

Name of the service	Sr. no. 35 (i) Sanction of building plans in the original municipal limits for all uses and sizes except commercial/ institutional uses for the sites 1000 sq. mtrs and above.
Designated Officer	Chief Town Planner in case of Municipal Corporation EO in case of Municipal Council Secretary in case of Municipal Committee
Documents	<ul style="list-style-type: none"> • Form BR-I and II (refer Haryana Building Code 2017) • Building Plans, Sections, Elevation (as demanded by the system software) • Ownership documents: Sajra, intakal, jamabandhi, mutation, lease deed etc • House Tax /Property Tax receipt • Site plan & Site report <p>NOC required for BPA/OC:</p> <ul style="list-style-type: none"> • Access permission: B&R/NHAI etc • Central/State Pollution Control Board • Fire Department • Airport Authority of India • National Monument Authority • Water & Sewerage : PHED/MC • National Conservation Zone • Environment Clearance (as per EIA notification) • HAREDA • Any other NOC required as per the site location and other prevailing

Fees	Scrutiny Fee @ Rs 10/- per sq m of covered area Development Charges (as per prevailing rates, applicable only for Non-CLU cases) Composition Charges (as per composition policy, at the time of Occupation Certificate)
Timeline	60 Days from the date of receipt of complete documents
Procedure	<ol style="list-style-type: none">1. The applicant shall submit online application along with required scanned copy of documents and requisite payment on URL: www.haryanaobpas.gov.in2. The online application submitted will go to the login ID of concerned Municipality3. The file shall be processed by BI for document verification > ZTO for checking property tax payment > BI for conducting site visit via mobile application > ME/ATP for recommendation > Commissioner/Executive Officer/Secretary for approval/rejection of file.4. The applicant will revert to on hold application and submit the requisite information or dues (if any) to the concerned Municipality.5. Dealing official will check the resubmitted application/documents/payments and assess the application for approval/rejection.