

Name of the service	Sr. no. 35 (v) Approval of building plans of permission for change of land use cases in Gurgaon & Faridabad for the site more than 5acres, and in other municipal corporations/ councils/ committee
Designated Officer	Chief Town Planner, ULB
Documents	<ul style="list-style-type: none"> • CLU permission letter • Form BR-I and II (refer Haryana Building Code 2017) • Building Plans, Sections, Elevation (as demanded by the system software) • Ownership documents: Sajra, intakal, jamabandhi, mutation, lease deed etc • House Tax /Property Tax receipt • Site plan & Site report <p>NOC required for BPA/OC:</p> <ul style="list-style-type: none"> • Access permission: B&R/NHAI etc • Central/State Pollution Control Board • Fire Department • Airport Authority of India • National Monument Authority • Water & Sewerage : PHED/MC • National Conservation Zone • Environment Clearance (as per EIA notification) • HAREDA • Any other NOC required as per the site location or case specific requirement w.r.t prevailing policy
Fees	<p>Scrutiny Fee @ Rs 10/- per sq m of covered area</p> <p>Development Charges (as per prevailing rates, applicable only for Non-CLU cases)</p>

	<p>Composition Charges (as per composition policy, at the time of Occupation Certificate)</p> <p>Any other charges as per conditions of CLU (if any)</p>
Timeline	60 Days from the date of receipt of complete documents
Procedure	<ol style="list-style-type: none"> 1. After obtaining the Change of Land Use permission, the applicant must apply for Building Plan Approval within 2 years from the issuance of permission letter. 2. The applicant shall submit the hard copy of all the requisite documents to the office of DULB (HQ). 3. The documents shall be assessed by the Department and the site report shall be obtained from concerned DTP(field office). 4. The concerned District Town Planner will prepare the site report and share its comments with the DULB (HQ). 5. In the ULB(HQ) office, the file shall be processed by under the Building Planning Approval Committee with committee members as Chief Town Planner, Chief Engineer, Deputy Director (Fire), Deputy Town Planner and District Town Planner (Field). 6. Upon the recommendation of BPAC meeting the Building Plan Approval is provided to the applicant by Director, Urban Local Bodies 7. The applicant will revert to on hold application and submit the requisite information to the Department. 8. Dealing official will check the resubmitted application/documents and assess the application for approval/rejection. 9. Upon the issuance of Building Plan Approval, the applicant has to apply for Occupation Certificate as per HBC-2017 (as and when amended).