

**Occupancy Categorization of Buildings for Water and Other Requirement for  
Fire Fighting**

<b>Level-I</b>	<b>Level-II</b>	<b>Lever-III</b>
GROUP "A": RESIDENTIAL	GROUP "A": RESIDENTIAL	GROUP "A": RESIDENTIAL
A1 Lodging and Rooming Houses A2 One or two family private dwelling A3 Dormitories A4 Apartment Houses	A5 Hotels	F2 Shops and stores, etc. above 500 sq.mt. floor area F3 Underground shopping centers
Group "B" Educational	Group "C" Institutional	Group "G" Industrial
B1 Schools up to higher secondary level	C1 Hospitals and Sanitoria (More than 100 beds)	G3 High hazard Industries
GROUP "C" INSTITUTIONAL	GROUP "D" ASSEMBLY BUILDINGS	GROUP "H" STORAGE BUILDINGS
C1 Hospital & Sanitoria (upto 100 beds) C2 Custodial Institutions C3 Penal & mental Institutions	D1 For more than 1000 persons with permanent stage and fixed seats D2 For less than 1000 persons with permanent stage and fixed seats	
GROUP "D" ASSEMBLY BUILDINGS	GROUP "E" BUSINESS BUILDINGS	GROUP "J" HAZARDOUS BUILDINGS
D3 Upto 300 persons without permanent stage and fixed seats D4 Above 300 persons without permanent stage & fixed seats	E1 Offices, Banks, etc. E2 Laboratories, Libraries, etc. E3 Telephone Exchanges	
GROUP "E" BUSINESS	GROUP "F" MERCANTILE	
E3 Computer Installations E5 Broadcasting stations	F1 Shops, Stores, etc. upto 500 m <sup>2</sup> floor area	
GROUP "G" INDUSTRIAL	GROUP "G" INDUSTRIAL	
G1 Low hazard Industries		

## Fire Protection Requirements for Buildings in Level-I Category

No.	Measures	Group-A: Residential A1, A2, A3, A4				Group-B: Educational			Group-C: Institutional		
		O	I	II	III	I	II	III	I	II	III
1	Access	P	P	P	P	P	P	P	P	P	P
2	Means of Escape	P	P	P	P	P	P	P	P	P	P
3	Compartmentation	P	P	P	P	P	P	P	P	P	P
4	Refuge Area	X	X	X	X	X	X	X	X	X	X
5	Emergency Lights	X	X	P	P	P	P	P	P	P	P
6	Exit Signs	P	P	P	P	P	P	P	P	P	P
7	PA System with Talk Back Facility	X	X	X	X	X	P	P	P	P	P
8	Moefa	X	X	X	P	X	P	P	P2	P	P
9	Extinguishers	P	P	P	P	P	P	P	P	P	P
10	Hose Reel	P3	P	P	P	P3	P	P	P	P	P
11	Yard Hydrant	X	X	X	P	X	P	P	X	P	P
12	Down Comer	X	X	X	P	X	P	X	P4	X	X
13	Wet Riser	X	X	P	X	X	X	P	X	P	P
14	Fire Detection System	X	X	X	X	X	P6	X	P2	P	P
15	Automatic Sprinkler System	S	S	S	S	S	S	FS	S	S	FS
16	Under Ground Tank	X	X	X	X	X	X	P	P2	P	P
17	Over Head Tank	P13	P	P	P	P	P	P	P	P	P
18	Fire Pumps	X	X	X	X	X	X	P	X	P	P
19	Booster Pumps	P3	P	P	P	P	P3	P	P	X	P
20	Auto D.G. Set	P3	X	P	P	P3	P	P	P	P	P
21	MCB/ELCB	P	P	P	P	P	P	P	P	P	P
22	Hose Boxes	X	X	X	P	X	P	P	P4	P	P
23	Fireman’s Grounding Switch	P	P	P	P	P	P	P	P	P	P

## Fire Protection Requirements for Buildings in Level-I Category

No.	Measures	Group-D: Assembly D3, D4			Group-E: Business E3, E5			Group-G: Industrial G1				
		I	II	III	I	II	III	IV	V	VI	VII	VIII
1	Access	P	P	P	P	P	P	P	P	P	P	P
2	Means of Escape	P	P	P	P	P	P	P	P	P	P	P
3	Compartmentation	P	P	P	P	P	P	P	P	P	P	P
4	Refuge Area	X	X	X	X	X	X	X	X	X	X	X
5	Emergency Lights	P	P	P	P	P	P	P	P	P	P	P
6	Exit Signs	P	P	P	P	P	P	X	X	P	P	P
7	PA System with Talk Back Facility	P1	P	P	X	P	P	X	X	X	X	P
8	Moefa	P1	P	P	X	P	P	X	X	P	P	P
9	Extinguishers	P	P	P	P	P	P	P	P	P	P	P
10	Hose Reel	P2	P	P	P	P	P	X	P	P	P	P
11	Yard Hydrant	X	P	P	X	P	P	X	X	X	P	P
12	Down Comer	X	X	P	P2	X	X	X	X	X	X	X
13	Wet Riser	X	P	P	X	P	P	X	X	X	P5	P
14	Fire Detection System	P7	P	P	P2	P8	P9	X	X	X	P	P
15	Automatic Sprinkler System	S7	FS	FS	S	S	FS	S	S	S	S	FS
16	Under Ground Tank	P7	P	P	X	P	P	X	X	P10	P11	P
17	Over Head Tank	P2	P	P	P	P	P	P5	P	P	P	P
18	Fire Pumps	P11	P	P	X	P	P	X	X	X	P5	P
19	Booster Pumps	X	X	X	P	X	X	P12	P	P	P	P
20	Auto D.G. Set	P7	P	P	P	P	P	X	X	P	P	P
21	MCB/ELCB	P	P	P	P	P	P	P	P	P	P	P
22	Hose Boxes	P	P	P	P2	P	P	X	X	X	P5	P
23	Fireman's Grounding Switch	P	P	P	P	P	P	P	P	P	P	P

## Legend

- O Guest Houses/Lodging having up to 20 rooms or 40 beds and below
- I Height less than 15 mt.
- II Height 15 mt. and above up to 24 mt.
- III Height above 24 mt
- IV Height less than 15 mt. and plot area less than 250 sq.mt.
- V Height less than 15 mt. and plot area 251 sq.mt. and above up to 500 sq.mt.
- VI Height less than 15 mt. and plot area 501 sq.mt. and above up to 1000 sq.mt.
- VII Height less than 15 mt. and plot area more than 1001 sq.mt.
- VIII Height above 15 mt. and up to 18 mt.
- P To be provided.
- X Not to be provided.
- S Sprinklers to be provided if basement area is 200 sq.mt. or more.
- FS Fully sprinkle red.
- To be provided if seating capacity exceed 750.
  - To be provided if building is more than ground floor, first floor and total covered area exceed 1500 sq. mt.

3. To be provided in building where total covered area exceeds 1000 sq. mt.

or

Building is more than ground floor except group housing.

4. To be provided if building is ground floor, first floor and total covered area exceeds 300 mt.
5. To be provided if building is more ground floor.
6. To be provided in building except educational buildings.
7. In case seating capacity is 1000 persons minimum or covered area above 1500 sq.mt. or basement area 200 sq.mt. and more (other than places or worships).
8. To be provided fore E-4 and E-5 buildings but not required if building is fully sprinklered.
9. To be provided for E-4 and E-5 buildings.
10. 25,000 lt. capacity under ground water storage tank to be provided.
11. 50,000 lt. capacity under ground water storage tank to be provided.
12. To be provided where ever sprinklers are not installed.
13. Terrace tank of 5,000 lt. capacity to be provided, if sprinklers and installed. The capacity shall be accordingly increased.

## Fire Protection Requirements for Buildings in Level-II Category

No.	Measures	Group-A: Residential A5 : Hotels				Group-C: C2: Hospital		Group-D: Assembly D1, D2, D5	
		I	II	III	IV	V	VI	V	VI
1	Access	P	P	P	P	P	P	P	P
2	Means Of Escape	P	P	P	P	P	P	P	P
3	Compartmentation	P	P	P	P	P	P	P	P
4	Refuge Area	X	X	X	X	X	X	X	X
5	Emergency Lights	P	P	P	P	P	P	P	P
6	Exit Signs	P	P	P	P	P	P	P	P
7	PA System With Talk Back Facility	X	P	P	P	P	P	P	P
8	Moefa	X	P	P	P	P	P	P	P
9	Extinguishers	P	P	P	P	P	P	P	P
10	Hose Reel	P	P	P	P	P	P	P	P
11	Yard Hydrant	X	X	P	P	X	P	X	P
12	Down Comer	X	P2	X	X	X	X	X	X
13	Wet Riser	X	X	P2	X	P4	P	P5	P
14	Fire Detection System	X	P	P	P	P3	P	P	P
15	Automatic Sprinkler System	S	S	FS	FS7	S	FS	S8	FS
16	Under Ground Tank	X	X	P	P	P3	P	P8	P
17	Over Head Tank	P	P	P	P	P	P	P	P
18	Fire Pumps	X	X	P	P	P4	P	P8	P
19	Booster Pumps	P	P	P	X	P	X	P	X
20	Auto D.G. Set	P	P	P	P	P	P	P	P
21	MCB/ELCB	P	P	P	P	P	P	P	P
22	Hose Boxes	X	P	P	P	P4	P	P	P
23	Fireman’s Grounding Switch	P	P	P	P	P	P	P	P

**Annexure: “B-II” (Contd.)**

**Fire Protection Requirements for Buildings in Level-II Category**

No.	Measures	Group-E: Business E1, E2, E4			Group-F: Mercan-til	Group-G. Industrial G2				
		VII	VIII	IX	X	XI	XII	XIII	XIV	XV
1	Access	P	P	P	P	P	P	P	P	P
2	Means of Escape	P	P	P	P	P	P	P	P	P
3	Compartmentation	P	P	P	P	P	P	P	P	P
4	Refuge Area	X	X	X	X	X	X	X	X	X
5	Emergency Lights	P	P	P	P	X	X	P	P	P
6	Exit Signs	P	P	P	P	X	X	P	P	P
7	PA System with Talk Back Facility	X	P	P	X	X	X	X	X	P
8	Moefa	X	P	P	X	X	X	P	P	P
9	Extinguishers	P	P	P	P	P	P	P	P	P
10	Hose Reel	P	P	P	P1	P	P	P	P	P
11	Yard Hydrant	X	P	P	X	X	X	X	P	P
12	Down Comer	P3	X	X	X	X	X	P4	X	X
13	Wet Riser	X	P	P	X	X	X	X	P6	P
14	Fire Detection System	P3	P	P	X	X	X	X	X	P
15	Automatic Sprinkler System	S	S	FS	S	S	S	S	FS	FS
16	Under Ground Tank	X	P	P	X	X	P9X	P10	P	P
17	Over Head Tank	P	P	P	P1	P	P	P	P	P
18	Fire Pumps	X	P	P	X	X	X	X	P	P
19	Booster Pumps	P	P	P	P1	P	P	P	P	P
20	Auto D.G. Set	P	P	P	X	X	P	P	P	P
21	MCB/ELCB	P	P	P	P	P	P	P	P	P
22	Hose Boxes	P3	P	P	X	X	X	P	P	P
23	Fireman’s Grounding Switch	P	P	P	P	P	P	P	P	P

**Legend for Appendix “B-II”**

- I. Height less than 15 mt. and area up to 300 sq. mt. on each floor.
- II. Height less than 15 mt. and area above 300 sq. mt. up to 1000 sq. mt. on each floor.
- III. Height less than 15 mt. and area above 1000 sq. mt. on each floor.
- IV. Height 15 mt. and above.
- V. Height less than 15 mt.
- VI. Height 15 mt. and above up to 30 mt.
- VII. Height less 15 mt.
- VIII. Height 15 mt. and above up to 24 mt.
- IX. Height more than 24 mt.
- X. Height less than 15 mt. and plot area up to 750 sq. mt.
- XI. Height less than 15 mt. and plot area less than 250 sq.mt.
- XII. Height less than 15 mt. and plot area 251 m2 and above up to 500 sq. mt.
- XIII. Height less than 15 mt. and plot area 501 m2 and above up to 1000 sq.mt.
- XIV. Height less than 15 mt. and plot area more than 1001 sq. mt..

XV. Height above 15 mt. and up to 18 mt.

P to be provided.

X not to be provided

S sprinklers to be provided if basement area is 200 m<sup>2</sup> or more

FS fully sprinkle red.

1. To be provided if building is more than one floor.
2. To be provided in buildings above two floors.
3. To be provided if the building is more than ground floor, first floor and covered area exceeds 1500 sq. mt.
4. To be provided if building is more than first floor and the covered area exceeds 300 sq. mt.
5. To be provided for more than storeyed buildings and above.
6. To be provided if building is ground floor, first floor and above.
7. Buildings to be fully sprinklered if height exceeds 15 mt.
8. To be provided if seating capacity exceeds 1000 persons.
9. 25,000 lt. capacity under ground tank to be provided.
10. 50,000 lt. capacity a ground tank to be provided if riser is not provided.

## Fire Protection Requirements for buildings in Level-III Category

Sl. No.	Measures	Group F mercantile (F2,F3)			Group G Industrial (G3)				Group H Storage		Group J Hazardous	
		H<15m A>750M <sup>2</sup>	H>15 m	UGS	I	II	III	IV	H<15m Single Storey	H<15m More than one Storey	H<15 m Single Storey	H<15 More than one Storey
1	Access	P	P	P	P	P	P	P	P	P	P	P
2	Means of Escape	P	P	P	P	P	P	P	P	P	P	P
3	Compartmentation	P	P	P	P	P	P	P	P	P	P	P
4	Refuge Area	X	X	X	X	X	X	X	X	X	X	X
5	Emergency Lights	P	P	P	X	P	P	P	X	P	P	P
6	Exit Signs	P	P	P	X	P	P	P	X	P	P	P
7	PA System with talk back facility	P1	P	P	X	X	X	X	X	X	P	P
8	Moefa	P1	P	P	X	X	X	P	X	X	P	P
9	Extinguishers	P	P	P	P	P	P	P	P	P	P	P
10	Hose Reel	P	P	P	P	P	P	P	P	P	P	P
11	Yard Hydrant	P	P	P	X	X	P	P	P2	P2	P	P
12	Down Comer	X	X	X	X	X	X	X	X	X	X	X
13	Wet Riser	P1	P	P	X	X	P3	P1	X	P3	X	X
14	Fire Detection System	X	P	P	X	X	P	P	X	X	P	P
15	Automatic Sprinkler System	FS	FS	FS	FS	FS	FS	FS	FS4	FS	FS	FS
16	Under Ground Tank	P	P	P	P5	P6	P7	P	P6	P	P	P
17	Over Head Tank	P	P	X	P	P	P	P	P	P	X	P
18	Fire Pumps	P	P	P	P	P	P	P	P4	P	P	P
19	Booster Pumps	X	X	X	X	X	X	X	X	X	X	X
20	Auto D.G. Set	P	P	P	P	P	P	P	P	P	P	P
21	MCB/ELCB	P	P	P	P	P	P	P	P	P	P	P
22	Hose Boxes	P1	P	P	X	P	P	P	X	P3	P	P
23	Fireman's Grounding Switch in Lifts	P	P	P	P	P	P	P	X	P	X	P



### Legend for Annexure “B-III”

- U.G.S. Under ground shopping complex
- i) Height less 15 mt. shopping complex
- ii) Height less 15 mt. and plot area 251 sq. mt. and above up to 500 sq. mt.
- iii) Height less 15 mt. and plot area 501 sq.mt. and above up to 1000 sq.mt.
- iv) Height less 15 mt. and plot area more than 1001 sq.mt.
- P To be provided.
- X Not to be provided.
- S Sprinklers to be provided if basement area is 200 sq. mt. or more.
- FS Fully sprinkle red.
1. To be provided in building of more than one floor.
  2. To be provided if covered area exceeds 1000 sq.mt.
  3. To be provided in building above two floors.
  4. To be provided in buildings if covered area is more than 200 sq.mt.
  5. 50,000 lt. capacity underground state water storage tank to be provided.
  6. 1,00,000 lt. capacity underground state water storage tank to be provided.
  7. 2,00,000 lt. capacity underground state water storage tank to be provided.

## Annexure: “C”

- 1. Water Requirement Criterion:** Unless otherwise specified in Annexure B, water requirement for fighting in different categories of occupancies shall be based on following.

Occupancy Category	Sprinkler Design Discharge Density (lt./min/sq.mt.)	Sprinkler Design Area (sq.mt.)	Max. area coverage/ Sprinkler (sq.mt.)	No. of Hose Streams* Fully other Sprinkled	Duration of Discharge (Min.) Fully Wet Riser Sprinkled
LEVEL-I	02.5	084	21	2 4	45 45
LEVEL-II	05.0	360	12	3 6	60 90
LEVEL-III	10.0	225	09	3 6	90 90

*Note: The discharge through a standard hose stream shall be taken as 567 lt./min.*

## 2. Estimation of Total Water Requirements Fully Sprinklered Buildings

Occupancy Category	Sprinkler (lt.)	Riser (lt.)	Total (lt.)	Wet Riser cum Down Comer (lt.)
LEVEL-I	9,450	51,030	60,480 (60,000)	1,02060 (1,00,000)
LEVEL-II	1,08,000	1,02,060	2,10,060 (2,00,000)	2,04,120 (2,00,000)
LEVEL-III	2,02,500	1,02,060	3,04,560 (3,00,000)	3,06,180 (3,00,000)

## 3. Water Storage Tanks

1. The design of the water storage tanks shall be as laid down in National Building Code of India.
2. The capacity of underground water storage tank shall not be more than 85% of the total water requirement.
3. The capacity of overhead tank shall not be less than 15% of the total water requirement.
4. The entire water requirement can be provided in over head tanks and pumping requirements shall be finalized in consultation with Chief Fire Officer.
5. Under ground water storage tank shall not be provided in the set back areas.

## Storage Requirements

Occupancy Category	Under Ground Static Tank		Over Head Tank	
	Fully Spkd. (lt.)	Riser (lt.)	Fully Spkd. (lt.)	Riser (lt.)
Level-I	50,000	85,000	10,000	15,000
Level-II	1,70,000	1,70,000	30,000	30,000
Level-III	2,50,000	2,50,000	50,000	50,000

### 4. Riser/Down comer

1. The size of the riser/ down comer shall be such that velocity of flow does not exceed 5 m/second subject to a minimum of 100 mm. diameter.
2. The number of riser/down comer shall be calculated on the basis that if 30 mt. of delivery hose is laid, it reaches the farthest comer of the remotest compartment on the floor.
3. The riser/down comer shall be provided in the staircase/staircase lobby in such a manner that it does not obstruct the means of escape.
4. Only single headed hydrants shall be used on the riser/down comer.
5. The size of hose to be provided with the internal hydrants shall be 50 mm diameter and with 63 mm diameter instantaneous male/female couplings.
6. Diffuser branch shall only be provided in the hose boxes.
7. In case of partially sprinklered building tapping from the wet riser is permitted for sprinkler feed.
8. In case of fully sprinklered building separate rising mains and pumps shall be used for sprinkler system and wet riser.

### 5. Selection of Pumps

1. Pumping requirement shall be met by a single pump or combination of pumps.
2. If more than one pumps are installed to meet the pumping requirement they shall be so arranged that they come into operation one after another depending upon fall in pressure in the mains and the combined pumping capacity shall be 20% more than the actual pumping capacity needed.
3. Jockey pump shall be selected to give minimum 3% and

maximum 5% of aggregate pumping requirement at the same pressure to that of the main pump subject to maximum discharge of 450 LPM.

4. Standard pumps shall only be used having discharge capacity as 1800 LPM, 2280 LPM 2850 LPM & 4550 LPM.
5. The pump shall be capable of giving the pressure as shown in the table below:

<b>Occupancy Category</b>	<b>Pressure* At Terrace Level</b>	
	<b>Fully Spkd. (Kgf./Cm2)</b>	<b>Riser(Kgf./Cm2)</b>
LEVEL-I	3.5	3.5
LEVEL-II	3.5	5.5
LEVEL-III	5.5	7.0

\* Orifice plates shall be installed at the hydrants on rising mains / yard hydrants to ensure that the pressure does not exceed 7 Kgf./Cm2.

**Questionnaire for High Rise Buildings/Other Buildings  
Fire Service Headquarters**

1. Name of the building .....
2. Address of the building .....
3. Name and address of builder /promoter.....
4. Name and address of owners /occupiers of individual flats
5. Plot area .....
- (a) Title.....
- (b) Land use (in case of residential building indicate no. of dwelling units.....
6. Covered Area (at grade level) .....
7. Height of tile building .....
8. a) Overall height (from grade level up to terrace level ) .....
- b) Whether set back areas are conforming to unified building bye-laws .....
9. a) Number of Basement(please indicate level below grade in each case)
- b) If basement extends beyond the building line, please indicate the load bearing strength of the roof of basement) .....
- c) Area of the basement .....
- d) Whether any piazza is proposed? if so, details of the level of piazza and ramp etc. be indicated .....
10. Number of floors (including ground floor) .....
11. Occupancy use (please mention separately, use for basement and floors).....
12. Covered area of typical floor .....
13. Parking areas (please give details) .....
14. Details of surrounding properties / features .

Compass direction relation to building	In the	Type of Property/ feature	Height in case of building	Distance wall to wall from building	Any other information
North					
South					
East					
West					

15. Approach to proposed building width of the road and connecting roads, if any  
.....
16. Please give details of water supply available exclusively for the fire fighting.....
17. Has wet riser(s) been provided? If so, please indicate the number of risers and internal dia of each .....
18. Has any down comer been provided? If so, please give details including pump capacity.....
19. Please indicate the present arrangement for replenishment of water for fire fighting.....
20. Is a public or other water storage facility available nearby? if so, please give the capacity and distance from your building , also please indicate if it is easily accessible.....
21. Please give any other information regarding availability of water supply for fire fighting .....
22. Have internal hydrants on each floor including basement (s) and terrace.
  - a) No. of hydrants on each floor including basement (s) and terrace.....
  - b) Bore and length of each floor including basement(s) .....
  - c) Size (bore) and type of nozzle fitted to each hose reel.....
  - d) Is the hose reel connected directly to the riser or to the hydrant outlet?  
.....
23. Has fire hose been provided near each hydrant? if so, Please indicate  
.....
  - a) The type hoses.....
  - b) The size (bore) of hose .....

- c) The length of each hose .....
- 24. Have branch pipes been provided? if so, please indicate
  - a) The type of branch pipe.....
  - b) Size of nozzle fitted to each branch.....
- 25. a) If the basement is used for Car / Scooter parking or storage.  
Has it been sprinkled?.....
- b) Whether any cubicles proposed in the basement? If so, the area of each cubical be indicated? .....
- c) Whether segregation/compartimentation of the basement has been provided? If so, please give details.....
- 26. Is the building equipped with automatic fire detection and alarm system? If so, please indicate
  - a) The type of detectors used .....
  - b) The standard to which the detectors conform .....
  - c) The code to which the installation conform .....
- 27. Have manual call boxes been installed in the building for raising an alarm in the event of outbreak of fire? If so, please give details.....
- 28. Has public address system been installed in the building with loudspeaker on each floor with talk back facility.....
- 29. Has an intercom system been provided between the various floors and the fire control room in entrance lobby? .....
- 30. Has a fire control room been provided in the entrance lobby of the building?.....
- 31. How many staircases have been provided in the building? Please indicate in each case:-
  - a) Width of the stairway.....
  - b) Width of treads.....
  - c) Height of risers .....
  - d) If the treads are of the non-slip type.....
- 32. What is the average occupant load per floor?.....
- 33. Whether fire tower has been proposed? .....
- 34. How many lifts have been installed in the building? Please indicate in each case:

- a) The floors between which the lifts runs.....
  - b) The type of doors fitted to the lift Car and at each landing.....
  - c) Fire resistance rating of lift Car and landing doors, if known ...
  - d) Floor area of the lift car.....
  - e) Loading capacity of the lift car .....
  - f) Has communication system been installed in the lift car? .....
  - g) Has a fireman ' s switch been installed in the lift for grounding it in the event of fire .....
35. Have any stationary fire pump (s) been installed or pressuring the wet riser? If so, please indicate.
- a) The number of pumps.....
  - b) The size of suction and delivery connection of each pump .....
  - c) The output of each pump .....
36. Has the building been protected with sprinkler system, If so, detail of sprinkler pump.....
37. Has a standby source of power supply been provided? If it is through a generator, please indicate.
- a) The capacity (output) .....
  - b) The functions that can be maintained simultaneously by the use of the Generator, such as operating lift(s); fire pumps, emergency lighting etc. system; exit signs; PA system etc.....
  - c) Is the generator automatic in action or has to be started manually?.....
38. Has any Yard hydrant been provided from the building's fire pump? .....
39. Where more than one lifts are installed in a common enclosure have individual lifts been separated by fire resisting walls or 2 hours fire rating? .....
40. Has the lift shaft(s) lift lobby or stairwell been pressurized? If so, give details.....
41. Has the lift lobbies and staircase been effectively enclosed to prevent fire/smoke entering them from outside at any floor? .....
42. Have all exits and direction of travel to each exit been sign-posted with illuminated signs? .....



43. Has a false ceiling been provided in any portion of the building? If so, please indicate location and also mention if the material used for the false ceiling is combustible or non-combustible.....
44. Is the building centrally air-conditioned? if so, please indicate:
- a) The material used for construction of ducts and its fittings.....
  - b) The type of lining used for ducts, if any.....
  - c) The type of lagging used for ducts, if any for insulating any portion of the duct; please also indicate how the lagging is secured.....
  - d) If plenum is used for return air passage has it been protected with fire detectors? Please give details.....
  - e) Has a separate A.H.U. been provided for each floor?
  - f) Whether automatic shutdown of A. H. U. is coupled with detection system/sprinkler system.....
  - g) Is the ducting for each floor effectively isolated or is it continuous on more than one floor? .....
  - h) Are the fire dampers being provided?.....
- 45 Where are the switchgear and transformer located? If inside the building please indicate: .....
- a) If the switchgear and transformer (s) have been housed in separate compartments, effectively separated from each other and other portions of the building by a four-hour's fire resistive wall? .....
  - b) What precautions have been taken to prevent a possible fire in the transformer (s) from spreading? .....
  - c) Are transformer protected by high velocity water spray system.....
- 46 I) Where electrical cables, telephone cables wet risers / down comers pass through a floor or wall has the spaces (apertures) round the cables /pipes been effectively sealed/plugged with noncombustible, fire resistance material?.....
- II) Ventilation
- a) Whether natural ventilation is relied upon? If so, give details of the vents for the stairwell life shafts.....

- b) Whether mechanical ventilation has been proposed? If so, give details of the proposed system indicating the number of air changes for the basement and other floors.....
  - c) Whether mechanical ventilation is coupled with automatic detection system/sprinkler system? Please give details of the system.....
47. Please indicate the number and type of fire extinguishers provided at various locations and the arrangement for the maintenance of the extinguishers.....
  48. Please indicate if all fire extinguishers bear the BIS mark.....
  49. Whether the refuge area has been provided? If so, the floor on which provided and the total area provided floor-wise.....
  50. Are the occupants of the building systematically trained in fire prevention, use of fire extinguishers and emergency procedures? If so, please give details.....
  51. Does an emergency organization exist in the building? If so, please give details and append a copy of the emergency (fire) orders.....
  52. Has a qualified officer been appointed for the building either individually or jointly with other building(s).....
  53. Has the building been protected against lighting? If so, does the lighting protection conform to any code? Please indicate details provision of MCB and ELCB in the building.....
  54. The work has not been started on site and construction will be started only after final approval of the Authority / the position of construction at site is given below:.....

Name and address of the consultant with Registration No.....

Owner's Signatures

Name.....

(In block letters)

Signature of the Applicant / Architect

Name.....

(In block letters)

Designation.....

Organization.....

Signature of Fire Consultant

Dated:

Name.....

(In block letters)

Remark of the concerned Authority. The proposal has been broadly examined. The above information is correct and the proposal is permissible as far as development Authority is concerned (Additional comments, if any, may be given below or attached):

The proposal can be considered by Fire Services at conceptual stage/is forwarded to Fire Service along with 3 sets of drawings which are according to bye-laws, Master Plan, Zonal Plan, and fire fighting regulations and policy instructions of Government. The proposal involves relaxation in respect of height/set backs/.....The architect has been advised to furnish the requisite material and documents given in the attached list, within one week time directly to the Fire Service.

Signature of Authority

Name:

Designation and office Seal:

**Form for Application to Erect, Re-Erect or to make Material Alteration in any  
Place in a Building**

To  
Director , Town Planning  
Govt. of Arunachal Pradesh  
Itanagar

Sir,

I hereby give notice on behalf of Shri..... (owner) that the owner intends to erect/demolish or make alteration in the building number or to on/in Plot No..... in Sector/locality .....Block No.....  
House No .....ward No .....situated at .....Scheme .....and in accordance with the Arunachal Pradesh building Bye-law 2009 No.....and I forward herewith, the following plans and specification duly signed by me and by the owner.

1. Site plan showing the position of the site proposed to be built upon.
2. Building Plan, elevations and sections.
3. Service Plan
4. Parking and circulation plan.
5. Landscape Plan
6. General Specifications (in attached form)
7. Ownership Title (Lease/Conveyance/Sale Deed, etc)
8. Other document, as required
9. Structural drawings ;
10. Fire safety design as required in the National Building Code duly approved by the Director, Fire Service/ Municipal Council. Alternatively, an undertaking to the effect that Fire safety plans duly approved by the State Fire Municipal Council/ Director Fire Service shall be submitted within thirty days;
11. Heating, Ventilation, Air Conditioning (HVAC) service plans wherever required;
12. Specifications of the proposed building in form;
13. Certificate of conformity to regulations and structural safety for the relevant buildings (depending on type and height )

The building plan has been prepared strictly as per the approved building Byelaws. The construction shall be carried out in accordance with the building plan and I shall be completely accountable for any lapse on my part up to within 6 months after obtaining completion certificate of the building.

- iii) The Building permit fee as required under bye-laws 2.13 has been deposited vide receipt No .....dated. .... (Photocopy enclosed).
- iv) I am aware that in the event of building being constructed in violation of the sanctioned building plan approval, the Authority shall have the right to take action against me as it may deem fit including referring the matter to Council of Architecture for taking disciplinary action against me.

.....	.....
Signature of the Owners	(Signature of Registered Architect/Engineer/Supervisor)
Name of owner(s).....	Registration No. of the Architect/Engineer/Supervisor
Address of the owner(s).....	Address of the Architect/Engineer/ Supervisor
Encl: As stated above	Dated: .....

**Statement of the Proposal and Certificate**

By the Owner and Registered Architect

Classification of the Proposal.....  
(To erect/re-erect/demolition)

Scheme /Colony ..... Plot No. ....

Plot Area ..... sq.mt. Size (in meter)

Area Statement

Description	Permissible sq.mt.	Proposed sq.mt.	Remarks
-------------	-----------------------	--------------------	---------

Max. Ground coverage

Basement

Ground Floor

First Floor

Second Floor

Third Floor

Total Floor area

Floor Area Ratio

No. of Dwelling Units

Maximum height (in meters)

Setbacks	As per approved Layout plan (mt.)	Proposed (mt.)
----------	--------------------------------------	-------------------

Front

Rear

Left

Right

**Parking (for above 250 sq.mt)**

Equivalent Car space @ 1.33 ECS per 100 sq.mt of permissible built floor area

Open Parking

Ground Floor covered parking

Basement parking

Total (sq.mt)

Area in sq.mt	Area in sq.mt@ 23 sq.mt per ECS	Area in sq.mt @ 28 sq.mt. per ECS	Area in sq.mt @ 32 sq.mt. per ECS	Total (sq.mt)
1	2	3	4	5

ii) Fee & Charges

- a) Building permit fee Rs.....
- b) Use of City Infrastructure Charges Rs.....
- c) Additional floor space charges (provisional) Rs.....
- d) Peripheral charges (Provisional) only for Group IV CHBS Rs.....
- e) Any other charges (please specify) Rs.....

Total amount (as per the details above) Rs.....

Receipt No..... Dated.....

We hereby certify that

1. The plot in question forms part of the approved layout plan and its location size and area conform to the approved layout plan and lease/sale deed/NOC of the lease Administration Branch of concerned Authority.
2. Plot is lying vacant and no construction shall be started before sanction.
3. The plot is free from all encumbrances (owner responsibility).
4. The period of construction valid up to ..... As per the

lease condition / further extension of time for construction granted by the lesser is valid up to ..... Time construction obtained from the lease Administration Branch, Concerned Development Authority.

5. Size of each dwelling unit is not more than 300 sq.mt.

Signature of Owner(s)

Signature of Registered Architect

Name.....

Name.....

(in block letters)

(in block letters)

.....

Registration No.....

Address.....

Address.....

.....

.....

Dated: .....

Dated: .....

### Authority Letter

I hereby authorize Mr./Mrs..... to collect the sanction whose signature is verified below.

Specimen signature of                      signature of the owner(s)/Registered architect

Mr./Mrs.....

Dated received..... Date .....

(Signature of authorized person / owner / Registered Architect)

Dated:.....

Remark, if any.....



**Appendix A-2**

(Bye laws: 2.10.7)

**Form for Specifications of Proposed Building**

The purpose (Residence, Office, Restaurant, Hotel, Dharmshala, School, Hostel  
Cinema, Shop, Factory Others) for which it is intended to be used

.....  
.....  
.....

Details of coverage on respective floor are given below:

1. Basement Floor.....	Existing (sq.mt)	Proposed (sq.mt)	Total (sq.mt)
2. Ground Floor.....			
2. Mezzanine Floor.....			
3. First Floor.....			
4. Second Floor.....			
5. Third floor.....			
6. ....			
7. ....			
8. ....			
9. ....			

- a) Approximate number of inhabitants proposed to be accommodated.....
- b) The number of latrines, Urinals, Kitchens, Baths to be provided.....
- c) The source of water to be used in the construction.....
- d) Distance from public sewer.....
- e) The materials to be used in construction Walls/Columns/Foundations/Roof/Floors.....

Signature of Registered Architect/Engineer/Supervisor

Name.....

Registration No.....

Address.....

.....

**Form for Supervision**

To

The Director of Town Planning  
Govt.of Arunachal Pradesh  
Itanagar

Sir,

I hereby certify that erection/re-erection demolition or material alteration in / of  
Building No.....on / in .....Plot  
No.....in Sector / Locality ..... Block No  
.....Ward No .....Street name .....situated at  
..... scheme.....

shall be carried out under my supervision and I certify that all the materials (type &  
Grade) and workmanship of the work shall be generally in accordance with the  
general specification submitted along with and the work shall be carried out according  
to the sanctioned plans which also included the services like drainage, sanitary, water  
supply, and electrical.

Signature of Registered Architect Engineer/Supervisor

.....

Name of Registered Architect/Engineer/Supervisor

(In block letters).....

Registration No. of Architect/Engineer/Supervisor.

.....

Address of Registered Architect/Engineer/Supervisor

.....

Dated: .....

**Undertaking for Payment of Other and Peripheral Charges**

*Note: It should be on non-judicial stamp paper of specified amount attested by*

*First class Magistrate.*

**Undertaking**

I ..... Son of Shri ..... aged.....  
Years residents of ..... Owner of Plot No.....  
in sector/ locality ..... ward no .....Co-operative  
Housing Building Society Ltd..... hereby undertake to pay the balance  
of peripheral and other charges as and when required by the concerned Authority and  
in this regard Authority's decision will be finally binding on me.

Executed by me as..... on day of.....

.....

Executant

Witness:

1.....

2.....

**Affidavit-cum-Undertaking**

(Affidavit of Architect on Rs. 50/- Non-Judicial Stamp paper of specified amount to be Attested by First Class Magistrate)

I ..... son of .....Architect by profession having office at..... Do hereby solemnly affirm and declare as under:

1. That I am a Licensed Architect/Engineer/Supervisor/Plumber duly registered with the Authority vide registration No. ....

**or**

That I am an Architect by profession and duly registered with the Council of Architecture vide Registration No.....

2. That I have been engaged as an Architect for preparing the building plans and to supervise construction in respect of Plot No..... in sector/locality .....ward no..... ...Block No.....situated at.....
3. That I have prepared the building plans in respect of the aforesaid plot.
4. That I have studied the layout plan of the colony and gone through the instructions, policy decisions and other relevant documents in respect of the plot and colony.
5. That I have personally inspected the site. The plot under proposal forms part of the approved layout plan with respect to its location, size shape and area of the plot and proposed land use is also in conformity with the approved layout plan. The plot has been demarcated at site and the size, shape and area of plot available at site tallies with the approved layout plan.
6. That the ownership documents are in the shape of registered sale-deed/lease-deed in favour of the applicants and have been thoroughly examined and the ownership in favour of the applicant is in order.
7. That there is no construction in existence at the plot and no construction shall be started before sanction of the building plans.
8. That there is no encroachment on the Municipal land/road/other property and road widths as shown in the layout plan are available at site.

9. That the proposal are in conformity with the terms and condition of lease deed which is still valid and period of construction as per lease-deed and the extension granted by the lessor is valid up to.....
10. That the proposal have been prepared strictly in accordance with the Arunachal Pradesh Building Bye-laws rules regulation 2009 and practice of the department and no misinterpretation on inference of provision of Building Bye-Law has been done while preparing the plans. The construction shall be carried out strictly in accordance with the sanctioned building plans and in case any deviation is carried out, I shall inform the concerned Authority within 48 hours.
11. That in case the owner dispenses with my services at any stage whatsoever, I shall inform the concerned Authority within 48 hours.
12. That the size of each dwelling unit is not more than 300 sq. mt.
13. That mandatory setbacks have been proposed and shall be maintained in accordance with the setbacks marked in the layout plan/Master Plan.
14. That before submission of the proposal, necessary information/clarification have been obtained from the concerned department of the concerned Authority. The plot is safe and is not affected land slide, flood prone in any scheme or the road widening. Building activities for residential use are allowed with number of storey as per approved layout plan.
15. That no development/additional development/deficiency charges are payable, against this plot (in case development/additional development/deficiency charges are payable then its details be given in the separate para)
16. That no non-compoundable deviations shall be carried out during the course of construction.
17. That nothing has been concealed and no misrepresentation has been made while preparing and submitting the building plans.
18. That in case anything contrary to the above is found or established at any stage, the concerned Authority shall be at liberty to take any action as it may deem fit including revocation of sanction of building plans and debarring me for submission of building plans with the Authority under the scheme and also lodge a complaint with the Council of Architecture for appropriate action.

Deponent

Verification:

I the above named deponent do hereby verify at .....on  
this..... of ..... 20..... that contents of the above affidavit are  
true and correct to my knowledge. No part of it is false and nothing has been  
concealed there from.

Deponent

**Building Permit**

File No.....

Dated.....

To

Subject: Sanction u/s.....

Dear Sir ,

With reference to your application dated..... for the grant of sanction to erect/re-erect/add to/alteration in the building to carry out the development specified in the said application relating to Plot No..... Block No..... in sector/locality ..... at..... I have to state that the Authority subject to the following conditions and corrections done in the plans has sanctioned the same on.....

1. The plans are valid up to ..... day..... Months..... year .....
2. The construction will be undertaken as per sanctioned plan only and no deviation from the Arunachal Pradesh Building Bye-laws 2009 will be permitted without prior sanction. Any deviation done against the bye-laws is liable to be demolished and the supervising Architect engaged on the job will run the risk of being black listed.
3. Violation of Arunachal Pradesh building bye-laws 2009 will not be compounded.
4. It will be the duty of the owner of the plot and the Architect preparing the plans to ensure that the sanctioned plans are as per prevalent Master Plan/Zonal Plan, Arunachal Pradesh Building Bye-laws 2009. If any infringement of bye-laws remain unnoticed, the concerned Authority reserves the right to amend the plans as and when infringement come to the notice and concerned Authority will stand indemnified against any claim on this account.
5. A notice in writing shall be sent to Authority before commencement of the constructions of the ..... building as per bye-laws.

Similar notice will be sent to Authority when the building has reached up to plinth level.

6. The owner shall not occupy or permit to occupy the building or use or permit to use the building or any part thereof affected by any such work until occupancy certificate is issued by the concerned Authority.
7. Concerned Authority will stand indemnified and kept harmless from all proceedings in court and before other authorities of all expenses /claims which the concerned Authority may incur or become liable to pay as a result or in consequences of the sanction accorded by it to these building plans.
8. The doors and window leaves shall be fixed in such a way that they shall not, when open project on any street.
9. The owner will not convert the house into more dwelling units on each floor than the sanctioned.
10. The building shall not be constructed within minimum distance as specified in Indian Electricity Rules from voltage lines running on side of the site.
11. The land left open as a consequence of the enforcement of the setback rule shall form part of the public street.
12. The sanction will be void if auxiliary conditions mentioned above and other conditions whatsoever imposed are not complied.
13. The owner will use the premises for the use, which has been sanctioned.
14. The owner will not proceed with the construction without having the supervision of an Architect/Engineer as the case may be. If he/she changes his Architect/Engineer, he/she shall inform the Authority about the appointment of new Architect/Engineer within 48 hours, with a proper certificate from him.

Yours Faithfully

For .....

Encl: A set of sanctioned plan.



**Form for Refusal of Building Permit**

To

File No.....

Dated .....

Sir.

With reference to your application No..... dated..... for the grant of sanction for the erection of building/execution of work in House No.....Plot No.....in sector/ locality .....Block No..... ward no.....Scheme..... Situated at ..... I have you inform you that building permit under relevant provisions of the Arunachal Pradesh Urban and Country Planning Act, 2007, Arunachal Pradesh Municipal Act 2007 and Arunachal Pradesh building bye-laws 2009 has been refused on the following grounds.

- 1
- 2
- 3
- 4
- 5

Yours faithfully

For.....

Authority.

**Form of Revalidation**

File No..... Dated.....

To

**Subject: Revalidation of Building Plans relating to plot No..... Sector/  
Locality ..... Block  
No.....ward no ....Scheme.....**

Dear Sir / Madam,

Block No.

1. With reference to your application dated..... on the subject cited above, I am directed to inform you that your building plan which were sanctioned on..... vide file No..... have been revalidated up to .....
2. Original sanctioned plan submitted by you is also returned herewith.
3. Please acknowledge receipt.

Yours Faithfully,

For.....

Authority

Encl: As above.

**Form for Notice for Commencement of Work**

To,

To  
The Director of Town Planning  
Govt. of Arunachal Pradesh  
Itanagar

Dear Sir,

I hereby certify that the erection/re-erection/demolition of material alteration in/ of building No..... in Plot No..... Sector/ Locality .....ward no .....Block No..... situated at scheme ....., will commence on..... as per your permission vide office communication No..... dated..... under the supervision of ..... Architect /Engineer/ Supervisor /Group, License No..... and in accordance with the plans sanctioned.

Necessary affidavit as per Annexure A of the set of forms and land allotment / land possession certificate is enclosed.

Signature of owner.....

Name of Owner.....

Address of Owner.....

.....

Dated.....

**Information for Intimation of Completion of Work up to Plinth Level**

To

The Director, Town Planning,  
Govt. of Arunachal Pradesh,  
Itanagar.

Sir,

The construction up to plinth/column up to plinth level has been completed in Building No..... on/in Plot No.....in sector/locality ..... Scheme No.....  
Road/Street..... Ward..... in accordance with your permission No.....dated.....under my supervision and in accordance with the sanctioned plan as per Arunachal Pradesh Building bye-laws, 2009.

2. It is further certified that no provision of Arunachal Pradesh Building Bye-Laws, 2008, as amended from time to time (including allowable compounding items) has been violated.
3. All debris and rubbish have been cleared from the site.
4. Necessary affidavit as per Annexure D of the set of forms is enclosed.
5. Necessary certificate of supervision of Architect in form AP-BBL-4A is enclosed.
6. Necessary certificate of Plumber in form AP-BBL-9 Certificate of contractor in form AP-BBL-08 (wherever one has been appointed)

Yours faithfully,

Signature of Licensed Architect/Engineer/Supervisor

Name.....

(In Block letters)

Address:.....

.....

Date:.....

**Inspection Report**

I.....working as a  
.....with..... have carried out the inspection of  
Building No.....on/in Plot No.....in  
Sector/Locality.....Scheme  
.No.....Road/Street .....ward..... in accordance with  
permission No..... dated..... The following deviation from the  
sanctioned plans have been noticed which are against the provision of Master Plan /  
Bye-laws are of non-compoundable nature.

Description of deviations noticed: .....

.....

.....

.....

You may not proceed with further work till such time the deviations made are  
rectified and construction brought in conformity to sanction plans.

Yours Faithfully

For.....

.....

.....

Competent Authority

Office No.....

Office Stamp.....

Date.....

**Form of Notice of Completion**

(To be submitted along with prescribed fee for notice of completion and other relevant documents)

To  
The Director Town Planning,  
Govt. of Arunachal Pradesh,  
Itanagar.

Dear Sir,

I/We hereby give notice that I/We have completed the erection of building/execution of the works in Plot No ..... Block/Sector/Locality..... Ward No..... Scheme..... situated at..... in pursuance of the sanction granted by the Authority vide File No..... dated..... I/We are enclosing all reports of the Authority inspection carried out during construction period.

2. Permission to occupy or use the building may be granted.

Yours Faithfully,

Signature of owner.....

Name of owner .....

(In Block letters)

Address of the owner .....

.....

Dated: .....

Encl : As above

**Form For Certificate of Architect/Engineer/Supervisor**

(To be submitted along with notice of completion)

To  
The Director, Town Planning,  
Govt. of Arunachal Pradesh,  
Itanagar.

Dear Sir.

We hereby certify that the erection, re-erection or material alteration in/at building No..... on in Plot No..... Block No ..... Sector /Locality ..... Ward No ..... Scheme.....situated at..... has been supervised by me and has been completed on ..... according to the plans sanctioned, vide office communication No..... dated ..... The work has been completed to our best satisfaction, the workmanship and all the materials (type & grade) have been used strictly in accordance with general and detailed specifications. All the drainage/Sanitary/Water Supply work has been executed under our supervision and as per Arunachal Pradesh Building Bye-laws, 2009. No provisions of the Arunachal Pradesh Building Bye-laws, 2009 and condition prescribed or order issued there under have been transgressed in the course of the work. The building is fit for use for which it has been erected /re-erected or altered/constructed and enlarged.

2. Certificate:

- i) Certified that the building(s) has been constructed according to the sanctioned plan and structural design (one set of structural drawings as executed is enclosed ) which incorporate the provisions of structural safety as specified in relevant prevailing IS codes standards/Guidelines.
- ii) Further certified that water harvesting as well as waste water re-cycling systems have been provided as per the sanctioned building plan.
- iii) It is also certified that construction has been one under our supervision and guidelines and adheres to the drawings submitted and

the records of supervision have been maintained by us.

3. Permission to occupy of use the building may be granted.
4. Any subsequent change from completion drawings will be the responsibility of the owner(s)

1. Photographs of front, rear, side set backs, front and rear elevation of the building along with photographs of cutouts, shafts from roof top are also submitted.

- (a) A compact disc containing all photographs is also enclosed.
- (b) No. of photographs
- (c) Necessary affidavit as per Annexure D of the set of forms is enclosed.
- (d) Necessary certificate of supervision of Architect and Engineer on form AP-BBL-4B is enclosed.
- (e) Necessary certificate of Plumber in form AP-BBL-9
- (f) Certificate of contractor in form AP-BBL-8 (wherever one has been appointed).

- |   |  |
|---|--|
| a) Signature of the owner with date<br>Name in block letters<br>Address   | b) Signature of the owner with date<br>Name in block letters<br>Address                                    |
| b) Signature of the structural Engineer (C) with date (for certificate 1)<br>(as defined in NBC of India)<br>Name in block letters<br>Address | d) Signature of the Supervisor/Engineer/ Group/ with date<br>Name in block letters, License No.<br>Address |

Dated :.....



File No.....

Plan No.....

Dated:.....

Shri/Miss/Smt.....

.....

### **Completion-cum-Occupancy Certificate**

With reference to your notice of completion dated..... I hereby certify that building as per description below certified plan at Plot No..... BlockNo ..... Sector/Locality..... Scheme ..... .. situated at .....whose plans were sanctioned vide No..... has been inspected with reference to Arunachal Pradesh Building bye-laws, 2009 in respect to the structural safety, fire safety, hygienic and sanitary conditions inside and in the surroundings and is declared fit for occupation and release of regular water and electricity connections. The description of the construction work completed is given as under:

#### **Description of Construction Work Block Wise/Building Wise.**

1. Block Building No.
2. Details of Completed Work floor wise.
3. Sector/Locality.

Director, Town Planning,  
Govt. of Arunachal Pradesh,  
Itanagar.

**Appendix:A-15**

(Bye laws: 2.17.1)

**Form of Rejection or Compliance in Respect of Occupancy Certificate**

File No.....

Dated:.....

Sh/Smt.....

.....

Subject:       Occupancy Certificate in respect of Plot No.....

Dear Sir / Madam,

- 1)     With reference to your letter dated
- 2)     With reference to your notice of completion dated
- 3)     In continuation of this office letter of even No.....dated on the subject noted above, I am directed to inform you that your case has been examined and occupancy certificate is rejected for the reasons as given below:-

Yours Faithfully

Director Town Planning,  
Govt. of Arunachal Pradesh,  
Itanagar

1.     .....
2.     .....
3.     .....
4.     .....

(PARA 9.4.2. &amp; 10.2)

## STRUCTURAL DESIGN BASIS REPORT

1. This report to accompany the application for Building Development Permission.
2. In case information on items 3, 10, 17,18 and 19 cannot be given at this time, it should be submitted at least one week before commencement of construction.

Part 1 General Data			
S.No.	Description	Information	Notes
1	Address of the building <ul style="list-style-type: none"> <li>• Name of the building</li> <li>• Plot number</li> <li>• Subplot number</li> <li>• TPS scheme</li> <li>a. Name</li> <li>b. Number</li> <li>• Locality / Township</li> <li>• District</li> </ul>		
2	Name of the owner		
3	Name of builder on record		
4	Name of Architect/Engineer on record		
5	Name of Structural Engineer on record		
6	Use of the building		
7	Number of storeys above ground level (including storey to be added later, if any)		
8	Number of basements below ground level		
9	Type of structure <ul style="list-style-type: none"> <li>• Load bearing</li> <li>• R.C.C frame</li> <li>• R.C.C frame and shear walls</li> <li>• Steel frame</li> </ul>		
10	Soil data <ul style="list-style-type: none"> <li>• Type of soil</li> <li>• Design safe bearing capacity</li> </ul>		IS: 1893 Cl.6.3.5.2 IS: 1904
11	Dead load (unit weight adopted) <ul style="list-style-type: none"> <li>• Earth</li> <li>• Water</li> <li>• Brick masonry</li> <li>• Plain cement concrete</li> <li>• Reinforced cement concrete</li> <li>• Floor finish</li> <li>• Other fill materials</li> <li>• Piazza floor fill and landscape</li> </ul>		IS:875 Part 1
12	Imposed (Live) loads <ul style="list-style-type: none"> <li>• Piazza floor accessible to Fire Tender</li> <li>• Piazza floor not accessible to Fire Tender</li> <li>♥Floor loads</li> <li>◆Roof loads</li> </ul>		IS: 875 Part 2

13	Cyclone / Wind • Speed • Design pressure intensity		IS: 875 Part 3
14	Seismic zone		IS: 1893 (2002)
15	Importance factor		IS: 1893 (2002) Table 6
16	Seismic zone factor (Z)		IS: 1893 Table 2
17	Response reduction factor		IS: 1893 Table 7
18	Fundamental natural period -approximate		IS: 1893 CL. 7.6
19	Design horizontal acceleration spectrum value ( $A_h$ )		IS: 1893 CL. 6.4.2
20	♠ Expansion / Separation joints		

- ♥ Enclose small scale plans of each floor on 4 sheets
- ◆ Incase terrace garden is provided, indicate additional fill load and live load
- ♠ Indicate on a small scale plan on A<sub>4</sub> sheet

**Appendix: "B"**

(Bye laws: 2.9.4. (a))

**Affidavit/Undertaking  
(For Handing Over Land Required For Road Widening)**

That I/We have submitted building plans for construction of building on plot No.....Sector/Locality.....  
.....Block No..... located at  
..... to the ..... under Sanction ..... of the  
..... Act for favour of sanction.

I/We undertake to hand over the land required for road widening as shown on site plan to concerned Authority free of cost as and when asked by.....to do so.

I/We have already understood that the.....is granting sanction on the basis of my undertaking.

If I/We fail to do so, the sanction so accorded shall be revoked and construction done as consequence thereof shall be deemed to have done unauthorisedly and shall be actionable u/s ..... of the ..... Act.

**DEPONENT**

Verification

I/We verify that the contents of the above undertaking are correct to the best of my knowledge and belief and nothing material has been concealed there from.

**DEPONENT**

**INDEMNITY BOND FOR BASEMENT**

This Indemnity Bond is executed by Shri/Smt.....S/o, D/O, W/O  
Shri/Smt.....R/O.....in favour of  
Development Authority.

Whereas the executant has submitted to the concerned Authority the plans for, sanction of basement over Plot No..... under the provisions of the Urban & Country Planning Act, 2007 / Arunachal Pradesh Municipal Act, 2007 and lie bye-laws made there under:-

And whereas the concerned Authority has agreed to sanction the aforesaid construction subject to the conditions that the owner shall indemnify the concerned Authority in the event of any loss or damage being cause to the adjoining building on account of the construction of the said basement either at the time of digging of its foundations or in the course of its construction or even thereafter and also against any claim of any concern thereto.

And whereas the executant has agreed to execute an indemnity bond to the above affect and also to abide by the terms imposed by the concerned Authority to the grant of sanction for construction of the basement.

Now this deed witnesses:

1. That in consideration of the sanction of the plans by..... for construction of the basement the executant undertakes that he/she shall at all times keep.....harmless and free from any liability, loss or damages/ flowing from any injury or damage caused to the adjoining built-up properties or to any person as a consequence of the construction of at the time of digging of its foundations or during the course of its construction or at any time thereafter.
2. The owner agreed and undertakes that in the event of any claim being made by any person or persons against the concerned Authority either in respect of the

sanction granted by the concerned Authority to the owner for the construction of basement or in respect of the construction or manner of construction of the basement by the owner or the consequences flowing from the said sanction the executant shall be responsible and liable and not the concerned Authority.

3. The executant agrees and undertake to indemnify the concerned Authority fully in respect of any amount which the concerned Authority may be required to pay to any person either by way of compensation or damages or on any other account as a result of any claim or suit or any other proceedings concerning the sanctioning of the construction of the basement of the making thereof and also in respect of the costs and expenses which the concerned Authority may incur on defending any action.
- 4 Without prejudice to the above undertaking the executant hereby binds itself to pay to the concerned Authority to the full extent any amount which the concerned Authority may be required to pay to any person in connection with, relating to or concerning the sanctioning of the basement or the making thereof.
- 5 The owner further agrees and undertakes that this bond shall remain in full force and effect till the executant faithfully observes/performs the undertaking herein before contained.

In witness whereof the executant above named has signed this bond on this ..... day of ..... at.....

**Indemnifier**

Witness:

(Signatures).....

1. Name.....

Full Address.....

(Signatures).....

2. Name.....

Full Address.....

**PERFORMA TO BE SUBMITTED BY OWNER**

1. Name, Status, and Address of the applicant
2. Name of the Architect with address with Registration number with Council of Architecture under the Architects Act, 1972.
3. Details of the property/plot
  - a) Location
  - b) Boundaries
  - c) Area in sq.mt. with dimensions (net plot area)
  - d) Width of the roads
4. Land use
  - a) Master Plan
  - b) Zonal Development Plan
  - c) Approved Layout Plan
5. Title
  - a) Free Hold
  - b) Leasehold under notification for acquisition if lease hold permission of lessor for construction under the leasehold condition obtained.
  - c) Whether under acquisition, if so give details.
6. Whether the plot/land is affected under the Urban Land (Ceiling & Regulation) Act, 1976. If so, copy of the NCO from the concerned Authority be furnished.
7. Proposals
  - a) Land Use
  - b) Coverage on each floor with proposed use of the floor space including basement.
  - c) FAR
  - d) Height
  - e) No. of floors.
  - f) Envelope controls/set backs
  - g) Parking norms.
  - h) Plans, elevations & section.
  - i) Drainage Plan.
  - j) Structural drawing.
  - k) Service Plan.



Encl:

1. Ownership title
2. Permission to construct under the lease
3. Permission under the Land Ceiling Act, 1976.
4. Site/Location Plan
5. Tentative proposals to explain the scheme.
6. Land allotment.

Signature of Architect

Signature of the owner

Name.....

Name.....

Reg. No.....

Address.....

ADDRESS.....

.....

.....

**Number and Type of Lifts Required for Different Occupancies and Space for Electrical Installations**

- The number and type of lifts required depending on the capacity of lift, desired speed nature of operation are as given in table below:

Table: Number and types of lifts for non-residential Multistoried Building

S. No.	No. of floors	Capacity of lifts in person	No. of persons that can be carried by a lift								
			Speed m/s	In 6 min		In 30 min.		In 50 min.		In 60 min.	
				Manually Operated	Automatic	Manually Operated	Automatic	Manually Operated	Automatic	Manually Operated	Automatic
1	2	3	4	5	6	7	8	9	10	11	12
1	7	6	0.6-0.75	17	-	102	-	170	-	204	-
2	7	8	0.6-0.75	22	-	132	-	220	-	-	-
3	7	10	0.6-0.75	26	-	156	-	260	-	312	-
4	7	10	1.0	30	-	180	-	300	-	360	-
5	7	13	1.0	37	-	122	-	370	-	444	-
6	11	6	0.6-0.75	11	-	70	-	115	-	140	-
7	11	8	0.6-0.75	15	-	90	-	150	-	180	-
8	11	10	0.6-0.75	18	-	108	-	180	-	216	-
9	11	13	0.6-0.75	22	-	132	-	220	-	264	-
10	11	10	1.0	21	-	126	-	210	-	252	-
11	11	10	1.5	24	-	144	-	240	-	288	-
12	11	13	1.5	28	-	156	-	260	-	312	-
13	11	13	1.5	32	-	180	-	300	-	-	-
14	16	10	1.0	17	-	100	126	170	210	-	252
15	16	13	1.5	20	24	120	145	200	240	248	290
16	16	13	1.5	23	30	138	180	230	300	-	360
17	16	16	1.5	25	33	150	198	250	330	300	356
18	21	10	1.5	18	32	108	132	180	220	214	264
19	21	13	1.5	21	26	126	156	210	250	250	312
20	21	14	1.5	23	28	138	168	230	280	-	-

Note-1:

- for all non-residential buildings, the traffic cleared in 50 minutes is considered adequate and is approved by Authority. As such for calculation the number of lifts required, the rate of the clearance of traffic in column 9 and 10 and the population may be taken into consideration.
- In addition to total number of lifts required as above, provision of one lift of the same capacity may be considered to serve as stand-by.

Note-2: The population may be worked out on the basis of useful carpet area which the person occupy (excluding area of Verandah, Lobbies, Halls, Passages, Lavatory blocks, etc.)

Note-3: The population on ground and first floor may not be taken into consideration since these floors are not generally served by lifts.

Note-4	0.75 meter per sec.	Equivalent to 150 ft. per Min.
	1.00 meter per sec.	Equivalent to 200 ft. per Min.
	1.5 meter per sec.	Equivalent to 300 ft. per Min.

Note-5 The height of buildings for lift installation i.e. the travel on the lift presumed in the above statements is as below:

7 floors                                  21.0 mt.  
 11 floors                                  33.0 mt.  
 16 floors                                  48.0 mt.  
 21 floors                                  64.0 mt.

S. No.	No. of floors	No	Passenger unit capacity Persons	Speed in m/s	Landing Gate Type	Central System	Service Lift No.	Capacity Persons	Type of Gate	Central System
1	5 to 8	2	6	0.0 to 0.5	*	Automatic push button operation both from car and landing	-	-	-	-
2	9 to 11	2	8	0.6 to 1	*	-Do--	1	8	--	Push button car handle switch control
3	11 to 13	2	8	0.6 to 0.74	*	--Do--and without collection system	1	8	-	--do--
		1	6			Power operated doors				
4	13 to 19	2	8	1	--	--do--	1	8	--	--do--
		2	8	1		power operated doors				

Table

:  
 Number  
 and  
 types  
 of  
 lifts  
 for  
 Residential  
 Building  
 \*

buildings more than 15 mt. in height collapsible gates shall not be permitted.

(see bye-law No. 7.9.1(f) )

## Appendix –“D-1”

(Bye laws: 5.3.2)

### Space for lift Installation

The dimensions and relevant information for lift installations like lift well, pit depth, machine room, clearance from top floor landing to machine room flooring is given in table below:

Dimensions and required information for Lift Installation in Building.

Carrying Capacity of lift (persons) Number	Load (kg)	Lift speed	Dimension of Lift well front depth (In cm.)			Leading Pit Entrance (Cm)	Dimension of Machine Room			Clearance from top floor landing to machine room flooring cm	Imposed load in tones on top of lift well due to installation. It may be noted that figures do not include weight of the machine from floors and well, etc.
			4	5	6		8	9	10		
4	272	Up to & including 1 m/s	175	115	70	140	230	275	245	450	6.5
6	408	Do	195	135	80	140	230	335	275	450	7.0
8	544	Up to & including 1 m/s	200	170	80	150	245	395	275	450	8.5
10	680	Up to & including 1.5 m/s	225	170	90	150	245	395	305	470	10.5
13	884	--do--	235	188	90	150	245	425	335	470	13.0
16	1088	--do--	255	205	105	150	245	520	335	480	15.0
20	1360	--do--	255	220	105	150	245	520	335	480	15.0

- Note:*
- i) All lift well dimensions are minimum clear finished plumb requirements.
  - ii) Where more than one lift is located in the lift well, extra width of 10 cm. Separator beam should be provided.
  - iii) 1 m/s = 200 ft./min.
  - iv) The height of landing entrance should be 210 cm. (about 7 ft.) for all lifts.

## Appendix – D-2

(Bye laws: 5.3.3)

### D.2 Spaces for Electrical Installations

The spaces required for different electrical installations are given at 3.1 to 3.3

**D.2.1 Electric Sub-station** – The norms given in 3.1.1 and 3.1.2 shall be adopted for provision of space for sub-station.

#### D.2.1.1 Area Requirements for Sub-Station for buildings

Sl.No.	Total covered Area (in sq.mt)	Transformer Capacity (In KVA)	S/Stn. Size Required (In sq.mt)
1	2500	1 X 400	70
2	4500	1 X 630	70
3	8000	2 X 630	100
4	10,000	2 X 630	130
5	15,000	4 X 630	160
6	20,000	5 X 630	175
7	25,000	6 X 630	200
8	30,000	7 X 630	220

*Note:*

1. For additional 1000 sq.mt. covered area, a load of 90 KVA will come up with 150 KVA TR. Capacity at 60 % loading.
2. For additional of one transformer as per covered area, a space of additional 16 sq.mt. is to be provided.
3. In case of any deviation in space size due to unavoidable circumstance, the same may be considered with the approval of Electricity Board.
4. The floor of the sub-station shall have cable trenches of 0.6 mt. depth, the layout for which will be given at the time of actual construction. For this purpose, a dummy floor of 0.6 mt. depth shall be provided to facilitate cutting/digging of floor for installation of equipment's and making subsequent changes in trenches. This floor shall be capable to withstand minimum load of 10 tones of each transformer mounted on floor wheels.

The break-up spaces required for different installations in a sub-station are given as below:

1. Supply company's Switchgear room and or space of meters.
2. *Transformer Rooms:* The number and size of transformer rooms shall be ascertained from the total power requirements of the company. To determine the size of transformer and clearance around a transformer, reference may be made to good practice (I.S.1887-1967 code of practice for installation and maintenance of

Transformer). A 500 KVA transformer may be provided with a minimum space of 4 mt. X 4 mt.

If transformer is to be installed outdoor space shall be provided on similar considerations and adequate provision for safety enclosure is to be made. For transformer having large oil content (more than 2000 lt.) soak pits are to be provided in accordance with rule 64 of Indian Electricity Rules, 1956.

3. *High Voltage Switch Rooms* – In case of sub-station having one transformer, the owner is required to provide only one high voltage switch. In the case of single point supply for two transformers, the number of switches required is 3 and for 'n' transformers the number of switches is n+1. The floor area required in case of a single switch will be roughly 4 mt. X 1mt. and for every additional switch the length should be increased by 1mt.
4. *Low Voltage Switch Rooms* – The floor area requirement in respect of low voltage switchgear room cannot be determined by any formula.
5. *Room for Stand-by-Generator* – A room space not less than 6 mt. X 9 mt. may be provided for housing a standby Generator set of 50 KW.

**D.2.1.1.A: Location of electric sub-station in basement of multistoreyed buildings:**

1. The electric sub-station should be provided in the approved/sanctioned covered area of the buildings not below the first basement level and should be on the periphery of the building with clear independent round the clock approach having proper ramp with slope.  
The ramp should be designed in such a manner that in case of fire no smoke should enter the main buildings. The exit from basement electric sub-station shall have self-closing fire/smoke check doors of 2 hours. F.R. near entry to ramp. Additional exit shall be provided if traveled distance from the farthest corner of the ramp is more than 15mt.
2. The electric sub-station should be totally segregated from rest of the basement having 4 hours. F.R. wall and should have adequate internal lighting and ventilation. A perfect independent ventilation system of 30 air charges per hour linked with detection as well as automatic

medium velocity water spray system for individual transformer shall be located outside the building at ground floor, fire control room shall be manned round the clock and shall also have an audio system in the basement as well as in the control room. No service such as water, sewer, air-conditioning, gas pipes or telegraphs services should pass through electric substation of the cable trench.

3. The rising mains should be of metal bus bars. The floor of electric sub-station should be 2 ft above the rest of basement floor and designed suitably to carry 10 tons of transformer weight on wheels also having provision of proper cable trenches 0.6 X 0.6 mt. depth. Dummy floor of 0.6 mt. depth be provided to facilitate laying of cables inside the building connecting to equipment. Fire retarding cables should be provided and cable trenches be filled with said cables. R.C.C. pipes at suitable places as required will be provided for cable entries to the sub-station spaces with suitable water proofing arrangement. A provision of 12 ft. clear height below beams should be made in the electric sub-station area along with adequate arrangement for fixing chain pulley block for a load of 15 tons. Provision of sumps shall be kept in the floor so that complete volume of transformer oil in the event of spillover could be accommodated. Sufficient arrangement to prevent spread of fire to oil pumps be made.
4. Transformers room and sub-station room shall be provided with steel shutters of 8' X 8' with suitable grills. Sufficient arrangement for pumping the water out, in case of flooding should be made to minimize loss to switchgear and transformer.
5. In view of experience of installation of exhaust chimneys in the multi-storeyed buildings at undesirable locations, proper provision in the form of vertical exhaust leading to above terrace level should be made for the sub-station.
6. Electric sub-station space should be made available free of cost by promoters and should be free of seepage/leakage of water. There should be no combustible material kept in side or in the vicinity. Periodic inspection of electric sub-station shall be mandatory and violation of any bye-law will be dealt, sternly with penalty and immediate disconnection.

### **D.2.1.2. Other Requirements for Sub-station**

1. The sub-station will preferably be located on the ground level failing which it can be in the basement floor in no case at higher level.
2. The entire space will be provided at one floor in continuation.
3. The minimum width of the sub-station space shall not be less than 6 mt.
4. The areas given above in respect of the different categories of rooms hold good if they are provided with windows and independent access doors.
5. All the rooms should be provided with partition up to the Ceilings and shall have proper ventilation. Special care should be taken to ventilate the transformer rooms and where necessary, louvers at lower levels and exhaust fans at higher level shall be provided at suitable locations.
6. In order to prevent storm water entering the transformer and switch rooms through the soak pits, the floor level of the sub-station shall be at least 15 cm above the highest flood water level that may be anticipated in the locality.

### **D.2.2 Cable Trenches Shafts Etc.**

**D.2.2.1** Suitable number of vertical shafts, rising mains, distribution boxes, etc. shall also be provided as per the requirements at suitable location. Cable trenches with suitable handy covers for entry of the cables up to the substation onwards up to the street adjoining other building shall also be provided as per the requirements. These vertical shafts, rising mains, distribution boxes, cable trenches, etc. shall be so constructed as to be accessible only to authorized personnel. The rising mains and other installations in the vertical shafts, tap off boxes distribution boxes etc. required at each floor shall be provided, installed and maintained by the owner at their own cost.

Adequate enclosed space shall also be provided at each floor for installation of equipment's for distribution on respective floors such as distribution boxes, cut-out, and meter boxes and main switches.

**D.2.2.2** *Location of Switch Room:* In large installations other than where a sub-station is provided, a separate switch room shall be provided. This shall be located as closely possible to the electrical load center and suitable ducts shall be laid with minimum number of bends from the point of entry of the supply to the position of the main switchgear. The switch room shall also be placed



in such a position that rising ducts may readily be provided there from to the upper floors of the building in one straight vertical run. In larger building, more than one rising duct and horizontal ducts may also be required for running cables from the switch room to the foot of each rising main. Such cable ducts shall be reserved for the electrical services only, which may, however, include medium and low voltage installations, such as call bell systems. Telephone installation should be suitably segregated.

**D.2.2.3***Location and Requirement of Distribution Panels:* The electrical gear distribution panels and other apparatus, which are required on such floor may conveniently be mounted adjacent to the rising mains, and adequate space should be provided at each floor for this purpose.

**D.2.2.4***Location and Requirement of PBX/PABX Room:* Information regarding provision and location of PBX/PABX room, telephone outlets and riser shall be ascertained from the relevant Authority.

Adequate space should be provided for installation of Sub-Distribution Board.

### **D.2.3. GENERAL**

**D.2.3.1**The maintenance of the built up space for electric sub-station, distribution equipment, vertical shafts and enclosure at each floor shall be done by the owner.

The standby arrangement for electricity supply up to and including the sub-station equipment and distribution pillars at the sub-station shall be provided compulsorily.

**Qualification of Technical Personnel for Preparations of Schemes for Building  
Permit and Supervision**

**1.0 General**

The qualifications of the technical personnel and their competence to carry out different jobs for building permit and supervision for the purpose of licensing by the Authority shall be as given in 2 to 6. The procedure for licensing the technical personnel is given in 6.

**2.0 Town Planner**

**2.1 Qualification:** The qualification for the town planner shall be under graduate or post graduate degree or equivalent diploma in Town Planning from a recognized institution along with the valid membership of the Institute of Town Planners, India.

**2.2 Competence:** As provided in Building Bye-laws 2.11.2.

**3.0 Architect:**

**3.1 Qualification:** The qualification for architects shall be those who are holding bachelor degree or equivalent in Architecture and hold valid registration with the Council of Architecture under the Architects Act, 1972.

**3.2 Competence:** The architect is competent to carry out work related to building permit as given below and shall be entitled to submit.

- i) All plans and related information connected with building permit
- ii) Certificate of supervision for all buildings.

**4.0 Engineer**

**4.1 Qualifications:** The qualification for Engineer shall be degree or equivalent qualification in Civil Engineering / Municipal Engineering with valid membership (Civil) of the Institution of Engineers, India.

**4.2 Competence:** The Engineer is competent to carry out the work related to Building Permit as given below and shall be entitled to submit.

- i) Structural details and calculations for all buildings,
- ii) Certificate of supervision for buildings as in (i) above,
- iii) Sanitary / water supply works for all types of buildings.

**5.0 Structural Engineer**

**5.1 Qualification:** The qualification of a Structural Engineer shall be degree in Civil Engineering or equivalent with post graduate degree in Structural Engineering or equivalent with valid corporate membership of Institution of Engineers, India.

**5.2 Competence:** The Structural Engineer is competent to carry out the work related to building permit as given below and shall be entitled to submit.

- (i) Structural design /details and calculations for buildings according to sanction plan and structural design, which incorporates the provision of structural safety as specified in prevailing BIS Code.
- (ii) Certificate of structural supervision for buildings as in 5(i) above.

## **6.0 Supervisor**

**6.1 Qualifications:** The qualifications for licensing of supervisor will be:

- i) Three Years Architectural Assistantship or intermediate in Architectures from a recognized Institution and with two years experience.
- ii) Three years Diploma in Civil Engineering from a recognized institution and with minimum two years experience; or
- iii) Civil Draftsmanship from I.T.I with five years experience under a qualified Architect / Civil Engineer.

**6.2 Competence:** The supervisor shall be entitled to

- i) Supervise construction of buildings on plots upto 100 sq. mt. for residential plots only.

## **7.0 Plumbers**

Plumbers shall be licensed by the concerned Authority through examination of the candidates having the following minimum qualifications:

**7.1 Qualifications:**

- i) A fair knowledge of English/Hindi/Urdu
- ii) Knowledge of working drawings and dimensioned sketches
- iii) Certificate of training from ITI for the trade, with minimum two years experience of execution of sanitary and plumbing works under any govt. Deptt./ Local body or a qualified Architect / Engineer.
- iv) Experience of sanitary and plumbing works under any Government Department/Local Bodies or a qualified Architect/Engineer for a period of five years.

**7.2 Competence**

A plumber shall be competent to do the following jobs

- a) Submission of sanitary plans up to 500 sq mt. plot size and 4 storeyed buildings.
- b) Execution / supervision of sanitary works up to 500 sq mt. plot size and 4 storeyed buildings.

**8.0 Electrician:** As prescribed by the concerned electricity company.

**9.0 Fire Consultant:** As prescribed by Chief Fire Officer, Town/City Fire Service,

**Empanelment of Architect – Rules**

1. **Definition:** In these rules, unless the context otherwise requires:
  - a) **“Act”** – the Act of the concerned Local Body/Authority
  - b) **“Empanel Architect”** – A person empanelled by the Authority as per Arunachal Pradesh Building bye-laws, 2009 as authorized person to examine building plans of residential buildings up to 11 mtr in height and for plot size up to one hectare, forming part of an approved lay-out plan and shall recommend to the Building Committee/ Municipal Building Committee for sanction.
  - c) **“Person Authorized”** – means a qualified and duly registered Architect having a degree in Architecture or equivalent qualification and registered with the Council of Architecture, India with minimum 5 years experience.
  - d) **Sanctioned Building Plans** means a building plan of a building/premises to be constructed on a plot and approved by the Competent Authority/ Architect in accordance with the provisions of Master Plan/Zonal development plan and Arunachal Pradesh Building Bye-laws, 2009.
  - e) **“Fee”** means a fee to be charged by the Authority/Architect for sanction of building plans.
2. **For the empanelment**, the qualified Architect shall submit list of projects handled with proof and credentials.
3. **The empanelment of an Architect** shall be for a period of two years and can be extended from time to time subject to review by the Authority at the end of every two years.
4. **The Architect shall be empowered** to examine and recommend building plans of residential building up to 11 mt. height and for plot size up to three hundred sq mtrs, forming part of approved layout plan to the Municipal Building Committee / Building Committee.
5. **In respect of sanction of building plans of Government buildings**, of all the department the plans shall be examined and by the Chief Architect / Senior

Architect, PWD and recommend to the Municipal building committee/ building committee constituted under Arunachal Pradesh Municipal Act, 2007 ( Act No. 4 of 2008) Section - 345 for sanction. Further, he shall ensure that the building plan are in conformity to Master Plan/Zonal Development Plan, approved layout plan and Arunachal Pradesh Building Bye-laws, 2007.

6. **The Architect shall charge** building application fee, other charges as prescribed under Building Bye-laws and other charges as prescribed form time to time. He will be permitted to retain 50% of the building application fee towards his service charges and balance amount along with other charges shall be deposited with the Authority along with two sets of building plans and other required documents. If the Authority wants to raise any objection, the same shall be communicated to the Architect with in 30 days of filing the application with the Authority. The Architect while sanctioning the building plans shall take due cognizance of the objections raised by the Authority.
7. **Before sanction of building plans**, the Architect shall ensure and satisfied himself that various permissions as required the law from different Authorities have been obtained.
8. **The Empanelled Architect shall also ensure at the time of sanction of building plans as well as during the inspections at construction stage and also at the time of giving completion certificate** that there is no violation of Master Plan/Zonal Development Plan, Approved Layout Plan and Building Bye-laws and other related rules and regulations in force.
9. **In case it is found that there had been a violation** of Master Plan/Zonal Development Plan, approved layout plan and Building Bye-laws and other related rules and regulations in force at the time of sanction of building plans/ construction stage / issue of completion certificate, action for penalising the Architect shall be taken including removal from the panel and referring the matter to the Council of Architects of India for appropriate action.
10. **The Empanelled Architect shall be required to file a quarterly return** of building plans received for sanction, fee received, etc. to the Concerned Authorities. His work shall be monitored to check the backlog and performance.
11. **Before issue of a completion certificate** a joint inspection is to be carried out by the Town Planner, authorized by the Authority in this behalf and the empanelled Architect. Within 30 days of the joint inspection, the Architect

shall be informed about the non-compoundable deviations to be removed and composition fee to be charged for minor deviations under the rules.

- 12. The Architect shall submit the completion certificate** to the authority after having satisfied himself that non-compoundable deviations have been removed from the building and necessary composition fee has been deposited with the concerned Authority.

**Penal Action for violation of provisions of Development Code of Master Plan,  
Zonal Regulation and Building Bye-laws.**

**(A) Non-Compoundable Items**

Any deviations except those set in para “AA” hereunder, from the maximum, minimum prescribed limits regarding:

1. Coverage,
2. F.A.R.
3. Setbacks,
4. Open spaces,
5. Total height of the building
6. No. of floors,
7. No. of DUs & density
8. Parking norms,
9. Light and Ventilation provisions,
10. Use
11. All other provisions of these bye-laws except item given in para ‘B’ below shall not be compounded/regularized and shall have to be rectified by altering/ demolition at the risk and cost of owner. Besides this any other action as per terms and conditions of lease and provisions of Act shall proceed.

**(A.A) Compounding Excess Coverage/FAR**

- i) Deviations in the coverage/FAR to the extent of 5% of the permissible coverage/FAR or 13.5 sq.mt. whichever is less in building(s) use premises, other than building(s) use premises where 100% ground coverage and fixed height is allowed as per Architectural control forming part of comprehensive schemes like District Centre, Community Centres, Cluster Court Housing etc. may be compounded after levying penalty at the following Rates:

Rates of excess coverage/floor area:

Up to 5% of excess coverage/FAR a one time compounding fee equivalent to



the land rated in the concerned locality applicable at the time of the application for compounding.

ii) For excess coverage / FAR for above 5%

Any excess coverage above 5% or 13.5 sq.mt whichever is applicable would be liable to demolish to that extent.

iii) Compounding at set back Infringements

The infringements of the set backs maximum to the extent of 30 cm (1 ft.) may be compounded by way of levying compounding fee at the following rates:

<b>Infringements</b>	<b>Residential Buildings</b>	<b>Non-Residential Buildings</b>
Upto 15 cm (6 inch)	Rs. 2000 per sq.mt. of area infringing the set back	Rs. 5000 per sq.mt. of area infringing the set back
Above 15 cm (6 inch)	Rs. 5000 per sq.mt of area infringing the set back	Rs. 8000 of area of the infringing the set back

### **(B.B) Compoundable Items**

If a building or part thereof has been constructed unauthorized, i.e. without obtaining the requisite building permit from the concerned Authority as required under the building bye-laws, the same shall be compounded at the following rates provided the building or part thereof so constructed other wise conforms to the provisions contained in the Building Bye-laws and Master/Zonal Plan regulations. For this party shall have to submit the request for building permit in the prescribed procedure.

#### **Rates:**

- a) Rs. 50 per sq.mt. of the covered area constructed unauthorized in residential building up to 500 sq.mt. Plot size.
- b) Rs. 100 per sq.mt of the covered area constructed unauthorized in the building categorized below:
  - All Govt. Public and Semi-Public and Utility Buildings.
  - Religious, Institutional and Educational Buildings.
- c) Rs. 250 per sq.mt. of the covered area constructed unauthorisedly
  - Residential Building above 500 sq.mt. plot size, Group Housing and Guest Houses.
  - Industrial Buildings:
  - Storage buildings (underground or above ground)
- d) Rs. 1000 per sq.mt. of covered area constructed unauthorisedly.
  - Cinema and Theatre Building.
  - Petrol Pumps (Filing / Service Station)

- Hazardous Buildings.
  - Commercial / Business Buildings
1. The building not covered specifically under the above categories shall be compounded as decided by the Authority, considering the merit of each Individual case.
  2. Items which are exempted from the calculations of the coverage and FAR e.g. cupboards, canopy, basement, and mezzanine, loft, watchman cabins, etc. but constructed unauthorisedly without obtaining prior permission from the Authority, but within the permissible limits shall also be compounded/regularized at the rate prescribed above.
- ii) Deviations of the building bye-laws other than specified in (A) (Non-compoundable)

Deviation up to the maximum extent of 10% from the maximum/minimum prescribed limit (as prescribed by the building bye-laws) shall be compounded at the following rates:

- a) In case of deviations of areas of various components of the building, the rate of penalty will be @ Rs. 100/- per 1% deviation.
- b) For deviations in terms of height the penalty shall be @ Rs. 100/- per 1% of deviation for every 10 sq.mt. or part thereof of the affected area.
- c) Deviations from the prescribed limit of width, length, penalty shall be @ Rs. 100/- per 1% of the deviation for every 10 sq.mt. or part thereof of the affected area.

**( C ) Security deposit Form for non violation of Arunachal Pradesh building bye-laws 2009**

No person shall erect, re-erect or make addition/ alterations in any building or cause the same to be done without, first obtaining a separate building permit for such building from the Authority. Further, an amount, as indicated below, against each categories shall be deposited by the applicant, for each separate building, as security deposit, (refundable) for non violation of the Arunachal Pradesh Building Bye-Laws, 2009, as amended from time to time, Master plan and the zoning regulations.

Sl No	Plot Size (in Sq mtrs)	Security deposit (in Rs ) Residential /other building	Security deposit (in Rs ) commercial/ industrial building
1	0- 48	5,000	15,000
	48-60	10,000	20,000
	60-100	15,000	30,000
	100-250	30,000	50,000

	250-500	50,000	75,000
	500-1000	60,000	100,000
	1000-1500	100,000	150,000
	15000-2250	150,000	200,000

The deposited money for non violation of Arunachal Pradesh building bye-laws 2009 shall be retained by the authority till the Completion-cum-Occupancy Certificate is issued by the competent authority. In case of violation, the deposited money shall be forfeited.

*Notes:*

- 1) *Notwithstanding the provisions above, no penalty shall be levied for the first 3% of deviation but in case the deviation limit exceed 3% penalty shall be levied at above rates for the total deviation up to 10%.*
- 2) *The penalties of the above rates as given in (ii) (a), (b), and (c) shall be charged for each deviation and for every component of the building separately.*
  - d) *In case of increase in size of canopy in front open space form the prescribed limits of bye-laws the same shall be charged @ Rs. 150/- per sq.mt.*
  - e) *End walls up to 0.9 mt. in width in a terrace type construction constructed purely as an architectural feature Rs. 50/- each.*
  - f) *Enclosing of front balcony with jail wall which is being used as a part of stair case Rs. 500/- sq.mt.*
  - g) (i) *An open Urinal Wall up to 1.7 mt. height ----- No Penalty.*  
(ii) *Water storage Tank over open urinal with walls up to 1.70 mt. in height ----- No Penalty, if sanctioned. If not sanctioned, Rs. 500/- each.*
  - h) *All roof projections beyond permissible limit of bye-laws as specified shall be counted towards FAR calculations if other wise the same do not infringe up to any other bye-laws.*
  - i) *Plinth steps in setback portion ----- Rs. 100 each.*
  - j) *Extra slab in mummy constructed without sanction shall be compounded at the rate given in (B) (compoundable item) provided it does not infringe upon the provision of any other bye-laws.*
  - l) *Partition wall provided without sanction at any floor if the same are not infringing upon the provision of any other bye-laws ----- Rs. 50 per sq.mt. of the surface area of the wall (i.e. length X height)*
  - l) *Projections/sunshade/(not more than 0.45 mt. in width on public streets/roads over window opening above first floor shall be objected. However, at Ground Floor these shall be not permitted.*

*Note:*

*The Authority if satisfied that there are other deviations of general nature, which are not described above, may fix rates for compounding such deviations. However, there shall be no further relaxation in FAR and coverage over that permitted above.*

## Appendix – “G”

(Bye laws: 6.8)

### To Provide Facilitates in the Public Building excluding Domestic Buildings for Handicapped Persons

#### 1. Definitions

Ambulant Disabled People: Disabled who are able to walk but who may depend on prostheses (Artificial Limbs) orthoses (Calipers), Sticks, crutches or walking aids.

Non-Ambulant Disabled People: Disabled people with impairments that confine them to wheelchair.

Wheel Chair: Chair used by disabled people for mobility.

(i) Size of small wheel chair: 750 x 1050 mm

(ii) Size of large wheel chair: 800 x 1500 mm

#### 2. Scope

These bye-laws are applicable to public buildings and exclude domestic buildings.

Building which shall provide access to ambulant disable and Non-Ambulant disabled are listed below. Distinction is made for buildings to be designed for the use of large wheel chairs and small wheel chair.

#### 3. Building to be designed for Ambulant Disabled People

Higher Secondary School, Conference Hall, Dance Halls, Youth Centres, Youth Clubs, Sport Centres, Sport Pavilions, Boat Club Houses, Ice Rinks, Bowling Centres, Swimming Pools, Police Stations, Law Courts, Courts Houses, Sport Stadiums, Theaters, Concert Halls, Cinemas, Auditorias, Small Offices (the maximum plinth area 1400 sq.mt) Snack Bars, Cafes and banqueting rooms (for capacity above 50 dinners).

*Note:*

i) *In sport stadiums provisions shall be made for non-ambulant spectators (small wheel chair)*

ii) *@ 1:1000 up to 10,000 spectators and @ 1:2000 for spectators above 10,000.*

iii) *In Theaters, Concert Halls, Cinemas and Auditoria provisions shall be made for non-ambulant spectators (Small Wheel Chairs) @ 1/250 up to 1000 spectators and 1/500 for spectators above 1000.*

#### 4. Building to be designed for Non-Ambulant Disabled People:

Schools for physically handicapped, cremation, buildings as mentioned in 3, Botanical Gardens, Religious Buildings, Old People Clubs, Village Halls, Day

Centers, Junior Training Centres, Post Offices, Banks, Dispensaries, Railway Stations, Shops, Super Markets, and Departmental Stores.

*Notes: Large wheel chair criteria shall be applicable on ground floors of the following building, post offices, banks, dispensaries, railway station, shops, supermarkets, and departmental stores.*

**5. Building to be designed for Non-Ambulant People (using small wheel chairs)** Public lavatories in Tourist Sports, Clubs Motels, Professional and Scientific Institution, Museum, Art Galleries, Public Libraries, Laborites, Universities, Collage for further Education, Teachers Training Colleges, Technical College, Exhibition Halls Dentist Surgeries, Administrative Department of the Hospitals, Service Stations, Car Parking, Buildings Airports Terminals, Bus Terminals, Factories Employing Handicapped for Sedentary Works, Large Offices, (with plinth area abode 1400 sq.mt.), Tax Offices, Passport Offices, Pension Offices, and Labour Offices, Cafes, Banqueting Rooms and Snack Bars (For capacity above 100 dinners).

**6. Buildings Requirements:**

**6.1** The following building requirements are to be provided for building mentioned above.

**6.2 Site Planning**

Access path form plot entry and surface parking to building entrance shall be minimum of 1800 mm wide having regular surface without any steps.

The parking of vehicles of disabled people two equivalent car spaces (ECS) shall be provided near entrance of 30 m from building entrance.

**7. Approach to Plinth Level**

Ramp shall be provided to enter the building, minimum width of ramp shall be 1800 mm with maximum gradient 1:12, length of ramp shall not exceed 9.0 m having 900 mm high hand rail on both sides extending 300 m on both sides of ramps. Minimum gap from the adjacent wall to the handrail shall be 50 mm.

Entrance landing shall be provided adjacent to ramp with the minimum dimension 1800 X 2000 mm.

Minimum Clear opening for the entrance door shall be 1000 mm.

Threshold shall not be raised more than 12 mm.

For stepped approach size of tread shall not be less than 275 mm and maximum riser shall be 150 mm.

**8 Stairways**

Height of the riser shall not be more than 150 mm and width of the tread not less than 275 mm, nosing if provided shall not extend beyond 25 mm.

Maximum number of risers on a flight shall be limited to 12.

## **9. Lifts**

Whenever lift is required as per bye-laws, provision of at-least one lift shall be made for Non-Ambulant disabled (using small wheel chairs with the following minimum dimensions of lift).

Clear internal depth	1090 mm
Clear internal width	1750 mm
Entrance door width	910 mm

A handrail not less 600 mm long at 1000 mm above floor level shall be fixed adjacent to the control panel.

## **10. Toilets**

**10.1** One special W.C. in a set of toilet shall be provided for the use of disabled. No additional provision of W.C. is to be made for disabled.

Size of the W.C. shall depend on the category of disabled for whom it is has been provided.

All doors in W.Cs shall open outside.

The type of W.C. shall be European with seat height as 500 mm.

Handrails, where provided shall have min 25 mm dia.

### **10.2 Provision of W.Cs in buildings without lift:**

Provision of special W.C. shall be made on all floors for buildings designed for ambulant disabled persons.

For buildings designed for non-ambulant disabled special W.C. shall be provided at Ground Floor. Size of W.C. shall depend on the type of wheel chair used by the disabled.

### **10.3 Provisions of W.Cs in buildings with lift:**

Provision of Special W.C. shall be made on all floors. Size will depend on the category of disabled for whom it has been provided.

## **10.4 Toilet Details**

### **10.4.1 For Toilets Designed for Ambulant Disabled**

The minimum size of W.C. shall be 1075 x 1650 mm with a minimum depth of 1450 mm from entry door 900 mm. Long handrail on the side closer to W.C. with a clear width between the handrails shall be 900 mm and height of handrails shall be 800 mm from floor level.

Minimum size of the clear door opening shall be 780 mm.

### **10.4.2 For Toilets Designed for Non-Ambulant Disabled Small Wheel Chair**

The minimum size of W.C. shall be 1350 x 1500 mm with a minimum depth

of 1500 mm from entry door. 900 mm long handrail on the side closer to W.C. shall be provided. To provide movement space for wheel chair, W.C. seat shall be fixed towards one side to the opposite adjacent wall. The centerline of W.C. from the adjacent wall shall be 400 mm and minimum 950 mm from the other wall.

Minimum size of the clear door opening shall be 780 mm.

**10.4.3 For Toilets Designed for Non-Ambulant Disabled Using Large Wheel Chair**

The minimum size of W.C. shall be 1500 X 1750 with a minimum depth of 1750 mm for entry door. 900 mm long handrail on the side wall closer to W.C. shall be provided. To provided movement space for wheel chair, W.C. seat shall be fixed towards one side of the opposite wall. The centerline of the W.C. from the adjacent wall shall be 400 mm and a minimum of 1100 mm from the other wall. Min. size of clear door opening shall be 860 mm.

**Regulations for Resettlement and Jhuggi Jhonpri (JJ) Institu Upgradation**

**i) Density**

The net density shall be up to 250 tenements per hectare.

**ii) Minimum Plot Size**

The Minimum Plot Size shall be 25 sq.mt. However, it can be 18 sq.mt. with 100% coverage provided 7 sq.mt. per tenement is clubbed for cluster space.

**iii) External walls**

115 mm thick external brick wall with or without plaster shall be permitted.

**iv) Staircase**

Single flight staircase without landing between the two floors shall be permitted.

**v) Pathways**

The width of path ways shall be as follows:

2 mt. width for pathways up to 30 m in length.

3 mt. width for pathways up to 50 m in length.

**vi) Flushing System:**

In water closets flushing system shall not be essential and toilets without this provision may be permitted.

**vii) Water closets pan size:**

The water closets seat shall be of minimum 46 m (18 inches) in length.

**viii) Septic tank and leaching pit (soak pit)**

A septic tank shall be provided with capacity 141.6 m liters (five cubic feet) per capita, where the municipal services are likely to be available within four or five years or so, pour flush water seal latrines (NEERI type) shall be permitted, where the municipal sewage system is not available and the water table in the area is not high.



**Regulations for Low Income Housing on the lines of ISS-8888 formulated by the  
BIS (Bureau of Indian Standards)**

1. ISS – 8888 deals with the requirements of low income housing, keeping in view of fire safety, health safety and structural safety in accordance to National Building Code and relaxation in the planning and general building requirements, which have bearing on cost of construction which needs to be reduced. The code is applicable for:
  - a) Layout plan for low income housing colonies to be developed either by public or by private agencies.
  - b) Design for construction of building for such income group people either by public or by private agencies.
  
2. Keeping in view ISS-8888, the following provisions are incorporated in the Building bye-laws

**Building bye-laws for low income housing based on ISS-8888 (1978).**

**Provision relating to layout planning**

- i) The type of development may be plotted development income housing/flatted development as low housing/block development as a group housing.
- ii) Density: Residential density is indicated in terms of dwelling units per hectare as below:

Maximum Density for Low Income Housing

Sl. No.	Density in dwelling units / ha for plinth area of unit of 33 sq.mt.	Density in dwelling units/ha for plinth area of unit of 20 sq.mt.	No. of storeys
1	2	3	4
I	130	85	1
ii	250	170	2
iii	300	225	3
iv	250	260	4

*Note:*

1. *These densities are applicable to a cluster of dwellings up to 400, with a family of 5 members.*

2. *Vertical incremental housing shall be permitted in single ownership plot.*
3. *These densities includes provision for open spaces, convenience shopping, nursery and all internal roads and pathways, but do not include peripheral road around the cluster.*
4. *The minimum density shall be 75 per cent of the value given under column 2 and 3.*  
*\* The development up to 3 storeys is generally recommended. The number of storeys shall be restricted to four only.*

iii) **Size of the plot / plinth area**

Minimum plot size shall be as follows with coverage not exceeding 75% with the details as below:

<b>Minimum Plot Size</b>	<b>Type of Development</b>
30 sq.mt.	Incremental housing with one room, cooking space and combined bath and W.C. on ground floor and future extension of one room and a bath on the first floor/ground floor.
40 sq.mt.	Two roomed house on each floor for Group Housing / Individual Ownership house.

*Note:*

1. *The minimum size of plots takes into account the need of incremental housing. In the case of cities (other than Metropolitan Cities) with population, less than 0.5 million, the size of the plots may be increased by 33.5 per cent*
2. *In exceptional cases in metropolitan cities with population more than one million the size of the plots may be brought down to 25 sq.mt. in case of low income housing colonies located in congested area or in areas as decided by the Authority.*

iv) **Other Requirements**

- a) Open spaces                      0.3 ha/1000 persons
  - b) Road area                         10% to 20% of the site
  - c) Nursery School                 0.1 ha (one site) for 1500 population
  - d) Shopping Centre                @ 4 shops per 1000 population is to be provided.
3. **General Building Requirements for Low Income Housing As per I.S.8888-1978.**

Sl. No.	Component of Building	Requirements
3.1	Habitable Room (i) In case of one roomed house including space for cooking  (ii) Two roomed house  (iii) Height in case of sloping roofs	Area 2.5 sq.mt Width 2.4 mt. Height 2.6 mt. Area 6.5 sq.mt Width 2.1 mt. Height 2.6 mt. Avg. height 2.6 mt. Min. height 2.0 mt. (at eaves)
3.2	Kitchen (i) Cooking alcove serving as cooking space  (ii) Two roomed house	Area 2.4 sq.mt. Width 1.2 mt. Height 2.4 mt. Area 3.3 sq.mt Width 1.5 mt. Height 2.4 mt.
3.3	Bathroom	Area 1.2 sq.mt Width 1.0 mt. Height 2.2 mt.
3.4	W.C.	Area 0.9 sq.mt Width 0.9 mt. Height 2.2 mt.
3.5	Combined bath and W.C	Area 1.8 sq.mt Width 1.0 mt. Height 2.2 mt.
3.6	Balcony	Min. width 0.9 m
3.7	Staircase (i) 2 storeyed – Straight Flight Winding  (ii) 3 storeyed or more Strait Flight Winding	Width 0.60 mt. (min) Width 0.75 mt. (min) Min. tread 22.5 cm. Max riser 20.0 cm. Width 0.75 mt. (min) Width 0.90 mt. (min) Min. Tread 25.0 cm. Max riser 20.0 cm.
Notes A) the minimum clear head room shall be 2.1 mt.		
3.8	Plinth	Min. height 30 cm from the surrounding ground level
3.9	Lighting and Ventilation	(a) one – tenth of the room floor area for dry hot climate (b) one sixth of the room floor area for wet-hot climate

**Certificate of Structure safety**

To.

The Director, Town Planning,  
Govt. of Arunachal Pradesh,  
Itanagar.

Ref: - Proposed work of \_\_\_\_\_  
(Title of the project)

C.S. No./R.S. No./F.P.No. \_\_\_\_\_ Inward No. \_\_\_\_\_  
at Sector/Locality \_\_\_\_\_ Street  
Name ..... Scheme  
No. \_\_\_\_\_ of \_\_\_\_\_ (Town / City).....

Owner : \_\_\_\_\_  
Address: \_\_\_\_\_ Tel  
No.: \_\_\_\_\_

I am a Registered Structural Engineer (RSE). This is to certify that I have been appointed as the Structural Engineer on record to prepare the Structural Design basis report, detailed structural design and detailed structural drawings for above mentioned project. I am fully conversant of my duties and responsibilities under the Regulations and assure that I shall fulfill them in all respects.

I have prepared and signed a structural design and prepared detailed structural drawings of the proposed building as per the latest Indian Standard Specifications, and as indicated in the Structural design basis report.

I undertake to supply the owner and the supervisor the detailed structural drawings. If my services are terminated, I undertake to intimate the Authority in writing.

Signature : \_\_\_\_\_

Reg. No. \_\_\_\_\_ Date: \_\_\_\_\_

Name : \_\_\_\_\_

Address : \_\_\_\_\_

Tel. No.: \_\_\_\_\_

**FORM No.13**

**Certificate of Structure safety in Construction**

Reference No.  
Owner’s Name :  
Submitted on :

Location :  
Received on :

To

**The Director Town Planning,**  
Govt. of Arunachal Pradesh,  
Itanagar.

**Sir,**

1. The building/s has / have been constructed according to the sanctioned plan.
2. The building/ s has / have been constructed as per
  - the detailed structural drawings and structural specifications prepared by the Structural Engineer on Record.
  - the detailed Architectural drawings and Architectural specifications prepared by the Architect on Record.
  - detailed drawings and specifications of all services
3. All materials used in the construction have been tested as provided in specifications and a record of test reports has been kept.

Signature of the Owner

Signature of Construction

Engineer on Record

Date

Date

Name in block letter :

Name in block letters:

Address : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certificate of Completion by Structural Engineer**

Reference No.

Owner’s Name :

Location :

Submitted on :

Received on :

To

**The Director Town Planning,**  
Govt. of Arunachal Pradesh,  
Itanagar.

Sir,

This is to certify that detailed structural drawings of the building/ s has / have been prepared on the basis of a detailed analysis and a detailed design carried out according to relevant provisions of the latest Indian Standard Codes, National Building Code and as indicated in structural design basis report.

Signature of the Owner

Signature of Structural Engineer on  
record

Date

Date

Name in block letters :

Name in block letters :

Address : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix – “M”**

(Bye laws: 10.11

**Certificate of Structural Inspection Report**

(This form has to be completed by registered Structural Designer after his site Inspection and verification regarding compliance of all recommendation by the owner, which in the option of the registered structural designer are necessary for safety of the structural)

I. Description by title and location of the property including T.P.No., F.P.No. etc.

II. Name of the present owner :

III. Description of the structure :

Class I or Class II (Briefly describe the property in general and the structure in particular)

(a) Function	(b) Framed construction							
	Residence (with or without shops)	Apartments (with or without shops)	Office Build- ing	Shopping Centre	School, College	Hostel	Audit-oria	Factory
	1	2	3	4	5	6	7	8
A. Load bearing masonry wall construction								
B. Framed structure								
Construction and structural materials	Critical load bearing element	Brick	RCC	Stone	Timber	Steel		
	Roof Floor	RCC	Timber	RBC	Steel	Jack-arch		

IV. Year of construction :  
Year of subsequent additional or rectification's (Please describe briefly the nature of additions or rectification's).

V. Date of last inspection report filed : Last filed by whom (This does not apply to the first report).

- VI. Soil on which building is founded :
  - i) Any changes subsequent to construction :
  - ii) Nearby open excavation :
  - iii) Nearby collection of water :
  - iv) Proximity of drain :
  - v) underground water-tank :
  - vi) R.W. Pipes out-lets :
  - vii) Settlements :
  
- VII. The Super-structure (R.C.C. Frame structure) :
  - i) Crack in beam or column nature and extent of crack  
probable causes. :
  - ii) Cover spell :
  - iii) exposure of reinforcement :
  - iv) subsequent damage by user for taking pipes, conduits,  
hanging, fans or any other fixtures, etc. :
  - v) crack in slab :
  - vi) spalling of concrete or plaster of slab :
  - vii) corrosion of reinforcement :
  - viii) loads in excess of design loads :
  
- VIII. The Super- Structure :  
(Steel Structure) :
  - i) Paintings :
  - ii) corrosion :
  - iii) joint, nuts, bolts, rivets, welds, gusset plates :
  - iv) bending or bucking of members :
  - v) base plate connections with columns or pedestals :
  - vi) loading :

(Please describe some of the major cracks, their nature, extent and location, with a sketch, if necessary.)

IX. Recommendations if any

This is to certify that the above is a correct representation of facts as given to me by the owner and as determined by me after Site Inspection to the best of my ability and judgment.

The recommendations made by me to ensure adequate safety of the structure are complied with by the owner to my entire satisfaction.

(Signature of the Registered Structural Engineer

Date\_\_\_\_\_

Name of the registered structural engineer:

Registration No.

Address:



**FORM NO.-1**

**Sub:- Permission for Development**

No.\_\_\_\_\_,\_\_\_\_\_Municipal/ Nagar Panchayat Dated: \_\_\_\_\_

Permission is hereby granted in favour of;

Smt./ Shri\_\_\_\_\_for

- (a) Sub-division of lands
- (b) Institution of change of the use of land or building
- (c) Construction of a\_\_\_\_\_ building
- (d) Reconstruction of building
- (e) Alteration of
- (f) Alteration or additions in the existing building

\_\_\_\_\_(Specify)in respect of plot No.\_\_\_\_\_,  
Sector/Locality\_\_\_\_\_ward no \_\_\_\_\_  
\_\_\_\_\_of \_\_\_\_\_Municipal  
Corporation/Municipality/NAC within the Development Plan Area  
of\_\_\_\_\_ subject to following additions/ restrictions.

- (a) The land/ Building shall be used exclusively for\_\_\_\_\_ purpose and the uses shall not be changed to any other use without prior approval of Authority.
- (b) The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement
- (c) Parking space measuring\_\_\_\_\_ sq. m. as shown in the approved plan shall be kept open and no part of it will be built upon.
- (d) The land over which construction is proposed is accessible by an approved means of access of\_\_\_\_\_m. width.
- (e) The land in question must be in lawful ownership and peaceful possession of the applicant.
- (f) The applicant shall free gift\_\_\_\_\_ m. wide strip of land in the\_\_\_\_\_ Municipal Corporation/Municipality/ Nagar Panchayat for the further widening of the road to the standard width.
- (g) The permission is valid for period of three years with effect from the date of issue.
- (h) Permission accorded, cannot be construed as evidence in respect of right title interest of the plot over which the plan is approved.
- (i) Any dispute arising out of land record or in respect of right/ title/ interest after this approval the plan shall be treated automatically cancelled during the period of dispute.
- (j) Any other conditions.

By Order

Authorised Officer

Memo No. \_\_\_\_\_/ , Dated \_\_\_\_\_

Copy along with \_\_\_\_\_ copies of the approved plans to  
Smt./ Shri \_\_\_\_\_.

Authorised Officer

Memo No. \_\_\_\_\_/ , Dated \_\_\_\_\_

Copy with a copy approved plan forwarded to the Executive Officer,  
..... Municipal Corporation/ Municipal committee/ Nagar  
Panchayat/ Executive Officer, Municipality for information.

Authorised Officer

Memo No. \_\_\_\_\_/ , Dated \_\_\_\_\_

Copy forwarded to the Land Officer, G. A. Department/ Director of  
Town Planning, Arunachal Pradesh, Itanagar/ Enforcement Section

Authorised Officer

**AFFIDAVIT (Annexure A)**

(To be submitted at the time of submission of Building plans/drawings)  
(See Form AP-BBL-I)

We, .....son/daughter/ wife of Shri.....  
and .....son/daughter/wife of Shri..... do  
hereby solemnly affirm and declare as under :-

1. That we,....., the owner of the plot no ..... In the locality/ Sector/ ward no. .... the supervising Architect (C.A. No), have under stood the zoning sheet provisions provided by Municipal Council of .....Directorate of Town Planning.
2. That the building plans submitted to the Municipal Council/ Director Town Planning are in conformity to the Arunachal Pradesh Building Bye-Laws, 2009, as amended from time to time and the zoning conditions applicable on the plot.
- 3 We shall abide by the zoning sheet provisions and Arunachal Pradesh Building Bye-Laws, 2009 during construction on the above said plot.
- 4 That we shall be liable to face any action by Municipal Council of Itanagar/Director, Town Planning if the construction is found to be in contravention to the bye-laws and/or regulations of Municipal Council of .....

(Owner)

(Architect)

Witness

Verification:-

We, the above named deponents do hereby declare that the above statement of owner of the mentioned plot and the Architect are true and correct to the best of our knowledge and belief and nothing has been concealed therein.

Place  
Date

Deponents

**AFFIDAVIT (Annexure-B)**  
( To be submitted at the time of completion of excavation)  
(See Form AP-BBL-VII)

We, ..... son/ daughter/ wife of Shri.....  
and ..... son/ wife/ daughter of Shri.....  
do hereby solemnly affirm and declare as under:-

1. That we, ..... the owner of plot no ..... sector..... and the supervising Architect.....(C.A. No) have taken the proper possession / demarcation of plot at the site.
2. That we are fully responsible for the correctness of the construction being done as per the Arunachal Pradesh Building Bye-Laws, 2009, as amended from time to time and zoning sheet provisions applicable on the plot.

Excavation work has been completed in accordance to Arunachal Pradesh Building Bye-Laws, 2009.

(Owner)

(Architect)

Witness  
Verification :-

We, the above named deponents do hereby declare that the above statement of owner of the plot and the Architect are true and correct to the best of our knowledge and belief and nothing has been concealed therein.

Place

Date

Deponents.

**AFFIDAVIT (Annexure -C)**

(To be submitted at Damp proof course Level)

We, .....son/ daughter/wife of Shri ..... and son/wife/daughter of Shri do hereby solemnly affirm and declare as under:-

1. That we the owner of plot no .....sector/locality ..... the construction of which has reached Damp proof course Level under the supervision of Architect ..... (C.A. No.) .....
2. The Damp proof course has been laid entirely as per provisions of the Arunachal Pradesh Building Bye-Laws, 2009 as amended from time to time and zoning sheet provisions made available by Municipal Council of.....Director, Town Planning.
3. That we shall be liable to face any action by Municipal Council of...../ Director, Town Planning, if the said construction is found to be in contravention to the norms/Byelaws.
4. That further construction shall not be proceeded with for a period of fifteen days.

(Owner)

(Architect) Witness

Verification:-

We, the above named deponents do hereby declare that the above statement of owner of the plot and the Architect are true and correct to the best of our knowledge and belief and nothing has been concealed therein.

Deponents.

Place:-

Date:-

**AFFIDAVIT (Annexure-D)**

(To be submitted at the time of submission of completion drawings)

(See Form No. AP-BBL-3A/B)

We, .....son/ daughter/wife of Shri.....  
and .....son/daughter/wife of Shri..... do  
hereby solemnly affirm and declare as under :-

1. That we,....., the owner of the plot no.....  
Sector/locality/ ..... Town .....the  
supervising Architect (C.A.No ..... ), certify that the building on  
the above said plot has been partially completed/ fully  
completed as per provisions of the Arunachal Pradesh Building  
Bye-Laws, 2009, as amended from time to time and the zoning sheet  
provisions applicable on the plot.
2. It is further certified that we shall be liable to face any action by  
Municipal Council of ...../ Director, Town  
Planning, if the above mentioned construction is found to be in  
contravention to the Arunachal Pradesh Building Bye-Laws, 2009.
3. It is further certified that there is no non-compoundable unauthorized  
construction and all compoundable items are with in the allowable  
compounding regulations of the Municipal Council of ...../  
Director, Town Planning.

	(Owner)
Witness	(Architect)

Verification: -

We, the above named deponents do hereby declare that the above  
statement of owner of the plot and the Architect are true and correct to the best  
of our knowledge and belief and nothing has been concealed therein

Place  
Date

Deponents

Director, Town Planning,  
Govt. of Arunachal Pradesh,  
Itanagar

# **Application Forms for Multistoried construction**

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**Application Forms for Multistoried construction**

**SCHEDULE – 3**

**FORM – I**

**PART – I**

**BUILDING PLAN APPLICATION FORM**

Form No.-\_\_\_\_\_

Authorised Signature

**APPLICATION FOR PERMISSION FOR DEVELOPMENT OF  
BUILDING AND SUB-DIVISION OF LAND**

From:  
Name and Address  
(in Block letters)  
Tel No.\_\_\_\_\_

For Office use only  
Regd. No.  
Scrutiny Fee

To

THE DIRECTR, TOWN PLANNING  
GOVT. OF ARUNACHAL PRADESH,  
ITANAGAR

Madam/Sir

I/We hereby apply for permission to undertake development and carry out:-

- (a) Construction of\_\_\_\_\_ storied building.
- (b) Re-construction of an existing building
- (c) Alteration/addition to the existing building;
- (d) Revalidation/renewal of plan for construction of all\_\_\_\_\_ storied building;
- (e) Sub-division of land
- (f) \_\_\_\_\_(if any other please specify)

In respect of Plot No.\_\_\_\_\_ sector/locality\_\_\_\_\_ of \_\_\_\_\_ Municipal Corporation/Municipal Council/NAGAR PANCHAYAT within the



---

Urban Area of ..... The said land building shall be used for \_\_\_\_\_ purpose.

I/We enclosed herewith the following plans (4 copies in case of privately owned plots/ 8 copies in case of Govt. leased Govt. plots) and specifications duly signed by me and Architect/ Engineer/ Supervisor/ Group agency \_\_\_\_\_ bearing Regd.No. \_\_\_\_\_ Licence/Empanelment No. \_\_\_\_\_ who has/have prepared the plans, designs etc. and who will supervise the developments.

I/We the owner(s) of every part of the land/building to which this application relates, requests, permission for the above development may kindly be accorded.

Place:

Signature of Owner(s)

Date-

Name of Owner(s)

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**FORM - I**  
**PART - II**

**FORM FOR SUPERVISION**

I hereby certify that the development/erection/re-erection/demolition or material alteration in/of the building in respect of Plot No. \_\_\_\_\_ Sector/Locality \_\_\_\_\_ of \_\_\_\_\_ Municipal Corporation/ Municipality/Nagar Panchayat shall be carried out under my supervision and I certify that all the materials (type and grade) and the workmanship of the work shall be generally in accordance with the general and detailed specifications submitted along with and that the work shall be carried out according to the sanctioned plans.

Signature of  
Empanelled Technical Person

Name of the Technical Person

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**FORM NO.-II**

No. \_\_\_\_\_, \_\_\_\_\_ Municipal/ Nagar Panchayat Dated: \_\_\_\_\_

Permission is hereby granted in favour of;

Smt./ Shri \_\_\_\_\_ for

- (g) Sub-division of lands
- (h) Institution of change of the use of land or building
- (i) Construction of a \_\_\_\_\_ building
- (j) Reconstruction of building
- (k) Alteration of
- (l) Alteration or additions in the existing building

\_\_\_\_\_ (Specify) in respect of plot No. \_\_\_\_\_,  
Sector/Locality \_\_\_\_\_ ward no \_\_\_\_\_  
-- \_\_\_\_\_ of \_\_\_\_\_ Municipal  
Corporation/Municipality/NAC within the Development Plan  
Area of \_\_\_\_\_ subject to following additions/  
restrictions.

- (k) The land/ Building shall be used exclusively for \_\_\_\_\_ purpose and the uses shall not be changed to any other use without prior approval of Authority.
- (l) The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement
- (m) Parking space measuring \_\_\_\_\_ sq. m. as shown in the approved plan shall be kept open and no part of it will be built upon.
- (n) The land over which construction is proposed is accessible by an approved means of access of \_\_\_\_\_ m. width.
- (o) The land in question must be in lawful ownership and peaceful possession of the applicant.
- (p) The applicant shall free gift \_\_\_\_\_ m. wide strip of land in the \_\_\_\_\_ Municipal Corporation/Municipality/ Nagar Panchayat for the further widening of the road to the standard width.
- (q) The permission is valid for period of three years with effect from the date of issue.
- (r) Permission accorded, cannot be construed as evidence in respect of right title interest of the plot over which the plan is approved.
- (s) Any dispute arising out of land record or in respect of right/ title/ interest after this approval the plan shall be treated automatically cancelled during the period of dispute.

(t) Any other conditions.

By Order

Authorised Officer

Memo No. \_\_\_\_\_/ , Dated \_\_\_\_\_

Copy along with \_\_\_\_\_ copies of the approved plans to Smt./ Shri \_\_\_\_\_.

Authorised Officer

Memo No. \_\_\_\_\_/ , Dated \_\_\_\_\_

Copy with a copy approved plan forwarded to the Executive Officer, ..... Municipal Corporation/ Municipal committee/ Nagar Panchayat/ Executive Officer, Municipality for information.

Authorised Officer

Memo No. \_\_\_\_\_/ , Dated \_\_\_\_\_

Copy forwarded to the Land Officer, G. A. Department/ Director of Town Planning, Arunachal Pradesh, Itanagar/ Enforcement Section

Authorised Officer

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**FORM-III**

**APPLICATION FOR DRAWING OF ATTENTION**

From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and address of the applicant in block letters)

TO

The Director Town Planning,  
Govt. of Arunachal Pradesh,  
Itanagar.

Subject: Statutory Notice

Madam/ Sir,

I/We do bring to your kind notice that I/We had applied for permission to the ..... on \_\_\_\_\_ to undertake development with respect to plot No. \_\_\_\_\_ Sector/Locality \_\_\_\_\_ ward -----of \_\_\_\_\_ Municipal council Corporation/Municipality/ Nagar Panchayat within Development Plan Area of \_\_\_\_\_. My/ our application was registered vide No. \_\_\_\_\_ Dated \_\_\_\_\_. Two months have elapsed since the submission of my/our application and I/we have not received any communication with respect to the said application.

Please take notice that if within a further period of one month from the date of receipt of this notice by you no communication either granting or refusing permission is received by me/ us, I/ we shall presume that permission as applied for has been granted in my/ our favour.

Yours faithfully,

Signature of the applicant(s)

**FORM-IV****Form of Registered to be maintained**

<b>Sl. No.</b>	<b>Name and address of the applicant</b>	<b>Date of receipt</b>	<b>Date of permission with letter No.</b>	<b>Date of refusal with letter No.</b>	<b>Date of endorsement to Enforcement Branch</b>	<b>Date of return from Enforcement Branch</b>	<b>Date of sending to record room</b>	<b>Signature of the dealing Asst.</b>	<b>Signature of the S.O.</b>

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**FORM-V**

**FORM OF NOTICE FOR COMMENCEMENT OF WORK**

**(TO BE FURNISHED BY THE PLOT OWNER(S) AND THE  
BUILDER/ DEVELOPER)**

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name and address in Block Letters)

TO

THE DIRECTOR TOWN PLANNING,  
Govt. of Arunachal Pradesh,  
Itanagar.

Sir,

I/We hereby give notice of the erection of building in  
respect of plot No. \_\_\_\_\_  
Sector/Locality \_\_\_\_\_ ward no ----- to  
be commenced on \_\_\_\_\_ as per the permission given in your  
letter No. \_\_\_\_\_ Dated \_\_\_\_\_ under the supervision,  
empanelled Architect/Engineer/ Structural  
Engineer \_\_\_\_\_, Regd.No \_\_\_\_\_ in  
accordance with the approved plan.

Yours faithfully,

Signature(s) of the Owner

Signature of Builder / Developer.

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**FORM - VI**  
**PART - I**

**COMPLETION CERTIFICATE**

From: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Name and address in Block Letters)

TO

The Director Town Planning,  
Govt. of Arunachal Pradesh,  
Itanagar

Sir,

I hereby certify that the development, of erection, re-erection or for material alteration in respect of the building on Plot No.\_\_\_\_ward no \_\_\_\_\_, Sector/Locality \_\_\_\_\_ of \_\_\_\_\_Municipal Corporation/Municipality/NAC within the Development Area of \_\_\_\_\_ has been supervised by me and has been completed on \_\_\_\_\_ according to the plans sanctioned vide No.\_\_\_\_\_ dated \_\_\_\_\_.The work has been completed to my best satisfaction, the workmanship and all the materials(type and grade) have been used strictly, in accordance with the general and detailed specifications. No provisions of the code, conditions prescribed or orders issued there under have been transgressed in the course of the work. The land is fit for construction for which it has been developed or re-developed or the building is fit for use for which it has been erected, re-erected or altered, constructed and enlarged. I hereby also enclose the plan of the building completed in all aspects.

Signature of  
Empanelled Technical Person

Name of the Technical Person  
Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_



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**FORM – VI**  
**PART - II**

**CERTIFICATE FOR EXECUTION OF WORK AS PER  
STRUCTURAL SAFETY REQUIREMENTS**

With respect to the building work of erection, re-erection or for making alteration in the building on Plot No. \_\_\_\_\_ Sector/Locality \_\_\_\_\_ ward \_\_\_\_\_ of \_\_\_\_\_ Municipal Corporation/Municipality/Nagar Panchayat within the Development Plan Area of \_\_\_\_\_ I certify;

- (a) that the building has been constructed according to the sanctioned plan and structural design( copy of the drawings as executed enclosed),which incorporates the provisions of structural safety norms as specified in Part- 6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes; and
- (b) that the construction has been done under my supervision and guidance and adheres to the drawings and specifications submitted and records of supervision have been maintained.

Any subsequent changes from the completion drawings shall be the responsibility of the owner

Signature of owner  
with date

Signature of the Empanelled  
Engineer/Structural Engineer  
with date and Empanelment No.

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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**FORM - VII**
**CERTIFICATE FOR STRUCTURAL STABILITY**

With respect to the building work of erection, re-erection or for making alteration in the building on Plot No. \_\_\_\_\_ Sector/Locality \_\_\_\_\_ ward no \_\_\_\_\_ of \_\_\_\_\_ Municipal Corporation/Municipality/ NAC within the Development Plan Area of \_\_\_\_\_, I certify that the structural plans and details of the building submitted for approval satisfy the structural safety requirements for all situations including natural disasters like cyclone & earth quake etc., as applicable, as stipulated under Part- 6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes; and the information given therein is factually correct to the best of my knowledge. I undertake responsibility with regard to supervision of the work at each stage of construction, (after laying of foundation & after casting of each floor) and submit the report to ..... regularly to effect that the building is being constructed conforming to the approved plan and as per the structural plan prepared by me. I will be responsible and liable for action by Govt. if the plan/design contain misrepresentation or fraudulent information and the construction is made in deviation of approved plan or if there is any structural failure due to wrong /unsafe structural design, use of low quality material and/or poor workmanship endangering the in-mates7public.

Signature of owner  
With date

Signature of the Registered  
Engineer/Structural  
Engineer with date and  
registration No.

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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**FORM-VIII**  
**PERIODIC PROGRESS REPORT**

(To be submitted by the Empanelled Structural Engineer/  
Architect/Engineer)

From:

\_\_\_\_\_

TO

THE DIRECTOR TOWN PLANNING,  
Govt. of Arunachal Pradesh,  
Itanagar

Ref \_\_\_\_\_Municipaity/Nagar Panchayat approval letter  
No. \_\_\_\_\_ Dated \_\_\_\_\_

Madam/ Sir,

I/We hereby certify that the construction of the building up to foundation, plinth/ground floor/floors of the building plot No. \_\_\_\_\_ Sector/Locality \_\_\_\_\_ ward no -----has been supervised by me/us and has been constructed strictly conforming to the sanctioned plan and structural design as per the provision of NBC, 2005. The work has been done to my/our best satisfaction. All the materials used in construction of this building are strictly in accordance with BIS/ISI specifications and norms conforming to National Building Code, 2005 covering all the safety factors including earthquake and cyclone. I/we will be responsible and liable for action by Govt. if there is any structural failure and fire endangering the inmates and public.

Yours faithfully,

Signature of the  
Architect/Engineer

Name

Empanelment No.

Signature of  
Structural Engineer

Name

Empanelment No.

**FORM-IX**

No. \_\_\_\_\_ / Dated th \_\_\_\_\_

**REFUSAL OF PERMISSION FOR UNDERTAKING  
DEVELOPMENT OF PLOT NO. \_\_\_\_\_ IN  
SECTOR/LOCALITY \_\_\_\_\_**

**To,**  
**SMTI/SRI \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_

Your reply to this office letter No. \_\_\_\_\_ Dt. \_\_\_\_\_ has not been found satisfactory / You have failed to show any cause in response to this office letter No. \_\_\_\_\_ Dated \_\_\_\_\_

Hence, in exercise of the powers under Sub-Section \_\_\_\_\_ of section- \_\_\_\_\_, permission to undertake development on plot No. \_\_\_\_\_ ward no \_\_\_\_\_ Sector/Locality \_\_\_\_\_ Of \_\_\_\_\_ Development Plan area is hereby refused on the following grounds.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Two copies of the plans are retained in this office for record and reference and the rest are returned herewith.

BY ORDER  
AUTHORISED OFFICER

Memo.No. \_\_\_\_\_ / Dated \_\_\_\_\_

Copy to Municipal Commissioner, /Director of Estates, / Director town Planning (in case of lease plots).

DIRECTOR TOWN PLANNING.  
Govt. of Arunachal Pradesh,  
Itanagar

**FORM - X**

**OCCUPANCY CERTIFICATE**

The work of erection, re-erection or for material alteration undertaken in respect of Plot No. \_\_\_\_\_ Sector/Locality \_\_\_\_\_ ward no \_\_\_\_ is completed under the supervision of \_\_\_\_\_ Architect (Empanelment No. \_\_\_\_\_) \_\_\_\_\_ Structural Engineer (Empanelment No. \_\_\_\_\_) Supervisor \_\_\_\_\_, (Empanelment No. \_\_\_\_\_) as per the Completion certificate submitted. On inspection it is observed that the erection, re-erection or alteration undertaken with respect to above plot(s) conform/ do not conform the approved plan and the conditions imposed vide letter No. \_\_\_\_\_ dt \_\_\_\_\_. The building is permitted/not permitted for occupation for \_\_\_\_\_ occupancy subjected to the following

- 1.
- 2.
- 3.

One set of completion plans duly certified is returned herewith.

BY ORDER

DIRECTOR TOWN PLANNING  
Govt. of Arunachal Pradesh  
Itanagar

**FORM-XI**

**INDEMNITY BOND FOR BASEMENT**

This Indemnity Bond is executed by Shri/Smt \_\_\_\_\_  
S/O,D/O,W/O  
Shri/Smt \_\_\_\_\_ R/O \_\_\_\_\_ in  
favour of ..... Authority.

Whereas the executant has submitted to the concerned Authority the plans for, sanction of basement over Plot No. \_\_\_\_\_  
Sector/Locality \_\_\_\_\_ ward no ----- under  
the provisions of the Act and Rules and Building Regulations made there  
under:-

And whereas the concerned Authority has agreed to sanction the aforesaid construction subject to the conditions that the owner shall indemnify the concerned Authority in the event of any loss or damage being cause to the adjoining building on account of the construction of the said basement either at the time of digging of its foundations or in the course of its construction or even thereafter and also against any claim of any concern thereto.

And whereas the executant has agreed to execute an indemnity bond to the above affect and also to abide by the terms imposed by the concerned Authority to the grant of sanction for construction of the basement.

Now this deed witnesses:

1. That in consideration of the sanction of the plans by ..... for construction of the basement the executant undertakes that he/she shall at all times keep authority free from any liability, loss or damages/flowing from any injury or damage caused to the adjoining built-up properties or to any person as a consequence of the construction of at the time of digging of its foundations or during the course of its construction or at any time thereafter.
2. The owner agreed and undertakes that in the event of any claim being made by any person or persons against the concerned Authority either in respect of the sanction granted by the concerned Authority to the owner for the construction of basement or in respect of the construction or manner of construct ion of the basement by the owner of the consequences flowing from the said sanction the executant shall be responsible and liable and not authority.
3. The executant agrees and undertake to indemnify the concerned Authority fully in respect of any amount which the concerned Authority may be required to pay to any person either by way of compensation or on any other account as a result of any claim or suit or any other

proceedings concerning the sanctioning of the construction of the basement of the making thereof and also in respect of the costs and expenses which the concerned Authority may incur on defending any action.

4. Without prejudice to the above undertaking the executant hereby binds itself to pay to authority to the full extent any amount which authority may be required to pay to any person in connection with, relating to or concerning the sanctioning of the basement or the making thereof.
5. The owner agrees and undertakes that this bond shall remain in full force and effect till the executant faithfully observes/performs the undertaking herein before contained.

In witness whereof the executant above named has signed this bond on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

**Indemnifier**

Witness:

(Signatures) \_\_\_\_\_

1. Name \_\_\_\_\_

Full Address \_\_\_\_\_

(Signatures)

2. Name \_\_\_\_\_

Full Address \_\_\_\_\_

(Signatures)