

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

Dated, Dispur, the 01st November, 2016

**NOTIFICATION**

No: UDD(M)102 2015 Pt-103 : In pursuant to the Assam Ease of Doing Business Act, 2016 ( Assam Act V of 2016) , the Governor of Assam is pleased to notify the following procedure for obtaining building permission as provided in the Assam Notified Urban Areas (other than Guwahati) Building Rules, 2014

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

**PROCEDURE FOR OBTAINING BUILDING PERMIT**

Every person who intends to erect, re-erect or make alternation in any place a building or demolish any building shall give notice in writing to the Authority of his intention in the prescribed Form and such notice shall be accompanied by plans and statements.

**Exemption:** All Government (Central and State) or Semi Government Department except the Defence Department shall also forward copies of their plans to the Authority complying with all the provisions of these rules.

Information accompanying application.

The application shall be accompanied by the location plan, site plan, sub-division / layout plan, building plan, services plan, specifications and certificate of supervision, and ownership title.

**Size of Drawing Sheets and Colour of Plans.—**

(1) The size of drawing sheets shall not be less than A2 size (420x594 mm) and font size shall not be less than 12.

**Plans to be submitted for building application.—**

- (1) Key Plan: A key plan drawn to a scale of not less than 1 : 10000 shall be submitted along with notice showing boundary and location of the site with respect of neighborhood land marks, in area where there is no approved layout plans.
- (2) Site Plan: The site plan to be sent along with the application for permit shall be drawn to a scale of 1:200 for plots upto 500 sq.m. in size and on a scale of 1:500 for plots above 500 sq.m. in size. The plan shall show the following :-
  - (i) the boundaries of the site and any contiguous land belonging to the owner thereof;
  - (ii) the position of the site in relation to neighbouring street;
  - (iii) the names of the streets on which the building is proposed to be situated, if any;
  - (iv) all existing buildings standing on, over or under the site;
  - (v) the position of the building and of all other buildings;
  - (vi) all adjacent streets / buildings and premises contiguous to the site, structures notified under the Ancient Monument and Archaeological Sites and Remains (Amendment and Validation) Act, 2010 (Central Act 10 of 2010) and military stations, if any;
  - (vii) the means of access from the street to the building, and to all other building;
  - (viii) space to be left about the building to secure a free circulation of air, admission of light and access;
  - (ix) the width of the street, if any, in front, at the sides or rear of building;
  - (x) the direction of north point relative to the plan of the buildings;
  - (xi) any existing physical features such as well, drains, trees, over head electric supply lines etc.;
  - (xii) the ground area of the whole property and the breakup of covered area on each floor with the calculation for percentage covered in each floor in terms of the total area of the plot as required under the Rules governing the coverage of the area;
  - (xiii) parking plans indicating the parking spaces wherever required;
  - (xiv) such other particulars as may be prescribed by the Authority; and
  - (xv) building number or plot number of the property on which the building is intended to be erected.

This will come into force with immediate effect.


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

Copy forwarded for information to :

Memo No. UDD(M)102/2015/pt.103-A:

Dated 1st November,2016.

1. PS to Minister,Industries & Commerce Department, Assam
2. PS to Chief Secretary to the Government of Assam,Dispur,Guwahati-6.
3. PS to the Commissioner & Secretary,Industries & Commerce Department.
4. Concerned Department.



Secretary to the Government of Assam  
Urban Development department,Dispur, Assam.