

**CHECKLIST FOR SUBMISSION OF FRESH BUILDING PLAN /
REVISED BUILDING PLAN FOR RESIDENTIAL, COMMERCIAL, INDUSTRIAL (ABOVE 2
KANAL), INSTITUTIONAL, PETROL PUMP**

Sr. No.	Document / Content	Attached	Not-Attached	Page No.
1.	Form-A duly signed with date by the owner(s)/applicant(s) and architect duly stamped.	Yes	No	
2.	Form-C duly signed with date by the owner(s)/applicant(s) and architect duly stamped.	Yes	No	
3.	Form-J duly signed with date by the owner(s)/applicant(s), architect and structural engineer with their name and address in capital letter and also stamped by the architect and structural engineer.	Yes	No	
4.	Set of Fresh / Revised Building Plan in triplicate duly cloth mounted as per detail given below:- a) A site plan showing the position of Plot proposed to be built upon as required by the Rule. b) Plans, elevation and sections in triplicate copy as required by the Rule. c) Drainage plans, engineering drawings (structural as required) by the Rule.	Yes Yes Yes	No No No	
5.	Checklist duly filled & signed by the Private Architect.	Yes	No	
6.	Authority letter in favour of private architect from the owner(s) / applicant(s) regarding submission of plan / Revised Building plan for sanction and making correspondence with Estate Office.	Yes	No	
7.	Proof of ownership i.e. copy of allotment letter / transfer letter not more than 3 months old.	Yes	No	
8.	No dues certificate with regard to payment of entire/full amount of premium of plot (including up to date annual Ground Rent / Lease Money (Self Attested))	Yes	No	
9.	Self attested undertaking:- a) Regarding ownership from owner(s) / applicant(s) with specimen signature, latest photographs and ID proof. b) That there is no dispute / litigation is pending in any court of law and the properties free from all sorts of encumbrance and there is no stay / restraining order from any court of law with regard to sanction of Fresh / Revised Building Plan	Yes Yes	No No	
10.	Copy of Sewerage Connection / Occupation Certificate or extension in time limit for construction of the building.	Yes	No	
11.	In case, sewerage connection/occupation certificate is not issued/obtained then furnish:- a) An attested copy of proof of construction i.e., water/electricity bills (prior to 22-1-1993 or construction of building within the stipulated period as per terms and conditions of allotment or within the extended period as the case may be), supported with a certificate issued by the Registered Architect on his/her letter head certifying that the building is constructed as per sanctioned plan and there is no building violations at Site/House. b) Certificate from the concerned water/electricity department certifying there in the date and year of release of permanent / regular water/electricity connection against the house/building in question.	Yes Yes	No No	

12.	Indemnity Bond is required from each owner (s) duly attested for attorney.	Yes	No	
13.	If applicant is GPA / SPA holder, then furnish:- a) Copy of GPA / SPA (attested by notary public). b) Affidavit regarding validity of GPA / SPA	Yes Yes	No No	
14.	If there is no proof of previous sanctioned plan, an undertaking is must required from the owner (s) that my / our plan (s) be treated as fresh with applicable charges.	Yes	No	
15.	If there is no proof of previous sanctioned plan / plans is treated as fresh, plot size may also got be verified from the Surveyor .	Yes	No	
16.	In case of fresh building plan, the plot size may be got verified from the Surveyor .	Yes	No	
17.	E-mail ID and address of owner (s), Private Architect and Structural Engineer is required on submitted plan (s).	Yes	No	
18.	Attested Copy of partnership deed, authorization letter in favour of the authorized signatory/ partner to apply for Revised Building Plan. (Applicable in case of property owned by Partnership Firm).	Yes	No	
19.	Attested copy of Memorandum of Articles and Association, copy of resolution in favour of authorized signatory/ Director of the Company to apply for Revised Building Plan. (Application in case of property owned by the Company).	Yes	No	
20.	In case of allotment of society, NOC from the Chandigarh Housing Board or Society Registrar required.	Yes	No	

Signature of the applicant

Name _____

Mobile No. _____

Date _____

It is certified that all the documents are complete, as per above checklist

Signature of Receipt Clerk

Name _____

Date _____

Signature of In-charge

Name _____

**CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR GRANT OF OCCUPATION
CERTIFICATE / COMPLETION CERTIFICATE WITH SEWERAGE CONNECTION**

Sr. No.	Document / Content	Attached	Not-Attached	Page No.
1.	Form-D is required duly signed with date by the owner (s).	Yes	No	
2.	Form-E is required duly signed and stamped by the architect with registration number and date.	Yes	No	
3.	Form-I is required duly signed and stamped with date by the registered licensed plumber in Estate Office, UT, Chandigarh, if required.	Yes	No	
4.	Form-K is required duly signed with date by the owner (s), architect and structural engineer with their name and address in capital letter and also stamped by them.	Yes	No	
5.	Proof of ownership i.e. copy of allotment letter / transfer letter not more than 3 months old.	Yes	No	
6.	No dues certificate with regard to payment of entire/full amount of premium of plot (including up to date annual Ground Rent / Lease Money (Self Attested))	Yes	No	
7.	Self attested undertaking:- a) Regarding ownership from owner(s) / applicant(s) with specimen signature, latest photographs and ID proof. b) That there is no dispute / litigation is pending in any court of law and the properties free from all sorts of encumbrance and there is no stay / restraining order from any court of law with regard to grant of occupation certificate.	Yes Yes	No No	
8.	Copy of Sewerage Connection / Occupation Certificate or extension in time limit for construction of the building.	Yes	No	
9.	In case, sewerage connection/occupation certificate is not issued/obtained then furnish:- a) An attested copy of proof of construction i.e., water/electricity bills (prior to 22-1-1993 or construction of building within the stipulated period as per terms and conditions of allotment or within the extended period as the case may be), supported with a certificate issued by the Registered Architect on his/her letter head certifying that the building is constructed as per sanctioned plan and there is no building violations at Site/House. b) Certificate from the concerned water/electricity department certifying there in the date and year of release of permanent / regular water/electricity connection against the house/building in question.	Yes Yes	No No	
10.	If applicant is GPA / SPA holder, then furnish:- a) Copy of GPA / SPA (attested by notary public). b) Affidavit regarding validity of GPA / SPA	Yes Yes	No No	
11.	Attested Copy of partnership deed, authorization letter in favour of the authorized signatory/ partner to apply for occupation certificate. (Applicable in case of property owned by Partnership Firm).	Yes	No	
12.	Attested copy of Memorandum of Articles and Association, copy of resolution in favour of authorized signatory/ Director of the Company to apply for occupation certificate. (Application in case of property owned by the Company).	Yes	No	
13.	Photographs of elevation of front, rear and side elevation and internal showing that building is complete in all respect.	Yes	No	

14.	CD / DVD are required where showing photographs of elevation of front, rear and side elevation.	Yes	No	
15.	Certificate from Architect for Rain water harvesting system as per building bye-laws.	Yes	No	
16.	Certificate from company with regard to installation of Solar Water heating system as per building bye-laws.	Yes	No	
17.	Certificate from company with regard to installation of Solar Photo-voltaic power plant as per building bye-laws.	Yes	No	
18.	NOC is required from CFO (Chief Fire Officer) as per Fire Department, Municipal Corporation, UT, Chandigarh.	Yes	No	
19.	NOC is required from Pollution Control Board as per Fire Department, Municipal Corporation, UT, Chandigarh.	Yes	No	
20.	Copy of permission of amalgamation obtained from competent authority is required for amalgamated properties.	Yes	No	
21.	Agreement Deed is required for projections made on Govt. Land as per building bye-laws, if not submitted during Revised Building Plan.	Yes	No	
22.	An undertaking from the Architect that there is no non-sanctionable & zoning violation(s) exist at site & the building violation and the sanctionable violation(s) have duly been marked on the completion plan.	Yes	No	
23.	Completion drawing duly signed by the architect & owner (s) and duly laminated.	Yes	No	
24.	Structural drawing duly signed by the owner (s), also stamped and signed by structural engineer and duly laminated.	Yes	No	

Signature of the applicant

Name _____

Mobile No. _____

Date _____

It is certified that all the documents are complete, as per above checklist

Signature of Receipt Clerk

Name _____

Date _____

Signature of In-charge

Name _____

CHECKLIST FOR REVISED BUILDING PLAN / FRESH BUILDING PLAN UNDER SELF-CERTIFICATION SCHEME FOR RESIDENTIAL, COMMERCIAL, INDUSTRIAL Plots upto 2

Kanal

Sr. No.	Document / Content	Attached	Not-Attached	Page No.
1.	3 sets of building plans duly self-certified by registered Private Architect alongwith sanction letter as in Form-K	Yes	No	
2.	Form-J is required duly signed with date by the owner (s), architect and structural engineer with their name and address in capital letter and also stamped by the architect and structural engineer.	Yes	No	
3.	Security Fee and Security Fee receipts	Yes	No	
4.	Set of Fresh / Revised Building Plan in triplicate duly cloth mounted as per detail given below:- a) A site plan showing the position of Plot proposed to be built upon as required by the Rule. b) Plans, elevation and sections in triplicate copy as required by the Rule. c) Drainage plans, engineering drawings (structural as required) by the Rule.	Yes Yes Yes	No No No	
5.	Checklist duly filled & signed by the Private Architect.	Yes	No	
6.	Proof of ownership i.e. copy of allotment letter / transfer letter not more than 3 months old.	Yes	No	
7.	No dues certificate with regard to payment of entire/full amount of premium of plot (including up to date annual Ground Rent / Lease Money (Self Attested))	Yes	No	
8.	Self attested undertaking:- a) Regarding ownership from owner(s) / applicant(s) with specimen signature, latest photographs and ID proof. b) That there is no dispute / litigation is pending in any court of law and the properties free from all sorts of encumbrance and there is no stay / restraining order from any court of law with regard to sanction of Fresh / Revised Building Plan	Yes Yes	No No	
9.	Copy of Sewerage Connection / Occupation Certificate or extension in time limit for construction of the building.	Yes	No	
10.	In case, sewerage connection/occupation certificate is not issued/obtained then furnish:- a) An attested copy of proof of construction i.e., water/electricity bills (prior to 22-1-1993 or construction of building within the stipulated period as per terms and conditions of allotment or within the extended period as the case may be), supported with a certificate issued by the Registered Architect on his/her letter head certifying that the building is constructed as per sanctioned plan and there is no building violations at Site/House. b) Certificate from the concerned water/electricity department certifying there in the date and year of release of permanent / regular water/electricity connection against the house/building in question.	Yes Yes	No No	
11.	Indemnity Bond is required from owner(s) / applicant(s) duly attested from notary public.	Yes	No	
12.	If applicant is GPA / SPA holder, then furnish:- a) Copy of GPA / SPA (attested by notary public). b) Affidavit regarding validity of GPA / SPA	Yes Yes	No No	
13.	Authority letter for private architect is required from owner (s) regarding submission /	Yes	No	

	correspondence / receipt of sanctioned plan.			
14.	If there is no proof of previous sanctioned plan, an undertaking is must required from the owner (s) that my / our plan (s) be treated as fresh with applicable charges.	Yes	No	
15.	If there is no proof of previous sanctioned plan / plans is treated as fresh, plot size may also got be verified from the Surveyor .	Yes	No	
16.	In case of fresh building plan, the plot size may be got verified from the Surveyor .	Yes	No	

Signature of the applicant

Name _____

Mobile No. _____

Date _____

It is certified that all the documents are complete, as per above checklist

Signature of Receipt Clerk

Name _____

Date _____

Signature of In-charge

Name _____

CHECKLIST FOR DPC CERTIFICATE FOR RESIDENTIAL, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, PETROL PUMP				
Sr. No.	Document / Content	Yes	No	Page No.
1.	Application from the applicant regarding DPC	Yes	No	

Signature of the applicant

Name _____

Mobile No. _____

Date _____

It is certified that all the documents are complete, as per above checklist

Signature of Receipt Clerk

Name _____

Date _____

Signature of In-charge

Name _____