

✘ **Documents to be uploaded for Application of Online Building Plan Sanction:-**

1. Copy of Deed (original scanned copy)
2. Copy of Deed Plan (original scanned copy);
3. Possession Certificate(original scanned copy);
4. Registered power of attorney (if applicable, notarized original scanned copy).
5. Assessment Book Copy (in case of Building under Municipal area);
6. Current Paid up Tax receipt / Tax Clearance Certificate issued by competent authority (original scanned copy) ;
7. Clearance from Infra Division in case of **Industrial Park under WBSIDCL** (NOC to be issued by Estate Manager, WBSIDCL)

Or

Clearance from Company Secretary in case of **SAIP/ JVC** (NOC to be issued by Company Secretary, WBSIDCL)

Or

Clearance from **Govt. of West Bengal** in case of **Calcutta Leather Cluster** (Permission for execution of lease deed from Department of Land & Land Reforms & Refuge Relief & Rehabilitation)

8. Clearance from WBPCB {Consent to Establish (CTE), original scanned copy};
9. Fire Safety Recommendation(FSR) along with drawing duly authenticated by WBF&ES(original scanned copy);
10. Architectural Plan (DWG & pdf.)
11. FAR Calculation Sheet duly signed by Empanelled LBS / LBA (original scanned copy);
12. Structural Drawing (DWG & pdf.);
13. Structural Design Calculation Sheet duly signed by Empanelled Structural Engineer;
14. Structural stability Certificate duly signed by concerned Empanelled Structural Engineer;
15. General Undertaking (Notarized original scanned copy)
16. Indemnity Bond (Notarized original scanned copy)
17. Self- declaration as to existence of existing structure of the plot (if any) (notarized original scanned copy)
18. Self- declaration in respect of Boundary Demarcation (Notarized original scanned copy);