

Building Plan Approval

The following procedure is applicable for obtaining planning permission for the following types of buildings:

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| 1 | Residential | Stilt + 2 floors / Ground floor plus First floor with 6 dwelling units up to a height of 9 meters with unlimited built-up-area. |
| 2 | Commercial | Stilt + 2 floors / Ground floor Plus First Floor up to a height of 9 meters with maximum built up area of 300 sq.m. |
| 3 | Industries as [cottage industry/ green industry/ orange industry] | Maximum height of 15.25 meters with: <ul style="list-style-type: none"> • Unlimited built up area • Maximum H.P. requirement of 200 H.P. • Maximum of 100 labourers |
| 4 | Institutional | Maximum height of 15.25 meters with unlimited built up area. |

For obtaining planning permission of all other buildings other than those mentioned above, the applicant is to approach CMDA.

Application procedure and documents required for building plan approval

| # | Process Owner | Procedure |
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| 1 | Applicant | The applicant has to register in the citizen portal of the Greater Chennai Corporation by visiting www.corporationofchennai.gov.in . The details of the site for which the planning permission has to be submitted as part of the application form. While submitting the details the applicant has to select the Licensed Surveyor which enables the details to be forwarded to the Licensed Surveyor to prepare the drawings and submit the planning permission application for approval. |
| 2 | Licensed Surveyor | The registration made by the applicant for the approval of planning permission application will be forwarded to the selected licensed surveyors portal for further process. |

| # | Process Owner | Procedure |
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| | | <p>The Licensed Surveyor up on receipt of the request made by the applicant shall make a site visit, collect all the documents from the applicant, prepare the drawing, submit it in online for auto-scrutiny for satisfying Development Regulations / Building Rules.</p> <p>The following documents are collected by the Licensed Surveyor:</p> <ol style="list-style-type: none"> 1. Registered Documents relating to the plot [Sale Deed, Settlement Deed, Release Deed, POA]. 2. Copy of "A" Register. 3. FMB Sketch Prior to 05.08.75. 4. Patta copy. 5. FMB Sketch of Proposed Plot. 6. Chitta copy. 7. Adangal copy. 8. Encumbrance Certificate. 9. Death Certificate. if any. 10. Legalheirship Certificate if any. 11. Will copy if any. 12. Probated will copy if any. 13. Approved layout copy if any. 14. Approved sub-division copy if any. 15. Gift Deed for street alignment (Draft) if required. 16. Court orders if any [regarding any dispute in the land]. <p>The Licensed Surveyor shall enter the registration details, inspection document details, Auto-DCR details online.</p> <p>The application fee is to be payed online by the Licensed Surveyor for admitting the planning permission application.</p> |
| 3 | Assistant Executive Engineer | <p>The application submitted by the Licensed Surveyor will be assigned a number with which all the documents submitted online will be received in the Assistant Executive Engineer portal for further process. The Assistant Executive Engineer shall make site visit within 7 days from the date of receipt of application by selecting a date, which will also be intimated to the Licensed Surveyor and applicant through SMS/ e-mail. During Inspection the plan submitted online is verified</p> |

| # | Process Owner | Procedure |
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| | | <p>for the following:</p> <ol style="list-style-type: none"> 1. Site boundary measurements, 2. Access to the public road 3. Measurement of the road width. 4. Surroundings of the plot to ascertain whether the plot abuts any drains, channels, water bodies etc. 5. Zoning of Land <p>After making the site visit on the scheduled date, the Assistant Executive Engineer shall enter the inspection report within 48 hours of site inspection online, which can be viewed by the applicant / Licensed Surveyor. After site inspection, the documents enclosed online are verified.</p> <p>If the documents enclosed are not sufficient, the same will be communicated to the applicant/ Licensed Surveyor. An intimation shall be sent to the applicant / Licensed Surveyor to furnish the same online. The message will be sent through SMS / email. The applicant / Licensed Surveyor shall submit the requested documents online.</p> <p>If the documents enclosed are sufficient for approval, the planning permission application shall be submitted for approval to the Executive Engineer.</p> |
| 4 | Executive Engineer | <p>If any further clarification / documents required by Executive Engineer, the application will be sent back to the Assistant Executive Engineer through the portal. On receipt of the intimation for requirement of documents / clarification sought, the Assistant Executive Engineer shall intimate the clarification/documents to the Licensed Surveyor / applicant for furnishing through online.</p> <p>After receipt of the documents / clarification from the applicant the same may be again submitted to Executive Engineer for approval.</p> <p>If the documents and plan satisfies the requirement of the Executive Engineer, the system will automatically, generate the "Demand Advice" and a SMS/e-mail is sent to the applicant requesting to make the payment online.</p> |
| 5 | Applicant | The applicant shall make the payment online |

| # | Process Owner | Procedure |
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| 6 | Assistant | Verifies the payment done by the applicant. Forward the application to the Executive Engineer. |
| 7 | Executive Engineer | Approves the fees verified by the assistant. |
| 8 | Assistant | Generate the final building permit online. The applicant will be informed of the approval through SMS/e-mail. Applicant shall download the certificate online. |