



## Document Checklist for Residential Building Approvals

### Technical Aspects (Mandatory)

| Sr.No. | Document Name   |
|--------|---|
| 1      | Land Use Certificate issued by HMDA   |
| 2      | Photographs of the site and established BT approach road.   |
| 3      | Site plan drawn to a metric scale 1: 200 showing setbacks, tot-lot, schedule of boundaries and outer measurements of blocks as per Building Rules, 2012. Proposal showing plans drawn to a metric scale 1:100, section, elevation, of all floors of all blocks drawn to appropriate scale in metric system clearly indicating all dimensions, use of each area / room, Wall thickness, columns & beams thickness / dimensions, giving statements of all areas, utility areas, general specifications of materials to be used. |
| 4      | Location Plan drawn showing site and surrounding physical features (Only one copy required)   |
| 5      | Structural stability certificate from structural engineer.  |
| 6      | Self Declaration by the Owner appointing the Architect.   |

### Technical Aspects (Conditional Mandatory)

| Sl. No. | Document Name  |
|---------|--|
| 1       | Layout copy in case the site is part of approved Layout/LRS Proceedings.                                 |
| 2       | Revenue sketch issued by the revenue authority ,incase site is part of survey number/unauthorised layout |

- 3 In case site is located adjoining any water body, NOC to be submitted issued by the Irrigation Department not below the rank of Executive Engineer and also NOC from concerned Revenue Authority not below the rank of Joint Collector showing the respective distance from FTL boundary(Duly certified)
- 4 NOC from the concerned airport authority if site under reference falling air funnel zone or within vicinity of airport.(Attachment to be added)
- 5 Latest market value certificate per Sq.Yrd issued by the concerned sub-registrar office, in case the site is not part of approved layout.
- 6 NOC from the Defense Institutions in case the site is located within 500m of Defense institution. (Military establishment / Defense Area).
- 7 Contour Plan in '5Mts' interval in case the site is of uneven surface.
- 8 Plans & Sections where required (viz. in case of Group Housing Scheme/Group Development Schemes,etc.) of proposed sewerage disposal system water supply system of proposed building/blocks to suitable scale and as per ISI Code & Standards(Original + 5 Prints),STP in case of proposals having more than 50 residential units Applicant may also, in addition to the above, submit softcopy in DWG/DXF format.
- 9 Copy of Previously approved building plan (if any)
- 10 Agricultural to non Agricultural conversion certificate issued by the RDO/DRO under APAL(Conversion of Non-Agricultural purpose act-2006).
- 11 NOC from State Environmental Impact Assessment Authority
- 12 NOC from Heritage Conservation Committee
- 13 NOC from Defense Authority
- 14 NOC from Railways

- 15 Fire clearance of the proposal for building exceeding 15 Mt. In height for commercial use and 18 Mt., height for Residential Use and above and for all public assembly buildings.
- 16 NOC from the Competent Authority, in case site is located in the vicinity of Gas pipe line.
- 17 Report of Soil Test issued after personal inspection by Institution / Consultant empanelled with / licensed by the local authority.
- 18 Structural designs and drawings prepared duly taking the soil bearing capacity into consideration and certified by qualified Structural Engineer / Consultant Firm empanelled with / licensed by the local authority. The Structural Engineer / Consultant Firm is held responsible for defect in the design.
- 19 Building Plan and Application shall be invariably signed by the owner of the property, builder if any, the Architect and the Structural Engineer who designed the structure. They shall give their present and permanent addresses and to submit license copy.
- 20 If the construction is being taken up by a builder/ entrepreneur, an attested copy of the registered agreement entered between the owner of the property and the builder shall be submitted. In case of any changes in the agreement at a later date, a copy of the same shall also be submitted to the local authority.
- 21 An undertaking on a Stamp Paper of Rs.100/-duly signed by the owner and builder specifying that no flat or built-up area shall be given possession to the purchaser / tenant unless they obtain the occupancy certificate from the local authority and provide all regular service connections.
- 22 Contractor / Builders / Developer / Owner shall submit All Risks Insurance Policy for the construction period.
- 23 NOC from Competent Authority shall be obtained in case site is falling within the vicinity of Raw water channel/ pipe line of Krishna, Godavari, Osman Sagar & Manjeera Water

- 24 Report of Geo-technical Investigation issued after personal inspection by Institution / Consultant empanelled with / licensed by the local authority.

#### **Ownership Aspects (Mandatory)**

##### **Sr.No. Document Name**

- 1 Copy of registered sale deed.
- 2 Registered Development Agreement of sale cum General Power of Attorney/ Registered lease deed.
- 3 Pattadar Pass Book / Title deed issued by Revenue authorities.
- 4 Khasara Pahanie for the year 1954/55 and latest year issued by Mandal Revenue Officer/Thasildar
- 5 Encumbrance certificate from 1st Jan 1983 till to date.(Searching EC, covering all transactions within last 13 years in respect of applied survey numbers).

#### **Ownership Aspects (Conditional Mandatory)**

##### **Sr.No. Document Name**

- 1 NOC issued by the Collector for alienation of land in respect of assignment to freedom fighters / Defense persons/Ownership disputes
- 2 No objection certificate from Tehsildar / Collector if the land under reference is recorded as Government land as per records available in HMDA.
- 3 Notarized affidavit the core / peripheral area duly signed by the applicant.
- 4 No objection certificate from SO & CAULC if necessary.

- 5 No objection certificate from the RDO concerned under AP Agriculture Land Ceiling Act, if the subject land is more than 25-00 acres of agriculture land.
- 6 ORC issued by the RDO in case of Inam lands
- 7 Location sketch attested by tehsildar