

FORM B
Application for permission to Construct or Reconstruct/Addition
or Alteration of Building

OFFICE USE

Application No, RB/CB/IB/
PB-----
Date -----

From : ----- (Name in full in block letters)
----- (Address)

Purpose of construction: Residential/Commercial/Industrial/Public/
Building/Others (Specify).

To
The Chairman,
-----Municipality/Notified Area Authority.

Sir,
I/We hereby give you notice that I/we intend to construct or reconstruct a building or make alteration in or additions to premises No./Holding No-----in-----Street-----Ward/Circle-----and in accordance with provisions of Building Plan (Residential)Rules/Regulations-----/Building Plan (Commercial &Industrial) Rules/Regulations and the provisions of the Act,

- I forward here with-
- (a) Approved site plan of the land:
 - (b) A plan in triplicate showing elevations and sections of the proposed building together with a specification of the work [in case of a building under the Salt Lake Township under Bidhannagar Municipality the provisions of rule 91 (a) has to be followed]:
 - (c) Statement of Particulars (Annexure):
 - (d) Receipt for depositions of application fee specified in rule 14(9):
 - (e) Water Supply and sewage disposal plans:
 - (f) Copy of the Possession Certificate:
 - (g) Five copies of sewage and water connection plan as per rule 91(b):
 - * (h) Reports of soil test or test for stability of slope as per rule 156:
 - * (i) Detailed calculation of structural design as per provision in this rule.

I request that plan may be approved and that permission may be accorded to execute the work.

Please note that I am also enclosing herewith documents as desired by you as per instruction.

Yours faithfully.

Signature of Owner/Owners

Countersigned

Architect/Licensed Building Surveyor/Structural Engineer

Dated :

[] This portion is required for Salt Lake Township.

*Strike out if not applicable.

*I/We hereby declare that I/We are the owner/owners of the property to be built upon and the copy of registered deed of land or other documents in support of ownership/ownerships of land are submitted herewith. That the aforesaid plot of land is he only plot of vacant land held by me/us in any of the urban agglomerations covered under the Urban Land (Ceiling and Regulations) Act. 1976. and that the extent of that plot is within the ceiling limit on vacant land imposed by the said Act.

*That I do not hold any other vacant land or any other land with building with a dwelling unit therein any of the urban agglomerations referred to in the said Act.

*That in the event of the aforesaid plots of land being declared as excess by the competent authority under the Urban Land (Ceiling and Regulations) Act1976,I shall abide by the decision of the competent authority under that Act.

Name-----

Signature of Owner/Owners

Date-----

Full Postal Address-----

*This declaration is not necessary for the Salt Lake Township.

ANNEXURE
(Statement of Particulars and Specification)

1. Name in full (in block letters) of the owner :

Present Address-----
-----P.S.-----Mouza-----
J.L.-----C.S.Rehab./Plot No of the
site-----Ward No-----

2. The purpose (Residence, Office, Godown, Resturant, Hotel, Dharmasala, School, College, Hostel, Institution, Cinema, Shop, Factory etc.) or which it is intended to be used--

- (a) Basement-----
(b) Ground floor-----
(c) 1st floor-----
(d) 2nd floor-----
(e) 3rd floor-----

3(a) Total area of the site (in square metres)-----

(b) Total plinth area of the building proposed to be erected/re-erected etc.
(in square metres)-----

(c) Site Plan Sanction No.-----with date-----

4.(a) Number of floors-----

(b) Height of the building over road level-----

5. The materials to be used as specification of the construction :

- a. Foundation-----
b. Floors-----
c. Walls-----
d. Roofs-----
e. Fire Places/Chimneys-----

6.(a) Approximate number of inhabitants proposed to be accommodated

(b) The number, size, and specification of latrine. Kitchen. bath to be
provided-----

7. Probable cost of construction of the proposed structures

[and such other information as required by the rules]

Signature of Architect the Licenced building Surveyor

Licenced No-----Date-----

Full Address-----

8. Signature, Name & Address of the Owner-----

INSTRUCTIONS TO THE APPLICANT

1. The applicant must be owner of the land.
2. Before filling up the form please go through the provisions of the Building Rules.
3. The applicant is requested not to take up the building construction until and unless he is permitted to do so. If any such construction is undertaken without permission, it will be treated as clear violation of the Building Rules and the matter will be proceeded with accordingly.
4. The building shall not be considered within the restricted distance of the electric wire running on any side of the site under the provisions of the Indian Electricity Rules.
5. The building plan must be prepared by the Architect/Licensed Building Surveyor and the list of approved Building Planners are available in the office.
6. If any information of document is required under the Building Rules or is, in the opinion of the competent authority, incomplete, he may require further information or documents to be furnished.
7. If the Land Use controller, if any, refuses to issue "No Objection Certificate", in that case the competent authority will not accord any sanction of Building Plan as per the West Bengal Town and Country (Planning and Development) Act, 1979.
8. In case of residential building fees in respect of grant of permission to execute any work would be Rs-----and in other cases i. e. commercial, industrial and public buildings, would be Rs-----The said fees to be paid in the form of Account Payee Demand Draft on any Schedule Bank of the area in favour of -----along with duty filled in application Form B and other enclosures.
9. Applicant shall submit the application Form B as the case may be (in duplicate) duly filled in, for permission to construct or re-construct masonry building and shall enclose the following documents with the application, otherwise it will be rejected:-
 - i) A approved site plan in triplicate.
 - ii) A building plan in triplicate.
 - iii) Filled up Form B as the case may be in duplicate.
 - iv) Filled up Annexure of Form B (in duplicate).
 - v) Attested copy/ certified copy of title of land or attested copy of *purcha* or registered *batnama* and/or attested copy of allotment of land and possession certificate of land.
 - vi) Attested copy of current holding tax receipt in case of old building/new building for extension purpose.
 - vii) Account Payee Demand Draft of Rs-----in case of commercial/industrial/public building.]