

SCHEDULE I
[See Rule 4(2)]

Notice for erection / re-erection / addition to or alteration of a building
From (name and address of the applicant)

Name : _____
Address : _____

Phone No. _____ Fax No. _____ Email _____

Date :

To
Municipal Commissioner,
The Kolkata Municipal Corporation

Subject : Notice for erection / re-erection / addition to or alteration
Under Section 393/394 of KMC act 1980 (strike out which is not applicable)

Sir,

I / We hereby give notice under the section specified above and intend to undertake the work as specified above under Rule 4 of The Kolkata Municipal Corporation Building Rules 2009. I / We hereby request you to grant us necessary Building Permit under Rule 15 of the Kolkata Municipal Corporation Building Rules, 2009.

In support of this notice, I / We wish to make the following statements:

1. Assessee No.: _____ Borough No.: _____ Ward No _____

2. Premises No.: _____

3. i) Name of Owner(s):

a) Phone No.: _____

b) Address: _____

ii) Name of Applicant: _____

Phone No.: _____

Address: _____

iii) Right in which Applicant in applying: Owner/..... (any other right, please state and disclose proof)

4. Name of the Architect / L.B.S.:

Class: _____ No.: _____ Phone No.: _____ Fax: _____ Email: _____

Address: _____

5. (a) Name of Structural Engineer: _____

Class: _____ No.: _____ Phone No.: _____ Fax: _____ Email: _____

Address: _____

(b) Name of Geo. Tech. Eng.: _____

Class : _____ No.: _____ Address: _____

Phone No.: _____ Fax No.: _____

Email: _____

6.1 (i) Area of land:

(a) As per title document (m²) _____

(b) As per physical measurement (m²) _____

(ii) Boundaries of site on North _____

South _____

East _____

West _____

6.2 Nature of land: Whether solid/ filled up tank or part tank? If tank specify the area, both solid/tank.

7. (a) Proposed height of the building: _____

(b) No. of stories: _____

8. Width of means of access: -
 (a) KMC/Physical road width as per observation of
 Ch. V. & S. Dept. / relevant Dept.: _____
 (b) Private road / common passage (as per Deed/Documents): _____

(c) Alignment (if any) of KMC/KIT: _____ (Prescribed/Proposed)
 Width of alignment: _____ (m)

9. Premises falls within _____ Zone as per L.U.D.C.P. Provision.

10. Corner plot Yes/No

11. Junction distance (for assembly use only) _____ (m)

11A. Distance of site from flyover _____ (m)

12.A. Principal occupancy: _____

B. Other occupancy / occupancies (if any) _____

13. Whether the premises is tenanted: _____ Yes/No

14. Whether the proposal involves construction on vacant land / additional block / or floor / by demolishing the existing structure: _____

15. Height of the adjoining building / buildings:

North _____ (m) South _____ (m) East _____ (m) West _____ (m)

16. Depth of the building: . _____ (m)

17. Existence of any door or windows next to boundary line within 0.6m : Yes/No

18. Total area of (i) Star cover: _____ (m2) (ii) Lift Machine Room: _____ (m2)

(iii) Roof Tank: _____ (m2) (iv) Total Roof Area: _____ (m2)

(v) Total Loft Area: _____ (vi) Other Structures: _____ (m2)

19. Ground floor area: _____

20. Main characteristic details of building:

Sl.No.	Items	Proposed Value	Permissible Value	Remarks
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(a) Height of the building (m)

(b) Front Open Space (N/S/E/W) _____

(c) Rear Open Space (N/S/W/W) _____

(d) Side Open Space (N/S/W/W) _____

(e) Side Open Space (N/S/W/W) _____

(f) Joint Open Space (N/S/W/W)
 (N/S/W/W)
 (N/S/W/W)
 (N/S/W IW)

- (g) Interior Open Space:
 (i) Inner court yard :
 (ii) Outer court yard:
 (h) Ground coverage: (i) Area Sqm.
 (ii) Percentage

- (i) Floor area ratio (FAR)
 (j) Total covered area in all floors (Sqm.)

(k) Service area in ground floor (Sqm.)

(l) Basement area (Sqm.)

(m) Mezzanine floor (Sqm.)

- (n) Internal Road (i) Width
 (ii) Length
 (o) Stair case (i) Number
 (ii) Minimum width or each flight (m)
 (iii) Area of staircase including landing in each floor
 (p) Escalator (i) Number
 (ii) Size

- (q) Lift (i) Number
 (ii) Size
 (iii) Ht. of the Lift Machine Room
 (iv) Size of the Lift Machine Room
 (v) Area of Lift Machine Room with lift Landing Lobby in each floor

(r) Addition & Alteration work
 (Strike out if not applicable)

	Area (Sqm.)	Parking Required	Parking Provided
(i) Existing floor area			
(ii) Proposed floor area			
(iii) Total floor area			

(s) Width of ramp/ slope of ramp/ area of ramp

(t) Width of drive way: _____

- (u) Ventilation shaft.
 (i) Area (Sqm.) : _____
 (ii) Minimum Width (Sqm.) : _____
 (iii) Service door provided in shaft : Yes/No

(v) Parking Space as per Rule	Required No. of Car Parking	Parking Provided Open Covered
	Required No. of Bus/ Truck Parking	Open Covered

- (w) Occupancy or Use Group
 (i) Residential
 (a) Single Tenament:
 Area ____ (Sqm.)
 (b) Multiple Tenament
 Area (Sqm.)

Total = _____

(ii) Other uses: -

Type	Area	% Coverage	Proposed	Permissible	Remarks
a) Educational					
b) Institutional					
a) Assembly					
b) Mercantile (Retail)					
c) Storage					
d) Industrial					
e) Business					
f) Any other use					

21. Proof of ownership (whether by Deed of Conveyance/ Gift / Lease / Record of Rights

(Parcha) / Partition / Exchange / Will (duly probated)/ other documents and mutation certificate issued by KMC) :
 Please give particulars.

21(a). In case where applicant is Govt. body or KIT, KMDA etc. to whom the land was given by LA Collector :
 Please give allotment and possession letter along with site plan, land area and boundary.

22. Proof of boundary through:

- a) Deed Plan : Yes/ No
 b) Registered boundary declaration : Yes/No
 c) Assessment Report (Assessment Book Copy) : Yes/No

24. Gift of land to the KMC by throwing of land to common passage / KMC Road: Yes/No
 (for widening of road / splaying of corner)

25. In support of our application we are enclosing herewith following documents:-
 Premises No. _____

	Description	Submitted (Yes/No/NA)	Reference	Date
i)	Three sets of plan			
ii)	Application form / notice			
iii)	a. Current paid up Tax Receipt			
	b. Assessment Book Copy			
iv)	Tax Clearance Certificate			
v)	Observation from KIT			
vi)	Observation from Chief Valuer and Surveyors Dept. KMC			
vii)	Clearance certificate / application copy from ULC Dept.			
viii)	Observation of WBFS Deptt.			
ix)	Indemnity Bond			
x)	Copy of Deed and plan			
xi)	Registered boundary declaration			
xii)	Registered deed of gift / certified copy with original registration receipt, gift of land for splayed portion as required under section 405			
xiii)	Registered declaration of throwing in case of side and back strip of land (but in case of front strip of land registered deed of gift			

	Description	Submitted (Yes/No/NA)	Reference	Date
	only)			
xiv)	Registered undertaking for common passage under section 364 / 365 with original receipt of registration			
xv)	Registered declaration for transfer of land due to alignment in force.			
xvi)	Registered Power of Attorney			
xvii)	Appeal for Conditional Section			
xviii)	Legality of existing structure			
xix)	FAR Calculation Sheet			
xx)	Soil Investigation Report			
xxi)	Structural Design Calculation			
xxii)	General Undertaking			

Signature of Architect / LBS

Signature of Owner

Structural Engineer

Geo Technical Engineer

Sub Assistant Engineer

Assistant Engineer (C)

Executive Engineer (C)