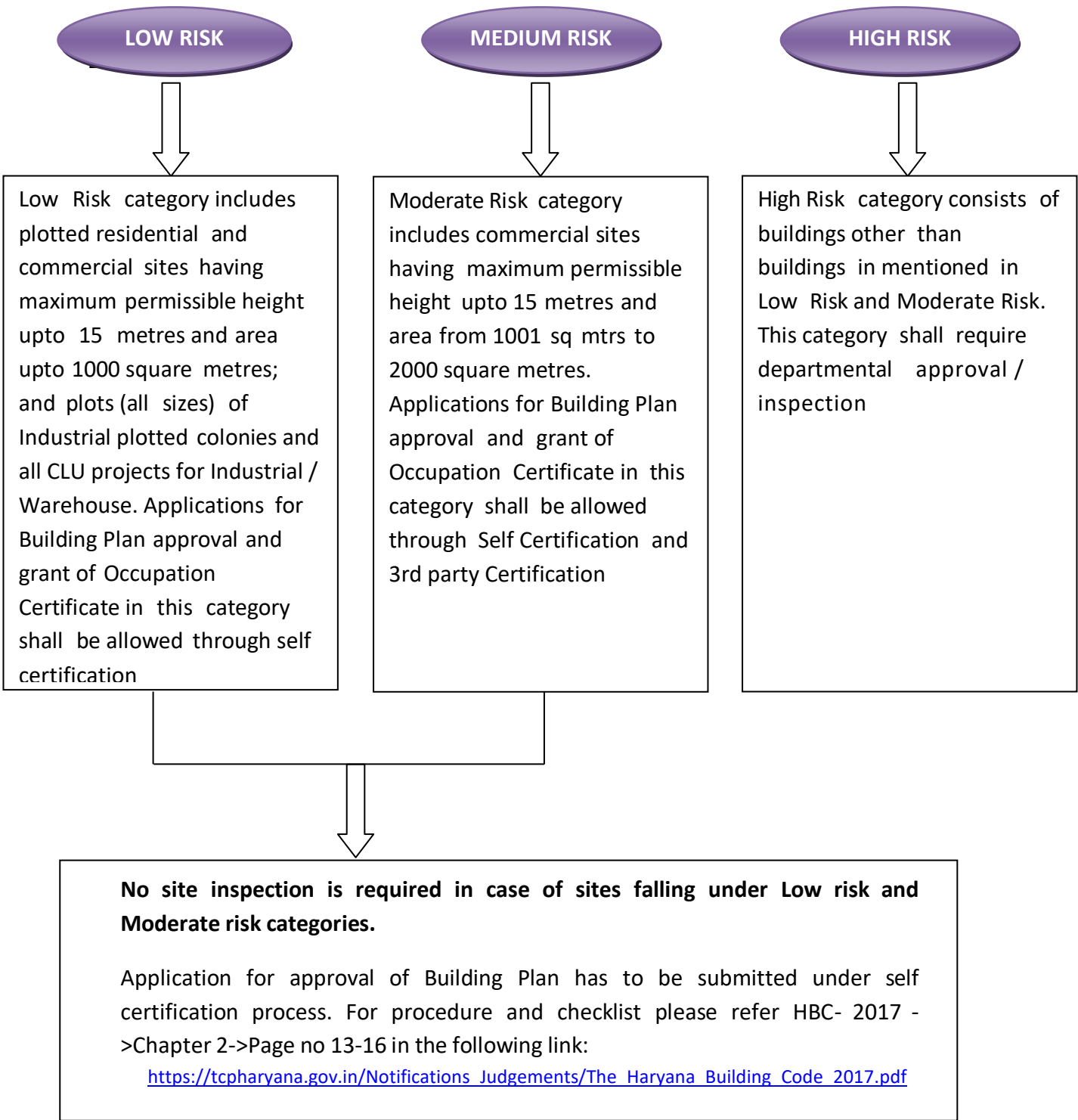


APPLYING FOR BUILDING PLAN

On the basis of height and plot size, buildings are categorized into Low, Moderate and High risk categories. Building plans approval/site inspection process for these categories is given below:-



INSPECTION PROCEDURE: BUILDING PLANS

SR. No.	ACTIVITY	TIMELINE
1	<p>Drawing Branch of Directorate/Circle Office/Field Office shall examine the plan to ascertain that:</p> <ul style="list-style-type: none"> (i) it is in accordance with the HBC 2017 (ii) it is as per approved layout/site/zoning plan of the site. (iii) variations vis-à-vis earlier approved building plans 	7 DAYS
2	<p>The Junior Engineer (JE) going for site inspection shall ascertain:</p> <ul style="list-style-type: none"> (i) the site dimensions. (ii) any construction undertaken without approval of plan. (iii) orientation of gate position as per zoning plan. (iv) identification of physical/natural features; if any, viz., HT lines, revenue rastas etc. (v) calculation of composition fees, if any. <p>FOR DETAILS CHECK THE PROFORMAS GIVEN IN APPNEDIX - I</p>	7 DAYS
3	<p>Engineering Wing HUDA (XEN/SE concerned) shall ascertain that:</p> <ul style="list-style-type: none"> (i) the public health services shown on the plan are in accordance with prescribed norms and specifications. (ii) the alignment and levels as shown in the plan are appropriate for its integration with the proposed/existing internal/external services. 	7 DAYS; CONCURRENT WITH SR. NO. 1& 2
4	<p>The Accounts Section shall ensure that the EDC dues against the site (wherever applicable) are not overdue. In cases where the applicant have opted for "EDC Relief Policy", it needs to be ensured that the installments already due under such relief policy stand deposited.</p>	2 DAYS; CONCURRENT WITH SR. NO. 1& 2
5	<p>The Fire officer, wherever applicable, shall examine the Fire Design Plans and ascertain the compliance of all statutory requirements.</p>	7 DAYS; CONCURRENT WITH SR. NO. 1& 2
6	<p>The concerned BPAC shall take into account the report from all concerned quarters and shall convey its final decision on the approval/rejection of plans. In case of minor observations, the applicant may be allowed not more than two opportunities to rectify the plans and resubmit the same for fresh consideration of the BPAC.</p>	7 DAYS

Procedure (NOT ON SELF CERTIFICATION MODE)

1. Applicant submits the application with Scrutiny fee, Labour Cess fee, NOC of AAI (for buildings with height more than 30 mtrs) etc. and drawings.
2. Scrutiny of documents by Office (concerned)
3. If any discrepancy found, application is put on hold and observation is conveyed to the applicant.
4. Applicant will remove the discrepancy and submit the details
5. Examination by:
 - Concerned Circle / District Town Planner office
 - SE / Executive Engineer - HUDA
 - Fire Officer, Urban Local Bodies
6. Meeting of BPAC fixed to review the comments / report of all above
7. Plan reviewed by BPAC as per Zoning Plan, HBC 2017 and NBC
8. If any discrepancy found, application is put on hold and observation is conveyed to the applicant.
9. Applicant will remove the discrepancy and submit the details
10. If found OK, signed by BPAC members
11. Verification of the Licence / CLU permission / pending dues by the Department
12. Orders issued for release of Building Plans and approval conveyed.

Detailed Work flow is given below:

APPLICATION FOR FOLLOWING CASES ARE APPROVED AT HEADQUARTER:

- MORE THAN 2 ACRES COMMERCIAL IN PLOTTED COLONIES,
- INDEPENDENT COMMERCIAL LICENCE,
- GROUP HOUSING COLONIES AND
- SITE HAVING AREA MORE THAN 5 ACRES

HQ - Head Quarter of Town & Country Planning

DTCP - Director Town and Country Planning

AAI - Airport Authority of India

SE - Superintending Engineer

BPAC - Building Plan Approval Committee

HBC - Haryana Building Code

NBC - National Building Code

CLU - Change of Landuse

BPAC Constitution

Chairman

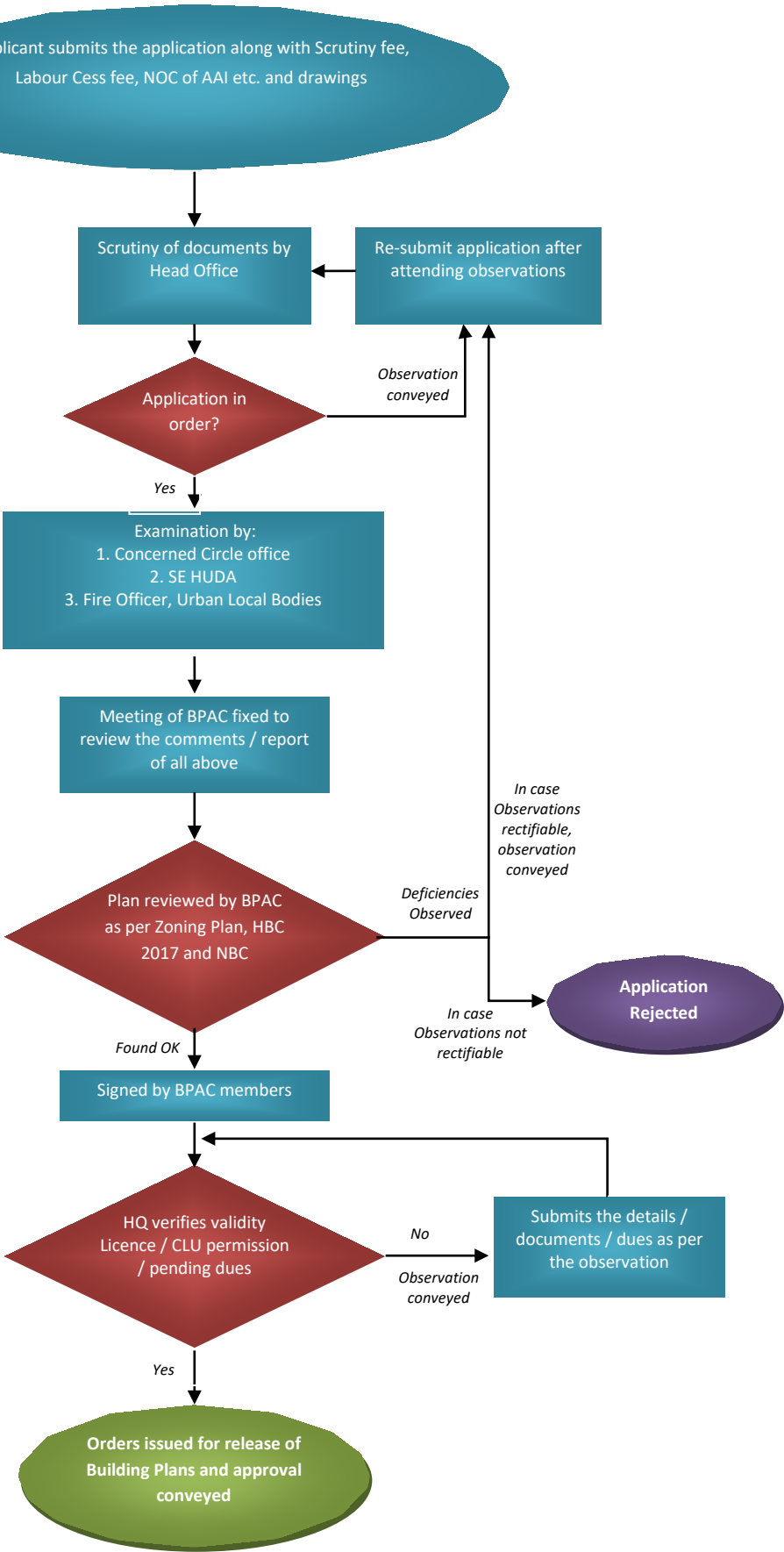
- CTP Haryana

Members

- SE HUDA
- Fire officer, Urban Local Bodies

Member Secretary

- Senior town Planners at HQ



APPLICATION FOR FOLLOWING CASES ARE APPROVED AT CIRCLE OFFICE:

- ALL COMMUNITY SITES IN LICENCED COLONIES HAVING AREA UPTO 5 ACRES,
- COMMERCIAL SITES GREATER THAN 1000 SQ. MTRS AND UPTO 2 ACRES IN RESIDENTIAL PLOTTED COLONIES
- CLU GRANTED SITES HAVING AREA ABOVE 2 ACRES AND UPTO 5 ACRES (EXCLUDING CLUs OF INDUSTRIAL & WAREHOUSE PROJECTS)

DTCP - Director Town and Country Planning

AAI - Airport Authority of India

SE - Superintending Engineer

BPAC - Building Plan Approval Committee

HBC - Haryana Building Code

NBC - National Building Code

CLU - Change of Landuse

STP - Senior Town Planner

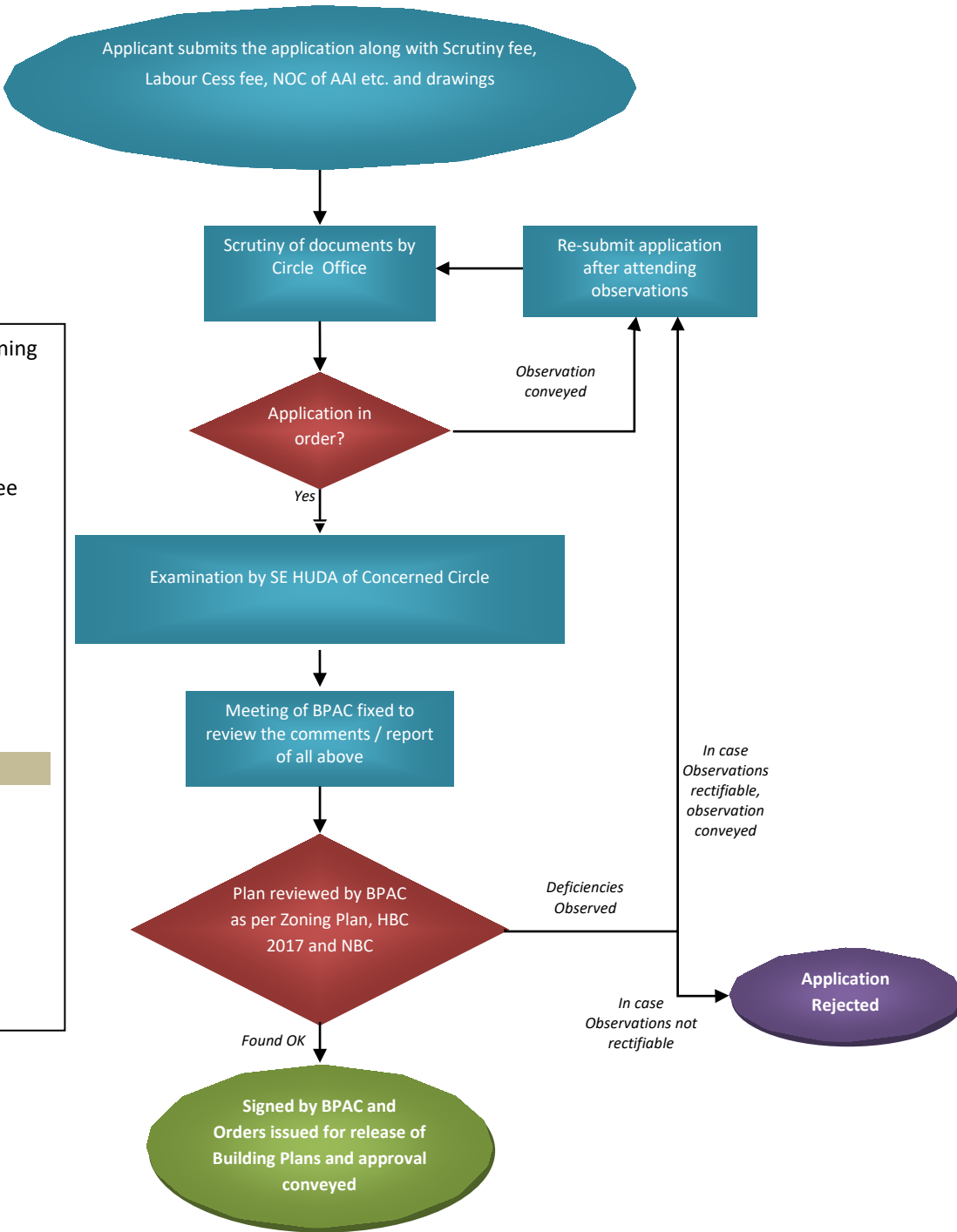
BPAC Constitution

Chairman

- STP

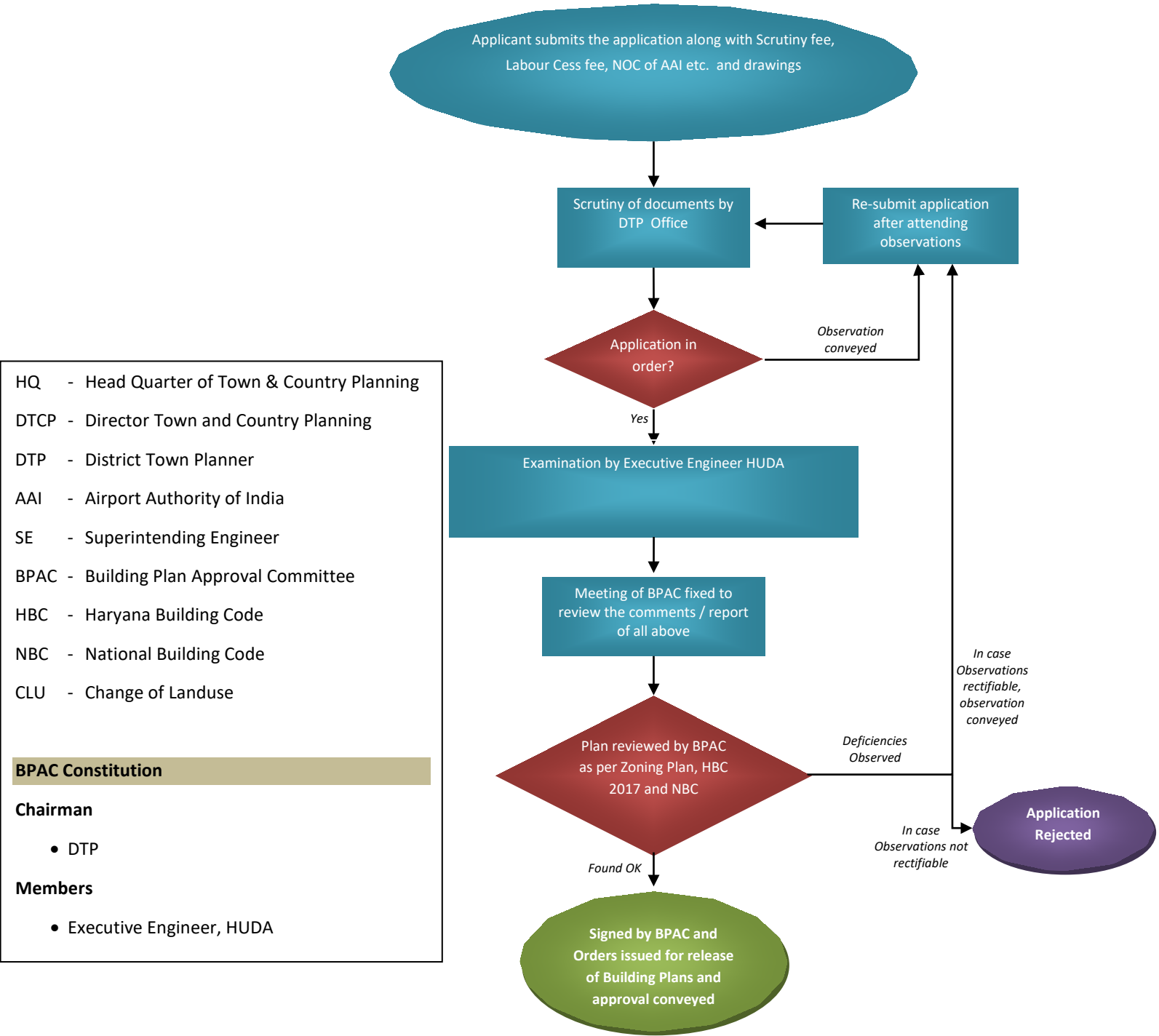
Members

- SE HUDA
- Concerned DTP



APPLICATION FOR FOLLOWING CASES ARE APPROVED AT DTP OFFICE:

- CLU GRANTED SITES HAVING AREA UPTO 2 ACRES (EXCLUDING CLUs OF INDUSTRIAL & WAREHOUSE PROJECTS)



CHECKLIST AND DOCUMENTS TO BE ATTACHED ALONG WITH BUILDING PLAN APPLICATION

Sr. No.	Description	Applicant Remarks Document Attached (Yes / No)	
1.	Application on prescribed Form BR-I and BR-II (four sets)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Scrutiny fees @ Rs. 10/- Sqm. of the total built-up area	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Payment of Labour Cess depending upon class of construction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Earmarking of Public Health Services on the plan	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Structural drawings (for record)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	Form BR-V(A1)/BR-V(A2), as may be applicable.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	Copy of the qualification/degree of the certifying engineer.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8.	Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) in Form BR-V(A1) or BR-IV(A2).	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Site Inspection

Pre- Construction Stage

1. Date of grant of CLU permission:

2. Purpose of CLU permission : Industrial/commercial

3. Name of Owner/ Applicant:

4. Name of Architect

5. Correspondence address of Owner/ Applicant:

Village/ Sector No.....

City /Town

District.....

PIN.....

Ph..... Mobile No. , Email

6. Address of site(if it is other than correspondence address)

Village/ Sector No.....,

City /Town

District.....,

PIN.....

7. The dimensions of site as per demarcation/zoning plan: Yes/No

If no, sketch showing variations in dimensions enclosed.

8. Existing infrastructure.....

a. Road

b. Sewerage

c. Water facility

d. Drainage

9. Any existing construction at site: Yes/No

If yes, sketch showing the details of construction with area details enclosed.
- Signature of Inspecting officer:
- Name:
- Designation:
- Date:

Site Inspection

During Construction Stage

1. Date of grant of CLU permission:
2. Purpose of CLU permission : Industrial/commercial
3. Name of Owner/ Applicant:
4. Name of Architect
5. Correspondence address of Owner/ Applicant:

Village/ Sector No.....

City /Town

District.....

PIN.....

Ph..... Mobile No. , Email

6. Address of site(if it is other than correspondence address)

Village/ Sector No.....,

City /Town,

District.....,

PIN.....

7. Construction at site up to DPC level of the applied building block in accordance with approved building plans: Yes/No

If No, sketch showing the details of construction/deviations from approved building plans with area details enclosed.

Signature of Inspecting officer:

Name:

Designation:

Date: