9	Method of analysis used		
10	Computer software used		
11	Torsion included		IS : 1893 C1 7.9
12	Base shear a. Based on approximate fundamental period b. Based on dynamic analysis c. Ratio of a/b		IS : 1893 C1. 7.5.3
13	Distribution-of seismic forces along the height of the building		IS : 1893 C1. 7.7 (Provide sketch)
14	The column of soft ground storey specially designed.		IS : 1893 C1. 7.10
15	Clear minimum cover-provided in • Footing • Column • Beams • Slabs • Walls		IS : 456 C1. 26.4

16	Ductile detailing of RC frame - Type of reinforcement used - Minimum dimension of beams - Minimum dimension of columns - Minimum percentage of reinforcement of beams at any cross section - Maximum percentage of reinforcement at any section of beam - Spacing of transverse reinforcement in 2-d length of beams near the ends - Ratio of capacity of beams in shear to capacity of beams in flexure - Maximum percentage of reinforcement in column - Confining stirrups near ends of columns and in beam-column joints Diameter Spacing - Ratio of shear capacity of columns to maximum seismic shear in the storey.		IS: 456 C1.5.6 IS: 13920 C1.6.1 IS: 13920 C1.7.1.2 IS: 456 C1. 26.5.1(a) IS: 13920 C1.6.2.1 IS: 456 C1.26.5.1.1(b) IS: 13920 C1.6.2.2 IS : 13920 C1.6.3.5 IS: 456 C1.26.5.3.1 IS : 13920 C1. 7. 4
17	Does the features require clearance by SDRP Example : Multistory building Prefab building Building in hazard prone areas		

Foundation

- i. In case raft foundation has been adopted, indicate K value used for analysis of the raft.
- ii. In case pile foundations have been used, give full particulars of the piles, type, dia, length, capacity
- iii. In case of high water table, indicate system of countering water pressure, and indicate the existing water table, and that assumed to design foundations.

Idealization for Earthquake analysis

- i. In case of composite system of shear walls and rigid frames, give distribution of base shear in the two systems on the basis of analysis, and that used for design of each system

- ii. Indicate the idealization of frames and shear walls adopted in the analysis with the help of sketches.
- iii. Submit framing plans of each floor
- iv. In case of basements, indicate the system used to contain earth pressures.

Part 4	Buildings in structural steel		
1	Adopted method of design	○ Simple ○ Semi-rigid ○ Rigid	IS:800 C1 3.4.4 IS:800 C1 3.4.5 IS:800 C1 3.5.6
2	Design based on	○ Elastic analysis ○ Plastic analysis	IS: 800 Section-9 SP; 6 (6)
3	Floor Construction	○ Composite ○ Non Composite ○ Boarded	
4	Roof construction	○ Composite ○ Non Composite ○ Metal ○ Any other	
5	Horizontal force resisting system adopted	Frames Braced frames Frames & shear walls	Note: Seismic force As per IS:1893 Would depend on system
6	Slenderness ratios maintained	Members defined in Table 3.1, IS:800	IS 800; C1.3.7
7	Member deflection limited to	Beams, Rafters Crane Girders, Purlins Top of columns	IS:800 C1.3.13
8	Structural members	○ Encased in concrete ○ Not encased	IS: 800 Section-10
9	Proposed material	○ General weld-able ○ High strength ○ Cold formed ○ Tubular	IS: 2062 IS: 8500 IS: 801, 811 IS: 806
10	Minimum metal thickness Specified for corrosion protection	○ Hot rolled sections ○ Cold formed sections ○ Tubes	IS: 800, C1.3.8 C1.3.8.1 to C1.3.8.4 C1.3.8.5
11	Structural connections	○ Rivets ○ CT Bolts ○ S H F G Bolts ○ Black Bolts ○ Welding field Shop (Specify welding type proposed) Composite	IS: 800, Section-8 IS: 1929, 2155, 1149 IS: 6639, 1367 IS: 3757, 4000 IS: 1363, 1367 IS : 816, 814, 1395, 7280, 3613, 6419, 6560, 813, 9595

12	Minimum Fire rating proposed, with method	○ Rating.....hours ○ Method proposed - In tumescent painting - Spraying - Quilting - Fire retardant boarding	IS: 1641, 1642, 1643
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Part-5

Any special weakness in the building making It vulnerable for stability related failure and the precaution to be taken during execution/completion and finishing to be indicated.

Part-6

Recommendations of structural Engineer with respect to special requirements needed with respect to structural safety and stability to be taken note of by Competent Authority feature like incorporation of swimming pool, heavy load on roof, prefabricated structure or any other hazardous features should be included.

ANNEXURE-IV.
[See Guideline No.5(viii)]

Lifeline Buildings

Structures, if affected by disaster, may enlarge the scope of impact by exacerbating the problem; reducing authority's ability to respond; or presenting a secondary problem greater than the primary one. In other words, they are those facilities necessary for a community's response and recovery from a natural or other hazards. Categories of such facilities would include emergency response, medical, emergency shelters, transportation, tele communications, computer centers, financial institutions, major industrial/commercial and other related facilities and services that are essential to the well-being of the community served by these systems. Therefore lifeline buildings shall include.

- (i) Fire, rescue and police stations, central dispatch centers, vehicle storage and operations facilities, and related facilities.
- (ii) Medical facilities like hospitals, critical care facilities, out patient clinics and any other facility that would be able to provide emergency triage and care immediately following a disaster.
- (iii) Designated emergency shelters for use by the public for evacuation purposes.
- (iv) Educational Institutional Buildings–Above Middle School in case of school buildings.
- (v) Jails and detention facilities.
- (vi) High risk facilities containing a sufficient amount of hazardous, toxic or explosive materials that would present a risk to the public if released or facilities containing a hazardous process or related storage, such as chemical plants. This would also include facilities that would generate an inordinate amount of debris in a tsunami, such as a containerised shipping port facility or a lumber mill.
- (vii) Facilities necessary to provide electric power, oil and natural gas, water and wastewater and communications.
- (viii) Transportation facilities like roads, bridges, tunnels, rail lines and stations, airports and runways, and traffic control facilities, networks, and related facilities.
- (ix) Telecommunications facilities like telephone and cellular telephone switching centers, antenna or relay towers, radio dispatch and communications facilities and towers transmission wires, fiber optic cables and switching facilities, and related facilities.

- (x) Data centers like systems providing local and internet computer capability and facilities for the storage of critical information for ongoing community operations.
- (xi) Financial institutions like facilities critical to the economic recovery and ongoing resiliency of the community and surrounding area.
- (xii) Major industrial or commercial facilities are critical to the recovery and ongoing resiliency of a community. They would include major employers without whom the community would not be able to sustain itself (such as a single large employer within the community) as well as facilities that provide a product or service that the community may need for its recovery and continuity, such as food processing. They would also include facilities critical to the ongoing resiliency of the Government, including certain government facilities and those facilities identified in the Defense Industrial Base.

DHARMENDRA PRATAP YADAV
SECRETARY TO GOVERNMENT.

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(b) *Unsubscribed*
Section Officer. 22/6/17

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22/6/17

ANNEXURE-V.
[See Guideline No.5(ix)]

**Certificate of the Architect specifying the violations of
Planning Parameters of the Building**

To

.....
.....
.....

Ref: Proposed regularization of building (Title
of the project).....at
[Site address].....for.....(Name of
Owner/ Developer/Builder),.....[his
address and Tel.No.].....

1. I hereby certify that I am appointed as an Architect for regularization of the above existing building and that I have prepared the building drawings as per the site conditions indicating the violations of the planning parameters of the building to the best of my knowledge.
2. I am fully conversant with the provisions of the Rules and Guidelines issued under the Tamil Nadu Town and Country Planning Act, 1971.

Signature : _____

Registration No.....Date.....

Name.....

Address.....

Tele.No.....

DHARMENDRA PRATAP YADAV
SECRETARY TO GOVERNMENT.

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Section Officer. 22/6/17

22/6/17

ANNEXURE-VI.
[See Guideline No.5(ix)]
Certificate of the Structural Engineer specifying the
Stability of the Building

To

.....
.....

Ref: Proposed regularization of (Title of the
project).....at.....
..... [Site address] for.....
(Name of Owner / Developer / Builder),.....
[his address and Tel.No]
.....

1. This is to certify that I have been appointed as the Structural Engineer to prepare the Structural design basis report, detailed structural design and detailed structural drawings for above mentioned existing building seeking regularization herein.
2. I have prepared and signed a structural design basis report (SDBR) for repair/retrofitting.
3. I undertake to carry out a detailed structural design and prepare detailed structural drawings of the proposed repair/retrofitting of building as per the latest BIS and National Building Code, and as indicated in the structural design basis report.
4. I undertake to supply the detailed structural drawings to the owner.
5. I undertake to submit the certificates /reports as required under this rule.
6. I will not carry out any works in contravention of the Acts and Rules.

Signature : _____

Reg. No. _____ Date: _____

Name : _____

Address : _____

Tel.No. : _____

DHARMENDRA PRATAP YADAV
SECRETARY TO GOVERNMENT.

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Section Officer. 22/6/17

22/6/17