

1. Information of procedure on Building Permission:

(Excerpts of Assam Notified Urban Areas (Other than Guwahati) Building Rules, 2014.)

3. Notice.—

Every person who intends to erect, re-erect or make alternation in any place a building or demolish any building shall give notice in writing to the Authority of his intention in the prescribed Form and such notice shall be accompanied by plans and statements. The plans shall be submitted in triplicate which may be of ordinary print on ferro-paper or any other print. One set of such plans shall be released and the rest shall be retained in the office of the Authority for record after the issue of permit or refusal, as the case may be.

Exemption: All Government (Central and State) or Semi Government Department except the Defense Department shall also forward copies of their plans to the Authority complying with all the provisions of these rules.

4. Information accompanying application.—

The application shall be accompanied by the location plan, site plan, sub-division / layout plan, building plan, services plan, specifications and certificate of supervision, ownership title and other documents as may be prescribed by the Authority in accordance with these rules as prescribed in Schedule II. In case of building schemes where the clearance is required from District Fire Officer, the number of copies of the plans and statements accompanying the application shall be 5.

5. Size of Drawing Sheets and Colour of Plans.—

(1)The size of drawing sheets shall not be less than A2 size (420x594 mm) and font size shall not be less than 12.

(2)Colour Notations for Plans :The plans shall be coloured as specified in table below:—

Table 1: Colour Notation for Plans

Sn	Type	Colour
1	Proposed work including services	Red
2	Existing construction proposed to be demolished	Yellow
3	Existing structure to be retained	Blue
4	Work in progress duly sanctioned	Green
5	Open Space	Not to be coloured

(3) Prints of plans should be on one side of the paper only

(4) All dimensions shall be indicated in metric units

6. Plans to be submitted for building application.—

(1) Key Plan: A key plan drawn to a scale of not less than 1 : 10000 shall be submitted along with notice showing boundary and location of the site with respect of neighborhood land marks, in area where there is no approved layout plans.

(2)Site Plan: The site plan to be sent along with the application for permit shall be drawn to a scale of 1:200 for plots upto 500 sq.m. in size and on a scale of 1:500 for plots above 500 sq.m. in size. The plan shall show the following:—

- (i) the boundaries of the site and any contiguous land belonging to the owner thereof;
- (ii) the position of the site in relation to neighbouring street;
- (iii)the names of the streets on which the building is proposed to be situated, if any;
- (iv)all existing buildings standing on, over or under the site;
- (v) the position of the building and of all other buildings;
- (vi)all adjacent streets / buildings and premises contiguous to the site, structures notified under the Ancient Monument and Archeological Sites and Remains (Amendment and Validation) Act,2010 (Central Act 10 of 2010) and military stations, if any;
- (vii) the means of access from the street to the building, and to all other building;
- (viii) space to be left about the building to secure a free circulation of air, admission of light and access;
- (ix)the width of the street, if any, in front, at the sides or rear of building;
- (x) the direction of north point relative to the plan of the buildings;
- (xi)any existing physical features such as well, drains, trees, over head electric supply lines etc.;
- (xii) the ground area of the whole property and the breakup of covered area on each floor with the calculation for percentage covered in each floor in terms of the total area of the plot as required under the Rules governing the coverage of the area;
- (xiii) parking plans indicating the parking spaces wherever required;
- (xiv) such other particulars as may be prescribed by the Authority; and
- (xv) building number or plot number of the property on which the building is intended to be erected.

7. Layout Plan in-case of Land Sub-division.—

- (1)The layout plan shall be formulated as per the norms of Master Plan and shall be approved as per the procedure followed by the Authority, under the provisions of relevant Act. Every person who intends to subdivide any plot of land or transfer any plot of land within Master Plan Area shall give notice in writing to the Authority of his said intention and such notice shall be accompanied by the plans and statements together with a development fees as prescribed in these rules and with necessary documents as prescribed in section 27and 28 of Assam Town and Country Planning Act, 1959 (Assam Act 11 of 1960).
- (2)In all Residential Land sub- division /plotted development schemes with land area of 2.5 ha and above a minimum of 20% of total plotted area is to be earmarked / reserved for EWS/LIG category. Minimum plot size in respect of EWS shall not be less than 90sq.m.

(3) In all layout plans for plots measuring 2.5 ha and above, a minimum of 5% of the land is to be reserved for parks/playgrounds. This land has to be handed over to Authority for its development as parks/playgrounds free of cost.

8. Landscape Plan.—

Landscape plan is to be submitted for plots measuring 10,000 sq.m and above. The plans should be on a scale of 1:100 for plot upto 10,000 sq.m. in size and for plots above 10,000 sq.m. the scale shall be 1:500, indicating the circulation and parking spaces, pathways (hard surface), greenery and plantation (soft area) etc.

9. Building Plan.—

The detail plans of the building, elevations and sections accompanying the notice with dimensions shall be drawn to a scale of 1:100 and shall show.—

- (i) the floor plans of all floors together with the covered area clearly indicating the size and spacing of all frame members and sizes of rooms and the position and width of staircases, ramps and other exit ways, lift ways, lift machine room and lift pit details;
- (ii) show the use or occupancy of all parts of the building;
- (iii) show exact location of essential services, for example water closet, sink, bath, etc;
- (iv) include sectional drawing showing clearly the sizes of the footings, thickness of basement wall, wall construction, size and spacing of framing members, floor slabs and roof slabs with their materials; The section shall indicate the heights of building and rooms and also the heights of the parapet and drainage and the slope of the roof; At least one section shall be taken through the staircase, kitchen and toilet, bath and water closet;
- (v) show the elevations from north, south, east and west directions;
- (vi) indicate details of service privy, if any;
- (vii) the dimensions of the projected portions beyond the permissible building line;
- (viii) the terrace plan indicating the drainage and the slope of the roof;
- (ix) the indications of the north point relative to the plan;
- (x) the details of parking spaces provided;
- (xi) the indication of all doors, windows and the other openings including ventilators with sizes in proper schedule; and
- (xii) such other particulars as may be required to explain the proposal clearly and as prescribed by the Authority;

10. Building Plan for Multi-storeyed Buildings / Special Buildings.—

For Multi-storeyed Buildings, which are above 4 storeyed or buildings above 15m.in height, the following additional information shall be furnished / indicated in the building plans:—

- (i) access to fire appliances / vehicles with details of vehicular turning circle / and clear motorable access way around the building;

- (ii) size (width) of main and alternate staircase along with balcony approach, corridor, ventilated lobby approach;
- (iii) location and details of lift enclosures;
- (iv) location and size of fire lift;
- (v) smoke stop lobby / door where provided;
- (vi) refuse chutes, refuse chamber, services duct, etc;
- (vii) vehicular parking spaces;
- (viii) refuge area, if any;
- (ix) details of building services – air conditioning system with position of dampers, mechanical ventilation system, electrical services, boilers, gas pipes etc;
- (x) details of exits including provision of ramps, etc. for hospitals and special risks;
- (xi) location of generator, transformer and switchgear room;
- (xii) smoke exhaust system if any;
- (xiii) details of fire alarm system network;
- (xiv) location of centralized control, connecting all fire alarm systems, built-in fire protection arrangements and public address systems, etc;
- (xv) location and dimension of static water storage tank and pump room;
- (xvi) location and details of fixed fire protection installations such as sprinklers, wet risers, hose reels, drenchers, CO2 installations etc;
- (xvii) location and details of first aid firefighting equipment / installation;
- (xviii) the proper signs / symbols and abbreviation of all fire fighting systems shall be shown as per the relevant BIS codes;
- (xix) solar energy capture plan as prescribed in Schedule IV; and
- (xx) indemnity bond as prescribed in Schedule VII.

11. Services Plan and Water Supply provisions.—

(1) Plans, elevations and sections of private water supply, sewerage disposal system and details of building services, where required by the Authority, shall be made available to a scale not less than 1:200.

(2) For plots more than 10,000 sq.m the following provisions shall be made:—

- (i) separate conveying system to be provided for sewerage and sullage to facilitate reuse of sullage water for gardening and washing purposes. This may require suitable storage facilities that are to be indicated on the building plans;
- (ii) for recharging ground water, rainwater-harvesting provisions are to be provided within the plot, which are to be indicated on the building plans;

- (iii) general specification of the proposed construction giving type and grade of material to be used, duly signed by the Architect/Engineer/Supervisor may be shown, accompanying the notice, as the case may be;
- (iv) a certificate of supervision and execution of drainage/sanitary works by the Architect/Engineer/ Supervisor, as the case may be, shall further accompany the notice.

2. List of all documents that needs to provided along with application for building permission

(Excerpts of Assam Notified Urban Areas (Other than Guwahati) Building Rules, 2014.)

Schedule II

(see rule 4)

Documents to be submitted

1. Documents to be submitted with Application

a) For buildings up to G+2

	Upto G+2
1	Application form
2	Land Documents (Lease, POA, etc.)
3	3 Copies of Building Plans, including plan, sections, elevations, site plan and key map
4	Service Plan, including parking and circulation
5	Area Statements
6	Structural Safety Certificates

N.B. Documents to be procured by Owner – Application form and Land Documents; Other documents to be procured by Owner with the help of Registered technical persons.

b) For Buildings of G+3 and above

	G+3 and above
1	All of the above documents as given for Buildings up to G+2
2	Detailed Structural Design
3	SDB Report
4	Area Statement
5	Form 21
6	Form 22
7	Soil Test Report
8	Water Feasibility Report
9	Recommendations from Fire Services
10	Certificates from Registered Technical Persons
11	Indemnity Bond, where applicable

N.B. Documents to be procured by owner – application form, land documents, recommendation from fire services and indemnity bond; other documents to be procured by owner with the help of registered technical persons

2. Documents to be submitted along with Completion Certificates

(a) 4 sets of As-Built Completion Plan

(b) NOC from Fire Services for Buildings of G+3 and Above

(c) Lift Commissioning Certificate

(d) Certificate of installation of DG sets, if any

3) Fees

(a) Processing Fee along with Application form before construction

(b) Building Permission after Approval of Building Plan (shall be collected with Processing fee and later adjusted)

3. Inspection by building approval Authority on receipt of application for building permission.
(Excerpts of Assam Notified Urban Areas (Other than Guwahati) Building Rules, 2014.)

17. Inspection on submission of application.—

First inspection shall be made within seven days following receipt of application during which the Authority through its own officials or hired agency shall examine that plan submitted complies with the requirement of these rules.

4. Inspection by building approval Authority on receipt of application for issuing occupancy certificate

(Excerpts of Assam Notified Urban Areas (Other than Guwahati) Building Rules, 2014.)

23. Completion certificates—

- (1) The owner through the licensed architect, engineer, structural engineer, as the case may be, who has supervised the construction, shall give notice to the Authority regarding completion of work described in the building permission. The completion certificate shall be submitted in form numbers – 10, 11, 12 and 16 by four sets of completion as-built plan. One of the sets, duly certified as completion plan shall be returned to the owner along with the issue of occupancy certificate by the Authority.
- (2) It shall be incumbent on every applicant whose plans have been approved, to submit a completion report.
- (3) It shall also be incumbent on every person / agency who is engaged under these rules to supervise the erection or re-erection of the building, to submit the completion report.
- (4) No completion report shall be accepted unless completion plan is submitted.
- (5) The final inspection of the work shall be made by the concerned competent authority within 21 days from the date of receipt of notice of completion report.

24. Occupancy Certificate.—

The Authority, on receipt of the completion certificate, shall inspect the work and sanction or refuse an occupancy certificate, in the forms 24 or 25, as the case may be, within 21 working days from the date of receipt of completion certificate, after which period it shall be deemed to have been approved by the Authority for occupation provided the building has been constructed as per the sanctioned plans or within permissible limits as permitted within the provisions of these rules. Where the occupancy certificate is refused, the various reasons shall be quoted for rejection, at the first instance itself.