Planning Permission for Buildings from Directorate of Town and Country Planning (DTCP)

Process Flow, List of Supporting Documents and Fees

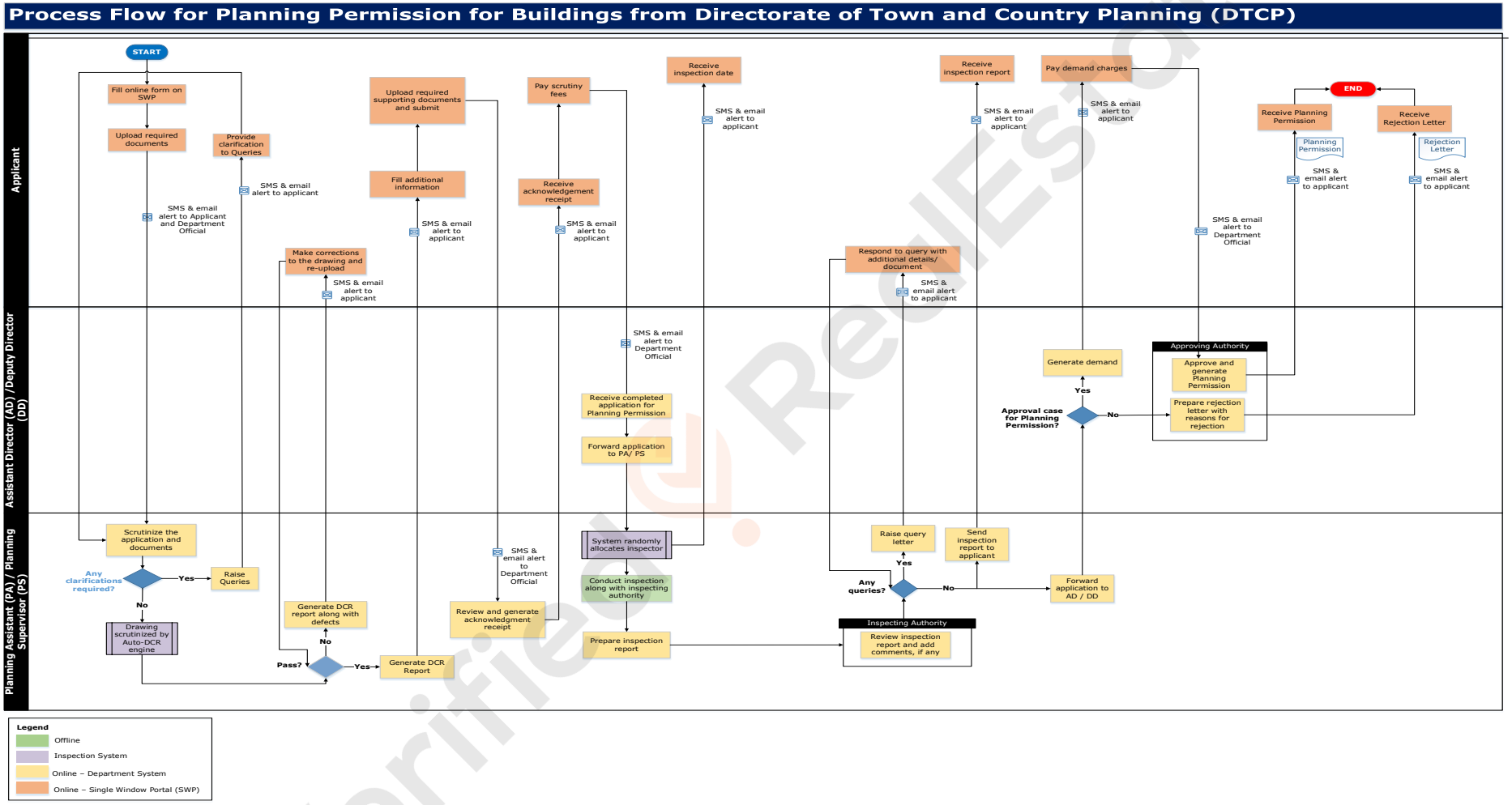
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1 Procedure



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2 Checklist of Supporting Documents

S. No.	Document
#	**Check list of enclosures of applications relating to Non-high rise building not exceeding 18.3m in height** **(This checklist is also applicable for non-high rise building in areas falling under the purview of Hill Area Conservation Authority (HACA), excluding the areas covered under Tamil Nadu District Municipalities (Hill Stations) Building Rules, 1993)**
1.	Application for permission for building in **Form-B** as per **Annexure-II** of TNCDBR, 2019 duly filled in.
2.	Form of undertaking in **Form-C** as per **Annexure-III** of TNCDBR, 2019 duly filled in.
3.	Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant. Note: Additionally, in case of unapproved sub-division, copies of documents including connected parent documents must be provided. (a) In case of urban areas (corporation, municipality, town panchayat), documents involving transaction since 1.1.1980 must be provided. (b) In case of rural areas (village panchayats), documents involving transaction since 29.11.72 assessing the requirement of Open Space Reservation (OSR) must be provided.
4.	Affidavit of undertaking specifying the following in case of lands bearing survey number other than Town Survey Number: (i) No Government / poromboke land involved; (ii) No land acquisition proposed by any Govt. Department; (iii) Site not covered under Land Ceiling Act, 1978; (iv) Site not covered under Land Reforms Act, 1961;
5.	Copy of revenue records viz., FMB / Town Survey sketch, Patta, 'A' Register copy, Permanent Land Record (PLR) / Town Survey Land Record (TSLR) in owners' name
6.	Up to date Encumbrance Certificate (EC) in original obtained not prior to 30 days from the date of submitting application. Note: Additionally, in case of unapproved sub-division: (a) For urban areas (corporation, municipality, town panchayat): EC's having transaction since 1.1.1980 must be submitted (b) For rural areas (village panchayats): EC's having transaction since 29.11.1972 for assessing the requirement of Open Space Reservation (OSR).
7.	FMB / Town Survey sketch, Adangal / 'A' register extract / TSLR for the access road for at least **250 m** length abutting the site, in case if the site lies in corporation area or for at least **100 m** length abutting the site in case other areas. Note: In the event of sub-division for qualifying road not being incorporated in the FMB sketch: (a) In case of urban local bodies, road width certificate about ownership, maintenance, type, width of access road for the length as specified above should be obtained from the Executive Officer, Town Panchayat or Commissioner. (b) In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats / Village Panchayat as the case may be, who would issue such certificate based on the Road Register maintained by the local body.
8.	NOC from Railways department must be obtained, if the site lies within a distance of 30m from Railway property boundary.

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9.	NOC from TANGEDCO must be obtained, if permission is sought for construction of buildings violating the buffer norms for LT and HT power lines as given in item 5(1) & 5(2) in **Annexure-XVII** as per rule 19 of TNCDBR.
10.	For construction of building within 30 m radius from the boundary of burial / cremation ground, an affidavit of undertaking about availability of piped water supply facility.
11.	An affidavit of undertaking about actual availability of underground drainage facility when seeking exemption from providing sewage treatment plant (STP).
12.	No structure can be permitted within a distance of 500 m from the boundary of a quarry / stone crusher. However, if the quarry / stone crusher is claimed as abandoned, a certificate from the local body or licensing authority to that effect.
13.	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalized Bank.
14.	Affidavit of undertaking by the applicant about the ownership of land clearly stating the document-wise extent of each survey number of land.
15.	Name, Registration Number of the registered professional to be engaged for the project along with a copy of registration certificate. Registered professional to be engaged for the project: (a) For buildings up to 12 m height and not exceeding 16 dwelling units or small developments like commercial, nursery schools, primary schools, and cottage industries up to 300 Sq.mt. - Registered Architect (RA) or Registered Engineer (RE). (b) For buildings exceeding 12.0 m but within 18.3 m height - Registered Developer (RD), Registered Architect (RA) or Registered Engineer (RE), Registered Structural Engineer (RSE), Registered Construction Engineer (RCE) and Registered Geotechnical Engineer.
16.	NOC from Fire Service department only in case of public buildings as defined under section 2(33) of the T&CP Act, commercial complex / mall, cinema theatre, kalyana mandapam, community hall, all category of industries and warehouses, commercial buildings where explosives, fire crackers and other similar inflammable materials are handled or traded.
17.	Key plan as prescribed in Rule 8(1)(i) of TNCDBR, 2019
18.	Topo plan as prescribed in Rule 8(1)(ii) of TNCDBR, 2019
19.	Site plan as prescribed in Rule 8(1)(iii) of TNCDBR, 2019
20.	Building plan as prescribed in Rule 8(1)(iv) of TNCDBR, 2019
21.	Rainwater harvesting provisions as prescribed in the **Annexure–XXII** of TNCDBR, 2019
22.	Solar energy capture provisions prescribed as per regulations given in Rule 44 of TNCDBR, 2019
23.	NOC from the authority concerned, if the site lies in: (i) Regulated area as notified by ASI; (ii) Area under sterilized zone of nuclear installation area; (iii) Costal Regulation Zone; (iv) Civil Aviation and Defence area regulation zone;
24.	If the site lies in the area falling under the purview of HACA, then following shall also be submitted: (i) NOC from the Principal Chief Conservator of Forests (ii) NOC from the Chief Engineer (Agricultural Engineering) (iii) NOC from Assistant Director/ Deputy Director of Geology and Mining department of the respective district. (iv) Site inspection remarks and specific recommendation of the District Collector. (v) Contour plan of the site

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25.	Project Report Detailing the raw materials used, process of manufacturing, number of employees and HP requirement in case of Industries
26.	Copy of Property Tax or vacant land tax receipt (Latest)
#	**Check list for enclosures of applications relating to High rise building with height more than 18.3 m** **(This checklist is also applicable for High rise building in areas falling under the purview of Hill Area Conservation Authority (HACA), excluding areas covered under Tamil Nadu District Municipalities (Hill Stations) Building Rules, 1993)**
1.	Application for permission for building in **Form-B** as per **Annexure-II** of TNCDBR, 2019 duly filled in.
2.	Form of undertaking in **Form-C** as per **Annexure-III** of TNCDBR, 2019 duly filled in.
3.	Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant. Note: Additionally, in case of unapproved sub-division, copies of documents including connected parent documents must be provided. (a) In case of urban areas (corporation, municipality, town panchayat), documents involving transaction since 1.1.1980 must be provided. (b) In case of rural areas (village panchayats), documents involving transaction since 29.11.72 assessing the requirement of Open Space Reservation (OSR) must be provided.
4.	Affidavit of undertaking specifying the following in case of lands bearing survey number other than Town Survey Number: (i) No Government / poromboke land involved; (ii) No land acquisition proposed by any Govt. Department; (iii) Site not covered under Land Ceiling Act, 1978; (iv) Site not covered under Land Reforms Act, 1961;
5.	Copy of revenue records viz., FMB / Town Survey sketch, Patta, 'A' Register copy, Permanent Land Record (PLR) / Town Survey Land Record (TSLR) in owners' name
6.	Up to date Encumbrance certificate in original obtained not prior to 30 days from the date of submitting application. Note: Additionally, in case of unapproved sub-division: (a) For urban areas (corporation, municipality, town panchayat): EC's having transaction since 1.1.1980 must be submitted (b) For rural areas (village panchayats): EC's having transaction since 29.11.1972 for assessing the requirement of Open Space Reservation (OSR).
7.	FMB / Town Survey sketch, Adangal / 'A' register extract / TSLR for the access road for at least **500 m** length abutting the site, in case if the site lies in corporation area or for at least **250 m** length abutting the site in case other areas. Note: In the event of sub-division for qualifying road not being incorporated in the FMB sketch: (a) In case of urban local bodies, road width certificate about ownership, maintenance, type, width of access road for the length as specified above should be obtained from the Executive Officer, Town Panchayat or Commissioner. (b) In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats / Village Panchayat as the case may be, who would issue such certificate based on the Road Register maintained by the local body.
8.	NOC from Railways department must be obtained, if the site lies within a distance of 30m from Railway property boundary.

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9.	NOC from TANGEDCO must be obtained, if permission is sought for construction of buildings violating the buffer norms for LT and HT power lines as given in item 5(1) & 5(2) in **Annexure-XVII** as per rule 19 of TNCDBR.
10.	For construction of building within 30 m radius from the boundary of burial / cremation ground, an affidavit of undertaking about availability of piped water supply facility.
11.	An affidavit of undertaking about actual availability of underground drainage facility when seeking exemption from providing sewage treatment plant (STP).
12.	No structure can be permitted within a distance of 500 m from the boundary of a quarry / stone crusher. However, if the quarry / stone crusher is claimed as abandoned, a certificate from the local body or licensing authority to that effect.
13.	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalized Bank.
14.	Affidavit of undertaking by the applicant about the ownership of land clearly stating the document-wise extent of each survey number of land.
15.	Name, Registration Number of the registered professional to be engaged for the project along with a copy of registration certificate for: Registered Developer (RD), Registered Architect (RA) or Registered Engineer (RE), Registered Structural Engineer (RSE), Registered Construction Engineer (RCE), Registered Geotechnical Engineer and Registered Quality Auditor.
16.	NOC from the Director of Fire Safety and Rescue department
17.	Key plan as prescribed in Rule 8(1)(i) of TNCDBR, 2019
18.	Topo plan as prescribed in Rule 8(1)(ii) of TNCDBR, 2019
19.	Site plan as prescribed in Rule 8(1)(iii) of TNCDBR, 2019
20.	Building plan as prescribed in Rule 8(1)(iv) of TNCDBR, 2019
21.	Additional information which shall be furnished or indicated in the building plan as prescribed in rule 8(3) of TNCDBR, 2019
22.	Rainwater harvesting provisions as prescribed in the **Annexure–XXII** of TNCDBR, 2019
23.	Solar energy capture provisions prescribed as per regulations given in Rule 44 of TNCDBR, 2019
24.	NOC from the authority concerned, if the site lies in: (i) Regulated area as notified by ASI; (ii) Area under sterilized zone of nuclear installation area; (iii) Costal Regulation Zone; (iv) Civil Aviation and Defence area regulation zone;
25.	If the site lies in the area falling under the purview of HACA, then following shall also be submitted: (i) NOC from the Principal Chief Conservator of Forests (ii) NOC from the Chief Engineer (Agricultural Engineering) (iii) NOC from Assistant Director/ Deputy Director of Geology and Mining department of the respective district. (iv) Site inspection remarks and specific recommendation of the District Collector. (v) Contour plan of the site
26.	Project Report Detailing the raw materials used, process of manufacturing, number of employees and HP requirement in case of Industries
27.	Copy of Property Tax or vacant land tax receipt (Latest)

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#	**Check list for industrial buildings (Other than Multi-storeyed Buildings) - If the plot/ land is in an approved industrial layout by SIPCOT/ SIDCO:**
1.	Copy of documents (sale deed/ lease deed/ power of attorney) self-attested by the applicant
2.	Encumbrance certificate for 13 years (in original obtained up to the date which is not prior to 7 days from the date of submitting application).
3.	If the applicant proposes to put up a culvert across the channel/ water course, then NOC of the concerned Government agency which is responsible for maintaining the water course has to be obtained
4.	Structural stability certificate in Form A, B, C (enclosed in **Annexure 1.1** of Tamil Nadu Business Facilitation Act 2018 and Tamil Nadu Business Facilitation Rules (TNBFR)) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
5.	NOC from Fire Service department has to be obtained.
6.	Affidavit of undertaking in Rs.20/- non judicial paper of the following as per the templates in **Annexure 1.2** of TNBFR: (i) Form duly filled in for certificate for structural design sufficiency (ii) Form duly filled in for supervision (iii) Form duly filled in for certificate of work as per structural safety requirements.
7.	Affidavit of Undertaking by developer, architect and structural engineer about the structural stability aspects as per the template enclosed in **Annexure 1.4** of TNBFR
8.	Drawing related checklist points: (i) Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility: (a) In case of Urban Local Bodies: Certificate obtained from the Executive Officer or Commissioner, as the case may be. (b) In case of Rural Local Bodies: Certificate obtained from Block Development Officer (BDO) of Block Panchayats / Village Panchayats as the case may be; or (c) Certificate from SIPCOT/SIDCO about common affidavit treatment plant provided by them, if any. (ii) Rain water harvesting system shown in the drawing. (iii) Site plan in any scale between 1:400 to 1:800. (iv) Detailed plan, elevation, sectional details in scale not less than 1:100. (v) Detailed drawing/ plan showing design calculations for the columns including the position of the columns (vi) A copy of the approved layout promoted by SIPCOT/ SIDCO.
9.	If the site lies in the area falling within the purview of HACA, then the following shall be submitted: (i) NOC from the Principal Chief Conservator of Forests (ii) NOC from the Chief Engineer (Agricultural Engineering) (iii) NOC from Assistant Director/ Deputy Director of Geology and Mining department of respective district level (iv) District Collector Site inspection remarks and specific recommendations (v) Contour plan of the site
10.	Copy of previously approved plan by DTCP for the site, (if any)
#	**Check list for industrial buildings (Other than Multi-storeyed Buildings) – If the plot/ land is in an area other than approved industrial layout by SIPCOT/ SIDCO:**
1.	Copy of documents (sale deed/ lease deed/ power of attorney) self-attested by the applicant
2.	Patta and Adangal details should be verified by the Department by accessing the database of the Revenue Department.

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	If the details are not available in the database of Revenue Department then, upload NOC in original from Tahsildar about the Patta and Adangal details.
3.	FMB/ Town Survey sketch attested by competent official of concerned department.
4.	Patta/ Chitta/ Town Survey Land Records (TSLR) in owner's name.
5.	Encumbrance certificate for 13 years (in original obtained up to the date which is not prior to 7 days from the date of submitting application).
6.	**Approach road**: Details of type, width and survey number of access road which is available for at least about 250m along the length of the road abutting the site should be indicated by the applicant and which shall be verified by the Department by accessing the database of the Revenue Department. If the details are not available in the database of Revenue Department: (a) In case of Urban Local Bodies: Certificate of ownership, maintenance, type, width of access road obtained from the Executive Officer, Town Panchayat or Commissioner, Municipality/ Corporation, as the case may be. (b) In case of Rural Local Bodies: Certificate obtained from the Block Development Officer (BDO) of Block Panchayats/ Village Panchayats as the case may be, who would issue such certificate based on the Road Register maintained by the Local Body.
7.	If the building is proposed to be located within 15m distance from the boundary of a water body or any channel (or) any type of water course, the applicant shall submit an undertaking (as per **Annexure 1.3** of TNBFR) in Rs.20/- non-judicial paper that necessary satisfactory arrangements would be made not to discharge any effluent into the nearby water body and contaminate it.
8.	If the applicant proposes to put up a culvert across the channel/ water course, then NOC of the concerned Government agency which is responsible for maintaining the water course has to be obtained.
9.	If the site lies within a distance of 30 m from Railway property boundary, NOC from Railways must be obtained.
10.	NOC from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes)
11.	NOC from the competent authority of Air Force (if required as per the notification/ order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force stations).
12.	Legal opinion (in original) on the land ownership by an advocate.
13.	If the applicant is not availing water connection from the concerned local body, an affidavit of undertaking in Rs.20 non-judicial paper by the applicant must be submitted with the details of own water supply arrangement and ownership of land, clearly stating the document wise extent of each survey number of land.
14.	Structural stability certificate in Form A, B, C (enclosed in **Annexure 1.1** of TNBFR) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.
15.	NOC from Fire Service department has to be obtained.
16.	Affidavit of undertaking in Rs.20/- non-judicial paper of the following as per the templates in **Annexure 1.2** of TNBFR: (i) Form duly filled in for certificate for structural design sufficiency (ii) Form duly filled in for supervision (iii) Form duly filled in for certificate of work as per structural safety requirements.

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17.	Affidavit of Undertaking by developer, architect and structural engineer about the structural stability aspects as per the template enclosed in **Annexure 1.4** of TNBFR
18.	Drawing related checklist points: (i) If the site is a wet or dry agriculture land, then proper drainage plan incorporated in the site plan shall be submitted. (ii) Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility: (a) In case of Urban Local Bodies: Submit certificate obtained from the Executive Officer or Commissioner as the case may be. (b) In case of rural local bodies: Submit certificate obtained from the Block Development Officer (BDO) of Block Panchayats / Village Panchayats as the case may be. (iii) Rain water harvesting system shown in the drawing. (iv) Site plan in any scale between 1:400 to 1:800. (v) Detailed plan, elevation, sectional details in scale not less than 1:100. (vi) Detailed drawing/ plan showing design calculations for the columns including the position of the columns.
19.	Topo sketch showing all existing developments surrounding the site for 100 m radius, indicating all features & details as available in the village map and along with colour notation of master plan land use, if any, of the surrounding survey numbers. In case, if the site/ plot lies in an approved industrial layout, submission of a copy of the layout is sufficient
20.	If the site lies in the area falling within the purview of HACA, then the following shall be submitted: (i) NOC from the Principal Chief Conservator of Forests (ii) NOC from the Chief Engineer (Agricultural Engineering) (iii) NOC from Assistant Director/ Deputy Director of Geology and Mining department of respective district level (iv) District Collector Site inspection remarks and specific recommendations (v) Contour plan of the site
21.	If the site lies between 100 m and up to 300 m from the boundary of the area notified by Archaeological Survey of India, then NOC of the ASI shall be obtained and produced.
22.	Copy of previously approved plan by DTCP for the site, if any.

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3 Fees

S. No.	Fee Type	Rate (in INR)
1.	Scrutiny fees	
1.1.	Plans submitted along with planning permission applications per Sq.mt of floor area of the building	**INR 2.00**
1.2.	1st revised plan per Sq.mt of floor area of the building	**INR 1.00**
1.3.	2nd revised plan per Sq.mt of floor area of the building	**INR 0.40**
1.4.	3rd revised plan per Sq.mt of floor area of the building	**INR 0.20**
1.5.	Subsequent revised plans	**NIL**
2.	Demand charges	Varies for each application

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