

**DIRECTORATE OF TOWN AND COUNTRY PLANNING, HARYANA**

SCO 71-75, Sector 17-C Chandigarh.

Phone: 0172-2549349, E-mail:tcpharyana3@gmail.com

http://tcpharyana.gov.in

**OFFICE ORDER**

**Subject: Procedure & Checklist for approval of Building Plans.**

In order to enable a transparent mechanism for submission and examination of cases pertaining to approval of building plans, the following check list be followed. The proforma be reviewed and revised every six months to ensure that no important parameters get missed out.

<b>Sr No</b>	<b>Description</b>
	<b>General</b>
1.	Date of application on prescribed BR-I & BR-II submitted for approval of building plans
2.	Name of the Applicant / Company
3.	Date of CLU
4.	Area in Sqm./ Acres
5.	Validity of CLU
6.	Structural Certificate on prescribed BR-V(1) for a height upto 14.50 metres and Form-BR-V(2) for height above 14.50 metres alongwith copy of qualification /degree of the certifying Engineer
7.	Scrutiny fees @ Rs. 10/- Sqm. of the total built-up area
8.	Three sets of building plans:- I. The site plan shall be drawn to a scale not less than:- a. 1:200 for sites upto 1000 Sqm. b. 1:400 for sites above 1000 Sqm. and upto 4500 Sqm. c. 1:800 for sites of 4500 Sqm. and above. II. The building plans shall be drawn to a scale not less than:- a. 1:50 for sites upto 1000 Sqm. b. 1:100 for sites above 1000 Sqm. but less than 2000 Sqm. c. 1:200 for sites above 2000 Sqm. III. The Public Health Services should be earmarked on the plans. IV. Two sets should be cloth mounted /laminated duly signed by Owner and Architect
9.	Structural drawings duly signed by Structural Engineer
10.	Status of payment of EDC
11.	Approval from any other authorities, as required

Chandigarh

**(Arun Kumar Gupta)**  
**Director General, Town and Country Planning**  
**Haryana, Chandigarh.**

Endst. No. BPAC-Vol-IV/SD(BS)/2016/ 2593-2601

Dated:-05.02.2016

A copy is forwarded to the following for information and necessary action:-

1. Chief Town Planner, Haryana.
2. Chief Town Planner-cum-Administrator (IT & Monitoring).
3. All Senior Town Planners in the State.
4. Senior Town Planner (M), Chandigarh.
5. Senior Town Planner (E&V), Chandigarh.
6. All the Superintendent Engineers, HUDA.
7. All District Town Planners (HQ).
8. All District Town Planners in the State.
9. All XENs, HUDA.

*Sd/-*  
**(Ravi Sihag)**  
**District Town Planner (HQ)**  
**Director General, Town & Country Planning,**  
**Haryana, Chandigarh.**