

**CHECKLIST FOR REVISED BUILDING PLAN / FRESH BUILDING PLAN UNDER SELF-CERTIFICATION SCHEME FOR RESIDENTIAL, COMMERCIAL, INDUSTRIAL Plots upto 2 Kanal**

Sr. No.	Document / Content	Attached	Not-Attached	Page No.
1.	3 sets of building plans duly self-certified by registered Private Architect alongwith sanction letter as in Form-K	Yes	No	
2.	Form-J is required duly signed with date by the owner (s), architect and structural engineer with their name and address in capital letter and also stamped by the architect and structural engineer.	Yes	No	
3.	Security Fee and Security Fee receipts	Yes	No	
4.	Set of Fresh / Revised Building Plan in triplicate <b>duly cloth mounted</b> as per detail given below:-			
	a) A site plan showing the position of Plot proposed to be built upon as required by the Rule.	Yes	No	
	b) Plans, elevation and sections in triplicate copy as required by the Rule.	Yes	No	
	c) Drainage plans, engineering drawings (structural as required) by the Rule.	Yes	No	
5.	Checklist duly filled & signed by the Private Architect.	Yes	No	
6.	Proof of ownership i.e. copy of allotment letter / transfer letter not more than 3 months old.	Yes	No	
7.	No dues certificate with regard to payment of entire/full amount of premium of plot (including up to date annual Ground Rent / Lease Money <b>(Self Attested)</b> )	Yes	No	
8.	Self attested undertaking:-			
	a) Regarding ownership from owner(s) / applicant(s) with specimen signature, latest photographs and ID proof.	Yes	No	
	b) That there is no dispute / litigation is pending in any court of law and the properties free from all sorts of encumbrance and there is no stay / restraining order from any court of law with regard to sanction of Fresh / Revised Building Plan	Yes	No	
9.	Copy of Sewerage Connection / Occupation Certificate or extension in time limit for construction of the building.	Yes	No	
10.	In case, sewerage connection/occupation certificate is not issued/obtained then furnish:-			
	a) An attested copy of proof of construction i.e., water/electricity bills (prior to 22-1-1993 or construction of building within the stipulated period as per terms and conditions of allotment or within the extended period as the case may be), supported with a certificate issued by the Registered Architect on his/her letter head certifying that the building is constructed as per sanctioned plan and there is no building violations at Site/House.	Yes	No	
	b) Certificate from the concerned water/electricity department certifying there in the date and year of release of permanent / regular water/electricity connection against the house/building in question.	Yes	No	
11.	Indemnity Bond is required from owner(s) / applicant(s) duly attested from notary public.	Yes	No	
12.	If applicant is GPA / SPA holder, then furnish:-			
	a) Copy of GPA / SPA (attested by notary public).	Yes	No	
	b) Affidavit regarding validity of GPA / SPA	Yes	No	
13.	Authority letter for private architect is required	Yes	No	

	from owner (s) regarding submission / correspondence / receipt of sanctioned plan.			
14.	If there is no proof of previous sanctioned plan, an undertaking is must required from the owner (s) that my / our plan (s) be treated as fresh with applicable charges.	<b>Yes</b>	<b>No</b>	
15.	If there is no proof of previous sanctioned plan / plans is treated as fresh, plot size may also got be verified from the <b>Surveyor</b> .	<b>Yes</b>	<b>No</b>	
16.	In case of fresh building plan, the plot size may be got verified from the <b>Surveyor</b> .	<b>Yes</b>	<b>No</b>	

**Signature of the applicant**

Name \_\_\_\_\_

Mobile No. \_\_\_\_\_

Date \_\_\_\_\_

**SHORTCOMINGS IF ANY,**

Sign. Of Scrutiny Assistant	Name	Dated

**ACCEPTED**

It is certified that all the documents are complete, as per above check list.		
Sign. Of Scrutiny Assistant	Name	Dated

Signature of In-charge \_\_\_\_\_ Name \_\_\_\_\_ dated \_\_\_\_\_