



ELCITA

Town Planning Department, ELCITA

Guidelines for preparation & submission of Building Plans:

1. ELCITA follows Zoning Regulations as per Revised Master Plan 2015 and subsequent amendments by Bangalore Development Authority.
2. All drawings shall be prepared on A-1 size white paper with font of suitable size & legible.
3. The site plan shall include the area statement of Gross Built-up area floor wise. If there are already existing buildings, then area statement should contain the details of existing buildings, proposed buildings and consolidated area statement.
4. Break-up of deductions for parking, lifts, ducts, cut-out areas, etc. shall be mentioned in separate columns.

Area Statement							
Building Details	Floor	Gross BUA (sqm.)	Deductions (sqm.)				Net FAR Area (sqm.)
			Lifts, Staircase	Electrical Units	Parking	Other (if any)	
Main Building	Ground Floor						
	First Floor						
Total							

5. Schedule of property at all sides as per sale deed should be mentioned on site plan.
6. All around set-backs especially at the four corners of the building shall be indicated.
7. Calculations for FAR, Ground Coverage and Parking shall be mentioned in the area statement to be provided in the site plan.
8. Parking requirements shall be suitably calculated in accordance with Table No. 23, Revised Master Plan 2015 and subsequent amendments by BDA.
 - a. Car parking slots provided shall be of size 2.50M x 5.50M each & duly numbered.
 - b. Truck parking slots, if any, shall be of size 3.5M x 7.5M.
9. Height of the building shall be calculated from the Ground Level & Height of plinth above Ground Level shall be noted and drawings for Elevation & Sectional views of the building shall be provided.
10. The name of road & width of road abutting the property shall be mentioned in drawing.
11. Width of ramps (if any) with slopes shall be mentioned.
12. The area of the staircase head room shall be included in gross BUA but shall be exempt from FAR Area.
13. Riser, tread, height of head room, width of stair ...etc. of all stairs shall be mentioned.
14. One Refuge Area of 15 Sqm. shall be provided on the periphery of the building immediately above 24M, if applicable.
15. All drawings shall be authenticated by the owner / authorized signatory & the Architect who shall be registered with BBMP.
16. A copy of the Architect's Registration Certificate issued by BBMP shall be enclosed.

No	Documents	Details
a)	Title deed & possession certificate	A copy of the title deed and possession certificate of the property, issued by the competent authority.
b)	Latest assessment book extract (Khata extract)	A copy latest assessment book extract issued by the Authority indicating the measurements of the property
c)	Revenue Survey Sketch / village map / conversion order	Revenue survey sketch / village map issued by the Department of City Survey and land Records / conversion order issued by Revenue department
d)	Up to date tax paid receipt	The receipt for having paid up to date property tax to the Authority shall be enclosed
e)	Previously sanctioned plan	Attested copy of the previously sanctioned plan if the application is for addition/ alteration/modification to the existing building.
f)	Drawings	All drawings shall be prepared on A-1 size white paper with font of suitable size & legible.
	i) Key plan	A key plan drawn to a scale of not less than 1 in 10,000 showing the boundary locations of the site with respect to neighbourhood landmarks
	ii) Site plan	<p>Site plan drawn to a scale of 1:200 to 1: 500 for sites of area upto one hectare and 1:1000 for sites of area more than one hectare. The site plan shall indicate the following, namely</p> <ol style="list-style-type: none"> a) title of drawing consisting of the property number of the site, name of the block, street, or road in which the site is situated, number of the site if situated in an approved layout, and reference number of such approval with the use of the building. b) the boundaries of the site and of any contiguous land belonging to the owner thereof. c) the north direction relative to the plan of the building. d) the name and description of the abutting roads, street, or lanes, if any, with the width thereof. e) the schedule of the property. f) the area to be occupied by the proposed building and the setbacks proposed for proper air and ventilation. g) In case of sloping ground where the gradient exceeds 5% (1:20) block levels have to be furnished in the site plan for site areas exceeding 500 sqm. h) any physical features such as wells, drains, transmission lines, etc. i) natural features like existing trees, ridges, valleys etc. j) the means of access from the street to the building, and to all other buildings (if any) which the applicant intends to erect upon his land. k) the position of the building and of all other buildings (if any) which the applicant intends to erect upon his site. l) all existing buildings standing on, over the site including service lines. m) block levels in cases where basement / cellar floors are proposed below ground level. n) such other particulars, as may be specified by the Authority

	iii) Building plan	<p>Building plan drawn to a scale of 1:100 or 1:200 showing the following particulars, namely</p> <ol style="list-style-type: none"> floor plans of all floors indicating north line and the various parts of the building, sizes / spacing of all framing members, sizes of rooms, position of staircases and lifts, machine rooms, ramps etc., in detail. use or occupancy of all parts of the building. exact location of essential services viz., water closets, baths, sinks, etc; A terrace plan indicating the drainage and slope of roof, position and extent of staircase head rooms, lift machine rooms, overhead tanks, solar equipment's and such other facilities permissible by the Authority sectional drawing showing sizes of footing, thickness of walls, spacing of columns, thickness of roof slab, height of rooms, height of parapet, drainage and slope of the terrace roof, details of staircase showing tread, rise and landing width, railing, etc; elevations of the building from the roadside showing height of the building. details of ventilation of all rooms. open spaces or yards inside or surrounding the buildings. the schedule of all doors, windows, and ventilators showing sizes and numbers. dimensions of projected portions beyond the walls like chajja, balcony, canopy, etc; in case of basement floor, position of the ramp with respect to the entrance, ground level and building, with a slope not exceeding 1 to 10 or 1:8 (as specified by the Authority), the drainage arrangements in the basement floor, etc; arrangements for vehicular parking as per standards in RMP 2015 by BDA indicating the entry, exit of vehicles, drive way, etc. such other particulars like, site area, plinth area of all buildings, areas of each floor and total floor area, Floor area ratio (FAR), building coverage, total height of building, etc shall be indicated with detailed drawings and calculation sheets. <p>The drawing must be fully dimensioned so as to have easy, quick and accurate measurements</p>
g)	Services plans	Services plan indicating all details of building sewage disposal system and rainwater harvesting system.
h)	Form of Supervision/ affidavit	Affidavit in the form given in Appendix A-II by the competent Registered Architect / Engineer / Supervisor registered with BBMP/ BDA/ AUTHORITY who shall be undertaking the supervision.
i)	Schedule II of the National Building Organization	duly filled in duplicate as per Appendix A-III
j)	Structural safety certificate	Structural safety certificate in the form given in Appendix A-IV from structural engineer registered with BBMP/ BDA/ AUTHORITY in case of buildings above 15.00 m. height or more than one basement.
k)	Scrutiny fee receipt	Receipt for having paid Scrutiny fee (Rs. 25,000/-) to the Authority.
l)	Affidavit	Affidavit by the Applicant on stamp paper of Rs.100/- as given in Appendix A-V
m)	Indemnity bond	on stamp paper of Rs.100/- as per Appendix A-VI

n)	Foundation certificate	Foundation certificate which certifies the fitness of foundation to bear the additional building load in respect of old buildings above which new floors are proposed to be added which is issued by a Registered Architect / Engineer / Structural Engineer / Supervisor registered with BBMP/ BDA/ AUTHORITY as given in Appendix A-VII.
o) Other certificates – Certificates from the following authorities, wherever applicable.		
	Agency	In respect of
	i) KIADB / Bangalore Development Authority	a) Commencement certificate for the change of land use in the Master Plan of Bangalore as per section 14 & 15 of the Karnataka Town and Country Planning Act, 1961.
		b) Bifurcation or amalgamation of plot as per Section 17 of KTCP Act 1961.
		c) Approval of Development plans where sital area exceeds 20,000 sqm.
		d) In case of civic amenity site, leased out by the Bangalore Development Authority, commencement certificate under sections 14 and 15 of the Karnataka Town and Country Planning Act, 1961 for construction of the building.
		e) in case of areas coming under the sensitive zone as per RMP – 2015, permission from Bangalore Development Authority
	ii) Karnataka State Pollution Control Board (KSPCB)	NOC for buildings which come under the category stipulated by KSPCB and environment clearance as per norms.
	iii) Fire Services Department	N.O.C. in case of buildings 21 m and above in height.
	iv) Airport Authority of India	N.O.C. in case of buildings above 24m height
	v) Karnataka Slum Clearance and Improvement Board	N.O.C. with regard to non-interference with improvement schemes, in respect of areas notified under section. 3 of the Karnataka Slum Areas (Improvement & Clearance) Act, 1973.
	vi) District Magistrate	N.O.C. in case of permanent and semi-permanent cinema theatres including drive in theatres and multiplex.
	vii) Director of Factories and Boilers	N.O.C. in case of industrial buildings that includes boilers etc.
	viii) Controller of Explosives	N.O.C. in case of buildings proposed for storage or sale of combustible articles.
	ix) Railways	N.O.C. in case of buildings abutting railway property.
	x) BMRCL	N.O.C. in case of buildings abutting BMRCL property.
	xi) Lake Development Authority	N.O.C. in case of buildings in the proximity of lakes, tanks.
	xii) MoEF/ SEIAA	Environmental Clearance if built-up area is more than or equal to 20,000 sqm.

Guidelines for preparation & submission of As-built plans for Occupancy Certificate:

The site plan shall include a comparative statement of Gross Built-up area floor wise - “As-sanctioned” & “As-built” with one column showing the “Deviations” in Gross Built up areas.

As per Sanction No.....				As-Built				Deviation
Building Details	Floor	Gross BUA (sqm.)	FAR Area (sqm.)	Gross BUA (sqm.)	Deductions		Net FAR Area (sqm.)	
					Lifts, Stair case	Electrical Units		
Main Building	Ground Floor							
	First Floor							
Total								

Revised Licence

As per the Karnataka Municipalities Model Building Bye-Laws, 2017,

Clause No. 3.15.5 Revised Licence:

- (a) **The Applicant has to apply for revised building licence if the Applicant intends to make changes resulting in more than 5% deviation from the sanctioned plans in any or all of the following, but within the provisions of the Zonal Regulations, Section 17 of Karnataka Town and Country Planning Act,1961, and these Byelaws:**
 - (i) Setbacks
 - (ii) Coverage
 - (iii) FAR
 - (iv) Car parking

If the deviations upto 5% for the above-mentioned parameters is made during the time of construction, the applicant and the professional on record for supervision has to intimate the Authority.

The Authority shall follow the same procedure as that of issuing new licence for issuing revised licence after collecting the requisite fees.

If the revised licence is applied during the execution of work of the building for which revised licence is applied, then construction of the portion of the building for which revised licence is sought for, shall not be commenced unless the revised licence is issued by the Authority.