

Modalities for issuance of permission for non-residential use in residential building as per resolution 71st board meeting of NKDA held on 08.08.2025

Responsible Department : Licence & Permission

Documents for reference:

- (i). [Department of UDMA, Government of West Bengal notification No 2287-UD/O/M/HID/5M-36/2014 dated 14.07.2015.](#) (Except Restaurant, Nursing Home, Ceremonial House, Car Show Room Car/Motor Cycle Repairing Centre/Shop, Carpenter Shop & Motor Driving Training School)
↓ (Refer paragraph serial number 15).
- (ii). [Office order dated 22/08/2025 and board meeting resolution on Agenda point no 71.5 of the 71st meeting of NKDA.](#)

- Citizen first to apply: [Provisional No Objection](#) (Stage-I).
(Requisite documents)
 - Updated Property Tax Receipt.
 - Mutation Certificate.
 - Demarcated floor area Plan.
 - Occupancy Certificate/Possession Letter.
 - Approved Completion plan.
 - Deed of Conveyance.
 - Co-operative/Bulk Co-operative - NOC from Secretary must enclose resolutions of its board of Directors.
 - Self-contained flat- [consent to operate](#) non-residential use from dwelling unit members.

If the application is fit for acceptance, Authority will issue Provisional No Objection with the validity of six months – Applicant shall not start any operation involving change of use of any part of the residential building during the validity period of “Provisional No Objection” until issuance of final permission.

- After obtaining all clearances the applicant, having Provisional No Objection shall apply for: [Final Permission](#) (Stage-II).
(Requisite documents)
 - Updated Property Tax Receipt.
 - Trade License.
 - [Structural Stability Certificate.](#)
 - [Other Permission/Licence as applicable for applied Trade from separate Government Office.](#)

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Issue permission fee demand notice to the Applicant.

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Payment verification from Finance Officer, NKDA (It may require 15 working days).

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Final Permission to be issued to the Applicant with the validity period of five years from the date of issuance of the Permission.

Note : Click on the [area marked in blue](#) to open the connected PDF file.


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