

Following documents are required to consider an application for Building Plan sanction as complete:

1. Colour 'Passport Photo' of the applicant(s).
2. Digitally signed Applicant Declaration with flooring details for cess.
3. Scanned copy of all the 'Deed of Conveyance' along with site plan are in PDF format (Both side).
4. Scanned copy of the 'Memorandum of Possession letter'.
5. Scanned copy of the Certificate of Record of Title of Land / Building / Dwelling Unit / Shop / any unit.
6. Digitally signed Declaration of Architect.
7. Digitally signed declaration of Civil / Structural Eng.
8. Digitally signed Declaration of Geo tech & Soil test report if building height greater or equal to 15.1 M.
9. Declaration of Town Planner / Urban Designer for projects having plot area more than 2 Ha.
10. NOC from Airport Authority of India.
 - a) For Residential building having height more than 15.1 M and not listed in Height clearance list supplied by AAI.
 - b) For any Non-Residential Building irrespective of height.
11. NOC from West Bengal Fire and Emergency Services.
 - a) For Residential Building having building height of more than 15.1 M
 - b) For any Non-Residential Building irrespective of height.
12. Microwave clearance (if required)
 - a) For Residential Building having building height of more than 15.1 M
 - b) For any Non-Residential Building irrespective of height.
13. Declaration regarding provision of solar energy for all buildings having height more than 15.5 M.

Declaration of solar energy generation in case of all commercial and business buildings having contract demand of more than 1.5 MW and for all other non-residential buildings, large housing societies and Government establishments having total contract demand of more than 500 KW.
14. Digitally signed Architectural drawings, Structural drawings, St calculation and service drawings (Sewerage showing site plan, floor plans, elevations sections, boundary wall and U.G.R details and drainage plan showing position of Dept man hole, water supply drawing with water demand calculation).
15. Digitally signed Master Plan for all residential projects having plot area more than 2 Ha and for all non-residential projects having more than 1 Ha plot area.
16. Structural stability certificate of the concerned Structural Eng. Regarding Structural stability of top slab of U.G.R or basement slap wherever required.
17. Any other document as applicable.