

\_\_\_\_\_Municipality

(Receipt for Building Application)

Sub : Town Planning - Building Applications \_\_\_\_\_  
Municipality Receipt of application for sanction of Building permission-Acknowledged.

Ref : Application of Sri / Smt. \_\_\_\_\_  
dated \_\_\_\_\_ .

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Received the application of Sri / Smt. \_\_\_\_\_  
along with the following enclosures.

- i. 6 copies of detailed building plans drawn as per rules and duly signed by the owner and licensed Surveyor.
- ii. 3 copies of Topo detailed plan with an extract of Master Plan,
- iii. 6 copies of site Plans drawn as per rules, signed by the owner of the site and licensed Surveyor.
- iv. 2 Photo copies of ownership document attested by a Gazetted Officer.
- v. In respect of patta given by the Revenue Department, Photo copy of the Patta duly attested by a Gazetted Officer if additions/alterations are proposed.
- vii. Photo copy of receipt of payment of vacant land tax duly attested by a Gazetted Officer.
- viii. Photo copy of property tax receipt showing payment of tax upto the current half year.

2. Received Banker's cheque number \_\_\_\_\_ dated \_\_\_\_\_ /  
Municipal Challan Number \_\_\_\_\_ dated \_\_\_\_\_ for  
Rs. \_\_\_\_\_ (rupees \_\_\_\_\_ )  
towards the fees.

3. The Building permit will be handed over to the applicant on that date \_\_\_\_\_  
between 2.00 PM and 5.00PM.

**Place :**

**Date :**

**Assistant  
Service Center  
\_\_\_\_\_Municipality.**

**Note :**

- (i) The applicant can approach the Municipal Commissioner in the matter, if the building permit or a letter refusing permission duly mentioning reasons is not given within 15 days.
- (ii) The applicant will be given comprehension @ Rs 50/- per day for the delay caused and towards the valuable time lost by the applicant if the building permit or letter as stated above is not given within 15 days.

Procedure for obtaining Water Supply House  
service connection

Emblem of Urban Local Body

\_\_\_\_\_Municipality