

Application Checklist - Town Planning Department, ELCITA

Building License		Checklist
1	Appendix A - I	
2	Appendix A - II	
3	Appendix A - III	
4	Appendix A - IV (height of building > 15m or more than one basement)	
5	Appendix A - V (Rs. 100 Stamp Paper)	
6	Appendix A - VI (Rs. 100 Stamp Paper)	
7	Appendix A - VII (Extension above existing ground floor)	
8	Architect Registration Certificate	
9	Structural Engineer BBMP Registration Certificate (Along with Appendix A-IV or Appendix A-VII or both)	
10	Property Tax Payment Receipt (Latest)	
11	Scrutiny Fee Payment Receipt (Rs. 25,000/-)	
12	Development Plan (Site Area > 20,000 sqm.) from Planning Authority	
13	Sale Deed	
14	Allotment Letter	
15	Possession Certificate	
16	CFE from KSPCB (BUA > 2000 sqm.) for proposed STP	
17	CFO from KSPCB (BUA > 2000 sqm.) for existing STP	
18	Fire NOC (Height > 21 m.)	
19	Environment Clearance (BUA > 20000 sqm.)	
20	AAI / HAL NOC (Height > 24 m.)	
21	EC - Form 15	
22	Land use change approval from Planning Authority (if applicable)	
23	Occupancy Certificate with approved Drawing for existing buildings within the plot	
Commencement Certificate		Checklist
1	Appendix A - X	
2	Appendix A - XI	
3	Architect Registration Certificate	
4	Property Tax Payment Receipt (Latest)	
5	Photographs	
Occupancy Certificate		Checklist
1	Appendix A - XIII	
2	Appendix A - XIV	
3	Architect Registration Certificate	
4	Property Tax Payment Receipt (Latest)	
5	Scrutiny Fee Payment Receipt (Rs. 25,000/-)	
6	CFO from KSPCB (BUA > 2000 sqm.) for existing STP	
7	Fire Clearance (Height > 21 m.)	
8	EC - Form 15	
9	Photographs	
10	Copy of sanctioned Site Plan (issued along with building license)	
11	Copy of Commencement Certificate	
<p>Note: If there is any FAR, coverage, parking, set-back deviation, which is more than 5% from Sanction Plan, revised building license approval should be taken from ELCITA.</p>		