

**APPENDIX - I**

**ANDHRA PRADESH CAPITAL REGION DEVELOPMENT AUTHORITY**

**BUILDING PERMISSION APPLICATION FORM**

<b>FILE No.</b>	
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<b>Date:</b>	____.____.____
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**To,**  
The Commissioner,  
APCRDA  
Vijayawada

(Use CAPITAL LETTERS only)

A		ADDRESS OF THE APPLICANT						
1	Name							
2	Door No./Flat No.							
3	Road/Street							
4	Village & Mandal							
5	City/ Town							
6	District						PIN	
7	Phone / Mobile No.							
8	e-mail							

B		LOCATION OF THE PROPOSED SITE	
1	Plot Nos.		
2	Sanctioned Layout No. / LRS No.		
3	Survey No./Village		
4	Premises / Door No.		
5	Road/ Street		
6	Ward No./ Block No.		
7	Locality		
8	Circle/ Division		
9	City/ Town/ District		

C		DETAILS OF THE PROPOSED CONSTRUCTION				
1	Site Area (in Sq. m)	(a) As per Documents	(b) As per submitted Plan	(c) Road Widening Area	(d) Net Area	
2	No. of Floors	Cellar	Stilt	Ground	Upper Floors	Total
3	Floor Area (in Sq.m)					
4	Parking floor area					
5	Use of the Building	Individual Residential/ Group Housing/ Commercial/ Institutional/ Row Housing / Others (specify) _____				

DETAILS OF THE LICENSED TECHNICAL PERSONNEL:			
Sl. No	Name	Address	License No.
1	..... Builder / Developer		
2	..... Architect/ Engineer/ Surveyor		
3	..... Structural Engineer		

**CERTIFICATE**

I/ we declare that I am / we are the absolute/ owner/ owners/ lessee of the land on which I/we intend to erect the Building and am / are enclosing copies of relevant document of ownership/ lease certified by Magistrate/ Notary public/ a Gazetted Officer authorized by the Commissioner in this behalf.

I/ we have gone through the Building Regulations made under the provisions of the A.P. Building Rules-2012 and have satisfied myself/ ourselves that the site and building plans are in accordance with provisions contained therein.

Sl.No.	Name of Owner / Developer / License Technical Personnel	Signature
1	Owner / Owners / Lessee / Authorised Agent	
2	Builder / Developer	
3	Architect/ Engineer/ Surveyor	
4	Structural Engineer	

**APPENDIX –II**

Notarised under taking to be executed  
On Rs.100/- N.J. Stamp Paper

**ROAD WIDENING UNDERTAKING**

This undertaking is executed on this the ..... day of .....  
by.....  
W/o.....R/o..... Situated at  
..... herein after called the 1<sup>st</sup> party which term shall include their  
legal heirs, successors, assigns and tenants in favour of the Commissioner, APCRDA, herein after called the 2<sup>nd</sup>  
party which term shall include his representatives, agents, officials, staff of  
APCRDA.

WHEREAS, the 1<sup>st</sup> party has applied to the 2<sup>nd</sup> party for permission to construct residential /  
commercial..... consisting of .....floors at Plot /  
H.No..... situated ..... WHEREAS,  
the 2<sup>nd</sup> party has put in a condition that:

The land and the existing structures are/is getting effected in road widening throughout the frontage of the  
plot admeasuring.....Sq.m should be surrendered to the APCRDA for road widening before releasing the  
approved plan free of cost without claiming any compensation towards the land and the structures existing on the  
road widening site.

The first party in token of accepting the above conditions hereby undertake that they are herewith handing  
over the physical possession of the strip of land to the Commissioner, APCRDA on this day of  
..... at free of cost before commencing the construction without claiming any compensation towards  
land and structures. The above undertaking is executed by me with free will and due consciousness for having  
obtained permission for the construction of residential / commercial building in the Plot / H.No.  
..... situated at .....

**Witness:**

**Parties of 1<sup>st</sup> part**

1)

1)

2)

Sworn & signed before me.

Notary

**APPENDIX – III**

Notarised under taking to be executed  
On Rs.100/- N.J. Stamp Paper

**Declaration – cum – under taking by the Owner**

I / We ..... , S/o., D/o., W/o.,.....  
....., aged ....., Occupation .....  
R/o..... do hereby declare and solemnly affirm as follows:

That I/ We are the owners of the Site Plot/H.No....., situated  
at..... bearing Sy.No....., corresponding to T.S.No....., Block  
No. ...., Wd.No..... of .....Village of..... Mandal  
..... District admeasuring .....Sq.m. and that we have applied for the building  
permission for construction of Residential /Commercial Buildings consisting of  
..... at the above said premises / site.

That I am / we are taking up the construction of the said building by myself / ourselves and that I am / we  
are not entrusting the work to any builder or any other person.

I / We hereby under take that I am / We are solely responsible for execution of the building construction  
work according to plan sanctioned by APCRDA, under the strict supervision of the Architect, Structural Engineer,  
and Site Engineer engaged by me / ourselves for the purpose.

Hence this declaration cum under taking.

In witness therefore, I / We execute this on this the \_\_\_\_\_ day of \_\_\_\_\_.

Place:

DEPONENT

Address:

**Witness**

1)

2)

**APPENDIX – IV**

Notarised under taking to be executed  
On Rs.100/- N.J. Stamp Paper

**Declaration – cum – Under Taking by Owner and Builder**

I / We ....., S/o., D/o., W/o.,.....  
....., aged ....., Occupation .....,  
R/o..... do hereby declare and solemnly affirm as follows:

That I/ We are the owners of the Site at Plot/H.No....., situated  
at..... bearing Sy.No....., corresponding to  
T.S.No....., Block No. ...., Wd.No..... of .....Village  
of..... Mandal ..... District admeasuring .....Sq.m. and that we have  
applied for the building permission for construction of Residential /Commercial Buildings consisting of  
..... at the above said premises / site.

That I / we have entrusted the Construction of the said building to  
.....Builder / Construction firm, the details of which are as given below:

Name of the Builder

Construction Firm .....

Represented by .....

Present Address .....

Permanent Address .....

Regd. No. if any .....

That I am / We are also jointly and severally responsible along with Builders, Architect, Structural and Site  
Engineer, for the execution of building according to sanctioned plan.

That I am / We are fully aware of the provision of the A.P. Building Rules-2012 and I / We undertake to  
abide by the same.

**DEPONENT  
(Owner)**

I / We being individual / firm / company / Society / represented by  
.....as..... address  
..... have been entrusted to construct the building consisting of  
..... for ..... purpose in P.No. .... situated  
at ..... by the owners Sri. / Smt.  
..... On..... by virtue of a  
Regd. Development Agreement (copy of which is enclosed herewith).

We hereby undertake to carryout and complete the construction strictly according to the plan sanctioned  
by ..... (ULB).

We are jointly and severally responsible for the execution of building according to sanctioned plan along  
with owners and Architect, Structural Engineer & Site Engineer engaged by us for the purpose for the purpose of  
supervision.

We are fully aware of all the provisions of A.P. Building Rules-2012 and hereby undertaking to abide by  
the same.

Hence this declaration cum under taking.

In witness therefore, I / We execute this on.....day of.....20....

1. Builders

2. Owners

**Witness:**

1)

2)

**Signatures of the Parties of 1<sup>st</sup> part**

1)

2)

Sworn & signed before me.

Notary

**APPENDIX – V**

Notarised under taking to be  
executed On Rs.100/- N.J. Stamp  
Paper

**Under Taking by Owner and Builder**

This under taking is executed on this ..... day of ..... at  
APCRDA Jointly by:

**I. Owners:**

Sri / Smt. ...., S/o., W/o.,  
D/o....., Aged.....,  
occupation.....R/o. P.No. ....,  
Locality.....

**II.**

**Builders :**

(In case if it is entrusted to builder)

Name of the Builder: .....

Address: .....  
.....

Here in after called the parties of the 1st part, which terms shall include their legal heirs successors, agents, assignees etc.

**In favour of** the Commissioner, APCRDA here in after called the 2<sup>nd</sup> party, which term shall include their representatives, agents, officers and staff of the APCRDA.

Whereas the parties of the 1<sup>st</sup> party have applied for the building permission for the proposed construction of residential / commercial building consisting of ..... at D.No.....situated at .....in accordance with the provisions of A.P. Building Rules-2012.

Whereas the 2<sup>nd</sup> party imposed the following conditions for grant of the building permission:

That the 1<sup>st</sup> party shall not deliver the possession of any part of built up area of the above said building proposed to be constructed at the above site by way of sale / lease, unless and until occupancy certificate is obtained from the 2<sup>nd</sup> party by providing all the regular service connections to each portion of the building requires for occupation.

The 1<sup>st</sup> party in token of accepting the above conditions imposed by 2<sup>nd</sup> party according A.P. Building Rules-2012 hereby undertakes and assures the 2<sup>nd</sup> party that;

We will not deliver the possession of any part of the built up area of building constructed by us to any purchaser or tenant unless & until the occupancy certificate is obtained by us from this 2<sup>nd</sup> party by submitting the following:

- a) Building Completion Notice issued by the Architect duly certifying that the building is completed as per the sanctioned plan.
- b) Structural stability certificate issued by the Structural Engineer duly certifying that the building is structurally safe and the construction is in accordance with the specified designs
- c) An extract of the site registers containing inspection reports of Site Engineer, Structural Engineer and Architect.
- d) Insurance Policy for the completed building for a minimum period of three years.

We the above named deponents do hereby solemnly affirm and certify that we have voluntarily executed, this undertaking with free will signed on this..... day of .....20.. in presence of the following witness.

**Witness:**

**Parties of 1<sup>st</sup> part**

1)

1)

2)

2)

Sworn & signed before me.

Notary

APPENDIX – VI

Notarised under taking to be executed  
On Rs.100/- N.J. Stamp Paper

**UNDER TAKING TO BE GIVEN BY OWNERS, BUILDERS AND LICENCED TECHNICAL PERSONNEL**

This under taking is executed on this.....day of ..... 20... at  
APCRDA Jointly by:

- I. **Owners:**  
Sri / Smt. .... S/o., W/o.,  
D/o....., Aged....., occupation...  
.....R/o. P.No. ....  
Locality.....  
.....
- II. **Builders :**  
(In case if it is entrusted to builder)  
Name of the Builder: .....  
Address: .....  
.....
- III. **Architect:**  
Name of the Architect: .....  
Municipal Reg.No. ....  
Address: .....  
.....
- IV. **Structural Engineer:**  
Name of the Structural  
Engineer: .....  
Municipal Reg.No. ....  
Address: .....  
.....

Here in after called the parties of the 1st part, which terms shall include their legal heirs successors, agents, assignees etc.

**In favour of** the Commissioner, APCRDA, here in after called the 2<sup>nd</sup> party, which terms shall include, their representatives, agents, officers and staff of the APCRDA.

Whereas the persons 1 & 2 being parties of the 1<sup>st</sup> party have applied for the building permission for the proposed construction of residential / commercial building consisting of .....floors at Plot/ H.No..... situated at .....

Whereas the 2<sup>nd</sup> party imposed the following conditions for grant of the building permission:

- I. That the 1<sup>st</sup> party shall employ a site Engineer, who shall maintain a register in which, the site Engineer, Architect and Structural Engineer shall record their comments at regular intervals i.e. at foundation level, and at each roof, slab level, and submit the periodical report to the 2<sup>nd</sup> party.
- II. That the construction work shall strictly be proceeded with under the supervision of the Architect, Structural Engineer and Site Engineer, without which it shall be treated as construction without permission.
- III. That in case Site Engineer / Structural Engineer / Architect is changed during the course of construction or the Architect / Structural Engineer / Site Engineer disassociates themselves with ongoing project, the fact shall immediately be reported to the 2<sup>nd</sup> party i.e. within seven days by registered post / in person along with consent of newly engaged site Engineer / Architect / Structural Engineer.
- V. That all the parties of the 1<sup>st</sup> part viz. Owner, Builder, Architect, Structural Engineer and Site Engineer shall jointly and severely be held responsible for the structural stability during the building construction.



The 1<sup>st</sup> party in token of accepting the above conditions imposed by the 2<sup>nd</sup> party here by under takes and assures that all the above conditions will be strictly adhered too, and if the 1<sup>st</sup> party commits violation of any of the above conditions, the 2<sup>nd</sup> party is at liberty to take action deemed fit.

We the above named deponent do hereby solemnly affirm and certify that we have voluntarily executed, this under taking with free will and signed this ..... day of ..... 20... in presence of the following witness.

**Witness:**

**Signature of the Parties of 1<sup>st</sup> part**

1)

1)

2)

2)

3)

4)

Sworn & signed before me.

Notary

APPENDIX – VII

Notarised under taking to be executed  
On Rs.100/- N.J. Stamp Paper

**GENERAL UNDERTAKING**

This undertaking is executed on this day i.e. .... of  
..... by Sri / Smt. .... S/o. / W/o. /  
D/o.....R/o.....  
.....Situating at ....., herein after  
called the 1<sup>st</sup> Party which term shall include their Legal heirs, successors, agents assignees and tenants in favour  
called the 2<sup>nd</sup> party which term shall include their representatives, agents, officials, staff of APCRDA.

WHEREAS, the 1<sup>st</sup> party has applied for permission for the construction of  
.....in premises No. ....  
situated at ..... Whereas, the 2<sup>nd</sup> party imposed the following conditions for granting the  
permission for the building.

- (A) **PARKING SPACE:** The parking space is provided in the Building Cellar/Stilt floor for parking of vehicles and it should not be converted (or) misused for any other purpose other than parking of vehicles and it should be free from all cross walls / partition walls, and rolling shutters should not be erected at any time in future and the 2<sup>nd</sup> party is at liberty to demolish (or) remove the same without any notice in case, if the 1<sup>st</sup> party violates the undertaking executed.
- (B) **BALCONY PROJECTIONS:** The balconies shall not be enclosed by converting them as toilets/bathrooms or including into rooms by reducing the mandatory open spaces and if any such constructions are made, the same would be removed by 2<sup>nd</sup> party without giving any notices.
- (C) **PAYMENT OF SPECIAL COLLECTION CHARGES FOR GARBAGE:**  
That the 1<sup>st</sup> party should pay special collection charges for garbage disposal as prescribed for garbage refuse collection.
- (D) **PAYMENT OF SPECIAL SANITATION FEE:** That the 1st party should pay special sanitation fee for the routine clearing and desilting of storm water drain.
- (E) **STACKING OF BUILDING MATERIAL & DUMPING OF DEBRIS:** That the 1st party should not stock the building material and dump any debris on the road margin/ footpath or on .....(ULB) or Government land.
- (F) **NO. OF UNITS:** The number of units permitted should not be increased and the building should not be converted into group housing and sold at any time in future.
- (G) **PERCOLATION PITS & TERRACE WATER COLLECTION:** The paved surface around the building shall be provided with percolation pits of 4' x 4' x 4' covering at least 30% of such area and provide terrace water collection and open ground (otherwise required charges to be collected by the ULB).

**THE 1<sup>ST</sup> PARTY IN TOKEN OF ACCEPTING THE ABOVE CONDITIONS IMPOSED BY THE 2<sup>ND</sup> PARTY  
HEREBY UNDERTAKE THAT:**

- (a) The parking space provided in the stilt / cellar for parking of vehicles in the Residential flats / Commercial complex will not be converted (or) misused for any other purpose other than parking and it will be free from any partition walls /cross and rolling shutters will not be provided at any time in future and the 2<sup>nd</sup> party is at liberty to demolish (or) remove the same if provided without any notice.
- (b) That the balconies will not be converted into toilets, bath & WCs, Staircase, landing or convert into rooms etc., and if any such construction is made the 2<sup>nd</sup> party is at liberty remove them without any notice.
- (c) That I / We or Purchaser of the flats / shops etc., will pay the special collection charges for the garbage disposal as prescribed for garbage refuse collection on demand from 2<sup>nd</sup> party.
- (d) That I / We or Purchaser of the flats / shops etc., will pay the special sanitation fees for the routine clearing, desilting of storm water drain on demand from 2<sup>nd</sup> party.
- (e) That I / We will not stock the building materials and do not dump debris on the road margin, foot-path and on Municipal Land and the 2<sup>nd</sup> party is at liberty to remove / seize such material or impose fine on 1<sup>st</sup> party.
- (f) The number of units permitted will not be increased and the building should not be converted into group housing and sold.
- (g) That he / she will provide percolation pits of size not less than 4' x 4' x 4' size in the paved surface of the building, covering at least 30% of such area and the pits shall be filled with small pebbles or brick jelly or river sand and covered with perforated concrete slabs. Further terrace water collection and open ground will be provided depending on the site conditions.

**If the 1<sup>st</sup> party violates any of the above condition, the 2<sup>nd</sup> party is at liberty to take any action deemed fit.**

**FIRST PARTY**

WITNESSES:

- 1.
- 2.

VERIFICATIONS:

I, the above named deponent do hereby solemnly affirm and certify that I have voluntarily executed this Affidavit/Undertaking and that its contents are true to the best of my knowledge.

Verified on this day of ..... at .....

Place:

DEPONENT

Address:

ATTESTED BY:

**APPENDIX – VIII**

**(Under taking with reference to quality of material / workmanship and supervision as per NBC)**

Notarised under taking to be executed On  
Rs.100/-N.J. Stamp Paper

To  
The Commissioner,  
APCRDA,  
Vijayawada

Sir,

I hereby certify that the erection, re-erection of material, alteration, demolition in/of building premises No..... shall be carried out under the supervision and further I certify that all designs, constructions and the materials (type and grade and workmanship) of the work shall be generally in accordance with the general and detailed specifications submitted along with and as per standards specified by the National Building Code and Bureau of Indian Standards and that the work shall be carried out according to the sanctioned plan.

We, the undersigned are held responsible for structural and other safety of the building during construction and after completion. The structural design including Geo-Technical aspects shall be in accordance with the National Building Code of India. All materials and workmanship shall be a good quality confirming to the Bureau of Indian Standards Specifications and codes. Accordingly, the APCRDA can processed for the legal action if any such structural failures occur during of after the construction.

- 1) Signature of the Site Engineer :  
Name and Address with Regn.
  
- 2) Signature of the Architect :  
Name and Address with Regn.
  
- 3) Signature of the Structural Engineer Name and :  
Address with Regn.
  
- 4) Signature of the Builder / Contractor name and :  
Address with Regn.
  
- 5) Signature of the Land Owner :  
name and Address

**Witness:**

1)

2)

Sworn & signed before me.

Notary

**APPENDIX – IX**

<b>FORM FOR SUPERVISION OF BUILDING WORK</b> <i>(Notarised under taking to be executed on Rs.100/- N.J. Stamp Paper)</i>						
To The Commissioner,			Date <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px;">dd</td><td style="width: 20px;">mm</td><td style="width: 20px;">yyyy</td></tr></table>	dd	mm	yyyy
dd	mm	yyyy				
<b>APCRDA.</b>						
<b>Sir / Madam,</b> I hereby certify that the erection, re-erection or material alteration or demolition at House/ Premises No/ Plot as given below shall be carried out under the supervision of a qualified person and I certify that all the materials (Type and grade and the workmanship of the work shall be generally in accordance with the general and detailed specifications submitted along with, and that the work shall be carried out according to the sanctioned plans. <i>(Use CAPITAL LETTERS only)</i>						
<b>A</b>	<b>NAME OF THE APPLICANT</b>					
<b>B</b>	<b>LOCATION OF THE PROPOSED SITE</b>					
1	Plot No.					
2	Sanctioned Layout No. / LRS No.					
3	Survey No.	Village				
4	Premises / Door No.					
5	Ward No.	Block No.				
6	Road/ Street					
7	Locality					
8	Circle	Division				
9	City/ Town	District				
<b>C</b>	<b>DETAILS OF OWNER / DEVELOPER / LICENCED TECHNICAL PERSONNEL</b>					
<b>Sl. No.</b>	<b>Name</b>	<b>Licence No.</b>	<b>Signature</b>			
1	..... Owner / Owners / Lessee / Authorised Agent					
2	..... Builder / Developer					
3	..... Architect/ Engineer/ Surveyor					
4	..... Structural Engineer					
<b>Witness:</b>						
	<b>Name</b>	<b>Signature</b>				
1)						
2)						
Sworn & signed before me.						
Notary						

**APPENDIX – X**  
**ANDHRA PRADESH CAPITAL REGION DEVELOPMENT AUTHORITY**  
**DEVELOPMENT CONTROL**  
**BUILDING PERMIT ORDER**

To  
Sri / Smt

File No

PERMIT No.

Date:

Sir / Madam,

Sub: **Building Permission – Sanctioned – Reg.**

**Ref :** Your Application dated .....

Your application submitted in the reference has been examined with reference to the rules and regulations in force and permission is hereby sanctioned conditionally as detailed below:

<b>A APPLICANT AND LICENSED PERSONNEL DETAILS</b>			
1	Applicant		
2	Developer / Builder		Lic.No.
3	Licensed Technical Person		Lic No.
4	Structural Engineer		Lic.No.
5	Others		

<b>B SITE DETAILS</b>	
1	T.S.No
2	Premises No
3	Plot No
4	Layout / Sub Divn. No.
5	Street
6	Locality
7	Town / City

<b>C DETAILS OF PERMISSION SANCTIONED</b>								
1	Floors	Ground		Upper floors		Parking Floors		
2	Use	No.	Area(m <sup>2</sup> )	No.	Area(m <sup>2</sup> )	Level	No.	Area(m <sup>2</sup> )
a	Residential					Cellar		
b	Commercial					Stilt		
c	Others					U.Floors		
d	No of floors( )							
3	Setbacks (m)	Front		Rear		Side - 1		Side-2
4	Site Area(m <sup>2</sup> )							
5	Road affected area (m <sup>2</sup> )							
6	Net area (m <sup>2</sup> )							
7	Tot-lot area (m <sup>2</sup> )							
8	Height (m)							
9	No.of RWHPs							
10	No.of Trees							
11	Others							

<b>D DETAILS OF FEES PAID (RS.) TOTAL</b>					
1	Building Permit fee		7	Impact fee	
2	Development Charges		8	City Level Infra.Imp.fee	
3	Betterment Charges		9	Compounding fee	
4	Ext.Betterment Charges		10		
5	Sub-Division Charges		11		
6	Open space charges		12		

<b>E OTHER DETAILS :</b>							
1	Contractor's all Risk Policy No.		Dt.		Valid up to		
2	Notarized Affidavit No		Dt.		Floor handed over	Area (m <sup>2</sup> )	
3	Entered in prohibitory property watch register Sl.No.		Dt.		S.R.O		
<b>F</b>	<b>Construction to be Commenced Before</b>						

<b>G</b>	<b>Construction to be Completed Before</b>	
The Building Permission is sanctioned subject to following conditions:		
Commissioner		



**The Building permission is sanctioned subject to following conditions:**

1. **The permission accorded does not confer any ownership rights, At a later stage if it is found that the documents are false and fabricated the permission will be revoked U/s.....Act.**
2. **If construction is not commenced within one year, building application shall be submitted afresh duly paying required fees.**
3. **Sanctioned Plan** shall be followed strictly while making the construction & shall be displayed at the construction site for public view
4. **Commencement Notice** : shall be submitted by the applicant before commencement of the building U/s.....Act.
5. **Completion Notice** : shall be submitted after completion of the building & obtain occupancy certificate U/s.....Act.
6. **Occupancy Certificate** : is compulsory before occupying any building.
7. **Public Amenities** : Such as Water supply, Electricity connections will be provide only on production of occupancy certificate.
8. **Prior Approval should be obtained separately for any modification in the construction.**
9. **Tree Plantation** : shall be done along the periphery and also in front of the premises
10. **Tot-lot** : shall be fenced and shall be maintained as greenery at owners cost before issue of occupancy certificate
11. **Rain Water Harvesting Structure:** (percolation pit) shall be constructed
12. **Space for Transformer** : shall be provided in the site keeping the safety of the residents in view.
13. **Garbage House** : shall be made within the premises.
14. **Cellar and stilts approved for parking:** in the plan should be used exclusively for parking of vehicles without partition walls & rolling shutters and the same should not be converted or misused for any other purpose.
15. No. of units as sanctioned shall not be increased without prior approval of APCRDA at any time in future
16. This sanction is accorded on surrendering of **Road affected portion of the site** to APCRDA at free of cost without claiming any compensation at any time as per the undertaking submitted.
17. **Stocking of Building Materials** on footpath and road margin causing obstruction to free movement of public & vehicles shall not be done, failing which permission is liable to be suspended.
18. The permission accorded does not bar the application or provisions of Urban Land Ceiling & Regulations Act 1976.
19. The Developer / Builder / Owner to provide service road wherever required with specified standards at their own cost.
20. A safe distance between the Building & High Tension Electrical Lines and 1.5mts. for Low Tension electrical line shall be maintained.

21. If greenery is not maintained 10% additional property tax shall be imposed as penalty every year till the condition is fulfilled.
22. . All Public and Semi Public buildings above 300Sq.mts. shall be constructed to provide facilities to physically handicapped persons as per provisions of NBC of 2005.
23. No front compound wall for the site abutting 18m. road width shall be allowed and only Iron grill or Low height greenery hedge shall be allowed.
24. The mortgaged built up area shall be allowed for registration only after an Occupancy Certificate is produced.
25. The Registration authority shall register only the permitted built up area as per sanctioned plan.
26. The Financial Agencies and Institutions shall extend loans facilities only to the permitted built up area as per sanctioned plan.
27. The Services like Sanitation, Plumbing, Fire Safety requirements, lifts, electrical installations etc., shall be executed under the supervision of Qualified Technical Personnel.
28. **Architect / Structural Engineer** if changed, the consent of the previous Architect / Structural Engineer is required and to be intimated to the APCRDA.
29. Construction shall be covered under the contractors all risk Insurance till the issue of occupancy certificate(whenever applicable)
30. **As per the undertaking executed in terms of A.P. Building Rules-2012,**
  - a. The construction shall be done by the owner, only in accordance with sanctioned Plan under the strict supervision of the Architect, Structural Engineer and site engineer failing which the violations are liable for demolition besides legal action.
  - b. The owner, builder, Architect, Structural Engineer and site engineer are jointly & severely responsible to carryout and complete the construction strictly in accordance with sanctioned plan.
  - c. The Owner, Builder, Architect, Structural Engineer and Site Engineer are jointly and severely are held responsible for the structural stability during the building construction and should strictly adhere to all the conditions in the G.O.
  - d. The Owner / Builder should not deliver the possession of any part of built up area of the building, by way of Sale / Lease unless and until Occupancy Certificate is obtained from APCRDA after providing all the regular service connections to each portion of the building and duly submitting the following.
    - i) Building Completion Certificate issued by the Architect duly certifying that the building is completed as per the sanctioned plan.
    - ii) Structural Stability Certificate issued by the Structural Engineer duly certifying that the building is structurally safe and the construction is in accordance with the specified designs.
    - iii) An extract of the site registers containing inspection reports of Site Engineer, Structural Engineer and Architect.
    - iv) Insurance Policy for the completed building for a minimum period of three years

31. **Structural Safety and Fire Safety Requirements** shall be the responsibility of the Owner, Builder/ Developer, Architect and St. Engineer to provide all necessary Fire Fighting installations as stipulated in National Building Code of India, 2005 like;
- i) To provide one entry and one exit to the premises with a minimum width of 4.5mts. and height clearance of 5mts.
  - ii) Provide Fire resistant swing door for the collapsible lifts in all floors.
  - iii) Provide Generator, as alternate source of electric supply
  - iv) Emergency Lighting in the Corridor / Common passages and stair case.
  - v) Two numbers water type fire extinguishers for every 600 Sq.mts. of floor area with minimum of four numbers fire extinguishers per floor and 5k DCP extinguishers minimum 2 Nos. each at Generator and Transformer area shall be provided as per I.S.I. specification No.2190-1992.
  - vi) Manually operated and alarm system in the entire buildings.
  - vii) Separate Underground static water storage tank capacity of 25,000 lits. Capacity.
  - viii) Separate Terrace Tank of 25,000lits capacity for Residential buildings.
  - ix) Hose Reel, Down Corner
  - x) Automatic Sprinkler system is to be provided if the basement area exceed 200 Sq.mts
  - xi) ) Electrical Wiring and installation shall be certified by the electrical engineers to ensure electrical fire safety.
  - xii) Transformers shall be protected with 4 hours rating fire resist constructions
  - xiii) To create a joint open spaces with the neighbours building / premises for maneuverability of fire vehicles. No parking or any constructions shall be made in setbacks area.

By order

COMMISSIONER

Copy to

1. The Development Section Head
2. The Officer concerned, Property Tax Section
3. The Municipal Corporation Engineer/ Municipal Engineer
4. The A.P. TRANSCO.....Circle
5. The Officer concerned, Stamps and Registration Department
6. The Officer concerned, A.P. Fire & Emergency Service Department.

**APPENDIX – XI**

<b>BUILDING COMMENCEMENT NOTICE</b> (To be submitted by Owner/Builder/Developer)									
To The commissioner APCRDA						<b>Date</b>	dd	mm	yyyy
<b>Ref:</b>	<b>Building Permit / Proceedings No</b>				<b>Date</b>	dd	mm	yyyy	
	<b>FILE No.</b>								
<b>Sir / Madam,</b> I/We hereby give notice that the work of the construction will be commenced on (Date) ..... as per the details of the Sanctioned Plan as given below. <i>(Due date for commencement of work is given in Building Permit Order)</i>									
<b>A NAME OF THE APPLICANT</b>									
<b>B LOCATION OF THE PROPOSED SITE</b>									
1	Plot No.								
2	Sanctioned Layout No. / LRS No.								
3	Survey No.		Village						
4	Premises / Door No.								
5	Ward No.		Block No.						
6	Road/ Street								
7	Locality								
8	Circle		Division						
9	City/ Town		District						
<b>C DETAILS OF THE SANCTIONED PLAN</b>									
1	Building Permit / Proceedings No				<b>Date</b>	dd	mm	yyyy	
2	Site Area (m <sup>2</sup> )		As per Documents	As per submitted Plan	Road Widening Area		Net Area		
3	Floors as per Sanctioned Plan		Cellar	Stilt	Ground	Upper Floors			
4	Number								
5	Use								
6	Floor Area (m <sup>2</sup> )								
7	Parking Area (m <sup>2</sup> )								
8	Setbacks (m)		Front	Rear	Side I	Side II			
9	Height (m)								
<b>D DETAILS OF OWNER / DEVELOPER / LICENCED TECHNICAL PERSONNEL</b>									
<b>Sl. No.</b>	<b>Name</b>			<b>Licence No.</b>			<b>Signature</b>		
1	..... Owner / Owners / Lessee / Authorised Agent								
2	..... Builder / Developer								
3	..... Architect/ Engineer/ Surveyor								
4	..... Structural Engineer								

APPENDIX – XII

**ANDHRA PRADESH CAPITAL REGION DEVELOPMENT AUTHORITY  
BUILDING COMPLETION NOTICE**

(To be submitted along with other relevant documents)

<b>To</b> The Commissioner, APCRDA	<b>Date</b> dd    mm    yyyy
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<b>Ref:</b>	Building Permit / Proceedings No	<b>Date</b>	dd	mm	yyyy
	Building Commencement Notice submitted by the Applicant	<b>Date</b>	dd	mm	yyyy
	FILE No.				

I/ We hereby give notice that the erection of the building / erection of works have been completed as per Sanctioned Building Plan. The work has been completed to my/our best satisfaction. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specifications. No provisions of the Building Bye-Laws/Rules, conditions prescribed or orders issued thereunder have been transgressed in the course of the work. I/We hereby enclose the plan of the building completed in all aspects. The land is fit for which it has been developed or redeveloped and the building is fit for use for which it has been erected, re-erected or altered, constructed and enlarged. The necessary occupancy certificate may be issued. Any subsequent changes from Completion Drawings will be the responsibility of the owner(s).

(Use CAPITAL LETTERS only)

<b>A</b>	<b>NAME OF THE OWNER / DEVELOPER</b>
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<b>B</b>	<b>LOCATION OF THE PROPOSED SITE</b>
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1	Plot No.	
2	Sanctioned Layout No. / LRS No.	
3	Survey No.	Village
4	Premises / Door No.	
5	Road/ Street	
6	Ward No.	Block No.
7	Locality	
8	Circle	Division
9	City/ Town	District

<b>C</b>	<b>DETAILS OF THE COMPLETED BUILDING</b>
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1	Building Permit / Proceedings No.	Date	dd	mm	yyyy	
2	a	Due date for completion of the building	Date	dd	mm	yyyy
	b	Date on which completion notice submitted	Date	dd	mm	yyyy
	c	Whether it is completed within the stipulated time	Yes	No		
	d	If No, the Fine to be paid				
3	<b>Site Area (m<sup>2</sup>)</b>	As per Documents	As per submitted Plan	Road Widening Area	Net Area	
4	<b>No. of Floors</b>	Cellar	Stilt	Ground	Upper floors	
	a	As per Sanctioned Plan				
	b	As per Completed Building Plan				
5	<b>Use of the Building</b>					
	a	As per Sanctioned Plan				
	b	As per Completed Building Plan				
6	<b>Floor Area (m<sup>2</sup>)</b>					
	a	As per Sanctioned Plan				
	b	As per Completed Building Plan				
7	<b>Parking Area (m<sup>2</sup>)</b>					
	a	As per Sanctioned Plan				
	b	As per Completed Building Plan				
8	<b>Setbacks(m)</b>	Front	Rear	Side I	Side II	
	a	As per Sanctioned Plan				
	b	As per Completed Building Plan				
	c	Extent of deviation in %				
	d	Fine to be Paid (Rs)				
9	<b>Height (m)</b>	As per Sanctioned Plan	As per Completed Building Plan			

<b>D</b>	<b>DETAILS OF OWNER / DEVELOPER / LICENCED TECHNICAL PERSONNEL</b>
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Sl. No.	Name	Licence No.	Signature
1	Owner / Owners / Lessee / Authorised Agent		
2	Builder / Developer		
3	Architect/ Engineer/ Surveyor		
4	Structural Engineer		

Enclosures:

1. Copy of the Sanctioned Plan
2. Copy of the Building Permit Order
3. Copy of the Completed Building Plan showing the changes if any to Approved Building Plan along with a statement of deviations.
4. Photographs of constructed building showing setbacks on four sides, elevation and roof level
5. Land value certificate issued by the Revenue Department (If deviations are made to Sanctioned Plan)