

Suvarna Paravanige

1	Name of the Department	Town Planning Section, Zonal Office, BBMP.
2	Name of the Service	Sanction of Building Plan in a sital area upto 4000 sq.ft. dimension for residential Building consisting of Single BF+GF+3 UF comprising of 4 Dwelling units upto a height of 15.00 m. (Computerized)
3	Whom to approach for this service (Designated Officer)?	Assistant Director of Town Planning of Zonal Office
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	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. Encumbrance certificate 6. Conversion copy (Wherever applicable) 7. Change of Land Use copy (Wherever applicable) 8. Revenue Sketch (Wherever applicable) 9. Detail building plan to required scale 10. 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	10 working days