

Sr. No.



RIGHT TO SERVICE

APPLICATION FOR SANCTION OF BUILDING PLANS

Property No. _____ Phase _____

Name of Applicant _____

Father's / Husband's Name _____

Address _____

Mobile _____

E-mail _____



PATIALA URBAN PLANING & DEVELOPMENT AUTHORITY

PUDA COMPLEX

Urban Estate, Phase - II,

Patiala.



SANCTION OF BUILDING PLANS

There are two options for sanction of Building Plans of residential plots upto 500 sq. yards.

CHECK LIST

- (a) Self-certification of Architects empanelled by PDA
- (b) Sanction by PUDA/PDA

SELF CERTIFICATION

- (i) Application form
- (ii) Submission of building plans (in duplicate for plots upto 300 sq yards and in triplicate for plots more than 300 sq yards and upto 500 sq yards) one week prior to start of construction. These building plans should be cloth-mounted and must confirm to the zoning plan approved by PDA and PUDA Building Rules 1996, as ammended from time to time. These plans should be stamped "Sanctioned" and signed by an Architect empanelled by PDA along with the followign certificate on such building plan.

'Certified that the above building plan is as per the zoning plan drawing No. _____ dated _____ issued by PDA and as per the PUDA Building Rules 1996 (as amended till date).'

A list containing name and address of such Architects is attached.

- (iii) Security & Scrutiny fee in the form of a Demand Draft favouring 'Estate Officer, Patiala Urban Planning and Development Auhority' payable at Patiala, as per following details :-

Security Fee (Refundable after completion)

- (a) Plots upto 250 sq yards - Rs. 2500/-
- (b) Plots mor ethan 250 sq yards and upto 500 sq yards - Rs. 5000/-

Scrutiny Fee would be leviabale @Rs. 2.50 per sq feet of total covered area in case of fresh plan. In case of revised / super-seeded plans, the scrutiny fee would be leviabale @ Rs. 1.25 per sq. feet of the covered area.

In case of any additional covered area, which is resultant of any increase in the FAR subsequently to the allotment of plot, an additional fee @Rs. 36 per sq feet shall be levied.

- (iv) In case the cost of construction of the proposed building is more than Rs. 10,00,000/-, the owner is liable to pay Labour Cess levied under the Building & Other Construction Workers Welfare Cess Act, 1996 to the 'Punjab Labour Welfare Board' SCO 47-48, Sector 17-E, Chandigarh. The Labour Cess levied is 1% of the total cost of construction over and above the amount of Rs. 10,00,000/-. A receipt confirming the deposit of the said Labour Cess must be attached with the application.
- (v) Declaration



SANCTION BY PDA (Option for residential plots upto 500 sq yards & compulsory for all other categories)

In case the citizen does not want to exercise the option of self certification or in case the sanction of building plan is sought for any building other than a residential plot upto 500sq. yards, the following would be the procedure :

- (i) Application form
- (ii) Complete set of drawings duly cloth mounted with signatures of any Architect registered with Council of Architecture and the owner(s).
- (iii) Security & Scrutiny fee in the form of a Demand Draft favouring 'Estate Officer, Patiala Urban Planning and Development Authority' payable at Patiala, as follows :_

Security Fee (Refundable after completion)

- (a) Residential plots upto 250 sq yards - Rs. 2500/-
- (b) Residential plots more than 250 sq yards and upto 500 sq yards - Rs. 5000/-
- (c) Residential plots above 500 sq yds - Rs. 10000/-
- (d) Residential - Group Housing - Rs 2000/- per Dwelling Unit
- (e) Commercial - Booth / SSS - Rs. 5000/-; SCO/SCF - Rs 40,000/-
- (f) Individual / Multiplex / Institutional Site - Rs. 50,000/- per acre or part thereof
- (g) Industrial plot - Rs. 10,000/- per kanal or part thereof
- (h) In case fo Boundary Wall for all sites - Rs 2000/- per acre or part thereof.

Scrutiny Fee would be leviable @Rs. 2.50 per sq feet of total covered area for residential and Rs. 5 per sq feet of total covered area for commercial / institutional / individual / industrial sites. In case of revised / superceded plans, the scrutiny fee would be leviable @Rs. 1.25 per sq. feet of the covered area.

In case of any additional covered area, which is resultant of any increase in the FAR subsequently to the allotment of plot, an additional fee @Rs. 36 per sq feet shall be levied.

In case of any institutional site, owned by the Central or State Government and their PSU's and other autonomous bodies, fully owned by the Central / State Government, all the above charges shall be levied @50% of the chargeable rates.

- (iv) In case application is being made by a person other than the owner, a self certified copy of the General Power of Attorney should be attached.

Time Limit : For Residential Plots - 30 working days
For Commercial Plots - 60 working days

FOR OFFICE USE ONLY

Certified that I have checked and found all the documents in order.

Signature of Receipt Clerk

Signature of Superintendent

Name _____

Name _____

Date _____

Date _____



Patiala Urban Planning & Development Authority



APPLICATION FORM

To

The Estate Officer
PDA
PUDA Complex
Phase-II, Urban Estate,
Patiala

Subject : Sanction of Building Plans for Plot/SCF/SSS/SCO/Booth site No. _____, Phase _____, Patiala.

Sir / Madam,

I/We are the owner of SCF / SCO / SSS / Booth / Indl. Site / House/ Plot No. _____ Phase _____, Patiala. I/We wish to seek sanction of Building Plan of the above mentioned property under the following option (Tick any one)

- (a) Self Certification by empanelled Architects
- (b) Sanction by PDA

The requisite documents are attached. You are requested to process the application accordingly.

Date : _____

Signature _____
(Name & Address of Owner/(s))

PUNJAB empowers the citizens for delivery of public services



RIGHT TO SERVICE

As per the provisions of
Punjab Right to Service Act 2011,
the Designated Officers are mandated
to provide following services within the
given time limits, or else are liable for penalty

Type of Service	Designated Officer	Given Time Limit
Sanction of Building Plans/ Revised Building Plans (for residential plots)	SDO Building PDA	30 working days
Sanction of Building Plans/ Revised Building Plans (for commercial plots)	SDO Building PDA	60 working days
Issue of Completion / Occupation Certificate	SDO Building PDA	15 working days
Issue of No Objection Certificate/ Duplicate Letter of Allotment / Re-allotment	Estate Officer, PDA	21 working days
Issue of Conveyance Deed	Estate Officer, PDA	15 working days
Issue of No Due Certificate	Estate Officer, PDA	7 working days
Re-transfer of property in case of sale	Estate Officer, PDA	15 working days
Re-transfer of property in case of death (uncontested)	Estate Officer, PDA	45 working days
Issue of permission to mortgage	Estate Officer, PDA	7 working days



In case, any citizen does not obtain any of the above services within the given time limit, he may file an appeal in the office of the Additional Chief Administrator, PDA Patiala

PDA is committed to serve the Citizens