

Approval of Building Plan

Stage at which service applicable (pre-establishment or pre-operation)	Pre establishment (before construction), completion certificate (post construction)
Eligibility	to erect a building and to re erect any building 1. Dwelling house i.e residential buildings. 2. Other than dwelling house intended to be used for educational buildings, institutional buildings, assembly buildings, business buildings, mercantile buildings, industrial buildings, storage buildings, hazardous buildings
Inspection required	yes
Validity	if the erection of the building or the execution of any work within a period of one year from the date on which the erection of the building or the execution of work is sanctioned or is deemed to have been sanctioned, he shall give a fresh notice under sub section (1) of section 343 for fresh sanction
Processing time/timeline	45 days from the date of submission of application

Step by step process

It may be mentioned that the Nagaland Building Byelaws, 2012 was first approved in 2012, to be enforced by the Urban Local Bodies of the State. However the Nagaland Building Byelaws, 2012 could not be enforced due to lack of Technically qualified manpower such as Architects and Engineers etc, in the ULBs, to study/examine the building Plans/Proposals and to take up prescribed procedures necessary for issuing Building Permits/Completion Certificates, etc. Only qualified Engineers and Architects are competent to take up such works.

Acts/ Rules/ Notifications/ Government orders:

The Nagaland Municipal Act, 2001	The provision of this Act and all notifications, rules, regulations, orders, directions and powers issued, made or conferred thereunder, shall cease to apply to areas under Urban Local Bodies in Nagaland.	ACT
The Nagaland Building Byelaws, 2012 (Revised- 2019)	In exercise of the powers conferred by section 479 with the provisions of Section 481 of the Nagaland Municipal Act 2001, the State Government of Nagaland hereby makes the Building Byelaws	Bye Law

Approving Authority:

Name of the Authority	Specific area/State Level	Remarks
Municipal Council or Town Council	3 Municipal Council & 36 Town Council	Urban Local Bodies notified by Nagaland State Government

Required Documents:

Document Name	Description of Document	Mandatory/ Non Mandatory
Title deed of the site	Copy of the Title deed of the site on which the construction or reconstruction is proposed	Mandatory
Reciept	Reciept for having paid the application fee to the Authority	Mandatory
Site Plan	A site plan in triplicate drawn to appropriate scale	Mandatory
Building Plan	The plans in triplicate of all floors of the buildings in meters/feet at a scale of not less than 1:100	Mandatory
Application Form	Information in form and format prescribed	Mandatory

Certificate of Undertaking	Certificate in the prescribed Form No 1 by the "Owner, Developer, Structural Engineer on Record and Architect on Record" Form No 2 by "Architect on Record/ Engineer on Record" Form No 3 by the "Structural Engineer on Record" Form No 4 by the "Construction and Engineer on Record"	Mandatory
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Forms:

Name of the forms	Description
FORM - A	APPLICATION TO CONSTRUCT BUILDING OR EXECUTE ANY WORK
FORM - B	SERVICE CONNECTION CERTIFICATE
FORM NO 1	CERTIFICATE OF UNDERTAKING FOR HAZARD SAFETY REQUIREMENT
FORM NO 2	CERTIFICATE OF UNDERTAKING OF ARCHITECT ON RECORD/ENGINEER ON RECORD
FORM NO 3	CERTIFICATE OF UNDERTAKING OF STRUCTURAL ENGINEER ON RECORD (SER)
FORM NO 4	CERTIFICATE OF UNDERTAKING OF CONSTRUCTION ENGINEER ON RECORD
FORM NO 5	DEVELOPMENT PERMISSION
FORM NO 6	STRUCTURAL DESIGN BASIS REPORT
FORM NO 7	PROGRESS CERTIFICATE
FORM NO 8	PROGRESS CERTIFICATE - FIRST STOREY
FORM NO 9	PROGRESS CERTIFICATE - MIDDLE STOREY IN CASE OF HIGH-RISE BUILDING
FORM NO 10	PROGRESS CERTIFICATE - LAST STOREY
FORM NO 11	COMPLETION REPORT
FORM NO 12	BUILDING COMPLETION CERTIFICATE BY ARCHITECT ON RECORD
FORM NO 13	BUILDING COMPLETION CERTIFICATE BY CONSTRUCTION ENGINEER ON RECORD
FORM NO 14	BUILDING COMPLETION CERTIFICATE BY STRUCTURAL ENGINEER ON RECORD
FORM NO 15	MODEL PROFORMA FOR TECHNICAL AUDIT REPORT

Annexed as Annexure 1

Fees Structure:

sl.no	Type	Rate
1	Type I: Assam type pitched roof with corrugated sheets and timber framed structure or Pitched roof with corrugated sheets and RCC or RB Column and brick wall	Rs 500
2	Type II: RCC Type structure having plinth area less than 3000 sqft	Rs 2000
3	Type III: RCC Type structure having Plinth Area more than 3000 sqft	Rs 3000
4	Type IV: All commercial and utility structures including Filling stations, Cinema, Telephone Towers etc	Rs 5000

Final Certificate:

Form no 11,12,13 & 14

Annexed under Annexure 1