

Checklist for Addition / Alteration

The following set of documents is to be attached during online application for CTE process along with online payment.

1. Copy of Ownership documents/allotment letter/possession certificate/lease deed (transfer deed in case of transfer), and Dimension plan (key plan) issued by SIIDCUL
2. Appendix 1 - Application to erect, re-erect, demolish or to make material alteration in a building
3. Appendix 2A - Certificate of Undertaking by person holding Project Management responsibility
4. Appendix 2B - Certificate in prescribed format by the Technical person
5. Appendix 3 - Structural design certificate from the Structural Engineers
6. Appendix 4 - Certificate for Hazard safety
7. Online payment of building permit/development fees through payment gateway.
8. Appendix 5 - Self-declaration in the prescribed format
9. Scanned copy of the registration of the licensed technical person as per Appendix 11 duly authenticated with plot No. for which it is submitted
10. Soft copies of Architectural drawings in CAD format (Site Plan, section, Elevation and Building Plan in one file)
11. Approved Building Plan Approval & Approval Certificate for the original plan
12. Soft copies of Structural drawings in one file in .pdf format
13. Approval from the competent authority in case of Hazardous buildings
14. NOCs from Departments (as applicable, case to case basis)

S. No.	Department	S. No.	Department
1	Fire Department	8	NHAI
2	UEPPCB	9	AAI
3	UPCL	10	ASI
4	Irrigation Department	11	Defence
5	Forest Department	12	Jal Sansthan
6	UREDA	13	CGWA
7	District Magistrate	14	PWD