

DOCUMENTS TO BE SUBMITTED (for buildings up to 10 mtrs height)	
SL.No	Documents Details
1	Building Application duly signed by the Owner, Architect, Engineer. (Sec.429 (aa) of HMC Act, 1955 & 4.2 of Building Bye-laws,1981)
2	Building Plans through Auto CAD drawings in PreDCR format, with Location Plan, Contour Plan, Site Plan, Detailed Drawings of each floor, Detailed Drawings of Parking Floors, Terrace Plan, Building Elevations, Cross Section, Longitudinal Section, Plan showing rainwater harvesting pits & Mortgage Plan duly signed by Owner, Builder, Architect/Engineer/Surveyor, Structural Engineer containing (Sec.429 (aa) of HMC Act, 1955 & 4.2 (v) of Building Bye- laws,1981)
3	Building Permit / License Fee Rs.10,000/- (initial fee) through online payment
4	Declaration forms duly signed by the owner and attested by Gazetted Officer.
5	Licence copy of Architect renewed by CIA (or) Licence copy of the Engineer / Surveyor issued by GHMC attested by Gazetted Officer.
6	Ownership documents (attested by Gazz. Officer) (Sec.429 (aa) of HMC Act, 1955 & 4.2 (v) of Building Bye-laws,1981)
7	Link documents (Attested by Gazz. Officer).
8	Latest Encumbrance Certificate issued by Registration Department.
9	Previous Sanctioned Plan Copy (if the existing building in the site was sanctioned previously).
10	Up to date Property Tax Receipt.
11	Land Use Certificate issued by HMDA.
12	N.O.C. & approved plans from Fire Services Department, (For School buildings / Functional hall/ Public Congregation buildings in plots of 500 sq.mtrs and above or above 6 mtr height as per Fire Services Act)
13	Common undertaking to be given by Owners, Builders and Licensed Technical personal.
14	Any other documents submitted by the applicant.