

GUIDE BOOK

ON BUILDING DEPARTMENT

DELHI DEVELOPMENT AUTHORITY

Need for building permit

Building permit is required for erection, re-erection and making alterations in any building-residential, commercial, institutional or for any other purpose within the Union Territory of Delhi.

Formalities for application of a building permit

For various building permits like sanction of plans, C-form, Provisional Occupancy Certificate, Completion Certificate, Revalidation of plans etc., an allottee has to submit an application, supported by relevant documents to the Building Section of DDA.

How and when to submit an application

The building plan applications are submitted at the Building Section Counter at Reception, 'D' Block, Ground Floor, Vikas Sadan. Applications are received on this counter from 10.00 AM to 4.00 PM on all working days. For plotted residential development of Rohini, the building plans are to be submitted at Rohini, Project Office, DDA near A-Block, Saraswati Vihar, Pitampura, Delhi.

Steps to be taken to erect a building

- a) To seek approval of building plans;
- b) Start the construction only after the plan is approved;
- c) Apply 'C' form before covering underground drain and sanitary work completion;
- d) Apply for 'D' form when the work of drain, sanitary and water supply are completed;
- e) Apply for Occupancy Certificate when the work of building is completed in all respects.

Precautions to be taken while applying for building permits

- i. Ensure that applications for all the building permits like sanction of building plans, 'C' form, 'D' form and Occupancy Certificate are complete in all respects along with all the documents as required under the building bye-laws. The incomplete applications are not accepted.
- ii. Ensure that the time given in the lease deed for construction is valid at the time of application for each building permit. The permit submitted without validity of time is not acceptable.
- iii. In case the time limit has expired, extension in the period of construction is taken from the concerned branch of DDA prior to submission of application for building permits.
- iv. Remove all unauthorized constructions as no building permit application is accepted till unauthorized construction is removed.

Fees for application of the building permit

The building permit fee for different building permits is given in the building bye-laws and no application for building permit will be valid without the required building fees.

Depositing building permit fees and other charges related to building permits

The building permit fees and other charges can be deposited on the Counter of Building Section at 'D' Block, Ground Floor, Vikas Sadan from 10.00 AM to 4.00 PM on all working days. Proper receipt of payment of fees be obtained by the applicants.

Non-acceptance of application

In case application is not accepted at the counter, insist for reasons for not accepting the same in writing.

Grievances redressal in case of grievances, if any.

Director (Building) and Dy. Directors are available to hear and redress the grievances on every Monday and Thursday from 3.00 PM to 5.00 PM in their respective offices located on 1st and 2nd floors of C-1 Block of Vikas Sadan.

Information on building bye-laws and Master Plan

Unified Building Bye-laws, 1983 and MPD-2001 can be obtained on payment from DDA's Sales Counter No. 10, 'D' Block, Vikas Sadan. The procedure of building permits is given in detail in the "Hand – Building Permit Procedure" which is also available on sale at the same counter.

Help to members of Cooperative Group Housing Society

For expeditious sanction of building plans of Cooperative Group Housing Societies, DDA has started a 'Single Window' help system. Under this system, officers of various departments like Delhi Fire Service, National Airports Authority, DESU, MCD etc. are available on every 2nd and 4th Friday of the month in the Conference Room, G1 Block, Vikas Sadan. Any problem related to Cooperative Group Housing Societies can be discussed with them.

CLEARANCE FROM HOUSE BUILDING SOCIETY FOR PLOTTED DEVELOPMENT

For all Cooperative House Building Societies owner/allottee will have to submit 'No Objection Certificate from the Society along with the application for building permit.

Inspection of premises by DDA official

Original sanction plan and other related documents should be made available to the inspecting official of Building Department at the time of inspection of premises. Full cooperation should be extended to the site inspectors. Please ensure that you or your representative is present at site on the date of inspection conveyed to you. If JE (Bldg.)/Field staff does not turn up on the scheduled date of inspection. You may contact/inform the Building Deptt. Within seven days failing which your application for Building permit is liable for rejection.

Preventive measures to avoid any penal action from the Authority

Avoid construction beyond the sanctioned plan or without prior sanction. Also avoid:

- a) Encroachment on public land i.e. outside the plot boundary:
- b) Use of the property for other than the permitted use as per lease deed.

Penal actions

The penal actions as per Delhi Development Act, 1957 includes:

- a) Sealing and demolition of unauthorized construction;
- b) Action for misuse of property;
- c) Cancellation of lease deed;
- d) Penalty, such as fine and rigorous imprisonment.

Time extension

When the land is allotted, specific time is mentioned in a lease deed for construction of a building. In case the building is not completed within the time limit specified in the lease deed, the period for completion of the building is extended by charging the composition charges. Please obtain time extension from the concerned Land/Lease Deptt.

The building permits are entertained only if the time given for construction is valid.

Revalidation of Plan

Every sanction is valid for a particular time given in the sanction letter. On expiry of this time, the building plans need to be revalidated till the completion certificate of the building is applied for.

Revalidation of sanctioned Building Plans can be applied to Building Department with fees as explained in the Building Bye-laws, 1983.

Note: "Time extension" and "revalidation" of plans are two different requirements and validity of both is required at every stage of building permit till the building is complete.

Instant Building Permit

Instant building permit for sanction of C & D forms is applicable only for residential plots upto 500 sq. mtrs. in area. Photograph of the vacant plot/property is also required to be submitted for such a permit.

Display Boards on Building Sites

Where building construction permission has been granted by the DDA, the owners/lessors are required to put-up a display board of minimum size of 3' x 4', indicating the following:

- 1) Plot No. & Location;
- 2) Name of the lessor/owner;
- 3) Use of property as per lease-deed;
- 4) Date of sanction of building plans with number;
- 5) Sanction valid upto

- 6) Use of different floors and area sanctioned;
Floor Use Area
- 7) Name of the Architect and his address;
- 8) Name of the contractor & address.

Non-compliance of this will invite a penalty as approved by the Competent Authority. The provision of the display board on the construction site is a mandatory requirement.