

<b>Name of the service</b>	<b>Sr. no. 35 (iii) Sanction of building plans in the original municipal limits for commercial/ institutional uses for the sites 5000 sq.mtrs. and above.</b>
<b>Designated Officer</b>	<b>Chief Town Planner, ULB</b>
<b>Documents</b>	<ul style="list-style-type: none"> <li>• Form BR-I and II (refer Haryana Building Code 2017)</li> <li>• Building Plans, Sections, Elevation (as demanded by the system software)</li> <li>• Ownership documents: Sajra, intakal, jamabandhi, mutation, lease deed etc</li> <li>• House Tax /Property Tax receipt</li> <li>• Site plan &amp; Site report</li> </ul> <p>NOC required for BPA/OC:</p> <ul style="list-style-type: none"> <li>• Access permission: B&amp;R/NHAI etc</li> <li>• Central/State Pollution Control Board</li> <li>• Fire Department</li> <li>• Airport Authority of India</li> <li>• National Monument Authority</li> <li>• Water &amp; Sewerage : PHED/MC</li> <li>• National Conservation Zone</li> <li>• Environment Clearance (as per EIA notification)</li> <li>• HAREDA</li> <li>• Any other NOC required as per the site location and other prevailing</li> </ul>
<b>Fees</b>	<p>Scrutiny Fee @ Rs 10/- per sq m of covered area</p> <p>Development Charges (as per prevailing rates, applicable only for Non-CLU cases)</p>

	Composition Charges (as per composition policy, at the time of Occupation Certificate)
<b>Timeline</b>	60 Days from the date of receipt of complete documents
<b>Procedure</b>	<ol style="list-style-type: none"><li>1. The applicant shall submit offline application along with required documents and requisite payment to respective MC Office addressed to concerned Commissioner/ Executive Officer / Secretary.</li><li>2. The file shall be processed by BI for document verification &gt; ZTO for checking property tax payment &gt; BI for conducting site visit &gt; ME/ATP for recommendation &gt; Commissioner/Executive Officer/Secretary shall submit the file to Director Urban Local Body for obtaining consent from Government of Haryana.</li><li>3. Upon obtaining decision from the Government of Haryana the approval/rejection of file shall be granted by the concerned Commissioner/Executive Officer/Secretary of respective Municipality.</li></ol>