

PROCEDURE IN THE DEPARTMENT OF TOWN AND COUNTRY PLANNING, PUNJAB FOR APPROVAL OF BUILDING PLANS/CONSTRUCTION PERMIT.

This involves:

1. Change of Land Use
2. Approval of Building Plan

The detailed procedure and comprehensive list of documents for above said approvals is elaborated as under.

Note: It is further clarified that the building plan approval is considered to be the construction permit.

Service Name- Sanction of Building Plans for size upto 500 sq. mtrs. (Fresh and Revised)

Time Limit to provide Service under RTS- 15 Working Days after the submission of complete documents.

Level- District Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days
District Town Planner	1. o/o District Town Planner	<ul style="list-style-type: none">• Receipt and diary of the case.	1
	2. Planning Officer	<ul style="list-style-type: none">• Submission of field inspection by Planning Officer• Scrutiny of Building Plans submitted by the applicant with respect to PUDA Building Rules, C.L.U. approval and permissions granted by other departments and preparation of report.	3 3
	3. Patwari	<ul style="list-style-type: none">• Scrutiny of CRO report and revenue documents	2
	4. Assistant Town Planner	<ul style="list-style-type: none">• Scrutiny of report/comments submitted by Planning Officer and submission of report to D.T.P.	4
	5. District Town Planner	<ul style="list-style-type: none">• Issuance of approval/Refusal to the applicant.	2
Total No. of Days			15 working days

CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS

- 1. Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)**
- 2. Approved Layout plan copy of the project Drawing no. _____ .**
- 3. Zoning plan of project with khasra nos. Drawing no. _____.**
- 4. Copy of approval of CLU granted by competent authority showing khasra wise area detail.**
- 5. Any other document if required.**

Service Name- Sanction of Building Plans upto 5000 sq. mtrs. (Fresh and Revised)

Time Limit to provide Service- 15 Working Days after the submission of complete documents.

Level- Senior Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days in Concerned Office
Senior Town Planner	1. o/o Senior Town Planner	<ul style="list-style-type: none">• Sending the documents to concerned D.T.P. office for field report and receipt of documents by D.T.P. office.	1	1
District Town Planner	2. o/o District Town Planner	<ul style="list-style-type: none">• Receipt and diary of the case	1	7
	3. Planning Officer	<ul style="list-style-type: none">• Site Inspection and submission of report to A.T.P.	3	
	4. Patwari	<ul style="list-style-type: none">• Scrutiny of revenue documents and ownership as per approved CLU	1	
	5. Assistant Town Planner	<ul style="list-style-type: none">• Scrutiny of field report submitted by Planning Officer and submission of office report to D.T.P.	1	
	6. District Town Planner	<ul style="list-style-type: none">• Scrutiny of office report submitted by A.T.P. and forwarding the report to S.T.P. office.	1	
Senior Town Planner	7. o/o Senior Town Planner	<ul style="list-style-type: none">• Receipt and diary of the case	1	7
	8. Planning Officer	<ul style="list-style-type: none">• Scrutiny of Building Plans with respect to the report received from D.T.P. office, PUDA Building Rules, CLU approval and permissions granted by other departments and submission of the report to A.T.P.	3	
	9. Assistant Town Planner	<ul style="list-style-type: none">• Scrutiny of report/comments submitted by Planning Officer and	2	

		submission of report to S.T.P..		
	10. Senior Town Planner	<ul style="list-style-type: none"> • Issuance of approval/Refusal to the applicant. 	1	
Total No. of Days			15 working days	

CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS

1. **Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)**
2. **Approved Layout plan copy of the project Drawing no. _____ .**
3. **Zoning plan of project with khasra nos. Drawing no. _____.**
4. **Copy of approval of CLU granted by competent authority showing khasra wise area detail.**
5. **Any other document if required.**

Service Name- Sanction of Building Plans for 5000-10,000 sq. mtrs. (Fresh and Revised)

Time Limit to provide Service- 45 Working Days after the submission of complete documents.

Level- Chief Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days in Concerned Office
Chief Town Planner	1. o/o Chief Town Planner	<ul style="list-style-type: none"> Sending the documents to concerned D.T.P. office for field report and receipt of documents by D.T.P. office. 	1	1
District Town Planner	2. o/o District Town Planner	<ul style="list-style-type: none"> Receipt and diary of the case 	1	9
	3. Planning Officer	<ul style="list-style-type: none"> Site Inspection and submission of report to A.T.P. 	3	
	4. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of field report submitted by Planning Officer and submission of office report to D.T.P. 	3	
	5. District Town Planner	<ul style="list-style-type: none"> Scrutiny of office report submitted by A.T.P. and forwarding the report to S.T.P. office. 	2	
Senior Town Planner	6. o/o Senior Town Planner	<ul style="list-style-type: none"> Receipt and diary of the case 	1	7
	7. Planning Officer	<ul style="list-style-type: none"> Scrutiny of report received from D.T.P. office and submission to A.T.P. 	2	
	8. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report/comments submitted by Planning Officer and submission of report to S.T.P.. 	3	
	9. Senior Town Planner	<ul style="list-style-type: none"> Scrutiny of office report submitted by A.T.P. and forwarding the report to C.T.P. office. 	1	
Chief Town Planner	10. o/o Chief Town Planner	<ul style="list-style-type: none"> Receipt and diary of the case 	1	28
	11. Planning Officer	<ul style="list-style-type: none"> Scrutiny of Building Plans with respect to the report received from S.T.P. office, PUDA Building Rules, CLU approval and permissions granted by other departments and 	9	

		submission of the report to A.T.P.		
	12. Patwari	<ul style="list-style-type: none"> Scrutiny of revenue documents and ownership as per approved CLU 	3	
	13. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report/comments submitted by Planning Officer and submission of report to D.T.P.. 	7	
	14. District Town Planner	<ul style="list-style-type: none"> Scrutiny of report/comments submitted by A.T.P. and submission of report to S.T.P.. 	3	
	15. Senior Town Planner	<ul style="list-style-type: none"> Scrutiny of report/comments submitted by D.T.P. and submission of report to C.T.P.. 	3	
	16. Chief Town Planner	<ul style="list-style-type: none"> Issuance of approval/Refusal to the applicant 	2	
Total No. of Days			45 working days	

CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS

1. Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)
2. Approved Layout plan copy of the project Drawing no. _____ .
3. Zoning plan of project with khasra nos. Drawing no. _____.
4. Copy of approval of CLU granted by competent authority showing khasra wise area detail.
5. Any other document if required.

Service Name- Sanction of Building Plans for size of more than 10,000 sq. mtrs. (Fresh and Revised)

Time Limit to provide Service- 60 Working Days after the submission of complete documents.

Level- Chief Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days in Concerned Office
Chief Town Planner	1. o/o Chief Town Planner	<ul style="list-style-type: none"> Sending the documents to concerned D.T.P. office for field report and receipt of documents by D.T.P. office. 	1	1
District Town Planner	2. o/o District Town Planner	<ul style="list-style-type: none"> Receipt and diary of the case 	1	18
	3. Planning Officer	<ul style="list-style-type: none"> Site Inspection with respect to approved Building Plans. Preparation and submission of technical report to A.T.P. 	3 7	
	4. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of field report submitted by Planning Officer and submission of office report to D.T.P. 	5	
	5. District Town Planner	<ul style="list-style-type: none"> Scrutiny of office report submitted by A.T.P. and forwarding the report to S.T.P. office. 	2	
Senior Town Planner	6. o/o Senior Town Planner	<ul style="list-style-type: none"> Receipt and diary of the case 	1	7
	7. Planning Officer	<ul style="list-style-type: none"> Scrutiny of report received from D.T.P. office and submission to A.T.P. 	2	
	8. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report/comments submitted by Planning Officer and submission of report to S.T.P.. 	3	
	9. Senior Town Planner	<ul style="list-style-type: none"> Scrutiny of office report submitted by A.T.P. and forwarding the report to C.T.P. office. 	1	
Chief Town Planner	10. o/o Chief Town Planner	<ul style="list-style-type: none"> Receipt and diary of the case 	1	34
	11. Patwari	<ul style="list-style-type: none"> Scrutiny of revenue documents and ownership as per approved CLU 	3	

	12. Planning Officer	<ul style="list-style-type: none"> Scrutiny of Building Plans with respect to the report received from S.T.P. office, PUDA Building Rules, CLU approval and permissions issued by other departments and submission of the report to A.T.P. 	15	
	13. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report/comments submitted by Planning Officer and submission of report to D.T.P. 	6	
	14. District Town Planner	<ul style="list-style-type: none"> Scrutiny of report/comments submitted by A.T.P. and submission of report to S.T.P. 	5	
	15. Senior Town Planner	<ul style="list-style-type: none"> Scrutiny of report/comments submitted by D.T.P. and submission of report to C.T.P. 	2	
	16. Chief Town Planner	<ul style="list-style-type: none"> Issuance of approval/Refusal to the applicant 	2	
Total No. of Days			60 working days	

CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS

- 1. Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)**
- 2. Approved Layout plan copy of the project Drawing no. _____ .**
- 3. Zoning plan of project with khasra nos. Drawing no. _____.**
- 4. Copy of approval of CLU granted by competent authority showing khasra wise area detail.**
- 5. Any other document if required.**

PART-A

Check list for Scrutiny of Building Plan cases (office use)

Name of the project

Type of Project

Area of project

C.L.U permitted/Purpose

Sr. No.	ITEM	REMARKS
1	Site Area as per approved CLU	
2	Whether site according to CLU/Zoning Plan/Layout Plan?	
3	Whether layout approved by competent authority or not?	
4	Zoning Plan approved or not?	
5	Existing approach road i.e. NH/SH and widening and no construction zone (if required)	
6	Status of Building plan as per PUDA Building Rules	
	Ground Coverage	
	F.A.R	
	Height	
	Set backs	
	Distance between building blocks	
	Parking	
	Play Ground / Green / Parks	
	Basement	
	Travelling distance	
	Stair/ramps/lift	
	Public utilities i.e. Toilet for Male/Female /Handicapped	

Sr. No.	ITEM			REMARKS
	Provision of facilities for handicapped			
7	Whether location of gates & No. as per zoning or not?			
8	Whether Rain Water Harvesting provided or not?			
9	Whether disposal of sewage and solid waste provided or not?			
10	Source of Water Supply?			
11	NOCs/ Clearances/ Charges required			
	ITEM	REQUIRED (YES/NO)	PROVIDED (YES/NO)	REMARKS
	Structural Safety Certificate			
	Fire safety provision/noc from Fire department			
	NOC from A.A.I for height			
	Permission for access from Schedule road/State Highway			
	Permission for access from National Highway			
	E.D.C			
	SIF			
	License fee			
	Scrutiny Fee			
	Labour Cess			
Any other Requirement from Case To case				

PART-B

Check list for Scrutiny of Building Plan (for field visit)

Name of the project

Type of Project

Area of project

C.L.U/Building Plan permitted/Purpose

Sr. No.	ITEM	REMARKS
1	Site Area with dimensions /as per approved building plans or not	
2	Width of approach road	
3	Whether the site is located on scheduled road/ National Highway or not?	
4	Whether approach is drawn through forest area and any forest area is located within the site.	
5	Status of Site (Vacant/Constructed/Partially Constructed)	
6	Existing Facilities(Provision of Water Supply/Sewerage system/electricity/street light/storm water)	
7	Report regarding revenue rastas whether terminating within the site or connects the area/building outside the site boundary.	
8	Location of red category industry within 500mts. Radius of site.	
9	Location & alignment of HT line if passing through the site etc	
10	Location of Heritage Building or Protected monument within 100 meter radius of site.	