

Sakala

1	Name of the Department	Sub-divisional office, BBMP.
2	Name of the Service	Sanction of Building Plan in sites upto 2400 sq.ft. dimension for residential single dwelling unit (Not Computerized)
3	Whom to approach for this service (Designated Officer)?	Assistant Executive Engineer
4	Procedure involved to get this service	<ol style="list-style-type: none"> 1. Filing application along with 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	Application form, Schedule II & III, Indemnity bond, Affidavit.
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. Conversion Copy (Wherever Applicable) 6. Encumbrance certificate 7. Detailed building plan to required scale 8. Architect license copy
8	Fee/Charges to be paid to get this service	License fee, development charges, ground rent, plan copy fees, compound wall fee, Road cutting charges and labour cess wherever the estimated cost of the building exceeds Rs 10 .00 lakhs.
9	Maximum number days to get this service delivered	30 working days