

**PROCEDURE AND TIME FRAME FOR APPROVAL OF THE BUILDING CONSTRUCTION  
UNDER AGARTALA MUNICIPAL COUNCIL**

1. Application as per prescribed form cost of which is **Rs.10/-** available in the Ward Office along with plan (**5 copies**) as per Tripura Building Rules 2004. The Building plan is to be prepared by the authorized AMC Licenciate Building planner.
2. The application should be supported with followings:-
  - i). Xerox copy of Registered Deed of the land.
  - ii) Xerox copy of the Khatian of the land.
  - iii) Xerox copy of upto date Municipal P/Tax receipt.
  - iv) Xerox copy of Sulabh/ Sanitary latrine loan clearance certificate.
  - v) Design calculation from the **1<sup>st</sup>** floor building onward.
  - vi) Soil Testing Report is required in case of **2<sup>nd</sup>** floor building and above.
  - vii). NOC from Fire & Electrical is required from the respective Deptt. for **2<sup>nd</sup>** floor and above.
3. The Amin /Surveyor conducts enquiry & submits report to the Zonal Officer within a week (**7 days**)
4. The critical site plans i.e. regarding shortage of side space & shortage of road width etc. are to be required to be referred to the Technical Committee, AMC for technical views. After observation of technical committee, the site plans are to be placed to the CEO, AMC for decision.
5. a). After scrutiny of the site plan, the Zonal Officer, AMC considers the plan & recommends to the Chairmen, Zonal Advisory Committee AMC, Zone wise for approval upto plinth area - **1500 sq. ft.**  
  
b). Above plinth area-**1500 sq. ft.** of the site plan, the Zonal Officer, AMC considers the plan & recommends to the CEO, AMC who in turn recommends to the Chairperson, AMC which is given within **14 (fourteen)** days.
6. Requisite approval fees is to be paid after approval of the authority as per following break up:-

a) The plinth area upto <b>300 sq. mtr.</b> of the RCC Building	<b>Rs.60/-</b> per. Sq.mtr.
b) The plinth area above <b>300sq. mtr.</b> of the RCC Building	<b>Rs.100/-</b> Per.Sq.mtr.
c) Load bearing building upto <b>300 sq. mtr.</b>	<b>Rs. 45/-</b> per.sq.mtr.
d) Load bearing building above <b>300 sq. mtr.</b>	<b>Rs.90/-</b> per.sq.mtr.
e) Boundary wall	<b>Rs. 10/-</b> per running ft.
7. After receiving the approval fees from the party concerned the permission of building plan to be issued by the AMC.
8. If the height of the building is more than **14 mtr.** the building plan is approval by the State Government.
9. After getting the building plan if the party did not complete the construction of building work within 3(three) years validity period, the party can apply to the AMC authority in a plain paper for renewal of the building plan for further 2(Two) years.