

## Procedure for Building Plan Approval

### Step 1:

- Open browser and go to <http://eodb.chd.gov.in/>
- Applicant create an account
- Investor can login into the EODB, by clicking on the **LOGIN** link at the top in the menu bar as well as on main screen of home page
- Choose the form “Building Plan Approval” and applicant has to start filling form and provide:-
  - a) Name and Address of Factory
  - b) Total number of workers
  - c) Total Power installed
  - d) Brief of manufacturing process
  - e) Land Details
  - f) Details of Factory Manager/CEO
  - g) Occupier Details: Name, Address, Email Id, Phone Number
  - h) Land/Building Owner details etc.
- Online Registration form is submitted by the Applicant

### Step 2:

- Submit required fee online

### Step 3:

- Scrutiny by Desk Officer of Industries Department and forward to Estate Office.

### Step 4:

- Site visit by Concerned Officer.

### Step 5:

- Forwards recommendations to higher officer.

### Step 6:

- Building Plan Approved.

- Online application process requires no physical touch point.
- Building Plan Approved within 32 days.
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.

### Checklist:-

1. Application Form A
2. Specification form C.
3. Three Sets of Drawings duly mounted on cloth with scrutiny proforma affixed, drawings showing site plan, typical sanctions and elevations etc. with specific scales
4. Plan Scrutiny.
5. Ownership.
6. GPA, if any- Copy of GPA and an affidavit that the GPA is still valid and alive.
7. Extension of time limit.
8. Fire safety certificate if applicable.

# Application form for Building Plan Approval

## Form-A

(Rule 7)

### Important Instructions for applicant:

(a) Three sets of hard copies showing the drawings/plans in depth and soft copy of drawing in Autocat software should be submitted to Industries department separately along with a printout of this application form.

From

.....  
.....

To

The Chief Administrator  
Chandigarh

Sir,

I/we apply for permission to erect/re-erect/add to alter a building/wall in accordance with the plans submitted here with on the plot No..... in the layout of Industrial Area Phase .....

2. I/We attach:-

- |    |   |                              |        |
|----|---|------------------------------|--------|
| a. | A Site Plan showing the position of the plot to be built upon as required by the rules.   |                              |        |
| b. | Plan, elevations and sections in triplicate as required by rules  |                              |        |
| c. | Drainage plans, engineering drawings (structural) in triplicate as required by the rules  | <a href="#">+ ATTACHMENT</a> |        |
| d. | Specification of proposed buildings   | <a href="#">+ ATTACHMENT</a> |        |
| e. | Copy of Allotment letter/Transfer letter  | <a href="#">+ ATTACHMENT</a> |        |
| f. | Copy of the possession letter   | <a href="#">+ ATTACHMENT</a> |        |
| g. | Copy of letter showing extension in the time limit for the construction of the building, o/c, s/c and other construction proof. | <a href="#">+ ATTACHMENT</a> |        |
| h. | Copy of General Power of Attorney if the plans are submitted by the attorney  | <a href="#">+ ATTACHMENT</a> |        |
| i. | Affidavit   | <a href="#">+ ATTACHMENT</a> | sample |
| j. | Indemnity Bond  | <a href="#">+ ATTACHMENT</a> | sample |

3. The constructions of the building shall be undertaken as per the approved building plans, Structural design given by the Structural Engineer and got supervised through the following Architect, Engineer:

### FORM-C (RULE 12)

Please download Form-C (RULE 12) [From here](#). Get this form filled and signed by authorized Architect and Upload there---

+ ATTACH FORM C

#### A. Architect:

(i) Name of Architect*	<input type="text"/>	(ii) Council of Architect Registration No.*	<input type="text"/>
(iii) Complete Address*	<input type="text"/>	(iv) Registration No. Valid upto*	<input type="text"/>
(v) Email*	<input type="text"/>	(vi) Mobile*	<input type="text"/>

### FORM-J (RULE 9)

Please download Form-J (RULE 9) [From here](#). Get this form filled and signed by authorized structural Engineer and upload there---

+ ATTACH FORM-J

#### B. Structural Engineer:

(i) Name of Engineer*	<input type="text"/>	(ii) Qualifications*	<input type="text"/>
(iii) Complete Address*	<input type="text"/>	(iv) Email*	<input type="text"/>
(v) Mobile*	<input type="text"/>	(vi) Registration No.*	<input type="text"/>

Application Date:

Signature

**CHANDIGARH ADMINISTRATION  
ESTATE OFFICE**

**ANNEXURE-IX**

**FORM C RULE (12)**

Specifications for materials to be used for the construction:

**On Plot No.** \_\_\_\_\_ **Industrial Area Phase** \_\_\_\_\_ **at Chandigarh.**

**FOUNDATIONS:**

1. The depth of the foundation shall be according to the soil and Maximum bearing capacity shall be 1/ Ton per sq.ft.
2. The concrete in foundation shall be (a) either stone ballast, or brick ballast in ratio 1:8:16 for cement or (b) ballast over burnt bricks mixed with lime and Surkhi in ratio 13:28:100.

**WALLS:**

1. In foundation burnt bricks in cement, 1: 6 or of lime mortar 1: 2.
2. 9" thick brick wall in superstructure in 1: 6 c.m. & 4 ½" thick in 1: 4 cement mortar & shall have hoop iron reinforcement in every 4th course.

**DAMP PROOF:**

Horizontal D.P.C. shall be 1 ½" thick cement concrete 1:2:4 and vertical D.P.C. shall be ¾" thick cement mortar, V.D.P.C. and H.D.P.C. shall be painted with two coats of Bitumen of 85/25 Grade.

**FLOOR:**

Shall be either in 1 ½" cement concrete 1: 2 : 4 or mosaic over a bed of 4 inches cement concrete 1: 2 : 4 or mosaic over a bed of 4 inches cement concrete 1: 8 : 16 over 6 inches sand over rammed earth. Roofs shall be either RCC (1: 2 : 4) and surface plastered smooth with cement plaster 1: 8, or R.C.C.battons at 12 inches C/c or R.S. joists, reinforcement shall be according to the design.

Terrace roofs shall be finished with an average 3" rammed earth paved with brick tiles 1 ½" property grouted and laid to a proper slope.

**DOORS WINDOWS AND OTHER WOOD WORK:**

Shall, be either Deodar or C. P. Teak properly painted or waxed polished or spirit polished.

**STEEL REINFORCEMENT WORK:**

Shall be tested mild steel of proper size and quantity or Tor steel as per engineer's recommendations.

**INTERNAL FINISH:**

Shall be cement plaster with 1: 4 with white washed or colour washed, distemper or plastic emulsion.

**EXTERNAL FINISH:**

Shall be either cement plaster 1: 4 white or colour washed, exposed brick work have deep out pointing with lime and Surkhi motar.

**ARCHITECTS**

**Signature of the applicant**

Mobile No. \_\_\_\_\_

E-mail. \_\_\_\_\_

**CHANDIGARH ADMINISTRATION  
ESTATE OFFICE**

**FORM J  
(RULE 9)**

Certificate: To be submitted along with the building plans/drawings:-

1. Certified that the building plans submitted for approval satisfy the safety requirements as stipulated under Rule 40 of the Punjab Capital (Development and Regulation) Building Rules, 1952 and the information given therein is factually correct to the best of our knowledge and understanding.
  
2. It is also certified that the structural design including safety from natural hazards based on soil conditions has been duly incorporated in the design of the building and these provisions shall be adhered to during construction.

Signature of the owner with  
date

Signature of the Architect with  
date

Signature of Structural Engineer, with  
date (As defined in NBC of  
India)

Name in Block  
Letters/Address

Name in Block  
Letters/Address

Name in Blocks letters  
Address

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**AFFIDAVIT**

I \_\_\_\_\_ R/o \_\_\_\_\_, Chandigarh, do hereby solemnly affirm and declare as under:-

1. That we are the absolute owner of \_\_\_\_\_, \_\_\_\_\_, Chandigarh.
2. That our specimen Signatures are given below:

i) \_\_\_\_\_ ii). \_\_\_\_\_ iii). \_\_\_\_\_

i) \_\_\_\_\_ ii). \_\_\_\_\_ iii). \_\_\_\_\_

**Place: Chandigarh**  
**Dated:**

**DEPONENT**

**VERIFICATION**

It is verified that the above said statement of mine is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

**Place: Chandigarh**  
**Dated:**

**DEPONENT**

**INDEMNITY BOND**

I \_\_\_\_\_ s/o \_\_\_\_\_,

R/o H. No. \_\_\_\_\_

\_\_\_\_\_  
Chandigarh absolute co-owner of the said house.

This Indemnity bond is executed at Chandigarh on this \_\_\_\_\_ by \_\_\_\_\_ Chandigarh  
(herein after referred to as the Executant).

Whereas I / we the Executants of this indemnity bond have been submitted the revised building plan on \_\_\_\_\_ vide application number \_\_\_\_\_ in the office of Estate Officer UT Chandigarh for the sanction of the \_\_\_\_\_ UT., Chandigarh.

And whereas the Estate officer, UT Chandigarh has asked the Executants to furnish indemnity bond for the same.

**Now this Indemnity Bond witness as under:-**

1. That the Executant is ready to pay the amount of composition fee for extra coverage as calculated/ intimated by the Estate office, UT, Chandigarh, as per the present rate of composition fee for additional coverage.
2. That in case at any later stage any additional composition fee for extra coverage, I / We the Executant bound myself / ourself through this indemnity bond to pay the same as and when demanded by the Estate office, UT., Chandigarh.
3. That I will not claim for the refund of the composition fee as deposited if it will reduce by the Chandigarh Administration later on.

In the presence of the following witness this indemnity bond signed at Chandigarh.

**Witness No. 1**

**EXECUTANT**

**Witness No. 2**