

**CHECKLIST FOR SUBMISSION OF FRESH BUILDING PLAN /
REVISED BUILDING PLAN FOR RESIDENTIAL, COMMERCIAL, INDUSTRIAL (ABOVE 2
KANAL), INSTITUTIONAL, PETROL PUMP**

Sr. No.	Document / Content	Attached	Not-Attached	Page No.
1.	Form-A duly signed with date by the owner(s)/applicant(s) and architect duly stamped.	Yes	No	
2.	Form-C duly signed with date by the owner(s)/applicant(s) and architect duly stamped.	Yes	No	
3.	Form-J duly signed with date by the owner(s)/applicant(s), architect and structural engineer with their name and address in capital letter and also stamped by the architect and structural engineer.	Yes	No	
4.	Set of Fresh / Revised Building Plan in triplicate duly cloth mounted as per detail given below:- a) A site plan showing the position of Plot proposed to be built upon as required by the Rule. b) Plans, elevation and sections in triplicate copy as required by the Rule. c) Drainage plans, engineering drawings (structural as required) by the Rule.	Yes Yes Yes	No No No	
5.	Checklist duly filled & signed by the Private Architect.	Yes	No	
6.	Authority letter in favour of private architect from the owner(s) / applicant(s) regarding submission of plan / Revised Building plan for sanction and making correspondence with Estate Office.	Yes	No	
7.	Proof of ownership i.e. copy of allotment letter / transfer letter not more than 3 months old.	Yes	No	
8.	No dues certificate with regard to payment of entire/full amount of premium of plot (including up to date annual Ground Rent / Lease Money (Self Attested))	Yes	No	
9.	Self attested undertaking:- a) Regarding ownership from owner(s) / applicant(s) with specimen signature, latest photographs and ID proof. b) That there is no dispute / litigation is pending in any court of law and the properties free from all sorts of encumbrance and there is no stay / restraining order from any court of law with regard to sanction of Fresh / Revised Building Plan	Yes Yes	No No	
10.	Copy of Sewerage Connection / Occupation Certificate or extension in time limit for construction of the building.	Yes	No	
11.	In case, sewerage connection/occupation certificate is not issued/obtained then furnish:- a) An attested copy of proof of construction i.e., water/electricity bills (prior to 22-1-1993 or construction of building within the stipulated period as per terms and conditions of allotment or within the extended period as the case may be), supported with a certificate issued by the Registered Architect on his/her letter head certifying that the building is constructed as per sanctioned plan and there is no building violations at Site/House. b) Certificate from the concerned water/electricity department certifying there in the date and year of release of permanent / regular water/electricity connection against the house/building in question.	Yes Yes	No No	

12.	Indemnity Bond is required from each owner (s) duly attested for attorney.	Yes	No	
13.	If applicant is GPA / SPA holder, then furnish:- a) Copy of GPA / SPA (attested by notary public). b) Affidavit regarding validity of GPA / SPA	Yes Yes	No No	
14.	If there is no proof of previous sanctioned plan, an undertaking is must required from the owner (s) that my / our plan (s) be treated as fresh with applicable charges.	Yes	No	
15.	If there is no proof of previous sanctioned plan / plans is treated as fresh, plot size may also got be verified from the Surveyor .	Yes	No	
16.	In case of fresh building plan, the plot size may be got verified from the Surveyor .	Yes	No	
17.	E-mail ID and address of owner (s), Private Architect and Structural Engineer is required on submitted plan (s).	Yes	No	
18.	Attested Copy of partnership deed, authorization letter in favour of the authorized signatory/ partner to apply for Revised Building Plan. (Applicable in case of property owned by Partnership Firm).	Yes	No	
19.	Attested copy of Memorandum of Articles and Association, copy of resolution in favour of authorized signatory/ Director of the Company to apply for Revised Building Plan. (Application in case of property owned by the Company).	Yes	No	
20.	In case of allotment of society, NOC from the Chandigarh Housing Board or Society Registrar required.	Yes	No	

Signature of the applicant

Name _____

Mobile No. _____

Date _____

SHORTCOMINGS IF ANY,

Sign. Of Scrutiny Assistant	Name	Dated
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ACCEPTED

It is certified that all the documents are complete, as per above check list.		
Sign. Of Scrutiny Assistant	Name	Dated

Signature of In-charge _____ Name _____ dated _____

CHECK-LIST FOR SUBMISSION OF FRESH BUILDING PLAN/ REVISED BUILDING PLAN

1. **Form-A** is required signed with date by the owner and architect duly stamped.
2. **Form-C** is required duly signed with date by the owner(s) and architect duly stamped.
3. **Form-J** is required duly signed with date by the owner(s), architect and structural engineer with their name and address in capital letter and also stamped by the architect and structural engineer.
4. Private Architect duly filled checklist is required.
5. Authority letter for private architect is required from owner(s) regarding submission/correspondence/receipt of sanctioned plan.
6. Self attested undertaking regarding ownership from owner(s) with specimen signature(s), latest photograph(s) and ID proof.
7. Plan Security Fee in shape of Demand Draft in favour of Estate Officer, UT, Chandigarh.
8. Copy of allotment letter / transfer letter / possession letter is required.
9. Copy of letter showing extension in time limit for construction of the building.
10. Indemnity Bond is required from owner(s).
11. Copy of power of attorney if the plans are submitted by the GPA holder duly attested and a affidavit is must required from the GPA holder that this GPA has not been revoked or cancelled and owner(s) is/are alive.
12. If there is no proof of previous sanctioned plan, a undertaking is must required from the owner(s) that my/our plan(s) be treated as fresh with applicable charges.
13. If there is no proof of previous sanctioned plan / plans is treated as fresh, plot size may also got be verified from the **Surveyor**.
14. E-mail ID and address of owner(s), Private Architect and Structural Engineer is required on submitted plan(s).
15. In case of Revised Building Plan, copy of occupation certificate, if any, is required.
16. Latest Ownership/web report, dues and extension in time limit is required.
17. If Firm, the copy of resolution / memorandum authority letter to sign the plan and papers is required.
18. Set of Fresh/Revised Building Plan in triplicate as per detail given below :—
 - (a) A site plan showing the position of Plot proposed to be built upon as required by the Rule.
 - (b) Plans elevation and sections in triplicate copy duly cloth mounted as required by the Rule.
 - (c) Drainage plans, engineering drawings (structural as required) by the Rule.
19. In case of allotment of society, NOC from the Chandigarh Housing Board or Society Registrar required.

FORM-A**(Rule 7)**

From

To

The Chief Administrator,
Chandigarh

Sir,

1. I / We apply for permission to erect / re-erect / add / alter a building / wall in accordance with the plans submitted herewith on the Plot No. _____ in the layout of Sector No. _____.
2. I / We attach :
 - (a) A site plan showing the position of the plot to be built upon as required by the rules;
 - (b) Plans, elevations and sections in triplicate as required by the rules;
 - (c) Drainage plans, engineering drawings (structural) as required by the rules;
 - (d) Specification of the proposed buildings;
 - (e) Copy of Allotment letter;
 - (f) Copy of the possession letter;
 - (g) Copy of letter showing extension in time limit for the construction of the building;
 - (h) Copy of General Power of Attorney if the plans are submitted by the Attorney;
 - (i) Affidavit and Indemnity Bond;
 - (j) Copy of the receipt for the Building Plan Security.
3. The construction of the building shall be supervised by _____
Architect / Licensed Supervisor as the case may be.

Dated :

Signature(s)

Enclousers :

CHANDIGARH ADMINISTRATION ESTATE OFFICE

ANNEXURE IX

FORM C RULE (12)

Specifications for materials to be used for the
construction :

On Plot No. _____ Sector _____ at Chandigarh.

FOUNDATIONS :

1. The depth of the foundation shall be according to the soil and Maximum bearing capacity shall be 1 / Ton per sq. ft.
2. The concrete in foundation shall be (a) either stone ballast, or brick ballast in ratio 1:8:16 for cement or (b) ballast over burnt bricks mixed with lime and Surkhi in ratio 13:28:100.

WALLS :

1. In foundation burnt bricks in cement, 1:6 or of lime mortar 1:2.
2. 9" thick brick wall in superstructure in 1:6 c.m. & 4½" thick in 1:4 cement mortar & shall have hoop iron reinforcement in every 4th course.

DAMP PROOF :

Horizontal D.P.C. shall be 1½" thick cement concrete 1:2:4 and vertical D.P.C. shall be ¾" thick cement mortar, V.D.P.C. and H.D.P.C. shall be painted with two coats of Bitumen of 85/25 Grade.

FLOOR :

Shall be either in 1½" cement concrete 1:2:4 or mosaic over a bed of 4 inches cement concrete 1:2:4 or mosaic over a bed of 4 inches cement concrete 1:8:16 over 6 inches sand over rammed earth. Roofs shall be either R.C.C.(1:2:4) and surface plastered smooth with cement plaster 1:8 or R.C.C. battens at 12 inches C/c or R.S. joints, reinforcement shall be according to the design.

Terrace roofs shall be finished with an average 3" rammed earth paved with brick lines 1½" properly grouted and laid to a proper slope.

DOORS WINDOWS AND OTHER WOOD WORK :

Shall, be either Deodar or C.P. Teak properly painted or waxed polished or spirit polished.

STEEL WORK :

Shall be tested mild steel of proper size and quantity or Tor steel as per engineer's recommendations.

INTERNAL FINISH :

Shall be either cement plaster with 1:4 white washed or colour washed, distempere or plastic emulsion.

EXTERNAL FINISH :

Shall be either cement plaster 1:4 with white or colour washed; exposed brick work have deep out pointing with lime and Surkhi mortar.

ARCHITECTS

Signature of the Applicant.

**CHANDIGARH ADMINISTRATION
ESTATE OFFICE**

FORM J

(RULE 9)

Certificate : To be submitted along with the building plans / drawings :-

1. Certified that the building plans submitted for approval satisfy the safety requirements as stipulated under Rule 40 of the Punjab Capital (Development and Regulation) Building Rules, 1952 and the information given therein is factually correct to the best of our knowledge and understanding.
2. It is also certified that the structural design including safety from natural hazards based on soil conditions has been duly incorporated in the design of the building and these provisions shall be adhered to during construction.

Signature of the Owner
with date

Signature of the Architect
with date

Signature of Structural,
with date (As defined in NBC of India)

Name in Block
Letters / Address

Name in Block
Letters / Address

Name in Blocks Letters
Address

INDEMNITY BOND

I _____ s/o _____

R/o H. No. _____

Chandigarh absolute owner of the said house.

This Indemnity bond is executed at Chandigarh on this _____ by _____ Chandigarh
(herein after referred to as the Executant).

Whereas we the Executants of this indemnity bond have been submitted the revised building plan on _____ vide application number _____ in the office of Estate Officer, U.T., Chandigarh for the sanction of the H. No.1028, Sector 40-A, Chandigarh (U.T.).

And whereas the Estate Officer, U.T., Chandigarh has asked the Executants to furnish indemnity bond for the same.

Now this Indemnity Bond witness as under :-

1. That the Executant is ready to pay the amount of composition fee for extra coverage as calculated / intimated by the Estate Office, U.T., Chandigarh, as per the present rate of composition fee for additional coverage.
2. That in case at any later stage any additional composition fee for extra coverage I the Executant bound myself through this indemnity bond to pay the same as and when demanded by the Estate Office, U.T., Chandigarh.
3. That I will not claim for the refund of the composition fee as deposited if it will reduce by the Chandigarh Administration later on.

In the presence of the following witness this idemnity bond signed at Chandigarh.

WITNESS NO. 1

EXECUTANT

WITNESS NO. 2

AFFIDAVIT

I _____

R/o _____

_____, do hereby solemnly affirm and declare as under :-

1. I am the absolute the owner of _____

2. My specimen signature is as under :-

1. _____ 2. _____ 3. _____

Dated :

Place : Chandigarh

DEPONENT

VERIFICATION

It is verified that the above contents of my affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated :

Place : Chandigarh

DEPONENT