

Common Application for approval of a site for a Building(s) and/or Permission to Construct/
Reconstruct/ Addition to/ Alteration of Building(s) along with temporary Water Connection & Date
of Commencement of Building(s).**

{See rule 4, 11(3)}

Reference No. (system generated)

Date

From

..... (Name in full in block letters)

..... (Designation. If any)

..... (Address)

..... (Phone No.) (Mobile)

..... (email ID)

To

The Commissioner/ Chairman/ Chairperson of Board of Administrators,**

..... Municipal Corporation/ Municipality/ Notified Area Authority/ Industrial

Township Authority.**

Sub: Application for approval of a site for a Building(s) and/or Permission to Construct/ Reconstruct/ Addition to/
Alteration of (nature of occupancy / category of building) Building(s) along with temporary water
connection & Date of Commencement of Building(s).**

Madam/ Sir,

I/We hereby give you notice that I/we intend to Construct/ Reconstruct/ Addition to/ Alteration of
(nature of occupancy / category of building) Building(s) at Premises No./ Holding No. Street/ Lane
..... Borough** Ward Plot No. (LR/RS)** Mouza
J.L. No. P.S. Kahtian No. (LR/RS) Block No.** and I/we attach herewith the
relevant documents including the reports/recommendations of the soil test and test for stability of slope as prescribed
in the West Bengal Municipal (Building) Rules, 2007 (Amended) under the West Bengal Municipal Act, 1993 (West
Bengal Act XXII of 1993) for verification.

I/We hereby request you to grant me/us necessary approval of the site for a Building(s) and/or Permission to
Construct/ Reconstruct/ Addition to/ Alteration of (nature of occupancy / category of building)
Building(s) along with temporary water connection & Date of Commencement of Building(s)** to undertake the
construction work from (Date of Commencement).

Certified that the site has been inspected personally by the undersigned and the structural design including that of
foundation has been made on the basis of recommendations/findings of the Geo Technical Engineer-I/II.

Yours faithfully,

Dated:

.....

Signature of Applicant

Confirmed

.....
Architect/Licensed Building Surveyor-I/II

.....
(Name, address and License/Empanelment No.
of the Architect/Licensed Building Surveyor-I/II)

*I/We hereby declare that I/we am/are the owner(s)/ lessee(s)/ executant(s) (holder of POA) of the property to be
built upon and the copy of the registered deed of the land or other documents in support of ownership(s)/ lease(s)/
POA of land are submitted herewith. That the aforesaid plot of land is the only plot of vacant land held by me/us in any
of the urban agglomerations covered under the Urban Land (Ceiling and Regulation) Act, 1976 and that extent of that
plot is within the ceiling limit on vacant land imposed by the said Act:

*That I do not hold any other vacant land or any other land with building with a dwelling unit therein in any of the
urban agglomerations referred to in the said Act;

*That in the event of the aforesaid plot of land being declared as excess by the competent authority under the
Urban Land (Ceiling and Regulation) Act, 1976, I shall abide by the decision of the competent authority under that Act;

Certificate of Engagement

Certified that I/we have been engaged as Licensed Building Surveyor-I/II/ Structural Engineer-I/II/ Structural Reviewer/Geo Technical Engineer-I/II for the proposed building at Premises/Holding No. by the owner(s)/ lessee(s)/ executant(s) for planning, designing, supervision and completion of the work as per the West Bengal Municipal (Building) Rules, 2007 (Amended). We undertake to work in close association with each other and will be individually and/or collectively responsible for ensuring the safety of the building as a whole.

Certified that the site has been personally inspected while planning the building and/or designing the structural members of foundation and super structure, as well as has taken into account the findings of/or recommendation of stability analysis, Soil Test Report, Load Test Results and other conditions, if any, as and when necessary under these rules including the consideration of bearing capacity and settlement of soil conforming to stipulations of all latest relevant IS Codes of Practice and National Building Code.

.....
Structural Engineer-I/II
(Name, address and License/Empanelment No.)

.....
Architect/Licensed Building Surveyor-I/II
(Name, address and License/Empanelment No.)

.....
Structural Reviewer
(Name, address and License/Empanelment No.)

.....
Geo technical Engineer-I/II
(Name, address and License/Empanelment No.)

Certified that this certificate duly signed by the concerned technical personnel has also been incorporated on the body of the drawings.

Date:

Signature of Applicant

Name of Applicant

Full Postal Address

.....

N.B. – Empanelled technical personnel will be engaged as per prevailing rule.

*This declaration is not necessary for the Salt Lake Township.

**Strike out if not applicable.