

**GUIDEBOOK ON APPLICATION, APPROVAL & OCCUPANCY PROCEDURE  
UNDER BIHAR BUILDING BYE LAWS, 2014**



**PUBLISHED BY: URBAN DEVELOPMENT & HOUSING DEPARTMENT,  
GOVERNMENT OF BIHAR**

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## **I. APPROVAL OF LAND DEVELOPMENT PLAN**

## 1. BRIEF

<b>Name of Service</b>	<b>Approval of Land Development Plan</b>																																		
<b>Department</b>	Urban Development and Housing Department																																		
<b>Regulatory Framework</b>	Bihar Building Bye-Laws -2014																																		
<b>Service Condition (i.e. Who requires this service?)</b>	All kinds of subdivision of land for utilizing selling, leasing out or otherwise disposing it off require this approval.																																		
<b>Application Method</b>	Manual; ( <i>Form-I as prescribed in the Building Bye-Laws-2014</i> )																																		
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Application in prescribed format</li> <li>2. 4 sets of layout plan (8 sets in case of Govt. leased Govt. plots) (also the soft copy in PDF format and CAD format)</li> <li>3. Ownership Document</li> <li>4. Supervision Certificate (in form-V as prescribed in Building Bye-laws 2014)</li> <li>5. Affidavit for peaceful possession of the land</li> <li>6. Certificate for Structural Stability (in form-IV as prescribed in Building Bye-laws 2014)</li> <li>7. NoC from lessee in case of lease hold</li> <li>8. NoC from Fire Authority (if applicable)</li> <li>9. NoC from Airport Authority (if applicable)</li> <li>10. Environmental clearance (if applicable)</li> <li>11. Details of Fee</li> </ol>																																		
<b>Application Processing Fee (if any) and Mode of Payment</b>	<p>The scale of fees for development permit shall be as per following table:</p> <table> <tr> <th>Sr. No.</th><th>Area of Plot</th><th>Gram Panchayat within Planning Area (Rs.)</th><th>Nagar Panchayat (Rs.)</th><th>Municipal Council (Rs.)</th><th>Municipal Corporation (Rs.)</th></tr> <tr> <th>(i)</th><th>(ii)</th><th>(iii)</th><th>(iv)</th><th>(v)</th><th>(vi)</th></tr> <tr> <td>1.</td><td>up to 1.0 hectare</td><td>5000</td><td>6000</td><td>8000</td><td>10000</td></tr> <tr> <td>2.</td><td>above 1.0 hectare &amp; up to 2.5 hectare</td><td>10000</td><td>12000</td><td>15000</td><td>20000</td></tr> <tr> <td>3.</td><td>above 2.5 hectare &amp; up to 5 hectare</td><td>15000</td><td>16000</td><td>20000</td><td>30000</td></tr> </table> <p>i. For development permit above 5 hectare for every addition of 1 hectare or part there will be an additional fee of Rs. 2000 per hectare.</p> <p>ii. In the case of development permit for non-residential use the above fees shall be doubled for different sizes of land.</p>					Sr. No.	Area of Plot	Gram Panchayat within Planning Area (Rs.)	Nagar Panchayat (Rs.)	Municipal Council (Rs.)	Municipal Corporation (Rs.)	(i)	(ii)	(iii)	(iv)	(v)	(vi)	1.	up to 1.0 hectare	5000	6000	8000	10000	2.	above 1.0 hectare & up to 2.5 hectare	10000	12000	15000	20000	3.	above 2.5 hectare & up to 5 hectare	15000	16000	20000	30000
Sr. No.	Area of Plot	Gram Panchayat within Planning Area (Rs.)	Nagar Panchayat (Rs.)	Municipal Council (Rs.)	Municipal Corporation (Rs.)																														
(i)	(ii)	(iii)	(iv)	(v)	(vi)																														
1.	up to 1.0 hectare	5000	6000	8000	10000																														
2.	above 1.0 hectare & up to 2.5 hectare	10000	12000	15000	20000																														
3.	above 2.5 hectare & up to 5 hectare	15000	16000	20000	30000																														
<b>Application to be submitted at: (<i>Manual application</i>)</b>	Office of the Planning Authority/Municipal Corporation/Nagar Panchayat/Nagar Parishad																																		
<b>Approving Authority</b>	Designated Officer of the Planning Authority/Chief Municipal Officer of the respective municipality																																		

<b>Whether prior inspection is required for this approval</b>	If the designated officer thinks it necessary
<b>Prescribed Timeline for service delivery (<i>from date of application</i>)</b>	60 days ( <i>Notified under Bihar Building Bye-laws, 2014</i> )

**-: IMPORTANT NOTE:-**

- This approval is required in case the proposed land for the development falls within Municipal Corporations/Municipal Council/Nagar Panchayats/ Metropolitan area/Planning Area under various Planning Authority/Gram Panchayat areas covered under Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012.

## 2 APPLICATION & APPROVAL PROCEDURE

1. Keep the hard copy ready of all the necessary documents.
2. Fill in the **Form-I** i.e. “**Application for Land Development**” as prescribed under the Bihar Building Bye-laws-2014.
3. Attach all the documents with the filled in application form.
4. Submit the application form along with informations filled in forms-III, IV, V and checklist in form-VI with all the documents at the office of designated officer of the planning authority/ chief municipal officer of the respective municipality.
5. Filled application form will be scrutinized at the office of the designated officer of the planning authority/ chief municipal officer of the respective municipality.
- 6a. In case permission for the proposed land development plan is granted, it shall be communicated to the applicant in **Form-VIII B** prescribed under Bihar Building Bye-laws-2104 within 60 days from the receipt of the application.
- 6b. In case permission for the proposed land development plan is refused it shall be communicated to the applicant in **Form-IX** prescribed under Bihar Building Bye-laws-2104.

## II. APPROVAL OF BUILDING PLAN/CONSTRUCTION PERMISSION

### 1. BRIEF

Name of Service	Approval of Building Plan																																											
Department	Urban Development and Housing Department, Govt. of Bihar																																											
Regulatory Framework	Bihar Building Bye-Laws -2014																																											
Service Condition (i.e. Who requires this service?)	Applicants intending building construction activity require this permission prior to the commencement of construction work.																																											
Application Method	Manual; ( <i>Form-II as prescribed in the Building Bye-Laws-2014</i> )																																											
List of prescribed documents to be submitted	<div>1. Application in prescribed format</div> <div>2. 4 sets of layout plan (8 sets in case of Govt. leased Govt. plots) (also the soft copy in PDF format and CAD format)</div> <div>3. Ownership Document</div> <div>4. Supervision Certificate (in form-V as prescribed in Building Bye-laws 2014)</div> <div>5. Affidavit for peaceful possession of the land</div> <div>6. Certificate for Structural Stability (in form-IV as prescribed in Building Bye-laws 2014)</div> <div>7. Check List (in form-VI as prescribed in Building Bye-laws 2014)</div> <div>8. NOC from lessee in case of lease hold</div> <div>9. NOC from Fire Authority(if applicable)</div> <div>10. NOC from Airport Authority(if applicable)</div> <div>11. Environmental clearance (if applicable)</div> <div>12. Details of Fee</div>																																											
Application Processing Fee (if any) and Mode of Payment	<div>i. <b>Residential buildings:</b> The fees for building permit shall be as per below table:</div> <div>(in Rs. per Sq. Meter built-up area)</div> <table><tr><th rowspan="2">Sr. No.</th><th rowspan="2">Height of Building</th><th rowspan="2">Gram Panchayat within Planning Area</th><th rowspan="2">Nagar Panchayat</th><th rowspan="2">Municipal Council</th><th colspan="2">Municipal Corporation</th></tr><tr><th>Population up to 10 Lac</th><th>Population above 10 Lac</th></tr><tr><td>(i)</td><td>(ii)</td><td>(iii)</td><td>(iv)</td><td>(v)</td><td>(vi)</td><td>(vii)</td></tr><tr><td>1.</td><td>up to 10m</td><td>3.0</td><td>4.0</td><td>6.0</td><td>10.0</td><td>12.0</td></tr><tr><td>2.</td><td>up to 15m</td><td>5.0</td><td>6.0</td><td>8.0</td><td>15.0</td><td>18.0</td></tr><tr><td>3.</td><td>More than 15m</td><td>6.0</td><td>8.0</td><td>12.0</td><td>20.0</td><td>25.0</td></tr></table> <div>ii. <b>Non-Residential Buildings:</b> In case of buildings other than those mentioned in (i) above to be used for non-residential purpose, the fees charged shall be double of the rates prescribed in above table.</div>							Sr. No.	Height of Building	Gram Panchayat within Planning Area	Nagar Panchayat	Municipal Council	Municipal Corporation		Population up to 10 Lac	Population above 10 Lac	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	1.	up to 10m	3.0	4.0	6.0	10.0	12.0	2.	up to 15m	5.0	6.0	8.0	15.0	18.0	3.	More than 15m	6.0	8.0	12.0	20.0	25.0
Sr. No.	Height of Building	Gram Panchayat within Planning Area	Nagar Panchayat	Municipal Council	Municipal Corporation																																							
					Population up to 10 Lac	Population above 10 Lac																																						
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)																																						
1.	up to 10m	3.0	4.0	6.0	10.0	12.0																																						
2.	up to 15m	5.0	6.0	8.0	15.0	18.0																																						
3.	More than 15m	6.0	8.0	12.0	20.0	25.0																																						
Application to be submitted at: ( <i>Manual application</i> )	Office of the Planning Authority/Municipal Corporation /Nagar Panchayat/Nagar Parishad																																											
Key Approving Authority	Designated Officer of the Planning Authority/Chief Municipal Officer of the respective municipality																																											

<b>Whether prior inspection is required for this approval</b>	No
<b>Prescribed Timeline for service delivery (from date of application)</b>	60 days (Notified under Bihar Building Bye-laws, 2014)

**-.: IMPORTANT NOTE 1:-**

- The UD&HD has empanelled architects & structural engineers etc. through ULBs to serve as a consultant/supervisor for the preparation of the building plan and even supervise the construction work as per the Bihar Building Bye-laws. List of such technical persons are available on urban local body website/UD&HD website. A prospective entrepreneur/investor is required to hire only an empanelled architects/structural engineers to help them in the construction of the required building/supervise the

**-.: IMPORTANT NOTE 2:-**

- The permission granted shall remain valid up to three years from the date such permission is granted. The completion certificate shall have to be submitted within this period. However in case of failure to submit the completion certificate within the prescribed period the permission shall have to be revalidated before the expiry of the above period on payment of such fee as may be prescribed by the authority and such revalidation shall be valid for another two years. If the development work is not completed within the above mentioned five year period, the applicant shall make a fresh application for approval of building plan.

**-.: IMPORTANT NOTE 3:-**

- A guideline has been issued by the UD&HD for approval of building plan approval by the ULBs. A copy of this guideline is attached at annexure for reference.
- A format for the monthly report to be submitted by the ULBs in regard to the application received and disposed by the ULBs has been issued by the UD&HD. A copy of the format is attached at annexure for reference.

## 2. APPLICATION & APPROVAL PROCEDURE

1. Keep the hard copy ready of all the necessary documents.
2. Fill in the **Form-II** i.e. “**Building Plan Application Form**” as prescribed under the Bihar Building Bye-laws-2014.
3. Attach all the documents with the filled in application form.
4. Submit the application form with all the documents at the office of designated officer of the planning authority/ chief municipal officer of the respective municipality
5. Filled application form will be scrutinized at the office of the designated officer of the planning authority/ chief municipal officer of the respective municipality
- 6a. In case permission for the proposed building plan is granted, it shall be communicated to the applicant in **Form-VIII A** prescribed under Bihar Building Bye-laws-2104 within 60 days from the receipt of the application.
- 6b. In case permission for the proposed building plan is refused the refusal shall be communicated to the applicant in **Form-IX** prescribed under Bihar Building Bye-laws-2104.
- 6c. In case there is an objection pointed out in the plan, the applicant shall be communicated to modify the plan and comply with the objections raised and re-submit it. The authority shall scrutinize the re-submitted plan and if there will be further objections, the applicant should be given one more chance to comply with the objections raised within a period of 30 days after which if the final revised plan are not resubmitted the plan shall be rejected. If the revised plan is submitted within 30 days of raising the objection, the scrutiny and approval/ rejection would be done within next 30 days after the receipt of the revised plan.



### III. CERTIFICATE FOR OCCUPANCY OF BUILDING

#### 1. BRIEF

<b>Name of Service</b>	Building Occupancy Certificate
<b>Department</b>	Urban Development & Housing Department
<b>Regulatory Framework</b>	Bihar Building Bye-Laws-2014
<b>Service Condition (i.e. Who requires this service?)</b>	All kinds of building require this certificate after completion of the construction.
<b>Application Method</b>	Manual
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"><li>1. Notice of Completion in the prescribed format</li><li>2. Three copies of completed building plans.</li><li>3. Record of Rights relating to ownership.</li><li>4. Copy of approved plan and approval letter.</li><li>5. Certificate of establishment of fire safety appliances by the nominated authority wherever applicable.</li><li>6. Evidence to the effect of all public utility services, and in particular, sewerage, drainage, water supply, and electricity have been linked to the main public utility system.</li><li>7. A fee of INR 1000/- .</li></ol>
<b>Application Processing Fee (if any) and Mode of Payment</b>	INR 1000/-
<b>Application to be submitted at: (<i>Manual application</i>)</b>	Office of the Planning Authority/Municipal Corporation /Nagar Panchayat/ Nagar Parishad
<b>Approving Authority</b>	Designated Officer of the Planning Authority/Chief Municipal Officer of the respective municipality
<b>Whether prior inspection is required for this approval</b>	Yes
<b>Prescribed Timeline for service delivery (<i>from date of application</i>)</b>	30 days (Notified under Bihar Building Bye-laws, 2014)

#### **-: IMPORTANT NOTE:-**

- An investor is actually required to submit a Notice (Certificate) of Completion in Form-XII as per the Building Bye-Laws-2014 to obtain the occupancy certificate. This notice is to be given/issued by the empanelled structural engineer/ architect/ engineer hired for this construction by the investor.

## 2. APPLICATION & APPROVAL PROCEDURE

1. Keep the hard copy ready of all the necessary documents.

2. Fill in the “**Notice of Completion**” in **Form-XII** as prescribed under the Bihar Building Bye-laws-2014.

*Note: The form should be filled and duly signed by the empanelled technical person*

3. Attach all the documents with the filled in application form.

4. Submit the application form with all the documents at the office of designated officer of the planning authority/ chief municipal officer of the respective municipality.

5. Filled application form will be scrutinized at the office of the designated officer of the planning authority/ chief municipal officer of the respective municipality.

6a. A team of officials shall visit the site within 15 days and verify the facts as per Bye laws-15(4).  
(Please refer to the “**Compliance Inspection**” section of this booklet for details of inspection procedure.)

6b. After verification of Notice of Completion, Occupancy Permission (**Form-XIII**) shall be issued or refused as the case may be, by the authority, within 30 days from the date of application as per the provision of Bye laws-16(1) & 16(3).

6c. If the Occupancy Certificate is not issued within time limit mentioned above, the applicant shall submit a notice with an affidavit that the construction is strictly as per the approved plans and no dues in development charges or any other form of payment to be made to the Authority are pending and all the conditions for issuing of occupancy permission are complied with. In case of non-compliance of such notice within 15 days, it will be deemed to have been granted.

## IV. INSPECTION OF THE PREMISE DURING ONGOING CONSTRUCTION

### 1. BRIEF

<b>Name of Service</b>	Inspection of the Premise for Ongoing Construction
<b>Department</b>	Urban Development & Housing Department
<b>Regulatory Framework</b>	Bihar Building Bye-Laws-2014
<b>Service Condition</b>	As per the Bihar Building Bye-Laws-2014, all construction or work for which a permit is required and granted shall be subject to inspection by the Authority at all reasonable hours with prior intimation.
<b>Competent Authority for conducting the site inspection</b>	Designated Officer of the Planning Authority/Chief Municipal Officer of the respective municipality or a team of officials constituted by her/him

### 2. INSPECTION PROCEDURE

1. After approval of layout/building plan, the applicant has to submit **“Notice for Commencement of Work”** in **Form-X** to the Authority as s/he commences the construction work.
2. The authority, upon receipt of this information, shall inspect the work within 14 days to verify that the building has been allocated and development work is being carried out in accordance with the sanctioned plans. If, the authority fails to make the inspection within the specified period, it shall be presumed that the Authority has no objection to the construction.
3. During the ongoing construction work, **Periodic Progress Report** in **Form-XI** should be submitted by the empaneled structural engineer/ architect/ engineer to the authority. Submission of inspection report is required at plinth level and different roof slabs level(s).
4. Following the submission of the periodic progress report, inspection, where required, shall be made within 7 days.
5. After the inspection, a report would be prepared and submitted for further action if required. **The inspection report shall clearly record all the deviations observed (if any) from the approved building plan.** A copy of the inspection report shall also be made available to the builder/ developer.

If the Authority finds at any stage that the construction is not being carried on according to the sanctioned plan or is in violation of any of the provisions of these bye laws, it shall notify the owner giving details of deviation and no further construction shall be allowed until necessary corrections in the plan are made and the corrected plan is approved.

## V. INSPECTION OF THE PREMISE FOR ISSUANCE OF OCCUPANCY CERTIFICATE

### 1. BRIEF

<b>Name of Service</b>	Inspection of the Premise for Issuance of Occupancy Certificate
<b>Department</b>	Urban Development & Housing Department
<b>Regulatory Framework</b>	Bihar Building Bye-Laws-2014
<b>Service Condition</b>	As per the Bihar Building Bye-Laws-2014, all construction or work for which a permit is required and granted shall be subject to inspection by the Authority prior to the issue of the occupancy permission.
<b>Competent Authority for conducting the site inspection</b>	Designated Officer of the Planning Authority/Chief Municipal Officer of the respective municipality or a team of officials constituted by her/him

### 2. INSPECTION PROCEDURE

1. The applicant shall submit the “**Notice of Completion**” in **Form-XII** to the authority requesting the issue of occupancy certificate.

2. Upon receipt of such notice the authority would direct a team of official to conduct a site inspection. A prior information would be sent to the applicant for the inspection.

3a. The team of officials shall visit the site within 15 days.

3b. The team will verify the following facts:

(i) **Number of floors, (ii) Building height, (iii) External Setbacks, (iv) Building Line, (v) Parking space provision, (vi) Abutting road width, (vii) FAR, (viii) Tree Cover, (ix) Water harvesting structures and (x) Land if required to be surrendered etc.**

3c. The team shall record the deviations made from the approved plan. Implementation of Life Safety provisions as mentioned in National Building Code 2005(Group-1 Part-IV Fire and Life Safety-4) shall also be inspected wherever applicable.

4. After the inspection a report would be prepared and submitted for further action if required. A copy of the inspection report shall also be made available to the builder/ developer.

## VI. TRADE LICENSE

### I. BRIEF

<b>Name of Service</b>	Trade License
<b>Department</b>	Urban Development & Housing Department
<b>Application Method</b>	Online
<b>List of prescribed documents to be submitted</b>	1. Address Proof and Identity Proof 2. Lease Deed/ Legal Occupancy
<b>Approving Authority</b>	Designated Officer of the Planning Authority/Chief Municipal Officer of the respective municipality
<b>Prescribed Timeline for service delivery (<i>from date of application</i>)</b>	30 days (Notified under Bihar Industrial Investment Promotion Act, 2016)

### II. APPLICATION & APPROVAL PROCEDURE

1. Keep the scanned/ soft copy ready of all the necessary documents as mentioned above.

2. Please visit the site <https://nagarseva.bihar.gov.in/udhd/Home.html> and file the online application. For step by step filing of online application form please refer to the Annexure-A below.

3a. Online verification of documents will be done by the ULB officials.

3b. Once the application is scrutinized, the authorized official will generate the LoI seeking requisite payment from applicant for issuing the License. An sms/email shall be sent to the applicant for making the requisite payment.

3c. Applicant can see the details of the LoI and requisite payment to be made at their respective dashboard on the portal.

3d. Please make the online payment against the LoI through the portal.

4a. Once the payment is received, the competent authority shall verify and issue the Trade license. Signed copy of the trade license then can be downloaded by the applicant.

## VII. MUNICIPAL WATER CONNECTION

### I. BRIEF

<b>Name of Service</b>	Municipal Water Connection
<b>Department</b>	Urban Development & Housing Department
<b>Application Method</b>	Manual
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"><li>1. Malgujari Rashid of up to date payment of the property where connection is required</li><li>2. Copy of the aadhar card of the applicant</li><li>3. Copy of the latest electricity bill payment of the premises where the connection is required</li><li>4. Map of the proposed house/ building duly signed by the registered plumber and the applicant</li></ol>
<b>Approving Authority</b>	Designated Officer of the Planning Authority/Chief Municipal Officer of the respective municipality
<b>Application Fee</b>	As decided by the Municipality from time to time
<b>Prescribed Timeline for service delivery (from date of application)</b>	30 days (Notified under Bihar Industrial Investment Promotion Act, 2016)

### II. APPLICATION & APPROVAL PROCEDURE

1. Fill in the Form-I. Copy of Form-I for water connection is at Annexure-B below.
2. Attach all the requisite documents mentioned above.

**3a.** Please submit the filled in application form along with the attached requisite documents to the ULB counter.

**3b.** Application fee, as decided by the concerned municipality, shall have to be deposited with the application.

**4a.** Verification of application/ documents will be done by the ULB officials.

**4b.** Once the application is scrutinized, the authorized official will issue the connection order.

**4c.** In case there is any discrepancy in the application and/or documents, the applicant shall be informed. Once the discrepancy is resolved the connection order shall be issued.

## FORMS & GUIDELINES

**FORM-I**  
**APPLICATION FOR LAND DEVELOPMENT**  
BYE LAWS NO.-5(3), 68(1)

Application No.-\_\_\_\_\_

**APPLICATION FOR DEVELOPMENT/ RE-DEVELOPMENT OF LAND FOR  
OBTAINING DEVELOPMENT PERMIT**

From:

Name and Address  
(in Block letters)

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

For Office use only

Regd. No.....

Date:.....

Signature of Authorised PersonS

Tel No. Mobile No/ .....

..... :Email id.....

To

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

Madam/Sir

I/We hereby apply for permission to undertake development/ re-development of land,

in respect of Plot No (CS).....Plot No (MSP)..... Khata No..... Holding No. ....  
Village/Mohalla...../Ward No.....of..... Municipal Corporations/ Municipal  
Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.....Planning  
Authority/ Gram Panchayat areas covered under.....Development Plan/ Planning  
Authority/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012.

The said land shall be used for..... purpose.

I/We do enclose herewith the following plans (4 copies in case of privately owned plots/ 8 copies  
in case of Govt. leased Govt. plots) and specifications duly signed by me and Town Planner  
/Architect /Engineer /Supervisor /Group agency.....bearing Regd.No.....  
License/Empanelment No..... who has/have prepared the plans, designs etc. and who  
will supervise the developments. The parameters and checklist prepared by the Technical person  
is enclosed.



I/We the owner(s) of every part of the land to which this application relates, request for permission of the above development of land which may kindly be accorded.

**Documents furnished.**

1.	Four Eight/ sets of the layout Plan:	Yes/No/Not applicable
2.	Ownership document:	Yes/No/Not applicable
3.	Supervision certificate in form-V:	Yes/No/Not applicable
4.	Affidavit for peaceful possession of the land:	Yes/No/Not applicable
5.	Certificate for Structural Stability in form-IV:	Yes/No/Not applicable
6.	NOC from lessee in case of lease hold:	Yes/No/Not applicable
7.	NOC from Fire Authority:	Yes/No/Not applicable
8.	NOC from Airport Authority:	Yes/No/Not applicable
9.	Environmental clearance:	Yes/No/Not applicable
10.	Details of Fee:	Yes/No/Not applicable
11.	Checklist:	Yes/No/Not applicable
12.	any other certificate/NOC (Please specify):	Yes/No/Not applicable

Place:

Signature of Owner(s)

Date:

Name of Owner(s)

FORM-II

**BUILDING PLAN APPLICATION FORM**

BYE LAWS NO.-5(4)

Application No.-.....

**APPLICATION FOR PERMISSION TO ERECT, REERECT, DEMOLISH OR TO MAKE  
ANY ADDITIONS OR ALTERATION IN A BUILDING**

From:  
Name and Address  
(in Block letters)

For Office use only  
Regd. No.

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

Tel No/ Mobile No.....  
Email Id .....

To

.....

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

Madam/Sir

I/We hereby apply for permission to erect, re-erect, demolish or to make additions or alteration in any place in a building and carry out:-

- a) Construction of .....storey (Stories) building.
- b) Re-construction of an existing building
- c) Alteration/addition to the existing building;
- d) Revalidation/renewal of plan for construction of all..... storied building;
- e) Demolition
- f) .....(if any other please specify).

In respect of Plot No (CS).....Plot No (MSP)..... Khata No..... Holding No.  
..... Village/Mohalla...../Ward No.....of..... Municipal Corporations/  
Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area  
under.....Planning Authority/ Gram Panchayat areas covered  
under.....Development Plan/ Planning Authority/ or Planning Scheme notified under  
Bihar Urban Planning and Development Act 2012, the said land shall be used for.....  
purpose.

I/We do enclose herewith the following plans (4 copies in case of privately owned plots/

*Guidebook on Application, Approval & Occupancy Procedure under Bihar Building Bye Laws, 2014*

8 copies in case of Govt. leased Govt. plots) and specifications duly signed by me and Town Planner /Architect /Engineer /Supervisor /Group agency.....bearing Regd.No..... License/Empanelment No..... who has/have prepared the plans, designs etc. and who will supervise the developments. The parameters and checklist prepared by the Technical person is enclosed.

I/We the owner(s) of every part of the land/building to which this application relates, requests, permission for the above building plan may kindly be accorded.

**Documents furnished.**

- |   |                        |
|---|------------------------|
| 1. Four/Eight sets of the building Plan:          | Yes/No/Not applicable  |
| 2. Ownership document:                            | Yes/No/Not applicable  |
| 3. Supervision certificate in form-V:             | Yes/No/Not applicable  |
| 4. Affidavit for peaceful possession of the land: | Yes/No/Not applicable  |
| 5. Structural stability certificate:              | Yes/No/Not applicable  |
| 6. NOC from lessee in case of lease hold:         | Yes/No/Not applicable  |
| 7. NOC from Fire Authority:                       | Yes/No/Not applicable  |
| 8. NOC from Airport Authority:                    | Yes/No/Not applicable  |
| 9. Environmental clearance:                       | Yes/No/Not applicable  |
| 10. Details of Fee                                | Yes/No/Not applicable  |
| 11. Checklist of the proposed building:           | Yes/No/Not applicable  |
| 12. any other certificate/NOC (Please specify):   | Yes/No/Not applicable. |

Place:

Signature of Owner(s)

Date-

Name of Owner(s)

**FORM-III**

**CERTIFICATE FOR EXECUTION OF WORK AS PER STRUCTURAL SAFETY REQUIREMENTS**

**BYE LAWS NO.-5(6) (VII)**

From

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

(Name and address of the applicant in block letters)

TO

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

With respect to the building work of erection, re-erection or for making alteration in the..... Khata No. ....building on in with respect of Plot No (CS).....Plot No (MSP)..... Khata No..... Holding No. .... Village/Mohalla...../Ward No.....of..... Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.....Planning Authority/ Gram Panchayat areas covered under.....Development Plan/ Planning Authority/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the development plan area of ..... within the Development Plan Area of ..... I certify;

1. that the building has been constructed according to the sanctioned plan and structural design( copy of the drawings as executed enclosed),which incorporates the provisions of structural safety norms as specified in Part- 6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes; and the design complies with the Earthquake Safety requirements as stipulated in the बिहार में, भूकम्पीय खतरों से न्यूनीकरण के लिये, भवनों के निरूपण एवं निर्माण का परिपत्र, बिहार राज्य आपदा प्रबंधन प्राधिकरण, पत्रांक-10/विविध/अप०प्र०प्रा०-13/2011-2253/ आ०प्र०, बिहार सरकार, बिहार राज्य आपदा प्रबंधन प्राधिकरण (आपदा प्रबंधन विभाग) as in Appendix A.
2. That the construction has been done under my supervision and guidance and adheres to the drawings and specifications submitted and records of supervision have been maintained. Any subsequent changes from the completion drawings shall be the responsibility of the owner

Signature of owner  
With date

Name and Signature of competent Technical Person  
with Registration No. and date---

**FORM-IV**  
**CERTIFICATE FOR STRUCTURAL STABILITY**

BYE LAWS NO.-5(6) (viii) & 6(2) Note-2

With respect to the building work of erection, re-erection or for making alteration with respect of Plot No (CS).....Plot No (MSP)..... Khata No..... Holding No. ....  
Village/Mohalla...../Ward No.....of..... Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.....Planning Authority/ Gram Panchayat areas covered under.....Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the development plan area of....., I certify that the structural plans and details of the building submitted for approval satisfy the structural safety requirements for all situations including natural disasters like cyclone & earth quake etc., as applicable under the Byelaws and stipulated under Part- 6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes; and the information given therein is factually correct to the best of my knowledge. I undertake responsibility with regard to supervision of the work at each stage of construction,(after laying of foundation &after casting of each floor) and submission of Periodic Progress Report to.....Authority regularly to the effect that the building is being constructed conforming to the approved plan and as per the structural plan prepared by me. I, will be responsible and liable for action by..... Authority/Government, if the plan/design contain misrepresentation or fraudulent information and the construction is made in deviation of approved plan or if there is any structural failure due to wrong /unsafe structural design, use of low quality material and/or poor workmanship endangering the in-mates/public.

**Attached: Design Basis Report**

Signature of owner  
with Date

Signature of the Registered  
Engineer/Structural Engineer with Date  
and Registration No.

Name:

Address:

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

*Guidebook on Application, Approval & Occupancy Procedure under Bihar Building Bye Laws, 2014*

**FORM-V**  
**FORM FOR SUPERVISION**

BYE LAWS NO.-5(6)(ix)

I hereby certify that the development/ erection/ re-erection/ demolition or material alteration in / of the building in respect of Plot No (CS).....Plot No (MSP)..... Khata No..... Holding No. .... Village/Mohalla...../Ward No.....of..... Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under various Planning Authority/ Gram Panchayat areas covered under Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 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 and detailed specifications submitted along with and that the work shall be carried out according to the sanctioned plans.

Signature of Empanelled Technical Person

Name of the Technical Person with registration number.

Address.....  
.....  
.....

Date: .....

FORM VI

CHECK LIST

BYE LAWS NO.-5(6) (x)

1. Name of the Applicant:
2. Name of the Owner:
3. Name of the Builder/Developer and Name of the Project:
4. Ownership documents: Established/Non established
5. Land Area

As per Document	As per Building Plan	As per Possession

6. Tenancy:- Lease hold/Free hold.

If lease hold:

- (i) Name of Lesser:
- (ii) Purpose of lease:
- (iii) Duration of lease:

7. Existing off site Physical Infrastructure:

- a) Road
- b) Sewerage
- c) Drainage
- d) Water facility
- e) Availability of drain
- f) Telephone
- g) Electricity

8. **Nature of Construction:** New Construction/Reconstruction/Addition/Alteration

9. (i) Amount of fee deposited
- (ii) Covered area on all floors

10

Applied	Land use in the development plan (if any)	Is it permissible/not permissible/special consideration

11. (i) Whether first permission/Revised permission/Revalidation.....
- (ii) No of floor(s).....

12. Contents of Building Plan:

- (i) Site Plan
- (ii) Lay out plan
- (iii) All floor plan
- (iv) Elevations Front/Rear/Right/Left/Cross section
- (v) Plan of foundation



- (vi) Septic tank and Soak pit
- (vii) Recharging pit & Rain Water harvesting Plan
- (viii) Drain Section
- (ix) Area statement
- (x) Schedule of doors and windows

13. Approach road:-

- (i) Nature of road
- (ii) Width of road:-

As per site /key plan	Site inspection report

- (iii) Whether the approach road as shown connected to an existing public road in the site plan.....
- (iv) Whether such connection is available in settlement sheets or Cadastral Map : Yes/No
- (v) If private , whether
  - a) transferred to the Authority: Yes/No
  - b) indicated in the final settlement plan: Yes/No
  - c) mentioned in the ownership document: Yes/No

14. Whether the plot is affected by proposed road/proposed drain/ proposed lake/any other public use.....

15. Whether the plot is within 100 meter/100-300 meter of State/A.S.I. protected monuments.....

Whether the plot is within 200 meter radius of important buildings (i.e. Governor House, High Court, State Secretariat, Legislative Assembly)

16. Building Parameters:

Category	Requirement as per norm	Approved building plan	Proposal	Remarks
1	2	3	4	5
Basement/stiltsqmt				
1st floorsqmt				
2 <sup>nd</sup> floorsqmt				
3 <sup>rd</sup> floorsqmt				
4 <sup>th</sup> floorsqmt				
Other Floors				
Society room				
Front set back				
Rear set back				
Left/Right side set back				
FAR				
Parking				
Height				
No. of dwelling unit				

Population density				
No. of staircase				
No. of lift				
Recharging pit				
Fee deposited				
Any other item				
Exemptions (i) height (ii) setback (iii) FAR				

17. Whether falls in the Airport funnel zone.....

18. Provision of proposed on site physical infrastructure

- (i) Water Supply:-
- (ii) Sewerage:-
- (iii) Drainage:-
- (iv) Electrical Installation:-

19. Clearance/Certificate produced:

- (i) General Affidavit:-
- (ii) Structural Stability Certificate:-
- (iii) Form of Supervision:-
- (iv) NOC from Fire Authority:-
- (v) Undertakings with regard to quality construction/Water supply/Sewerage/Drainage/Waste disposal/firefighting (wherever applicable)

Any other (specify)

**N:B: (RS: Required and Submitted, RNS: Required not Submitted, NR: Not Required)**

20. Involvement of Technical Person & Builder:

- (i) Architect/Engineer: -

Name:-CoA No  
(for Architect)  
Empanelment No:

- (ii) Engineer/Structural Engineer:-

Name:  
Empanelment No:

- (iii) Builder:

- (iv) Any other:

Name: Empanelment No:

Name-

**Signature of Technical Person**

**FORM-VII A**

**FOR EMPANELMENT OF TECHNICAL PERSON (ARCHITECT, ENGINEER, STRUCTURAL ENGINEER, TOWN PLANNER, SUPERVISOR)**

BYE LAWS NO.-6(3)

Self-Attested  
passport size  
photo of the  
applicant

1. Name.....  
(In block letters)
2. Father's/Husband's  
Name.....
3. Date of Birth..... 4. Nationality.....
5. Educational Qualification.....
6. Professional Experience.....
7. Registration No. With Council of Architecture, New Delhi.....
8. Registration with other relevant Institutions/ULBs.....
9. Details of other Academic & Professional Achievements.....
10. Details of Certificates relating to qualifications/ testimonials, if any as per column 5 & 6 with  
self attested copies.....
11. Details of Bank Draft/Postal Order (separately for empanelment Rs. 500/.....
12. Permanent Address-.....
13. Address for Correspondence-.....
14. Tel. No./Mob. No. - .....
15. Email id - .....

**DECLARATION**

I hereby solemnly affirm and declare that the information as furnished above are true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, my empanelment shall be liable to be cancelled without any prior notice in that regard and I shall not claim any compensation etc. for such a default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of law as also under Municipal Act and the Act.

Place.....

Date.....

Name and Signature of the Applicant

**FORM-VII B**  
**FOR REGISTRATION OF BUILDER**  
**BYE LAWS NO.-6(3)**

Self-Attested  
passport size  
photo of the  
applicant

To,  
The Authority

.....  
.....

1. Name of the Firm
2. Type of Firm-(Partnership/Company)
3. Name of Partners/Directors.....  
(In block letters)
4. Father's/Husband's Name.....
5. Date of Birth..... 6. Nationality.....
7. Registration No.....
8. PAN / DIN.....
9. Sales Tax No.....
10. VAT No.....
11. Income Tax Statement of Last Three Consecutive Financial Year.....
12. Category applied for.....
13. Details of fee.....
14. Permanent Address-.....
15. Address for Correspondence-.....
16. Tel. No./Mob. No.....
17. Email id - .....

**DECLARATION**

I hereby solemnly affirm and declare that the information as furnished above are true and correct to the best of my knowledge and belief. I/we have not been barred for building construction activities by any competent authority and further undertake that if any information at any stage shall be found to be false, my registration shall be liable to be cancelled without any prior notice in that regard and I shall not claim any compensation etc. for such a default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of law as also under Municipal Act and the Act.

Place.....

Date.....

Name and Signature of the Applicant

**FORM-VIII A**  
**FORM OF APPROVAL OF BUILDING PERMIT**  
**BYE LAWS NO.-8(4)**

With respect to your Application No..... dated....., permission is hereby granted in favour of;

Smt / Shri ..... for

- a) Construction of a ..... building
- b) Reconstruction of.....building
- c) Alteration of .....building
- d) Alteration or additions in the existing building
- e) Institution of change of the use of building  
..... (Specify)

in respect of Plot No (CS).....Plot No (MSP)..... Khata No..... Holding No.  
..... Village.....of..... Municipal Corporations/ Municipal Council/  
Nagar Panchayats/ Metropolitan area/ Planning Area under..... Planning  
Authority/.....Gram Panchayat areas covered under.....Development  
Plan/ Planning Authorities/ or any Planning Scheme notified under Bihar Urban  
Planning and Development Act 2012 within the .....development  
plan/.....Area Development Scheme of ..... subject to the following  
conditions/ restrictions.

- a) The land/ Building shall be used exclusively for..... purpose and the  
uses shall not be changed to any other use without prior approval of this  
Authority.
- b) The development shall be undertaken strictly according to plans enclosed with  
necessary permission endorsement
- c) Parking space measuring..... sq. m. as shown in the approved plan shall  
be kept open and no part of it will be built upon.
- d) The land over which construction is proposed is accessible by an approved  
means of access of ..... m. width.
- e) The land in question must be in lawful ownership and peaceful possession of the  
applicant.
- f) The applicant shall free gift ..... m. wide strip of land of the road in the name  
of the authority for the purposes as mentioned in these Byelaws.
- g) The permission is valid for period of three years with effect from the date of  
issue.
- h) Permission accorded under the provision cannot be construed as evidence in  
respect of right title interest of the plot over which the plan is approved.
- i) Any dispute arising out of land record or in respect of right/ title/ interest after  
this approval the plan shall be treated automatically cancelled during the period  
of dispute.
- j) Any other conditions.

By Order  
Authorised Officer  
.....

Memo No..... /.....,Dated.....

Copy along with..... copies of the approved plans to  
Smt./ Shri.....

Authorised Officer/  
Authority  
.....

Memo No..... /.....,Dated.....

Copy with a copy approved plan forwarded to the.....Municipal Corporations/ .....  
/Nagar Panchayats/Metropolitan area/..... Planning Area under.....Planning  
Authority/Gram Panchayat areas covered under ----- Development Plan/ Planning  
Authorities/ or Planning Scheme for information.

Authorised Officer/  
Authority  
.....

Memo No...../ ....., Dated.....

Copy forwarded to Town & Country Planning Organization, Bihar, Patna, ...../  
.....

Authorised Officer/  
Authority  
.....

**FORM-VIII B**  
**FORM OF APPROVAL OF LAND DEVELOPMENT PERMIT**  
**BYE LAWS NO.-68(3)**

With respect to your Application No..... dated....., permission is hereby granted in favour of;

Smt./ Shri ..... for

- a) for layout plan of land development
- b) Institution of change of the use of land  
(Specify)

in respect of Plot No (CS).....Plot No (MSP)..... Khata No..... Holding No. .... Village.....of..... Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under respective Planning Authority/ Gram Panchayat areas covered under various Development Plan/ Planning Authorities/ or any Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the development plan area of ..... subject to following additions/ restrictions.

- a) The Land shall be used exclusively for..... purpose and the uses shall not be changed to any other use without prior approval of this Authority.
- b) The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement
- c) Parking space measuring..... sq. m. as shown in the approved plan shall be kept open and no part of it will be built upon.
- d) The land over which construction is proposed is accessible by an approved means of access of ..... m. width.
- e) The land in question must be in lawful ownership and peaceful possession of the applicant.
- f) The applicant shall free gift ..... m. wide strip of land in the..... Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under respective Planning Authority/ Gram Panchayat areas covered under various Development Plan/ Planning Authorities/ or any Planning Scheme notified under Bihar Urban Planning and Development Act 2012 for the further widening of the road to the standard width.
- g) The permission is valid for period of three years with effect from the date of issue.
- h) Permission accorded under the provision cannot be construed as evidence in respect of right title interest of the plot over which the plan is approved.
- i) Any dispute arising out of land record or in respect of right/ title/ interest after this approval the plan shall be treated automatically cancelled during the period of dispute.
- j) Any other conditions.

By Order  
Authorised Officer

.....

Memo No..... /.....,Dated.....

Copy along with .....copies of the approved plans to  
Smt./ Shri.....

Authorised Officer/  
Authority

.....

Memo No..... /.....,Dated.....

Copy with a copy approved plan forwarded to the Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under ----- Planning Authority/ Gram Panchayat areas covered under ----- Development Plan/ Planning Authorities/ or any Planning Scheme for information.

Authorised Officer/  
Authority

.....

Memo No...../ ....., Dated.....

Copy forwarded to Town & Country Planning Organization, Bihar, Patna, ...../  
.....

Authorised Officer/  
Authority

.....



**FORM-IX**

**FORM OF REFUSAL OF BUILDING PERMIT/ DEVELOPMENT PERMIT**

BYE LAWS NO. - 8(4) &68(4)

From,

.....  
.....

To,

Smt/Sri.....  
.....

With respect to the Application No..... dated....., your reply to the objections made by this office vide its letter No. ....Dated..... has not been found satisfactory.

Your application for permission to undertake building/land development on Plot No (CS).....Plot No (MSP)..... Khata No..... Holding No. .... Village.....of..... Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.....Planning Authority/ Gram Panchayat areas covered under .....Development Plan/ Planning Authorities/ or any Planning Scheme notified under Bihar Urban Planning and Development Act 2012 is hereby refused on the following grounds.

- 1.....
- 2.....
- 3.....
- 4.....

Two copies of the plans are retained in this office for record and reference and the rest are returned herewith.

Authorised Officer/  
Authority

.....

Copy forwarded to the.....Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.....Planning Authority/ Gram Panchayat areas covered under.....Development Plan/ Planning Authorities/ or any..... Planning Scheme for information.

Authorised Officer/  
Authority

.....

**FORM-X**

**FORM OF NOTICE FOR COMMENCEMENT OF WORK**

**(TO BE FURNISHED BY THE PLOT OWNER(S) AND THE BUILDER/ DEVELOPER)**

**BYE LAWS NO.-8(6)(F), 10**

From

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

(Name and address of the applicant in block letters)

To

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

Sir,

I/We hereby give notice of the erection of building in with respect of Plot No (CS).....Plot No (MSP)..... Khata No..... Holding No. .... Village.....Mohalla...../ Ward No.....of..... Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.....Planning Authority/ Gram Panchayat areas covered under.....Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the development plan area of . .... to be commenced on ..... as per the permission given in your letter no. .... dated..... Under the supervision of ..... authority/ empanelled Architect/ Engineer/ Structural Engineer..... Regd. No. .... in accordance with the approved plan.

Yours faithfully,

Signature(s) of the Owner

## FORM-XI

### PERIODIC PROGRESS REPORT

(To be submitted by the Empanelled Structural Engineer/ Architect/Engineer)

### BYE LAWS NO.-12, 13

From

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

To

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

Ref ..... Authority approval letter No..... Dated.....

Madam/ Sir,

I/We hereby certify that the construction of the building up to plinth level/ground floor roof slab level/first floor roof slab level/second floor roof slab level/.....of the building with respect of Plot No (CS)..... Plot No (MSP)..... Khata No..... Holding No. .... Village.....Mohalla...../ Ward No.....of.....Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.....Planning Authority/ Gram Panchayat areas covered under.....Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the development plan area of....., has been supervised by me/us and has been constructed strictly conforming to the sanctioned plan and structural design as per the provision of NBC, 2005. The work has been done to my/our best satisfaction. All the materials used in construction of this building are strictly in accordance with BIS/ISI specifications and norms conforming to National Building Code, 2005 covering all the safety factors including earthquake and cyclone. I/we will be responsible and liable for action by..... Authority/Govt. if there is any structural failure and fire endangering the inmates and public.

Yours faithfully

Signature of the Architect/Engineer

Name

Empanelment No.

Signature of Structural Engineer

Name

Empanelment No.

Name & Signature of Owner/Applicant

## **FORM-XII**

### **NOTICE (CERTIFICATE) OF COMPLETION**

#### **BYE LAWS NO.-15**

From

.....  
.....

(Name and address of the applicant in block letters)

TO

.....  
.....

Sir,

I hereby certify that the development, of erection, re-erection or for material alteration in with respect of Plot No(CS)..... Plot No (MSP)..... Khata No..... Holding No. .... Village.....Mohalla...../ Ward No.....of.....Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.....Planning Authority/ Gram Panchayat areas covered under.....Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 within the development plan area of..... has been supervised by me and has been completed by the date..... according to the sanctioned plan (vide No..... dated ..... ) and provisions of the Byelaws . Implementation of life safety provisions has been complied as mentioned in Byelaws 16(5). The work has been completed to my best satisfaction, the workmanship and all the materials (type and grade) have been used strictly, in accordance with the general and detailed specifications.

I/We hereby also enclose the plan and documents as required under these Byelaws and request to issue the occupancy permission for the said building and premises.

Signature of Technical Person

Name of the Technical Person

Signature of the Owner(s)

Name of the Owner(s)

Address: .....

Date: \_\_\_\_\_

**FORM-XIII**  
**CERTIFICATE FOR OCCUPANCY**  
**BYE LAWS NO.-16(1), 16(3)**

The development of land/work of erection, re-erection or for material alteration undertaken with respect of Plot No (CS)..... Plot No (MSP)..... Khata No..... Holding No. .... Village.....Mohalla...../ Ward No.....of.....Municipal Corporations/ Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.....Planning Authority/ Gram Panchayat areas covered under..... Development Plan/ Planning Authorities/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 vide approval no..... dated.....has been completed under the supervision of ..... Competent Technical Person (Name....., Empanelment no. ....) as per the notice of completion submitted on the date..... . On inspection it is observed that the development of land/ erection, re-erection or alteration undertaken with respect to above plot(s) conform/ do not conform the approved plan and the conditions imposed vide letter No..... dt..... The development of land/building is permitted (temporary occupancy/occupancy) for occupancy subject to the following

- 1.....
- 2.....
- 3.....

The occupancy of building is not permitted due to the following reasons :

- 1.....
- 2.....
- 3.....

One set of completion plans duly certified is returned herewith.

Name and Signature of Authorised Officer

..... Author

## **FORM-XIV**

### **MAINTENANCE OF REGISTER**

#### **BYE LAWS NO.-26(4)**

Sl. No.	Name and address of the applicant	Date of receipt of application	Date of permission/refusal with letter No.	Date of Submission of commencement of work	Date of submission of Periodic Progress Reports	Submission of notice of completion	Date of issue/refusal of occupancy permission with letter no.	Remarks	Signature of the Authorized Person
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)

संयिका सं०-11/न०वि०मा०-03/2014 131 न०वि० एवं आ०वि०  
बिहार सरकार  
नगर विकास एवं आवास विभाग

प्रेषक:-

जय सिंह, भा०प्र०से०  
संयुक्त सचिव-सह-निदेशक,  
नगर विकास एवं आवास विभाग  
बिहार, पटना।

सेवा में,

सभी नगर आयुक्त।

सभी नगर कार्यपालक पदाधिकारी।

पटना, दिनांक- 11.03.2015

विषय :- नगर निकाय क्षेत्रों में भवनों की नक्शा स्वीकृति से संबंधित तत्काल मार्ग निर्देश।

प्रसंग :- विभागीय पत्रांक-09, दिनांक-05.01.2015 एवं पत्रांक-82, दिनांक-09.02.2015।

महाशय,

उपर्युक्त विषय के संबंध में राज्य के अन्तर्गत सभी नगर निकायों क्षेत्रों के अधीन भवनों के नक्शा स्वीकृति से संबंधित आवश्यक अनुपालन मार्ग निर्देश आवश्यक कारवाई हेतु संलग्न कर प्रेषित की जा रही है।

अनु०-यथोक्त।

विश्वासभाजन,

ह०/-

(जय सिंह)

संयुक्त सचिव-सह-निदेशक,  
नगर विकास एवं आवास विभाग,  
बिहार, पटना।

ज्ञापांक -11/न०वि०मा०-03/2014 131 न०वि० एवं आ०वि०, पटना, दिनांक-11.03.15  
प्रतिलिपि :-माननीय मंत्री के आप्त सचिव, न०वि० एवं आ०वि०/सचिव के आप्त सचिव, न०वि०  
एवं आ०वि० को सूचनार्थ प्रेषित।

विश्वासभाजन,

संयुक्त सचिव-सह-निदेशक,  
नगर विकास एवं आवास विभाग  
बिहार, पटना।



नगर विकास एवं आवास विभाग द्वारा अधिसूचित बिहार भवन उपविधि, 2014 के आलोक में नगर निकायों द्वारा नक्शा स्वीकृति हेतु अनुपालन मार्ग निर्देश –

1. नक्शा स्वीकृति का कार्य नये एवं पुराने क्षेत्रों के आधार पर किया जाना है। सभी अवस्थित निर्मित क्षेत्र को पुराने क्षेत्रों के श्रेणी में रखा जा सकता है। प्रत्येक नगर निकाय अपने क्षेत्र में आवादी, जनसंख्या घनत्व, सड़क की चौड़ाई एवं वार्ड के आधार पर पुराने क्षेत्रों एवं नये क्षेत्रों की सूची तैयार कर विभाग के पास अनुमोदन हेतु निम्न तालिका के अनुसार भेजेगें।

**List of Old Areas :-**

Sl. No.	Ward No.	Name of Location/ Area boundary	Remarks

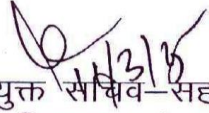
**List of New Areas :-**

Sl. No.	Ward No. if any, where population density is Low	Name of Location/ Area boundary	Remarks

2. प्रत्येक नगर निकाय वर्तमान में स्थित सड़क की चौड़ाई की मापी Suitable Interval पर करके औसत चौड़ाई के आधार पर उस सड़क के चौड़ाई का निर्धारण कर अधिसूचित करेगी। यह कार्य दो महीने के अन्दर किया जाना है। आवश्यकतानुसार नगर निकाय द्वारा सड़कों की चौड़ाई का वर्गीकरण एवं निर्धारण हेतु बिहार नगरपालिका अधिनियम, 2007 के धारा-292 के आलोक में Municipal Streets Technical Committee (M.S.T.C) का गठन किया जा सकता है। उक्त निर्धारण के क्रम में बिहार नगरपालिका अधिनियम, 2007 के अध्याय-26 में विहित प्रावधानों को ध्यान में रखा जाय।
3. प्रत्येक नगर निकाय भवनों के नक्शा तैयार करने एवं भूमि विकास का नक्शा तैयार करने हेतु Technical Personal का बिहार भवन उपविधि, 2014 के एनेक्सर-1 के अनुसार एवं विहित प्रफौर्मा-VII A के अनुसार सूचीबद्ध करेगी। सूचीबद्ध करने की प्रक्रिया खुली एवं पारदर्शी होनी चाहिए एवं इसकी एक प्रति विभाग को उपलब्ध करायी जाए।



4. जिस निकाय का मास्टर प्लान/विकास योजना को अन्तिम रूप नहीं दिया गया है। तहाँ नगर निकाय अपने स्तर से वर्तमान भूमि उपयोग (Existing Land Use) अथवा पूर्व विकास योजना/मास्टर प्लान में निहित Land Use के आधार पर बिहार भवन उपविधि, 2014 के नियमों के आलोक में भवनों की नक्शा की स्वीकृति का कार्य करेगा। नगर निकाय सड़क की अवस्थित चौड़ाई Population Density के आधार पर Land Use का निर्धारण अपने स्तर से कर विभाग से अनुमोदन प्राप्त करेगा। इस प्रक्रिया में नगर निकाय विभाग के नगर तथा क्षेत्रीय निवेशन संगठन से सम्पर्क स्थापित कर सहायता ले सकता है। आवश्यकतानुसार नगर निकाय बिहार नगरपालिका अधिनियम, 2007 के धारा-32-1 के "ख" के आलोक में विषय समिति का गठन कर Land Use का निर्धारण कर सकती है।
5. नगर निकायों को भू-स्वामी/बिल्डर द्वारा जमा किए गए नक्शे की जाँच में किसी प्रकार की सुझाव की आवश्यकता पड़ती है तो नगर विकास एवं आवास विभाग से सहायता प्राप्त कर सकती है। इसके अतिरिक्त अन्य बिन्दुओं पर निकायों को विभाग से मार्गदर्शन की आवश्यकता हो, तो विभाग को सूचित कर सकती है।
6. प्रत्येक नगर निकाय, नक्शे की स्वीकृति हेतु नक्शे की जाँच, वांछित दस्तावेज, वांछित प्रमाण-पत्र, वांछित अनापत्ति प्रमाण-पत्र, स्ट्रेक्चरल स्टेबिलिटी प्रमाण-पत्र एवं बिहार भवन उपविधि, 2014 में वर्णित अन्य प्रमाण-पत्रों की जाँच के लिए तकनीकी कोषांग का गठन पर विचार कर सकती है। इस कार्य हेतु विभाग के नगर तथा क्षेत्रीय निवेशन संगठन से सम्पर्क स्थापित कर सहायता ले सकते हैं।

  
संयुक्त सचिव-सह-निदेशक  
नगर विकास एवं आवास विभाग  
बिहार, पटना।

## INSPECTION REPORT

1. Name of the Applicant:-
2. Approval No. of proposed building/construction:-
3. Date of Inspection:-
4. Visiting Officials:-
  - a.
  - b.
  - c.
  - d.

5. Findings of the Inspection:-

a. General Findings:-

Number of floors	
Building height	
External Setbacks	
Building Line	
Parking space provision	
Abutting road width	
FAR	
Tree Cover	
Water harvesting structures	
Land if required to be surrendered	

b. Deviations if any:-

In Set Back	
In Built up Areas	
In Height	
In FAR	
Any Other Deviation	

c. Other Findings (if any):-

Signature of the Visiting Officials


बिहार भवन उपविधि, 2014 की अधिसूचना (संख्या-577, दिनांक-08.12.2014)

के पश्चात् नक्शा स्वीकृति के सम्बन्ध में

निकायवार प्रतिवेदन

माह ....., दिनांक-.....

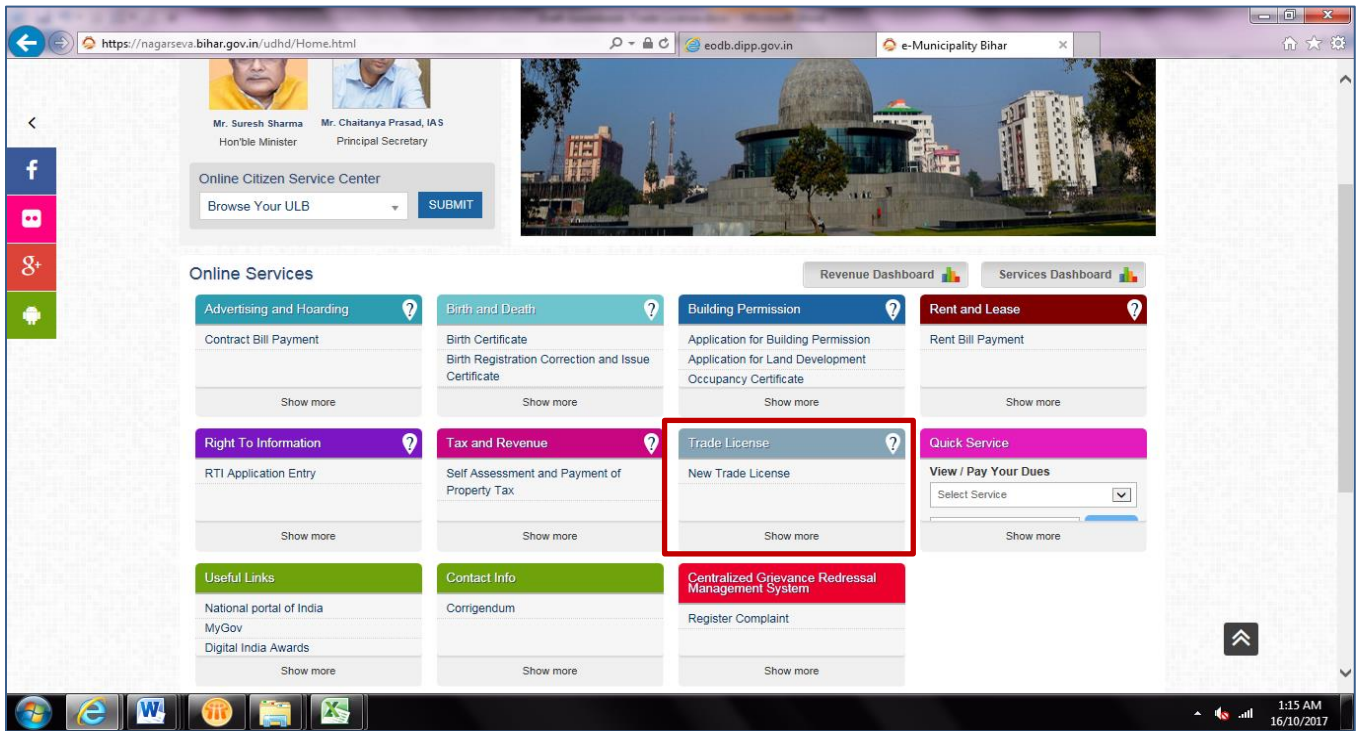
प्रमंडल/जिला	नगर निकाय का नाम	प्राप्त आवेदन/नक्शे की संख्या	स्वीकृत नक्शों की संख्या	अभियुक्ति

हस्ताक्षर

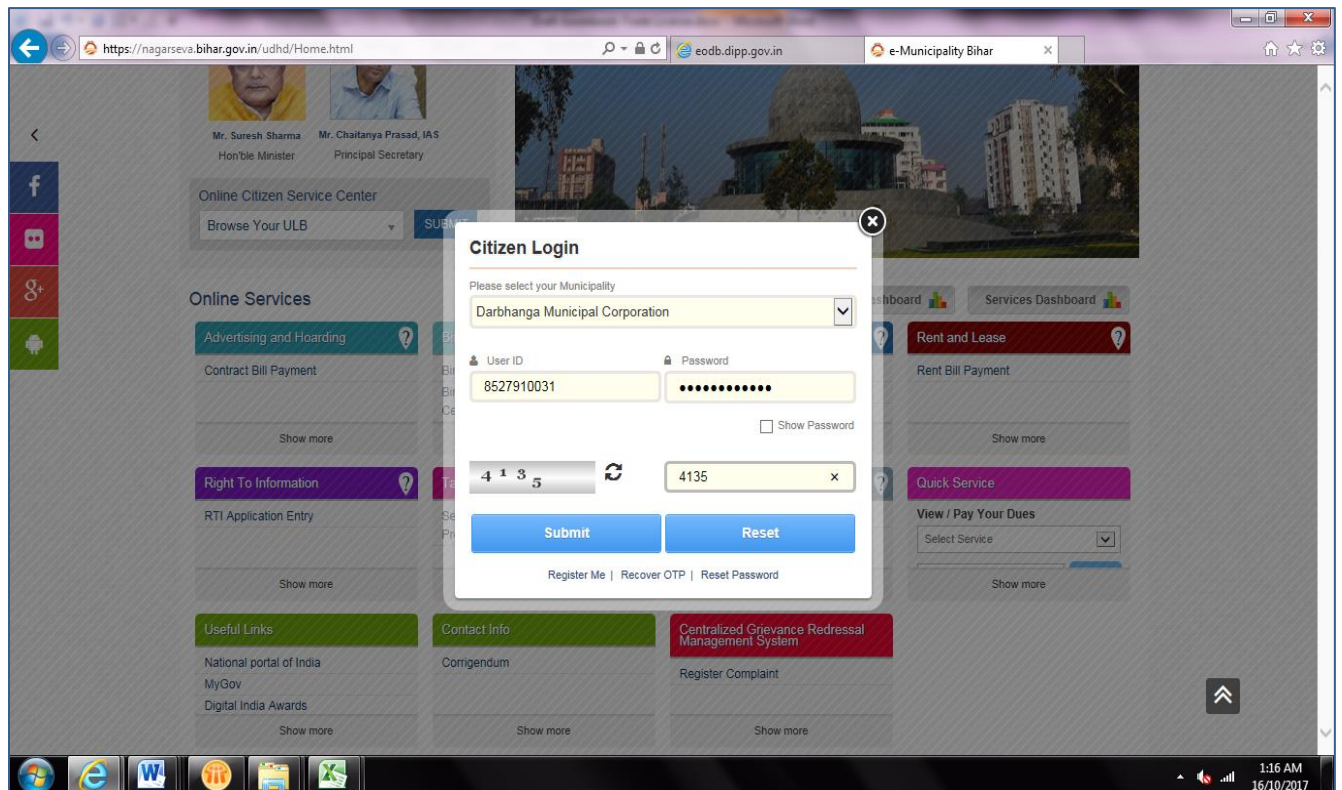
दिनांक

## Annexure-A

**Step 1: Please visit to site: <https://nagarseva.bihar.gov.in/udhd/Home.html>**



**Step 2: Register and Login**





### Step 3: Fill in the requisite details in the online application form

The screenshot shows the 'Issuance of New Trade License' form on the nagarseva.bihar.gov.in website. The form is divided into two main sections: 'Business Details' and 'Add Details'. The 'Business Details' section includes fields for Ward (a dropdown menu), Select License Type (radio buttons for Permanent and Temporary), BPL Type (radio buttons for Yes and No), License tenure (a dropdown menu), Group Category (a dropdown menu), Market Type (a dropdown menu), Trade Area (Sq. Mt.) (a text input field), Business Name (a text input field), and Organization Name (a text input field). The 'Add Details' section includes fields for Property No. (a text input field), Flat No. (a text input field), Address Line 1 (a text input field with a maximum of 496 characters), and Address Line 2 (a text input field with a maximum of 496 characters). A red box highlights the 'Issuance of New Trade License' title. A note at the top right of the form states '(\*) and Yellow fields are mandatory'. The website's navigation bar includes Home, About Us, Public Notices, FAQs, and Contact Us. The footer shows the time as 1:16 AM on 16/10/2017.

In the “License Detail Section” click on “Add Details”, fill in the details in the window appearing and submit. The site calculates the requisite fee to be paid for the license. Please “submit the details.

The screenshot shows the 'License Detail' form on the nagarseva.bihar.gov.in website. The form is divided into two main sections: 'License Detail' and 'Fees Details'. The 'License Detail' section includes fields for Trade Type (a dropdown menu with 'Market License' selected) and License Type (a dropdown menu with 'Category A-Shops (Annual Tu)' selected). The 'Fees Details' section includes fields for Fee Type (a dropdown menu with 'Market License Fee' selected), Measuring Parameter (a dropdown menu with 'Not Applicable' selected), Unit (a dropdown menu with 'Not Applicable' selected), and Fees (a text input field with '1500' entered). A red box highlights the 'Submit' button. A note at the top right of the form states '(\*) and Yellow fields are mandatory'. The website's navigation bar includes Home, About Us, Public Notices, FAQs, and Contact Us. The footer shows the time as 1:20 AM on 16/10/2017.

https://nagarseva.bihar.gov.in/darbhanga/NewMarketLicense.html#

File Edit View Favorites Tools Help

C.S.N Number :

**License Detail** [Add Details](#)

Sr. No.	License Type	Fee Type	Edit
1	Category A-Shops (Annual Turnover upto 5 Lacs)	Market License Fee	
<b>Total</b>			

Page 1 of 1 30 View 1 - 1 of 1

**Fees Calculation**

Sr. No.	Fee Type	Fees	Total Amount
1	Market License Fee	1500.0	1500.0
2	Rebate	0.0	0.0
<b>Total :</b>			<b>1500.0</b>

**Tax Details**

Tax Payer ? ☐ Yes ☒ No

PAN No. : TIN No. :

VAT No. :

**Personal Details** [Add Details](#)

1:23 AM 16/10/2017

In the “Personal Detail Section” click on “Add Details”, fill in the details in the window appearing and submit.

Home About Us Public Notices FAQs Contact Us Search here Search

**Citizen Services**

- Online Citizen Guidelines
- Birth and Death
- RTI
- Property Tax
- Building Permission and Regulations
- Payments
- Trade License

**License Holder Details**

(\*) and Yellow fields are mandatory

Applicant Name : Mr. SAURABH KUMAR SINHA

Gender : Male Age :

Address : test  
(Maximum 190 Characters)

Phone No. 1 : Pincode :

Email ID : sinha006@gmail.com Mobile No. : 8527910031

Aadhaar No. : Upload Photo : [Upload](#)  
(Only 'jpeg,jpg,png,gif,bmp' Files Allowed. Maximum file size is 2 MB.)

[Submit](#) [Back](#)

Home About Us Public Notices FAQs Contact Us Feedback Privacy Policy Terms & Conditions Refund/ Cancellation Copyright © UDHD 2017

1:51 AM 16/10/2017

#### Step 4:

Fill in the further details and upload the requisite/mandatory documents and submit the application

Personal Details

Sr. No.	Name	Age	Gender	Mobile No.	Edit
1	SAURABH KUMAR SINHA		Male	8527910031	

Attach Document

Issuance of New Trade License Service submitted successfully. Your Application No. is 10217101600001. Proceed for Checklist Verification...

Upload Document

Applicant ID Proof

Mandatory

Pan card / VAT No.

Optional

Submit

Reset

Online verification of documents will be done by the ULB officials. Once the application is scrutinized, the authorized official will generate the LOI seeking requisite payment from applicant for issuing the License. An sms/email shall be sent to the applicant for making the requisite payment.

**Step 5: Log in the site and make the necessary LOI payment online. A receipt shall be generated as an acknowledgement of the payment.**

Home » Payment » LOI Payment

LOI Payment

Department : Trade License

LOI No. Application No.

Search Reset

LOI Payment Details

Sr. No.	LOI No.	LOI Date	Application No.	Service Name	View Details
1	9	13/01/2017	22017011300011	New Trade License	

Common Loi Payment

Home > LOI Payment

### LOI Payment

(\*) and Yellow fields are mandatory

**LOI Payment Details**

LOI No.  LOI Date

Applicant Name

License Holder Name :

Service Name

Application No.  Amount

**Charge Description**

Sr. No.	Charge Description	Amount
1	License Fee	5000.00
Total :		5000.00

**Fees Details for Multiple Year**

Year Duration :  Total Amount :

Rebate :  Total Payable :

**Payment Option**

Select Payment Mode : ☒ Online ☐ Offline ☐ Pay @ ULB Counter

https://nagarseva.bihar.gov.in/darbhanga/PropertyTaxRegistration.html?confirm

eodb.dipp.gov.in e-Municipality Bihar EIP :: Citizen Home ... Waiting for naga...

We are redirecting to payu in few secs.  
Please do not click "Refresh" or back/forward button on your browser.



Department of Electronics and Information Technology  
Ministry of Communications and Information Technology  
Government of India

Pay Gov India  
National Payment Services Platform  
Delhi, Government of India Initiative

राष्ट्रीय ई-गवर्नेंस योजना  
National e-Governance Plan  
Public services closer home

Credit Card >

Debit Card

Debit Card + ATM PIN

Internet Banking

Pay by Credit Card

VISA

MasterCard

Card Number

Enter card number

Expiration Date

Month Year

CVV/ CVC

Card Holder Name

Enter card holder name

Make Payment

Cancel

Merchant Name  
e-Municipal Corporation

Payment Amount: ₹ 1270.00

Applicant can track the status of their application anytime through the portal in two simple steps.

e-Municipality Bihar

Contract Bill Payment

Birth Certificate

Application for Building Permission

Rent Bill Payment

Right To Information

Tax and Revenue

Trade License

Quick Service

RTI Application Entry

Self Assessment and Payment of Property Tax

New Trade License

View / Pay Your Dues

Useful Links

Contact Info

Centralized Grievance Redressal Management System

Register Complaint

e - Municipality Project

Recent Announcements

Know your Application Status

Service Application

Enter Your Service Application No.

57017101000001

Search Reset

e-Municipality Bihar

https://nagarseva.bihar.gov.in/udhd/Home.html

Search

Contract Bill Payment

Birth Certificate

Birth Registration Correction and Issue Certificate

Application for Building Permission

Application for Land Development

Occupancy Certificate

Rent Bill Payment

Right To Information

RTI Application Entry

Tax and Revenue

Self Assessment and Payment of

Trade License

New Trade License

Quick Service

View / Pay Your Dues

Select Service

Show more

Useful Links

National portal of India

MyGov

Digital India Awards

Show more

e - Municipality Project

The Urban Development department allocates resources

State Governments through various Centrally Sponsored schemes, provides finances through national financial institutions and supports various external assistance programmes for housing and urban development in the country as a whole. Policies and programme contents are decided at the time of formulation of Five Year Plans. The indirect effect of the fiscal, economic and industrial location decisions of the

Read More >>

5.HH & Infrastructure Survey

1.e- Municipality Mobile App for Citizen

2.Due to internet connectivity fluctuations in State Data Center Patna,

How your Application Status

Service Application

Enter Your Service Application No.

Search

Reset

Help Desk: 1800 121 4554 Working Hours: 10:00 AM to 06:00 PM (Working Days)

EN 1:47 PM 10/17/2017

Application No.	57017101000001
Date	10/10/2017
Due Date	22/10/2017
Name of Service	Renewal of Trade License
Applicant Name	Mr. रतन कुमार
Application Status	Pending for Document Verification

**PATNA WATER BOARD**

Form of application for a house connection for the water for domestic purpose.

Address .....

To,

The Chief Executive Officer, P.M.C.  
Patna Water Board, Patna

Dated.....20.....

Dear Sir,

1. I herewith beg to apply for a water supply connection for domestic purpose only of for making an addition or alteration existing water supply connection to my premises Holding No.....Circle No.....Ward No ..... of the Patna Municipal Corporation.
2. A plan in duplicate of the premises and adjoining properly drawn to scale & showing clearly & legibility the line and size of pipes, and the position and particulars of all fittings proposed to be laid and fixed in relation to the existing distribution main and the premises is submitted herewith.
3. (a) The plan has been prepared by.....(firm of approved plumbers) of .....who will with the Board's approval carry out of the works including (excluding) the connection of the distribution main or.....  
(b)The plan has been prepared by ..... I wish the work of connection of the distribution main to be carried out by the Board and under take to deposit the estimate cost of the work to the credit of the Board.
4. A connection fee of Rs.....and Inspection fee of Rs..... are sent herewith in cash.
5. The annual valuation of the holding is Rs.....and a copy or certificate to this effect is appended here to.
6. The plan may be returned duly approved by the Board.
7. Presumption as to correctness of meter section 358. When even Water is supplied under this chapter the meter, it shall be presumed that the quantity indicated by the meter has been consumed unit the contrary is proved.

Testing of meter section 361:-

- (1) If the owner or occupier of any house or land to which water is supplied through a meter desire to have the meter tested. He may send a written application to the Chief Executive Officer and such application shall be accompanied by fee of two rupees.
- (2) Upon receipt of any such application and fee the Chief Executive Officer shall forthwith cause such meter to be tested at a time and place to be specified in a notice to be served upon such owner or occupier.
- (3) If such meter is found upon being so tested to be incorrect by more than two percent the said fee shall be returned to the person who sent it.

Yours faithfully.

**DETAILS OF REQUIREMENT**

- |                            |     |                                 |
|----------------------------|-----|---------------------------------|
| 1. No. of taps:            | fee | 6. Storage tank of gallons:     |
| 2. No. of showers:         | fee | 7. Inspection fee:              |
| 3. No of basins:           | fee | 8. Detail of existing point:    |
| 4. No of W.C. cisterns:    | fee | 9. Date of old water connection |
| 5. No. of urinal cisterns: | fee | 10. S.C. Cover box:             |

