**Procedure & Check List for Applicant**

### Procedure to be followed during approval and post approval of layout plan/building plan and submission of inspection Report as per Bihar Building Bye Laws, 2014

- **1.** Applicant shall get building plan prepared by the Technical Person(s) empanelled with the Authority (ULB) as referred in Annexure-I of Bihar Building Bye Laws, 2014. List of Technical Persons are available on urban local body website./UD&HD website.

- **2.** Applicant shall submit Building plans in Form-I (Application for Land Development) or Form-II (Application for Building Plan). The above applications shall be accompanied with duly completed Forms-III, IV, V and VI. Checklist in Form-VI shall be verified by the Technical Persons.

- **3.** Plan shall be verified by the Authority. During verification of the application, the Authority may ask for any clarification if required. The Authority shall notify the applicant about the status of approval in Form-VIII—(A) or VIII-(B)/ status of refusal in Form-IX within 60 days from date of receipt of application under Bye LawS-5 or within 30 days from the compliance of objection raised by the competent Authority.

- **4.** After approval of layout/building plan, the owner shall submit Notice for Commencement of Work in Form-X to the Authority that he is starting work. The Authority shall inspect the work within 14 days following the receipt of notice to verify that the building has been allocated and development work is being carried out in accordance with the sanctioned plans. If, the authority fails to make the inspection within the specified period, it shall be presumed that the Authority has no objection to the construction.
Periodic Progress Report in Form-XI to be Submitted by the technical person to the authority. Submission of inspection report is required at plinth level and different roof slabs level(s). Inspection shall be made within seven days following the receipt of periodic report of construction in Form-XI.

After completion of the project, owner shall submit Notice of Completion in Form-XII to the authority that the building has been completed in all respects as per the approved plan and provision of the Bye Laws. (As per Bye Law-15(2).)

The team of officials shall visit the site within 15 days and verify the facts as per bye laws-15(4). After verification of Notice of Completion, Occupancy Permission (Form-XIII) shall be issued by the Authority within 30 days from the date of application under provision of Bye laws-(16). Before issuing of Occupancy permission, Authority shall verify and ensure about compounding and penalties as mentioned in Chapter-IX of the Bye Laws.

Record of the above procedures shall be maintained in form-XIV by the Authority.

Download (All Forms) & Check List


(b) Check List
FORM-I
APPLICATION FOR LAND DEVELOPMENT
BYE LAWS NO.-5(3), 68(1)

Application No.-___________

APPLICATION FOR DEVELOPMENT/ RE-DEVELOPMENT OF LAND FOR
OBTAINING DEVELOPMENT PERMIT

From: For Office use only
Name and Address Regd. No.______________
(in Block letters) Date:____________________
........................................................................
........................................................................
........................................................................
........................................................................
........................................................................
........................................................................
........................................................................
........................................................................
Tel No./Mobile No. __________________________
Email id: ________________________________
To ________________________________
........................................................................
........................................................................
........................................................................
........................................................................

Madam/Sir
I/We hereby apply for permission to undertake development/ re-development of land,
in respect of Plot No (CS)............Plot No (MSP)........... Khata No.......... Holding No.
............. Village/Mohalla............./Ward No...........of............. Municipal Corporations/
Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area
under.............Planning Authority/ Gram Panchayat areas covered
under...............Development Plan/ Planning Authority/ or Planning Scheme notified under
Bihar Urban Planning and Development Act 2012.

The said land shall be used for................... purpose.

I/We do enclose 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 Town
Planner /Architect /Engineer /Supervisor /Group agency.........................bearing
Regd.No..................... License/Empanelment No..................... who has/have prepared the
plans, designs etc. and who will supervise the developments. The parametersand checklist
prepared by the Technical person is enclosed.

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

1. Four /Eight sets of the layout Plan: Yes/No/Not applicable
2. Ownership document: Yes/No/Not applicable
3. Supervision certificate in form-V: Yes/No/Not applicable
4. Affidavit for peaceful possession of the land: Yes/No/Not applicable
5. Certificate for Structural Stability in form-IV: Yes/No/Not applicable
6. NOC from lessee in case of lease hold: Yes/No/Not applicable
7. NOC from Fire Authority: Yes/No/Not applicable
8. NOC from Airport Authority: Yes/No/Not applicable
9. Environmental clearance: Yes/No/Not applicable
10. Details of Fee: Yes/No/Not applicable
11. Checklist: Yes/No/Not applicable
12. any other certificate/NOC (Please specify): Yes/No/Not applicable

Place: 

Signature of Owner(s)

Date: 

Name of Owner(s)
FORM-II

BUILDING PLAN APPLICATION FORM

BYE LAWS NO.-5(4)

APPLICATION FOR PERMISSION TO ERECT, REERECT, DEMOLISH OR TO
MAKE ANY ADDITIONS OR ALTERATION IN A BUILDING

From: 
Name and Address 
(in Block letters) 
Signature of Authorised Person 
Tel No/ Mobile No. 
Email Id 

To 

Madam/Sir
I/We hereby apply for permission to erect, re-erect, demolish or to make additions or alteration in any place in a building and carry out:-

a) Construction of ..................... storey (Stories) 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) Demolition 
f) ........................................(if any other please specify).

In respect of Plot No (CS)..........Plot No (MSP).......... Khata No.......... Holding No. .......... Village/Mohalla............./Ward No..........of................. Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under..................Planning Authority/ Gram Panchayat areas covered under.................Development Plan/ Planning Authority/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012, the said land shall be used for............... purpose.

I/We do enclose 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 Town Planner /Architect /Engineer /Supervisor /Group agency................................bearing Regd.No......................... License/Empanelment No....................... who has/have prepared the plans, designs etc. and who will supervise the developments. The parameters and checklist prepared by the Technical person is enclosed.
I/We the owner(s) of every part of the land/building to which this application relates, requests, permission for the above building plan may kindly be accorded.

**Documents furnished.**

1. Four/Eight sets of the building Plan: Yes/No/Not applicable
2. Ownership document: Yes/No/Not applicable
3. Supervision certificate in form-V: Yes/No/Not applicable
4. Affidavit for peaceful possession of the land: Yes/No/Not applicable
5. Structural stability certificate: Yes/No/Not applicable
6. NOC from lessee in case of lease hold: Yes/No/Not applicable
7. NOC from Fire Authority: Yes/No/Not applicable
8. NOC from Airport Authority: Yes/No/Not applicable
9. Environmental clearance: Yes/No/Not applicable
10. Details of Fee Yes/No/Not applicable
11. Checklist of the proposed building: Yes/No/Not applicable
12. any other certificate/NOC (Please specify): Yes/No/Not applicable.

Place: ____________________________

Signature of Owner(s)

Date- ____________________________

Name of Owner(s)
FORM-III

CERTIFICATE FOR EXECUTION OF WORK AS PER STRUCTURAL SAFETY REQUIREMENTS

BYE LAWS NO.-5(6) (VII)

From

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

(Name and address of the applicant in block letters)

TO

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

With respect to the building work of erection, re-erection or for making alteration in the......... Khata No. .....building on in with respect of Plot No (CS).............Plot No (MSP)............ Khata No. Holding No. .......... Village/Mohalla.........../Ward No.........of......... Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.........................Planning Authority/ Gram Panchayat areas covered under................Development Plan/ Planning Authority/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the development plan area of ............. within the Development Plan Area of ............. I certify;

1. 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 the design complies with the Earthquake Safety requirements as stipulated in the Bihar मं, भुक्तमीय खतरों से न्यूनीकरण के लिये, भवनों के निरूपण एवं निर्माण का परिपत्र, बिहार राज्य आपदा प्रबंधन प्राधिकरण, पत्रक-10/विभव/अप0900-13/2011-2253/आप090, बिहार सरकार, बिहार राज्य आपदा प्रबंधन प्राधिकरण (आपदा प्रबंधन विभाग) as in Appendix A.

2. 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 Name and Signature of competent Technical Person
With date with Registration No. and date---

Address:
FORM-IV
CERTIFICATE FOR STRUCTURAL STABILITY
BYE LAWS NO.-5(6) (viii) & 6(2) Note-2

With respect to the building work of erection, re-erection or for making alteration with respect of Plot No (CS).........Plot No (MSP).......... Khata No.......... Holding No. .............. Village/Mohalla................./Ward No..........of................. Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under..........Planning Authority/ Gram Panchayat areas covered under.............Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 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 under the Byelaws and 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 submission of Periodic Progress Report to...............Authority regularly to the 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............... Authority/Government, 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-mates/public.

Attached: Design Basis Report

Name:
Address:

Signature of owner with Date

Signature of the Registered Engineer/Structural Engineer with Date and Registration No.
FORM-V
FORM FOR SUPERVISION
BYE LAWS NO.-5(6)(ix)

I hereby certify that the development/ erection/ re-erection/ demolition or material alteration in / of the building in respect of Plot No (CS)..............Plot No (MSP).......... Khata No........ Holding No. ............... Village/Mohalla......................../Ward No..........of.............. Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under various Planning Authority/ Gram Panchayat areas covered under Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 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 with registration number.

Address...............................
...........................................................................
...........................................................................

Date: ............
FORM VI
CHECK LIST
BYE LAWS NO.-5(6) (x)

1. Name of the Applicant:
2. Name of the Owner:
3. Name of the Builder/Developer and Name of the Project:
4. Ownership documents: Established/Non established
5. Land Area
   | As per Document | As per Building Plan | As per Possession |
6. Tenancy:- Lease hold/Free hold.
   If lease hold:
   (i) Name of Lesser:
   (ii) Purpose of lease:
   (iii) Duration of lease:
7. Existing off site Physical Infrastructure:
   a) Road
   b) Sewerage
   c) Drainage
   d) Water facility
   e) Availability of drain
   f) Telephone
   g) Electricity
9. (i) Amount of fee deposited
   (ii) Covered area on all floors
10. Use applied | Prescribed Land use in the development plan (if any) | Whether permissible/not permissible/special consideration
11. (i) Whether first permission/Revised permission/Revalidation.....................
    (ii) No of floor(s)..............................
12. Contents of Building Plan:
    (i) Site Plan
    (ii) Lay out plan
    (iii) All floor plan
    (iv) Elevations Front/Rear/Right/Left/Cross section
    (v) Plan of foundation
    (vi) Septic tank and Soak pit
    (vii) Recharging pit & Rain Water harvesting Plan
    (viii) Drain Section
13. Approach road:
   (i) Nature of road
   (ii) Width of road:

<table>
<thead>
<tr>
<th>As per site/key plan</th>
<th>Site inspection report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   (iii) Whether the approach road as shown connected to an existing public road in the site plan.........................
   (iv) Whether such connection is available in settlement sheets or Cadastral Map: Yes/No
   (v) If private, whether
       a) transferred to the Authority: Yes/No
       b) indicated in the final settlement plan: Yes/No
       c) mentioned in the ownership document: Yes/No

14. Whether the plot is affected by proposed road/proposed drain/proposed lake/any other public use..........................

15. Whether the plot is within 100 meter/100-300 meter of State/A.S.I. protected monuments..............................

   Whether the plot is within 200 meter radius of important buildings (i.e. Governor House, High Court, State Secretariat, Legislative Assembly)

16. Building Parameters:

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement as per norm</th>
<th>Approved building plan</th>
<th>Proposal</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

   Basement/stiltsqmt
   1st floorsqmt
   2nd floorsqmt
   3rd floorsqmt
   4th floorsqmt
   Other Floors
   Society room
   Front set back
   Rear set back
   Left/Right side set back
   FAR
   Parking
   Height
   No. of dwelling unit
   Population density
   No. of staircase
   No. of lift
   Recharging pit
   Fee deposited
Any other item

<table>
<thead>
<tr>
<th>Exemptions</th>
<th>(i) height</th>
<th>(ii) setback</th>
<th>(iii) FAR</th>
</tr>
</thead>
</table>

17. Whether falls in the Airport funnel zone......................

18. Provision of proposed on site physical infrastructure

   (i) Water Supply:-
   (ii) Sewerage:-
   (iii) Drainage:-
   (iv) Electrical Installation:-

19. Clearance/Certificate produced:

   (i) General Affidavit:-
   (ii) Structural Stability Certificate:-
   (iii) Form of Supervision:-
   (iv) NOC from Fire Authority:-
   (v) Undertakings with regard to quality construction/Water supply/Sewerage/Drainage/Waste disposal/firefighting (wherever applicable)

   Any other (specify)

**N:B: (RS: Required and Submitted, RNS: Required not Submitted, NR: Not Required)**

20. Involvement of Technical Person & Builder:

   (i) Architect/Engineer: -
   Name:-CoANo
   (for Architect)
   Empanelment No:

   (ii) Engineer/Structural Engineer:-
   Name:
   Empanelment No:

   (iii) Builder:

   (iv) Any other:

   Name: Empanelment No:

   
   Name-

   **Signature of Technical Person**
FORM-VII A

FOR EMPIANELMENT OF TECHNICAL PERSON (ARCHITECT, ENGINEER, STRUCTURAL ENGINEER, TOWN PLANNER, SUPERVISOR)

BYE LAWS NO.-6(3)

1. Name..........................................................................................................................................
   (In block letters)
2. Father’s/Husband’s
   Name................................................................................................................................................
3. Date of Birth............................................................................................................................... 4. Nationality............................
5. Educational Qualification...............................................................................................................
6. Professional Experience...................................................................................................................
7. Registration No. With Council of Architecture, New Delhi............................................................
8. Registration with other relevant Institutions/ULBs..............................................................................
9. Details of other Academic & Professional Achievements............................................................
10. Details of Certificates relating to qualifications/ testimonials, if any as per column 5 & 6 with self
    attested copies...................................................................................................................................
11. Details of Bank Draft/Postal Order (separately for empanelment Rs. 500/................................
12. Permanent Address............................................................................................................................
13. Address for Correspondence...........................................................................................................
14. Tel. No./Mob. No. .............................................................................................................................
15. Email id - ........................................................................................................................................

DECLARATION

I hereby solemnly affirm and declare that the information as furnished above are true and correct to
the best of my knowledge and belief. I further undertake that if any information at any stage shall be
found to be false, my empanelment shall be liable to be cancelled without any prior notice in that
regard and I shall not claim any compensation etc. for such a default on my part. In case of any
discrepancies found later, I shall be liable for punishment under the relevant provisions of law as also
under Municipal Act and the Act.

Place...........................................
Date........................................... Name and Signature of the Applicant
FORM-VII B

FOR REGISTRATION OF BUILDER

BYE LAWS NO.-6(3)

To,
The Authority

1. Name of the Firm
2. Type of Firm-(Partnership/Company)
3. Name of Partners/Directors.......................................................................................................................... (In block letters)
4. Father’s/Husband’s Name............................................................................................................................
5. Date of Birth..................................................................................................................................................
6. Nationality..................................................................................................................................................
7. Registration No...............................................................................................................................................
8. PAN / DIN..................................................................................................................................................
9. Sales Tax No..................................................................................................................................................
10. VAT No.....................................................................................................................................................
11. Income Tax Statement of Last Three Consecutive Financial Year..................................................................
12. Category applied for.....................................................................................................................................
13. Details of fee..................................................................................................................................................
14. Permanent Address.....................................................................................................................................
15. Address for Correspondence.........................................................................................................................
16. Tel. No./Mob. No..........................................................................................................................................
17. Email id - ..................................................................................................................................................

DECLARATION

I hereby solemnly affirm and declare that the information as furnished above are true and correct to the best of my knowledge and belief. I/we have not been barred for building construction activities by any competent authority and further undertake that if any information at any stage shall be found to be false, my registration shall be liable to be cancelled without any prior notice in that regard and I shall not claim any compensation etc. for such a default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of law as also under Municipal Act and the Act.

Place........................................
Date........................................... Name and Signature of the Applicant
With respect to your Application No…… dated……., permission is hereby granted in favour of;

Smt / Shri ......................... for

a) Construction of a .................. building
b) Reconstruction of………………building
c) Alteration of ………………building
d) Alteration or additions in the existing building
e) Institution of change of the use of building

.......................... (Specify)

in respect of Plot No (CS)..............Plot No (MSP)........... Khata No........ Holding No. ............ Village.............of........ Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under……….. Planning Authority/…………….Gram Panchayat areas covered under………..Development Plan/ Planning Authorities/ or any Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the …………..development plan/………..Area Development Scheme of .......... subject to the following conditions/ 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 this 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 of the road in the name of the authority for the purposes as mentioned in these Byelaws.
g) The permission is valid for period of three years with effect from the date of issue.
h) Permission accorded under the provision 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..............................
Memo No................../..................., Dated...................
Copy with a copy approved plan forwarded to the……Municipal Corporations/ ……. /Nagar Panchayats/Metropolitan area/…….. Planning Area under……….Planning Authority/Gram Panchayat areas covered under ------------------ Development Plan/ Planning Authorities/ or Planning Scheme for information.

Memo No................../ ..................., Dated...................
Copy forwarded to Town & Country Planning Organization, Bihar, Patna, .............../ ....................................

Memo No................../ ..................., Dated...................
Copy with a copy approved plan forwarded to the……Municipal Corporations/ ……. /Nagar Panchayats/Metropolitan area/…….. Planning Area under……….Planning Authority/Gram Panchayat areas covered under ------------------ Development Plan/ Planning Authorities/ or Planning Scheme for information.
FORM-VIII B
FORM OF APPROVAL OF LAND DEVELOPMENT PERMIT
BYE LAWS NO.-68(3)

With respect to your Application No…… dated……., permission is hereby granted in favour of;

Smt./ Shri ........................ for

a) for layout plan of land development
b) Institution of change of the use of land
(Specify)

in respect of Plot No (CS)..........Plot No (MSP)......... Khata No.......... Holding
No. ............... Village.................of................. Municipal Corporations/ Municipal
Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under respective
Planning Authority/ Gram Panchayat areas covered under various Development Plan/
Planning Authorities/ or any Planning Scheme notified under Bihar Urban Planning
and Development Act 2012 within the development plan area of ............... subject to
following additions/ restrictions.

a) The Land shall be used exclusively for.......................... purpose and the uses
shall not be changed to any other use without prior approval of this 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
Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan
area/ Planning Area under respective Planning Authority/ Gram Panchayat
areas covered under various Development Plan/ Planning Authorities/ or any
Planning Scheme notified under Bihar Urban Planning and Development Act
2012 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 under the provision 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.........................................
Memo No................../..................., Dated...................
Copy with a copy approved plan forwarded to the Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under ----------------
Planning Authority/ Gram Panchayat areas covered under ------------------ Development Plan/ Planning Authorities/ or any Planning Scheme for information.

Memo No................../..................., Dated...................
Copy forwarded to Town & Country Planning Organization, Bihar, Patna, ............../

Authorised Officer/
Authority

Authorised Officer/
Authority

Authorised Officer/
Authority
FORM-IX
FORM OF REFUSAL OF BUILDING PERMIT/ DEVELOPMENT PERMIT
BYE LAWS NO. - 8(4) & 68(4)

From,

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

To,

Smt/Sri................................................
........................................................................................................

With respect to the Application No…… dated……., your reply to the objections made by this office vide its letter No. …….Dated…….. has not been found satisfactory.

Your application for permission to undertake building/land development on Plot No (CS)..............Plot No (MSP)........... Khata No........... Holding No. ............
Village................of............... Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under...........Planning Authority/ Gram Panchayat areas covered under ...........Development Plan/ Planning Authorities/ or any Planning Scheme notified under Bihar Urban Planning and Development Act 2012 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.

Authorised Officer/ Authority

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

Copy forwarded to the……..Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under...........Planning Authority/ Gram Panchayat areas covered under...........Development Plan/ Planning Authorities/ or any........... Planning Scheme for information.

Authorised Officer/ Authority

.................................
FORM-X

FORM OF NOTICE FOR COMMENCEMENT OF WORK
(TO BE FURNISHED BY THE PLOT OWNER(S) AND THE BUILDER/ DEVELOPER)

BYE LAWS NO.-8(6)(F), 10

From

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

(Name and address of the applicant in block letters)

To

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

Sir,

I/We hereby give notice of the erection of building in with respect of Plot No (CS)...........Plot No (MSP)........... Khata No........... Holding No. ............ Village...........Mohalla........../ Ward No........of................. Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under........Planning Authority/ Gram Panchayat areas covered under........Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the development plan area of . ............ to be commenced on ............. as per the permission given in your letter no. ............. dated........... Under the supervision of ........ authority/ empanelled Architect/ Engineer/ Structural Engineer................. Regd. No. ............ in accordance with the approved plan.

Yours faithfully,

Signature(s) of the Owner
FORM-XI
PERIODIC PROGRESS REPORT
(To be submitted by the Empanelled Structural Engineer/ Architect/Engineer)

BYE LAWS NO.-12, 13

From
.............................................
.............................................
.............................................

To
.............................................
.............................................
.............................................

Ref .......... Authority approval letter No.......... Dated.......... 

Madam/ Sir,

I/We hereby certify that the construction of the building up to plinth level/ground floor roof
slab level/first floor roof slab level/second floor roof slab level/………of the building with
respect of Plot No (CS).............. Plot No (MSP)........... Khata No............ Holding No.
............... Village........Mohalla........../ Ward No.......of...............Municipal Corporations/
Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area
under………….Planning Authority/ Gram Panchayat areas covered under……Development
Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and
Development Act 2012 within the development plan area of............... , 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................. Authority/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.

Name & Signature of Owner/Applicant
FORM-XII
NOTICE (CERTIFICATE) OF COMPLETION
BYE LAWS NO.-15

From

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

(Name and address of the applicant in block letters)

TO

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

Sir,

I hereby certify that the development, of erection, re-erection or for material alteration in with respect of Plot No(CS)......... Plot No (MSP)......... Khata No......... Holding No. ............... Village........Mohalla........./ Ward No......of.................Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under......Planning Authority/ Gram Panchayat areas covered under.........Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the development plan area of ............... has been supervised by me and has been completed by the date............. according to the sanctioned plan (vide No......... dated ............) and provisions of the Byelaws . Implementation of life safety provisions has been complied as mentioned in Byelaws 16(5). 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.

I/We hereby also enclose the plan and documents as required under these Byelaws and request to issue the occupancy permission for the said building and premises.

Signature of Technical Person

Name of the Technical Person

Signature of the Owner(s)

Name of the Owner(s)

Address: .........
Date: _____________
FORM-XIII
CERTIFICATE FOR OCCUPANCY
BYE LAWS NO.-16(1), 16(3)

The development of land/work of erection, re-erection or for material alteration undertaken with respect of Plot No (CS)............ Plot No (MSP)............ Khata No............ Holding No. ............... Village...........Mohalla........../ Ward No........of.................Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under..........Planning Authority/ Gram Panchayat areas covered under................Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 vide approval no........ dated........has been completed under the supervision of ................. Competent Technical Person (Name........, Empanelment no. ........) as per the notice of completion submitted on the date.... . On inspection it is observed that the development of land/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 development of land/building is permitted (temporary occupancy/occupancy) for occupancy subject to the following
1............
2............
3............
The occupancy of building is not permitted due to the following reasons :
1............
2............
3............

One set of completion plans duly certified is returned herewith.

Name and Signature of Authorised Officer

............. Authority
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name and address of the applicant</th>
<th>Date of receipt of application</th>
<th>Date of permission/refusal with letter No.</th>
<th>Date of submission of commencement of work</th>
<th>Date of submission of Periodic Progress Reports</th>
<th>Submission of notice of completion</th>
<th>Date of issue/refusal of occupancy permission with letter no.</th>
<th>Remarks</th>
<th>Signature of the Authorized Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>(ii)</td>
<td>(iii)</td>
<td>(iv)</td>
<td>(v)</td>
<td>(vi)</td>
<td>(vii)</td>
<td>(viii)</td>
<td>(ix)</td>
<td>(x)</td>
</tr>
</tbody>
</table>
FORM-XV
INDEMNITY BOND FOR BASEMENT
BYE LAWS NO.-47(4) (i)

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 (CS).............. Plot No (MSP)........... Khata No........... Holding No. ............ Village........Mohalla........../ Ward No.......of............. Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.........Planning Authority/ Gram Panchayat areas covered under.........Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the development plan area of............. under the provisions of the Building 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............. Authority 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 construction 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........... of............. at ...............day

Indemnifier

Witness:

(Signatures)____________________

1. Name____________________

Full Address____________________

(Signatures)

2. Name____________________

Full Address____________________

(Signatures)
FORM-XVI
CERTIFICATE OF UNDERTAKING
FOR HAZARD SAFETY REQUIREMENT
BYE LAWS NO.-59

To,

REF: Proposed work of .......................................... (Title of project) C.S.No./R.S.No. ............................................ in Ward No. ........................................ at Village ........................................................ Mohalla/Tola................................. Scheme No. ................................................... of ........................................ Village/Town/City.

1. Certified that the building plans submitted for approval will satisfy the safety requirements as stipulated under Building Bye laws 59 and the information given therein is factually correct to the best of our knowledge and understanding.

2. It is also certified that the structural design including safety from hazards based on soil conditions shall be duly incorporated in the design of the building and these provisions shall be adhered to during the construction.

Signature of Owner with date .....................
Name and Address in Block Letters .....................
...................................................................................
...................................................................................

Signature of Structural Engineer on Record with date .....................
Name and Address in Block Letters .....................
...................................................................................
...................................................................................