

**PROCEDURE IN THE DEPARTMENT OF TOWN AND COUNTRY PLANNING, PUNJAB FOR APPROVAL OF BUILDING PLANS/CONSTRUCTION PERMIT.**

This involves:

1. Change of Land Use
2. Approval of Building Plan

The detailed procedure and comprehensive list of documents for above said approvals is elaborated as under.

Note: It is further clarified that the building plan approval is considered to be the construction permit.

**Service Name**- Sanction of Building Plans for size upto 500 sq. mtrs. (Fresh and Revised)

**Time Limit to provide Service under RTS**- 15 Working Days after the submission of complete documents.

**Level**- District Town Planner

<b>Name of office</b>	<b>Name of Officer</b>	<b>Nature of Work</b>	<b>No. of Days</b>
<b>District Town Planner</b>	<b>1. o/o District Town Planner</b>	<ul style="list-style-type: none"><li>• Receipt and diary of the case.</li></ul>	1
	<b>2. Planning Officer</b>	<ul style="list-style-type: none"><li>• Submission of field inspection by Planning Officer</li><li>• Scrutiny of Building Plans submitted by the applicant with respect to PUDA Building Rules, C.L.U. approval and permissions granted by other departments and preparation of report.</li></ul>	3 3
	<b>3. Patwari</b>	<ul style="list-style-type: none"><li>• Scrutiny of CRO report and revenue documents</li></ul>	2
	<b>4. Assistant Town Planner</b>	<ul style="list-style-type: none"><li>• Scrutiny of report/comments submitted by Planning Officer and submission of report to D.T.P.</li></ul>	4
	<b>5. District Town Planner</b>	<ul style="list-style-type: none"><li>• Issuance of approval/Refusal to the applicant.</li></ul>	2
<b>Total No. of Days</b>			<b>15 working days</b>

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS**

1. **Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)**
2. **Approved Layout plan copy of the project Drawing no. \_\_\_\_\_ .**
3. **Zoning plan of project with khasra nos. Drawing no. \_\_\_\_\_.**
4. **Copy of approval of CLU granted by competent authority showing khasra wise area detail.**
5. **Any other document if required.**

**Service Name- Sanction of Building Plans upto 5000 sq. mtrs. (Fresh and Revised)**

**Time Limit to provide Service- 15 Working Days** after the submission of complete documents.

**Level- Senior Town Planner**

<b>Name of office</b>	<b>Name of Officer</b>	<b>Nature of Work</b>	<b>No. of Days</b>	<b>Total No. of Days in Concerned Office</b>
<b>Senior Town Planner</b>	<b>1. o/o Senior Town Planner</b>	<ul style="list-style-type: none"><li>• Sending the documents to concerned D.T.P. office for field report and receipt of documents by D.T.P. office.</li></ul>	1	1
<b>District Town Planner</b>	<b>2. o/o District Town Planner</b>	<ul style="list-style-type: none"><li>• Receipt and diary of the case</li></ul>	1	7
	<b>3. Planning Officer</b>	<ul style="list-style-type: none"><li>• Site Inspection and submission of report to A.T.P.</li></ul>	3	
	<b>4. Patwari</b>	<ul style="list-style-type: none"><li>• Scrutiny of revenue documents and ownership as per approved CLU</li></ul>	1	
	<b>5. Assistant Town Planner</b>	<ul style="list-style-type: none"><li>• Scrutiny of field report submitted by Planning Officer and submission of office report to D.T.P.</li></ul>	1	
	<b>6. District Town Planner</b>	<ul style="list-style-type: none"><li>• Scrutiny of office report submitted by A.T.P. and forwarding the report to S.T.P. office.</li></ul>	1	
<b>Senior Town Planner</b>	<b>7. o/o Senior Town Planner</b>	<ul style="list-style-type: none"><li>• Receipt and diary of the case</li></ul>	1	7
	<b>8. Planning Officer</b>	<ul style="list-style-type: none"><li>• Scrutiny of Building Plans with respect to the report received from D.T.P. office, PUDA Building Rules, CLU approval and permissions granted by other departments and submission of the report to A.T.P.</li></ul>	3	
	<b>9. Assistant Town Planner</b>	<ul style="list-style-type: none"><li>• Scrutiny of report/comments submitted by Planning Officer and</li></ul>	2	

		submission of report to S.T.P..		
	<b>10. Senior Town Planner</b>	<ul style="list-style-type: none"> <li>• Issuance of approval/Refusal to the applicant.</li> </ul>	1	
<b>Total No. of Days</b>			<b>15 working days</b>	

#### **CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS**

1. **Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)**
2. **Approved Layout plan copy of the project Drawing no. \_\_\_\_\_ .**
3. **Zoning plan of project with khasra nos. Drawing no. \_\_\_\_\_.**
4. **Copy of approval of CLU granted by competent authority showing khasra wise area detail.**
5. **Any other document if required.**

**Service Name- Sanction of Building Plans for 5000-10,000 sq. mtrs. (Fresh and Revised)**

**Time Limit to provide Service- 45 Working Days after the submission of complete documents.**

**Level- Chief Town Planner**

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days in Concerned Office
Chief Town Planner	1. o/o Chief Town Planner	<ul style="list-style-type: none"> <li>Sending the documents to concerned D.T.P. office for field report and receipt of documents by D.T.P. office.</li> </ul>	1	1
District Town Planner	2. o/o District Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	1	9
	3. Planning Officer	<ul style="list-style-type: none"> <li>Site Inspection and submission of report to A.T.P.</li> </ul>	3	
	4. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of field report submitted by Planning Officer and submission of office report to D.T.P.</li> </ul>	3	
	5. District Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of office report submitted by A.T.P. and forwarding the report to S.T.P. office.</li> </ul>	2	
Senior Town Planner	6. o/o Senior Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	1	7
	7. Planning Officer	<ul style="list-style-type: none"> <li>Scrutiny of report received from D.T.P. office and submission to A.T.P.</li> </ul>	2	
	8. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by Planning Officer and submission of report to S.T.P..</li> </ul>	3	
	9. Senior Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of office report submitted by A.T.P. and forwarding the report to C.T.P. office.</li> </ul>	1	
Chief Town Planner	10. o/o Chief Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	1	28
	11. Planning Officer	<ul style="list-style-type: none"> <li>Scrutiny of Building Plans with respect to the report received from S.T.P. office, PUDA Building Rules, CLU approval and permissions granted by other departments and</li> </ul>	9	

		submission of the report to A.T.P.		
	<b>12. Patwari</b>	<ul style="list-style-type: none"> <li>Scrutiny of revenue documents and ownership as per approved CLU</li> </ul>	3	
	<b>13. Assistant Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by Planning Officer and submission of report to D.T.P..</li> </ul>	7	
	<b>14. District Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by A.T.P. and submission of report to S.T.P..</li> </ul>	3	
	<b>15. Senior Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by D.T.P. and submission of report to C.T.P..</li> </ul>	3	
	<b>16. Chief Town Planner</b>	<ul style="list-style-type: none"> <li>Issuance of approval/Refusal to the applicant</li> </ul>	2	
<b>Total No. of Days</b>			<b>45 working days</b>	

#### CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS

1. Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)
2. Approved Layout plan copy of the project Drawing no. \_\_\_\_\_ .
3. Zoning plan of project with khasra nos. Drawing no. \_\_\_\_\_.
4. Copy of approval of CLU granted by competent authority showing khasra wise area detail.
5. Any other document if required.

**Service Name- Sanction of Building Plans for size of more than 10,000 sq. mtrs. (Fresh and Revised)**

**Time Limit to provide Service- 60 Working Days** after the submission of complete documents.

**Level- Chief Town Planner**

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days in Concerned Office
Chief Town Planner	1. o/o Chief Town Planner	<ul style="list-style-type: none"> <li>Sending the documents to concerned D.T.P. office for field report and receipt of documents by D.T.P. office.</li> </ul>	1	1
District Town Planner	2. o/o District Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	1	18
	3. Planning Officer	<ul style="list-style-type: none"> <li>Site Inspection with respect to approved Building Plans.</li> <li>Preparation and submission of technical report to A.T.P.</li> </ul>	3 7	
	4. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of field report submitted by Planning Officer and submission of office report to D.T.P.</li> </ul>	5	
	5. District Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of office report submitted by A.T.P. and forwarding the report to S.T.P. office.</li> </ul>	2	
Senior Town Planner	6. o/o Senior Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	1	7
	7. Planning Officer	<ul style="list-style-type: none"> <li>Scrutiny of report received from D.T.P. office and submission to A.T.P.</li> </ul>	2	
	8. Assistant Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by Planning Officer and submission of report to S.T.P..</li> </ul>	3	
	9. Senior Town Planner	<ul style="list-style-type: none"> <li>Scrutiny of office report submitted by A.T.P. and forwarding the report to C.T.P. office.</li> </ul>	1	
Chief Town Planner	10. o/o Chief Town Planner	<ul style="list-style-type: none"> <li>Receipt and diary of the case</li> </ul>	1	34
	11. Patwari	<ul style="list-style-type: none"> <li>Scrutiny of revenue documents and ownership as per approved CLU</li> </ul>	3	

	<b>12. Planning Officer</b>	<ul style="list-style-type: none"> <li>Scrutiny of Building Plans with respect to the report received from S.T.P. office, PUDA Building Rules, CLU approval and permissions issued by other departments and submission of the report to A.T.P.</li> </ul>	15	
	<b>13. Assistant Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by Planning Officer and submission of report to D.T.P.</li> </ul>	6	
	<b>14. District Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by A.T.P. and submission of report to S.T.P.</li> </ul>	5	
	<b>15. Senior Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report/comments submitted by D.T.P. and submission of report to C.T.P.</li> </ul>	2	
	<b>16. Chief Town Planner</b>	<ul style="list-style-type: none"> <li>Issuance of approval/Refusal to the applicant</li> </ul>	2	
<b>Total No. of Days</b>			<b>60 working days</b>	

#### **CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR APPROVAL OF BUILDING PLANS**

- 1. Building plan drawings (Site Plan, Building Floor Plans ,Elevation & Sections drawn to a readable and manageable scale)**
- 2. Approved Layout plan copy of the project Drawing no. \_\_\_\_\_ .**
- 3. Zoning plan of project with khasra nos. Drawing no. \_\_\_\_\_.**
- 4. Copy of approval of CLU granted by competent authority showing khasra wise area detail.**
- 5. Any other document if required.**