

Appendix - A

Form No. -



Form for application to erect or re-erect of Hut / Mud Wall
(Ref. Rule No. 104)

To
The Chairperson
Sabroom Nagar Panchayat
South Tripura

Sir ,

I intend to erect /re-erect / alter a hut / mud wall in ward No.....Holding
No.of Sabroom Nagar Panchayat , South Tripura , Road / Premises
.....under SabroomTahasil I forward
herewith the following particulars duly signed by me .

1. Diagrammatic sketch of proposed hut/mud wall (in triplicate)
2. General description of work (in triplicate)
3. Prof of ownership of land , Registered Deed , Parcha etc. (attested ,xerox copy)
4. Copy of receipt for payment of application fee .

I hereby undertake to abide by the provisions of Tripura Building Rules ,2004 in all respect .

I request that the erection / re-erection / alteration may be approved and permission
accorded to me to execute the work .

Locatoin of work site :.....
(Including Road No.
& Premises)

Signature of Owner

Name of owner :

Address of :

Form - B

Application for permission to
Construct or Reconstruct/ Addition
or Alteration of Building.

FOR OFFICE USE

Application Form No. _____

Date : _____



From _____ (Name in Block letters)

S.O/W/O _____

Address _____

Purpose of construction :Residential/Commercial/ Industrial/ Public Building/ Others (specify)

To
The Chairperson,
Sabroom Nagar Panchayat,
Sabroom, South Tripura.

Sir,

I / We hereby give you notice that I / We intend to construct or reconstruct a building or make alteration in or additions to premises No. / Holding No _____ in _____ Street _____ Ward / Circle _____ and in accordance with provisions of building plan (Residential) Rules/ Regulations _____ / building plan (Commercial & Industrial) Rules / Regulations _____ and the provisions of the Act. I forward herewith -

- (a) Approved site plan of the land.
- (b) A plan in triplicate showing elevation and sections of the proposed building together with a specification of the work ;
- (c) Statement of particulars (Annexure) ;
- (d) Receipt for deposition of application fee specified in rule 14(9) ;
- (e) Reports of soil test or test for stability of slope as per rule ;
- (f) Detailed calculation of structural design as per provision in this rule ;

I request that the plan may be approved and that permission may be accorded to execute the work.

*Please note that I am also enclosing herewith the documents as desired by you as per instruction.

Countersigned

Architect/ Licensed Building
Planner/ Structural Engineer.
Dated :

Yours faithfully

Signature of owner/ owners

- I / We hereby declare that I / We are the owner/ owners of the property to be built upon and the copy of registered deed of land or other documents in support of ownership/ownerships of land are submitted herewith.

Signature of owner / owners

Name _____

Full Postal Address _____

ANNEXURE - 1

(Statement of particulars and specification)

1. Name in full (in block letters) of the owner : _____

Present Address _____

P.S _____ Mouza _____ J.L _____

C.S Rehab/ Plot No. of the site _____ Ward No _____

2. The purpose (Residence, Office, Godown, Restaurant, Hotel, Dharmasala, School, Hostel, institution, Cinema, Shop, Factory, etc.) for which it is intended to be used _____

- (a) Basement _____
- (b) Ground floor _____
- (c) 1st floor _____
- (d) 2nd floor _____
- (e) 3rd floor _____

3. (a) Total area of the site (in square metres) _____
(b) Total plinth area of the building proposed to be erected/re-erected etc. (in square metres)
(c) Site Plan Sanction No (with date) _____

4. (a) Number of floors _____
(b) Height of the building over road level _____

5. The materials to be used as specification of the constructions :
(a) Foundation :
(b) Floors :
(c) Walls :
(d) Roofs :
(e) Fire Places/ chimneys :

6. (a) Approximate number of inhabitants proposed to be accommodated _____
(b) The number, size and specification of latrine, kitchen, bath to be provided _____

7. Probable cost of construction of the proposed structure _____ (and such other information as required by the rules).

Signature of the Architect/ Licensed Building Planner
License No _____ Date _____
Full Address _____

8. Signatur, name and address of the owner ✓ _____

INSTRUCTIONS TO THE APPLICANT

1. The applicant must be owner of the land.
2. Before filling up the form please go through the provisions of the Building Rules.
3. The applicant is requested not to take up the building construction until and unless he is permitted to do so. If any such construction is undertaken without permission, it will be treated, as clear violation of the Building Rules and matter will be proceeded with accordingly.
4. The building shall not be considered within the restricted distance of the electric wire running on any side of the side under the provisions of the Indian Electricity Rules.
5. The building plan must be prepared by the Architect/ Licensed Building Planner and the list of approved Building Planners available in the Office.
6. If any information or document is required under the Building Rules or is in the opinion of the competent authority, incomplete, he may require further information or documents to be furnished.
7. If the Land Use controller, if any, refused to issue "No objection Certificate" in that case the competent authority will not accord any sanction of Building Plan as per this rules.
8. In case of fees in respect of grant of permission to execute any work it would be determined as per Rules 25. The said fees to be paid in Cash to the Office of the Sabroom Nagar Panchayat.
9. Applicant shall submit the application Form B as the case may be (in duplicate) duly filled in, for permission to construct or re-construct masonry building and shall enclose the following documents with the application, otherwise it will be rejected :
 - (a) An approved site plan.
 - (b) A building plan in triplicate.
 - (c) Filled up Form B as the case may be, in duplicate.
 - (d) Filled up Annexure of Form B (in duplicate)
 - (e) Attested copy/ certified copy of allotment of land and possession certificate of land.
 - (f) Attested copy of current holding tax receipt in case of old building/ new building for execution purpose.
 - (g) Copy of receipt of payment of fees for sanction of Building Plan.