

**MUNICIPAL CORPORATION SHIMLA**

(See Rule 2)

**APPLICATION FORM FOR PERMISSION UNDER SUB-SECTION (I) OF SECTION 30 FOR DEVELOPMENT OF LAND (UNDER H.P.M.C.ACT, 1994)**

From

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

Sir,

1. I/We beg to apply for permission to undertake/carryout the development of the under mentioned land:-

- (a) Description of land (location with name and road(s) on/off which the property about and boundaries).
- (b) Area..... Sq.ft./Sq.mtrs. .... Acres/Hectares.

2. I/We attach herewith the following documents in five sets namely:-

- (i) Description of the land (location with the name of road(s) on/off which the property about and boundaries.
- (ii) Khasra/plan showing Nos. of land in question and also limit adjoining Khasra falling within 200 mtrs. from the outer limit of the land. The land applied for is shown in "RED" colour in khasra maps.
- (iii) Location plan indicating the land in question and also main approach roads, important building like Hospital School or Cinema, Petrol Pump and the existing uses surrounding the land.
- (iv) The existing land use is Residential Commercial/Industrial, Public Purposes/Open Spaces/Vacant Land.
- (v) A general report showing all development proposals with respect to land in question.
- (vi) A plan showing details of utilities and services like water supply, drainage, electricity, septic tank is provided and is shown alongwith the disposal of sludge water.
- (vii) Other architectural details.
- (viii) A note indicating the type of development proposed namely residential, commercial or industrial. ....

3. The plans have been prescribed by

.....  
 (Name of the Architect) Registration No.  
 .....  
 (if any) Address.  
 .....

4. I/We have deposited a fee of Rs. .... in accordance with the scale prescribed.

Yours faithfully,

**MUNICIPAL CORPORATION SHIMLA**

(See Rule 2)

**FORM OF APPLICATION FOR PERMISSION UNDER SUB-SECTION (1)  
OF SECTION 30 OF T&CP ACT AND SECTION 243 OF H.P.M.C.ACT, 1994.**

From

Ms/Sh./Smt. ....  
.....  
.....

To

.....  
.....

Sir,

I/We beg to apply for permission to erect/re-erect/make addition and/or alteration to undertake repairs to a building on possess the necessary ownership rights, situate at Kh.No. ....

..... Street/Road  
.....  
Block ..... Plot No.  
.....  
Ward No. .... Name of Scheme (if any)  
.....  
.....

1. I/We attach:-

- (a) Five sets of plan, elevation and section stated in enclosed schedule.
- (b) A specification of the proposed building on the prescribed form.

2. The plan have been prescribed by

.....  
(Name of registered Planner/Architect) Registration No.  
.....  
Address  
.....

3. I/We have deposited a fee Rs. .... in accordance with the Scale ..... prescribed in sub-rule (2) of rule 12 of the Himachal Pradesh Town & Country Planning Rules, 1978 made under sub-section(2) of section 30 of the Himachal Pradesh Town & Country Planning Act, 1977.

Yours faithfully,

Signature of Applicant(s).

## SPECIFICATION SHEET.

### SPECIFICATION OF THE PROPOSED BUILDING.

1. Total plot area ..... (Sq. mtr.)
2. Total building area ..... (Sq.mtr.)
  - Basement Floor .....(Sq.mtr.) Proposed .....
  - (Sq.mtr.) Ground Floor .....(Sq.mtr.) Proposed .....
  - (Sq.mtr.) 1<sup>st</sup> Floor ..... (Sq.mtr.) Proposed .....
  - (Sq.mtr.) 2<sup>nd</sup> Floor ..... (Sq.mtr.) Proposed .....
  - (Sq.mtr.) 3<sup>rd</sup> Floor ..... (Sq.mtr.) Proposed .....
  - (Sq.mtr.)
3. The purpose for which it is intended to use the building  
.....  
.....  
.....
4. Specification to be used in construction of the:-
  - (i) Foundation .....
  - (ii) Walls .....
  - (iii) Floors .....
  - (iv) Roofs .....
5. No. of storeys of which building will consist  
.....  
.....
6. Approximate number of person proposed to accommodated .....
7. No. of latrines to be provided .....
8. Whether the site has been built-up or not? If so, when did the previous building case to be fit for occupation .....
- .....
9. Source of water to be used for building purpose .....

10. No. of trees are coming in the plot .....

Signature of Applicant(s)

**SCHEDULE**

**1. Plans:**

Site plans in 1:200 scale showing all drainage lines, sewerage connection or location of septic tank, soak pit and house drainage.

**2. Building plan to the scales of 1:100 scale showing:-**

- |       |                        |   |
|-------|------------------------|---|
| (i)   | Ground floor plans.    | These drawing must be in the                  |
| (ii)  | Other floor plans      | Form of working drawing showing.              |
| (iii) | Typical cross section. | All the dimensions of Rooms,                  |
| (iv)  | Longitudinal section   | Openings, thickness of walls, roofs,          |
| (v)   | Two elevations.        | Flooring foundations and dam proofs<br>cours. |

**3. Schedule of Area:**

Built up area ..... Sq. mtr  
Open area ..... Sq. mtr.  
Total plot area ..... Sq. mtr.  
Area permissible as per FAR ..... Sq. mtr.

**4. Schedule of open spaces:**

Front set back ..... mtr.  
Side set back ..... mtr.  
Rear set back ..... mtr.

Signature of Applicant(s)

MUNICIPAL CORPORATION SHIMLA

Form-1  
(See bye-law-7.1.1)

Form for First Application to erect, re-erect or to make Material Alteration in any place in a Building

To

The Commissioner,  
Municipal Corporation,  
Shimla.

Sir,

I hereby give notice that I intend to erect/re-erect/demolition or to make alteration in the Building No. \_\_\_\_\_ or to \_\_\_\_\_ on/in plot No./Khasra No. \_\_\_\_\_ situated at \_\_\_\_\_ Shimla in accordance with the building bye-laws of Municipal Corporation Shimla I forward herewith, the following plans and specifications duly signed by me and \_\_\_\_\_ (name in block letters), the Engineer/Architect who have prepared the plans, designs etc and will supervise its erection. The copy of other following documents (as applicable) are attached herewith:

1. Key plan/ Location plan.
2. Site plan.
3. Building plan alongwith structural design.
4. Service plan.
5. Ownership title.
6. Jamabandi, tatima
7. Demarcation certificate.
8. General specifications.
9. Attested copy of Receipt for payment of application fee.
10. Two photographs of site from different angles.
11. Other documents, as required.

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

Name of owner-----

(in block letter)

Address of owner\_\_\_\_\_

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MUNICIPAL CORPORATION SHIMLA  
Form-2  
(See bye-law-7.1.1)

CERTIFICATE

It is to certify that the structural design of proposed building of  
Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_ Khasra  
No. \_\_\_\_\_ at \_\_\_\_\_ Shimla has been  
prepared by me. The various parameters taken for this structural design, are as follows:

- 1. Soil bearing capacity
- 2. Structural design for no. of floors.
- 3. Seismic consideration
- 4. Factor of safety

Signature of Registered Engineer.

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Name of the Registered Engineer

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(in block letters)

Address of Registered Engineer

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MUNICIPAL CORPORATION SHIMLA  
Form-3  
(See bye-law-7.6)

Form for Specification of Proposed Buildings

- a. The purpose (Residence, Office, Godown, Restaurant, -----  
**Hotel, Dharamshala, School, Hostel, Cynema, Shop** \_\_\_\_\_  
Factory, Stable) for which it is intended to be used.
- b. Details of coverage on respective floors are given below:

	Existing	Proposed	Total
1. Basement Floor			
2. Ground Floor			
3. Mezzanine Floor			
4. First Floor			
5. Second floor			
6. Third Floor			

- c. Approximate number of inhabitants proposed to be accomodated.
- d. The number of latrines, urinals, kitchens, baths to be provided.
- e. The source of water to be used in the construction.
- f. Distance from public sewer.
- g. The material to be used in construction. Walls /columns/Foundation.  
Roof  
Floors.

Signature of Registered Engineer/Architect,

\_\_\_\_\_  
Name of Registered Engineer/Architect

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(in block letters)  
Registration No of Registered  
Engineer/Architect

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MUNICIPAL CORPORATION SHIMLA  
Form-4  
(See bye-law-7.9)

To

The Commissioner,  
Municipal Corporation,  
Shimla.

Sir,

I hereby certify that the erection/re-erection/demolition or material alteration  
in/of building\_\_\_\_\_on/in Plot No/Khasra  
No.\_\_\_\_\_situated at\_\_\_\_\_shall be carried out under  
my supervision and I certify that all the materials (type and grade) and the workmanship of  
the work shall be generally in accordance with the general specifications submitted alongwith  
and that the work shall be carried out according to the sanctioned plans.

Signature of Registered Engineer/Architect

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Name of the Registered Engineer/Architect

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Registration No. Of Registered Engineer  
/Architect

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Address of Registered Engineer/Architect



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(in block letters)

MUNICIPAL CORPORATION SHIMLA  
Form-5  
(See bye-law-7.9)

To

The Commissioner,  
Municipal Corporation,  
Shimla.

Sir,

I hereby certify that the drainage /sanitary and water supply works shall be executed by me or under my strict supervision for the work of erection/re-erection/demolition of material alteration of the proposal for which building permit application in respect of building\_\_\_\_\_ on/in plot No./Khasra No.\_\_\_\_\_situated at \_\_\_\_\_ and I certify that all the materials and workmanship of the work shall be in accordance with the standard laid down I.S.I and the provision of the building bye-laws and that the work shall be carried out in accordance with the sanctioned plan.

Signature of Registered  
Engineer/Architect /Plumber

\_\_\_\_\_

Name of the Registered Engineer//  
Architect /Plumber

\_\_\_\_\_

(in block letters)

Address of Registered Engineer/Architect  
/Plumber

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MUNICIPAL CORPORATION SHIMLA  
Form-3  
(See bye-law-15.2)

To

The Commissioner,  
Municipal Corporation,  
Shimla.

Sir,

I hereby certify that the erection/demolition or material alteration in/of  
building No. \_\_\_\_\_ on/in plotNo./Khasra  
No. \_\_\_\_\_  
at will be commenced on \_\_\_\_\_ as per your permission vide office  
communication No. \_\_\_\_\_ dated \_\_\_\_\_ in accordance with the  
plans sanctioned.

Signature of owner \_\_\_\_\_

Name of the owner \_\_\_\_\_

**Address of owner** \_\_\_\_\_

MUNICIPAL CORPORATION SHIMLA  
Form-7  
(See bye-law-16)

(To be submitted alongwith fees of Rs.50 for notice of completion and other relevant document)

To

The Commissioner,  
Municipal Corporation,  
Shimla.

Sir,

I/We hereby give notice that I/we have completed the erection of the building execution of the works in plot No./Khasra No. \_\_\_\_\_ situated at \_\_\_\_\_ in pursuance of sanction granted by the Commissioner vide diary No. \_\_\_\_\_ dated \_\_\_\_\_

2. Permission to occupy or use the building may be granted.

Yours faithfully,

Signature of Owner \_\_\_\_\_

Address of the Owner \_\_\_\_\_

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MUNICIPAL CORPORATION SHIMLA  
Form-8  
(See bye-law-16)

Form for certificate of Registered Engineer  
(to be submitted alongwith notice of completion)

To

The Commissioner,  
Municipal Corporation,  
Shimla.

Sir,

I hereby certify that the erection/ re-erection or material alteration in/at building No. \_\_\_\_\_ on/in plot No./Kh.No. \_\_\_\_\_ situated at \_\_\_\_\_ has been supervised by me and has been completed on \_\_\_\_\_ according to the plans sanctioned, vide office communication No. \_\_\_\_\_ dated \_\_\_\_\_.

The work have been completed to my best satisfaction, the workmanship and all the materials(type and grade) have been used strictly in accordance with general and detailed specifications. No provisions of the Building Bye-Laws, no requisition made, conditions prescribed or orders issued thereunder have been transgressed in the course of the work. The building is structurally fit for use for which it has been erected/re-erected or altered/constructed and enlarged.

Signature of Registered Engineer/Architect

\_\_\_\_\_  
Name of the Registered Engineer/Architect

\_\_\_\_\_  
(in block letters)  
Registration No. Of Registered  
Engineer/Architect

\_\_\_\_\_  
Address of Registered Engineer/Architect

\_\_\_\_\_  
MUNICIPAL CORPORATION SHIMLA  
Form-9  
(See bye-law-16)

To

The Commissioner,  
Municipal Corporation,  
Shimla.

Sir,

I/We undersigned hereby give you notice that the drainage works in the premises of plot No./Khasra No \_\_\_\_\_ located at \_\_\_\_\_ will be completed and ready for your final inspection on the \_\_\_\_\_ (date) at \_\_\_\_\_ (time) and request inspection and approval of the same.

The work was sanctioned by the Municipal Corporation Shimla vide letter No. \_\_\_\_\_ dated \_\_\_\_\_

Signature of the owner \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_

Certified that the sanitary/water supply work has been executed under my supervision and as per building bye-laws /sanctioned plan.

Signature plumber/Engineer\_\_\_\_\_

Name of the Plumber/Engineer)\_\_\_\_\_

Registered No.\_\_\_\_\_

Address\_\_\_\_\_

Municipal Corporation Shimla) Building Section

No.\_\_\_\_\_

Dated\_\_\_\_\_

Certified that the above works have been inspected and approved.

For(Commissoner)

MUNICIPAL CORPORATION SHIMLA

Form-10

(See bye-law-20)

To

The Commissioner,  
Municipal Corporation,  
Shimla.

Sir,

I, the owner of the plot No./Khasra  
No.\_\_\_\_\_situated at \_\_\_\_\_in relation  
to which the building plan was sanctioned vide your order  
No.\_\_\_\_\_dated \_\_\_\_\_do hereby intimate  
that I have completed the work upto plinth for your information and record.

Signature of the applicant owner

Name & Address-----

\_\_\_\_\_

\_\_\_\_\_