

<b>DOCUMENT TO BE SUBMITTED (for building above 10 mtrs height)</b>	
<b>Sl.No</b>	<b>Document details</b>
1	Building Application duly signed by the Owner, Builder, Architect, Structural Engineer. (Sec.429 (aa) of HMC Act, 1955 & 4.2 of Building Bye- laws,1981)
2	Building Plans through Auto CAD drawings in PreDCR format, with Location Plan, Contour Plan, Site Plan, Detailed Drawings of each floor, Detailed Drawings of Parking Floors, Terrace Plan, Building Elevations, Cross Section, Longitudinal Section, Plan showing rainwater harvesting pits & Mortgage Plan duly signed by Owner, Builder, Architect/Engineer/Surveyor, Structural Engineer containing (Sec.429 (aa) of HMC Act, 1955 & 4.2 (v) of Building Bye- laws,1981)
3	Building Permit / License Fee Rs.10,000/- (initial fee) through online payment
4	Declaration forms duly signed by the owner and attested by Gazetted Officer.
5	Licence copy of Architect renewed by CIA (or) Licence copy of the Engineer / Surveyor issued by GHMC attested by Gazetted Officer.
6	Licence copy of the Structural Engineer issued by GHMC attested by Gazetted Officer.
7	Licence copy of the Builder/ Developer issued by GHMC attested by Gazetted Officer.
8	Ownership documents (Two sets attested by Gazz. Officer) (Sec.429 (aa) of HMC Act, 1955 & 4.2 (v) of Building Bye-laws,1981)
9	Link documents (Attested by Gazz. Officer).
10	Latest Encumbrance Certificate issued by Registration Department.
11	Previous Sanctioned Plan Copy (if the existing building in the site was sanctioned previously).
12	Up to date Property Tax Receipt.
13	Land Use Certificate issued by HMDA.
14	N.O.C. from AAI – No Separate NOC is required if the height of the proposed building is within the permissible height indicated in CCZMs issued by AAI. To know the permissible top elevation of the building please click on link ( <a href="http://nocas2.aa1.aero/nocas/CCZMPage.html">http://nocas2.aa1.aero/nocas/CCZMPage.html</a> )
15	The restrictions imposed by the Archaeological Survey of India are being followed. No separate NOC is being insisted.
16	N.O.C. & approved plans from Fire Services Department, ( For buildings 18 mtrs and above height and for all School buildings / Functional halls/ Public Congregation building in plots of above 500 sq.mtrs or above 6 mtr heights and for all Commercial building of 15 mtrs and above as per Fire Services Act ).
17	Soil Test Report. As per G.O.Ms.No. 168MA, dt 07.04.2012).
18	Structural Stability Certificate issued by Licensed Structural Engineer. As per G.O.Ms.No. 168MA, dt 07.04.2012) Structural Drawings) As per G.O.Ms.No. 168MA, dt 07.04.2012).
19	Comprehensive Insurance Policy for 6 years.
20	Common undertaking to be given by Owners, Builders and Lincensed Technical personal
21	Any other documents submitted by the applicant.