

DIRECTOR OF TOWN AND COUNTRY PLANNING

Checklist for applications for non Multi-storeyed Building (Building having 4 floors including ground floor) and or more than 15meter height – allowable only if access road is of minimum width of 18m

II. Permission for construction of multi-storeyed building

(under rule 15 of multi-storeyed and public building rules, 1973)

1	General application duly signed by the applicant	Yes/No
2	Copy of order (Tamil Nadu Government Gazette) declaring the multi-storeyed building area under rule 4(a) of the Multi-storeyed Building Rules, 1973	Yes/No
3	Form prescribed under rule 3(1) of Tamil Nadu District Municipalities Building, Rule, 1972 as in Appendix 'A' (for municipality and town panchayat areas) duly filled in	Yes/No
4	Form prescribed under rule 4(1) of Tamil Nadu Panchayat Building Rule, 1997 as in Appendix 'B' (for panchayat area) duly filled in	Yes/No
5	Site plan in any scale between 1:400 to 1:800 which should also indicate the location of the 10% reservation for OSR.	Yes/No
6	Detailed plan, elevation, sectional details in scale not less than 1:100	Yes/No
7	Topo plan giving details within 500 metre radius in scale not less than 1:2000	Yes/No
8	Detailed structural design report with drawings and stability certificate duly considering the seismic forces from a class I structural engineer. (Affidavit in Rs.100/- stamp paper in the prescribed format to be provided by the architect, owner and structural design engineer) (format enclosed)	Yes/No
9	Certificate from a Chartered Engineer / Soil mechanics Engineer as to whether the soil is having enough safe bearing capacity for the proposed height of Multi-storeyed Building.	Yes/No
10	Solar water heating system indicated in the drawing	Yes/No
11	STP report with detailed calculations and drawings	Yes/No
12	Rain water harvesting (RWH) structures and arrangements with drawings and detailed report of RWH based on the contour of the site.	Yes/No
13	Attested copy of the Documents (Sale deed / Lease deed / Power of Attorney)	Yes/No
14	VAO attested FMB / Town Survey sketch	Yes/No

15	VAO attested – Chitta, Adangal, TSLR, 'A' register copy	Yes/No
16	Encumbrance Certificate for the past 13 years (in original)	Yes/No
17	NOC from Tahsildar (in original) in the prescribed format for poromboke land, land acquisition, Land Ceiling Act, 1978 and Land Reforms Act, 1961	Yes/No
18	Whether FMB sketch, Chitta, Copy of 'A' register for the access road is available	Yes/No
19	Local body resolution for all the survey numbers with specific recommendations	Yes/No
20	Planning authority resolution for all the survey numbers (in case of planning areas only)	Yes/No
21	Specific recommendation and remarks about the site suitability and access road etc. by the Regional Deputy Director in case of non-planning area or by the Member Secretary of the Planning authority in case of planning areas.	Yes/No
22	NOC for ELCOT (in case of IT building)	Yes/No
23	NOC from Fire Service Department	Yes/No
24	NOC from P&T department for Microwave tower	Yes/No
25	NOC from Civil Aviation department	Yes/No
26	NOC from Chennai Regional Advisory Committee (CRAC)	Yes/No
27	NOC from Traffic Police Department	Yes/No
28	Local planning authority recommendation and inspection remarks (in planning areas only)	Yes/No
29	Specific recommendation and inspection remarks of the Regional Deputy Director in case of non-planning areas	Yes/No
30	Government pleader opinion about land ownership mentioning all survey numbers and area	Yes/No
31	Water supply arrangement undertaking letter	Yes/No
32	Whether the area lies in Coastal Regulation Zone (CRZ), if so, certificate, drawings and remarks of Member Secretary of Local Planning Authority to be attached	Yes/No

Format of Affidavit regarding stability of the building to be duly signed by the Architect, owner and structural design engineer in a Rs.100/- stamp paper (see item No.8 above)

Structural designs are made after conducting due soil test of the site as per National Building Code, 2005 so as to be safe against all natural calamities like earthquake etc., and the structure will be safe in all respects and we all are held responsible for the structural safety / safety

- 1) Signature of the applicant / owner
- 2) Signature of the Architect with seal and registration number
- 3) Signature of the structural design engineer with seal and registration number