

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](#).



Issue permission fee demand notice to the Applicant.



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



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.

Prasenjit Dutta
JOA
29/08/2025
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