

Procedure for submission of application for plan approval

from

AGARTALA MUNICIPALITY

1. Application to be submitted in prescribed forms(Form "A" form "B" along with a stamped self addressed envelope (11' X 5')).
2. All documents enclosed with the application should be put inside a ordinary file cover and to be submitted.
3. Application should accompany the following documents.:-

(a) In case of residential building

- (i) Plan prepared and signed by authorized technical personnel.
- (ii) Land documents like khatian, parcha, land deed,etc.
- (iii) Tax payment receipt up to the end of the financial year
- (iv) No objection certificate from neighbors in case minimum 4'ft. space is not kept from boundary line.
- (v) Clearance certificate from electricity department.
- (vi) Soil testing report (in case of multi storied building).
- (vii) Design calculation (in case of multi storied building).
- (viii) Clearance certificate from Fire service (in case of multi storied building).
- (ix) Any other condition imposed time to time by Agartala Municipality.

(b) In case of commercial building.

- (i) Same as 3(a)(i) to 3(a)(ix).
- (ii) No objection certificate from neighbors in case purpose of construction in market ,supermarket, Residential hotel complex, nursing home, x-ray clinic.
- (iii) Clearance certificate from Directorate of Health Services in respect of health hazards.
- (iv) Environmental clearance certificate from Science and Technology.
- (v) Fire fitness certificate from Fire department.
- (vi) Any other condition imposed time to time by the Agartala municipality.

FORM 'A' (See Rule 43)

(Application for permission to construct or reconstruct building under S/317 of B.M. Act)
(Details procedure for submission of application is given in the enclosure.)

To
The Administrator/Chairman
Agartala Municipality
Agartala

Sir

I am the owner of premises No. Ward No..... This premises is on survey plot No..... recorded in Khatian No..... of Mouza.....
I intend to construct or reconstruct a building or make alteration or addition to the existing building on the above mentioned premises and in accordance with the provision of section 317 read with section 326. I forward herewith:-

- a. a siteplan in triplicate of the land of your approval.
- b. a plan in triplicate showing elevation and section on the proposed building together with a specification of the work and.
- c. the following particulars
 - i. Valid document in respect of right, title & interest:
 - ii. Receipt of Tax paid upto..... @ Rs..... of ARV (copy enclosed):
 - iii. Name of the surrounding portion (Detail also to be shown in the site plan)

- a. North:-
- b. South:-
- c. East:-
- d. West:-

iv. Space kept from the boundary line:

- a. NorthFt.
- b. South Ft.
- c. East Ft.
- d. West Ft.

v. No objection submitted from

- a. North.....
- b. South.....
- c. East.....
- d. West.....

vi. Purpose of construction.....

vii. Plan(Alongwith design in case of double storied building.)

viii. Soil testing report (for 3 storied or above building):

I, therefore, request that the site may be approved and that the permission may be accorded to execute the said work.

ix. Total Plinth area

x. Total floor area.....

xi. Number & type of dwelling

Under the construction.

Date _____
SCHEDULE II

Signature of the applicant
(Name and address in block letters)

ORIGINAL/DUPLICATE/TRIPLICATE

**GOVERNMENT OF INDIA
MINISTRY OF WORKS & HOUSING
NATIONAL BUILDING ORGANIZATION**

Name of Municipality/Corporation

AGARTALA MUNICIPALITY

1. Nature of construction

New construction/Additions to existing building

.....

2. Type of construction code

Total plinth area
(Sq. mt.....)

Total floor area
(Sq. mt)

Name of stores in the building.....

Total plinth area means the sum total of all the floors in case the building has more than one floor.

** (a) (i) dwellings (1) (ii) other residential places (2) (b) industrial (3) (c) commercial (4) (d) institutional (5)

(e) others (6) Put the number applicable inside the code.

Number and type of dwelling units

Number of dwellings

1 room unit. 2 room unit. 3 room unit. 4 or more room unit.

1 room unit	2 room unit	3 room unit	4 or more room unit

New constructions/Additions to existing building resulting in dwellings.

Particulars for the following items should be given while applying for occupancy certificate only.

5. Estimated construction cost if available Rs.....

6. Number and date of issue of authorization certificate.....

7. Date of commencement of construction.....

8. Date of completion of construction.....

(Signature of the applicant)

(Name & address of the applicant in block letters)

(For use in office only)

Reference number of applicationNumber & date of issue of
authorization/occupancy certificate