

**BUILD YOUR HOUSE**  
**WITH A VALID BUILDING PERMIT**



**A GUIDE**

**Issued by:**  
**Engineering Department**  
**MUNICIPAL CORPORATION OF DELHI**  
**Revised Edition November, 2011**

## **M E S S A G E**

Delhi has a distinct and unique character. It is characterized by a mix of different types of areas defined as plotted development, unauthorized regularized colonies, urban villages, rural villages, walled city, etc. Each of these areas has different set of parameters / criteria to seek sanction for a building plan. The accessibility to such parameters remains confined to the department and citizens remain ignorant of the prescribed criteria, as is applicable, in their area(s). With the advent of this guide, citizens would be able to get themselves acquainted with applicable building regulations in Delhi. It is an informative document, which connects readers to relevant rules, regulations and procedures.

This is a commendable effort on the part of the MCD. I extend my greetings and felicitations to all those associated with preparation of this Guide and hope it will prove to be a user-friendly document.

**(Tejendra Khanna)**  
**Lieutenant Governor**

## P R E F A C E

The citizens need to know and understand in a layman's language the various provisions of the Master Plan / Zonal Plan Regulations to appropriately comply with the requirements of these provisions. As per Clause 2.03 of Unified Building Bye-Laws-1983, all Master Plan / Zonal Plan Regulations regarding use coverage, FAR, setbacks, open spaces, height, number of storeys, number of dwelling units, parking standard etc. for various categories of buildings including modifications thereon made from time to time are applicable mutatis mutandis in the Building Regulations.

A compilation was published in the year 1999 and then revised in 2004. Since, 2004, there have been many changes like Notification of Master Plan-2021 on 7<sup>th</sup> February, 2007 which provides substantial changes in the norms for Residential Plotted Development both for individual plots and Group Housing Schemes, Mixed Land Use etc. Therefore, it has been felt necessary to publish a revised %Guide+ containing all the relevant information in a comprehensive manner. The facility of instant sanction of building plans was already there, concept of Single Window Service was subsequently introduced for public convenience. The M.C.D. then came up with simplified procedure for getting the building plan sanctioned for Residential Buildings in Plotted Development only with minimum interface with officials and without any hassle as under this Scheme, reliance is made on the submissions of the owner and the Architect. Likewise, the concept of sanction of building plans through Online System for vacant plots / fresh proposals in respect of Residential Plotted Development has recently been introduced in order to facilitate the general public to get the building plan sanctioned in the easiest-quickest manner.

I am confident that this %Guide+ would be of immense help to the citizens and also to ensuring transparency in the procedure relating to issue of building plans, completion certificate etc. I would like to place on record my appreciation for the initiative taken by Shri Manish Gupta, Additional Commissioner (Engineering) and his team of officers who have all been working diligently and sincerely for ensuring efficient delivery of various public services.

**(K.S. MEHRA)**  
**Commissioner, MCD**

**Though all endeavors with perseverance have been made to incorporate the relevant information as much and accurate as possible based on the official documents. It may be possible that some relevant regulations, partly or fully, not forming part of this booklet, could not be incorporated herein due to brevity or otherwise. Notwithstanding anything contained in this booklet, the regulations notified would prevail.**

**Any discrepancy, if found, may be inadvertent and the same may please be brought to the notice of M.C.D.**

## INDEX

| Clause No.  | TITLE   | Page No. |
|-------------|---|----------|
|             | <b>CHAPTER-I<br/>GENERAL INFORMATION</b>  |          |
| <b>1.0</b>  | <b>BUILDING PERMIT &amp; COMPLETION CERTIFICATE A MUST</b>  | 1        |
| <b>2.0</b>  | <b>PROCEDURE FOR OBTAINING BUILDING PERMIT</b>  | 1        |
| 2.1         | Where & how to apply  | 1        |
| 2.2         | Signing of plans.   | 3        |
| 2.3         | Building permit fee & stacking charges  | 3        |
| <b>3.0</b>  | <b>Where to Apply for Sanction of Building Plans</b>  | 4        |
| <b>3.1</b>  | Location, Address and Telephone Nos. of zonal offices & Building headquarter                          | 4        |
| <b>4.0</b>  | <b>FACILITIES AVAILABLE FOR SANCTION OF BUILDING PLANS</b>  | 5        |
| 4.1         | Jurisdiction, Instant Sanction, Single Window Service, Simplified Procedure, Through Normal Procedure | 5        |
| 5.0         | Weekdays fixed for single window service  | 8        |
| <b>6.0</b>  | <b>PROCEDURE FOR PROCESSING BUILDING PERMIT APPLICATION UNDER NORMAL PROCEDURE</b>                    | 8        |
| <b>7.0</b>  | <b>Regulations of Building Activities in different areas</b>  | 9        |
| 7.1         | Regulation of Building Activities in Lal Dora (Abadi) of Rural Villages                               | 9        |
| 7.2         | Sanction of Building Plans in Urbanized Villages  | 9        |
| 7.3         | Slum & JJ Colonies / areas  | 9        |
| 7.4         | Sanction of Building Plans in Unauthorized Regularized Colonies                                       | 9        |
| 7.5         | Sanction of Building Plans of Lease hold Property of L&DO   | 9        |
| 7.6         | Civil Lines Area Policy   | 9        |
| 7.7         | Lutyens Bungalow Zone   | 10       |
| 7.8         | Special Area  | 10       |
| 7.9         | Plots in residential areas abutting notified roads under Mixed Use Regulations                        | 11       |
| <b>8.0</b>  | <b>Validity period of building permit</b>   | 11       |
| 8.1         | Procedure for obtaining revalidation of building permit   | 11       |
| 8.2         | Appeals against rejection of building plans.  | 11       |
| 8.3         | Refund of building permit fee   | 11       |
| 8.4         | Revocation of building permit   | 12       |
| <b>9.0</b>  | <b>PROCEDURE DURING CONSTRUCTION WORK</b>   | 12       |
| 9.1         | Intimation for taking up work at site   | 12       |
| 9.2         | Intimation at completion of the work upto plinth level  | 12       |
| <b>10.0</b> | <b>PROCEDURE FOR OBTAINING COMPLETION CERTIFICATE</b>   | 13       |
| 10.1        | Notice of completion  | 13       |
| 10.2        | Where and how to apply for completion certificate   | 13       |
| 10.3        | Issue of Completion Certificate under Tatal Scheme  | 14       |
| 10.4        | Occupancy of building without obtaining completion certificate  | 15       |

|             |   |    |
|-------------|---|----|
| <b>11.0</b> | <b>BUILDINGS CONSTRUCTED WITHOUT SANCTION</b>   | 15 |
| <b>12.0</b> | <b>MISUSE OF BUILDING</b>   | 15 |
| <b>13.0</b> | <b>DEVIATION FROM SANCTIONED PLAN (APPENDIX 'Q')</b>  | 16 |
| <b>14.0</b> | <b>PUBLIC HELP LINE</b>   | 20 |
| 14.1        | Complaints  | 20 |
| 14.2        | Repairs to existing buildings.  | 20 |
| 14.3        | Facility for issuing attested copies of documents   | 20 |
| <b>15.0</b> | <b>MISCELLANEOUS</b>  | 21 |
|             | <b>CHAPTER-II</b><br><br><b>GENERAL BUILDING NORMS AS PER MPD-2021<br/>(MPD-2021 Clause 4.4.3 Control For Building/Buildings Within<br/>residential Premises)</b> | 22 |
| <b>A.</b>   | <b>Residential Plot-Plotted Housing</b>   | 22 |
| <b>B.</b>   | <b>Residential Plot-Group Housing</b>   | 25 |
|             | <b>CHAPTER-III</b><br><br><b>Mixed use Regulations as per Chapter 15 of MPD 2021 Read with<br/>Amendments made vide Notification dated 12.08.2008</b>             | 27 |
| 15.1        | Governing Principles for Mixed Use.   | 27 |
| 15.2        | Mixed Use in Residential areas.   | 27 |
| 15.3        | Identification of Mixed use areas in Existing Urban areas and Urbanizable areas.  | 28 |
| 15.4        | General Terms and Conditions Governing Mixed use.   | 31 |
| 15.5        | Permissible and Non-Permissible use.  | 32 |
| 15.6        | Retail shops  | 32 |
| 15.7        | Other Activity  | 34 |
| 15.8        | Professional Activity   | 36 |
| 15.9        | Registration of Mixed use premises and Payment of Charges.  | 37 |
| 15.10       | Consultation With RWAs  | 37 |
| 15.11       | Conditions for Denial/Withdrawal/Restrictions of Mixed use.   | 38 |
| 15.12       | Commercial streets and Areas.   | 38 |
|             | <b>PROCEDURE FOR COLLECTION OF ENHANCED FAR CHARGES</b>   | 40 |
|             | <b>CHAPTER-IV</b><br><b>Farm Houses</b>   | 41 |
|             | <b>CHAPTER-V</b><br><br><b>Additions &amp; Alterations in DDA Flats<br/>Instructions and Guidelines for Building Permit and<br/>Completion</b>                    | 43 |

|      |   |           |
|------|---|-----------|
| 1.0  | Building permit a must                                | <b>43</b> |
| 2.0  | Additions / Alterations Allowed in DDA Flats          | 43        |
| 3.0  | Procedure to Obtaining Permission                     | 45        |
| 4.0  | Building plan fee and Additional Floor Area Charges   | 46        |
| 5.0  | Documents to be Submitted                             | 46        |
| 6.0  | Where to Apply For Sanction of Building Plans         | 46        |
| 7.0  | Procedure for Processing Building Permit Applications | 46        |
| 8.0  | Validity period of Building Permit                    | 46        |
| 9.0  | Revocation of Building Permit                         | 47        |
| 10.0 | Procedure for Obtaining Completion Certificate        | 47        |
| 11.0 | Where to apply for completion certificate             | 47        |
| 12.0 | Provision of Test Check                               | 47        |
| 13.0 | Appendix for DDA Flats                                | 48-52     |
|      | <b>APPENDIX &amp; ANNEXURE</b>                        | 53-82     |
|      | <b>CHARGES &amp; CIRCULARS</b>                        | 83-104    |

----- 0 -----

## CHAPTER –I

### GENERAL INFORMATION

#### 1.0 BUILDING PERMIT & COMPLETION CERTIFICATE A MUST:

No person shall erect or re-erect or make alteration or cause the same to be done without first obtaining a separate building permit for each such building from the M.C.D. It is in the interest of the public to get the Building Plans sanctioned to ensure that building constructed has adequate structural strength and has provision for light, ventilation, hygienic conditions and conform to the provisions of Master Plan and Zoning regulations. Constructions raised without sanction are liable for demolition under section 343 and 344 of D.M.C. Act and owner/builder can also face regular prosecutions under section 345A read with section 466A of the Act.

It is also mandatory under section 346 of the DMC Act to obtain a completion certificate without which no person is permitted to occupy or permit to be occupied any such building or permit to be used any building or a part thereof effected by any such work until permission has been granted by the Commissioner in this behalf.

#### 2.0 PROCEDURE FOR OBTAINING BUILDING PERMIT:

##### 2.1 How to apply

Every person who intends to erect or re-erect or make alterations in a building, shall give notice in writing in the prescribed form No. I (Please see *Appendix 'A'*) and such notice shall be accompanied by the following:

- i) **Copies of plan and statements** - Normally 4-copies of plans and statements shall be made available along with the notice. In case of building schemes, where clearance is required from Delhi Fire Service, the number of copies of the plans and statements accompanying the notice shall be 6. In case of schemes requiring clearance of both Delhi Urban Art Commission and Delhi Fire Services, the number of copies shall be 8 and in addition special drawings and model, as desired by Delhi Urban Art Commission shall be made available. In case of sites requiring the clearance of Land and Development office, 9-copies of the plan shall be made available.
- ii) **Proof of Ownership** shall have to be submitted along with building plan application in the form of Lease-deed, sale deed etc. duly accompanied by an annexed site plan giving the physical description of the plot/property. In such cases where lease deed has not been executed, N.O.C. from the competent authority shall be submitted. All documents which are submitted should be self attested by the applicant and the Architect.
- iii) **Specification:** Two copies of the specifications of the proposed construction in the prescribed form No. II (Please see *Appendix 'A'*)
- iv) **Supervision Certificates (I & II):** Certificates in the prescribed form, signed by the licensed Architect/Engineer, supervisor/Group and plumber who is to supervise the construction. (As per *Appendix 'B'*) along with a copy of valid registration certificate of the professional.
- v) **Structural stability certificate** from a Structural Engineer along with a copy of registration certificate/copy of degree of the professional in the format as per **Annexure 'A.'**
- v) **Rain Water Harvesting Certificate** in case of plot size more than 100 sq. mtrs in the format as per **Annexure 'B'**.
- vii) **No nuisance/ Mulba certificate** in the format as per **Annexure 'C'**.
- viii) **Data to be furnished as required by NBO** in the format as per **Annexure 'D'** duly filled in triplicate.
- ix) **Affidavits and Undertakings to be submitted:**
  - (a) **Indemnity Bond** in case of proposal for the construction of a basement as given in *Appendix 'N'*.

- (b) **An affidavit for declaration no collaboration agreement** in the format as given in **Annexure 'E'**.
- (c) **An affidavit for declaration of collaboration agreement** in the format as given in **Annexure 'E-I'**.
- (d) **An undertaking for not creating any extra dwelling unit** in the format as given in **Annexure 'F'**.
- (e) **An affidavit** to the effect that **building materials shall not be stacked** on Government land in case of plot size more than 418 sq.mtrs. in format as given in **Appendix 'M'**.
- (f) **An affidavit for third floor.** As per orders of Hon'ble Supreme Court in the matter of *Shri M.C. Mehta V/s UOI & Others*, the sanction of third floor, as permissible under MPD-2021, is subject to filing of affidavit by owner that no equity shall be claimed, if ultimately it is found that the MPD suffers from infirmity and demolition of unauthorized and/or impermissible construction is to be made, the same shall be carried out. **Annexure 'I'**
- (g) An affidavit / undertaking regarding irrevocable Bank Guarantee in support of proposed parking in basement and stilt. **Page No.91.**
- x) **N.O.C/No dues certificate** from House Tax department or receipt of payment of house tax for the year in which application is being made.
- xi) **Other documents and clearances required in special cases:**
  - a) In case of any deviation from the terms and conditions stipulated in the lease deed / ownership document, necessary clearance from the lessor;
  - b) **No objection Certificate from the Competent Authority** regarding land use as per Master Plan/ Zonal Plan, if required;
  - c) **Proof of existing structures in the shape of previous sanctioned building plan and completion certificate** if the proposals are for additions and alterations;
  - d) **Approval of Delhi Urban Arts Commission** wherever required under DUAC Act shall have to be obtained before sanction of building plans;
  - e) **Recommendations of Chief Fire Officer** in case of multi-storied buildings, group housing shall have to be obtained;
  - f) **N.O.C. from DVB/ Distribution companies** in case of Group Housing Schemes, if ESS is proposed;
  - g) **No objection certificate from ASI** in case of plots falling within 300 mtrs. of any protected monument;
  - h) **No objection certificate from DMRC** in case plot is falling within MRTS corridor;
  - i) Undertaking regarding provision of Solar Heater for all types of buildings. (For residential building, plot having area of 500 sqm or above in size );
  - j) NOC from DJB wherever required;
  - k) Affidavit regarding no bore well without permission of DJB;
  - l) NOC from E.P.C.A. wherever required ;
  - m) Cess Form (**Annexure-J**);
  - n) NOC from Cooperative Group Housing Societies wherever applicable;
  - o) NOC from Airport Authority of India, wherever applicable;
  - p) Requirement of Photographs and address proof of Owner, Architect and Structural Engineer as per Circular No.D/59/SE(B)HQ/11 dated 09.06.2011, **Page 95.**
  - q) Provision of stilt for residential plots measuring 100 sqm. and above upto 1000 sqm. including notified roads as per Circular No.CE(B)/2011/D-79 dated 27.04.2011, **Page 93.**

## 2.2 Signing of plans:

All the plans shall be duly signed by the owner and / licensed Architect / Architects registered with Council of Architects and shall indicate their names, addresses, license and enrolment number. However, plans in respect of plots up to 500 sq.m. and up to 4 storied may be signed by a licensed Engineer and for plots up to 100 sq.m. and up to 2 storied by a licensed supervisor.

## 2.3 Building permit fee & stacking charges

### (a) Building permit Fee

No building application shall be deemed valid unless and until the owner giving notice has paid the requisite Tax on building application as per schedule given below: -

| S. No | Area   | For the First storey (Rs.) | For the second storey or any subsequent storey (Rs.) |
|-------|--|----------------------------|--|
| 1     | For a ground area upto 100 sq. yards   | 20.00                      | 40.00  |
| 2     | For a ground area of more than 100 sq. yards but not exceeding 250 sq. yards.  | 60.00                      | 120.00   |
| 3     | For a ground area of more than 250 sq. yards but not exceeding 500 sq. yards.  | 150.00                     | 300.00   |
| 4     | For a ground area of more than 500 sq. yards but not exceeding 1000 sq. yards.   | 300.00                     | 600.00   |
| 5     | For a ground area of more than 1000 sq. yards.   | 600.00                     | 1500.00  |
| 6     | Notice on completion of work upto plinth level <b>Appendix B-1</b> to be accompanied with a fee of Rs. 15/-.                               |                            |  |
| 7     | Plan submission fee for the approval of layout for development / subdivision of land shall be calculated at the rate of Rs.10,000 per acre |                            |  |
| 8     | Fee for application of completion certificate shall be Rs. 1/- per sq. mtr. of covered area.   |                            |  |

**N.B. 1:** - For purpose of assessment and calculation of the tax, ground area shall mean the area of the portion, which is proposed to be built including the internal courtyard.

**N.B. 2:** - For purpose of the above schedule, the basement where provided will be regarded as the first storey, the ground floor over the basement as the second storey and so on.

**N.B. 3:** - In case where the application is deemed to have been sanctioned under the provisions of section 337, the tax shall become payable in the same manner as in cases where an application is sanctioned.

**N.B. 4:** - In case an application is rejected, 5% of tax due shall be retained and the balance shall be refunded to the applicant

### (b) Stacking Charges:

In case of plot size of 418 sq.mtrs. and more, stacking of building materials or Malba is not permitted on the Government land. For plots falling in areas where services are being maintained by any Govt. Agency and for plots below 418 sq. mtrs. the stacking of any building material on Govt. land shall be allowed by a special permission within the validity period of sanction of the building plans and the stacking charges shall be levied as given below: -

- i) At the rate of Rs. 1.00 per sqm of covered area / for plots upto 42 sqm. in area;
- ii) At the rate of Rs. 1.50 per sqm. of covered area for plots upto 84 sqm. in area;
- iii) At the rate of Rs. 2.00- per sq. m. of plots above 84 sqm.

### 3.0 WHERE & HOW TO APPLY FOR SANCTION OF BUILDING PLANS

Building plan application on prescribed forms duly filled in and signed by Registered Architect / Engineer/Supervisor and the owners along with the prescribed documents in respect of residential plots up to 334.44 sq.m. (400 sq. yards only) should be submitted zone wise in the office of Executive Engineer (Bldg.) on any working day upto 2.00 P.M. Building plan application for residential buildings of plot area exceeding 334.44 sq.m.(400 sq. Yards), Farmhouses and all non- residential plots, should be submitted in the Building Department (Head Quarter), 8<sup>th</sup> Floor, S.P.M. Civic Centre, Minto Road, New Delhi -110002 on any working day upto 2.00 P.M except Tuesday, the day of single window service. Facility is available for submission of building plans in single window service in all zones as well as in Building (Head quarter).

#### 3.1 Location, address and telephone nos. of zonal office & building head quarter

| S. No. | Zonal Office        | Location of Zonal Office  | Telephone No.  |
|--------|---------------------|---|--|
| 1      | City Zone           | Asaf Ali Road, Multi level Parking Near Delhi Gate                  | D.C 2 3261713<br>S.E 23261721<br>E.E.(B) 23261721          |
| 2      | Central .Zone       | Lajpat Nagar, Shiv Mandir Marg near Jal Vihar,                      | D.C:- 29815959<br>S.E.: - 29818306<br>E.E. (B) 29813928    |
| 3      | South Zone          | Aurbindo Marg, Green Park, New Delhi                                | D.C.:- 26514368<br>S.E.:- 26868014<br>E.E.(B) :- 26517191  |
| 4      | S.P.Zone            | Behind P.S. Sadar, Idgah Road, Delhi                                | D.C.:- 23525955<br>S.E.:- 23535226<br>E.E.(B) 23553096     |
| 5      | K.B.Zone            | Desh Bandhu Gupta Road, Dev Nagar, Delhi                            | D.C.:- 25740085<br>S.E.:- 25811298<br>E.E.(B) :- 25748666  |
| 6      | West Zone           | Community Centre, Vishal Enclave, Tagore Garden, New Delhi.         | D.C.:- 2 5934789<br>S.E.:- 25155382<br>E.E.(B) :- 25119707 |
| 7      | Civil Line Zone     | 16, Rajpur Road, Civil Lines, Delhi                                 | D.C. 23982437<br>S.E. :- 23968909<br>E.E.(B):-             |
| 8      | Shahdara South Zone | Near Karkardooma Court, Shahdara                                    | D.C 22303651<br>S.E. :- 22387084<br>E.E.(B):- 22391888     |
| 9.     | Shahdara North Zone | Keshav Chowk Shahdara, Delhi  | D.C. 22824647<br>S.E. :- 22825121<br>E.E.(B):- 22824170    |
| 10.    | Rohini Zone         | Sector V Rohini near Rajeev Gandhi Cancer Institute New Delhi       | D.C. 27052101<br>S.E. :- 27052102<br>E.E.(B):- 27052110    |
| 11.    | Narela Zone         | Narela, Arya Samaj Road, Delhi Opposite Police Station.             | D.C. 27708993<br>S.E. 27708910<br>E.E.(B) 27206123         |
| 12.    | Najafgarh Zone      | Najafgarh Road near underground Water Tank, Najafgarh               | D.C.:- 25321302<br>S.E. 25321585<br>E.E.(B) 25321991       |
| 13.    | Building (HQ)       | 8 <sup>th</sup> Floor, S.P.M. Civic Centre, Minto Road, New Delhi-2 | S.E./EE :- 23225828<br>Tele Fax:- 23225829                 |

## **4.0 FACILITIES AVAILABLE FOR SANCTION OF BUILDING PLANS:**

### **4.1 Jurisdiction**

Building plans of residential plots upto 400 sq. yds. (334.44 sqm.) are sanctioned by the respective Executive Engineer (B) of the zone and beyond 400 sq. yds. All other types of buildings like institutional, commercial and factories etc. beyond 400 sq. yards are sanctioned by the Superintending Engineer (Building)HQ and upto 400 sq. yards by Executive Engineer (Building)HQ at Head Quarter level. The following options are available for getting the building plans sanctioned:-

#### **A) Instant Sanction: - For residential plots upto 500 sqm. across the table:**

This scheme is applicable for plots, which are lying vacant and form part of approved LOP (layout plan) with respect to its size, shape and area of plot and where mandatory set backs, position, size and shape of garage blocks are also shown in the layout plan.

#### **B) Single Window Service**

The concept of single window clearance for sanction of building plan application was initially introduced at Building HQ. Seeing the over whelming response this service was extended in all Zones of the Corporation. Under this single window service, following facilities are made available:

- 1) To accept application for building plan, completion certificate and certified copy of any of these documents;
- 2) To deposit necessary building fees and taxes;
- 3) To provide any guidance relating to sanction of the building plans, completion certificate under the provisions of both Building Bye-laws and Master Plan and any other information relating to building activity in the zones;
- 4) To provide counseling for submission of fresh building plan application;
- 5) To fix up time and date for inspection both for sanction of building plan as well as completion certificate, if the same has not been notified earlier;
- 6) To carryout corrections in the building plans or for making any compliance;
- 7) To deliver sanction of the building plans, completion certificate and certified copies.
- 8) To issue Completion Certificate at the spot under 'Tatkal' Scheme in view of Office Order No. D/79/EE (B) HQ dated 3.2.2004.
- 9) To accord sanction to building plan application, which are complete in all respect and the proposal is as per B.B.Ls, Master Plan provisions and site is found in order.

#### **(C) SIMPLIFIED PROCEDURE**

**SIMPLIFIED PROCEDURE FOR BUILDING PERMITS FOR RESIDENTIAL PLOTTED DEVELOPMENT WHICH FORM PART OF THE APPROVED LAY OUT PLAN ONLY AND FALLING WITHIN THE LIMITS OF M.C.D.**

The Building Bye Laws, 1983 are applicable in Municipal limits. As per provisions of DMC Act, 1957 under Section 332, 333 no erection of any building or execution of any work shall be allowed within the Municipal limits without prior approval of Commissioner.

## SCOPE

In the existing procedure, further simplification has been made for the sanction of the Building Plan application immediately to the individual residential plots which forms part of the approved layout plan of the colony.

Building Plan Application will be prepared by the Architect registered with the Council of Architecture only and the same shall be dealt with on merits for approval immediately within the following week on submission of the proposal as per Building Bye Laws 1983, MPD-2021, and the policies of the Department in vogue. The Building Plans for plots upto the size of 400 sq. yards, under this scheme shall be approved by concerned Ex. Engineer (Bldg.) of the Zone and the building plan beyond 400 sq. yards shall be dealt with by the Superintending Engineer (Bldg.) HQ in the following manner :-

- I. This procedure is applicable for the plots which form part of the approved layout plan with respect to size, shape and area of plot, position of garage block, road width & land use only. The plots falling in the unauthorized regularized colonies, urban villages, Bungalow area of Civil Lines and Sahajahanabad (Walled City) and its extension and special area, notified streets under mixed use regulation and floor wise sanction will not be covered under this procedure.
- II. The Building Permit notice shall be given by the Owner(s) through his Architect(s) in the office of concerned Ex. Engineer (Bldg.) of the Zone or in the office of Superintending Engineer (Bldg.) HQ as the case may be along with necessary documents and other affidavits / undertakings / Indemnity Bonds in prescribed performa as per the prevailing procedure and mentioned in the attached note for sanction. In case, the Building plan application submitted under this scheme is not in order with respect to number of documents required, the same shall not be accepted and reasons for not accepting the proposal shall be recorded on the application itself by the officer on duty. The responsibility of authenticity / genuineness & validity of the documents submitted by Owner(s) and Architect(s) shall lie with them only.
- III. For expeditious and effective implementation of the scheme, the Town Planning Department will immediately post copies of all approved layout plans of various colonies on MCD Website. As well as make copies of approved layout plan available on sale to the general public and Architect on price. Further, the Town Planning Department shall arrange counseling service between 10.30 AM to 1.30 PM on all working days to provide information regarding approved LOPs in order to facilitate the architect / owner to submit the building plans for speedy disposal under the scheme. Similarly, SE (Planning) will post copies of all approved alignment plans of roads showing the portion of plots affected in road widening on MCD Website. In addition to this, they shall also put on sale the copies of the approved alignment plans of roads to general public and architect on price.
- IV. A counseling service shall remain available to the Architect(s)/ Owner(s) at Bldg. HQ and concerned zonal office of MCD. Where all facilities shall be extended to the Architect(s) / Owner(s) like as to how to fill up the building plan application, calculation of fee & other charges, making correction on the plans and receiving sanction on the spot.
- V. For the cases of plotted development where some specific decision is warranted, which could not be sorted out by the architect, Ex. Engineer (Bldg.) of zone and Superintending Engineer (Bldg.) HQ, same would be placed before Building Plan Committee or concerned authority by Executive Engineer of the Zone & Superintending Engineer (Bldg.) HQ as the case may be.
- VI. The powers to sanction the building plans for residential plotted development shall vest in Superintending Engineer (Bldg.) HQ, Ex. Engineer (Bldg.)HQ and Ex. Engineer (Bldg.) of the zone as per Section 491 of the DMC Act, 1957, as applicable as on date.

- i One Assistant Engineer and two Jr. Engineers in each Zone shall be deputed for disposal of applications of occupancy certificate within two weeks. In case any deviation from sanctioned building plan is noticed by them, it would immediately be notified to the concerned Executive Engineer of the Zone for initiating demolition / sealing action under the Law. Action against architect & owner shall also be initiated.
- ii The Zonal Building Department shall also ensure to display the details of sanctioned building plans & issue of completion certificate on MCD website.

**PROCEDURE FOR ACCEPTANCE OF BUILDING PLAN APPLICATION SHALL BE AS FOLLOWS :-**

- a) The proposal with all requisite information, documents, affidavits & indemnity bond, NOCs and certifications duly signed by the owner / architect shall be accepted and sanction shall be accorded immediately within the following week after payment of requisite fees, levies and charges.
- b) All the plans and documents shall be duly signed by the owner(s) and the registered architect(s), registered with the Council of Architecture. The Architect shall indicate his / her name & address and Registration Number on the plans and the forms as required preferably in the form of stamp.
- c) No building plan application shall be deemed valid unless & until the owner(s) / architect (s) giving notice has paid the all requisite permit fee and other charges i.e. stacking charges, betterment charges, levies, labour cess charges and other charges applicable for the individual plot.
- d) Building Plans Application selected for test check shall only be scrutinized in all respect by the staff of Building Department.  
*The documents relating to ownership of each & every case shall be examined by the concerned staff of Building Department and action shall be taken accordingly.*
- e) Further, all the applicable charges (including Cess Charges) shall be calculated by the staff of Building Department on the basis of data provided by the Architect and the Applicant.
- f) The applicability of NOC with respect to DMRC & ASI on the basis of plans / lists available shall be ensured at the time of processing the Building Plan Application. In case both or any one of the NOC is required, the building plan application shall not be considered.

**CONDITION OF SANCTION**

- (i) Building plan application will be entertained / accepted and sanction will be issued under Section 336 of the DMC Act, 1957 and under the provisions of Building Bye-Laws, 1983 Master Plan for Delhi 2021 & other zonal regulations.
- (ii) A stamp shall be affixed on the plans and the sanction letter that the sanction has been accorded on the basis of documents / affidavit / undertaking submitted by the registered architect(s) and the owner(s). In case, any misrepresentation, discrepancy in respect of provisions of Master Plan of Delhi-2021, Building Bye Laws, 1983 and other Zoning Regulations is found at any stage, sanction shall be deemed revoked, beside other actions including forgery for giving wrong statement against the architect (s) / owner(s) will be taken. The defaulting architect(s) shall not be allowed to submit the building plans under this scheme in future in MCD and the matter shall be reported to the Council of Architecture to take appropriate action against the concerned architect.
- (iii) The Architect shall be responsible to ensure that building plans submitted for immediate sanction under this procedure, has been prepared in accordance with the provisions of MPD-2021, BBLs, 1983 & other Zoning regulations applicable. In case, any violation is found at any stage, sanction accorded shall be deemed revoked besides other actions and no claim shall be made from MCD by the owner for the construction carried out in lieu of this sanction.

TEST CHECK : The Test Check shall be carried out as per instructions contained in **Office Order No. 289/Addl. Cm.(E)/2009/SE(B) HQ dated 22-12-2009.**

The Senior authorities are at liberty to exercise the check of any such sanction plan over and above the aforesaid stipulation. Zonal authorities are required to submit details of sanction plan on monthly basis latest by 5<sup>th</sup> of the next month including the cases of misrepresentation observed during random check. The building department of the Zone shall carry out the inspection of the properties / premises during construction period as per the laid down procedure already circulated. It shall be ensured that the construction is being carried out as per the provisions laid down in MPD-2021 / Building Bye Laws, 1983 and other Zoning Regulations. Discrepancy / violation in respect of sanction, if any found, shall be reported to the sanctioning authority i.e. EE(B) of the Zone / SE(B)HQ as the case may be.

**NOTE :** (a)The Policy of Simplified Procedure dated 22.12.2009 alongwith its annexure is available on MCD website : [www.mcdonline.gov.in](http://www.mcdonline.gov.in)

(b)Online sanction of building plans for plotted development (fresh proposal / vacant plot) has been introduced, simultaneously alongwith Simplified Procedure at Building(HQ) for an initial period of one month. After implementation of Online Sanction of Building Plan in all the Zonal Offices in a phase wise manner and its successful implementation, the process of sanctioning of building plans under the Simplified Procedure will be considered for abolition.

(c)Relevant information regarding Online Sanction of Building Plans / latest office orders are available on MCD website : [www.mcdonline.gov.in](http://www.mcdonline.gov.in)

**D) THROUGH NORMAL PROCEDURE:**

The building plans of other than plotted residential and notified streets are normally sanctioned in about 7 to 15 days time after necessary corrections / compliances having been done. However, where some policy decision or interpretation of B.B.L is needed, such cases are placed before Building Plan Committee, both at Hq. level and at the Zonal level for decision.

**5.0 Weekdays fixed for single window service**

| Zone  | Days      | Time                |
|---|-----------|---------------------|
| City Zone   | Wednesday | 10.00 AM to 1.00 PM |
| Central Zone  | Tuesday   | 10.00 AM to 1.00 PM |
| South Zone  | Wednesday | 10.00 AM to 1.00 PM |
| S.P.Zone  | Wednesday | 10.00 AM to 1.00 PM |
| K.B.Zone  | Wednesday | 10.00 AM to 1.00 PM |
| West Zone   | Thursday  | 10.00 AM to 1.00 PM |
| Civil Line Zone   | Thursday  | 10.00 AM to 1.00 PM |
| Shahdara Zone (North)   | Wednesday | 10.00 AM to 1.00 PM |
| Shahdara Zone (South)   | Wednesday | 10.00 AM to 1.00 PM |
| Rohini Zone   | Friday    | 10.00 AM to 1.00 PM |
| Najafgarh Zone  | Thursday  | 10.00 AM to 1.00 PM |
| Narela Zone   | Wednesday | 10.00 AM to 1.00 PM |
| Building HQ (8 <sup>th</sup> Floor, Civic Centre, Minto Road) | Tuesday   | 10.00 AM to 1.00 PM |

**6.0 PROCEDURE FOR PROCESSING BUILDING PERMIT APPLICATION UNDER NORMAL PROCEDURE FOR THE CASES, WHICH ARE NOT COVERED UNDER SIMPLIFIED SCHEME**

1. On the day, application for grant of building permit is received, building section shall give a suitable date and time for the site inspection. In any case the date will be given within 10 days from the receipt of application.

2. After the site has been inspected, the case shall be scrutinized within 30 days from the date of inspection. In case there are no objections and corrections requiring compliances from the owner, the sanction shall be released within 60 days from the date of submission.

For other cases where corrections or compliances of other objections are necessary, the same are intimated to the applicant within 45 days from the date of submission. Such correction/ compliances should be completed within **15 days** after compliance of which the building permit shall be released within 15 days from the date of such compliance.

In case of non-compliance by the applicant within stipulated period, the building permit shall be refused. In case of such applications for building permit which are not in conformity with the bye-laws/Master Plan/Zoning Regulations or deficient in papers/documents and required information, the application shall be liable to be rejected.

## **7.0 REGULATIONS OF BUILDING ACTIVITIES IN DIFFERENT AREAS**

- 7.1 Regulation of Building Activities in Lal Dora (Abadi) of Rural Villages  
Building Activity and Control Norms shall be governed as per the provision of Notification dated 17.01.2011 issued by the DDA regarding **“The Building Regulations for Special Area, Unauthorized Regularized Colonies and Village Abadis, 2010”** and Circular No.TP/G/3426/11 dated 28.09.2011, (Page-101)

**Note :** Notification dated 17.01.2011 can be viewed on MCD website in the portal of Town Planning Department.

## **7.2. POLICY FOR SANCTION OF BUILDING PLAN IN URBANIZED VILLAGE**

Building Activity and Control Norms shall be governed as per the provision of Notification dated 17.01.2011 issued by the DDA regarding **“The Building Regulations for Special Area, Unauthorised Regularised Colonies and Village Abadis, 2010”** and Circular No.TP/G/3426/11 dated 28.09.2011, (Page-103)

## **7.3 SLUM & JJ COLONIES**

The building activities in the J.J. and Resettlement colonies are controlled by Building Department of M.C.D. **The Standard Plan controls the norms of Slum & JJ Resettlement Colonies / properties.** Any construction carried out in violation of Standard Plan / Drawing is liable for action under relevant Sections of the DMC Act.

## **7.4 POLICY FOR SANCTION OF BUILDING PLAN IN UNAUTHORIZED REGULARIZED COLONIES**

Building Activities and Control Norms shall be governed as per the provision of Notification dated 17.01.2011. Each case shall be processed for sanction after obtaining comments from the Town Planning Department.

## **7.5 LEASEHOLD PROPERTY OF L&DO**

The cases of lease hold properties of L&DO shall be considered as per terms & conditions of the lease. The standard plans wherever applicable will be continued.

## **7.6 CIVIL LINES AREA POLICY (As per approved Zonal Plan )**

**BOUNDARY OF THE BUNGALOW AREA, CIVIL LINES:** The boundary of the civil lines bungalow area shall contain the areas of earlier sub-zones C-2 and C-3, measuring about 250 hect. Thus the boundary is to run from ISBT, Mahatma Gandhi Marg in the east, Ashram Marg / part of Shamnath Marg in the North and Ridge boundary in the West, Boulevard Road (Qudesia Road) in the South meeting at ISBT.

## **DEVELOPMENT CONTROL NORMS**

There were considerable number of large size (more than one acre) bungalow plots, but with the passage of time quite a number of plots have been utilized/sub-divided for Group Housing Scheme and otherwise. These plots are generally fronting on narrow road /lanes (8 to 10 meter wide) which are to be widened reasonably (minimum 13.5 meter). Therefore, remaining plots shall be further reduced in size. Considering such ground realities it may not be appropriate to follow the Bungalow Policy of New Delhi Area i.e. a bungalow to be replaced by a bungalow. Norms for development for residential categories shall be as under:-

### **I. Bungalow Plots (4000 sq. m. and above for Group Housing)**

Development norms shall be as per D.D.A. resolution No, 184 dt. 24.12.1980 and 23.3.1993.

- |                    |  |
|--------------------|--|
| a) Ground Coverage | 25%                                    |
| b) FAR             | 75                                     |
| c) Height          | 11 M                                   |
| d) Density         | 62-75 ppa or 15. DUs/Acre (38DUs/Hect) |

### **II. Street Width for Group Housing**

Since this is an existing area and there is hardly any scope to achieve considerable road widening it is recommended that the fronting road to be widened 13.5m minimum, R/W equally on other side from the center line of the Road.

### **III. Other Residential Plots**

The norms of development of plots less than 4000 sq. m. shall be on low intensity as under:-

| Plot size (sq.m.) | Max. Ground Coverage(%) | FAR | Max Height (Metre) | No of DUs                         |
|-------------------|-------------------------|-----|--------------------|-----------------------------------|
| Below 4000        | 33.33                   | 75  | 11                 | Up to 15 DUs/Acre or 38 DUs /Hect |

- Basement if any shall be counted in FAR if not used for parking/service where applicable.
- Parking and tree plantation / landscape shall be governed as per MPD-2021 norms.
- Existing residential plots shall not be permitted to be sub-divided.

### **7.7 Lutyen's Bungalow Zone**

The new construction of dwelling on a plot must have the same plinth area as the existing bungalow and must have a height not exceeding the height of the bungalow in place, or if the plot is vacant, the height of the bungalow which is the lowest of those on the adjoining plots.

### **7.8. Special Area**

Building Activities and Control Norms shall be governed as per the provision of Notification dated 17.01.2011 and Circular No.TP/G/3425/11 dated 28.09.2011 and Circular No.D-1327/EE(Bldg.)HQ/2007 dated 14.11.2007.

## 7.9 Plot in residential areas abutting notified streets / roads under Mixed Use Regulations

The building plans in respect of plot abutting notified streets / roads shall be processed as per guidelines laid down under Circular No.D/41/SE(B) HQ/09 dated 27/05/2009 (Page-96-97).

## 8.0. Validity period of building permit

The sanction once accepted through building permit shall remain valid for five years from the date of sanction for the residential, industrial, commercial buildings as well as well as larger complexes and multi-storied buildings, and such buildings as classified under clause 2.54.2, 2.54.3 & 2.54.4. The building permit shall be got revalidated before the expiry of this period. Revalidation shall be subject to the Master Plan/Zonal Plan regulations and Building Bye-laws.

**Note: - No building activity can be carried out after the expiry of validity of such building permit.**

## 8.1 Procedure for obtaining revalidation of building permit:

The Building Permit can be revalidated for a period of one year at a time from the date of expiry of the validity of the original permit on payment of the required revalidation fees, subject to fulfilling of prevailing norms. Application for such revalidation shall be submitted on plain paper along with the following documents: -

- (a) Original sanctioned plan;
- (b) Revalidation fee which shall be 25% of the original permit fee per year.
- (c) NOC from competent authority as per terms and conditions of lease-deed, if required;
- (d) NOC/ No dues certificate from House Tax Deptt. of M.C.D or tax paid receipt for the current year.
- (e) Documents in support of construction, if any having been done within valid period of sanction;
- (f) Certificate of supervision from Architect / Engineer/ Supervisor that the construction is being carried out under their supervision according to the plans sanctioned by Municipal Corporation of Delhi.
- (g) Ownership documents or Affidavit for no change in ownership after the previous sanction.
- (h) All relevant NOC(s) as had been submitted at the time of sanction of building plan / as mentioned in Clause 2.1.

The application for revalidation shall be processed and revalidation conveyed within 15 days from the date of submission, if the case is in order. In case of any objection, either the refusal of such revalidation or objection shall be intimated to the party within 15 days from the date of submission of the application.

**Note:- No application for revalidation shall be entertained without the revalidation fee and the revalidation shall be accorded only if the bye-laws have not been modified to the disadvantage of the applicant.**

## 8.2. Appeals against rejection of building plans:

In case the building plan is rejected on certain grounds and objections, an appeal can be made after satisfying the objections, in the office where the plans were rejected along with an appeal tax at the rate of 5% of the Building tax already deposited(minimum Rs.25/-). Appeal can be considered; if the refund of the building tax already deposited has not been claimed.

## 8.3. Refund of building permit fee

In case building plan application is rejected, 5% of the building permit fee shall be retained and balance shall be refunded to the applicant provided the claim is made within three years from the date of issue of rejection. Such application shall be made to the office where application was submitted.

#### 8.4 Revocation of building permit:

The MCD may revoke any building permit issued under the provisions of the bye-laws if there has been any false statement or any mis-representation of material facts in the application on which the building permit was based.

**Or**

If the building permit, so issued, is found to be in violation of building bye-laws / Master Plan /Zonal Plan regulations

**Or**

If during construction it is found that the owner has violated any of the provisions of the Building Bye-Laws or sanctioned plan.

### 9.0 PROCEDURE DURING CONSTRUCTION WORK

- To display details of sanctioned building plan preferably on a board of size 1 m X 0.45 m containing information including plot/property number, location, sanction letter number and date, date of validity of sanction, name of owner/architect, contractor, number of stories, details of floors and coverage at each floor.
- To remove mulba on a weekly basis.
- To ensure proper screening of construction site.
- To carry out construction in such a manner not to cause nuisance to the neighborhood.
- To stack construction material within the plot having size more than 418.00 Sqm.

#### 9.1 Intimation for taking up work at site

The owner / applicant who has been granted such buildings permit shall intimate the authority in writing in *form III Appendix 'B'* before 7 days of starting of construction work at site. He shall obtain an acknowledgement from the authority of this notice. After receiving such notice authority may depute an officer for inspection of the site. Failure to send this intimation is a violation of the condition of sanction and is subject to prosecution u/s 337 (4) of D.M.C. Act, which may invite a fine upto Rs. 10,000, and daily fine upto Rs. 500/-

#### 9.2 Intimation at completion of the work upto plinth level

At this stage, the owner through his licensed Architect/Engineer/Supervisor shall give a notice to the MCD in the Performa as per *Appendix B-1 accompanied with a fee of Rs. 15/-* on completion of work upto plinth level to enable the MCD to ensure that work conforms to the sanctioned plans and Building Bye-laws. The following documents are also to be submitted along with the notice:

- 1) Copy of valid Certificate of Licensed Architect/Engineer/Supervisor;
- 2) Building plans, indicating the plinth constructed at site in relation to the plot dimensions, area and setbacks, duly signed by the Owner and licensed Architect/Engineer/Supervisor.

It will be obligatory on the part of the local body (MCD) to inspect the work and submit the objection, if any, to the owner and architect/engineer within 30 days from the receipt of such notice in *form B-2 failing which work will deemed to be cleared for further construction*. It will be the responsibility of the owner/architect/supervisor to ensure further construction of the building in accordance with the sanctioned building plan.

## **10.0 PROCEDURE FOR OBTAINING COMPLETION CERTIFICATE:**

### **10.1 Notice of completion:**

According to the provision as contained under section 346 of DMC Act, it is mandatory for every person not to occupy or permit to be occupied any such building or use or permit to be used any building or part thereof effected by such work until permission has been granted by the Commissioner in this behalf in accordance with bye-laws made under the Act.

Every person shall have to submit a notice of completion of the building in the format as per *Appendix 'F'* to the Authority regarding completion of the work as described in the Building Permit. The notice of completion shall be submitted by the owner through the licensed Architect / Engineer or group, as the case may be who has supervised the construction, accompanied by the following documents and along with a fee of Rs.1/Sqm of covered area.

- 1) Copy of Lease-deed / Sale-deed;
- 2) Three copies of completion plan;
- 3) Three photographs of the building taken from different angles so as to show the overall view of the building;
- 4) Copy of Sewer connection permission;
- 5) Structural stability Certificate & Structural Drawings with details, duly signed by the licensed Architect and **Structural** Engineer
- 6) Form for certificate of Licensed Architect/Engineer/Supervisor/Group (*Appendix 'G'* of BBL 61983);
- 7) Extension of time from the lessor, if required.
- 8) Certificate from the lift manufacturers or competent authority of GNCTD as required;
- 9) Certificate from Air-conditioning Engineer, if required;
- 10) Latest House Tax receipt/No dues certificate.
- 11) Clearance from DUAC, if required
- 12) Clearance from Chief Fire officer, Delhi, if required;
- 13) Clearance from DVB/Distribution companies regarding provision of transformer / sub-station / ancillary power supply system etc, if required;
- 14) A copy of valid registration certificate of the professional.
- 15) Irrevocable Bank Guarantee for provision of parking in basement, stilt and open space.

### **10.2 Where & how to apply for completion certificate**

Application in the prescribed form along with completion plan and other documents should be submitted in the respective zones for all types of buildings. Time for joint inspection will be communicated to the applicant / architect at the time of filling such applications. Objections and compounding fee shall be intimated within a week of joint inspection. Your architect is expected to provide assistance to you in getting the completion certificate / occupancy certificate.

### 10.3 Issue of completion certificate under ‘Tatkal Scheme’

In the existing procedure, further simplification has been made for issue of Completion Certificate across the table under ‘Tatkal Scheme’. Completion certificate will be issued on the basis of submission of an affidavit / undertaking by the Architect/Engineer/Supervisor/Group to the effect that building has been constructed strictly as per law keeping margin for compounding deviations. **If any professional submits such an affidavit/undertaking along with compounding fee on the basis of his assessment, completion certificate is issued without any further verification of any kind.** Architects registered with the Council of Architect are entitled to avail this facility for all buildings constructed irrespective of the size of plot, whereas Engineers & Supervisors shall be entitled for the plot size for which they are licensed to submit building plans to the MCD. The following procedure is to be followed:

1. A notice for completion shall be given in the proforma given in **Appendix ‘F’** of Building Bye-laws 1983. The notice of completion shall be submitted by the owner through the licensed Architect/Engineer/Supervisor/Group as the case may be who has supervised the construction accompanied by the following documents and along with a fee of Rs. 1/Sqm of covered area and compounding charges as worked out on the basis of assessment by the Architect/Engineer/Supervisor/Group.
  - (i) Copy of lease-deed/ sale deed.
  - (ii) Three copies of completion plan.
  - (iii) Three copies of photographs taken from different angles so as to show the overall view of the building.
  - (iv) Original sanctioned building plan (To be returned back along with completion certificate).
  - (v) Copy of sewer connection permission.
  - (vi) Structural Stability Certificate duly signed by the licensed Architect and Structural Engineer.
  - (vii) Form for certificate of Licensed Architect/Engineer/Supervisor/Group (**Appendix ‘G’** of BBL-1983).
  - (viii) Extension of time from the lessor if required.
  - (ix) Affidavit/undertaking of Architect Engineer/Supervisor/Group (as the case may be) on Rs.10/- Non-judicial Stamp paper to be Attested by Notary Public/Metropolitan Magistrate as per **Annexure ‘G’**.
  - (x) Affidavit of Applicant/Owner on Rs.10/- Non-Judicial Stamp Paper to be attested by Notary Public/Metropolitan Magistrate as per **Annexure ‘H’**.
  - (xi) A statement indicating deviations that are carried out and compounding fee payable.
  - (xii) Three copies of form-I (**Appendix ‘H’** of Building Bye-laws 1983) duly filled in by the professional.
  - (xiii) Irrevocable Bank Guarantee for provision of parking in basement, stilt and open space.
2. The above simplified procedure is applicable for all type of buildings except buildings as identified in Building Bye-law No. 6.2.4.1 where clearance is needed from the Chief Fire Officer regarding the completion of the work from the fire safety point of view or the scheme requires clearance from Delhi Urban Art Commission.

3. In case the application submitted under the Tatkalo scheme is not in order, the same shall not be accepted and the reasons for not accepting the proposal shall be recorded on the application itself submitted by the owner/Architect/ Engineer/Supervisor/Group.

**Procedure for acceptance of Completion Certificate applications is as follows:**

- (i) The application along with all information /documents and affidavit/ undertaking duly signed by the owner/Architect Engineer/Supervisor/Group shall be accepted in order. Incomplete application shall not be accepted.
  - (ii) All the completion plans shall be duly signed by the owner and the Architect/Engineer/Supervisor/Group (as the case may be) and shall indicate his/her name, address and registration number.
  - (iii) No application shall be deemed valid unless and until the owner giving notice deposits the requisite fee, compounding charges and other charges if any.
4. The application will be entertained /accepted and the completion certificate will be issued under Section 346 of the DMC Act, 1957 in the following manner:
    - (i) Accommodation shown in the completion plans shall be recorded in the printed completion certificate book (form-I, *Appendix 'H'* of Building Bye-laws 1983).
    - (ii) A stamp shall be affixed on the completion plans & completion certificate (form-I, Appendix H of Building Bye-laws 1983) that the accommodation shown has been taken in order on the basis of documents, affidavits/undertakings as per **Annexure " G & H"** submitted by the registered professional and the owner and in case of any discrepancy/mis-representation at any stage contrary to the particulars given in **Annexure " G & H"** is found, the completion certificate shall be treated as cancelled, besides taking other actions against the owner and the professional. The contents of the stamp are given as below:

**CONDITION OF ISSUE OF COMPLETION CERTIFICATE UNDER TATKAL SCHEME**

The completion certificate is issued on the basis of documents, affidavits/undertakings submitted by the owner and the registered professional. In case any discrepancy/mis-representation is found at any stage, certificate issued shall be treated as cancelled, besides taking other actions against the owner and the professional.

- (iii) All the three copies of completion plan and form-I shall be signed by the Executive Engineer (B) of the zone; one copy shall be given to the owner, second copy to be sent to the House Tax department of the zone and third copy to be retained for office record.
- (iv) The original sanctioned building plan received along with the application shall also be returned to the owner.

**10.4 OCCUPANCY OF BUILDING WITHOUT OBTAINING COMPLETION CERTIFICATE:**

No person shall occupy or permit to occupy any building without first obtaining Completion Certificate from the M.C.D. as required U/S 346 of the DMC Act. Offence U/s 346 of the act is punishable with a fine of Rs. 200/- and a further daily fine of Rs. 10/- if such an offence continues

**11.0 BUILDING CONSTRUCTED WITHOUT SANCTION**

Buildings constructed without a valid building permit are unauthorized and illegal and are liable to pulled down under section 343(1) of the Delhi Municipal Corporation Act 1957. The builders of unauthorized construction in case of failure to demolish the same may invite prosecution under Section 467 of the D.M.C. Act,

which may result in simple imprisonment which may extend to six months or fine which may extend to Rs.5,000/- or with both. Such buildings can also be sealed under section 345 A of D.M.C Act.

## **12.0 MISUSE OF BUILDING:**

No person can change the use of any land or building or part thereof to other than the sanctioned or permissible use and the offence of the misuse is punishable u/s 347 of the D.M.C. Act 1957, which may result in simple imprisonment that may extend to six months or fine which may extend to Rs.5,000/- or with both.

## **13.0 DEVIATIONS FROM SANCTIONED PLAN**

### **APPENDIX "Q" OF BBL, 1983**

#### **Penal Action for violation of Master Plan / Zonal Plan Regulation / Bye- laws**

#### **(A) NON COMPOUNDABLE ITEMS:**

Any deviations from the maximum / minimum prescribed limits regarding:-

- (1) Coverage
- (2) F.A.R.
- (3) Set-back
- (4) Open Spaces
- (5) Total height of the building
- (6) No. of floors
- (7) No. of dwelling units & density
- (8) Parking norms
- (9) Light and ventilation provisions
- (10) Use
- (11) All other provision of these bye-laws except items given in Paragraph B below shall not be compounded / regularized and shall have to be rectified by altering / demolition at the risk and cost of owner. Besides this any other action as per terms & conditions of lease and provisions of M.C.D. Act, 1957 shall proceed.

#### **(B) COMPOUNDABLE ITEMS:**

Deviations in terms of covered area.

If a building or part thereof has been constructed unauthorisedly i.e. without obtaining the requisite building permit from the authority as required under Clause 6.1 and 6.7.1 of the Building Bye Laws, the same shall be compounded at the following rates, provided the building or part thereof so constructed otherwise conforms to the provisions contained in the Building Bye-laws and Master / Zonal Plan Regulations. For this party shall have to submit the request for building permit in the prescribed procedure.

**RATES:**

- (a) Rs.25/- per sq. mtr. of the covered area constructed unauthorizedly.  
The above rate shall apply to the buildings as categorized below :-  
Residential buildings upto 500 sq. mt. plot size.  
All government, Public and Semi-Public and utility buildings.  
Religious Institutional and Educational Buildings.
- (b) Rs.100/- per sq. mt. of the covered area constructed unauthorizedly:  
Residential buildings above 500 sq. mt. plot size (Group Housing and Guest Houses)  
Industrial Buildings  
Storage buildings (underground or above ground)  
Hazardous buildings
- (c) Rs.500/- per sq. mt. of covered area constructed unauthorizedly :  
Commercial and Business Buildings (offices, Hotels, Shops etc.)  
Cinema and Theatre Buildings  
Petrol Pumps (Filling / Service Stations).

**NOTE:**

- 1 The buildings not covered specifically under the above categories, shall be compounded as decided by the authority, considering the merit of each individual case.
- 2 Items which are exempted from the calculations of the coverage and FAR e.g. cub-boards, canopy, basement and mezzanine, loft, watchman cabins etc. but constructed unauthorizedly without obtaining prior permission from the authority, but within the permissible limits shall also be compounded / regularized at the rate prescribed above.
- (ii) Deviations of the building bye-laws other than as specified in
- (A) (Non-compoundable)  
Deviations upto the maximum extent of 10% from the maximum / minimum prescribed limit (as prescribed by the building bye laws) shall be compounded at the following rates :
- (a) In case of deviations of areas of various components of the buildings, the rate of penalty will at the rate of Rs.10/- per 1% of deviation.
- (b) For deviations in terms of height the penalty shall be at the rate of Rs.10/- per 1% of deviation for every 10 sq. mt. or part thereof the affected area.
- (c) Deviations from the prescribed limit of width:-Length penalty shall be at the rate of Rs.10/- per 1% of the deviation for every 10 sq. mt. or part thereof the affected area.

**NOTE** Notwithstanding the provisions above no penalty shall be levied for the first 3% of deviation but in case the deviation limit exceeds 3% penalty shall be levied at the above rates for the total deviation upto 10%.

- (d) The penalties at the above rates as given in (ii)(a),(b) & (c) shall be charged for each deviation and for every component of the building separately.
- (e) In case of increase in size of canopy in front open space from the prescribed limits of bye-laws, the same shall be charges @Rs.20/-per sq. meter.
- (c) End Walls upto 0.9 Meter in width in terrace type construction constructed purely as an architectural feature ó Rs.10/- each.
- (f) Enclosing of front balcony by Jali Wall which is being used as a part of stair-case Rs.150/- sq. meter.
- (g) (i) An open urinal having wall upto 1.7 meter height. No penalty.  
(ii) Water storage tank over open urinal with walls upto 1.70 meter in height. No penalty if sanction. If not sanctioned Rs.50/- each.

- (h) Under-ground lines covered without getting the proposal inspected and approved ó Rs.200/- lump-sum.
- (i) All roof projections beyond permissible limit of bye-laws as specified shall be counted towards FAR calculations if otherwise the same do not infringe upon any other bye-laws.
- (j) Plinth steps in set-back portion Rs.25/- each.
- (k) Extra slab in mummy constructed without sanction shall be compounded at the rate given in (B)(compoundable item) provided it does not infringe upon the provisions of any other bye-laws.
- (l) Partition walls provided without sanction at any floor if the same are not infringing upon the provision of any other bye-laws Rs.15/- per sq. meter of the service area of the wall i.e. (length x height).
- (m) Projection on public land ó not permitted.

**VARIOUS DEVIATIONS IN THE CONSTRUCTED BUILDING WHICH CAN BE CONSIDERED FOR REGULARIZATION / COMPOUNDING ARE LISTED BELOW**

**Compoundable excess area As per MPD-2021**

- Authority / Local Body(s) shall be empowered after levying penalty to compound deviations from limits of coverage / FAR to the extent of 5% of the permissible coverage and FAR, subject to maximum of 13.5 sqm. in building(s) / premises at the time of considering the completion / occupancy certificate. In Group Housing Schemes and Public & Semi Public facilities, 5% FAR beyond permissible FAR can be compounded by the Authority / Local Body at the time of considering the completion / occupancy certificate.

The excess coverage shall be compounded on prevailing land rates subject to submission of affidavit to the fact that difference, if any, shall be deposited as & when rates are notified by the Government.

- The area to be compounded be calculated on the basis of the total construction in residential building which may be considered as part and parcel of the total construction of the plot
- Increase in covered area beyond the permissible limit as mentioned above, may also affect the prescribed size / area of the internal courtyard of the plot. In such cases, the compounding fee for this infringement will be as follows:

|  |  |
|--|--|
| Extension of building lines which affects the size of the internal courtyard | Rs.500/- per sq. meter of the reduced area of the minimum requirement of the courtyard for light and ventilation infringement. |
|--|--|

**OTHER CHARGES FOR RESIDENTIAL BUILDINGS :**

- 1) **Betterment Charges** :for coverage at 2<sup>nd</sup> floor [For the coverage permissible as per MPD-2001 (notified in August 1990) and prior to enhanced FAR notified vide notification dated 23-07-1998) Rs.150/Sqm.
- 2) **Additional FAR charges** : The rate for levy on additional FAR as notified vide Notification dated 23-07-1998 would be Rs.450/Sqm.

i)The levy will be payable in addition to all other charges including betterment charges, development charges and other service charges.

ii)Where the additional construction has already been carried out in violation of pre 23.7.98 norms but is within the norms as revised vide Notification dated 23.7.98, the construction will be regularized on payment of the levy @Rs450/- per sqm. plus a surcharge of 10%. This will be in addition to the existing compounding fee etc.

3 **Enhanced FAR charges arising out of** As per notification dated 23.12.2008 (As given in the CHAPTER OF CHARGES MPD-2021 :

| S. NO.   | ITEM  | RATES   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
|--|---|---|----------------|------------|----------------|-----------|--|----------|--|-----------|----------------|------------|----------------|-----------|--|----------|--|-----------|----------------|------------|----------------|-----------|--|----------|--|-----------|
| 1  | a):Residential properties including for basement under Mixed Use-rates of payment of betterment levy/ additional FAR charges for New construction and penalty / compounding / special compounding charges for regularization of unauthorized construction | <p>The following rates as per notification dt. 20.11.2006 which was applicable for 2006-07 to be made applicable for 2007-08, the same are as under:</p> <p><b>(2)Regularization of unauthorized Construction:</b></p> <p><b>(a)Additional Coverage within Sanctioned height.</b></p> <table border="1"> <tr> <td>A &amp; B colonies</td> <td>Rs. 4020/-</td> </tr> <tr> <td>C &amp; D colonies</td> <td>Rs.1610/-</td> </tr> <tr> <td>E, F &amp; G colonies with plot Size more than 50sqm</td> <td>Rs.805/-</td> </tr> <tr> <td>E,F&amp;G colonies with plot Size upto 50sqm</td> <td>Rs. 564/-</td> </tr> </table> <p><b>(b) Additional Coverage above sanctioned but within permissible Height (as per 23.7.98)</b></p> <table border="1"> <tr> <td>A &amp; B colonies</td> <td>Rs. 4375/-</td> </tr> <tr> <td>C &amp; D colonies</td> <td>Rs.1750/-</td> </tr> <tr> <td>E, F &amp; G colonies with plot Size more than 50sqm</td> <td>Rs.875/-</td> </tr> <tr> <td>E,F&amp;G colonies with plot Size upto 50sqm</td> <td>Rs. 613/-</td> </tr> </table> <p><b>(c)Additional Coverage beyond Permissible height as per 23.07 .98 but within 15 meters.</b></p> <table border="1"> <tr> <td>A &amp; B colonies</td> <td>Rs. 4900/-</td> </tr> <tr> <td>C &amp; D colonies</td> <td>Rs.1960/-</td> </tr> <tr> <td>E, F &amp; G colonies with plot Size more than 50sqm</td> <td>Rs.980/-</td> </tr> <tr> <td>E,F&amp;G colonies with plot Size upto 50sqm</td> <td>Rs. 686/-</td> </tr> </table> | A & B colonies | Rs. 4020/- | C & D colonies | Rs.1610/- | E, F & G colonies with plot Size more than 50sqm | Rs.805/- | E,F&G colonies with plot Size upto 50sqm | Rs. 564/- | A & B colonies | Rs. 4375/- | C & D colonies | Rs.1750/- | E, F & G colonies with plot Size more than 50sqm | Rs.875/- | E,F&G colonies with plot Size upto 50sqm | Rs. 613/- | A & B colonies | Rs. 4900/- | C & D colonies | Rs.1960/- | E, F & G colonies with plot Size more than 50sqm | Rs.980/- | E,F&G colonies with plot Size upto 50sqm | Rs. 686/- |
| A & B colonies                                   | Rs. 4020/-  |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| C & D colonies                                   | Rs.1610/-   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E, F & G colonies with plot Size more than 50sqm | Rs.805/-  |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E,F&G colonies with plot Size upto 50sqm         | Rs. 564/-   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| A & B colonies                                   | Rs. 4375/-  |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| C & D colonies                                   | Rs.1750/-   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E, F & G colonies with plot Size more than 50sqm | Rs.875/-  |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E,F&G colonies with plot Size upto 50sqm         | Rs. 613/-   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| A & B colonies                                   | Rs. 4900/-  |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| C & D colonies                                   | Rs.1960/-   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E, F & G colonies with plot Size more than 50sqm | Rs.980/-  |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E,F&G colonies with plot Size upto 50sqm         | Rs. 686/-   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |

- 4 **Labour Cess Charges** 1% of the estimated cost of construction
- 5 **DEVELOPMENT CHARGES IN UNAUTHORISED REGULARISED COLONIES** Rs.50/- per sqm. of plot area + simple interest @Rs.12/- P.A. from the cut off date i.e. 20.10.1986.
- 6 **LEVY OF DEVELOPMENT CHARGES IN URBAN VILLAGES, OLD ABADI AREA AS WELL AS IN THE AREA THAT HAS BEEN ADJUSTED IN THE REDEVELOPMENT PLAN OF URBAN VILLAGES** Rs.15/- per sqm. of plot area

## **14.0 PUBLIC HELP LINE**

### **14.1 Complaints:**

Public is welcomed to lodge complaint against any official in case of inaction or harassment with the following officials.

- (1) Addl. Commissioner (Engg)
- (2) E -In - Chief
- (3) Chief Engineers
- (4) All Deputy Commissioners of the Zones
- (5) All the Superintending Engineers of the Zones or Superintending Engineers (B) HQ
- (6) All Executive Engineer (Bldg.) of the Zones or Executive Engineer (Bldg.) HQ.

### **14.2 Repairs to existing buildings:**

No building permit is necessary for repair. No notice and building permit is necessary for the following alterations, which do not otherwise violate any provisions regarding general building requirements, structural stability and fire safety requirement, of the Bye-laws.

- a) Plastering and patch repairs
- b) Re-roofing or renewal of roof including roof of intermediate floor at the same height.
- c) Flooring and re-flooring
- d) Opening and closing windows, ventilators and doors not opening towards other's property.
- e) Replacing fallen bricks, stones, pillars, beams etc.
- f) Construction or re-construction of sunshade, not more than 75 cm in width within ones own land and not overhanging over a public street.
- g) Construction or re-construction of parapet exceeding 1 m and not more than 1.5m in height and also Construction or re-construction of boundary walls as permissible under these bye laws
- h) Reconstruction of portions of building damaged by storm, rains, fire, earthquake, or any other natural calamity to the same extent and specification as existing prior to damage, provided the use conforms to provisions of Master Plan.
- i) White-washing, Painting etc. including erection of false ceiling in any floor at the permissible clear height provided the false ceiling in no way can be put to use as a loft /mezzanine etc.
- j) Erection or re-erections of internal partitions provided the same are within the purview of bye-laws.

### **14.3 Facility for issuing attested copies of documents:**

Sanction Building Plan, Completion Certificate etc. are very important documents and are required by public for permanent use. Sometimes public misplaces these documents. Municipal Corporation of Delhi extends facility of issuing attested copies of these documents as per procedure given below: -

The actual owner of the property who desires to obtain a certified copy of any document can submit an application on plain paper affixed with 40 Paise (non-judicial) court stamp in the office, where the original documents are kept in record. The record of building files is normally kept in the office from where the plans were sanctioned. Attested copies will be issued at the following rate: -

- (1) For ordinary copies of Building Plan for which tracing has to be prepared:
  - (i) Rs.200/- per sq. ft (1st copy).
  - (ii) Rs. 100/- per sq. ft for subsequent copies.
- (2) Where the person /applicant/ owner of the property presents an exact copy of the Building Plan or document of the Municipal Corporation of Delhi:
  - (i) Rs. 80/- per plan / document ( 1<sup>st</sup> copy )
  - (ii) Rs. 50/- per plan for subsequent copy

In addition to above 75 Paise Court fee stamp is to be affixed on all the desired documents.

## **15. MISCELLANEOUS**

1. No person shall be entertained other than the owner and duly appointed Architect / Engineer / Supervisor or an authorized person having authority letter in writing from the owner. So, the owners / applicants are advised to refrain from deputing unauthorized person to unnecessarily remain on visiting the office which serves little constructive purpose.
2. Only an Engineer of the rank of a Junior Engineer and above of concerned area is authorized to inspect the building where the construction /addition / alteration/repair work is carried out in the premises. MCD has not authorized any other person to undertake any such inspection. No official of any other department, other than MCD is authorized to inspect the building for checking of repair/construction work.
3. Public can lodge complaint regarding unauthorized construction / encroachment on toll free No.1266.

\*\*\*\*\*

**CHAPTER – II**  
**GENERAL BUILDING NORMS AS PER MPD-2021**

**4.4.3 CONTROL FOR BUILDING/BUILDINGS WITHIN RESIDENTIAL PREMISES**

**A. Residential Plot-Plotted Housing**

**B.**

Maximum ground coverage, FAR, number of dwelling units for different size of residential plots shall be as per the following table:

| Sl. No. | Area of the Plot (in sq.m.) | Max. Ground Coverage (%) | Maximum FAR | No. of DUs | Dwelling Units restrained by Supreme Court |
|---------|-----------------------------|--------------------------|-------------|------------|--|
| 1.      | Below 32                    | 90*                      | 350         | 3          | 3  |
| 2.      | Above 32 to 50              | 90*                      | 350         | 3          | 3  |
| 3.      | Above 50 to 100             | 90*                      | 350         | 4          | 4  |
| 4.      | Above 100 to 250            | 75**                     | 300**       | 4          | 4  |
| 5.      | Above 250 to 750            | 75                       | 225         | 6          | 5  |
| 6.      | Above 750 1000              | 50                       | 150         | 9          | 7  |
| 7.      | Above1000 to 1500           | 40                       | 120         | 9          | 7  |
| 8.      | Above1500 to 2250           | 40                       | 120         | 12         | 10   |
| 9.      | Above2250 to 3000           | 40                       | 120         | 15         | 10   |
| 10.     | Above3000 to 3750           | 40                       | 120         | 18         | 10   |
| 11.     | Above 3750                  | 40                       | 120         | 21         | 10   |

**Note - As per orders of Hon'ble Supreme Court in the matter of "M.C. Mehta V/s UOI & Others", the sanction of third floor, as permissible under MPD-2021, is subject to filing of affidavit by owner that no equity shall be claimed, if ultimately it is found that the MPD suffers from infirmity and demolition of unauthorized and/or impermissible construction is to be made, the same shall be carried out**

**Notes:**

1. The local body concerned shall be competent to disregard variation of upto 2% in plot size, arising from conversion of area from sq. yard to sq.m. and to grant the norms applicable to the lower category of plot size in accordance to para (ii) below.
2. \*100% ground coverage shall be eligible for regularization of construction, already existing as on 22.09.06 on payment of charges as notified.
3. Minimum size of the residential plot shall be 32 sqm. However, in case of Government sponsored economically weaker section schemes, size could be reduced further.
4. \*\*100% ground coverage and 350 FAR shall be eligible for regularization of construction already existing as on 22.09.06 on payment of charges as per the notification, in respect plot size between 100 to 175 sqm.
5. Permissible FAR and Dwelling Units shall not be less than MPD-2001 norms.

**Terms and Conditions:**

- (i) The additional number of dwelling units would be subject to payment of levy for the augmentation of civic infrastructure.
- (ii) The total coverage and FAR permissible in any plot in a category, shall not be less than that permissible and available to the largest plot in the next lower category.

**(iii) Height:**

The maximum height of the building in all plots shall be 15 metres.

- (iv) Subdivision of plots is not permitted. However, if there are more than one buildings in one residential plot, the sum of the built up area and ground coverage of all such buildings, shall not exceed the built up area and ground coverage permissible in that plot.

- (v) The mezzanine floor, and service floor, if constructed, shall be counted in the FAR.

**(vi) Basement:**

Basement shall not be counted towards FAR if used for purposes permissible under Building byelaws namely household storage and parking. Basement area shall not extend beyond the coverage on the ground floor as per permissible and sanctioned built up area, but may extend to the area below the internal courtyard and shaft. Basement if used in terms of Chapter 15.0. Mixed Use regulations shall count towards FAR and shall be liable to payment of appropriate charges, if it exceeds the permissible FAR.

**(vii) Stilts:**

If the building is constructed with stilt area of non-habitable height (less than 2.4m), used for parking, such stilt area shall not be included in FAR but would be counted towards the height of the building.

**(viii) Parking:**

Parking space shall be provided for within the residential plot as follows:

- (a) 2 Equivalent Car Space (ECS) in plots of size 250-300 sq.m.
- (b) 1 ECS for every 100 sq.m. built up area, in plots exceeding 300 sq.m., provided that, if the permissible coverage and FAR is not achieved with the above-mentioned parking norms in a plot, the parking norms of the preceding category shall be allowed.

**(ix) Density:**

For the purpose of density calculations, the dwelling unit shall be considered to accommodate 4.5 persons and the servant quarter to accommodate 2.25 persons.

- (x) The minimum setbacks shall be as given in the following table :

| S. No | Plot size (In Sqm.)       | Minimum Setbacks (in meter) |      |         |         |
|-------|---------------------------|-----------------------------|------|---------|---------|
|       |                           | Front                       | Rear | Side(1) | Side(2) |
| 1     | Below 100                 | 0                           | 0    | 0       | 0       |
| 2     | Above 100 and upto 250    | 3                           | 0    | 0       | 0       |
| 3     | Above 250 and upto 500    | 3                           | 3    | 3       | 0       |
| 4     | Above 500 and upto 2000   | 6                           | 3    | 3       | 3       |
| 5     | Above 2000 and upto 10000 | 9                           | 6    | 6       | 6       |
| 6     | Above 10000               | 15                          | 9    | 9       | 9       |

- (a) In case the permissible coverage is not achieved with the above-mentioned setbacks in a plot, the setbacks of the preceding category may be allowed.
- (b) In the case of construction in the future, a minimum 2m x 2m open courtyard shall be provided for in residential plots of area of 50 sqm. to 100 sqm.

- (xi) Number of servant quarters shall be provided as per approved layout plan and shall be constructed within the stipulated height. However, if the garage block space is merged with the main building, no separate servant quarter block or servant quarter, as part of main building shall be allowed. However, provision for a servant's room as part of the dwelling unit within the permissible coverage FAR shall be allowed.
- (xii) Each servant quarter shall comprise of one habitable room of area not less than 11 sqm. floor area, exclusive of cooking verandah, bathroom and lavatory. The maximum size of servant quarter shall be 25 sqm. If larger in size, the servant's quarter shall be counted in density as a full dwelling unit.
- (xiii) Plot owners / allottees seeking extra coverage, additional floor or part thereof, over and above Gazette Notification dated 23.07.98, as per above mentioned norms shall be charged betterment levy (or additional FAR charges) at the rates notified with the approval the Government from time to time. This is in addition to the levy payable on the additional FAR allowed vide notification dated 23.07.98 and over the FAR allowed vide notification dated 15.05.95.
- (xiv) Plot owners / allottees seeking regularization of construction in terms of the additional coverage allowed under this notification, shall have to pay a penalty and compounding charges notified with the approval of the Government, over and above the betterment levy referred to in para (xiii) above.
- (xv) Plot owners / allottees seeking regularization of additional height in terms of this notification, will have to pay penalty and special compounding charges notified with the approval of the Government, in addition to betterment levy referred to in para (xiv).
- (xvi) The amount so collected be deposited in an escrow account by the local body concerned for incurring expenditure for developing parking sites, augmentation of amenities / infrastructure and environmental improvement programmes and a quarterly statement of the income and expenditure of the account shall be rendered by the local bodies to the Government.
- (xvii) Encroachment on public land shall not be regularized and shall be removed before the local body grants sanction for regularization of additional construction or height except the following:-
  - (a) Projections/chajjas/covered chajjas built up portion which existed before 7.2.2007 up to 1 m above 3 m height from the ground level shall be regularized for plot size up to 175 sqm on roads below 24 m ROW in pre-1962 colonies (except for A&B category), in unplanned areas (including special area, village abadi and unauthorized regularized colonies) and re-settlement colonies. The owners/occupiers shall have to obtain structural safety certificate and fire clearance within a reasonable period of time as notified by the Government. Such projections /built up portion thereon shall be counted in FAR and in case of excess FAR over and above permissible FAR, such FAR in excess, shall be regularized subject to payment of appropriate charges as approved by the Government.
  - (b) The local body concerned shall carry out a survey within a period of two months from the date of notification of all such projections eligible to be regularized and put such list in public domain for objections from the occupiers /owners and any person of the public against inclusion / exclusion of such projection in the list and the list thereafter will be finalized within a period of one month after considering such objections received in writing

(xviii) Every applicant seeking sanction or regularization of additional FAR and/ or height shall submit a certificate of structural safety obtained from a structural engineer. Where such certificate is not submitted or the Building is otherwise found to be structurally unsafe, formal notice shall be given to the owner by the local body concerned, to rectify the structural weakness within a reasonable stipulated period, failing which the building shall be declared unsafe by the local body concerned and shall be demolished by owner or the local body.

(xix) **Standard Plans:**

There are a number of standard building plans designed and approved by the Authority. Such plans shall continue to operate whenever applicable. Such plans shall be modified as per the applicable development controls.

## **B. Residential Plot -Group Housing**

Minimum size of plot 3000 sq.m.

Maximum Ground Coverage 33.3%

Maximum FAR 200

Height NR (Subject to clearance from AAI/Fire Department and other statutory bodies.

Parking 2.0 ECS/100 sqm built up area

(i) The density may vary (10% variation permissible in all categories) for specific categories as given below:

(a) Category I (upto 40 sq.m) - 500 DUs/Ha.

(b) Category II (above 40-upto 80 sqm) 250 DUs/Ha.

(c) Category III - 175 DUs/Ha. (above 80sqm)

(ii) Plots for group housing should be located on roads facing a minimum width of 18 m ROW (13.5 m ROW for redevelopment areas and 9m ROW for Slum Rehabilitation / Special Area and Villages).

(iii) Additional floor area up to a maximum of 400 sq.m shall be allowed to cater to community needs such as community / recreational hall, crèche, library, reading room and society office. In addition to above, 100 sq.m. area shall be permissible for Senior Citizen Recreation Room.

(iv) The Central Government in consultation with the DDA may relax density and other norms for public housing and projects of national importance.

(v) The developer shall ensure that minimum 15% of FAR or 35% of the dwelling units, whichever is more, are constructed for Community-Service Personnel / EWS and lower category. Such flats should have a carpet area between 25 - 40 sqm. This 15% FAR or 35% of the dwelling units for Community Services Personnel / EWS and lower category housing would be over and above 200 permissible FAR and density mentioned at (i) (a), (b) & (c) above. Employer Housing of Central Government, State Government and other Government Agencies are not required to follow the requirement of FAR or Dwelling Units for Community Service Personnel / EWS and lower incomer category.

- (vi) Ground coverage up to 40% may be allowed to achieve low-rise high-density housing without lifts.
- (vii) Levy on additional FAR shall be at rates notified with the approval of Government from time to time.
- (viii) Stilts: If the building is constructed with stilt area of non- habitable height and is proposed to be used for parking, landscaping etc. the stilt floor need not be included in FAR and shall be counted towards height.
- (ix) Basement, if constructed, and used only for parking, utilities and services shall not be counted towards FAR

***The charges, as applicable are detailed out in the CHAPTER OF CHARGES***

## **CHAPTER –III**

### **MIXED USE REGULATIONS AS PER CHAPTER 15 OF MPD-2021 READ WITH AMENDMENTS MADE VIDE NOTIFICATION DATED 12-08-2008 (Clauses of MPD-2021 have been reiterated)**

#### **15.1 GOVERNING PRINCIPLES FOR MIXED USE**

- i. Mixed use means the provision for non-residential activity in residential premises.
- ii. The policy aims to balance the socio-economic need for such activity and the environmental impact of the said activity in residential areas.
- iii. Mixed use allows access to commercial activities in the proximity of the residences and reduces the need for commuting across zones in the city. However, at the same time, it needs to be regulated in order to manage and mitigate the associated adverse impact related to congestion, increased traffic and increased pressure on civic amenities.
- iv. The over-riding principles for permitting mixed use are the need to acknowledge and make adequate provision for meeting community needs, mitigating environmental impact and providing for safe and convenient circulation and parking.
- v. Mixed-use, (including small shops as per para 15.6.3.) shall not be permitted in the Lutyens' Bungalow Zone, Civil Lines bungalow zone. government housing, institutional / staff housing of public and private agencies and buildings/ precincts listed by the Heritage Conservation Committee.

#### **15.2 MIXED USE IN RESIDENTIAL AREAS**

##### **15.2.1. DIFFERENTIATED APPROACH**

- i) The need for differentiated approach to mixed use policy arises from the fact that Delhi, being the country's capital and an important centre of economic activity has a large diversity in the typology of residential areas. Apart from the planned residential colonies built as part of Lutyens' Delhi as well as through the process of planned development undertaken by the Delhi Development Authority, there are authorized residential areas in the Walled City, Special areas and urban villages. Other planned areas include resettlement colonies and pre-Delhi Development Act colonies, including post-partition rehabilitation colonies and pre-1962 residential colonies as per list given in Annexure I. There are also regularized-unauthorized colonies; unauthorized colonies as well as slums and jhuggi jhompri clusters in various parts of Delhi.
- ii) Moreover, the extent of non-residential activity seen as being necessary or desirable by the residents themselves varies from area to area based on the socio-economic status of the residents as well as the past pattern of development in that area. While certain colonies may need non-residential activity as an integral part of their livelihood, some others may wish to preserve the residential character of their colonies and neighborhood.
- iii) Hence, it is proposed to follow a differentiated approach in the application of the mixed-use policy in Delhi. The differentiated approach would be based on categorization of colonies from A to G as adopted by MCD for unit area method of property tax assessment as applicable on 7.9.2006. Any change in the categorization of these colonies shall not be made applicable for the purpose of this chapter without prior approval of Central Government.

### **15.2.2 TYPES OF MIXED USE**

Subject to the provisions of this chapter, the following three broad types of mixed use shall be permissible, in residential premises:

- i) Commercial activity in the form of retail shops as per conditions given in para 15.6 in plots abutting notified mixed use streets.
- ii) "Other activity" broadly in the nature of 'Public and Semi-Public' facilities listed in para 15.7.1 and as per conditions specified in para 15.7, in plots abutting roads of minimum ROW prescribed in para 15.3.2.
- iii) Professional activity as per conditions specified in para 15.8.

The above mentioned types of mixed use shall be subject to the general terms and conditions specified in the succeeding paragraphs.

### **15.3. IDENTIFICATION OF MIXED USE AREAS IN EXISTING URBAN AREAS AND URBANIZABLE AREAS**

The identification of mixed use areas/ streets in both the urbanized / urban as well as urbanizable areas of Delhi would be as follows:

#### **15.3.1. In already urbanized / urban areas, mixed use shall be permissible in the following areas:**

- i. On all streets/ stretches already notified by the competent authority.
- ii. Residential areas and streets/ stretches earlier declared as commercial areas/ streets or where commercial use was allowed in MPD-1962 shall continue such use at least to the extent as permissible in MPD-1962.
- iii. Commercial activity existing from prior to 1962 in residential areas, subject to documentary proof thereof.
- iv. Identification and notification of mixed use streets in future shall be based on the criteria given in para 15.3.2 and as per procedure prescribed in para 15.3.3, and given wide publicity by the local bodies concerned.
- v. Plotted development in pre-1962 colonies listed in Annexure I shall be treated as rehabilitation colonies in their respective categories (A to G) for the purpose of this Chapter.

#### **15.3.2. The extent of mixed use permissible in various categories of colonies is further clarified as follows:**

##### **1. In colonies falling in categories A and B**

No commercial activities will be permissible in the colonies of A & B categories except the following:

- Professional activity, subject to conditions given in para 15.8, mixed use and commercial activity up to one plot depth, in plots abutting Master Plan roads that are notified as mixed use streets, and commercial streets respectively, since such roads are not internal to the colonies (provided that the request of the RWA concerned shall not be necessary for notifying the Master Plan roads abutting the colonies, as mixed use streets on commercial streets).

- ["Other activity" restricted to guest houses, nursing homes and pre-primary schools, as defined in para 15.7.1, subject to conditions contained in para 15.7, in plots abutting roads of minimum 18m ROW in regular plotted development, since these activities are in the nature of 'Public and Semi-Public' facilities. New Banks and Fitness Centres, wellness centres & NGOs will not be permissible. Banks, which existed as on 7.9.2006, fitness centre, wellness centres and NGOs, which existed as on 7.2.2007.(as defined in para 15.7.1) in accordance with notification issued in this regard from time to time, and are on plots abutting roads of minimum 18m ROW, on the date of notification, shall, however, continue].
- Retail shops in terms of para 15.6 on such mixed use streets with a minimum 18m ROW, within the colony, in regular residential plotted development, as are notified in terms of para 15.3.3, if there is a specific request of the RWA concerned, in terms of para 15.10.

**Note:**

Commercial activity on mixed use streets, within A & B category colonies, earlier notified under MPD-2001 shall cease with immediate effect (other than in plots abutting Master Plan roads).

**2. In colonies falling in categories C & D**

- Mixed use in the form of Retail shops shall continue to be permissible as per conditions in para 15.6, in plots abutting notified mixed use streets.
- "Other activity" in terms of para 15.7 shall be permissible in plots abutting roads of minimum 18m ROW in regular plotted development, 13.5m ROW in rehabilitation colonies and 9m ROW in Walled City, regularized-unauthorized colonies, resettlement colonies, Special Areas, and urban villages, subject to conditions in para 15.7.
- Notification of mixed use streets in future, of minimum 18 m ROW in regular residential plotted development, 9 m ROW in rehabilitation colonies and any road in regularized-unauthorized colonies, resettlement colonies, Walled City, Special Area and urban villages in terms of para 15.3.3 shall be subject to consultation with RWAs concerned in terms of para 15.10.
- Mixed use shall be permissible in pedestrianized shopping streets as per para 15.3.3.
- Professional activities shall be permissible as per conditions laid down in para 15.8.

**3. In colonies falling in categories E, F and G**

- Retail shops shall continue to be permissible as per conditions in para 15.6., in plots abutting notified mixed use streets.
- "Other activity" in terms of para 15.7 shall continue to be permissible in plots abutting roads of minimum 13.5m ROW in regular plotted development, 9m ROW in rehabilitation colonies and any road in Walled City, regularized-unauthorized colonies, resettlement colonies, Special areas, and urban villages subject to conditions in para 15.7.
- Professional activities shall be permissible subject to conditions in para 15.8.
- Notification of mixed use streets in future, of minimum 13.5m ROW in regular residential plotted development, 9m ROW in rehabilitation colonies and any road in regularized-unauthorized colonies, resettlement colonies, Walled City, Special Area and urban villages shall be in terms of para 15.3.3

- Mixed use shall be permissible in pedestrianised shopping streets as per para 15.3.3.

#### 4. Group housing in all categories of colonies

**[Only professional activity, small shops in terms of para 15.6.3 and tuition centers for school children only shall be permissible. Retail shops specifically provided for in the lay out plan of group housing and activities in group housing under para 15.4 (ii) would be permissible].**

#### 5. In respect of colonies falling in NDMC area

Excluding Lutyens' Bungalow Zone, government housing, institutional and staff housing of public and private agencies and buildings/ precincts listed by the Heritage Conservation Committee, existing mixed use streets/ stretches will be notified by NDMC. Future notification of mixed use streets/ stretches will be done on a field level survey to assess the community needs, environmental impact and traffic circulation/ adequate parking and in consultation with Residents Welfare Associations concerned.

#### 15.3.3 NOTIFICATION OF MIXED USE STREETS IN URBAN AREAS

i) Where more than 50% of the plots in a stretch/ street, are having shops on ground floor, such streets/stretches shall be eligible for notification as mixed use street.

ii) The minimum ROW for identification of a street or stretch of road as mixed use street would be follows\*:

|                      |   |
|----------------------|---|
| In A & B Colonies:   | 18m ROW in regular plotted development on the specific request of RWAs.   |
| In C & D colonies:   | 18 m ROW in regular residential plotted development, 9 m ROW in rehabilitation colonies and any road in regularized-unauthorized colonies, resettlement colonies, Walled City, Special area and urban villages; in consultation with RWA concerned. |
| In E,F & G Colonies: | 13.5m ROW in regular plotted development, 9m ROW in rehabilitation colonies and any road in Walled City, regularized-unauthorized colonies, resettlement colonies, Special Areas, and urban villages.   |

\* Provided that consistency shall be maintained by the local body in determining the ROW whether the street is bordered by service road, green verge, park or not.

iii) Streets of less than 6 m ROW notified as mixed use streets or as commercial streets, in regularized-unauthorized colonies, resettlement colonies, Special Area, urban villages, will be declared as pedestrian shopping streets(PSS) and will not be open to motorized transport.

#### Note:

(a) Request of the RWA concerned or consultation with RWAs concerned, shall not be necessary for notifying the Master Plan roads abutting the colonies as mixed use streets, since such roads are not internal to the colonies.

- (b) Specific request of or consultation with RWA concerned shall be governed by Para 15.10.
- iv) For the notification of mixed use streets, in areas that have not been surveyed or have been surveyed but streets have not been notified pursuant to notification dated 7.9.2006, local bodies shall be required to carry out within a reasonable time of the notification coming into force, and with due expedition, and not later than 90 days, a survey of all streets of the above-mentioned width, if not already done, with a view to identifying stretches of such streets as mixed use streets.

**[The local body shall carry out a survey in those streets / roads in urban villages and regularized-unauthorized colonies not surveyed pursuant to the provision of MPD-2021 notified on 7.2.07, within a period of three months of notification dated 12-08-2008]**

- v) The field survey shall assess the extent of existing non-residential use on the streets, the stretch of the street to be notified, the additional requirement of civic amenities and the provision for traffic circulation and parking.
- vi) The notification shall be issued by the Urban Development Department, GNCTD immediately after the field survey is completed.

#### **15.3.4 NOTIFICATION OF MIXED USE STREETS IN URBANISABLE AREAS IN FUTURE**

In new urbanisable areas, mixed use shall be permissible in the following areas:

- i) In newly developed residential areas, mixed use as specified above shall be permitted only on residential plots abutting 18m. ROW roads.
- ii) The layout plan in newly developed urban extension shall earmark such stretches/ plots and notify them under the mixed use policy at the time of grant of permission for layout plan in the case of private development and at the time of disposal by allotment or auction in the case of areas developed by DDA.
- iii) In the Abadi area of villages in urbanisable area, mixed use shall be permissible as per the provisions of urban villages and for this purpose, local bodies shall be required to carry out within a reasonable time of the notification coming into force, and with due expedition, and not later than 90 days, a survey of all streets of the above-mentioned width, if not already done, with a view to identifying stretches of such streets as mixed use streets.

#### **15.4 GENERAL TERMS AND CONDITIONS GOVERNING MIXED USE**

In terms of the conditions prescribed for different categories of colonies, in para 15.3.2, and provided that the plot abuts a notified mixed use street (in the case of retail shops) or a road of prescribed minimum ROW (in the case of other mixed use activities), mixed use shall be permitted, subject to the following general terms and conditions:

##### **In residential plotted development**

- (i) Where there is only one dwelling unit in a residential plot, only one type of mixed use (i.e. retail shop as per para 15.6 or professional activity or one of the other activities listed in para 15.7) shall be permissible in that unit.
- (ii) Where there are more than one dwelling units in a residential plot, each of the dwelling units will be permitted to have only type of mixed use activity (either retail shop as per para 15.6. or professional activity or any one of the other activities listed in para 15.7).

## **In group housing**

Only professional activity and small shops in terms of para 15.6.3 shall be permissible. Retail shops specifically provided for in the lay out plan of group housing would be permissible. **[However, the entire ground floor of DDA flats on mixed use / commercial use area / stretches /roads is allowed for mixed use /commercial use. No amalgamation of two or more DDA flats shall be allowed].**

### **Other terms and conditions**

- (i) Development control norms as applicable for the particular residential use will continue to be applicable ,even if the plot/ dwelling unit is put to mixed use.
- (iii) If the notified street is a Master Plan road, and if a service road is available or provided for by local bodies, then, the mixed use premises should be approached from such service road and not directly from the main carriageway.
- (iv) In plotted development, front setback should not have boundary wall, so that it can be used for additional parking.
- (v) Parking @ 2.0 ECS per 100 sqm built up area shall be provided within the premises. where this is not available, cost of development of parking, shall be payable by the plot allottee/ owner to the local body concerned. This condition shall apply even if residential premises are used only for professional activity.
- (vi) Common parking areas would be earmarked on notified mixed use streets taking into account the additional load on traffic and parking consequent upon notification of the street under Mixed Use Policy. If no parking space is available, land/ plot on the said street may be made available by Traders association, wherever possible, or acquired for construction of parking facilities, preferably, multi level parking. Development of such parking facilities shall be done by either the traders Association or by local bodies and may include public-private partnership as model for implementation.

### **15.5 PERMISSIBLE AND NON-PERMISSIBLE USES**

Any trade or activity involving any kind of obnoxious, hazardous, inflammable, non-compatible and polluting substance or process shall not be permitted.

### **15.6 RETAIL SHOPS**

- 15.6.1. (i) **Retail shops and offices shall be permitted on plots abutting streets notified for mixed use only on the ground floor up to the maximum permissible ground floor coverage.**
- (ii) **Mixed use from basement on such streets may be allowed, subject to relevant provisions of building bye laws, structural safety and fire safety clearance. However, if such use of basement leads to exceeding the permissible FAR on the plot, such FAR in excess shall be used, subject to payment of appropriate charges prescribed with the approval of Government. Paras 15.3.2.1, 15.3.2.2, 15.3.2.3, 15.5.5(i) and 15.4 ad any other relevant provision shall be read along with the above provisions**

#### **15.6.2. The following activities shall not be allowed under Mixed Use:**

- a) Retail shops of building materials [timber, timber products (excluding furniture), marble, iron and steel,(gravel, cement and sand), firewood, coal and any fire hazardous and other bulky materials.

- b) Repair shops / workshops of automobiles, tyre resoling and re-treading, and battery charging.
- c) Storage, go-down and warehousing.
- d) Junk shop (except paper and glass waste)
- e) Liquor shop
- f) Printing, dyeing and varnishing
- g) Any other activity that may be notified from time to time by Government.

**Notes: will not include:**

1. Business of finished marble products where cutting and polishing activity of marble is not undertaken.
2. Retail shops of gravel, sand and cement shall be permissible in residential plots of at least 50sq.m., in notified mixed use streets in E, F and G category colonies, provided that the material is kept entirely within the plot premises.
3. Repair shops and workshops in case of automobiles shall not be prohibited on plots abutting mixed-use streets or commercial streets of right of way (ROW) of 30m or more.

**15.6.3 [Small shops of maximum 20 sqm. area each, restricted to maximum permissible number of DUs in the plot or four numbers, whichever is less, trading in or dealing with the following specified 24 items/ activities, may be allowed on ground floor only, in residential plot, excluding A and B category of colonies. However, small shops of maximum 20 Sqm area each, restricted to maximum permissible number of DUs in the plot or four numbers, whichever is less, trading in or dealing with specified items/ activities as on 7.2.07 may continue may on ground floor only, in a residential plot in A & B category of colonies].**

- i) Vegetables / fruits / flowers
- ii) Bakery items / Confectionary items;
- iii) Kirana / General store;
- iv) Dairy product;
- v) Stationery / Books / Gifts / Book binding;
- vi) Photostat / Fax / STD / PCO;
- vii) Cyber café / Call phone booths;
- viii) LPG booking office / Showroom without LPG cylinders;
- ix) Atta Chakki;
- x) Meat / Poultry and Fish shop;
- xi) Pan shop;
- xii) Barber shop / Hair dressing saloon / Beauty parlour;
- xiii) Laundry / Dry cleaning / ironing;
- xiv) Sweet shop / Tea stall without sitting arrangement;

- xv) Chemist shop / Clinic / Dispensary / Pathology lab;
  - xvi) Optical shop;
  - xvii) Tailoring shop;
  - xviii) Electrical / Electronic repair shop; and
  - xix) Photo studio;
  - xx) Cable TV / DTH Operation;
  - xxi) Hosiery / Readymade Garments / Cloth shop;
  - xxii) ATM
  - xxiii) Cycle Repair Shop
  - xxiv) Ration shop & Kerosene Shop under PDS.
- Any other item/ activity that may be notified by the Central Government.

### 15.7 OTHER ACTIVITY

15.7.1 Subject to the general conditions given in para 15.4 and additional conditions given in para 15.7.3, the following public and semi-public activities shall also be permitted in the residential plots abutting roads of minimum ROW prescribed in 15.7.2, whether or not the road is notified as mixed use street:

- (a) Pre-primary school (including nursery / Montessori school, crèche.)
- (b) i. Nursing home
  - ii. Clinic, Dispensary, Pathology lab and Diagnostic center.
  - [iii. Wellness Centers including Day Spas / Weight Loss Centers / Ayurvedic Centers offering Ayurvedic treatment / Salons offering fitness & aesthetic medical services and operating as on 7.2.07]**
- (c) Guest house (including lodging houses) irrespective of number of rooms.
- (d) Bank
- (e) Fitness Centre (including gymnasium, yoga/ meditation centre) **[as existed on 7.2.2007]**
- (f) Coaching centers /tuition centers other than those imparting structured courses leading directly to the award of a degree or diploma or conducting classes such as a regular school.
- [(g) Non-profit making Non-Governmental Organizations (NGOs) existing as on 7.2.2007 and registered as such under section 12 A read with Section 12 AA(1) (b) of the Income Tax Act, 1961]**

15.7.2. The minimum ROW of a street or stretch of road on which the above-mentioned other activities are permissible is as follows:

In A & B Colonies\*: 18m ROW in regular plotted development;

#### Notes

\*Banks and fitness centers shall however, not be permissible, except those already operating as on 07.09.06.

In C & D colonies: 18 m ROW in regular residential plotted development, 13.5 m ROW in rehabilitation colonies and 9 m ROW in regularized- unauthorized colonies, resettlement colonies, Walled City, special area and urban villages; and in pedestrian shopping streets ( of less than 6 m ROW).

In E,F &G Colonies: 13.5 m ROW in regular plotted development, 9 m ROW in rehabilitation colonies and 6m ROW in Walled City, regularized- unauthorized colonies, resettlement colonies, Special areas, and urban villages and in pedestrian shopping streets (of less than 6m ROW).

**[Note: Coaching Centres / tuition centres shall also be allowed to operate on a minimum ROW of 9m unless lesser ROW is specified, in all colonies planned and developed prior to 1962 including A and B category colonies]**

**15.7.3 The above mentioned public and semi-public activities shall be subject to the following overriding conditions on the general conditions prescribed in preceding paras:**

- i. Subject to the specific conditions mentioned in succeeding paras, the minimum size\*\* of the plot on which these activities shall be permissible, on streets of prescribed minimum ROW, shall be 200 sqm in regular plotted development, 75 sqm in rehabilitation colonies, regularized - unauthorized colonies, resettlement colonies, Walled City, Special Area & urban villages subject to the following specific conditions.
- ii. **Banks shall be permissible on maximum 2/3rd of FAR subject to 600 sqm, while guesthouse and nursing homes [Wellness Centres including Day Spas / Weight Loss Centres/Ayurvedic Centres offering Ayurvedic treatment / Salons offering fitness & aesthetic medical services will be permissible up to 3/4th of the floor area.**
- iii. Nursing Homes, dispensaries, clinics [**Wellness Centres including Day Spas / Weight Loss Centres/Ayurvedic Centres offering Ayurvedic treatment / Salons offering fitness & aesthetic medical services**] and pathology labs shall be permissible: on minimum plot size of 100 sqm in regular plotted development on 13.5 m ROW in C&D colonies and 9 m ROW in E, F& G colonies. However, the minimum plot size shall be 50 sqm for clinics, dispensaries and pathology labs running in these colonies and also in E, F and G category colonies. In Walled City, Walled city extension, villages and unauthorized-regularized colonies, conditions of plot size and minimum ROW shall not be applicable.
- iv. Nursing Homes[**Wellness Centres including Day Spas / Weight Loss Centres/Ayurvedic Centres offering Ayurvedic treatment / Salons offering fitness & aesthetic medical services**] operating in plots abutting Master Plan roads and Zonal Plan roads shall be permissible up to 100% of built up area and the limit on the size of the plot would not apply.
- v. Guest Houses operating in plots abutting streets of prescribed minimum ROW in Special Area and in plots abutting Master plan roads and zonal plan roads shall be permissible up to 100% of built up area and the limits on the size of the plot shall not apply. Provided that except in LBZ and Civil Line Bungalow Zone, Guest houses that were operating validly under provisions of MPD, prior to 7.9.2006 would continue to the extent as was permissible at that time.
- vi. **Pre-primary school and fitness center (other than those on plots abutting commercial streets) shall be restricted only to the ground floor up to the permissible ground coverage. Fitness Centre (including Gymnasium, Yoga / Meditation Centre), (other than those on plots abutting commercial streets) is permitted on all floors. It is also permitted in the basement subject to relevant provisions of Building Bye-Laws, structural safety norms and fire safety clearance. In case the use of basement leads to exceeding the permissible FAR on the plot, such FAR in excess shall be used subject to payment of appropriate charges prescribed with the approval of Government]**

- vii. **[Coaching centres and tuition centres referred to in para 15.7.1 (f) including computer coaching and language coaching centres shall be permissible in up to 2/3 rd of the maximum permissible FAR of the plot size subject to maximum of 500 sqm. built area and basement. There shall be no restriction on the size of the plot. Use of basement shall be subject to clearance from the fire authorities and other statutory bodies as per the relevant provisions of MPD-2021 and Unified Building Bye-Laws, 1983, amended from time to time. In case the use of basement for coaching centre and tuition centres including computer coaching and language coaching activity leads to exceeding the permissible FAR on the plot, such FAR in excess shall be used subject to payment of appropriate charges prescribed with the approval of Government] Other existing coaching/ tuition centers may be allowed to continue till end of May 2008 and shift to conforming locations by then. The tuition centres for school children only, shall also be permissible in the ground floor dwelling of any group housing on a maximum floor area of 100 sqm or 50% of the floor area of the flat, whichever is less].**
- viii. The above mentioned activities shall also be subject to any other specific terms and conditions, as may be prescribed in the relevant statutes/ acts applicable to them.
- ix. It shall be the responsibility of the plot allottee/ owner to make arrangements for parking so that the parking does not encroach/ spill over on public land.
- [x. NGOs as referred to in Clause (g) of Sub-para 15.7.1, if not registered as yet, should get themselves registered within one year from the date of Notification (12-08-2008). Activities of NGOs will be allowed to continue only from that part of the premises which was in use as on 7.2.07 without permitting any further increase subject to the condition that it is less than ¾ of the floor area]**

**Note:**

\*\*Variation of  $\pm 5\%$  in plot size may be disregarded.

**15.7.4 BANQUET HALL**

Banquet Hall shall also be permissible in industrial and commercial areas including notified commercial streets under Mixed Use Regulations. Development control norms in respect of ground coverage, FAR, height and basement shall be applicable as per master plan norms for the specific land use for that premises till specific regulations are notified for this purpose.

**15.8. PROFESSIONAL ACTIVITY**

Subject to the general terms and conditions specified in para 15.4, professional activity is permissible in plotted development and group housing under the following specific conditions:

- i. Professional activities shall mean those activities involving services based on professional skills namely Doctor, Lawyer, Architect, and Chartered Accountant, Company secretary, Cost and Works Accountant, Engineer, Town Planner, Media professionals, Documentary Film maker and Management Professionals (Holding MBA degree/diploma from AICTE/UGC/Centrally recognized institutions or institutes of national importance and having membership of Delhi Management Association).
- ii. In group housing, and plotted development with multiple dwelling units, professional activity shall be permitted on any floor subject to maximum of 50% of the permissible or sanctioned FAR, whichever is less, of each dwelling unit.

- iii. In the case of plotted development with single dwelling unit, professional activity shall be permissible on any one floor only, but restricted to less than 50% of the permissible or sanctioned FAR whichever is less on that plot.
- iv. **[Professional activity in basements is permitted in plotted development, subject to relevant provisions of Building bye laws, structural safety norms and fire safety clearance. In case the use of Basement for professional activity leads to exceeding the permissible FAR on the plot, such FAR in excess shall be used subject to payment of appropriate charges prescribed with the approval of Government.]**

#### **15.9 REGISTRATION OF MIXED USE PREMISES AND PAYMENT OF CHARGES**

- i) In respect of a residential premises already under mixed use or intended to be put to mixed use, the owner/allottee/ resident of the plot/ dwelling unit, in case of plotted development and dwelling unit in the case of group housing, shall be required to declare such mixed-use by filling up a form in this respect and depositing it with the local body concerned any pay one-time registration charges at rates to be notified with the approval of the Central Government.
- ii) The premises under mixed use shall also be liable for payment of mixed- use charges every Year to the local body concerned at the rates notified with the approval of Central Government, for the period during which the property is put to mixed use. Such payment will be made by the property owner/ allottee voluntarily before 30th June of every year in respect of the previous assessment year (April - March).  
**[For mixed use for the year 2006-07 and 2007-08, the property owner / allottee shall be allowed to pay one time registration charges and annual conversion charges without payment of any penalty under Clause 15.9(v) for mixed use on or before 30.6.2009].**
- iii) No modification to the building for using residential premises for non-residential activities, under the mixed use policy, shall be permitted unless the allottee/ owner has obtained sanction of revised building plans and has paid necessary fees or charges.
- iv) The local body concerned shall be responsible for the conduct of test check of properties under mixed use, whether registered with it or not.
- v) In addition to other penal action available under the relevant act, properties found to be under mixed use, without registration or in violation of the terms of this notification shall be liable to pay, to the local body, a penalty amounting to 10 times the annual conversion charges for mixed use.
- vi) **In respect of residential premises already under mixed use on 7.2.07 in Special area, the owner/allottee/occupier of the plotted development shall be required to declare such mixed use by filling up a form in this respect and depositing it with local body concerned and pay one time registration charges and conversion charges without penalty on or before 30.6.2009 at the rate to be notified with the approval of the Government from time to time.]**

#### **15.10 CONSULTATION WITH RWAs**

- i) The Residents Welfare Association (RWA) shall be a body registered before 21.07.06, or registered for at least three years under any statute, such as Societies Registration Act.
- ii) Consultation with the RWA concerned for the purposes of declaring mixed use streets shall be done by the local bodies concerned.

- iii) Genuine efforts for meaningful consultation with RWAs shall be made by the local bodies. Such efforts may include wide publicity to the proposed consultations, maintenance of record of consultation and providing access to those records to RWA concerned and public.
- iv) Consultation with the RWA concerned shall be limited to identification of mixed use streets, and not for grant of permission in individual cases. However, RWAs shall have a right to be heard in cases of complains of public nuisance and non-permissible uses.

#### **15.11 CONDITIONS FOR DENIAL / WITHDRAWAL / RESTRICTIONS OF MIXED USE**

- 15.11.1. Permission or registration for mixed use can be cancelled or suspended by the concerned local body in case of violation of any of the conditions under which such mixed use is permissible/ permitted.
- 15.11.2. The following non-residential activities, not covered under the mixed use policy, shall be permissible in residential areas under the following conditions:
  - i. All such non-conforming schools operating on private lands and existing on or before 01.07.06 shall be required to conform to the prevailing norms within three years. Such schools shall apply to the concerned local body to consider for regularization by modification in the layout plan, failing which these shall be closed down / shift to conforming premises
  - ii. In addition, coaching centers and tuition centers referred to in para 15.7.1, running in residential premises, shall be allowed to continue till the end of May 2008.

#### **15.12 COMMERCIAL STREETS AND AREAS**

- 15.12.1. The following streets / stretches of streets or areas may be notified as commercial streets or commercial areas by the local authority\*:
  - (a) Where more than 70% of the plots abutting roads of ROW of 24m or more, in a stretch of at least 300m, in regular plotted development are under commercial use, provided that no street in colonies in A and B categories shall be notified as commercial street.
  - (b) Where more than 70% of the properties abutting roads of less width than 24m ROW, in a stretch of at least 100m, in rehabilitation colonies, regularized-unauthorized colonies, resettlement colonies, Walled City, Special Area and urban villages and local commercial streets /areas declared under MPD-1962 as per para 15.3.1; and
  - (c) **[In E, F and G category colonies, where, 80% of residential plots are under mixed use, or if there are 150 shops, within a contiguous area of 1 hectare, the local body shall carry out a survey in such areas within a period of three months from the date of this Notification (12-08-2008).]**
  - (d) Any street less than 6m ROW if declared as commercial streets shall be a pedestrian shopping street and not open to motorized transport.

\*Provided that consistency shall be maintained by the local body in determining the ROW whether the street is bordered by service road, green verge, park or not.

- 15.12.2. For the notification of commercial streets/areas, in areas that have not been surveyed or have been surveyed but streets have not been notified pursuant to notification dated 7.9.2006, local bodies shall be required to carry out within a reasonable time of the notification coming into force, and with due expedition, and not later than 90 days a survey of all streets of the above-mentioned width/ areas, if not already done, with a view to identifying stretches of such streets/areas as commercial streets/areas.

**[Note 1 : The local body shall carry out a survey in those areas / streets / roads in urban villages and regularized unauthorized colonies not surveyed pursuant to the provisions of MPD-2021 notified on 7.2.2007 within a period of three months of this notification (12-08-2008).**

15.12.3. After identification is done, notification of commercial stretches / streets by the Urban Development Department, GNCTD would necessitate compliance to the following terms and conditions:

- i. Preparation of revised layout plan / Scheme for such areas / streets with the approval of the local body/Authority;
- ii. The lay-out plan / Scheme for such areas / streets should indicate adequate provision for circulation, parking, open spaces and other planning norms;
- iii. Common parking areas would be earmarked taking into account the additional load on traffic and parking consequent upon notification of the street as commercial area / street. If no parking space is available, land / plot on the said street / area may be made available by traders association, wherever possible, or acquired for construction of parking facilities, preferably, multi level parking. Development of such parking facilities may be done by either the traders association or by local bodies and may include public-private partnership as a model for implementation.
- iv. **[On notification of a commercial street / area under this clause, such streets / areas shall be considered as local shopping centres as mentioned in Chapter 5.0 of this Plan. The plot owners / allottees on these commercial streets / areas shall have to pay conversion charges as prescribed by the Central Government from time to time in respect of the built up area, which shall not exceed the residential development control norms applicable to the plot. This is a one-time facility for plot allottees/ owners in such commercial areas/ streets and shall not be construed as relaxation of the development control norms in future.]**
- v. Any other condition that may be prescribed by Government from time to time.
- vi. One time facility for all activities permitted in Local Shopping Centres shall be permissible in commercial streets and areas including multi-level parking. In addition, banquet halls shall also be permissible for which regulations may be prepared.
- vii. **Commercial, activity in basement on such streets shall be permitted subject to relevant provisions of building bye laws, structural safety and fire safety clearance. However if such use of basement leads to exceeding the permissible FAR on the plot, such FAR in excess shall be used subject to payment of appropriate charges prescribed with the approval of Government.**

***Mixed Use Charges for different type of mixed use vis-a-vis different categories of colonies are placed separately in the CHAPTER OF CAHRGES***

## PROCEDURE FOR COLLECTION OF ENHANCED FAR CHARGES

The permissible FAR for **RESIDENTIAL BUILDINGS** has substantially been enhanced under Master Plan-2021. The benefit of additional FAR (i.e. over and above the permissible FAR of MPD-2001 notified vide notification dated 23-07-1998) is subject to payment of additional FAR charges notified vide DDA's Gazette Notification dated 20-11-2006.

The charges for additional FAR are realized at the time of sanction of building plan of the property, if owner/applicant opts for additional coverage/FAR as per MPD-2021 or at the time of regularization of unauthorized construction as the case may be.

Chapter 15 (MIXED USE REGULATIONS) of MPD-2021 read with Gazette Notification dated 12<sup>th</sup> August 2008 provides that mixed use from basement of property abutting on roads notified for mixed use and commercial activity from basement of property abutting on notified commercial street shall be allowed subject to relevant provisions of building bye laws, structural safety and fire safety clearance. However, if such use of basement leads to exceeding the permissible FAR on the plot, such FAR in excess shall be used, subject to payment of appropriate charges prescribed with the approval of Government. Similarly, professional activity in basements is permissible in plotted development on the same line. The one time charges for excess FAR are required to be deposited with concerned Zonal Building Department along with necessary clearance of Delhi Fire Service and other requisite charges.

### CHARGES FOR ADDITIONAL FAR FOR SANCTION OF BUILDING PLAN /REGULARIZATION AND EXCESS FAR i.e. OVER AND ABOVE THE PERMISSIBLE FAR AS PER PROVISION OF MIXED LAND USE

| Rates in Rs. Per Sq .mtr |  |                |              |  |  |
|--------------------------|--|----------------|--------------|--|--|
| Sl. No.                  | PURPOSE  | A & B Colonies | C&D Colonies | E, F& G Colonies in plots of more than 50 Sqm. | E, F & G Colonies in plots up to 50 Sqm. |
| 1.                       | New Construction   | 3500/-         | 1400/-       | 700/-  | 490/-                                    |
| 2.                       | Regularization of unauthorized Construction  |                |              |  |  |
| (a)                      | Additional coverage within sanctioned height   | 4020/-         | 1610/-       | 805/-  | 564/-                                    |
| (b)                      | Additional coverage above sanctioned but within permissible height (as per 23: 7.98) | 4375/-         | 1750/-       | 875/-  | 613/-                                    |
| ( c )                    | Additional Coverage beyond permissible height as per 23-07-1998 but within 15 metres | 4900/-         | 1960/-       | 980/-  | 686/-                                    |

## CHAPTER-IV

### FARM HOUSE

The farmhouse is allowed in Green Belt land up to the depth of one peripheral village revenue boundary along the border of GNCTD, wherever available.

All applications for construction of farmhouses are to be submitted to Building Department (HQ), Town Hall, Press Building. The application for construction of farmhouse shall consist of following documents:-

- (1) Proof of ownership of land in the form of sale deed, Akash Shijara, Khatoni/Zamabandi, Girdwari etc.
- (2) Proof of existing structures and completion certificate, if the proposal is for addition and alteration.
- (3) Undertaking for non-stacking of building material, on public land / road in the performa as given in **Annexure 'M'**
- (4) Application on prescribed forms.
- (5) Supervision Certificate as per Appendix-B of BBLs-1983
- (6) No objection certificate from land acquisition branch of Revenue Department, GNCTD that the land is not under acquisition.

### BUILDING NORMS

| S.No. | Size of Farm                            | Maximum floor area of dwelling units | Maximum height of dwelling units |
|-------|---|--------------------------------------|----------------------------------|
| (a)   | 1.0 ha. and above but less than 2.0 ha. | 100 Sqm.                             | 6 m (Single Storey)              |
| (b)   | 2.0 ha. and above                       | 150 Sqm.                             | 6 m (Single Storey)              |

#### Other Control Norms:

- (i) Setback in dwelling house should be 15 m away from any boundary line of the property.
- (ii) Where the property abuts to urban road, the dwelling house should be setback from the centre line of that road by 60 m. Where the property abuts to village road, the building setback from the centre line of that road should be by 30 m.
- (iii) No dwelling units should be built within 400 m of the right of way of any National Highway.

**ADDITIONS  
&  
ALTERATIONS  
IN  
DDA FLATS**

## CHAPTER –V

### INSTRUCTIONS AND GUIDELINES FOR BUILDING PERMIT AND COMPLETION CERTIFICATE IN RESPECT OF DDA'S FLATS

#### 1. BUILDING PERMIT A MUST:

No person shall erect or re-erect or make alteration or cause the same to be done without first obtaining a separate building permit for each such building from the M.C.D. It is in the interest of the public to get the Building Plans sanctioned to ensure that they are constructing building with adequate provision of light, ventilation, hygienic condition and conform to the provisions of Master Plans and Zoning Regulations. Constructions raised without sanction are liable for demolition under section 343 and 344 of D.M.C. Act and owner/builder can also face regular prosecutions under sections 345A & 466A of the Act.

#### 2.0 ADDITION (S) / ALTERATION (S) ALLOWED IN DDA FLATS

The Ministry of Urban Development and Poverty Alleviation, Government of India has allowed certain addition (s) /alteration(s) in DDA flats. These are applicable to all flats built and allotted by DDA irrespective of whether these are located in notified and denotified areas. The addition/alteration (s) allowed are categorized in three categories:-

**I) Condonable:** These are minor addition/alteration (s) which do not require structural changes and can be carried out by the owner(s) without any prior intimation/permission of DDA/MCD.

**II) Permitted with Intimation/permission:** These addition/alteration (s) are of major nature which may require structural changes, changes in the service lines and additional coverage.

#### III Additional coverage permitted with prior permission.

The details of all the categories of addition/alteration (s) which have been approved by Ministry of Urban Development & Poverty Alleviation by various orders are given below:

#### I) CONDONABLE ITEMS:

1. To convert existing barasati into room provided the wall is made of only 115 mm thick.
2. Grills and glazing in verandah with proper fixing arrangement.
3. Raising height of front and rear courtyard wall upto 7ø height by putting up jali/fencing.
4. Providing door in courtyard wherever not provided.
5. Providing sunshades on doors and windows wherever not provided with proper fixing arrangements.
6. Closing the door.
7. If the bathroom or WC are not having roof, these may be treated as open urinals and allowed.
8. Raising the wall of balcony/terrace parapet with grill or glazing upto 5ø height.
9. Construction of open staircase (cat ladder) where no staircase has been provided for approach to the terrace.
10. To put provide additional PVC water tank at ground floor area without disturbing the common passage.
11. To provide an additional PVC water tank in the scooter/car garage at the surface level.
12. To provide loft/shelf in the rooms without chase in the walls.
13. To change the flooring with water proofing treatment.

14. To remove half (4 ½) brick wall.
15. To make a ramp at front gate without disturbing the common passage/storm water drain.
16. To provide sunshades on the outer windows upto 2ø wide projection.
17. To provide false ceiling in rooms,
18. To make an opening of maximum size of 2ø6 x 1ø8 for exhaust fan or air-conditioner in existing walls.
19. Fixing of door in back and front courtyard.
20. Converting of window into Almirah subject to availability of light and ventilation as per building byelaws provided that no structural elements are disturbed and there is no projection extending beyond the external wall.
21. Shifting of water storage tank/raising of parapet wall upto 5ø height and putting additional water storage tank, where ever the existing water storage tank capacity is less than 500 ltrs. In a flat, the existing water storage tank can either be replaced by a 500 ltrs tank or if possible the additional tank can be added so as to make the total storage capacity upto 550 ltrs. However, such replacement/provision of additional tank will be done only on the locations specified for such tanks and the supporting beams will be required to be strengthened suitably. Parapet wall around terrace can be increase to a height of 5 ft.
22. To shift the front glazing, rooms/windows upto existing chajja.

## II. ADDITION/ALTERATIONS (S) PERMITTED WITH PRIOR INTIMATION /PERMISSION:

Following addition (s) /alteration(s) can be carried out with prior intimation/permission of MCD as per the prescribed procedure:

1. Interchange the position of kitchen, bath room & WC with proper connections subject to structure safety. To carryout this interchange, all the allottees of one vertical stack will have to apply jointly.
2. Construction of bathroom and WC in the rear courtyard.
3. Covering of open terrace with sloping roofs upto 9ø height with lightweight material e.g. fibre glass/AC sheets/GI sheets with pipes and standard angle iron section etc. and enclosing with glazing.
4. Removal of original structure and reconstruction with due permission **in the case of single storeyed built up flats** only subject to the satisfaction of building bye-laws and prior approval of MCD.

## III) ADDITIONAL COVERAGE PERMITTED WITH PRIOR PERMISSION:

1. Covering of courtyard and floor level terraces is allowed subject to fulfillment of building bye-laws and structural safety.
2. In three or four storeyed flats the owners at upper floor shall have the right to cover the area available as a result of coverage of courtyard/terrace of floor below. In such cases the residents of DDA flats in a vertical stack served by the same staircase should give their consent and jointly apply for permission.
3. **In two storeyed flats the allottee at first floor will have no right of construction above the courtyard built by ground floor allottee.** The upper floor allottee of two storeyed flat can use the roof terrace for extra coverage as permissible.
4. A barsati on the roof terrace of the top floor in addition to mumty is allowed. This barsati should preferably be adjoining to the mumty and equivalent to the size of the room below so that construction of wall over wall is ensured at terrace level. This will be subject to the provision of access to the residents of the block for maintenance of water tank, plumbing system, fixing of TV/Cable antennas etc.

**All the addition/alteration (s) and additional coverage will be governed by 5-basic principles:**

- There is no encroachment on the public land.
- Structural stability of the building is ensured.
- Light and ventilation of the habitable rooms is ensured as per the building bye-laws.
- There is no infringement of other's rights.
- The service elements such as manhole, rainwater fittings, sanitary fittings etc. are not disturbed and remain exposed for periodical inspection and maintenance.

The owner(s) will be allowed to cover additional space with prior permission of MCD as per the prescribed procedure.

The existing additional covered area and addition (s) /alteration (s) can also be got regularized by the owner (s) of DDA flats if the same are within the prescribed norms following the same procedure.

### **3.0 PROCEDURE FOR OBTAINING PERMISSION**

- 3.1 Additions/alterations in DDA flats in the Development Areas of the DDA shall be permitted by DDA and in other areas by MCD.
- 3.2 An Architect registered with Council of Architecture under Architects Act 1972 shall have the authority to certify plans for their correctness regarding original construction as well as proposals being in conformity with building bye-laws and to the guidelines of addition (s) /alteration (s). Once the plans with all the documents certified by the Architect, structural Engineer and fee are submitted to MCD, **these will be taken on record and treated as permitted.**
- 3.3 The person (s) who intend to make or has/have already carried out addition (s) /alteration (s) in the flat (s), shall intimate in writing in the prescribed form (**Appendix A-1, A-2**) and such intimation shall be accompanied along with the documents as given in para 5. The form is to be **filled up and jointly certified** by the owner (s) and Registered Architect, which contain the statement of the proposal and amount deposited. The proposal with all requisite information /documents and certification shall be accepted and one copy of the proposal will be certified/stamped and returned to the applicant. A copy of the plan duly stamped shall be forwarded to House Tax department. Incomplete proposals shall not be accepted.
- 3.4 In cases where permission is required for interchanging the position of kitchen, bathroom & WC or for additional coverage in courtyard and terraces, all the owner (s) of one vertical block will jointly submit the proposal. In case, where all the owner (s) of one vertical block are not interested to carry out the addition /alteration but one or two of them are interested, they will have to obtain no Objection Certificate from the remaining owner (s).
- 3.5 The Architect (s) may draw the original plan of the flat (s) by measurements and satisfy themselves about their correctness. **If need be, they can obtain a certified copy of original plan of the flat from Housing and Urban Projects Wing, DDA on prescribed payment.**

#### 4.0 BUILDING PLAN FEE AND ADDITIONAL FLOOR AREA CHARGES.

4.1 A Building plan fee of Rs. 200/- will be charged for processing the plans irrespective of covered area involved. In addition to this, a charge of Rs. 450/- per sqm will be levied for additional covered area proposed to be constructed. The rate of Rs. 450/- per sqm is in accordance with the rate given by the Ministry vide order dated 25.09.1998. **In case of regularisation an additional charge of 10% over Rs. 450/- shall be taken.**

#### 5.0 DOCUMENTS TO BE SUBMITTED.

3

- i) Application form in prescribed proforma (A-1 for fresh proposal, A-2 for regularisation).
- ii) 4 (four) sets of plans (1 cloth mounted), duly signed by the owners and the Architect, registered with Council of Architecture under the Architects Act 1972 indicating his/her name, address, telephone number, clearly showing original construction in blue colour and proposed construction/construction to be regularized in red colour at a scale not less than 1:100.
- iii) Certificate of supervision by Architect and structural Engineer (**Appendix 'B'**) along with a copy of their valid registration and qualification certificate.
- iv) Certificate of supervision by Plumber if changes in wet areas i.e. kitchen, bath, WC/toilet are proposed or the services are being affected in any way along with copy of valid registration certificate of Plumber.
- v) Proof of ownership documents: Lease deed/conveyance deed shall be taken as documents for the proof of ownership. Registered sale deed or General power of attorney/Agreement to sale shall be accepted as the proof of ownership only after **the property has been converted into freehold by DDA. This will also be required from the owner (s) who have given NOC only.**
- vi) Certificate by owner(s) and structural engineer for safety from natural hazard as per the proforma prescribed by Ministry (**Appendix 'C'**).
- vii) Indemnity Bond (**Appendix 'D'**) for structural stability on a non-judicial stamp paper of Rs. 100/- duly attested by Ist Class Magistrate/Notary Public. This Indemnity Bond will have to be given individually by all the owners of the vertical stack of flats. **This will not be required from those owner (s) who have given NOC only.**
- viii) **NOC from House Tax department by all the applicants.**

#### 6.0 WHERE TO APPLY FOR SANCTION OF BUILDING PLANS:

Building plan application on prescribed forms duly filled in and signed by Registered Architect / Engineer/Supervisor and the owners along with the prescribed documents should be submitted in the zone under which the flats falls in the office of Executive Engineer (Bldg.) on any working day upto 2.00 P.M. Facility is available for submission of building plans in single window service in all zones.

#### 7.0 PROCEDURE FOR PROCESSING BUILDING PERMIT APPLICATION

On the day, application for grant of building permit is received, an officer especially deputed for grant of permit to DDA's flat shall scrutinize the application to ensure that the plans with all the documents certified by the Architect, structural Engineer and fee are submitted to MCD and once that is found in order **these will be taken on record and treated as permitted.**

#### 8.0 VALIDITY PERIOD OF BUILDING PERMIT

Such building permit shall remain valid for a period of **three years** from the date of sanction.

**N.B: - No building activity can be carried out after the expiry of validity of such building permit.**

## **9.0 REVOCATION OF BUILDING PERMIT:**

The MCD may revoke any building permit issued under the provisions of the bye-laws if there has been any false statement or any mis-representation of material facts in the application on which the building permit was based.

**Or**

If the building permit, so issued, is found to be in violation of building bye-laws / Master Plan /Zonal Plan regulations

**Or**

If during construction it is found that the owner has violated any of the provisions of the Building Bye-Laws or sanctioned plan.

## **10.0 PROCEDURE FOR OBTAINING COMPLETION CERTIFICATE**

10.1 After completing the construction, the owner (s) through Architect shall intimate MCD. The Architect shall certify that the construction has been carried out as per the proposal submitted earlier and is in conformity with building bye-laws and guidelines for addition (s) /alteration (s) in DDA Flats.

10.2 The intimation of completion shall have to be given within 3 years of submission of plans for addition (s) /Alteration(s) to MCD. If no intimation regarding completion of construction is received within 3 years, the permission granted will automatically get revoked and withdrawn.

10.3 In cases where construction has already been carried out and only regularization is required, there will be no need of completion certificate.

## **11.0 WHERE TO APPLY FOR COMPLETION CERTIFICATE**

Application should be submitted in the respective zones.

## **12.0 PROVISION OF TEST CHECK**

MCD reserves the right to test check the proposal /completion submitted to it and in case it is found that the proposal /completion is not in conformity with building bye-laws/given guidelines for addition (s)/alteration (s) in DDA flats, the permission will be revoked and action will be taken against the Architect as per rules and regulations, and the construction which is not in conformity with building bye-laws and guidelines will be removed as per provision of Delhi Municipal Corporation Act 1957 as amended.

\*\*\*\*\*

**FORM FOR APPLICATION FOR PROPOSED ADDITION/ALTERATION IN DDA FLATS.**

To  
The Commissioner,  
Municipal Corporation of Delhi,  
Town Hall, Delhi.

Sir,

I/we hereby inform that I/we intend to make addition/alterations in the flat no./ nos. \_\_\_\_\_ Block No. \_\_\_\_\_ situated at \_\_\_\_\_ Scheme \_\_\_\_\_ in accordance with the guidelines issued by the Ministry of Urban Development & Poverty Alleviation in this regard.

I/we forward herewith the following plans and specifications duly signed by me/us (name in block letters) the Licenced Architect/Engineer/Plumber who have prepared the plans, designs etc., and who will supervise its erection and a copy of other statement /documents (as applicable).

The proposed covered area on all the floors is \_\_\_\_\_ sq. mts. accordingly a fee of Rs. \_\_\_\_\_ @ 450 per sq.mt of area part thereof of coverage has been deposited.

1. Building plans (four sets showing the original construction in blue colours and proposed construction in red colour).
2. Service plan (only in case of additional toilet is being constructed or position is being shifted).
3. Ownership documents of flat No. (i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_ (iv) \_\_\_\_\_
4. Attested copy of the receipt of the application fee.
5. Indemnity bond.
6. Structure stability certificate.
7. Copy of valid registration certificate of Architect.
8. Copy of qualification certificate of structural engineer.
9. Supervision certificate of Architect.
10. Supervision certificate of structural engineer.
11. NOC from House Tax Department from all applicants.

I/we request that the construction may be approved and permission accorded to me/us to execute the same in my flat.

1.                      2.                      3.                      4.

Signature of owner/(s)  
Name in Block Letters  
Address of the owner/(s)  
Dated.

**FORM FOR APPLICATION FOR REGULARISATION OF EXISTING ADDITIONS/ALTERATIONS IN DDA FLAT.**

To,  
The Commissioner,  
Municipal Corporation of Delhi,  
Town Hall, Delhi.

Sir,

I/we hererby inform that I/we have made addition/alterations in the flat no. / nos. \_\_\_\_\_  
Block No. \_\_\_\_\_ situated at \_\_\_\_\_ scheme \_\_\_\_\_ in accordance  
with the guidelines issued by the Ministry of Urban Development & Poverty Alleviation in this  
regard.

I/we forward herewith the following plans and specifications duly signed by me/us (name in block  
letters) the Licenced Architect/Engineer/Plumber who have prepared the plans, designs etc., and who  
will supervise its erection and a copy of other statement /documents (as applicable).

The proposed covered area on all the floors is \_\_\_\_\_ sq. mts. accordingly a fee of Rs. \_\_\_\_\_ @  
450 per sq.mt of area part thereof of coverage + 10% surcharge has been deposited.

1. Building plans (four sets showing the original construction in blue colours and proposed  
construction in red colour).
1. Service plan (only in case of additional toilet is being constructed or position is being  
shifted).
2. Ownership documents of flat No. (I) (ii) (iii) (iv)
3. Attested copy of the receipt of the application fee.
4. Indemnity bond.
5. Structure stability certificate.
6. Copy of valid registration certificate of Architect.
7. Copy of qualification certificate of structural engineer.
8. Supervision certificate of Architect.
9. Supervision certificate of structural engineer.
10. NOC from House Tax Department from all applicants.

I/we request that the construction may be regularized and completion recorded.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Signature of Owner/(s)

Name in block letters

Address of the owner/(s)

Dated.

**APPENDIX 'B'**

**FOR SUPERVISION**

To,

The Commissioner,  
Municipal Corporation of Delhi,  
Town Hall, Delhi.

Sir,

I hereby certify that the additions/alterations in flat no/nos. \_\_\_\_\_ in block no. \_\_\_\_\_ situated at \_\_\_\_\_ scheme \_\_\_\_\_ shall be/have been carried out under my supervision and I certify that all the materials (type and grade) and the workmanship of the work shall be/has been generally in accordance with the general specifications submitted alongwith and that the work shall be/has been carried out according to the submitted plans.

Signature of Licenced Architect/Engineer

Name of Licenced Architect/Engineer

Registration No.

Address

**CERTIFICATE FOR SAFETY FROM NATURAL HAZARDS**

Certified that the buildings plans submitted for approval satisfy the safety requirements as stipulated in Clause 18 of Building Bye Law, 1983 and the information given therein is factually correct to the best knowledge and understanding.

It is also certified that the structural design safety from natural hazards based on soil condition duly incorporated in the design of the building and these provisions shall be/has been adhered to during construction.

Signature of the owner  
With date  
Name in Block letters.  
Address

Signature of the Architect  
With date  
Name in Block letters  
Address

Signature of the Structural Engineer  
With date  
Name in Block letters  
Address

**NOTE : List of Structural Engineers empanelled with MCD is available on MCD Website : [www.mcdonline.gov.in](http://www.mcdonline.gov.in)**

**APPENDIX**

**&**

**ANNEXURE**

**FORM FOR APPLICATION TO ERECT, RE-ERECT OR TO MAKE MATERIAL ALTERATION IN ANY PLACE IN A BUILDING**

To  
The Commissioner,  
Municipal Corporation of Delhi,  
Delhi  
Sir,

I hereby give notice that I intend to erect/re-erect/ demolish or make alteration in the building number \_\_\_\_\_ or to \_\_\_\_\_ on / in Plot No \_\_\_\_\_ Block No \_\_\_\_\_ House No \_\_\_\_\_ situated at \_\_\_\_\_ Scheme \_\_\_\_\_ and in accordance with the Building Bye-law of Delhi, Bye-Law No. \_\_\_\_\_ and I forward herewith, the following plans and specification duly signed by me and \_\_\_\_\_ (name in block letters), the licenced Architect/Engineer/Supervisor/Group-Licence No \_\_\_\_\_ who have prepared the plans, designs etc. and who will supervise its erection and a copy of other statements/ document (as applicable):

1. Site plan
2. Building Plan
3. Service Plan
4. General Specifications (in attached form)
5. Ownership Title
6. Attested copy of receipt of payment of application form
7. Other document, as required

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

Signature of the Owners \_\_\_\_\_  
Name of owner(s) \_\_\_\_\_  
(In block letters)

Address of the Owner(s) \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

**FORM FOR SPECIFICATIONS OF PROPOSED BUILDING**

(a) The purpose (Residence, Office, Godown, Restaurant, Hotel, Dharamshala, School, Hostel Cinema, Shop, Factory, Stable) for which it is intended to be used -----  
 -----.

(b) Details of coverage on respective floors are given below: -

|                          | Existing<br>(Sqm.) | Proposed<br>(Sqm.) | Total<br>(Sqm.) |
|--------------------------|--------------------|--------------------|-----------------|
| 1. Basement Floor -----  |                    |                    |                 |
| 2. Ground floor -----    |                    |                    |                 |
| 3. Mezzanine floor ----- |                    |                    |                 |
| 4. First Floor-----      |                    |                    |                 |
| 5. Second Floor-----     |                    |                    |                 |
| 6. Third Floor-----      |                    |                    |                 |
| 7. -----                 |                    |                    |                 |
| 8. -----                 |                    |                    |                 |
| 9. -----                 |                    |                    |                 |
| 10. -----                |                    |                    |                 |

(c) Approximate number of inhabitants proposed to be accommodated.-----

(d) The number of Latrines, urinals, Kitchens, Baths, W.C: -----  
 -----

(e) The source of water to be used in the construction. -----

(f) Distance from public sewer. -----

(g) The materials to be used in construction  
 Walls/ Columns/Foundations -----  
 Roof -----  
 Floors -----

**FOR SUPERVISION - I**

To  
The Commissioner  
Municipal Corporation of Delhi  
Delhi

Sir,

I hereby certify that erection/ re-erection demolition or material alteration in/of Building No. \_\_\_\_\_ on /in \_\_\_\_\_ Plot No. \_\_\_\_\_ in Block No. \_\_\_\_\_ situated at \_\_\_\_\_ scheme \_\_\_\_\_ shall be carried out under my supervision and I certify that all the materials (Type & Grade) and the workmanship of the work shall be generally in accordance with general specification submitted along with; and that the work shall be carried out in accordance with the sanctioned plans.

Signature of licensed Architect/Engineer/  
Supervisor/Group \_\_\_\_\_

Name of licensed Architect/Engineer/  
Supervisor/Group \_\_\_\_\_  
(In block letters)

License No of licensed Architect/Engineer/  
Supervisor/Group \_\_\_\_\_

Address of licensed Architect/Engineer/  
Supervisor/Group \_\_\_\_\_

Dated: \_\_\_\_\_

**Form for Supervision -II**

To  
The Commissioner  
Municipal Corporation of Delhi  
Delhi

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 or material alteration of the proposal for which building permit application in respect of Building No. \_\_\_\_\_ on /in \_\_\_\_\_ Plot No. \_\_\_\_\_ in Block No. \_\_\_\_\_ situated in the \_\_\_\_\_ scheme \_\_\_\_\_ and I certify that all the materials and workmanship of the work shall be in accordance with the standard laid down by I.S.I. and the provisions of building bye-laws, and the work shall be carried out in accordance with the sanctioned plans.

Signature of licensed Engineer/Plumber -----

Name of licensed Engineer/Plumber -----  
(In block letters)

License No of licensed Engineer/Plumber-----

Address of licensed Engineer/Plumber/ /Supervisor  
\_\_\_\_\_

Dated: \_\_\_\_\_

**FORM - III**

**FORM FOR NOTICE FOR COMMENCEMENT OF WORK**

To  
The Commissioner  
Municipal Corporation of Delhi  
Delhi

Sir,

I hereby certify that the erection/ re-erection/ demolition or material alteration on /in Plot No \_\_\_\_\_ in Block No. \_\_\_\_\_ situated at \_\_\_\_\_ scheme, will be commenced on \_\_\_\_\_ as per your permission vide office communication No. \_\_\_\_\_ dated \_\_\_\_\_ under the supervision of \_\_\_\_\_ licensed Architect /Engineer/ Supervisor/Group, licence No. \_\_\_\_\_ and in accordance with the sanctioned plans.

Signature of owner

Name of owner  
(In block letters) \_\_\_\_\_

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

Dated: \_\_\_\_\_

**Information for Intimation of Completion of Work up to Plinth Level**

To  
The Commissioner  
Municipal Corporation of Delhi  
Delhi

Sir,

The construction up to plinth/column up to plinth level has been completed in building No. \_\_\_\_\_ on/in Plot No. -----scheme No.----- Road / Street ---  
----- dated ----- under my supervision and in accordance with the sanctioned plan.

Yours faithfully,

Signature of licensed  
Architect/Engineer/Supervisor  
Name  
(In block letters) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

**INSPECTION REPORT**

I ----- working as a ----- with -----have carried out the inspection of Building No. ----- on/in Plot No. ----- Scheme

No ----- Road/Street -----Ward -----in accordance with your permission No. ----- dated -----. The following deviation from the sanctioned plans have been noticed which are against the proviso of Master Plan/Bye-Laws and are of non-compoundable nature.

Description of deviations noticed -----  
-----  
-----  
-----

You may not proceed with further work till such time the deviations made are rectified and construction brought in conformity to sanction plans.

Yours faithfully,

For -----

-----  
Commissioner

Office No -----

Office Stamp -----

Date -----

MUNICIPAL CORPORATION OF DELHI

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

Dated \_\_\_\_\_

To,

-----  
-----

**Subject: - Sanction u/s 336 of the Municipal Corporation of Delhi Act**

Dear Sir/Madam,

With reference to your application dated \_\_\_\_\_ for the grant of sanction to erect/re-erect/ add to /alteration in the building to carry out the development specified in the said application relating to plot No \_\_\_\_\_ Block No \_\_\_\_\_ Situated in/ at \_\_\_\_\_. I have to state that the same has been sanctioned on ----- by MCD subject to the following conditions and corrections made on the plans:

1. The plans are valid up to \_\_\_\_\_ day \_\_\_\_\_ months \_\_\_\_\_ Year \_\_\_\_\_
2. The construction will be undertaken as per sanctioned plan only and no deviation from the bye-laws will be permitted without prior sanction. Any deviation done against the bye-laws is liable to be demolished and the supervising architect engaged on the job will run the risk of having licenced cancelled.
3. Violation of building bye-laws will not be compounded.
4. It will be the duty of the owner of the plot and the architect preparing the plans to ensure that the sanctioned plans are as per prevalent Building Bye-laws. If any infringement of bye-laws remain unnoticed, the M.C.D. reserves the right to amend the plans as and when infringement come to the notice and M.C.D. will stand indemnified against any claim on this account.
5. A notice in writing shall be sent to M.C.D. before commencement of the erection of the building as per bye-laws. Similar notice will be sent to M.C.D. when the building has reached up to plinth level.
6. The party shall not occupy or permit to occupy the building or use or permit to use the building or any part thereof affected by any such work until occupancy certificate is issued by the Authority.
7. M.C.D. will stand indemnified and kept harmless from all proceedings in court and before other authorities of all expenses/losses/claims which the M.C.D. may incur or become liable to pay as a result or in consequences, of the sanction accorded by it to these building plans.
8. The door and window leaves shall be fixed in such a way that they shall not, when open, project on any street.
9. The party will not construct and use building in contravention of plans sanctioned by MCD.
10. The building shall not be constructed within minimum distance as specified in Indian Electricity rules from voltage lines running on side of the site.
11. The land left open on consequences of enforcement of the set back rule shall form part of the public street.
12. The sanction will be void-abinitio if auxiliary conditions mentioned above are not complied.

Yours faithfully,

For Commissioner,  
Municipal Corporation of Delhi

Encl: Set of sanction plan

Form No. II

**FOR REFUSAL OF SANCTION**

To  
-----  
-----  
-----

File No \_\_\_\_\_

Dated: \_\_\_\_\_

Sir,

With reference to your application No \_\_\_\_\_ dated \_\_\_\_\_ for the grant of sanction for the erection of building/execution of work in House No. \_\_\_\_\_ Plot No \_\_\_\_\_ Block No \_\_\_\_\_ Scheme \_\_\_\_\_ Situated at \_\_\_\_\_

I have to inform you that the sanction has been refused on ----- on the following grounds.

- 1
- 2
- 3
- 4
- 5

Yours Faithfully

For Commissioner  
Municipal Corporation of Delhi

MUNICIPAL CORPORATION OF DELHI

FORM FOR REVALIDATION

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

Dated: \_\_\_\_\_

To

Shri /Madam \_\_\_\_\_

\_\_\_\_\_

**Subject: - Revalidation of Building Plans relating to plot No. \_\_\_\_\_ Block No. \_\_\_\_\_**  
**Scheme \_\_\_\_\_**

Dear Sir / Madam,

- 1 With reference to your application dated \_\_\_\_\_ on the subject cited above, I am directed to inform you that your building plan which had been sanctioned on \_\_\_\_\_ vide file No \_\_\_\_\_ have been revalidated up to \_\_\_\_\_
2. Original sanctioned plan submitted by you is also returned herewith.

Yours Faithfully,

For COMMISSIONER  
MUNICIPAL CORPORATION OF DELHI

Encl : As above.

**Form of Notice of Completion**

(To be submitted along with fee of Rs. 20/- for notice of completion and other relevant documents).

To

The Commissioner  
Municipal Corporation of Delhi,  
Delhi.

Dear Sir,

I / We hereby give notice that I / We have completed the erection of building /  
execution of the works in plot No \_\_\_\_\_ Block No \_\_\_\_\_ Scheme  
\_\_\_\_\_ situated at \_\_\_\_\_ in pursuance of the sanction granted by the  
Authority vide file No. \_\_\_\_\_ dated \_\_\_\_\_

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

Yours Faithfully,  
Signature of owner \_\_\_\_\_

Name of owner \_\_\_\_\_  
(In Block letters)

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

Dated: \_\_\_\_\_

Encl : As above

**Form for certificate of Licenced Architect/Engineer/Supervisor/Group**  
(To be submitted along with the notice of completion)

The Commissioner  
Municipal Corporation of Delhi  
Delhi.

Sir,

We hereby certify that the erection/re-erection or material alteration in/at building No. ----- on/in Plot -----Block No ----- situated at ----- Scheme has been supervised by us and has been completed on ----- According to the plans sanctioned, vide office communication No ----- Dated -----The work has been completed to our satisfaction, the workmanship and all the materials (type and grade)) have been used strictly in accordance with general and detailed specifications. All the drainage/sanitary/water supply work has been executed under) our supervision and as per building bye-laws/ sanctioned plan, No provision of the Building Bye-laws and conditions prescribed or orders issued there under have been transgressed in the course of the work. The building is fit for use for which it has been erected/re-elected or altered/constructed and enlarged.

2. Certificates:
    - (i) Certified that the buildings (s) has been constructed according to the Sanctioned Plan and structural design (one set of structural drawings as executed is enclosed) which incorporate the provisions of structural safety as specified in relevant prevailing IS Codes / Standards/Guidelines,
    - (ii) Further certified that water harvesting as well as waste water re-cycling systems have been provided as per the sanctioned building plan.
    - (iii) It is also certified that construction has been one under our supervision and guidance and adheres to the drawings submitted and the records of supervision have been maintained by us.
  3. Permission to occupy or use the building may be granted.
  4. Any subsequent change from completion drawings will be the responsibility of the owner(s).
- |  |   |
|--|---|
| a) Signature of the owner<br>with date<br>Name in Block letters<br>Address ----- | b) ) Signature of the Architect<br>with date<br>Name in Block letter, Licence<br>No.<br>Address ----- |
| c) Signature of the Structural Engineer<br>with date for certificate (i) above   | d) Signature of Supervisor/<br>Group/Engineer with date   |

**MUNICIPAL CORPORATION OF DELHI**

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

Dated : \_\_\_\_\_

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

Shri/ Miss/Smt. \_\_\_\_\_

\_\_\_\_\_

**COMPLETION-CUM-OCCUPANCY CERTIFICATE**

With reference to your notice of completion dated-----I hereby certify that building, as per description below certified plan at Plot No-----Block No ----- Scheme -----Whose plans were sanctioned vide No----- has been inspected with reference to building bye-law in respect of the structural safety, fire safety, hygienic and sanitary conditions inside and in the surroundings and is declared fit for occupation and release of regular water and electricity connection. The description of the construction work completed is given as under:

**DESCRIPTION OF CONSTRUCTION WORK BLOCK WISE/BUILDING WISE**

1. Block/Building No.
2. Details of completed work floor wise.

For  
Commissioner  
Municipal Corporation of Delhi.

**Form of Rejection or Compliance In Respect Of Occupancy Certificate**

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

Dated: \_\_\_\_\_

Sh./Smt. \_\_\_\_\_

**Subject: Occupancy Certificate in respect of Plot No. \_\_\_\_\_ Block No. \_\_\_\_\_**  
**Scheme \_\_\_\_\_**

Dear Sir / Madam,

- 1) With reference to your letter dated \_\_\_\_\_
- 2) With reference to your notice of completion dated \_\_\_\_\_
- 3) In continuation of this office letter of even No. \_\_\_\_\_ dated on the subject noted above, I am directed to inform you that your case has been examined and occupancy certificate is rejected for the reasons as given below :-

I am directed to request you to comply with the following: -

**(a) SUBMISSION OF THE FOLLOWING DOCUMENTS**

- (1)
- (2)
- (3)
- (4)
- (5)

**(b) RECTIFICATION OF THE FOLLOWING DEVIATIONS**

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

**(c) The following item can be regularized on payment of compounding fee noted against each**

| Sl. No | Item | Rate of compounding Fee | Amount of C. Fee in Rs. |
|--------|------|-------------------------|-------------------------|
| 1.     |      |                         |                         |
| 2.     |      |                         |                         |
| 3.     |      |                         |                         |
| 4.     |      |                         |                         |
| 5.     |      |                         |                         |
| 6.     |      |                         |                         |
| 7.     |      |                         |                         |
| 8.     |      |                         |                         |
| 9.     |      |                         |                         |

Total Compounding Fee Rs. -----

2. Cheques will not be accepted and the cash payment will be accepted between 10A.M. and 2 P.M. on all working days.
3. You are, therefore requested to do the needful by ----- failing which your request for the issue of Occupancy Certificate will be rejected without any further reference to you and necessary action under the law will be initiated.
4. Please quote your file number while sending the reply of the letters

Yours Faithfully

For Commissioner  
Municipal Corporation of Delhi

(To be submitted on Non-Judicial Stamp Paper Rs. 10/- duly attested by Oath Commissioner)

**AFFIDAVIT/ UNDERTAKING**

That I /We have submitted building plans for construction of building on Plot No \_\_\_\_\_ Block No \_\_\_\_\_ located at \_\_\_\_\_ to the M.C.D. under Section 333 & 334 of the D.M.C. Act 1957, for favour of sanction.

That I /We hereby give an undertaking that during the course of construction of my/our building as per sanction given by the M.C.D. I/ We shall not stack building material/Mulba on the MCD land/road

That in case I /We are found stacking the building material, Mulba on MCD land/road then the Authority shall be at a liberty to charge the stacking charges @ Rs. 2/- per sqm. besides any other action which the MCD might like to take as per the rules including payment of the penalty of Rs. 500/-

DEPONENT

Verification

I /we the above named deponent do hereby affirm and verify that I/We have voluntarily made the above affidavit and its contents are true to best of my knowledge. Verified at Delhi on this day ----- of -----

DEPONENT

( On Rs. 100/- Non Judicial Stamp Paper)

**(For Basement)  
INDEMNITY BOND**

This Indemnity Bond is executed by Shri/  
Smt \_\_\_\_\_ S/O, D/O  
W/oShriSmt. \_\_\_\_\_ R/O \_\_\_\_\_  
\_\_\_\_\_ in favour of Municipal Corporation of Delhi (Here-in-after called the  
Corporation).

Whereas the executant has submitted to the Corporation plans for sanction of basement over plot No \_\_\_\_\_ under the provisions of the M.C.D. Act and the bye-laws made thereunder: -

And whereas the Corporation authority has agreed to sanction the aforesaid construction subject to the conditions that the owner shall indemnify the Corporation in the event of any loss or damage being cause to the adjoining building on account of the construction of the said basement either at the time of digging of its foundations or in the course of its construction or even thereafter and also against any claim of any concern thereto.

And whereas the executant has agreed to execute an indemnity bond to the above affect and also to abide by the terms imposed by the concerned authority to the grant of sanction for construction of the basement.

Now this deed witnesseth:

1. That in consideration of the sanction of the plans of the owner for construction of the basement the executant undertakes that he/ she shall at all times keep Corporation harmless and free from any liability, loss or damages / flowing from any injury or damage caused to the adjoining built-up properties or to any person as a consequence of the construction of at the time of digging of its foundations or during the course of its construction or at any time thereafter.
2. The owner agreed and undertakes that in the event of any claim being made by any person or persons against the Corporation either in respect of the sanction granted by the Corporation to the owner for the construction of basement or in respect of the construction or manner of construction of the basement by the owner or the consequences flowing from the said sanction the executant shall be responsible and liable and not the Corporation.
3. The executant agrees and undertake to indemnify the concerned authority fully in respect of any amount which the Corporation may be required to pay to any person either by way of compensation or damages or on any other account as a result of any claim or suit or any other proceedings concerning the sanctioning of the construction of the basement of the making thereof and also in respect of the costs and expenses which the Corporation may incur on defending any action.
4. Without prejudice to the above undertaking the executant hereby binds itself to pay to the Corporation to the full extent any amount which the concerned authority may be required to pay to any person in connection with, relating to or concerning the sanctioning of the basement or the making thereof.
5. The owner further agrees and undertakes that this bond shall remain in full force and effect till the executant faithfully observes / performs the undertaking herein before contained.

In witness whereof the executant above named has signed this bond on this \_\_\_\_\_  
day of \_\_\_\_\_ at \_\_\_\_\_

**Indemnifier**

Witness :

(Signatures) \_\_\_\_\_

1 Name \_\_\_\_\_

Full Address \_\_\_\_\_

(Signatures) \_\_\_\_\_

2 Name \_\_\_\_\_

Full Address \_\_\_\_\_

**STRUCTURAL SAFETY CERTIFICATE IN RESPECT OF PLOT NO.**  
**\_\_\_\_\_ BLOCK NO. \_\_\_\_\_ SITUATED AT \_\_\_\_\_**

1. Certified that the building plans submitted for approval satisfy the safety requirements as stipulated under clause 18 of Building Bye-laws, 1983 and the information given therein is factually correct to the best of our knowledge and understanding.
2. It is also certified that the structural design including safety from natural hazards based on soil conditions has been duly incorporated in the design of the building and these provisions shall be adhere to during construction.

|                                  |                                  |  |
|----------------------------------|----------------------------------|--|
| Signature of the owner with date | Signature of Architect with date | Signature of Structural Engineer with date |
| Name in Block letters _____      | Name in Block letters _____      | (As defined in NBC of India)               |
| Address: _____                   | Address: _____                   | Name in Block letters _____                |
|                                  | _____                            | _____                                      |
|                                  | _____                            | _____                                      |
|                                  | _____                            | Address _____                              |
|                                  |                                  | _____                                      |

(Note:-List of Structural Engineers empanelled with MCD is available on  
MCD website : [www.mcdonline.gov.in](http://www.mcdonline.gov.in))

**WATER HARVESTING CERTIFICATE IN RESPECT OF PLOT NO. \_\_\_\_\_  
BLOCK NO. \_\_\_\_\_ SITUATED AT \_\_\_\_\_.**

Certified that the building plans submitted for approval satisfy the water harvesting requirements as well as minimum anticipated discharge of waste water as stipulated under clause 22.4.1, 22.4.2 and the information given therein is factually correct to the best of our knowledge and understanding.

Signature of the owner with date  
Name in Block letters \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Signature of Architect with date  
Name in Block letters \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

**NO NUISANCE/ MULBA REMOVAL CERTIFICATE IN RESPECT OF PLOT NO. \_\_\_\_\_ BLOCK NO. \_\_\_\_\_ SITUATED AT \_\_\_\_\_.**

1. Certified that the mulba during the construction will be removed on weekly basis. If the same is not done, in that case local body shall remove the mulba and the cost shall be born by me/us.
2. Certified that during construction I/we shall properly screen the construction site off the main road by means of erecting a screen wall not less than 8 ft, in height from the ground level which shall be painted to avoid unpleasant look from the road side. In addition to this, a net or some other protective material shall be hoisted at the façade of the building to ensure that any falling material remains within the protected area.
3. Certified that noise related activities would not be taken up for construction at night after 10 p.m.

Signature of the owner with date

Name in Block letters \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature of Architect with date

Name in Block letters \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**ANNEXURE 'D'**

**Schedule-II**

Original/Duplicate/Triplicate

**GOVERNMENT OF INDIA  
MINISTRY OF URBAN DEVELOPMENT  
NATIONAL BUILDING ORGANISATION**

Name: Municipal Corporation: DELHI

NOTE: For item 1 and 2 please fill in the appropriate code in the respective blocks

|                           |                      |                        |                               |
|---------------------------|----------------------|------------------------|-------------------------------|
| 1. Nature of Construction |                      | New Construction       | Addition to existing Building |
| 2. Type of construction   | <input type="text"/> | Total Plinth Area Sqm. | Total floor area Sqm.         |
| *Code                     |                      |                        |                               |
| **Code                    | <input type="text"/> |                        |                               |

3. Number of storey in the Building \_\_\_\_\_  
4. Number & Type of Dwelling units

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| 1Room unit           | 2Room unit           | 3Room unit           | 4Room unit           |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

New Construction/Addition to Existing Buildings resulting in dwellings

**Particulars for the following items should be given while applying for occupancy certificate only**

5. Estimated construction cost (if available) Rs. \_\_\_\_\_

6. Number and date of issue of Authorization Certificate  
\_\_\_\_\_

7. Date of commencement of construction \_\_\_\_\_

8. Date of completion of construction \_\_\_\_\_

Date:

Signature of applicant

Name and address of applicant in Block letters:

\_\_\_\_\_

-----

(For Office Use only)

Reference number of application \_\_\_\_\_

Number and date of issue of Authorization /Occupancy Certificate \_\_\_\_\_

Contd. .

\*Total plinth area means the sum total of plinth area of all the floors in case the building has more than one floor.

\*\* (a) (I) Dwelling (I) Other residential places (2)(b) Industrial (3)(c) Commercial (4)(d) Institutional (5)(b) Others

**AFFIDAVIT/ UNDERTAKING**

(To be submitted on Non-Judicial Stamp Paper Rs. 10/- duly attested by Oath Commissioner)

**AFFIDAVIT/ UNDERTAKING**

Affidavit of Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_ aged \_\_\_\_\_ R/o House on Plot No. \_\_\_\_\_  
Block No \_\_\_\_\_ situated at \_\_\_\_\_ do hereby solemnly affirm and declare  
as under:

That I /We have submitted building plans for construction of building on Plot No  
\_\_\_\_\_ Block No \_\_\_\_\_ located at \_\_\_\_\_ to the  
M.C.D. under Section 333 & 334 of the D.M.C. Act 1957, for favour of sanction.

That I /We hereby have not entered into a collaboration agreement with any one for construction of  
the aforementioned building.

DEPONENT

Verification

I /we the above named deponent do hereby affirm and verify that I/We have voluntarily  
made the above affidavit and its contents are true to best of my knowledge. Verified at Delhi on this  
day \_\_\_\_\_ of \_\_\_\_\_

DEPONENT

**AFFIDAVIT/ UNDERTAKING**

(To be submitted on Non-Judicial Stamp Paper Rs. 10/- duly attested by Oath Commissioner)

**AFFIDAVIT/ UNDERTAKING**

Affidavit of Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_ aged \_\_\_\_\_ R/o House on Plot No. \_\_\_\_\_  
Block No \_\_\_\_\_ situated at \_\_\_\_\_ do hereby solemnly affirm and declare  
as under:

That I /We have submitted building plans for construction of building on Plot No  
\_\_\_\_\_ Block No \_\_\_\_\_ located at \_\_\_\_\_ to the  
M.C.D. under Section 333 & 334 of the D.M.C. Act 1957, for favour of sanction.

That I /We hereby have entered into a collaboration agreement with Sh. \_\_\_\_\_ R/o  
\_\_\_\_\_ for construction of the aforementioned building.

That I/We and Sh. \_\_\_\_\_ collaborator jointly hereby give an undertaking that no  
deviations in contravention of the sanctioned plan and the stipulated conditions shall be  
carried out by us during construction and in case of any contravention both can be held  
equally responsible.

DEPONENT

Verification

I /we the above named deponent do hereby affirm and verify that I/We have voluntarily  
made the above affidavit and its contents are true to best of my knowledge. Verified at Delhi on this  
day ----- of -----

DEPONENT

**ANNEXURE 'F'**

(To be submitted on Non-Judicial Stamp Paper Rs. 10/- duly attested by Oath Commissioner)

**AFFIDAVIT/ UNDERTAKING**

Affidavit of Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_ aged \_\_\_\_\_ R/o House on Plot No. \_\_\_\_\_ Block No \_\_\_\_\_ situated at \_\_\_\_\_ do hereby solemnly affirm and declare as under:

That I /We have submitted building plans for construction of building on Plot No \_\_\_\_\_ Block No \_\_\_\_\_ located at \_\_\_\_\_ to the M.C.D. under Section 333 & 334 of the D.M.C. Act 1957, for favour of sanction.

That I/We hereby give an undertaking that no extra dwelling unit shall be created by me/us in contravention of the sanctioned plan and the stipulated conditions.

That I/We hereby give an undertaking that no extra dwelling unit shall be created by me/us in contravention of the sanctioned plan and the stipulated conditions. Whenever services of the area, where building is located are upgraded to the satisfaction of the authorities, I/we shall seek approval of the authority for creating the extra dwelling unit as permitted under the Building By-laws /MPD-2001.

DEPONENT

Verification

I /we the above named deponent do hereby affirm and verify that I/We have voluntarily made the above affidavit and its contents are true to best of my knowledge. Verified at Delhi on this day ----- of -----

DEPONENT

Affidavit/undertaking of Architect Engineer/Supervisor/Group (as the case may be) on Rs.10/- Non-judicial Stamp paper to be attested by Notary Public/Metropolitan Magistrate

**AFFIDAVIT-CUM-UNDERTAKING**

I, \_\_\_\_\_ son of \_\_\_\_\_ by profession ----- having office at \_\_\_\_\_ do hereby solemnly affirm and declare as under:

2. That I am an ----- by profession and duly registered with the ----- vide Registration No. \_\_\_\_\_.
3. That I have been engaged as an ----- for preparing the building plans and to supervise construction till its completion in respect of Plot No. \_\_\_\_\_ Block No. \_\_\_\_\_ situated at \_\_\_\_\_.
4. That I have prepared the building plans in respect of the aforesaid plot and supervised the construction of building on the said plot.
5. That the completion plans have been prepared after my personal inspection of the building and the plans are in conformity of the construction raised on the said plot.
6. That certain compounding deviations have been made in the building during construction for which I have calculated the compounding fee according to Building Bye-laws and policies of the Corporation as applicable on date and a statement showing detailed calculation for working out the compounding fee is enclosed herewith as part of this affidavit.
7. That there are no other deviations in the building of non-compounding nature.
8. That the ownership documents are in the shape of registered sale-deed/lease-deed in favour of the applicants and have been thoroughly examined and the ownership in favour of the applicant is in order.
9. That there is no encroachment on the municipal land/road/other property.
10. That the building/portion of the building for which completion certificate is being sought has not been occupied and put to use.
11. That nothing has been concealed and no mis-representation has been made while submitting the application for a completion certificate.
12. That in case anything contrary to the above is found or established at any stage, the MCD shall be at liberty to take any action as it may deem fit including cancellation of completion certificate so granted and debarring me for practicing in MCD, lodge a complaint under I.P.C for adopting fraudulent means to obtain a completion certificate under the Tatkal Scheme.
13. That the instructions/guidance contained in the office order No. \_\_\_\_\_ dated \_\_\_\_\_ have been carefully gone through which are acceptable to me and the application for completion certificate has accordingly made.

Deponent

Verification:

I, the above named deponent, do hereby verify at Delhi/New Delhi on this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_ that contents of the above affidavit are true and correct to my knowledge and belief and nothing is false therein or has been concealed there from.

Deponent

Affidavit of Applicant/Owner on Rs.10/- Non-Judicial Stamp Paper to be attested by Notary Public/Metropolitan Magistrate

**AFFIDAVIT-CUM-UNDERTAKING**

I/we \_\_\_\_\_ son/son of \_\_\_\_\_ resident/s of \_\_\_\_\_  
do hereby solemnly affirm and declare as under:

2. That I/We am/are the only owner/owners/lessee/lessees of Plot No. \_\_\_\_\_ Block No. \_\_\_\_\_ situated at \_\_\_\_\_ and there are no other owners/lessees whatsoever in respect thereof.
3. That I/We have engaged Shri \_\_\_\_\_, Registration No. \_\_\_\_\_ registered with \_\_\_\_\_ having his office at \_\_\_\_\_ as an Architect/Engineer/Supervisor/Group (as the case may be) for preparing the building plans and to supervise construction till its completion in respect of the aforesaid plot.
4. That I/We never dispensed with the services of the Architect / Engineer / Supervisor / Group (as the case may be) above named at any stage till actual completion of the construction/ I/We dispensed with the services of the Architect / Engineer / Supervisor / Group (as the case may be) and informed the Municipal Corporation of Delhi within 48 hours the new name and address of the professional (*Strike out which is not applicable*).
5. That the ownership documents are in the shape of sale-deed/lease-deed in my/our favour and there is no dispute/discrepancy from law point of view and the plot is free from all sorts of encumbrances.
6. That the building constructed has not been occupied or put to any use.
7. That there is no encroachment on municipal land/road/other property and road widths as shown in the layout plan are available at site.
8. That the construction raised is in conformity with the terms and conditions of lease-deed, which is still valid, and period of construction as per lease deed and the extension granted by the lessor is valid upto \_\_\_\_\_.
9. That the construction raised has been in conformity with the building plans sanctioned vide file No. \_\_\_\_\_ dated \_\_\_\_\_ and in accordance with the building bye-laws, 1983.
10. That nothing has been concealed and no mis-representation has been made while submitting the application for completion certificate.
11. That in case anything contrary to the above is found or established at any stage, the MCD shall be at liberty to take any action as it may deem fit including cancellation of completion certificate so granted including demolition/sealing of the premises.
12. That the instructions/guidance contained in the office order No. \_\_\_\_\_ dated \_\_\_\_\_ have been carefully gone through which are acceptable to me/us and the application is being made accordingly.
13. That I/we give solemn undertaking that I/we have raised the construction exactly in accordance with the sanctioned building plans and the Building Bye-laws, 1983. In case any deviation is found other than compoundable deviations for which necessary compounding fee has been deposited by me/us, apart from any other action, the total construction shall be deemed to be unauthorized and the MCD would be at liberty to demolish/seal the whole or any portion of the construction and I/we shall not claim any compensation, damage or loss on account thereof from the MCD or from any of its officer(s). This is in addition to any other action which may be taken by the MCD under the provisions of the DMC Act, 1957 (as amended till date) and the Building Bye-laws, 1983.

Deponent

Verification

I/we, the above named deponent(s), do hereby verify at Delhi/New Delhi on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_ that contents of the above affidavit are true and correct to my/our knowledge and belief and nothing is false therein or has been concealed there from.

Deponent

**AFFIDAVIT FOR THIRD FLOOR**

(To be submitted on non- judicial Stamp paper of Rs. 10/- duly attested by Oath Commissioner / Notary Public)

**AFFIDAVIT / UNDERTAKING**

I We, S/o Sh. \_\_\_\_\_ Aged \_\_\_\_\_ R/o House on Plot no. \_\_\_\_\_ Block no. \_\_\_\_\_ situated at \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That deponents (s) has / have submitted building plan application seeking sanction to building plan for the construction having proposal of third floor also on plot no. \_\_\_\_\_ Block No. \_\_\_\_\_ Located at \_\_\_\_\_ to the MCD.
2. That deponents (s) in terms of order dated 14<sup>th</sup> March 2008 of Hon,ble Supreme Court in the matter of M.C. Mehta V/s UOI & others in IA Nos 212-2212 in W.P. (Civil) No. 4677 of 1985. Undertake that no equity shall be claimed if ultimately it is found that the MPD suffers from infirmity and demolition of unauthorized and / or impermissible construction is to be made, the shall be carried out.
3. That deponents (s) undertake that any construction is made or to be made, which in turn, is sold or transferred to any other person, the stipulation regarding non-claim of equity shall also be applicable on such persons in terms of order dated 14<sup>th</sup> March 2008 of Honøble Supreme Court in the matter of ðM.C. Mehta V/s UOI & others in IA Nos. 212-2212 in W.P. (Civil) No. 4677 of 1985.
4. That deponent also undertakes that non- compliance of this affidavit would subject him/ her / them to offence of perjury and contempt of the Honøble Supreme Court .

**DEPONENT**

**Verification**

I/ we the above named deponent do hereby affirm and verify that affidavit and its content are true to best of my knowledge. Verified at Delhi on this day \_\_\_\_\_ of \_\_\_\_\_.

**DEPONENT**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(LABOUR DEPARTMENT)  
5-SHAM NATH MARG: DELHI – 110 054.**

**SCHEDULE OF RATES FOR CALCULATING COST OF VARIOUS COMPONENTS FOR  
THE PURPOSE OF CALCULATION OF CESS**

- 1** For bare office building without electrical / water fittings & fixtures and with plain CC flooring, plain walls with provision for earthquake proofing the CPWD plinth area rates per square meter is Rs.2920/- plus Rs.250/- for earthquake proofing i.e. Rs.3170/- in terms which is to be raised by cost index of 2.09 for arriving at current rates. Thus, per square meter cost would be Rs.3170x2.09 i.e. Rs.6625/-(rupees six thousand six hundred & twenty five only)
- 2** For residential buildings, the cost would be  $(2810+250) \times 2.09 = 6395/-$  (rupees six thousand three hundred ninety five only). Same rates would apply for Hospitals, colleges & private schools.
- 3** Thus, minimum flat rate to be applied by Assessing Authority can be taken at Rs.6000/- per sq. meter upto 4 storeys.
- 4** For buildings beyond 4 floors, additional Rs.200/- be added i.e. Rs.6200/- per square meter.
- 5** For basements, the CPWD rate is Rs.4020/- per sq. meter to be enhanced by a factor 2.09 i.e.  $4020 \times 2.09 = 8401/-$ . The Assessing Authority thus may apply a rate of Rs.8000/- per square meter.
- 6** For electrical work, a cost of 15% of Sl.No.1 and for plumbing & Water Supply Works a cost of 10% of Sl.No.1 would be added.
- 7** For flooring :
- |     |                 |   |                               |
|-----|-----------------|---|-------------------------------|
| (a) | Ceramic Tiles   | - | Rs.400 to 600 per sq. meter   |
| (b) | Vitrified Tiles | - | Rs.1000 to 1500 per sq. meter |
| (c) | Marble Local    | - | Rs.500 to 1000 per sq. meter  |
| (d) | Marble Imported | - | Rs.800 to 1500 per sq. meter  |
| (e) | Granite         | - | Rs.1000 to 2000 per sq. meter |
| (f) | Wooden Tiles    | - | Rs.1500 to 2500 per sq. meter |
- 8** For shopping Malls & Star Hotels, the lump sum cost should be in the range of Rs.18000/- to 22000/- per square meter. Thus, the assessing authority shall take the all inclusive cost at Rs.20000/- per square meters.
- 9** For Guest Houses & Private Hospitals, the range of cost of construction would be Rs.16000/- to 20000/- per square meter. Thus, the assessing authority shall take the all inclusive cost at Rs.18000/- per square meters.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(LABOUR DEPARTMENT)  
5-SHAM NATH MARG: DELHI – 110 054.**

**CALCULATION SHEET FOR CESS**

Type of Building: \_\_\_\_\_

| <b>S. No.</b> | <b>Particulars</b>  | <b>Area in Sq. Meters</b> | <b>Rate per Sq. meters</b> | <b>Amount</b> |
|---------------|---|---------------------------|----------------------------|---------------|
| 1             | Total constructed covered area (upto 4 storeys including Mezzanine Floor) |                           |                            |               |
| 2             | Additional constructed covered area (beyond 4 storeys)                    |                           |                            |               |
| 3             | Total constructed covered area of basement                                |                           |                            |               |
| 4             | Total cost of civil work in case of repairs / alteration / maintenance    |                           |                            |               |
| 5             | Total cost of demolition  |                           |                            |               |
| 6             | Type of flooring _____ and total area                                     |                           |                            |               |
| 7             | Cost of Wood Paneling Work  |                           |                            |               |
| 8             | Cost of Woodwork other than Wood Paneling                                 |                           |                            |               |
| 9             | Cost of False Ceiling Work  |                           |                            |               |
| 10            | Cost of Central Air Conditioning  |                           |                            |               |
| 11            | Cost of Lift Installation   |                           |                            |               |
| 12            | Cost of Boundary Wall (including railing / gates)                         |                           |                            |               |
| 13            | Cost of Swimming Pool   |                           |                            |               |

**Sub Total**

|        |   |  |  |  |
|--------|---|--|--|--|
| 14 (a) | Cost of Electric Work along with fittings & fixtures as per affidavit   |  |  |  |
| (b)    | Cost calculated at 15% of Sl. No.1+2+3  |  |  |  |
| 15 (a) | Cost of Plumbing Work along with fittings & fixtures as per affidavit   |  |  |  |
| (b)    | Cost calculated at 10% of Sl. No.1+2+3  |  |  |  |
| 16     | Cost of other developmental works including sewerage, external roads, approach roads, landscaping, fire-fighting etc. |  |  |  |

**Total Cost :** \_\_\_\_\_

Amount of Cess@1% of Total Cost : \_\_\_\_\_

**NOTE :**

- 1 For Item No.14 and 15, take the cost whichever is higher
- 2 For rates for Item No.1, 2, 3 and 6 refer to the enclosed Rate Schedule.
- 3 In case, total cost indicated by the owner is higher than cost calculated above, take the higher cost of calculation of cess.

**INDEMNITY BOND**

(To be submitted on non judicial papers of Rs. 100 duly attested by the Oath Commissioner).

This Indemnity Bond is executed by Shri \_\_\_\_\_s/o Sh. \_\_\_\_\_ resident of \_\_\_\_\_ hereinafter called the owner of flat No. \_\_\_\_\_ in \_\_\_\_\_ New Delhi in favour of MCD its successors or entitled.

WHEREAS the owner has submitted the plan of addition/alterations in flat and whereas the owner has represented to the MCD that if permission is granted for carrying out of the said addition/alterations the owner shall Indemnify the MCD of any loss at the time of carrying out of the said addition/alterations or thereafter.

AND WHEREAS the said owner has further agreed to indemnify the MCD of any claims put up against the MCD either by way of compensation or in any other way in case the MCD is required to pay any such amount to any person or the owner or owners of the adjoining properties. The owner hereby agrees and undertakes to indemnify the MCD to pay the full extent of the amount to the MCD that may be required to be paid in the extent herein above mentioned.

The owner further undertakes and agrees to indemnify the MCD for any such amount the MCD may require to pay either by way of compensation of damage or any other amount and further undertake to indemnify the MCD of all cost and expenses that the MCD may require to defend any such action in any court of law. The owner undertakes that no addition/alterations shall be carried out beyond the boundaries of the flat. Any damage occurring during or due to the addition/alterations made at site to public sewers, water drains, roads/foot paths shall have to be made good by the owner.

In consideration of the above matter undertaking and indemnity given by the said owner the MCD hereunder in this behalf grant the permission in the said flat to the said owner.

IN WITNESS HEREOF the owner above mentioned put his hand and seal of the said Indemnity Bond on this \_\_\_\_\_ day of \_\_\_\_\_.

Witness: 1.  
2.

EXECUTANTS

**N.B** While submitting your building plan, the person receiving the application will hand over the under given Proforma duly filled in as a token of receipt of all necessary documents. Please insist for this Proforma to avoid any ambiguity.

# **CHARGES & CIRCULARS**

**AS REFERRED IN  
PREVIOUS CHAPTERS**

**DELHI DEVELOPMENT AUTHORITY  
NOTIFICATION**  
New Delhi, the 23<sup>rd</sup> December, 2008

**Fixation of rates to be applied for use conversion, mixed land use and other charges for enhanced FAR arising out of MPD 2021**

**S.O.2955(E)** :- In exercise of powers conferred by Section 57 of the Delhi Development Act, 1957 (61 of 1957), the Delhi Development Authority with the previous approval of the Central Government, hereby makes the following Regulations in pursuance to Notification No. S.O.2432 (E) dated 10<sup>th</sup> October, 2008:-

| SL. NO   | Item  | Recommendation of the Ministry  | Rates worked out on the basis of the recommendations of the Ministry.(Rates in Rs.per sqm)  |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
|--|---|---|---|----------------|------------|----------------|-----------|--|----------|--|-----------|----------------|------------|----------------|-----------|--|----------|--|-----------|----------------|------------|----------------|-----------|--|----------|--|-----------|----------------|------------|----------------|-----------|--|----------|--|-----------|
| 1.   | (a):Residential properties including for basement under Mixed Use-rates of payment of betterment levy/additional FAR charges for New construction and penalty / compounding / special compounding charges for regularization of unauthorized construction | As per notification of 20.11.06 which was applicable for 2006-07 to be made applicable for 2007-08.                             | <p>The following rates as per notification dt. 20.11.2006 which was applicable for 2006-07 to be made applicable for 2007-08, the same are as under:</p> <p><b>(1) New Construction:</b></p> <table border="1"> <tr> <td>A &amp; B colonies</td> <td>Rs. 3500/-</td> </tr> <tr> <td>C &amp; D colonies</td> <td>Rs.1400/-</td> </tr> <tr> <td>E, F &amp; G colonies with plot Size more than 50sqm</td> <td>Rs.700/-</td> </tr> <tr> <td>E,F&amp;G colonies with plot Size upto 50sqm</td> <td>Rs. 490/-</td> </tr> </table> <p><b>(2)Regularization of unauthorized Construction:</b></p> <p><b>(a)Additional Coverage within Sanctioned height.</b></p> <table border="1"> <tr> <td>A &amp; B colonies</td> <td>Rs. 4020/-</td> </tr> <tr> <td>C &amp; D colonies</td> <td>Rs.1610/-</td> </tr> <tr> <td>E, F &amp; G colonies with plot Size more than 50sqm</td> <td>Rs.805/-</td> </tr> <tr> <td>E,F&amp;G colonies with plot Size upto 50sqm</td> <td>Rs. 564/-</td> </tr> </table> <p><b>(c) Additional Coverage above sanctioned but within permissible Height (as per 23.7.98)</b></p> <table border="1"> <tr> <td>A &amp; B colonies</td> <td>Rs. 4375/-</td> </tr> <tr> <td>C &amp; D colonies</td> <td>Rs.1750/-</td> </tr> <tr> <td>E, F &amp; G colonies with plot Size more than 50sqm</td> <td>Rs.875/-</td> </tr> <tr> <td>E,F&amp;G colonies with plot Size upto 50sqm</td> <td>Rs. 613/-</td> </tr> </table> <p><b>(c)Additional Coverage beyond Permissible height as per 23.07 .98 but within 15 meters.</b></p> <table border="1"> <tr> <td>A &amp; B colonies</td> <td>Rs. 4900/-</td> </tr> <tr> <td>C &amp; D colonies</td> <td>Rs.1960/-</td> </tr> <tr> <td>E, F &amp; G colonies with plot Size more than 50sqm</td> <td>Rs.980/-</td> </tr> <tr> <td>E,F&amp;G colonies with plot Size upto 50sqm</td> <td>Rs. 686/-</td> </tr> </table> | A & B colonies | Rs. 3500/- | C & D colonies | Rs.1400/- | E, F & G colonies with plot Size more than 50sqm | Rs.700/- | E,F&G colonies with plot Size upto 50sqm | Rs. 490/- | A & B colonies | Rs. 4020/- | C & D colonies | Rs.1610/- | E, F & G colonies with plot Size more than 50sqm | Rs.805/- | E,F&G colonies with plot Size upto 50sqm | Rs. 564/- | A & B colonies | Rs. 4375/- | C & D colonies | Rs.1750/- | E, F & G colonies with plot Size more than 50sqm | Rs.875/- | E,F&G colonies with plot Size upto 50sqm | Rs. 613/- | A & B colonies | Rs. 4900/- | C & D colonies | Rs.1960/- | E, F & G colonies with plot Size more than 50sqm | Rs.980/- | E,F&G colonies with plot Size upto 50sqm | Rs. 686/- |
| A & B colonies                                   | Rs. 3500/-  |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| C & D colonies                                   | Rs.1400/-   |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E, F & G colonies with plot Size more than 50sqm | Rs.700/-  |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E,F&G colonies with plot Size upto 50sqm         | Rs. 490/-   |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| A & B colonies                                   | Rs. 4020/-  |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| C & D colonies                                   | Rs.1610/-   |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E, F & G colonies with plot Size more than 50sqm | Rs.805/-  |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E,F&G colonies with plot Size upto 50sqm         | Rs. 564/-   |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| A & B colonies                                   | Rs. 4375/-  |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| C & D colonies                                   | Rs.1750/-   |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E, F & G colonies with plot Size more than 50sqm | Rs.875/-  |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E,F&G colonies with plot Size upto 50sqm         | Rs. 613/-   |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| A & B colonies                                   | Rs. 4900/-  |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| C & D colonies                                   | Rs.1960/-   |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E, F & G colonies with plot Size more than 50sqm | Rs.980/-  |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E,F&G colonies with plot Size upto 50sqm         | Rs. 686/-   |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
|  | (b) Residential properties including For basement under Mixed Use   | The charges to remain the same as notified for the floors above the basement.   | <p>The rates for additional coverage above Sanctioned but within permissible height (as per 23.7.98)- use of basement for Professional/commercial activities leading to excess permissible area on the plot:</p> <table border="1"> <tr> <td>A &amp; B colonies</td> <td>Rs. 4375/-</td> </tr> <tr> <td>C &amp; D colonies</td> <td>Rs.1750/-</td> </tr> <tr> <td>E, F &amp; G colonies with plot Size more than 50sqm</td> <td>Rs.875/-</td> </tr> <tr> <td>E,F&amp;G colonies with plot Size upto 50sqm</td> <td>Rs. 613/-</td> </tr> </table> <p>The applicant is liable to pay mixed land Use charges in addition to FAR charges.</p>   | A & B colonies | Rs. 4375/- | C & D colonies | Rs.1750/- | E, F & G colonies with plot Size more than 50sqm | Rs.875/- | E,F&G colonies with plot Size upto 50sqm | Rs. 613/- |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| A & B colonies                                   | Rs. 4375/-  |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| C & D colonies                                   | Rs.1750/-   |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E, F & G colonies with plot Size more than 50sqm | Rs.875/-  |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| E,F&G colonies with plot Size upto 50sqm         | Rs. 613/-   |   |   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| 2.   | (c) Additional FAR charges for Cooperative Group Housing Societies allotted by DDA  | To be at par with the rates for residential properties under para 5.2 of notification dt. 20.11.06 both for 2006-07 and 2007-08 | Same rates for 2006-07 &2007-08 as Given in S.No. 1 above.  |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |
| 3.   | (d): Rates for  | <b>At par with the ra</b>   | <b>(1)New Construction: Rs.3500/-</b>   |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |                |            |                |           |  |          |  |           |

|  |   |   |   |  |             |  |            |   |            |
|--|---|---|---|--|-------------|--|------------|---|------------|
|  | betterment /levy Additional FAR charges and Penalty/compounding charges/Special compounding charges For NDMC residential areas      | <b>Of 'A' category of MCD colonies.</b>   | <b>(2)Regularization of Unauthorized construction:</b><br><table border="1"> <tr> <td>(a)Additional Coverage within Sanctioned height.</td> <td>Rs. 4020/-</td> </tr> <tr> <td>b)Additional Coverage above sanctioned but within permissible height (as per 23.07.98)</td> <td>Rs.4375/-</td> </tr> <tr> <td>(c)Additional coverage beyond permissible height as per 23.07.98 but within 15 meters</td> <td>Rs.4900/-</td> </tr> </table> | (a)Additional Coverage within Sanctioned height. | Rs. 4020/-  | b)Additional Coverage above sanctioned but within permissible height (as per 23.07.98) | Rs.4375/-  | (c)Additional coverage beyond permissible height as per 23.07.98 but within 15 meters | Rs.4900/-  |
| (a)Additional Coverage within Sanctioned height.                                       | Rs. 4020/-  |   |   |  |             |  |            |   |            |
| b)Additional Coverage above sanctioned but within permissible height (as per 23.07.98) | Rs.4375/-   |   |   |  |             |  |            |   |            |
| (c)Additional coverage beyond permissible height as per 23.07.98 but within 15 meters  | Rs.4900/-   |   |   |  |             |  |            |   |            |
| 4.   | (e) Rates for additional FAR for commercial properties (excluding hotel and parking plots)  | 50% of the updated last year zonal average auction rate.  | <table border="1"> <tr> <td>Central, South &amp; Dwarka</td> <td>Rs. 83130/-</td> </tr> <tr> <td>North, East, West &amp; Rohini</td> <td>Rs.54825/-</td> </tr> <tr> <td>Narela</td> <td>Rs.16249/-</td> </tr> </table>  | Central, South & Dwarka                          | Rs. 83130/- | North, East, West & Rohini   | Rs.54825/- | Narela  | Rs.16249/- |
| Central, South & Dwarka  | Rs. 83130/-   |   |   |  |             |  |            |   |            |
| North, East, West & Rohini   | Rs.54825/-  |   |   |  |             |  |            |   |            |
| Narela   | Rs.16249/-  |   |   |  |             |  |            |   |            |
| 5.   | (f) Additional FAR charges for industrial plots   | To be determined as 50% of the updated previous ZAAR on the lines of Addl. FAR charges for commercial Properties.   | <table border="1"> <tr> <td>South &amp; Dwarka</td> <td>Rs. 20590/-</td> </tr> <tr> <td>East, West, North &amp; Rohini</td> <td>Rs.14341/-</td> </tr> <tr> <td>Narela</td> <td>Rs.9750/-</td> </tr> </table>  | South & Dwarka                                   | Rs. 20590/- | East, West, North & Rohini   | Rs.14341/- | Narela  | Rs.9750/-  |
| South & Dwarka   | Rs. 20590/-   |   |   |  |             |  |            |   |            |
| East, West, North & Rohini   | Rs.14341/-  |   |   |  |             |  |            |   |            |
| Narela   | Rs.9750/-   |   |   |  |             |  |            |   |            |
| 6.   | (g) Additional FAR charges for institutional plots i.e. including hospital plots.   | @ 50% of the updated Zonal market rate of Institutional properties for those disposed by auction as well as for those properties which were allotted to private Parties. This is not applicable to those institutions which were allotted land @Rs.1/- for whom no such charges is recommended. | <table border="1"> <tr> <td>South &amp; Dwarka</td> <td>Rs. 29525/-</td> </tr> <tr> <td>North, East, West, &amp; Rohini</td> <td>Rs.13008/-</td> </tr> <tr> <td>Narela</td> <td>Rs.9691/-</td> </tr> </table> <p>This is not application to those institutions which were allotted land @Re.1/- for whom no such charge is Recommended.</p>   | South & Dwarka                                   | Rs. 29525/- | North, East, West, & Rohini  | Rs.13008/- | Narela  | Rs.9691/-  |
| South & Dwarka   | Rs. 29525/-   |   |   |  |             |  |            |   |            |
| North, East, West, & Rohini  | Rs.13008/-  |   |   |  |             |  |            |   |            |
| Narela   | Rs.9691/-   |   |   |  |             |  |            |   |            |
| 7.   | (h) Use conversion charges for change of land use from industrial to 'commercial' for commercial activities including Banquet Halls | Rate structure given as Follows:<br>One time Conversion charges =25% of (present commercial Rate minus present Industrial rate)   | The use conversion charges for 2007-08 for the built up area shall be as under:<br><table border="1"> <tr> <td>Central, South &amp; Dwarka</td> <td>Rs. 31270/-</td> </tr> <tr> <td>North, East, West, &amp; Rohini</td> <td>Rs.20242/-</td> </tr> <tr> <td>Narela</td> <td>Rs.3250/-</td> </tr> </table> <p><b>NOTE : Charges modified vide Notification dated 25.02.2009 are also given in this chapter.</b></p>                        | Central, South & Dwarka                          | Rs. 31270/- | North, East, West, & Rohini  | Rs.20242/- | Narela  | Rs.3250/-  |
| Central, South & Dwarka  | Rs. 31270/-   |   |   |  |             |  |            |   |            |
| North, East, West, & Rohini  | Rs.20242/-  |   |   |  |             |  |            |   |            |
| Narela   | Rs.3250/-   |   |   |  |             |  |            |   |            |
| 8.   | Penalty for availing additional FAR without sanction  | For commercial / industrial / institutional Properties @30% as penalty over and above addl. FAR Charges.  | For Commercial / industrial / institutional Properties, @ 30% as penalty over and above additional FAR charges.   |  |             |  |            |   |            |

(No.F.20(4)05/MP/Pt.-II/Pt.)  
V.M. BANSAL, Pr. Commissioner-cum-Secy.

**Note :** Refer page reg. charges in ..... - further notification dated 24.06.2011

**DELHI DEVELOPMENT AUTHORITY  
NOTIFICATION  
New Delhi, the 22<sup>nd</sup> June, 2007**

**Delhi Development Authority (Fixation of Charges for Mixed Use and Commercial Use of Premises) Regulations, 2006**

S.O. .... In exercise of power conferred by Section 57 of the Delhi Development Act, 1957 (61 of 1957), the Delhi Development Authority with the previous approval of the Central Government hereby makes the following modification to Notification No S.O.1993 (E) dated 20<sup>th</sup> November, 2006 published in the Gazette of India, Extraordinary Part-II, Senction-3:-

- (1) Para 3 shall be substituted by the following:-

**3 APPLICATION**

These Regulations shall apply to residential premises being used for non-residential activity in accordance with the Mixed Use regulations contained in the Master Plan of Delhi, with the perspective for the year 2021

- (2) Para 5 shall be substituted by the following:-

**5 ANNUAL MIXED USE CHARGES**

- 5.1 The premises under mixed use shall be subject to levy of Annual Mixed Use charges for the period upto which the premises remain / likely to remain under mixed use. The Annual Mixed Use charges for the financial year 2006-07 for different categories of colonies shall be as under:

- (a) **For MCD areas :-**

| (Rates in Rs. Per sqm. built up area) |                         |                          |                          |                             |
|---------------------------------------|-------------------------|--------------------------|--------------------------|-----------------------------|
| S. NO                                 | Type of Mixed use       | A & B Category of colony | C & D Category of colony | E, F & G Category of Colony |
| 1.                                    | Retail Shops            | 767                      | 511                      | 192                         |
| 2.                                    | Other Activities        | 383                      | 256                      | 96                          |
| 3.                                    | Professional Activities | 192                      | 128                      | 48                          |

- (b) **For NDMC areas :-**

| S.No. | Type of mixed use       | (Rates in Rs. Per Sq. Mtr. Built up area ) |
|-------|-------------------------|--|
| 1.    | Retail Shops            | 1534                                       |
| 2.    | Other Activities        | 766  |
| 3.    | Professional Activities | 384  |

- 5.2 The payment of annual mixed -use charges shall be made by the owner / allottee / resident / user of the premises to the local authority voluntarily before 30<sup>th</sup> June of every year in respect of the previous assessment year, or part there of, in proportion to that part. For the 2006-2007, 1/4<sup>th</sup> of the annual mixed use charges shall be paid on or before 30.06.2007 and the balance 3/4<sup>th</sup> shall be paid on or before 30.09.2007. For the subsequent assessment years, the entire charges are to be paid on or before 30<sup>th</sup> June of that year.

5.3 These rates shall remain in force in respect of subsequent years also unless specifically revised and notified with the approval of the Central Government.

5.4 The owner/ allottee/ resident / user of the premises shall have option to make one time payment of mixed use charges, which shall be as follows for the year 2006-07:-

(a) **For MCD areas :-**

| (Rates in Rs. Per Sq. Meter built up area) |                         |                        |                        |                            |
|--|-------------------------|------------------------|------------------------|----------------------------|
| S. NO                                      | Type of Mixed use       | A&B Category of colony | C&D Category of colony | E,F&G Category of colonies |
| 1.   | Retail Shops            | 6136                   | 4088                   | 1536                       |
| 2.   | Other Activities        | 3064                   | 2048                   | 768                        |
| 3.   | Professional Activities | 1536                   | 1024                   | 384                        |

(b) **For NDMC areas :-**

| S.NO | Type of mixed use       | (Rates in Rs. Per Sq. meter built up area) |
|------|-------------------------|--|
| 1.   | Retail Shops            | 12272                                      |
| 2.   | Other Activities        | 6128                                       |
| 3.   | Professional Activities | 3072                                       |

5.5 The payment of one time mixed use charges for the years 2006-07 may be made in four equal quarterly installments, the first installment of which shall be paid on or before 30.06.2007.

5.6 The mixed use charges of villages and rehabilitation colonies in NDMC areas shall be equal to the charges for the various categories of MCD colonies.

**(3)** Para 6 shall be substituted by the following:-

6. The annual mixed use charges for mixed land streets /commercial streets / areas shall be the same.

**(4)** Para 7 shall be substituted by the following:-

**7. ONE TIME CHARGES FOR DEVELOPMENT OF PARKING**

7.1 The owner /allottee / resident /user of the plot /dwelling unit under the mixed land use shall also be liable to pay one time charges for development of parking and such rate for one ECS per 50sq. mtr. of plot area shall be as under for the years 2006-07:-

(a) **For MCD areas :-**

|                               |                |
|-------------------------------|----------------|
| A & B category of colonies    | Rs. 2,10,500/- |
| C & D category of colonies    | Rs.1,49,750/-  |
| E, F & G category of colonies | Rs.66,500/-    |

(b) **For NDMC areas :-**

Rs.2,10,500/- for one ECS per 50sq. m of plot area.

7.2 Out of the total one time charges for development of parking 1/3<sup>rd</sup> shall be paid on or before 30.06.2007 and the remaining 2/3<sup>rd</sup> by 31.03.2008.

- 7.3 No development charges for parking shall be payable by small shop owners of area upto 20 sq.m dealing with the items /activities as defined in Para 15.6.3 of the Master Plan for Delhi 2021 in respect of any category of colonies.
- 7.4 Development charges shall also not be payable by owner / allottee / resident / user of the plot / dwelling units falling under notified pedestrian shopping streets.

(5) Para 9 shall be substituted by the following:-

**9. PENALTY**

- 9.1 Delay in payment of development charges for parking or mixed use charges of the relevant financial year shall be compoundable on payment of interest at 8% p.a.
- 9.2 The property found under mixed use without declaration or registration or in violation of the relevant provisions of the Master Plan for Delhi 2021 and these regulations, shall be liable for penal action under the relevant Act by the local body concerned and also a penalty amounting to 10 times the annual conversion charges for mixed use shall be imposed .

V.M.Bansal  
Pr. Commissioner –cum –Secy.  
(Issued from file No.20(4)05/MP/Pt.II)

**DELHI DEVELOPMENT AUTHORITY  
NOTIFICATION**

New Delhi, the 25<sup>th</sup> February, 2009

**Subject : Fixation of rates to be applied for use conversion, mixed land use and other charges for enhanced FAR arising out of MPD-2021: Modifications in Notification S.O.2432(E), dated 10-10-2008 and S.O.2955(E) dated 23.12.2008.**

**S.O.544(E) :-** In exercise of powers conferred by Section 57 of the Delhi Development Act, 1957 (61 of 1957), the Delhi Development Authority with the previous approval of the Central Government, hereby makes the following modification to Notification S.O.2432 (E) dated 10<sup>th</sup> October, 2008 and S.O.2955(E), dated 23.12.2008 published in the Gazette of India, Part-II, Section 3, Sub-Section (ii) with regard to fixation of rates to be applied for use conversion charges for conversion from industrial to commercial for commercial activities including Banquet Halls.

Para 7(h) of these notification dated 10-10-2008 and 23-12-2008 shall be substituted by the following :-

(Rates in rupees per sq. meter )

| Sl. No. | Item  | Modified Recommendations   | Modified Rates approved by the Ministry  |          |
|---------|---|--|--|----------|
| 1.      | Use conversion charges for change of use from 'industrial' to 'commercial' including Banquet Halls. | Rates structure given as follows: One time conversion charge=10%of (Present commercial rate minus present industrial rate) | The use conversion charges for the year 2007-08 for the built up area shall be as under :- |          |
|         |   |  | Central, South & Dwarka  | Rs.12508 |
|         |   |  | North, East, West & Rohini   | Rs.8097  |
|         |   |  | Narela   | Rs.1300  |

The other charges as prescribed under MPD-2021 shall also be applicable.

These rates will remain in force till these are further modified and notified with the approval of the Central Government.

Other contents of the above referred notifications shall remain unchanged.

(No.F.20(4)05/MP/Pt.-II/Pt.)

V.M. BANSAL, Pr. Commissioner-cum-Secy.

**DELHI DEVELOPMENT AUTHORITY**  
(MASTER PLAN SECTION)  
**NOTIFICATION**

New Delhi, the 24<sup>th</sup> June, 2011

**Sub. : Fixation of the rates to be applied for use conversion, mixed land use and other charges for enhanced FAR arising out of MPD-2021 (reduction of rates for additional FAR of industrial plots i.e. Item No.5(f) of the Notification No.S.O.2955(E), dated 23.12.2008)**

**S.O. 1441(E)** – In exercise of powers conferred by Section 57 of the Delhi Development Act, 1957 (61 of 1957), the Delhi Development Authority with the previous approval of the Central Government hereby makes the following modification to Notification No.S.O.2955(E), dated 23.12.2008, published in the Gazette of India, Part II, Section 3, Sub-Section (ii) with regard to reduction in rates of additional FAR charges in respect of industrial plots.

Para 5(f) of the notifications dated 23.12.2008 shall be substituted by the following :-

| Sl. No. | Zone                         | Modified rates @25% of ZAAR) as approved by MOUD |
|---------|------------------------------|--|
| 1.      | Central, South and Dwarka    | Rs.10295   |
| 2.      | North, East, West and Rohini | Rs.7171  |
| 3.      | Narela                       | Rs.4875  |

Other contents of the notification dated 23.12.2008 will remain unchanged.

These Rates will remain in force till these are further modified and notified with the approval of the Central Government.

( F. No.20(4)05/MP/Pt.-II/Part)  
D. SARKAR, Commissioner-cum-Secy.

# MUNICIPAL CORPORATION OF DELHI

OFFICE OF THE CHIEF ENGINEER (BUILDING)  
9<sup>TH</sup> FLOOR, CIVIC CENTRE, MINTO ROAD  
NEW DELHI - 110 002

No.CE(B)/2011/D-80

Dated 27.04.2011

## **C I R C U L A R**

**Inclusion of provision of IRREVOCABLE BANK GUARANTEE for 5 years as per required Equivalent Car Space (ECS) in the procedure of sanction of building plans.**

The provision of Irrevocable Bank Guarantee for five years as per required Equivalent Car Space (ECS) as incorporated in the procedure of sanction of building plans vide Circular No.D/102/SE(Bldg.)HQ/2010 dated 07/09/2010 is modified as under.

It will be mandatory on the part of owner / builder to submit an undertaking in support of proposed parking provision in **BASEMENT & STILT (FREE FROM FAR) AND IN OPEN SETBACKS** at the time of sanction of building plans to the effect that he/she/they will submit an irrevocable bank guarantee for 5 years as per required Equivalent Car Space (ECS) prior to occupying the Building. The rate per ECS for different categories of colonies shall be as under:-

| <b>Category of Colony</b> | <b>Rate per ECS</b>  |
|---------------------------|----------------------|
| A & B                     | Rs. 2.00 lac per ECS |
| C & D                     | Rs. 1.00 lac per ECS |
| E, F, G & below           | Rs. 0.50 lac per ECS |

The above provision shall cover all the private buildings. In case of violation of provisions of required ECS, MCD shall be at liberty to forfeit the Bank Guarantee, besides other legal actions as per law.

This issues as per directions and approval of the Competent Authority.

**Sd/-**  
**CHIEF ENGINEER (BLDG.)**

### **DISTRIBUTION:**

- 1 All Addl. Commissioners
- 2 Chief Vigilance Officer
- 3 All Dy. Commissioners of the Zones
- 4 Engineer-in-Chief
- 5 Chief Town Planner
- 6 Chief Law Officer
- 7 All Superintending Engineers of the Zones
- 8 All Executive Engineers (Bldg.)

### **COPY TO:-**

1. PS to Commissioner – for favour of information of the Commissioner
2. Chief Director (IT) – To upload the information on MCD's website.

### **COPY FOR KIND INFORMATION TO:**

1. Principal Secretary (UD), GNCTD
2. OSD to Hon'ble Lt. Governor

### **COPY FOR KIND INFORMATION ALSO TO:**

- 1 Hon'ble Mayor
- 2 Deputy Mayor
- 3 Chairman, Standing Committee
- 4 Leader of the House
- 5 Leader of the Opposition.

**AFFIDAVIT CUM UNDERTAKING**

1. That I/We \_\_\_\_\_ S/o / W/o \_\_\_\_\_ Age\_\_\_\_\_ R/o \_\_\_\_\_ do hereby solemnly affirm and declare as under :-
2. That the deponent(s) is/are competent / authorized to submit this affidavit with regard to above mentioned property.
  - 3 That the deponent has submitted the building plan application for sanction of building plan of the above mentioned plot.
  - 4 That Parking provision is proposed in basement / stilt / open space / setbacks to accommodate the required ECS.
  - 5 The space proposed / sanctioned for parking shall not be used for any other purpose.
  - 6 That the deponent(s) undertakes that he/she/company/firm will submit an irrevocable bank guarantee for 5 years @ of Rs.2.00 / 1.00 / 0.50 lac per Equivalent Car Space (ECS) prior to occupying the building. In case of any violation of provisions of required ECS, MCD shall be at liberty to forfeit the Bank Guarantee, besides other legal action as per Law.
  - 7 That MCD will be free to take any action if the above mentioned building is occupied by the deponent(s), any of their representative / authorized person without submitting the required Bank Guarantee and in case of violation of this undertaking. This stipulation shall also be applicable on such person to whom it is sold / transferred.

DEPONENT

**VERIFICATION :**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there from.

DEPONENT

# MUNICIPAL CORPORATION OF DELHI

OFFICE OF THE CHIEF ENGINEER (BUILDING)  
9<sup>TH</sup> FLOOR, CIVIC CENTRE, MINTO ROAD  
NEW DELHI - 110 002

No.CE(B)/2011/D-79

Dated 27.04.2011

## **C I R C U L A R**

### **INCLUSION OF PROVISION OF MANDATORY STILT FOR THE RESIDENTIAL PLOT MEASURING UPTO 1000 SQUARE METER**

To ensure the parking of vehicles within the premises, it has been decided to make the provision of stilt mandatory for the residential plot measuring 100 square meter and above up to 1000 square meter including notified roads. Henceforth, proposal seeking sanction of building plan to raise construction on vacant plot or fresh construction after dismantling the entire existing structure shall require proposal / provision of stilt equivalent to proposed ground floor coverage. However, in case of addition(s) in the existing structure(s) in residential plots, the parking shall be ensured within the premises without which benefit of the additional FAR would not be permitted. Owners would have to comply and submit an affidavit to this effect.

The above decision is hereby circulated to all concerned for taking cognizance of the same and to act accordingly. The copy of prescribed format of affidavit is enclosed.

This issues as per directions of Hon'ble Lt. Governor.

Sd/-  
CHIEF ENGINEER (BUILDING)

#### **DISTRIBUTION:**

1. All Addl. Commissioners
2. Chief Vigilance Officer
3. All Dy. Commissioners of the Zones
4. Engineer-in-Chief
5. Chief Town Planner
6. Chief Law Officer
7. All Superintending Engineers of the Zones
8. All Executive Engineers (Bldg.)

#### **COPY TO:-**

1. PS to Commissioner – for favour of information of the Commissioner
2. Chief Director (IT) – To upload the information on MCD's website.

#### **COPY FOR KIND INFORMATION TO:-**

1. Principal Secretary (UD), GNCTD
2. OSD to Hon'ble Lt. Governor

#### **COPY FOR KIND INFORMATION ALSO TO:-**

1. Hon'ble Mayor
2. Deputy Mayor
3. Chairman, Standing Committee
4. Leader of the House
5. Leader of the Opposition.

**AFFIDAVIT / UNDERTAKING**

I/We \_\_\_\_\_ S/o / W/o Shri \_\_\_\_\_  
Age\_\_\_\_\_ R/o \_\_\_\_\_ do  
hereby solemnly affirm and declare as under :-

- 1 That deponent(s) is/are the allottee(s) / owner(s) of plot No. \_\_\_\_\_ measuring \_\_\_\_\_ sqm. situated at \_\_\_\_\_, Delhi.
- 2 That the Deponent(s) is/are competent / authorized to submit this affidavit with regard to above mentioned property.
- 3 That the deponent(s) has/have submitted the building plan application for sanction of construction of building at the above mentioned plot.
- 4 That the deponent(s) in support of the building plan application undertake / undertakes as under :-

That deponent(s) intends to avail the benefit of additional FAR arising / available as per MPD 2021 and while availing the same, the additional parking requirement would be ensured by providing space within the said premises / plot. No parking for any vehicle would be made outside the plot / premises.

- 5 Further, it is undertaken that stipulation shall be conveyed to legal heir(s) / purchaser / nominee in case transfer of property.
- 6 That in case of violation of above stipulation at any point of time, MCD would be at liberty to take action as per Law including revocation of sanctioned building plan.

DEPONENT

**VERIFICATION :**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there from.

DEPONENT

# MUNICIPAL CORPORATION OF DELHI

OFFICE OF THE CHIEF ENGINEER (BUILDING)  
9<sup>TH</sup> FLOOR, CIVIC CENTRE, MINTO ROAD  
NEW DELHI - 110 002

No.D/59/SE(B)HQ/11

Dated: 09.06.2011

## **C I R C U L A R**

### **Addition of provision in the process of submission of building plan application and completion certificate**

Henceforth, the following provision shall be made part of process of submission and sanction of building plan and completion certificate.

1. The building plan application (Appendix-A, Bye Law No.6.1) seeking sanction for a building plan shall have photograph of Owner, Architect and Structural Engineer, duly pasted, along with proper ID (like PAN Card, copy of passport etc.) and address proof duly notarized or attested by the gazetted officer as is recognized in other government departments like Income Tax, Passport Office, Transport Department, Revenue Department etc.
2. The Name, Designation & Biometric ID No. of officer issuing sanction to building plan and completion certificate shall be recorded in a box on sanctioned building plan / completion certificate.

This issues as per directions of Hon'ble Lt. Governor of Delhi.

**CHIEF ENGINEER (BLDG.)**

#### **DISTRIBUTION:**

1. All Addl. Commissioners
2. Chief Vigilance Officer
3. All Dy. Commissioners of the Zones
4. Engineer-in-Chief
5. Chief Town Planner
6. Chief Law Officer
7. All Superintending Engineers of the Zones
8. All Executive Engineers (Bldg.)

#### **COPY TO:-**

1. PS to Commissioner – for favour of information of the Commissioner
2. Chief Director (IT) – To upload the information on MCD's website.

#### **COPY FOR KIND INFORMATION TO:-**

1. Principal Secretary (UD), GNCTD
2. OSD to Hon'ble Lt. Governor

#### **COPY FOR KIND INFORMATION ALSO TO:-**

1. Hon'ble Mayor
2. Deputy Mayor
3. Chairman, Standing Committee
4. Leader of the House
5. Leader of the Opposition.

**AFFIDAVIT / UNDERTAKING**

I/We \_\_\_\_\_ S/o / W/o Shri \_\_\_\_\_  
Age \_\_\_\_\_ R/o \_\_\_\_\_

do hereby solemnly affirm and declare as under :-

1 That deponent(s) is/are the allottee(s) / owner(s) of plot No. \_\_\_\_\_ measuring \_\_\_\_\_ sqm. situated at \_\_\_\_\_, Delhi.

2 That the Deponent(s) is/are competent / authorized to submit this affidavit with regard to above mentioned property.

3 That the deponent(s) has/have submitted the building plan application for sanction of construction of building at the above mentioned plot.

That the deponent(s) in support of the building plan application undertake / undertakes as under :-

That deponent(s) intends to avail the benefit of additional FAR arising / available as per MPD 2021 and while availing the same, the additional parking requirement would be ensured by providing space within the said premises / plot. No parking for any vehicle would be made outside the plot / premises.

5 Further, it is undertaken that stipulation shall be conveyed to legal heir(s) / purchaser / nominee in case transfer of property.

6 That in case of violation of above stipulation at any point of time, MCD would be at liberty to take action as per Law including revocation of sanctioned building plan.

DEPONENT

**VERIFICATION :**

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed there from.

DEPONENT

**Municipal Corporation of Delhi**  
**Office of the Superintending Engineer (Bldg.)HQ**  
**Town Hall, Chandni Chowk, Delhi-06.**

No. D/41/SE (B)HQ/09

Date:- 27/05/09

**CIRCULAR**

The following guidelines in consultation with the Technical Committee of DDA and the Town Planning Department of the Municipal Corporation of Delhi are issued to all concerned for processing applications/cases for approval of Building Plans on notified streets under mixed use regulations :

1. The Building Plans on notified commercial streets/roads can be sanctioned for commercial use/partly commercial/partly residential/ fully residential as per the choice of the applicant.
2. The Development Control Norms prescribed for residential building as per MPD-2021 its amendments shall be applicable on the plots abutting notified roads. In the cases of plot abutting Notified Commercial Streets, a note regarding Development Control Norms be given on the Building Plans stating that "this is a one time facility for plot allottees/owners in such commercial areas/streets and shall not be construed as relaxation of the Development Control Norms in future" as per MPD 2021 amended clause No. 15.12.3 (iv)
3. The activities permitted in the Local Shopping Centre shall be allowed while sanctioning Building Plans on notified commercial streets.
4. Activities permitted on mixed use streets under mixed use regulations in MPD 2021/its amendments shall be allowed in the case of plot abutting in mixed use streets on ground floor only and upper floors shall be for the residential use.
5. One time conversion charges as per notification dated 22.06.2007 and as amended from time to time shall be charges for the area being sanctioned for commercial use on notified commercial streets.
6. The parking space shall be provided within the plot @ 2ECS/100 sq.m. of the proposed built up area of the entire plot in the case of plots abutting notified commercial streets. These parking norms shall be ensured even if the Building Plans are being considered as partly residential, partly commercial or fully residential.
7. In case of plots abutting on mixed use street, the parking space shall be provided within the plot @2ECS/100sq.m. of proposed built up area of ground floor. Parking shall be provided for residential portion of upper floors as per MPD 2021 i.e.@ 1ECS/100 sq.m. of built up area for plots of area more than 300 sq.m. total @ 2ECS sq.m. for plot area between 250 and 300 sq.m. no parking required for plot of area less than 250 sq.m These parking norms shall be ensured within the plot even if the Building Plans are being considered as partly residential, partly commercial or fully residential for the ground floor portion.
8. In case where Building Plans were sanctioned for residential use but constructed as commercial before getting the completion certificate the revised Building Plans indicating the residential and commercial use shall be submitted after incorporating the required parking as per commercial norms within the plot as mentioned in above paras for sanction of revised Building Plans thereafter for issue of completion certificate, the required parking shall be provided within the plot.
9. In case of property which are already built up and the use of the premises is changed from residential to commercial on notified/mixed use streets or commercial streets, parking is to be provided on total plot area as per notification dated 22<sup>nd</sup> June, 2007 till an amendment is issued in this regard. However, plot owners who come for sanctioning of Building Plans including

addition and alteration shall provide for parking within the plot @ 2 ECS/100 sq.m. of the proposed built up area under commercial use.

10. The basement can not be sanctioned as commercial on notified roads (free of FAR). If sanctioned as commercial the same shall be counted in FAR subject to relevant provision of building bye laws, structural safety and fire safety clearance, after ensuring the required parking first.
11. In case of existing basement being used as commercial prior to notification of MPD 2021, the same shall be regularized as per clause 15.12.3 (vii) of MPD - 2021 as amended vide notification dated 12/08/2008.
12. The Building Plans can not be sanctioned for "Other Activities" as per clause 15.7 of MPD 2021 as permitted under mixed use regulations. However, the initial approval to the Building Plans can be accorded for residential use & subsequently it could be used for other activities subject to the condition laid down in MPD 2021, including payment of conversion and parking charges.

This issues with the approval of Commissioner, MCD.

**S.E. (B)HQ**

**Distribution:-**

1. All Zonal Deputy Commissioners.
2. Engineer-in-Chief
3. Chief Town Planner.
4. All Zonal Suptdg. Engineers.
5. All Executive Engineer (Bldg.)
6. Director (Press & Information)

**Copy for information**

1. Secy. to Commissioner
2. All Addl. Commissioners
3. Addl. Commissioner (S&JJ)
4. Chief Vigilance Officer

**Copy also for information:-**

1. Mayor
2. Deputy Mayor
3. Chairman, Standing Committee
4. Leader of the House.
5. Leader of the Opposition.

**AFFIDAVIT / UNDERTAKING**  
(For Notified Mixed Use Street / Stretch)  
(On stamp paper of Rs.100/- & duly attested from Notary)

I we, \_\_\_\_\_ S/o Shri \_\_\_\_\_ R/o  
House No. \_\_\_\_\_ Block No. \_\_\_\_\_  
situated at \_\_\_\_\_ do hereby solemnly affirm and  
declare as under :-

- 1 That I /we proposed to construct a building for mixed use over the plot  
No. \_\_\_\_\_ falling in notified  
commercial / mixed land street / stretch as per notification.
- 2 That I / we further undertake and declare that in case the notified road  
quashed by the Hon'ble Supreme Court of India, no equity on this  
account shall be claimed.
- 3 I / we further undertake that above construction is made or to be made  
which in turn is sold or transferred to any other person, the stipulation  
regarding non-claim of equity shall also be applicable on such person on  
above terms.
- 4 I / we further undertake that the Municipal Corporation of Delhi shall be  
kept harmless in such eventualities.

DEPONENT

**Verification :**

I / we the above named deponent do hereby affirm and verify that affidavit  
/ undertaking and its content are true to the best of my knowledge. Verified at  
Delhi on this day \_\_\_\_\_ of \_\_\_\_\_.

DEPONENT



**MUNICIPAL CORPORATION OF DELHI  
TOWN PLANNING DEPARTMENT  
13<sup>th</sup> FLOOR, E- BLOCK : CIVIC CENTRE : NEW DELHI**

**No.TP/G/3425/2011**

**Dated : 28.9.2011**

**CIRCULAR**

**Sub:-SANCTION OF BUILDING PLANS IN SPECIAL AREA.**

Master Plan-2021 has designated Walled City, Walled City Extensions and Karol Bagh as Special Areas.

1. Delhi Development Authority vide notification No.F.3(28)/2008/MP/Part dated 17<sup>th</sup> January, 2011 has notified the 'building regulations for Special Area, Unauthorised Regularised Colonies and Village Abadis, 2010'.
2. Building plans in Special Area, Unauthorised Regularised Colonies and Village Abadis, (rural-urban) will be considered only for the plots which form part of approved/notified layout plan of the area by the competent authority. The area in respect of which, there is no approved layout plan, shall be governed by the provisions of Master Plan/Zonal Development Plan. This shall be the responsibility of the residents/RWA to prepare layout plan and get it approved from the local body. All existing exemptions with respect to sanctioning of building plans in the village abadis will cease to exist from the date of notification of these regulations.
3. As per the above provisions, the areas in respect of which there is no approved layout plan, shall be governed by the provisions of Master Plan/Zonal Development Plan. For many areas falling in Special Area, there are no layout plans particularly in Walled City and Walled City Extension. In such areas where there are no approved layout plans, the sanction of building plan is required to be governed by the provisions of Master Plan/Zonal Development Plan. Building plans, therefore, shall be sanctioned as per the provisions of Mater Plan/Zonal Development Plan without insisting upon approval of layout plan.
4. MPD-2021 envisages preparation of redevelopment plans and schemes for Special Area. The areas for which redevelopment schemes are prepared and duly notified for implementation, the sanction of building plan shall be governed by the provisions of redevelopment scheme/plan.
5. The number of dwelling units, FAR, height of building, basement and other conditions shall be as per MPD-2021 norms for residential plotted development. However, full ground coverage will be permissible and setbacks will not be insisted upon (Refer para 4.4.3 A of MPD-2021).
6. At the time of submission of application for sanctioning of the Building Plans, the ownership documents and other affidavits etc. shall be in conformity with the Building Bye Laws/to the satisfaction of the Local Body. (Refer compendium separately prepared by MCD).
7. For the areas where there is no layout plan/redevelopment plan/scheme available, the right of way for trafficable road shall be 30' and for non-trafficable road, it shall be 15'. Equal widening shall be taken on both sides in case there is no alignment plan of the road.

Other provisions of notification of 17.1.2011 wherever applicable, shall be followed.

This issues with the approval of competent authority.

**Sd/-**  
**ADDITIONAL COMMISSIONER(ENGG.)**

**Distribution :-**

1. All Addl. Commissioners
2. Chief Vigilance Officer
3. All Dy. Commissioners of the Zones
4. Engineer-in-Chief
5. Chief Town Planner
6. Chief Law Officer
7. Chief Engineer(Bldg.)HQ
8. Superintending Engineer(Bldg.)HQ

**Copy to:-**

P.S. to Commissioner – for kind information of the Commissioner pl.

**Copy for kind information also to:-**

1. Hon'ble Mayor
2. Chairman-Standing Committee
3. Leader of the House
4. Leader of the Opposition.

**Sd/-**  
**ADDITIONAL COMMISSIONER(ENGG.)**

**MUNICIPAL CORPORATION OF DELHI**  
**TOWN PLANNING DEPARTMENT**  
**13<sup>th</sup> FLOOR, E- BLOCK : CIVIC CENTRE : NEW DELHI**

No TP/G/3426/2011

Dated :28.9.2011

**CIRCULAR**

**Sub:- SANCTION OF BUILDING PLANS IN VILLAGE ABADIS.**

1. Delhi Development Authority vide notification No.F.3(28)/2008/MP/Part dated 17<sup>th</sup> January, 2011 has notified the 'building regulations for Special Area, Unauthorised Regularised Colonies and Village Abadis, 2010'.
2. Building plans in Special Area, Unauthorised Regularised Colonies and Village Abadis, (rural-urban) will be considered only for the plots which form part of approved/notified layout plan of the area by the competent authority. The area in respect of which, there is no approved layout plan, shall be governed by the provisions of Master Plan/Zonal Development Plan. This shall be the responsibility of the residents/RWA to prepare layout plan and get it approved from the local body. All existing exemptions with respect to sanctioning of building plans in the village abadis will cease to exist from the date of notification of these regulations.
3. As per the above provision, the areas in respect of which, there is no approved layout plan, shall be governed by the provisions of Master Plan/Zonal Development Plan. In case of village abadis, the building plans shall be sanctioned on the basis of provision of Master Plan/Zonal Development Plan and Redevelopment Plan, wherever available, since there are no approved layout plan available for these area.
4. As per MPD-2021, landuse of village abadis (Lal Dora) located in any use zone is residential. The building plans, therefore, shall be sanctioned for the village abadis (Lal Dora) as per the provisions given in Master Plan/Zonal Development Plan and Redevelopment Plan, if available, without insisting upon the approval of layout plan.
5. As substantial proof of ownership, an affidavit by the applicant supported by certification of the correctness w.r.t. size, shape, area, ownership and single identity of the plot in question, alongwith its location within Lal Dora certified by the Revenue Authorities, shall be admissible for the sanction of building plans. In addition, the applicant shall submit an indemnity bond indemnifying MCD from any dispute w.r.t. ownership, shape, size, the extent of the plot on which the sanction of building plan is sought. In case of extended Lal Dora, the applicant shall submit proper record of ownership as per para 3(II) of the regulations.
6. The minimum ROW of the street shall be maintained as 4.5 mtrs.or as prescribed in Redevelopment Plan and widening, if any, shall be shown on the proposed plan.
7. The number of dwelling units, FAR, height of building, basement and other conditions shall be as per MPD-2021 norms for residential plotted development. However, full ground coverage will be permissible and setbacks will not be insisted upon (para 4.4.3 A of MPD-2021).
8. The owner shall follow structural safety requirements and will also ensure structural safety of the adjoining buildings as per the provisions of BIS/Building Bye-Laws (Refer Clause 18 of Part-III of BBL, 1983).
9. Group Housing shall be permissible as per MPD-2021 norms subject to provisions in the Local Area Plan/Redevelopment Plan by the concerned Local Body, clearance by the Revenue Deptt., Services Deptt./Fire Department etc.

Other provisions of notification of 17.1.2011 wherever applicable, shall be followed.

This issues with the approval of competent authority.

**Sd/-**  
**ADDITIONAL COMMISSIONER(ENGG.)**

**Distribution :-**

1. All Addl.Commissioners
2. Chief Vigilance Officer
3. All Dy.Commissioners of the Zones
4. Engineer-in-Chief
5. Chief Town Planner
6. Chief Law Officer
7. Chief Engineer(Bldg.)HQ
8. Superintending Engineer(Bldg.)HQ

**Copy to:-**

P.S. to Commissioner – for kind information of the Commissioner pl.

**Copy for kind information also to:-**

1. Hon'ble Mayor
2. Chairman-Standing Committee
3. Leader of the House
4. Leader of the Opposition.

**Sd/-**  
**ADDITIONAL COMMISSIONER(ENGG.)**