



BERHAMPUR MUNICIPAL CORPORATION

Application for Building Plan Approval

(Under Section 16 of the ODA Act 1982)

1	Name of the Applicant	
2	Name of the Land Owner	
3	Name of the Power of Attorney Holder/Agreement Holder for development of the project (If Applicable)	
4	Name of the Builder & Empanelment Regd. No.	
5.a	Name of the Architect & Regd. No.	
5.b	Name of the Structural Engineer & Regd. No.	
6	Land Details:	
	(i) Plot No.	
	(ii) Khata No.	
	(iii) Mouza:	
	(iv) Location	
	(v) Area :	
7	Ownership document :	
	(i) Patta (Attested copy submitted)	Yes/No
	(ii) Sale Deed (Attested copy submitted)	Yes/No
	(iii) Kisam	
8	Land use as per CDP	
9	Proposed use of the land as per CDP	
10	Infrastructure around the proposed site <ul style="list-style-type: none">• Approach Road (Y/N)• Width of Road• Status (Private/Public)• Type of road (Blacktop/Murom)	
11	Salient features : <ul style="list-style-type: none">• Plot area:• Affected area (by CDP)• Net Construction area• Total built up area in all floors (Proposed) (Existing), if any	

	<ul style="list-style-type: none"> • Total FAR area • No. of floors • No. of dwelling units 				
General information for building					
12	Item	Required	Permissible	Applied	Remarks
	Plot Area				
	Front set back				
	Rear set back				
	Left side set back				
	Right side set back				
	FAR				
	Parking 30%				
	Height				
	Plantation area				
	Proposed Rain Water Harvesting				
	STP (If required)				
	Ramp width (if required)				
13	Affidavit : (Y/N)				
14	Check list submitted (Y/N)				

I/We certify that the information furnished above is correct and the land in question belongs to me/us and I/We agree to pay all fees/ charges as prescribed on receipt of intimation the Authority.

Complete Postal Address:
Mobile/ Contact No.

Signature of the Owner

I/We certify that the information furnished above is correct and I/We are engaged to prepare plans and supervise the construction. I/We prepared the plans strictly in accordance with the Planning and Building (Standard) Regulation the ODA Act the Rules etc.

Name and Signature of Technical
Person with Registration No.

- For more details please visit the official website www.berhampur.gov.in

CHECK LLIST

1. Ownership document submitted Yes/No
2. 6 copies of plan submitted containing all details. Yes/No
3. Plans are signed by owners/ technical person. Yes/No
4. Affidavit enclosed (filled up in all respect). Yes/No
5. Evidence of road enclosed. Yes/No
 - i) Revenue Road. Yes/No
 - ii) Municipality Road Yes/No
 - iii) Layout approved road. Yes/No
6. N.O.C from Endowment Commission (enclosed) Yes/No
7. Form is duly filled up Yes/No
8. Supervision form is signed by the Technical Person. Yes/No
9. Receipt of the development fee is enclosed. Yes/No
10. Land use information sheet from B.D.A
Is enclosed showing the proposed plot. Yes/No
11. N.O.C. required for multi-storeyed building more
Than four floors or 15 mtrs. Height are submitted. Yes/No
12. Structural Stability Certificate submitted from
Registered Structural Engineer/Registered Civil
Engineer/Registered Architect. Yes/No

**BUILDING OPERATION FEE TO BE DEPOSITED IN THE
CASH COUNTER OF BeMC BY CASH/DRAFT**

A. FEE FOR APPLICATION FOR PERMISSION

<u>Sl. No.</u>	<u>Area</u>	<u>Fee in Rupees per sqm.</u>
1.	Fee for development of land.....	Rs. 5.00
2.	Fee for building operation for residential buildings: (covered area in all floors)	
a.	Up to 100 sqm.....	Rs. 250.00
b.	Above 100 and upto 300 Sq.....	Rs 15.00/ Sqm
c.	Above 300 sqm.....	Rs. 10.00
ii)	For commercial buildings. (Business Mercantile, shops, hotels, public Assembly Buildings, show rooms, business offices, Godowns, Warehouses, Banks, Cinemas, Theatre, Clubs, etc.) (covered area in all floors)	
a.	Up to 20 sqm.....	Rs. 500.00
b.	Above 20 and up to 50 sqm.....	Rs. 50.00
c.	Above 50 sqm.....	Rs. 20.00
iii.	For industrial buildings (covered area in all floors)	
a.	Up to 100 Sqm.....	Rs1500.00
b.	Above 100 sqm and up to 300 sqm.....	Rs 25.00
c.	Above 300 sqm.....	Rs 15.00
iv.	For Public Buildings.....	Rs. 5.00
	(Educational, religious, Charitable, Govt. of local body uses)	

B. FEE FOR LAND USE INFORMATION

- Land use information certificate
- For less than one acre land.....Rs. 500.00
- For more than one acre land... ..Rs 1000.00
- For permission which need to be cleared by BeMC, 1% development fee or cost (Resolution)

AFFIDAVIT

I/We Sri.....S/o:
 W/o.....Vill:.....Po:
PS:.....Dist:.....

Do hereby solemnly affirm as follows:-

1. That I/We have obtained a plot of land by way of purchase/Gift/Power of Attorney from Sri.....
 Vill:.....PS :..... Po :.....
 Dist :..... Measuring of an area of **Ac**.....Dec for
 a consideration of **Rs**.....(Rupees.....)only
 vide **Deed No.**The details of which are given in
 schedule below
2. That from date of purchase, I/We are in lawful and peaceful
 possession over the above land without any construction.
3. That I/We have neither sold nor encumbered the said property to
 anybody else any manner till date.
4. That the land in question does not come under the purview of
 Urban Land Ceiling.

Schedule of Property :

Name of Mouza :	Tahasil :
Thana No.	Plot No.:
Khata No.	Area :

Bounded by :

East :	West :
North :	South:

5. That I/We have not started any construction over said plot till to
 day nor shall we under take the construction till the plan is
 approved.
6. That there is an existing means of access of Ft. in width to the
 plot which is connected to an existing public road.
7. That the land in the schedule is not under dispute in any court of
 law or otherwise.
8. That the Affidavit is required to be produce before the Brahmapur
 Municipal Corporation for permission to the land/building under
 section-16 of the Development authorities Act, 1982.
 That the facts stated above are true to the best of my/our
 knowledge and belief.
9. That the above plot is not an open space / community space of
 Layout plan approved by the BDA, Berhampur.

Identified by :

Deponent

STRUCTURAL STABILITY CERTIFICATE

(for buildings more than three floors)

(To be furnished by the Registered Engineer / Architect with counter

Signature of the plot owner / owner and developer)

This is to certify that I/We M/s
Has/have prepared the building over plot No..... Mouza :
..... for construction of Storeyed building as per
provisions of National Building Code. I undertake the responsibility with regard to
supervision of the work at each stage of construction, (After laying of foundation and
after casting to each floor) and submit the report to BeMC to the effect that the
building is being constructed confirming to the approved plan and as per the
structural design prepared by me/firm as per the provisions of NBC taking into
account the safety factors like cyclone & earth quake etc. I/We will be responsible
and liable for action by BeMC / Govt. if the plan/design submitted contain
misrepresentation or fraudulent statement of facts and construction is made in
deviation of approved plan or if there is structural failure & fire endangering the
inmates and the public.

Address :

Present

.....

.....

Permenent

.....

.....

Singature and Seal

Designation of the Registered

Structural Engineer

Counter Signature of plot

Owner/Owner/Developer.

Designation of the Registered
Architect.

PERIODIC PROGRESS REPORT

(For multi-storeyed buildings more than four floors of 15 mtrs. Height)

(To be submitted by the Registered Structural Engineer/ Architect/Registered civil Engineers, Supervising the construction with counter signature of the plot owner/ owners and developer)

Form

.....
.....

To

The Municipal Planner
Berhampur Municipal Corporation,
Berhampur.

Ref : i) BeMC approved letter No. dt.....
ii) No..... dt.....

Sir/Madam,

I/We hereby certify that the construction of the building up to foundation, plinth/ground floors of the building, plot No.....

Mouza.....has been supervised by me/us and has been constructed strictly confirming to the sanctioned plan and structural design as per the provision of NBC. The work has been done to my/our best satisfaction. All the materials used in construction of this building are strictly in accordance with BIS specifications and norms confirming to National Building Code, covering all the safety factors related to seismic and wind forces are to be considered. I will be responsible and liable for action by BeMC/Govt. if there is any structural failure and fire safety endangering the inmates and public.

Yours faithfully,

Date :

Address :
Permanent :

Present :

Permanent :

Present :
Present :

Permanent :

Signature and Seal
Designation of the Regd.
Architect.

Designation of the Regd

Structural Engineer

Signature of the Plot Owner/
Developer.

FORM OF NOTICE FOR COMMENCEMENT OF WORK

To be furnished by the plot owner (5) & the developer) in case of multistoried buildings having more than four floors or 15 mtrs. Height.

Form

.....
.....
.....

(Name and address in block letters)

To

The Commissioner,
Berhampur Municipal Corporation,
Berhampur.

Sir,

I/We hereby give notice that the erection of building in respect of Plot No.....Khata No Village..... Ward No..... will be commenced on as per the permission given in your letter No..... dated..... under the supervision of Registered Architect / Registered Structural Engineer, name.....Regd.No..... in Accordance with the approved plan.

Yours faithfully,

Signature of the Owner(s) &
Developer.

CERTIFICATE OF COMPLETION

**(To be given by the owner and counter signed by the Registered Architect/Registered Structural Engineer)
(To be submitted in triplicate)**

Office use:

Amount of Receipt:

Receipt No. & Date

From

.....

.....

(Name and address in block letters)

To

The Commissioner
Berhampur Municipal Corporation,
Berhampur.

Sir,

I/We hereby certified that, the erection of building as per the schedule below:

Plot No. Khata No.....
Mouza.....Ward No..... hs been supervised by me/us and hs been completed on Date strictly according to the plan sanctioned vide Letter No..... dated The work has been completed to my/our best satisfaction. All the materials (type of grade) have been used strictly in accordance with the general and detail specification. The structural safety with respect to cyclone & earth quake has been taken care as per the provisions of the NBC. The fire safety measures have also been adopted as per the clearance of the Fire Officer

No provision of the Orissa Development Authorities Act, 1982 & Orissa Development Authority Rule 1983 and the Relevant Building Regulation has been violated. No requisition made, conditions imposed or orders issued with respect to the above quoted sanctioned plan have been transgressed in the course of the work. The building is fit for use for which it has been erected.

Yours faithfully,

Signature of the Owner(s)
And Developer.

Signature of Regd. Architect.

Signature of Regd. Structural Engineer.

BERHAMPUR MUNICIPAL CORPORATION, BERHAMPUR

(RECEIPT) (IN DUPLICATE)

The applicant has not submitted the following documents.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

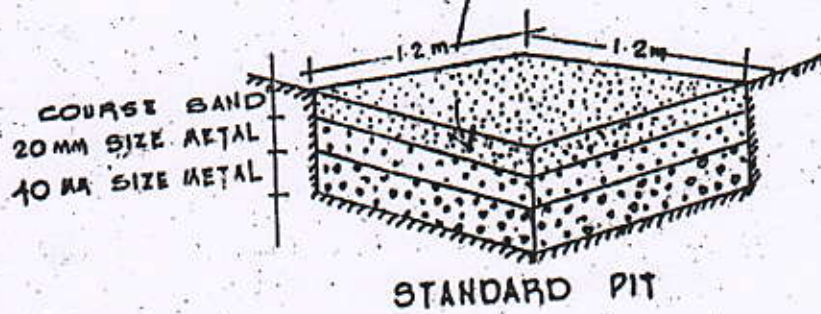
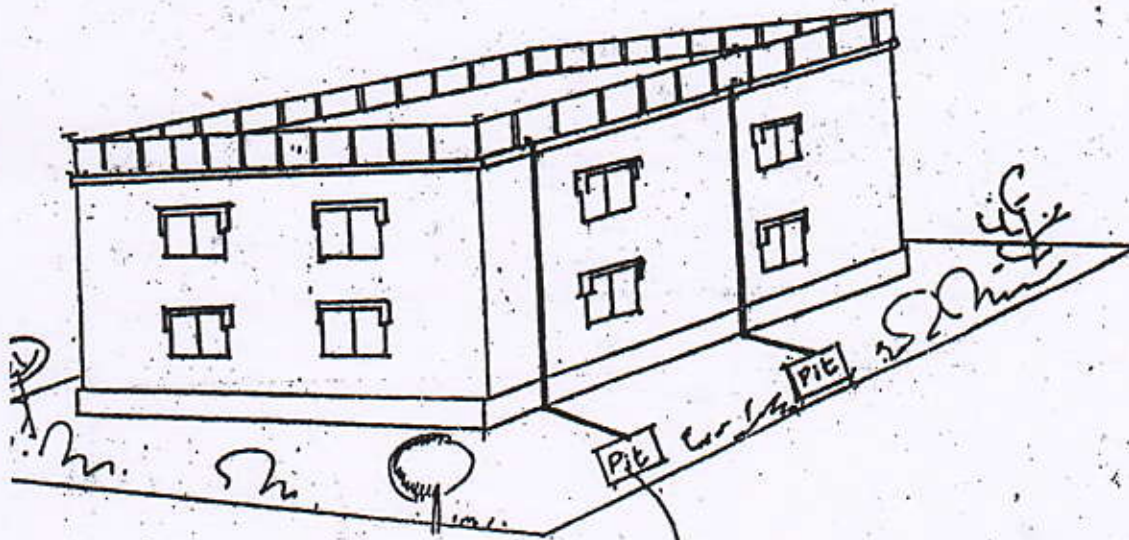
The applicant is allowed 15 days time to submit the above documents failing which the application will be disposed on its own merit. Further the applicant is to attend this office within seven days of receipt of this letter for inspection of the site.

The Registration No. is.....

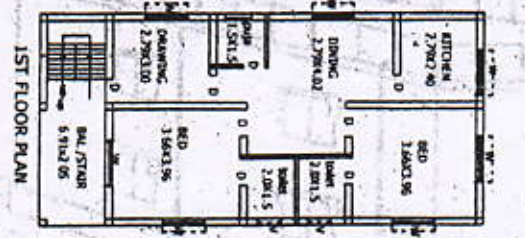
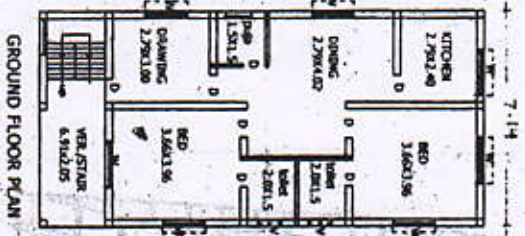
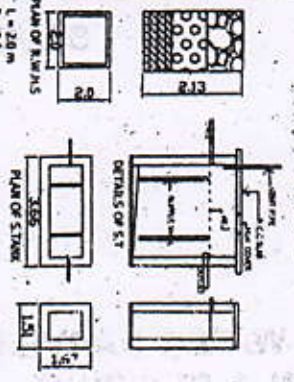
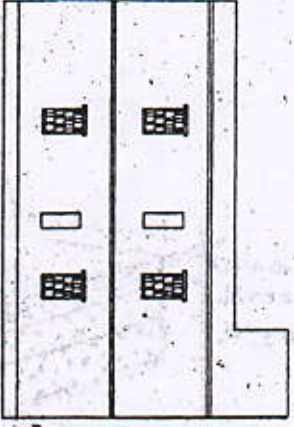
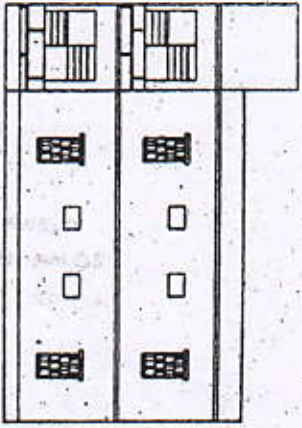
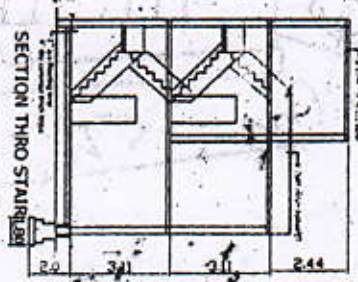
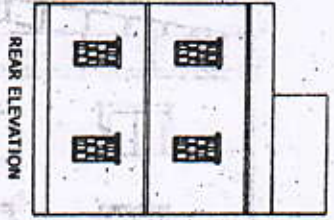
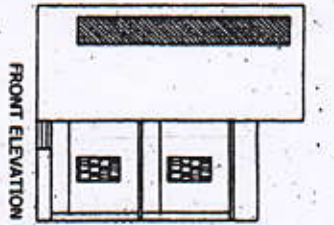
Date of Receipt

Signature of the Applicant/
Authorised Person of Applicant

Signature of the
Receiving Officer



**PROVISION OF RAIN WATER HARVESTING STRUCTURE
IN A BUILDING**



PLOT AREA 167.17 sqm
 PLINTH AREA 99.96 sqm (G.I)
 PLINTH AREA 99.96 sqm (1st f)

REFERENCE	
DOOR D	single panelled 0.91 X 1.98
WINDOW W	double panelled 1.20 X 1.20
VENT V	fixed glazed glass 0.6 X 0.60

PROPOSED DOUBLE STORED RESIDENTIAL BUILDING PLAN OF
 OVER PLOT NO. KHATA NO. OF
 IN BERHAMPUR AREA.

SCALE 1:50

TECHNICAL PERSON

APPLICANT

PLOT SIZE WISE PERMISSIBLE SET BACKS AND HEIGHT OF BUILDINGS

Plot size (Sqm.)	Front Setbacks (m) abutting road width					Min. Setbacks Other sides (m)	
	LESS THAN 9 M	9 m and below 12 m	12m and below 18m	18m and below 30m	Above 30m	Rear side	Other side
Up to 40 Sqm.	1.0	1.0	1.0	1.0	1.0	-	-
Above 40 & up to 100	1.0	1.0	2.0	2.0	2.0	-	-
100 & upto 200	1.0	1.0	2.0	2.0	3.0	1.0	--
200 & upto 300	1.5	1.5	2.5	2.5	3.5	1.1	1.1
Above 300 & upto 400	1.5	1.5	2.5	2.5	3.5	1.5	1.0
Above 400 & upto 500	1.5	2.0	2.5	3.0	3.5	1.5	1.5
Above 500 & upto 750	1.5	2.0	3.0	3.0	4.0	2	2
Above 750	1.5	2.0	3.0	4.0	4.0	3	2.5

FAR AS PER ROAD WIDTH

Road width in (m)	FAR for Commercial/ Residential Building
Up to 6	1.00
8 or more & less than 9	1.50
9 or more & less than 12	1.75
12 or more & less than 15	2.00
15 or more & less than 18	2.25
18 or more & less than 30	2.50
30 & above	2.75

GENERAL INFORMATION

- ❖ Land use information in respect of any plot within the development plan area of Brahmapur is available on payment of Rs. 500.00 for fee than one acre and Rs. 1000.00 in case of more than one acre in planning section
- ❖ The planning section of BeMC also provides information with respect to coverage, setback, FAR, road width required for construction of residential building as per the provision of building regulation in force.
- ❖ Under provisions of building regulation in force every plot owner/owners after completion of the building has to submit completion certificate and obtain occupancy certificate before occupying the building.
- ❖ Construction without approval is considered as unauthorized and attracts action under section-91 of the O.D.A Act.
- ❖ Violation of any condition indicated in the approval letter also attracts action under section-91 of the O.D.A Act.
- ❖ The applicant or technical person preparing the plan should attend the office within 7 days of submission of application form for inspection of site.
- ❖ The applicant may meet the Municipal Planner, BeMC if no correspondence is made within 15 days from the date of report for site inspection.

**YOUR CO-OPERATION PROVIDES US AN OPPORTUNITY TO
SERVE YOU BETTER.**

DOCUMENTS REQUIRED

For approval of building plans following documents are required.

1. Filled up application form (Annexure-1).
2. Receipt of scrutiny fees deposited.
3. Receipt of Development fee or any other fee deposited.
4. Plan with the following information should be submitted. 6 copies of blue print plan containing floor plan of each floor, stilt/Basement, Four side elevation front and rear, Revenue site Plan, building layout plan (showing set back areas), Xerox copy of approved layout plan (duly attested by a gazette officer), section through stair case, service plan , area statement, general specification, signature of owner, signature of technical person, title of plan with Plot No. Layout Plot No. (if the area comes under approved layout).
5. Attested copy of the ROR or attested copy of sale deed along with the copy of ROR of previous owner.
N.B : Legal heir certificate and registered partition deed is to be submitted in case of death of original owner and in case of multiple ownership.
6. Classification of land to ghara bari as per OLR Act, 8(A).
7. Affidavit in respect of peaceful possession of the land in a prescribed format (Annexure-II).
8. Evidence of approved approach road either of the three.
 - a) Attested copy of the registered gift deed to Berhampur Municipal Corporation.
 - b) Certified copy of the Tahasildar showing the approach road/plots
 - c) A copy of the subdivision plan approved by BDA, Berhampur.
9. Clearance form endowment commissioner if the land is owned by a deity.
10. Filled up supervision or by and empaneled Architect Engineer/Structural Engineer/Technical person (Annexure-I)(A).

11. Land use information sheet of B.D.A showing the proposed plot.
12. Clearance from National Air Port Authority if the proposed plot is coming within the restricted area of funnel zone of the local Airport.
13. Clearance from the ASI (Archeological Survey of India) if the plot is located in regulated zone/zone of ASI monuments as required by BeMC.
14. Structural stability certificate from the empanelled Structural Engineers/ Registered Structural Engineer (Annexure-III).
15. NOC from Public Health Department to use city water supply system and to avail city sewerage system.
Or
NOC from Directorate of Ground Water Board to utilize ground water.
16. NOC from GRIDCO.
17. NOC from National Airport Authority if the proposed plots are coming in the funnel zone, within the restricted area / if the proposed height of the building exceeds the norms of the height requirement indicated in the building regulation in force.
18. NOC from NHAI/NH as applicable relating to the plot.
19. The building plan should be drawn as per planning & Building standard Regulation-20187 and common application form rule 2016.
20. Minimum 10% of the land should be used by plantation.
21. The technical person must be registered as per common application form rules- 2016.
22. Volume with dimension and type of recharge pin has to be mentioned as per planning & Building standard Regulation – 2017.

**PERMISSION TO CONSTRUCTION BUILDING ON ANY TYPE
SHALL BE ACCORDED IN THE FOLLOWING SITUATIONS**

1. If the land/plot is not affected by the proposed master drain and any other local drain
2. If the land is not affected by a lake/water bodies as earmarked in the development plan.
3. If the land is not affected by a proposed road earmarked in the Development Plan.
4. If the land use proposed confirms to the land use in the development plan.
5. If the land is not located in prohibited zone (100 mtrs. Radius from the boundary of the protected monuments) of ASI monuments/State monuments. In the regulated zone i.e. area falling beyond 100 mtrs. Radius to 300 mtrs. Radius from the boundary of the protected monuments).
6. The land gets an approved approach road connecting to the existing public road.
7. The proposed plan confirms to the building regulation and deposit of necessary fees/development charges.
(Avail services of planning guidance cell, BeMC.)
8. The proposed plan is accompanied by clearance from Fire Prevention Officer, structural stability certificate, clearance from Ground Water Board to use ground water , clearance from Public Health Department to use water from the City Water Supply System (for high rise buildings/apartment).
9. Documents establishing land ownership and peaceful possession.
10. Permission shall be given in case of group Housing schemes only after free gift of road and open space land to the local Authority.