



Directorate of Town Panchayat
BuildingPlan Approval-Final Approval Letter

Proceedings of Minjur Town Panchayat Executive Officer Present: Mr./Mrs. D Maheswari

Roc No: 231/2025/A2

BA No: 08/2025-2026

Date: 11/11/2025

Sub:

Building License –No.29,Backtavchalam Street,Minjur -601 203 to grant permission to construct Commercial building at S.No 213/ 3B & 16 , Minjur , Ponneri , Tiruvallur. Building Survey No : 213 subdivision: 3B & 16 Plot No : --Orders issued – reg.

Ref:

Application from Mr./Mrs.:C Venkateswara Rao S/o, H/o.Venkatasubbiah , SWP/BPA/558153/2025 Survey No: 213 subdivision: 3B & 16 in Minjur Town Panchayat , Plot No:- Dt: 11/06/2025 B.A.No. (08/2025-2026)

Your application regarding building approval for Commercial Building and subject to the following conditions, permission to construct the building is granted in S.No 213/ 3B & 16 of Minjur Village Tiruvallur District is scrutinised and permission is here by accorded to construct the building subject to the following condition.

1. This permission will be valid for a period of five years from 11/11/2025 to 11/11/2030
2. No encroachment shall be made on Government/Town Panchayat land or Street.
3. The building should be constructed in accordance with Tamil Nadu Combined Development and Building Rules 2019
4. No soil shall be taken for the construction of the said building where permission has been obtained for the building.
5. The building should be constructed without any change in the approved plan. If any alteration is needed, prior permission should be obtained.
6. Application for renewed of permission should be submitted 30 days prior to the date of expiry of the license period.
7. A copy of the approved drawing shall be kept at the site and shall be produced to the Town Panchayat Official on demand.
8. Toilet, septic tank etc., should be laid in sanitary manner. It should be safe and easy to clean up.
9. If the amount already paid is later found to be less, the remaining amount should be paid to the Minjur immediately.

10. Rain water harvesting structures must be constructed in the premises of the building.
11. Solar water heating equipment should be installed
12. If any document submitted for permission is found incorrect later, their building license permission will be cancelled without any prior notice.
13. When the construction is completed, it is obligatory to obtain the Completion Certificate.
14. Within 15 days of completion of construction or occupation in the building, the building owner should inform to the Executive authority the details with the relevant documents to assess property tax.

A copy of the approved drawing is enclosed herewith.

Encl- Approved Plan

To

Thiru./Tmt. :V Venkateswara Rao, S/o., W/o. : Venkatasubbiah, No.13, Hemachandra Nagar, Minjur
, Minjur , Ponneri , Tiruvallur

Executive Officer,
Minjur Town Panchayat, Tiruvallur
District.

Copy to: Bill Collector, Minjur, Town Panchayat

Approval on behalf of Member
Secretary, CMDA

(Follow up action regarding levying Property tax as soon as the completion of the

