

INSTITUTIONAL
COMPLETION

Applicant M/s.....had applied for completion on plot no.....Drawings and documents were scrutinized .Also the site was visited on.....Accordingly the details are as follows.

(A) Ownership Documents

1. Total plot area.....
2. Time available.....
3. Applied for completion.....
4. Time Extension Certificate.....
5. Soft copy of drawings
6. Fire N.O.C.....
7. Latest Photograph of Building.....

(B) Challan copy of fees/charges

S.No	Heads/Category	Required	Deposited
1.	Completion fees		
2.	Compounding fees		
3.	Malba charges		
4.	Water Connection		
5.	Sewer Connection		
6.	Drain Connection		
7.	Electric & Telephone pipe		
8.	Service connection(4+5+6+7)		
10.	Revision fees		
11.	Revised lay out fees		
12.	Layout completion fees.		
13.	Advance Water charges		
14.	Labour cess		

(C) Drawing:

1. Three copies of drawing
2. One copy cloth bound
3. Signature of applicant and Architect
4. Building plan including service plan
5. Layout Plan signed by Town Planner
6. Parking plan and Calculation
7. Landscape Plan and calculation
8. Guard Room Detail
9. Coverage plan of each floor
10. Total Building Height
11. Area statement
12. Foundation & culvert detail
13. Rain Water Harvesting detail.

(D) Completion Form

1. Appendix 8A,8B,8C.8D
2. Appendix-9
3. Photo copy of registration of architect signing the building plan and appendix.
4. Photo copy of certificate of M.E. structural engineer
5. Copy of certificate of town planner
6. Structure stability certificate from IIT
7. Site verification by Engg division.
8. Parking /Landscaping by Hort. Division
9. Rain water harvesting certificate.
10. Affidavit for E.I.A

(E) setback for all building other than building on residential plot.

S.N.	PLOT SIZE	FRONT IN mts.	REAR IN mts.	SIDE(1) IN mts (Left Side)	SIDE(2) IN Mts (Right Side)
1.					

(F) Area Statement

S. N.	PARTICULARS (COVERED AREA (m ²))	PERM.	SANCTIONED	EXISTING
1.	GROUND COVERAGE			
2.	FIRST FLOOR			
3.	SECOND FLOOR			
4.	THIRD FLOOR			
5.	FORTH FLOOR			
6.	FIFTH FLOOR			
7.	SIXTH FLOOR			
8.	SEVENTH FLOOR			
9.	EIGHT FLOOR			
10.	AREA UNDER FACILITIES			
11.	BASMENT (included in.A.R.)			
12.	BASMENT (free from F.A.R.)			
13.	METER ROOM			
14.	GUARD ROOM			
15.	FAR			
16.	Total area (Free from FAR Detail at-C			
17.	Are under additional (15%)FAR Detail at C-			

Block wise / Floor wise details enclosed at

(G) HEIGHT OF BOUNDARY WALL FROM TOP OF THE DRAIN

(1) FRONT- (1.0M.solid+1.1m.railing from drain top) -----

(2) SIDE- -----

(3) REAR- -----

(H) Sun Shade (750 mm)

(I) Canopy 2.No (2.40X 4.50)

(J) Width of Ramp.....