

GOVERNMENT OF ASSAM
URBAN DEVELOPMENT DEPARTMENT
ASSAM SECRETARIAT, C- BLOCK, 1st FLOOR
DISPUR: GUWAHATI-781 006

Dated Guwahati, the 1st November, 2016

NOTIFICATION

NO: UDD(M)102/2015/pt/94: In pursuance to the Assam Ease of Doing Business Act, 2016 (Assam Act V of 2016), the Governor of Assam is pleased to notify the following uniform application form to be used for the purpose of erection, re-erection or to make any material alteration in a Building.

This will apply to all Municipal boards, Town Committees and Development Authorities in the state of Assam

Form 1

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

**Application Category: a) New Building b) Re Erect c) Material
Alteration**

Applicant Information:

Applicant Name:

Applicant Address:

Father / Mother Name:

Spouse Name:

Mobile No:

Email Id:

Pan No:

Detail of Proposed Site:

Name of the Owner of the Land:

Name of the Joint Owner: (Add more if necessary)

House / Plot No:

Dag No(New):

Dag No(Old):

Patta No:

Mouza:

Ward No:

Municipality / Gaon Panchayat Name:

Zone:

Revenue Village:

Locality:

Land use:

Road / Street Name:

Width of the Road (in mtrs):

Name of owners of adjoining Land:

a) North:

b) South:

c) East:

d) West:

Details of Building Plan:

Building Category:

Proposed Use:

Plot Area: (Patta Land recorded area in Sq Mtr)

Document / Building Area (in Sq Mtr)

Type of Construction:

No of Floors:

Margin Set back:

a) North:

b) South:

c) East:

d) West:

Cantilever:

a) North:

b) South:

c) East:

d) West:

Parking Details:

Area	Total No	Total Area (in Sq Mtrs)
Basement		
Ground		
Open		

Area of Floors: (Click Add additional floor, if necessary)

Floor	Area (in Sq Mtr)	Floor	Area (in Sq Mtr)	Floor	Area (in Sq Mtr)
Ground		Third		Sixth	
First		Fourth		Seventh	
Second		Fifth		Eight	

Total Area in Sq Mtr:

Boundary Wall details (in mtrs):

Length :

Height:

Is there any future provision for

(i) Vertical extension If yes No. of floors :

(ii) Horizontal extension If yes No of Rooms:

Detail of Registered Technical Person:

Registration No:

Name of RTP

Mobile No:

Email Id:

Fees to be paid:

Declaration

I/We hereby give notice that I intend to erect/re-erect or to make alteration in the House the details as given above which is in accordance with the Building Byelaws of Assam and I/We forward herewith, the following plans and specifications duly signed by me and Registered Technical person duly appointed by us, who have prepared the plans, statements/documents (as applicable). I/We request that the construction may be approved and permission accorded to me to execute the work. I hereby also declare that the contents of the above application and the enclosures are true and correct to my/our knowledge. No part of it is false and nothing has been concealed there from.

I agree

Name of the Applicant _____

Date: _____

List of Documents to be submitted / uploaded:

- a) A copy of site plan and building plan as required by building bye laws, ASSAM, and drawn by Technical Personal registered in MB/TC.
- b) Photostal Copy of land document (Such as land deed, Mutation order or Patta). The photocopy is to be self-attested.
- c) Structural Certificate (as per building bye laws of 2006) issued by Technical/Personal/Group Agency Registered in MB/TC.
- d) Service Plan for building when it is above 12:00 m high.
- e) For boundary wall permission; an undertaking through affidavit shall be required particularly for road side wall.
- f) Key plan of the location.
- g) Soil test report (Geo-Technical Report) in case of building above 12.00 m high.
- h) Trace Map
- i) Receipt copy of up to date property tax

This will come into force with immediate effect.

Sd/- (Dr. Ravi Kota, IAS)
Commissioner and Secretary to the Govt. Assam,
Urban Development Department

Copy forwarded for information to :

Memo No : UDD(M)102/2015/pt/94-A.

Dated Dispur the 1st November, 2016.

1. Commissioner and Secretary, Industries & Commerce, Assam
2. P.S to Minister of Industries & Commerce, Assam
3. P.S to Chief Secretary to the Government of Assam
3. Concerned Department


Secretary to the Government of Urban
Development Department, Dispur, Assam