

Name of the service	Sr. no. 35 (ii) Sanction of building plans in the original municipal limits for commercial/ institutional uses for the sites 1000 sq. mtrs. to 5000 sq mtrs.
Designated Officer	Chief Town Planner, ULB
Documents	<ul style="list-style-type: none"> • 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 and other prevailing
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>

	Composition Charges (as per composition policy, at the time of Occupation Certificate)
Timeline	60 Days from the date of receipt of complete documents
Procedure	<ol style="list-style-type: none">1. The applicant shall submit offline application along with required documents and requisite payment to respective MC Office addressed to concerned Commissioner/ Executive Officer / Secretary.2. The file shall be processed by BI for document verification > ZTO for checking property tax payment > BI for conducting site visit > ME/ATP for recommendation > Commissioner/Executive Officer/Secretary shall submit the file to Director Urban Local Body for obtaining consent from Government of Haryana.3. Upon obtaining decision from the Government of Haryana the approval/rejection of file shall be granted by the concerned Commissioner/Executive Officer/Secretary of respective Municipality.