

FORM FOR APPLICATION TO ERECT, RE-ERECT OR TO MAKE MATERIAL ALTERATION IN ANY PLACE IN A BUILDING

To
The Commissioner,
Municipal Corporation of Delhi,
Delhi

Sir,

I hereby give notice that I intend to erect/re-erect/ demolish or make alteration in the building number _____ or to _____ on / in Plot No _____ Block No _____ House No _____ situated at _____ Scheme _____ and in accordance with the Building Bye-law of Delhi, Bye-Law No. _____ and I forward herewith, the following plans and specification duly signed by me and _____ (name in block letters), the licenced Architect/Engineer/Supervisor/Group-Licence No _____ who have prepared the plans, designs etc. and who will supervise its erection and a copy of other statements/ document (as applicable):

1. Site plan
2. Building Plan
3. Service Plan
4. General Specifications (in attached form)
5. Ownership Title
6. Attested copy of receipt of payment of application form
7. Other document, as required

I request that the construction may be approved and permission accorded to me to execute the work.

Signature of the Owners _____
Name of owner(s) _____
(In block letters)

Address of the Owner(s) _____

Dated: _____

FORM FOR SPECIFICATIONS OF PROPOSED BUILDING

(a) The purpose (Residence, Office, Godown, Restaurant, Hotel, Dharamshala, School, Hostel Cinema, Shop, Factory, Stable) for which it is intended to be used -----
 -----.

(b) Details of coverage on respective floors are given below: -

	Existing (Sqm.)	Proposed (Sqm.)	Total (Sqm.)
1. Basement Floor -----			
2. Ground floor -----			
3. Mezzanine floor -----			
4. First Floor-----			
5. Second Floor-----			
6. Third Floor-----			
7. -----			
8. -----			
9. -----			
10. -----			

(c) Approximate number of inhabitants
 proposed to be accommodated.-----

(d) The number of Latrines, urinals, Kitchens, Baths, W.C: -----

(e) The source of water to be used in the construction. -----

(f) Distance from public sewer. -----

(g) The materials to be used in construction
 Walls/ Columns/Foundations -----
 Roof -----
 Floors -----

FOR SUPERVISION - I

To
The Commissioner
Municipal Corporation of Delhi
Delhi

Sir,

I hereby certify that erection/ re-erection demolition or material alteration in/of Building No. _____ on /in _____ Plot No. _____ in Block No. _____ situated at _____ scheme _____ shall be carried out under my supervision and I certify that all the materials (Type & Grade) and the workmanship of the work shall be generally in accordance with general specification submitted along with; and that the work shall be carried out in accordance with the sanctioned plans.

Signature of licensed Architect/Engineer/
Supervisor/Group _____

Name of licensed Architect/Engineer/
Supervisor/Group _____
(In block letters)

License No of licensed Architect/Engineer/
Supervisor/Group _____

Address of licensed Architect/Engineer/
Supervisor/Group _____

Dated: _____

Form for Supervision -II

To
The Commissioner
Municipal Corporation of Delhi
Delhi

Sir,

I hereby certify that the drainage/sanitary and water supply works shall be executed by me or under my strict supervision for the work of erection/ re-erection/ demolition or material alteration of the proposal for which building permit application in respect of Building No. _____ on/in _____ Plot No. _____ in Block No. _____ situated in the _____ scheme _____ and I certify that all the materials and workmanship of the work shall be in accordance with the standard laid down by I.S.I. and the provisions of building bye-laws, and the work shall be carried out in accordance with the sanctioned plans.

Signature of licensed Engineer/Plumber -----

Name of licensed Engineer/Plumber -----
(In block letters)

License No of licensed Engineer/Plumber-----

Address of licensed Engineer/Plumber/ /Supervisor

Dated: _____

FORM - III

FORM FOR NOTICE FOR COMMENCEMENT OF WORK

To
The Commissioner
Municipal Corporation of Delhi
Delhi

Sir,

I hereby certify that the erection/ re-erection/ demolition or material alteration on /in Plot No _____ in Block No. _____ situated at _____ scheme, will be commenced on _____ as per your permission vide office communication No. _____ dated _____ under the supervision of _____ licensed Architect /Engineer/ Supervisor/Group, licence No. _____ and in accordance with the sanctioned plans.

Signature of owner

Name of owner
(In block letters) _____

Address of owner _____

Dated: _____

Information for Intimation of Completion of Work up to Plinth Level

To
The Commissioner
Municipal Corporation of Delhi
Delhi

Sir,

The construction up to plinth/column up to plinth level has been completed in building
No. _____ on/in Plot No. -----scheme No.----- Road / Street ---
----- dated ----- under my supervision and in accordance with the sanctioned plan.

Yours faithfully,

Signature of licensed
Architect/Engineer/Supervisor

Name
(In block letters) _____

Address _____

Dated: _____

INSPECTION REPORT

I ----- working as a ----- with -----have
carried out the inspection of Building No. ----- on/in Plot No. -----
Scheme

No ----- Road/Street -----Ward -----in accordance with your permission
No. ----- dated ----- The following deviation from the sanctioned plans have
been noticed which are against the proviso of Master Plan/Bye-Laws and are of non-
compoundable nature.

Description of deviations noticed -----

You may not proceed with further work till such time the deviations made are rectified and
construction brought in conformity to sanction plans.

Yours faithfully,

For -----

Commissioner

Office No -----
Office Stamp -----
Date -----

MUNICIPAL CORPORATION OF DELHI

File No. _____
Dated _____

To,

Subject: - Sanction u/s 336 of the Municipal Corporation of Delhi Act

Dear Sir/Madam,

With reference to your application dated _____ for the grant of sanction to erect/re-erect/ add to /alteration in the building to carry out the development specified in the said application relating to plot No _____ Block No _____ Situated in/ at _____. I have to state that the same has been sanctioned on ----- by MCD subject to the following conditions and corrections made on the plans:

1. The plans are valid up to _____ day _____ months _____ Year _____
2. The construction will be undertaken as per sanctioned plan only and no deviation from the bye-laws will be permitted without prior sanction. Any deviation done against the bye-laws is liable to be demolished and the supervising architect engaged on the job will run the risk of having licenced cancelled.
3. Violation of building bye-laws will not be compounded.
4. It will be the duty of the owner of the plot and the architect preparing the plans to ensure that the sanctioned plans are as per prevalent Building Bye-laws. If any infringement of bye-laws remain unnoticed, the M.C.D. reserves the right to amend the plans as and when infringement come to the notice and M.C.D. will stand indemnified against any claim on this account.
5. A notice in writing shall be sent to M.C.D. before commencement of the erection of the building as per bye-laws. Similar notice will be sent to M.C.D. when the building has reached up to plinth level.
6. The party shall not occupy or permit to occupy the building or use or permit to use the building or any part thereof affected by any such work until occupancy certificate is issued by the Authority.
7. M.C.D. will stand indemnified and kept harmless from all proceedings in court and before other authorities of all expenses/losses/claims which the M.C.D. may incur or become liable to pay as a result or in consequences, of the sanction accorded by it to these building plans.
8. The door and window leaves shall be fixed in such a way that they shall not, when open, project on any street.
9. The party will not construct and use building in contravention of plans sanctioned by MCD.
10. The building shall not be constructed within minimum distance as specified in Indian Electricity rules from voltage lines running on side of the site.
11. The land left open on consequences of enforcement of the set back rule shall form part of the public street.
12. The sanction will be void-abinitio if auxiliary conditions mentioned above are not complied.

Yours faithfully,

For Commissioner,
Municipal Corporation of Delhi

Encl: Set of sanction plan

Form No. II

FOR REFUSAL OF SANCTION

To

File No _____

Dated: _____

Sir,

With reference to your application No _____ dated _____ for the grant of sanction for the erection of building/execution of work in House No. _____ Plot No _____ Block No _____ Scheme _____ Situated at _____

I have to inform you that the sanction has been refused on ----- on the following grounds.

- 1
- 2
- 3
- 4
- 5

Yours Faithfully

For Commissioner
Municipal Corporation of Delhi

FORM -III
MUNICIPAL CORPORATION OF DELHI

Appendix-E
(Bye-law No. 6.8)

FORM FOR REVALIDATION

File No. _____

Dated: _____

To

Shri /Madam _____

**Subject: - Revalidation of Building Plans relating to plot No. _____ Block No. _____
Scheme _____**

Dear Sir / Madam,

- 1 With reference to your application dated _____ on the subject cited above, I am directed to inform you that your building plan which had been sanctioned on _____ vide file No _____ have been revalidated up to _____
2. Original sanctioned plan submitted by you is also returned herewith.

Yours Faithfully,

For COMMISSIONER
MUNICIPAL CORPORATION OF DELHI

Encl : As above.

Form of Notice of Completion

(To be submitted along with fee of Rs. 20/- for notice of completion and other relevant documents).

To

The Commissioner
Municipal Corporation of Delhi,
Delhi.

Dear Sir,

I / We hereby give notice that I / We have completed the erection of building /
execution of the works in plot No _____ Block No _____ Scheme
_____ situated at _____ in pursuance of the sanction granted by the
Authority vide file No. _____ dated _____

2. Permission to occupy or use the building may be granted.

Yours Faithfully,
Signature of owner _____

Name of owner _____
(In Block letters)

Address of the owner _____

Dated: _____

Encl : As above