

# **Panbang**

## **Development Control Regulations**

### **2019**



**Ministry of works and Human Settlement**  
**Department of Human settlement**

**January 2019**

## FOREWORD

Development Control Regulations Panbang has been formulated as part of the Panbang Structure Plan 2017-2037. It supports the aims of the Plan through the introduction of regulations and procedures. The jurisdiction of the Regulations includes the area under the Panbang Yenlag Thromde. While Zhemgang Dzongkhag Administration shall be the 'Implementing Authority', within the Panbang Yenlag Thromde area, the Ministry of Works and Human Settlement (MoWHS) shall be the 'Competent Authority'.

The Development Control Regulation-2019 (PDCR-2019) for Panbang is the regulations tailored to the locality supplemented by BBR-2018 in providing additional directives needed in a larger urban context.

The Panbang Development Control Regulations have been divided into five major parts:

**Section-1: Administration** - contains the applicability of these Regulations, the definitions of terms and expressions used in the Regulations, and the provisions related to interpretation, discretionary powers, delegation of powers, etc.

**Section-2: Procedures** - Section-2 deals with the procedures for obtaining development / building permits and procedures during and after development / building construction.

**Section-3: Precinct Sanctions** – contains the permissibility of various uses and activities in the designated precincts, the permissible plot coverage and building height in the specified precincts. This part also contains sections relating to the special provisions regarding existing non-confirming uses.

**Section-4: Planning Regulations-** This part contains requirements of access of the site to be developed, the standards for internal street widths, minimum plot sizes, required common areas, on-site physical infrastructure requirements and regulations related to tree plantation.

**Section-5: Building Regulations** – The provisions in the Bhutan Building Rules 2018 are to be adapted. Only those provisions that relate to plot coverage, minimum plot sizes, and the number of floors have been formulated specifically for Panbang as part of the means to achieve the aims of the Panbang Structure Plan. These are found in Section-3 under Precinct Regulations. The following two sections have been given in these regulations which shall be considered as supplementary to the Section-3.

The Regulation will ensure effective implementation of the Structure Plan. I request and urge the adoption and implementation of the Regulation by all stakeholders in true spirit and intention.



(Dorji Tshering)  
**Zhabtog Lyonpo**

## Contents

<b>SECTION 1: ADMINISTRATION</b> .....	1
<b>1.1 Title and Commencement</b> .....	1
<b>1.3 Applicability</b> .....	1
<b>1.4 Interpretation</b> .....	1
<b>1.5 Delegation of Power</b> .....	1
<b>1.6 Discretionary Powers</b> .....	2
<b>1.7 Relations to other plans or regulations</b> .....	2
<b>1.8 Definitions</b> .....	3
<b>SECTION 2: PROCEDURES FOR OBTAINING DEVELOPMENT PERMIT</b> .....	6
<b>2.1 Development Permit</b> .....	6
<b>2.2 Procedure for Obtaining Development Permit</b> .....	6
<b>2.3 Documents and particulars to be furnished with the application</b> .....	7
<b>Table 1: List of Documents and Particulars to be furnished with the Application</b> .....	7
<b>2.4 Scrutiny, Services and Amenity Fees</b> .....	8
<b>2.5 Grant of Development Permit</b> .....	8
<b>2.6 Security Deposit</b> .....	8
<b>2.7 Rejection of Application</b> .....	8
<b>2.8 Validity of Approval</b> .....	9
<b>2.9 Revalidation/ Renewal</b> .....	9
<b>2.10 Cancellation / Revocation of Approval</b> .....	9
<b>2.11 Suspended/Cancelled/Revoked due to Change of Ownership</b> .....	9
<b>2.12 Liabilities and Responsibility of the Applicant</b> .....	9
<b>2.13 Demolition / Reconstruction of Dangerous/ Unsafe/ Dilapidated Buildings</b> .....	9
<b>2.14 Temporary Permit</b> .....	10
<b>2.15 No Objection Clearance from Referral Authorities</b> .....	10
<b>2.16 Development Undertaken on Behalf of the Government</b> .....	10
<b>SECTION 3: PROCEDURE DURING DEVELOPMENT/ BUILDING CONSTRUCTION</b> .....	12
<b>3.1 Temporary Service Connections</b> .....	12
<b>3.2 Documents at Site</b> .....	12
<b>3.3 Commencement Certificate</b> .....	12
<b>3.4 Inspections</b> .....	12
<b>3.6 Deviations during Construction</b> .....	13
<b>3.7 Occupancy Certificate for Buildings</b> .....	13
<b>3.8 Issue of Occupancy Certificate</b> .....	14
<b>3.9 Permanent Service Connections</b> .....	14
<b>3.10 Change of Building or Premises Uses</b> .....	14

3.11 Confirmation Inspections by Referral Authorities .....	14
3.12 Safety on Site .....	15
3.15 Development without Prior Approval .....	15
3.16 Regularization Fees for Developments without Prior Approval .....	16
SECTION 4: PLANNING REGULATIONS .....	17
4.1 List of Precincts Designated in the Panbang Structure Plan .....	17
SECTION 5: BUILDING REGULATIONS .....	28
5.1 Architectural Design .....	28
5.3 Light and Ventilations Requirements .....	28
5.4 Artificial Lighting and Mechanical Ventilation .....	28
5.8 Septic Tank .....	28
5.16 Painting .....	29
Table 5: Water for Institutional Needs (as per IS: 1172-1963) .....	29
Table 6: Water Requirements for Domestic Purpose (as per IS: 1172-1963) .....	30
ANNEX 1 .....	31
ANNEX 2 .....	32
ANNEX 3 .....	33
ANNEX 4 .....	34
ANNEX 5 .....	35

## **SECTION 1: ADMINISTRATION**

### **1.1 Title and Commencement**

This regulation shall be called the Panbang Development Control Regulations 2019 (PDCR-2019). These regulations shall come into force with effect from the date of their notification by the Royal Government of Bhutan.

### **1.2 Jurisdiction**

This PDCR-2019 applies to all areas within the Structure Plan boundary including existing Panbang town core, Galabi, Tungkudempa, Annala and Brahmang.

### **1.3 Applicability**

- i. These regulations shall be applicable from the date of their notification by the Royal Government of Bhutan. The regulations shall be applicable to all development in the listed jurisdiction unless otherwise stated.
- ii. Except, as otherwise stated, these regulations shall apply to all development, redevelopment, erection or re-erection of a building, change of use, etc., as well as to the design, construction, reconstruction of, and making material additions and alterations to a building.
- iii. Planning permit should always precede building permit.
- iv. If there is a conflict between the requirements of these regulations and those of any other rules or bylaws, these regulations shall prevail.

### **1.4 Interpretation**

Unless the context otherwise requires, the terms and expressions not defined herein shall have the same meaning as indicated in the following legislations:

- i. Local Government Act 2009
- ii. The Local Government Act 2014 (Amendment)
- iii. The Land Act 2007
- iv. National Housing Policy 2002
- v. Building Code of Bhutan 2018
- vi. Bhutan Building Regulation 2018

### **1.5 Delegation of Power**

The implementing authority may delegate any of the powers, duties or functions conferred or implemented upon or vested in the implementing authority to its officers or designated committee of officers generally or specifically in writing and may impose certain conditions and limitations on the exercise of such powers as it may deem fit.

## **1.6 Discretionary Powers**

The implementing authority may exercise its discretion in conformity with the intent and spirit of these regulations, in order to mitigate any demonstrable hardship or to sub-serve public interest in the following ways:

- i. Decide on matters where it is alleged that there is an error in any order, requirement, decision and determination, interpretation made by it under delegation of powers, while applying these regulations.
- ii. Interpret these regulations in various contexts of or in situations where more clarity is required. Under such circumstances the implementing authority's decision shall be final and binding.
- iii. Decide upon the nature and the extent of concessions in respect of marginal distances, room heights, etc. that can be granted in cases of proven hardship for reasons which are to be recorded in writing. However, such relaxation shall not affect the health, safety and hygiene of the inhabitants of the building and the neighborhood and the structural stability of the building. Provided further that while granting such relaxation, as above, the authority may impose conditions as may be necessary. These may include a payment of deposit and its forfeiture for non-compliance, payment of a premium amount and other obligations, etc.
- iv. No concessions shall ever be made in respect to lot coverage or additional floors.
- v. Decide on the fine or compounding charges to be made applicable in cases of developments where non-adherence to these regulations is detected.
- vi. Authorize the erection of a building or the use of premises for a public services undertaking or a public utility purpose where such an authorization is reasonably necessary for the convenience and the welfare of the public, even if such erection or use is not permitted as per these regulations.
- vii. Determine and establish the location of precinct boundaries in cases of doubts or controversies.

All matters stated above may be decided by a committee designated and authorized by the implementing authority. When issues arise that are not covered within these regulations, the implementing authority shall refer the matter to the competent authority.

## **1.7 Relations to other plans or regulations**

The PDCR-2019 should be read in conjunction with the provisions of the Structure plan and the BBR 2018. If there is any inconsistency between this PDCR-2019 and other regulations, the PDCR-2019 prevails.



## **1.8 Definitions**

### **Accessory Use**

A structure that is not the main use on a plot. A garage is an accessory use to a house and a storage shed is an accessory use to a commercial building.

### **Attic**

The space within the confines of the roof structure, above the ceiling or the top floor which is constructed and adopted for storage purposes, lift machine room, water tanks etc.

### **Basement**

The story of a building below the ground floor.

### **Building**

Any structure for whatsoever purpose, and of whatsoever materials constructed and every part thereof, whether used as human habitation or not including foundations, plinths, walls, columns, floors, roofs, chimneys, plumbing and building services, fixed platforms, verandas, balconies, cornices or projections, part of a building or anything affixed thereto. However, structures of a temporary nature like tents, hutments, etc. erected for temporary purposes or for ceremonial occasions, with the permission of the Implementing Authority, shall not be considered to be "buildings".

### **Building Height**

The permissible number of floors. This is inclusive of the ground floor and will be determined from the ground floor level. In addition to the precinct regulations, the height of buildings shall be governed by the “Guidelines on Traditional Architecture of Bhutan” and by the overall allowable building heights.

### **Commercial Building**

A building or part thereof primarily used for commercial purposes such as shops, stores, departmental stores or markets, for display and sale of goods or merchandise, including office, storage and service facilities incidental thereto located in the same building.

### **Community**

The people living in a particular place and usually linked by common interests.

### **Community Facilities/Services**

Facilities/services used in common by a number of people, including schools, health, recreation, police, fire, public transportation, community center, etc.

### **Demarcation**

The marking of the site plan at the actual location, on the ground, by the implementing authority in the presence of the owner and adjacent plot owners, if any.

### **Density**

A measure of the intensity of occupants or use and measured in units per area. Units are commonly referenced in plots, dwellings, rooms or people per area.

**Development**

Carrying out of subdivision (division of land) or building construction on a plot of land. This also includes structural changes, demolition of buildings, excavation of land, and/or any change in use.

**Development Permit**

Permit issued for authorising demolition, construction or alteration of part or the whole of a structure.

**Existing Use**

Authorized use of a plot of land, a building, or a structure existing before the commencement of these regulations.

**Floor**

The lower surface in a story on which one normally walks in a building. This does not include a mezzanine floor. The floor at ground level with direct access to a street or open ground/ land shall be called the ground floor. The ground floor shall also be counted as a floor in defining the number of floors and referred to as the ground floor. All additional floors shall be numbered sequentially starting with 1.

**Floor area**

Shall mean the total area of the floor including the area of walls.

**Front**

The area of land or side of building facing the primary road.

**Household**

The socioeconomic unit which often coincides with the basic kinship unit of a society. Usually several related persons living together in a form of shelter and sharing food and other basic resources.

**Implementing Authority**

The government body responsible for governance, implementation and additions/corrections of these regulations.

**Infrastructure**

The basic physical networks, including water supply, sewage disposal, electricity, circulation, street lighting, storm drainage, and telephone.

**Plot Coverage**

The percentage of building area to the total area of the plot. If half of the lot is covered by a building the lot coverage will be 50%.

**Occupancy Certificate**

An official document issued by the implementing authority certifying that the building is safe and fit for occupancy.

**Open Space**

A parcel of public land set aside to retain land, water, flora, fauna, historic or aesthetic features in their natural state; scenic or open condition; parcel size to be based on the surface area necessary



to maintain the integrity of the unique site characteristics. Public use to be based on the preservation of the unique site characteristics and the scope of facility development to be based on the evaluated carrying capacity of the site.

**Parking Space**

An area, enclosed or unenclosed, covered or uncovered, sufficient in size to park vehicles with space for their movement. Parking spaces may be served by a driveway connecting them with a street, or alley, and permitting ingress or egress of vehicles.

**Permit**

A valid authorization in writing by the implementing authority to carry out development or a work regulated by the regulations.

**Precinct plan**

A geographical area designated in the approved urban development plan/structure plan for the purpose of regulating land uses within the approved planning boundary

**Referral Authority**

An authority created by the government to which certain aspects of a proposed development may be required to be referred to, and a no objection certificate obtained from, before the implementing authority scrutinizes/examines the proposal for approval.

**Right of Way**

An area reserved for road carriageway, central verge, footpath, roadside drains, avenue plantations and utilities.

**Road/Street**

Any expressway, highway, boulevard, street, lane, pathway, alley, stairway, passageway, carriageway, footway or bridge, whether a thoroughfare or not, over which the public has the right of passage or access or have passed and had access uninterruptedly for a specified period, whether existing or proposed in any scheme.

**Setbacks**

The distance between the plot boundary and the building outer edge, or the distance between buildings within a plot.

**Site Plan**

The up-to-date legal plan of the plot showing all boundaries, their dimensions, the total plot area, angles in degrees of corners, abutting legal roads and required set-backs issued by the competent authority.

**Sub-division**

The division of a single plot or building unit into two or more legal parts.

## **SECTION 2: PROCEDURES FOR OBTAINING DEVELOPMENT PERMIT**

### **2.1 Development Permit**

No person shall change the use of a land or carry out development or erect a building or carry out additions and alterations or carry out civil construction activity without obtaining a written permit from the implementing authority. Development permit shall be issued only to the legal owner of the land/plot. Provided that no such development permit shall be necessary for the following:

- i. Carrying out works for the maintenance, improvement or alteration of a building, being works which affect only the interior of the building without altering the structural members of the building or which do not materially affect the external appearance thereof – such as providing or closing of a window or a door or ventilator not opening towards other's property, providing intercommunication door, white washing / painting, retiling, plastering and patch work, re-flooring and replacement of flooring. Provided further that no built up area shall be added to the existing work without seeking the implementing authority's permit. Provided however that no such exemption shall be available in the case of heritage buildings / structures in heritage precincts.
- ii. Carrying out the following works by / in compliance with an order or direction made by an authority under a law for the time being in force:
  - a. Required for the maintenance or improvement of highway, road or public street, being works carried out on land within the boundaries of such highway, road or public street including repairs, extensions, modifications to existing service installations, culverts, bridges, tunnels, drains, foot over bridges, subways, pavements, pedestrian railings along pavements, medians, etc.,
  - b. For the purpose of constructing, laying, inspecting, repairing or renewing drains, sewers, mains, pipes, cable, telephone or other apparatus including breaking open of a street or other land for that purpose,
  - c. Falling in the purview of the operational constructions by government departments/ bodies, such as water tanks—over head or underground, pumping stations, sub stations, traffic signals, bus stop shelters, overhead electrical equipment for electrification, etc.

### **2.2 Procedure for Obtaining Development Permit**

A person or body intending to carry out layout development as defined in these regulations in or over a land and/or subdivide land or to erect a building or carry out additions and alterations to a building or to carry out development within the limits of the jurisdiction shall obtain prior permit for the same from the implementing authority by providing all the required information

in the prescribed forms, formats and plans prescribed under these regulations and as may be amended from time to time by the implementing authority.

The application shall be signed by the legal owner of the plot or authorized signatory. The applicant shall submit signed plans and drawings along with the application and pay the requisite scrutiny fees, development charges, betterment charges, and other charges and dues if any to be levied under these regulations.

### 2.3 Documents and particulars to be furnished with the application

The following particulars and documents shall be submitted along with the application.

**Table 1: List of Documents and Particulars to be furnished with the Application.**

	<b>Land Development</b>	<b>Building Development</b>
1	Copy of the land ownership certificate	Copy of the land ownership certificate
2	Copy of the site plan	Copy of the site plan
3	Copy of Planning Permit	Copy of Planning Permit
4	Three copies of proposed layout plan drawn to a readable scale showing all the details of the development including access road, services, etc.	Three copies of proposed layout plan drawn to a readable scale showing all the details of the development.
		Three copies of the detailed drawings showing the plans, sections and elevations of the proposed building to a scale of 1:100 showing all the details.
5	Certificate of architect or planner who prepared the plans and drawings.	Certificates of architect and engineers who prepared the plans and drawings.
6	Copy of No Objection Clearance from relevant authority wherever applicable.	Copy of No Objection Clearance from relevant Authority wherever applicable.
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. All the drawings shall be prepared in metric system only.</li> <li>2. The applicant shall sign all forms, plans, sections or written particulars or cause them to be signed by his authorized signatory and registered Architect and Engineers.</li> <li>3. One copy of each plans and documents shall be returned, on approval, to the applicant duly signed by the implementing authority or authorized officer.</li> </ol>		

It shall be incumbent on the person/body whose plans have been approved, to submit any modified plans with variation such as increase in built-up area, building height or change in plans he proposes to make during the course of construction of his building work, and the procedure laid down for plans or other documents hereto before, shall be applicable to all such modified plans.

## **2.4 Scrutiny, Services and Amenity Fees**

The permit for carrying out the development will be granted by the implementing authority only on the payment of scrutiny fees for processing the submitted application, service and amenities fees for execution of works as decided by the implementing authority. These fees and maintenance charges are liable for revision by the implementing authority from time to time.

## **2.5 Grant of Development Permit**

On receipt of the application for development permit, the implementing authority will either grant or refuse the development permit in accordance to the provisions of the regulations and further inquiries. The permit may be granted with or without conditions or subject to general or special orders. The development permit shall be in the prescribed form and it should be issued by an officer authorized by the implementing authority. Every order granting permit subject to conditions or refusing permission shall state the grounds for imposing such conditions or for such refusal.

Granting development permit shall mean acceptance by the implementing authority of all the requirements of these regulations excluding the following:

- i. Easement rights.
- ii. Soil bearing capacity of the respective plot
- iii. Variation in area from recorded areas of a plot or a building.
- iv. Structural reports and structural drawings.
- v. Soundness of material specifications used in construction of the building.

## **2.6 Security Deposit**

To ensure compliance with these regulations and the directions given in the sanctioned plan and other conditions, a security deposit shall be charged at the rates prescribed by the implementing authority from time to time for the due observance and performance of the conditions of the development permit. The amount shall be deposited on request before issue of "Development Permit".

- i. The amount of security deposit shall be paid only in the form of a demand draft.
- ii. The security deposit shall be refunded without interest after the grant of the occupancy certificate, on written request from the applicant.
- iii. The security deposit shall be forfeited either in whole, or in part, at the absolute discretion of the implementing authority for breach of any of the provisions of these regulations and conditions of the "Development Permit ". Such forfeiture shall be without prejudice to any other right of the implementing authority.

## **2.7 Rejection of Application**

If the plans and information given do not contain all the particulars necessary to deal satisfactorily with the development permit application, the application shall be rejected.

## **2.8 Validity of Approval**

The validity of the approved plan shall be for one year from the date of approval. The development should start within 365 Gregorian calendar days from issue of development permit.

## **2.9 Revalidation/ Renewal**

Development permit granted under these regulations shall be deemed to have lapsed, if such development work has not commenced till the expiry of 365 Gregorian calendar days from the date of granting the development permit. However, the implementing authority may on application made to it before the expiry of above period, grant an extension of 365 Gregorian calendar days at a time, on the payment of revalidation/renewal charges as decided by the implementing authority.

## **2.10 Cancellation / Revocation of Approval**

If a person/ body has secured a development permit through misrepresentation or production of false documents, then the development permit will be canceled/revoked.

## **2.11 Suspended/Cancelled/Revoked due to Change of Ownership**

Development permit granted under these regulations shall be deemed to be suspended/cancelled/ revoked, in cases of change of ownership, unless the ‘original’ owner who applied for, and obtained the development approval submits a letter to the implementing authority about the change in ownership giving details of the transaction and the new owner submits an application duly attaching copies of all the official records of such a transaction and an undertaking that he accepts the transfer to himself, of all the responsibilities and liabilities of the previous owner that relate to the development on the site.

## **2.12 Liabilities and Responsibility of the Applicant**

Notwithstanding the development permit granted under these regulations, a person/body undertaking any development work shall continue to be wholly and solely liable for any injury or damage (direct or indirect) or loss whatsoever that may be caused to anyone in or around the area during such construction and no liability whatsoever in this regard shall be cast on the implementing authority. Neither the grant of development permit nor the approval of the plans, drawings and specifications shall in any way absolve the applicant of the responsibility for carrying out the development in accordance with the requirement of these regulations.

## **2.13 Demolition / Reconstruction of Dangerous/ Unsafe/ Dilapidated Buildings**

Wherever it is necessary to demolish a dilapidated/unsafe structure in the interest of public safety, such demolition shall be carried out by the applicant wherever so directed by the implementing authority. However, if the same is to be reconstructed, it shall be done in conformity with these regulations with due approval from the implementing authority.

## **2.14 Temporary Permit**

Applications for temporary permit need not be submitted through the registered professional and will be applicable only in the developable area as earmarked in Panbang Structure Plan 2019- 2037. A scrutiny fee shall be paid as decided by the implementing authority. The maximum validity of the temporary structures is 1 year after the implementing authority accords development permit. The proponent can apply for the renewal of the temporary permit on the expiration of its validity which will be verified by the implementing authority. This temporary permit shall be permitted only for:

In the case of private premises - temporary sheds to be used for storing construction material / as watchmen's cabin during construction phase,

On public roads, highways - temporary sheds to be used for storing construction material/as watchmen's cabin/ workmen's shelter during construction/ repairs/ maintenance of public roads.

## **2.15 No Objection Clearance from Referral Authorities**

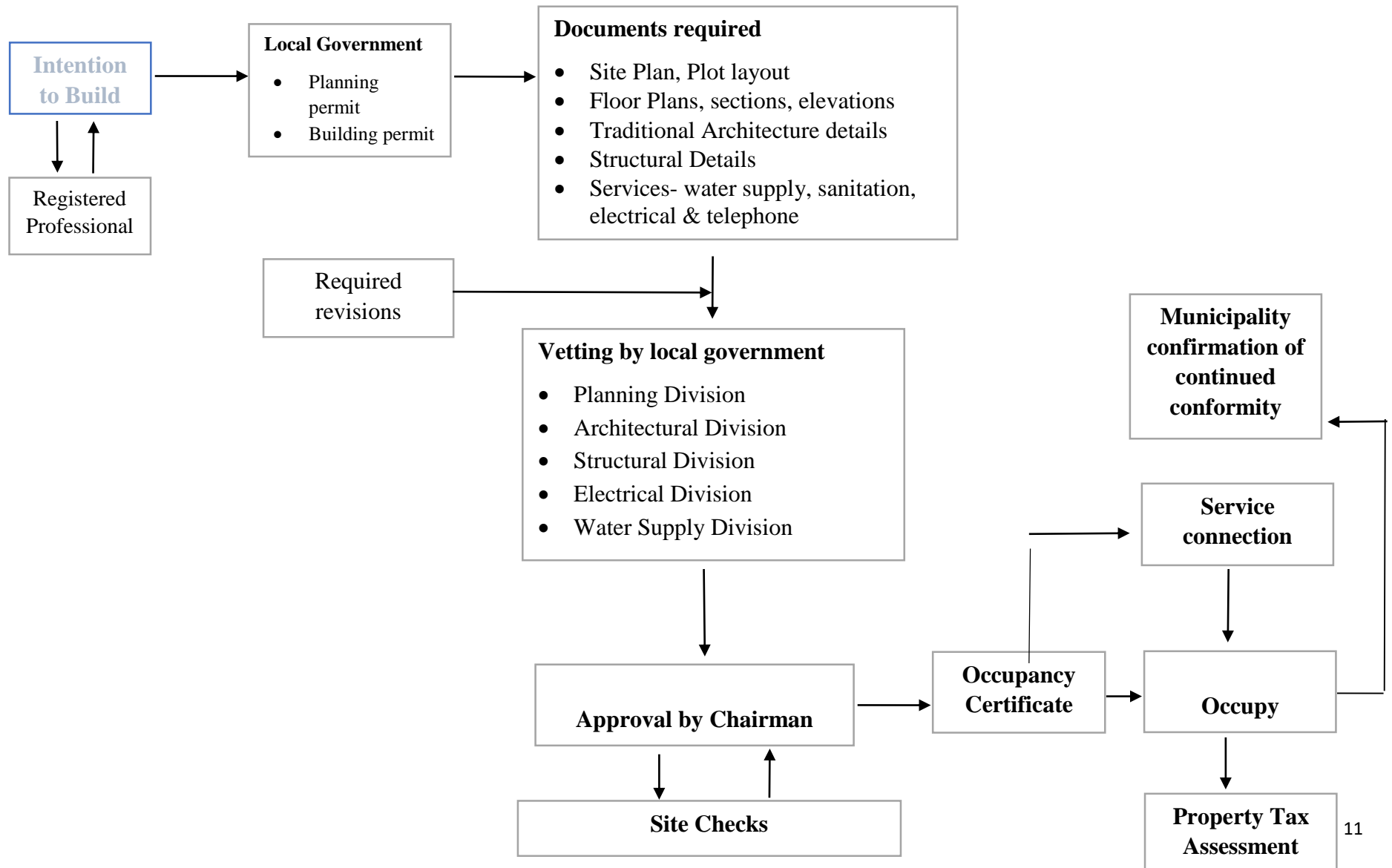
The proposal submitted shall be in conformity with other acts/regulations and shall, wherever applicable submit the NOC, from the respective authorities for conformity with their regulation and standards.

## **2.16 Development Undertaken on Behalf of the Government**

The Office-in-Charge of a government department shall inform in writing to the implementing authority of the intention to carry out development for its purpose along with the plans of proposed development or construction.

- i. All the development undertaken on behalf of the government shall strictly conform to these regulations.
- ii. Any government proposal, which is not in conformity with the Panbang Structure Plan and these regulations, should have prior approval from the competent authority.

**Chart 1: Chart showing procedure for obtaining building permit and completion of building construction**





## **SECTION 3: PROCEDURE DURING DEVELOPMENT/ BUILDING CONSTRUCTION**

### **3.1 Temporary Service Connections**

An applicant with a certified copy of development permit may apply to the respective agencies for temporary connection of services like electricity, water and sewerage. The use of a public street/road or a public place for loading and unloading and stacking of materials of construction and construction equipment shall not be allowed.

### **3.2 Documents at Site**

The applicant shall keep the issued development permit (planning and building permit) along with the necessary documents such as a copy of the approved drawings and specification on the site during construction.

### **3.3 Commencement Certificate**

No applicant shall carry out any further work after any of the inspection stages without an inspection and clearance by the implementing authority. On receipt of the progress report certifying that the work has been executed as per the approved plan, it shall be the duty of the implementing authority to inspect, verify and endorse the report.

### **3.4 Inspections**

Developments shall be subject to routine/periodic inspections by the implementing authority or persons/bodies authorized by the implementing authority. The implementing authority may, at any time during erection of a building or the execution of work or development, make an inspection without giving prior notice of its intention to do so. In the event of deviation(s) from the approved plan, including quality control or any of the conditions noted in this section, the implementing authority shall have the full authority to stop construction.

### **3.5 Inspections at Various Stages**

The following shall be the recognized stages for progress verification in the erection of a building or the execution of a work, which shall be verified and approved by the authorized engineer/ building inspector from the implementing authority for carrying out further construction work as per the sanctioned plan:

- i. Site layout
- ii. Foundation
- iii. Plinth
- iv. Ground story
- v. First story
- vi. Before roofing

A person/body who is empowered/responsible under these regulations shall give to the designated officer of the implementing authority at least four working days' notice in writing of the time at which the work will be ready for inspection. This shall be called the progress certificate, which shall be duly filled-in and kept with the owner/architect and produced at the time of each inspection to be scrutinized and signed/endorsed by the building inspector, before the commencement of the next stage of construction.

### **3.6 Deviations during Construction**

Alteration in the approved development and/or building plan shall require prior approval from the implementing authority. Notwithstanding anything stated in the above regulations it shall be incumbent on the person whose plans have been approved to submit revised plans for deviations he/she proposes to make during the course of construction of his/her building work and the procedure laid down for plans or other documents here to before shall apply to all such revised plans.

### **3.7 Occupancy Certificate for Buildings**

The applicant shall obtain occupancy certificate from the implementing authority prior to occupancy or use of the completed development/building. Occupancy certificate should be renewed after every three years.

The application for the occupancy certificate shall include:

- i. In case of any change from the approved plans, (which is permissible within these regulations), a completion report in the prescribed form along with three copies of the 'as built' drawings endorsed by the registered architect/engineer. It shall also be incumbent on every person who is engaged under this PDCR-2019 to supervise the erection or re-erection of the building, to endorse this completion report. One copy of the 'as built' drawings shall be stamped and returned to the applicant after inspection and approval by the implementing authority.
- ii. A copy of the progress certificate containing all the comments and endorsements of the building inspector at every stage of inspection. In case of occupying the building or part thereof without obtaining occupancy certificate, the security deposit shall be forfeited. On receipt of the application, the building and its premises shall be inspected by the implementing authority to verify that the work has been completed as per the approved drawings, or if there is a change, permissible within the regulations, approve and endorse the 'as built' drawings submitted along with the completion report. The inspection team shall consist of authorized architect and engineer from the implementing authority. Based on this inspection report, the occupancy certificate shall be issued.

### **3.8 Issue of Occupancy Certificate**

The authority issuing occupancy certificate shall ensure that:

- i. Proper hygienic and sanitation facilities have been provided as per standards and are located as per approved plan.
- ii. Domestic drains (to collect the rainwater) have been constructed as per standards and as per the design directions approved.
- iii. The completed portion of the building/dwelling unit applied for occupancy is fit and safe for such.
- iv. Construction debris around the building, and/or on the abutting road, and/or adjoining property is cleared by the applicant.
- v. The applicant has permanently displayed the full postal address (house number, street name and zone) outside the main entrance to the building and each unit has been given an individual number or letter.
- vi. The trees as per the design are planted on site or a suitable deposit has been collected by the implementing authority.
- vii. The parking spaces are properly developed and the layout of parking is provided as per the approved plans. Signboards indicating the entrance, exit and location of parking spaces for different types of vehicles is permanently erected and maintained at an appropriate prominent location.
- viii. The completion report endorsed by the implementing authority procured and submitted by the owner.

### **3.9 Permanent Service Connections**

The occupancy certificate shall not be issued unless the required information is furnished by the owner and the structural designer/architect concerned. Permanent connections will only be given to services like water, sewerage, electricity and telephone by the respective agencies after the occupancy certificate has been issued.

### **3.10 Change of Building or Premises Uses**

The applicant shall apply in writing to the implementing authority for conversion of approved building or premises uses to other uses or activities. Permission for change of use shall be given only if the building use conforms to the precinct category schedule, structural safety of the building and other relevant clauses of the regulations.

### **3.11 Confirmation Inspections by Referral Authorities**

Developments sanctioned through special conditions/appeals shall be liable for inspections by the special authorities or the implementing authority for revalidation of the development permit.

### **3.12 Safety on Site**

All construction sites must be organized in a manner that the safety of all persons, on the site, at all times is assured. Special care must be taken that no person is electrocuted, that no one falls, or that no one is burnt, or that no material falls on a person.

### **3.13 Child Labour**

It is incumbent that the applicant or his site in-charge sees that no underage workers, or children, are present on the construction site, either as employees, guests, or as dependents of legal employees.

### **3.14 Protection of Adjoining Public Properties**

No construction activity in any site shall damage any of the public properties located in adjoining the site, or use these properties for activities like storing of construction materials.

### **3.15 Development without Prior Approval**

If a development requiring the written permit of the implementing authority under the provision of these regulations or other rule, regulation or by-law is done by a person without obtaining written permit, it shall be deemed to be unauthorized. The implementing authority shall at any time, by written notice, order the same to be removed, pulled down or undone.

If the requisitions contained in the order are not carried out by the person or owner within the given period of time, the implementing authority shall remove or alter such work and the expenses thereof shall be paid by the person or owner as the case may be.

In cases where development has already started/commenced on site for which development permit in writing is not obtained from the implementing authority, but where this development on site is in accordance with the provisions of these regulations, the development permit for such work on site without the prior permit may be granted by the implementing authority on the merits of each individual case. For such development works, an additional amount shall be charged on the entire land area or total built up area as per the following rates, over and above the regular charges / fees.

### **3.16 Regularization Fees for Developments without Prior Approval**

- a) Payment of 100% of the cost of the deviated construction and regularization of the deviation, if no application was made but the construction is as per the Rules.
- b) Payment of 50% of the cost of construction and removal of the deviation, if no application was made and the construction is not as per the Rules.
- c) Payment of 50% of the cost of the deviated construction and regularization of the deviation, if an application was made and the construction is as per the Rules.
- d) Payment of 25% of the cost of the deviated construction and removal of the deviation, if an application was made but the construction is not as per the Rules.

## **SECTION 4: PLANNING REGULATIONS**

Apart from the planning regulations provided hereunder, all other provisions remain as per the Bhutan Building Regulations 2018.

### **4.1 List of Precincts Designated in the Panbang Structure Plan**

The Precinct Schedule has been formed to facilitate an easier functioning city. Different precincts have different land uses, in an attempt to prevent conflict in land uses. The following list of Precinct categories has been formed so that the city can function in harmony. Each precinct protects a group of human activities from the interfering, or destructive aspects of other human activities. The definition of Precincts maintains an ecological balance between nature's order and an order of human activities. Thus each precinct reflects a sphere of human, or natural, conduct. By defining and separating these spheres, the optimum meaning and functionality of each sphere is protected. With this principle in mind, the following precincts have been defined.

- 1. UC-1 Urban Core 1**  
The town centre, a precinct of trade and commerce.
- 2. UC-2 Urban Core 2**  
The Neighbourhood centre
- 3. UV-1 Urban Village Core**  
Medium density, mixed use precinct
- 4. Urban Village-1 Low Density**  
Low density, mixed use precinct (Kidu Plots)
- 5. UV-2 (MD) Urban Village Periphery**  
Medium density, residential precinct
- 6. UV-3 Urban Village Enclave**  
Low density residential precinct.
- 7. I Institutional**  
Local, National and International Institutions
- 8. OS-1 Regional Open Green Spaces**  
Precincts of regional importance such as sports complex, archery ranges, and exhibition areas, etc.

**9. OS-2 Green Space System**

Precincts of public assets like parks, gardens, sport facilities and recreation areas.

**10. E-1 Environmental Conservation Precinct**

Enhancement and protection of Panbang's fragile ecological legacy.

**11. E-2 Forest Environments**

Precincts devoted to the natural forest preserves in the "no development zone"

**12. E-3 Agricultural Environments**

Precincts characterized by paddy lands, agricultural areas, flood plains, farming activities

**13. E-4 Agri-based Environments**

Precincts with 30% and above slopes characterized by orchards, green houses, on-farm food processing and research

**14. SP Services Precinct**

Precincts characterized by industrial, heavy maintenance, wholesaling and warehousing. These fall in the proposed "Regional Plan".

**15. Heritage Precinct**

Precincts for sacred activities and places of historical importance.

**16. SL- State Land**

Precincts characterized by state land.



**Table 2: Permissible uses for settlement areas.**

<b>Precinct Categories Designated</b>	<b>Uses Permissible</b>	<b>Special conditions and restrictions</b>
<p><b>UC-1</b> Urban Core 1</p>	<p>1. Entertainment, cultural and shopping centers, cinema hall, restaurants and food courts, game parlours, lodging and boarding houses, hotels, tourism and recreational based facilities.</p> <p>2. Commercial center, public buildings, dispensaries and satellite clinics, office buildings, public facilities, public utilities, banks, professional offices, supermarkets, etc.</p> <p>3. Local level retail shops and services establishments.</p> <p>4. Household economic activity, light home workshops, and cottage industries not involving use of, or installation of, any machinery driven by more than 10 Kw power and which do not create noise, vibrations fumes, dust, etc., only in independent dwelling units (not in tenement dwellings or flats). Eg. Bakery, tailoring units, beauty parlours etc. as part of residential units.</p>	<p>Predominantly Commercial use. Residential use not permitted in the ground floor.</p>
<p><b>UC-2</b> Urban Core 2</p>	<p>1. Entertainment, cultural and shopping centers, cinema hall, restaurants and food courts, game parlours, lodging and boarding houses, hotels, tourism and recreational based facilities.</p> <p>2. Commercial center, public buildings, dispensaries and satellite clinics, office buildings, public facilities, public utilities, banks, professional offices, supermarkets, etc.</p> <p>3. Local level retail shops and services establishments.</p>	<p>Commercial activities permitted on the ground floor only. Residential use not permitted in the ground floor.</p>

	4. Household economic activity, light home workshops, and cottage industries not involving use of, or installation of, any machinery driven by more than 10 Kw power and which do not create noise, vibrations fumes, dust, etc., only in independent dwelling units (not in tenement dwellings or flats). Eg. Bakery, tailoring units, beauty parlours etc. as part of residential units.	
<b>UV-1 Urban Village core</b>	<p>1. Entertainment and cultural centers, cinema hall, hotels, restaurants and food courts, games parlours, Public buildings, pathological laboratories, dispensaries and satellite clinics, office buildings, public facilities, public utilities, banks, professional offices, supermarkets, etc.</p> <p>2. Local level retail shops and services establishments.</p> <p>3. Household economic activity, light home workshops, and cottage industries not involving use of, or installation of, any machinery driven by more than 10 Kw power and which do not create noise, vibrations fumes, dust, etc., only in independent dwelling units (not in tenement dwellings or flats). Eg. Bakery, tailoring units, beauty parlours etc. as part of residential units.</p> <p>4. Private residences with shops and commercial activities at lower floors, local level retail shops and services.</p>	Commercial activities permitted on 50% of the ground floor only. Meanwhile the other 50% of ground floor and the top floor may be used for residential purposes
<b>Urban Village 1 (UV-1 LD)</b>	<p>1. Predominantly residential</p> <p>2. Hotels, restaurants and food courts, games parlours,</p> <p>3. Private residences with shops and commercial activities at ground floor, local level retail shops and services,</p> <p>4. Household economic activity, light home workshops, etc., only in independent dwelling units (not in tenement dwellings or flats). E.g. Bakery, tailoring units, beauty parlours etc. as a part of residential units</p>	Commercial activities permitted on the ground floor only.

<b>UV-2</b> Urban Village Periphery	<p>1. Predominantly residential</p> <p>2. Household economic activity, light home workshops, and cottage industries not involving use of, or installation of, any machinery driven by more than 10 Kw power and which do not create noise, vibrations fumes, dust, etc., only in independent dwelling units (not in tenement dwellings or flats). Eg. Cheese factory, milk processing unit, honey manufacturing, as part of residential units.</p> <p>3. Resorts, restaurants and food courts, Tourist home stays</p>	For development of resorts and homestays, TCB guidelines should be followed
<b>UV-3</b> Urban Village Enclave	<p>1. Predominantly residential</p> <p>2 Household economic activity, light home workshops, and cottage industries not involving use of, or installation of, any machinery driven by more than 10 Kw power and which do not create noise, vibrations fumes, dust, etc., only in independent dwelling units (not in tenement dwellings or flats). Eg. Cheese factory, milk processing unit, honey manufacturing, as part of residential units.</p>	For development of resorts and homestays, TCB guidelines should be followed
<b>I</b> Institutional	Educational, training, cultural & government institutions, public libraries, Museums, art galleries, exhibition halls, diplomatic enclave, government offices	
<b>SP</b> Service Precinct	Public utility, public facility, services buildings, Water treatment plant, sewage aerobic & mechanical plants, electric substations, incineration plants, cremation grounds, fuel station, etc.	

<b>OS-1</b> Regional open green spaces	Open Space precincts of regional importance such as sports complexes, archery ranges, botanical gardens, memorial gardens/ Parks.	NOC to be obtained from the NEC. Developments of indoor sports complex are subjected to appraisal by the competent authority.
<b>OS-2</b> Green space system	Open space precincts of public assets like parks, gardens, community level/ local recreational and sports facilities.	
<b>E- 1</b>	Natural reserve and sanctuary, the River Basin, Streams,Rivulets, avi-fauna, fauna breeding places, unique floraand bio-mass preserves.  Activities related to environmental enhancement / protection and permitted / undertaken by or on behalf ofthe National Environment Commission Existing structures with an approval may be retained, but new development and extension to the old structure (except the above mentioned) is not permissible	<ol style="list-style-type: none"> <li>1. NOC to be obtained from the NEC</li> <li>2. No access road or any service installations to private plots to be permitted through this precinct.</li> <li>3. No development or construction shall be permitted within this precinct.</li> <li>4. Dumping of solid wastes, sewage disposal, washing of vehicles/automobiles or any action considered being as an action of polluting this zone shall not be permitted</li> <li>5. Existing structure can be retained and further development shall not be permitted</li> <li>6. Existing land use, which is considered not to cause impact on the ecosystem, can be retained under the clearance/No</li> </ol>

		Objection Certificate from National Environment Commission.
<b>E-2</b>	Activities related to and permitted/ undertaken by or on behalf of the Forest Department.	Development proposals from the private land owners situated in the un-surveyed areas of the E-2 precincts are subject to approval by the competent authority upon feasibility assessment of the slope and the environmental conditions. Subsequently, the changes in the land use (precincts) should be updated accordingly.
<b>E- 3</b>	Agriculture (Paddy cultivation), Horticulture & Forestry	To be cleared by the Competent Authority.
<b>E-4</b>	Agriculture, Horticulture, Orchards, Floriculture, Vegetable Gardens, Facilities for Plant Tissue-culture, Mushroom Culture, Green Houses, Cold Storage incidental to Agriculture and related uses, Dairy Farms, Poultry Farms, nursery.	<p>Agro based Industry, garage and workshop,</p> <p>a) More than one farmhouse structure (may accommodate more than one household) may be permitted provided the minimum area required for each farmhouse Structure is 1000 sq.m.</p> <p>b) No sub-division of land shall be allowed for any kind of development including</p>

		farm houses.
<b>H</b>	<p>Cultural and Religious Heritage</p> <p>Spiritual and religious artifacts and places, Chortens, mani walls, lhakhangs, prayer wheels, statues, monasteries and activities related to enhancement / protection / conservation of the heritage structures and/or precincts and permitted / undertaken by or on behalf of the National Commission for Cultural Affairs.</p>	<p>NOC to be obtained from the National Commission for Cultural Affairs</p>
<b>State Land</b>	Precincts of land whose use determination will be in accordance to the precincts designated.	

**Table 3: Permissible Development control schedule.**

<b>Precincts</b>	<b>Permissible Plot coverage range (%)</b>	<b>Max. Permissible No. of Floors</b>	<b>Minimum setbacks required on all side (meter)</b>
<b>UC-1</b>	50%	3	Front: 2m Side: 2m Rear: 5m
<b>UC-2</b>	50%	2	
<b>UV-1 MD</b>	45%	2	3m on 3 sides and 5m on the side accommodating the septic tank
<b>UV-1 LD</b>	-	2	1m on all sides (with provisions laid out for common septic tank)
<b>UV-2</b>	40%	2	3m on 3 sides and 5m on the side accommodating the septic tank
<b>UV-3</b>	30 %	2	3m on 3 sides and 5m on the side accommodating the septic tank
<b>SP</b>	30 %	2	3m on 3 sides and 5m on the side accommodating the septic tank
<b>E-4</b>	20 %	1	3m on 3 sides and 5m on the side accommodating the septic tank
<b>I</b> Institutional	30%	2	3m on 3 sides and 5m on the side accommodating the septic tank
<b>OS-1</b> Regional Open Space Green 1	20%	2	3m on 3 sides and 5m on the side accommodating the septic tank.



**Note 1: Plot Coverage**

The maximum permissible plot coverage shall be within set back rules as prescribed in these Regulations.

**Note 2: Standard plot size for development**

Development would be permitted for plot in each precincts having an area equal to or above standard plot size as follows:

Precincts	Standard Plot Size (Decimals)	Standard Plot Size (Sq.m)
UC-1	9.23	373.525
UC-2	9.49	384.047
UV-1 (MD)	9.62	389.308
UV-1 (LD-kidu plots)	N/A	N/A
UV-2	9.75	394.568
UV-3	10.01	405.090
E-4	11.05	447.178
I	13	526.091

**Note 3: Small plots setback concession**

For existing plots having an area less than the standard plot size, a minimum setback of 2 meters on 3 sides and 5 meters on the side accommodating the septic tank is permissible until the guidelines for construction on small plots is approved.

**Note 4: Consolidation of smaller plots**

For existing plots having an area less than the standard plot size, the alternatives are:

- a) Addition of surplus land (reserved plots) to the landowner's reconfigured plot to make it a standard size plot.
- b) Consolidation with other small plots, allowing joint ownership to create a standard size plot.

**Note 5: Projected Balconies**

Cantilevered balconies (not enclosed) projecting up to 1.2 m in to the setback area from the ground floor external wall face shall be permitted. Projections beyond 1.2 m may be permitted provided they do not extend in to the setback areas and they are structurally safe. Such projections/ structures shall not cover the septic tanks. In case of commercial buildings cantilevered balconies shall be allowed only at the rear.

**Note 6: Parking Areas**

All permitted proposals within the respective precincts shall provide plot level parking spaces as per the parking standard mentioned in Table 4.

**Table 4: Parking requirements standards.**

<b>DESCRIPTION OF USE IN THE BUILDING</b>	<b>NUMBER OF VEHICLE PARKING SPACE REQUIRED</b>
Residential space	1 Car Parking space for each unit
Shops (up to 40sq. mts or 400sq. ft of Clear Retail Floor Space)	1 Car Parking Space for Every 5 Shops
Shops (up to 50sq. mts or 550sq. ft of Clear Retail Floor Space)	1 Car Parking Space for Every 40 Sq.Mts of Clear Retail Floor Space
Departments Store or Shopping Centers (over 450sq. mts or 5,000 sq. ft of clear retail floor space)	1 Car Parking Space for Every 25 Sq.Mts of Clear Retail Floor Space
Offices	1 Car Parking Space for Every 30 Sq.Mts of Net Usable Office Floor area with a Minimum of 5 per office.
Public Halls, Community Centers, Non-Residential Clubs, Restaurants and Cafes	1 Car Parking Space for Every 30 Sq.Mts of Net Usable Floor area
Theatres & Cinemas	1 Car Parking Space for Every 15 fixed seats of Public Accommodation
Hotels & Guest House	1 Car Parking Space for Every Room or 30 Sq.Mts of Net-Usable Floor area
Hospital	1 Car Parking Space for Every 10 Beds
Industry and Workshops	1 Car Parking Space for Every 80 Sq.Mts of Net Usabe Floor area
Warehouse	1 Car Parking Space for Every 100 Sq.Mts of Net Usabe Floor area
Vehicles Service and Repair Workshops	5 Car Parking Space for Every Service or Repair Bay

## **SECTION 5: BUILDING REGULATIONS**

### **5.1 Architectural Design**

Same as BBR 2018

### **5.2 Circulations Space Requirements**

Same as BBR 2018 and BC 2018

### **5.3 Light and Ventilations Requirements**

Same as BBR 2018 and BC 2018

### **5.4 Artificial Lighting and Mechanical Ventilation**

Same as BBR 2018 and BC 2018

### **5.5 Ventilation Shaft**

Same as BBR 2018 and BC 2018

### **5.6 Fire Safety**

Same as BBR 2018 and BC 2018

### **5.7 Porch**

Same as BBR 2018

### **5.8 Septic Tank**

Same as BBR 2018 and BC 2018

### **5.9 Roof and Site Drainage**

Same as BBR 2018

### **5.10 Access for the Disabled**

Same as BBR 2018 and BC 2018

### **5.11 Structural Control**

Same as BBR 2018 and BC 2018

### **5.12 Water Supply and Sanitation Control**

Same as BBR 2018 and BC 2018

### 5.13 Electrical Installations Control

Same as BBR 2018 and BC 2018

### 5.14 Telephone

Same as BBR 2018 and BC 2018

### 5.15 Minimum Floor Space of Rooms in Residential Buildings

Same as BBR 2018 and BC 2018

### 5.16 Painting

Same as BBR 2018

**Table 5: Water for Institutional Needs (as per IS: 1172-1963)**

<b>Sl. no</b>	<b>Institutions</b>	<b>Water requirements (Litres per head per day)</b>
1	Hospitals (including laundry)	
	a)No. of beds exceeding 100	450 (per bed)
	b)No. of beds not exceeding 100	340 (per bed)
2	Hotels	180 (per bed)
3	Hostels	135
4	Nurse homes & medical quarters	135
5	Boarding schools/colleges	135
6	Restaurants	70 per seat
7	Airports	70
8	Bus stations	70(could be reduced to 25 where bathing facilities are not provided)
9	Day School/Colleges	45
10	Offices	45
11	Factories	45(could be reduced to 30 where no bathing rooms are required)
12	Cinema, Concert halls & theatres	15
13	Garden, Sports ground	3.5 per sq.m
14	Animal/Vehicles	45

**Table 6: Water Requirements for Domestic Purpose (as per IS: 1172-1963)**

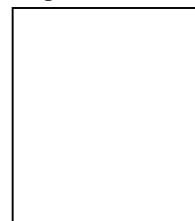
<b>S.No</b>	<b>Description</b>	<b>Amount of water in litres per head per day</b>
1	Bathing	55
2	Washing of Clothes	20
3	Flushing of W.C.	30
4	Washing of House	10
5	Washing of utensils	10
6	Cooking	5
7	Drinking	5
<b>Total</b>		<b>135</b>

**APPLICATION FOR PLANNING PERMIT***(Please type or write in clear block letters, use additional sheet if necessary)***1. Date Filed:** .....**2. Name of applicant:** .....**3. Sex:** Male ( ) Female: ( )**4. Citizenship Identity Card No.:** .....**5. Address:** .....**6. Contact details:** Phone No.: .....

E-mail address: .....

**7. Following documents shall be submitted:**

- i. Copy of the latest Lag Thram/ Land Ownership Certificate
- ii. Copy of Planning Certificate (only in planned areas)
- iii. 2 sets (A3/A4) site plan showing the ( one set referral to the other agencies):
  - a) The boundaries and dimensions of the plot, set-back lines and the access road
  - b) Levels of the plot, and the location of drains, septic tank and soak pit
  - c) Location and dimensions of existing buildings, trees and car parking spaces.
- iv. Certificate of the designer.

Passport Size Photo**8. Declaration to be signed by the applicant:**

The information supplied in this application form is correct to the best of my knowledge and if there are any discrepancies, I shall be personally responsible for the same and I am prepared to face any disciplinary or legal action against me.

Date: ..... Signature: .....

**For official use only**

Noting of the dealing officer with regard to land holdings, building construction, etc.

Recommended ( ) Not recommended ( )

Permit No. : ..... Date Issued.....

*(Note: Permit expires if the work is not started within two years after the issuance of the permit or two years from last inspection)*

Name &amp; Signature of the Dealing Officer:

.....

Name &amp; Signature of approving authority

.....

**APPLICATION FOR BUILDING PERMIT***(Please type or write in clear block letters, use additional sheet if necessary)*

1. **Date Filed:**.....
2. **Name of applicant:** ..... **Passport Size Photo**
3. **Sex:** Male ( ) Female: ( )
4. **Citizenship Identity Card No.:** .....
5. **Address:** .....
6. **Contact details: Phone No.:** .....  
E-mail address: .....
7. **Construction Type/Building use:**.....
8. **No. of Floor/floors:** .....
9. **Following documents shall be submitted:**
- i. 2 sets (A3/A4) of architectural, structural, electrical, water supply and sanitation drawings duly signed by the designers.
  - ii. Copy of the latest Lag Thram/ Land Ownership Certificate
  - iii. Copy of latest site plan
  - iv. Copy of planning permit
  - v. Certificate of the designers

**10. Declaration to be signed by the applicant:**

The information supplied in this application form is correct to the best of my knowledge and if there are any discrepancies, I shall be personally responsible for the same and I am prepared to face any disciplinary or legal action against me.

Date: ..... Signature: .....

**For official use only**

Noting of the dealing officer with regard to land holdings, building construction, etc.

Recommended ( ) Not recommended ( )

**Permit No. :**.....**Date Issued**.....

*(Note: Permit expires if the work is not started within two years after the issuance of the permit or two years from last inspection)*

**Name & Signature of the Dealing Officer:**

.....  
**Name & Signature of approving authority**

.....



**APPLICATION FOR OCCUPANCY CERTIFICATE***(Please type or write in clear block letters, use additional sheet if necessary)*

To

.....  
 .....  
 .....

Sir/Madam,

I hereby certify that the addition/ alteration/ construction of building on Plot/Thram No.  
 .....on.....Lam in..... has been completed on  
 ....., according to the approved building plan/ drawings, vide building permit no.  
 ..... dated.....

The work has been completed to our best satisfaction. Workmanship and all the materials have  
 been used strictly in accordance with the approved documents/ drawings and relevant standards,  
 codes of practice and specifications, relevant rules and regulations. The building is fit for use for  
 which it has been added /altered/ constructed. The necessary 'Occupancy Certificate' may be issued.

Signature of the Owner: .....  
 Name & Address: .....  
 Contact No.: .....  
 E-mail address: .....  
 Date: .....

**ACCEPTANCE/ REFUSAL OF OCCUPANCY CERTIFICATE**

To,

.....  
.....  
.....  
.....

Sir/Madam,

With reference to the application dated .....regarding the  
addition/ alteration/ construction of building on plot/Thram No. ....in  
street/ Lam.....in .....Dzongkhag/ Thromde has  
been inspected on date ..... and found that the building is **fit ( ) or**  
**not fit ( )** for occupation.

Instruction / Remarks (if any):

Signature of the approving authority

Official Seal

Dated:

### OCCUPANCY CERTIFICATE

This is to certify that the structure has been built in accordance with the approved drawings.  
The structure is therefore deemed fit for occupancy for the specified approved use only.

Name of the owner: Plot no. : Thram no. : Designated precinct: Location:	Building type: No. of floors: Plot coverage: Registered Area:
Flat type	No. of units/floors
Date of final inspection:	
Remarks (if any):	

No changes of use or occupancy shall be made unless a new amended certificate is obtained.  
The certificate is valid only for 3 years from the date of issue and must be renewed every three years.

Signature of Dealing Officer  
Authority

Signature of Approving



**MoWHS, Thimphu**