**LIST OF REQUIREMENTS FOR DIFFERENT TYPES OF WORKS**

1. Municipality Approval of Residential Building

* Documents
* Link Documents
* Encumbrance Certificate (EC)
* Vacant Tax/Property Tax Receipt
* Aadhar Card Xerox
* Old Plan Approval (If available)
* LCC (if Required)
* Market Value
* Application And Drawing (to be prepared)
* Road Settlement Deed (to be given by applicant)
* Mortgage ( to be given by Applicant)
* Others

1. List of Documents required for Apartment building
2. Documents
3. Link Documents
4. Encumbrance Certificate (EC)
5. Vacant Land/ Property Tax Receipt
6. Aadhar Card Xerox
7. Old Plan Approval (If Available)
8. LCC (if Required)
9. Market Value
10. Soil Test Reports
11. Contractor’s All Risk Policy
12. Structural Stability Certificate
13. Structural Designs and drawings
14. Mortgage
15. Engineer’s Degree Certificate
16. 3 Years ITR
17. Firm Registration Certificate if available
18. Bank account pass book
19. Pass port photo (All Partners)
20. Partnership deed ( if Required)
21. Application And Drawing (to be prepared)
22. Road Settlement Deed (to be given by applicant)
23. Mortgage ( to be given by Applicant)
24. List of Documents required for Commercial building
25. Documents
26. Link Documents
27. Encumbrance Certificate (EC)
28. Vacant Land/ Property Tax Receipt
29. Aadhar Card Xerox
30. Old Plan Approval (If Available)
31. LCC (if Required)
32. Market Value
33. Soil Test Reports
34. Contractor’s All Risk Policy
35. Structural Stability Certificate
36. Structural Designs and drawings
37. Mortgage
38. Engineer’s Degree Certificate
39. 3 Years ITR
40. Firm Registration Certificate if available
41. Bank account pass book
42. Pass port photo (All Partners)
43. Partnership deed ( if Required)
44. Application And Drawing (to be prepared)
45. Road Settlement Deed (to be given by applicant)
46. Mortgage ( to be given by Applicant)
47. Fire NOC (if required)
48. ECBC Certificate (If required)
49. **Conceptual Plan / Presentation**

* Site Measurements
* Document
* Other

1. **Layout**

* Documents
* Link Documents
* LCC
* Adangal
* 1B
* Surveyor’s Sketch – FMB
* Combined Sketch
* Village Revenue Map
* Blue Prints
* EC
* Applicant letter
* Panchayat Resolution
* Panchayat Secretary’s letter address to DTCP
* Annexure
* Challans paid to panchayat
* Scrunity fee
* others

1. **Estimation**

* Approved building Plan
* Documents (if Required)
* Others

1. **Valuation**

* Approved building Plan
* Documents
* Building Photos
* House Tax receipt
* Market value taken form Registered office
* Current bill previous month
* Others

1. **Elevation**

* Existing constructed Buildings Photos all sides
* Existing Construction Plan