

A) Plan Sanction

1	Name of the Department	Town Planning Section, BBMP Head Office.
2	Name of the Service	Sanction of Building Plan for residential Dwelling houses / Apartments / Non-Residential Buildings <ul style="list-style-type: none"> a) Consisting of More than Single Basement Floor irrespective of Number of Floors b) Consisting of BF+GF+4 and above Upper Floors. c) For all the cases where Development Plan is approved by Bangalore Development Authority. (Computerized)
3	Whom to approach for this service (Designated Officer)?	Additional Director of Town Planning headed by Commissioner, BBMP
4	Procedure involved to get this service	<ol style="list-style-type: none"> 1. Filing application through online and submitting hard copy consisting of relevant records and drawings. 2. 5 % of licence fee towards scrutiny / processing charges 3. Issue of Receipt / Acknowledgement 4. Inspection of the Site by Engineer 5. Verification of Documents and Drawing 6. Approval / Rejection by the competent authority 7. Issue of Demand Note to the party for payment of Requisite Fee 8. Receipt of Requisite Fee 9. Issue of Building Plan approval
5	Form to be submitted to get this service	Plan Sanction Submission Form , Schedule II & III, Indemnity bond ->Download form here , Affidavit -> Download form here .
6	Who are eligible to get this service?	Any owner of the property in the jurisdiction of BBMP area who has <ol style="list-style-type: none"> 1. Sale deed 2. B B M P khata certificate
7	Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. Latest B B M P Khata certificate 2. Latest Khata extract 3. Latest Tax paid receipt 4. sale/title deed 5. Encumbrance certificate 6. Conversion copy (Wherever applicable) 7. Change of Land Use copy (Wherever applicable)

		8. Revenue Sketch 9. NOC from Fire Force Department (Wherever applicable) 10. NOC from BWSSB (Wherever applicable) 11. NOC from KSPCB (Wherever applicable) 12. NOC from Airport Authority of India (Wherever applicable) 13. NOC from SEIAA (Wherever applicable) 14. NOC from BESCOM (Wherever applicable) 15. NOC from BSNL (Wherever applicable) 16. NOC from BMRCL (Wherever applicable) 17. Detail building plan to required scale 18. Architect license copy
8	Fee/Charges to be paid to get this service	License fee, development charges, ground rent, Security Deposit, Compound Wall fee, plan copy fees, Fine if any and labour cess.
9	Maximum number days to get this service delivered	30 working days