

Directorate name: Urban Development & Municipal Affairs - UD & MA

Auto-renewal of Trade License

- 1) Aadhaar Card (Allowed Maximum file size-200 KB, pdf jpg jpeg PIPEG Only).
- 2) Driving Licence (Allowed Maximum file size-200 KB, pdf jpg jpeg PIPEG Only).
- 3) For Partnership Firm > copy of all Partnership deeds. (Allowed Maximum file size-2048 KB, pdf jpg jpeg PIPEG Only).
- 4) For premises in any market owned by Government/Municipal Body and Government Campus > the agreement copy of the actual tenant/lessee with the Government or Municipal Body. (Allowed Maximum file size-2048 KB, pdf jpg jpeg PIPEG Only).
- 5) For premises in the Co-operative Housing Society > consent letter in original from the Secretary of the Co-operative Society/appropriate authority. (Allowed Maximum file size-2048 KB, pdf jpg jpeg PIPEG Only).
- 6) For premises in the Govt. Housing Estate > No Objection Certificate from the Competent Authority. (Allowed Maximum file size-2048 KB, pdf jpg jpeg PIPEG Only).
- 7) For rent free premises > current consent letter mentioning the area received from the consenter in original along with Certificate of Entitlement of the consenter (if any) along with the current Municipal Property Tax Receipt of the consenter. (Allowed Maximum file size-2048 KB, pdf jpg jpeg PIPEG Only).
- 8) For the lessee of the premises > copy of the Lease Agreement. (Allowed Maximum file size-2048 KB, pdf jpg jpeg PIPEG Only).
- 9) For the owner of the premises > current Municipal Property Tax Receipt. (Allowed Maximum file size-2048 KB, pdf jpg jpeg PIPEG Only).
- 10) For the premise duly purchased > certificate copy of the Conveyance Deed/IGR Receipt copy duly certified by the concerned advocate confirming registration of the purchase. (Allowed Maximum file size-2048 KB, pdf jpg jpeg PIPEG Only).
- 11) For the tenant of the premises > photo copy of the current Rent Receipt/Challan from Rent Control. (Allowed Maximum file size-2048 KB, pdf jpg jpeg PIPEG Only).
- 12) Passport (Allowed Maximum file size-1024 KB, pdf jpg jpeg PIPEG Only).
- 13) Voter Card/EPIC (Allowed Maximum file size-200 KB, pdf jpg jpeg PIPEG Only).

Building Occupancy Certificate

- 1) Any other relevant document
- 2) Calculation sheet for water requirement
- 3) Completion Plan (Drawing)
- 4) indemnity bond/undertaking against any risk, danger or damage to any person to ensure public safety
- 5) Mutation Certificate of BLLRO/ Record-of-Rights (Parcha) from BLLRO office for change of ownership (Only if there is any change)
- 6) Plinth Level Completion Certificate
- 7) Plinth Level Completion Certificate
- 8) Structural Stability Certificate of Structural Engineer (in case of medium risk building)
- 9) Up to date paid up Municipal Property Tax receipt of the concerned holding
- 10) Work done estimate prepared as per prevalent Govt. schedule Note: Analysis of rate supported by minimum four quotations and comparative statement (if market rate is involved) is required for non-schedule item(s)

Building Plan approval

- 1) Any other relevant document
- 2) Approval document of State Govt.
- 3) Approved Site Plan if any
- 4) Certificate of the appropriate authority for claim of additional FAR for green buildings, mass housing projects and IT buildings
- 5) Certification from Structural Engineer Class II and Geotechnical Engineer Class II for medium risk building Note- Certification of structural engineer is not required where structural engineer is engaged
- 6) Combined affidavit and undertaking for common passage, Power of Attorney and Indemnity Bond

- 7) Conversion certificate from BLLRO
- 8) Copy of the Final Possession Certificate along with Site Plan showing mandatory open spaces if the plot is located within Salt Lake Township (within BMC) or NDITA area
- 9) Copy of the Occupancy or Completion Certificate in case of any existing structure, if any
- 10) Copy of the previous Approved Completion Plan / sanctioned plan in case of any existing structure (in case of unavailability of the above document, upload any other relevant Govt. document & newly prepared Architectural drawing of the existing building in .pdf format duly authenticated by the Architect/LBS concerned)
- 11) Copy of the Registered Deed of Conveyance / Lease Deed / Chain/Link Deed (Partition Deed/Exchange Deed/Amalgamation Deed/Gift Deed) etc.
- 12) Demolition permission letter, if obtained earlier
- 13) Detailed Architectural drawing(s) (in “.dwg” format) as per provision of WBMBR, 2007 (as amended) with specifications of the work. Only 1 dwg input file in 1 application (If site plan was not sanctioned earlier and/or addition of plot occurs, the site plan will be drawn on the architectural drawing without formatting)
- 14) Detailed Structural drawing(s) (in “.pdf” format) as per provision of WBMBR, 2007 (as amended) with specifications of the work
- 15) Development Permission under WB Town & Country (Planning) Act, 1979 by the Development Authorities (if applicable) (along with relevant drawing)
- 16) Estimate prepared as per prevalent Govt. schedule(s)* (Analysis of rate supported by minimum four quotations and comparative statement (if market rate is involved) is required for non-schedule item(s).
- 17) Geo-technical investigation soil report - Mandatory for Medium Risk and High Risk Buildings
- 18) House Sewer pipe/drain layout drawing
- 19) House water supply layout drawing
- 20) Mutation Certificate of BLLRO/ Record-of-Rights (Parcha) from BLLRO office. (In case of unavailability of the above document, upload municipal mutation certificate)
- 21) “Property Under Will” Duly Certified By The Competent Authority If The Land Is Transferred Through Testate Succession.
- 22) Structural Design calculation as per Indian Standard Code of practices, duly authenticated by the concerned technical personnel with analysis done manually(restricted up to medium risk building) / in form of input file(s) of STAAD /ETABS

23) Test reports for stability of slope as per Rule 157/f (in case of hill area only)

24) Up to date paid up Municipal Property Tax receipt of the concerned holding

25) When applicant is a Government/semi Government/Statutory Body, allotment and possession letter of the land along with the site plan, land area and boundary given by the Land Acquisition Collector / Concerned department

Commencement of Work

1) Approved Building Plan.

e-Mutation under ULBs

HDA Water Charges

HDA Water Connection

1) Land possession certificate/document (Allowed Maximum file size-200 KB, pdf Only).

Plinth level Certificate

1) Any other relevant document

2) Approved Building Plan.

3) Building Permit/Renewal Certificate/Revalidation Certificate

4) Certificate of Geo-Technical Engineer

5) Mutation Certificate of BLLRO/ Record-of-Rights (Parcha) from BLLRO office

6) Up to date paid up Municipal Property Tax receipt of the concerned holding

Renewal of Online Water Charges for Water Connection at SJDA

Road Cutting permission/Right of Way

Sewer and/or Drain Connection

- 1) Any other relevant document
- 2) Approved Building Plan.
- 3) Building Permit/Renewal Certificate/Revalidation Certificate
- 4) Certificate of Geo-Technical Engineer
- 5) Mutation Certificate of BLLRO/ Record-of-Rights (Parcha) from BLLRO office
- 6) Plinth Level Completion Certificate

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Urban Land Ceiling Clearence

Water Connection - UD & MA

- 1) Certificate of Licensed Plumber (Allowed Maximum file size-200 KB, pdf Only).
- 2) Copies of approved final layout drawing of house sewer pipe/drain (Allowed Maximum file size-200 KB, pdf Only).
- 3) Copies of approved final layout drawing of water line (Allowed Maximum file size-200 KB, pdf Only).
- 4) Copy of approved Completion Plan (Allowed Maximum file size-200 KB, pdf Only).
- 5) Occupancy Certificate (Allowed Maximum file size-200 KB, pdf Only).
- 6) Organisation PAN (Allowed Maximum file size-200 KB, pdf Only).
- 7) Organisation TAN (Allowed Maximum file size-200 KB, pdf Only).
- 8) PAN Card (Allowed Maximum file size-200 KB, pdf Only).

9) Photo ID Document (Allowed Maximum file size-200 KB, pdf Only).

10) Up to date paid up Municipal Property Tax receipt of the concerned holding (Allowed Maximum file size-200 KB, pdf Only).

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