

1.1 Process for Issue of Building Plan Sanction

1	Name of the Department	Town Planning Section, ELCITA
2	Name of the Service	Sanction of Building Plan for residential Dwelling houses / Apartments / Non-Residential Buildings <ul style="list-style-type: none"> a) Consisting of More than Single Basement Floor irrespective of Number of Floors b) Consisting of BF+GF+4 and above Upper Floors. For all the cases where Development Plan is approved by Bangalore Development Authority. (Computerized)
3	Whom to approach for this service (Designated Officer)?	CEO, ELCITA
4	Procedure involved to get this service	<ol style="list-style-type: none"> 1. Filing application through online and submitting hard copy consisting of relevant records and drawings. 2. 2 % of licence fee towards scrutiny / processing charges Subject to a minimum of Rs. 25,000 /-. 3. Issue of Receipt / Acknowledgement 4. Inspection of the Site by Engineer 5. Verification of Documents and Drawing 6. Approval/Rejection by the competent authority 7. Issue of Demand Note to the party for payment of Requisite Fee 8. Receipt of Requisite Fee 9. Issue of Building Plan approval
5	Form to be submitted to get this service	Application form, Schedule II & III, Indemnity bond, Affidavit
6	Who are eligible to get this service?	Any owner of the property in the jurisdiction of Electronics City Industrial Township Area who has <ol style="list-style-type: none"> 1. Sale deed 2. Panchayat/ any Govt. Khata certificate / ELCITA Khata
7	Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. Latest ELCITA Khata certificate 2. Latest Khata extract

		<ol style="list-style-type: none"> 3. Latest Tax paid receipts 4. Sale/title deed 5. Encumbrance certificate 6. Conversion copy (Wherever applicable) 7. Change of Land Use copy (Wherever applicable) 8. Revenue Sketch 9. NOC from Fire Force Department (Wherever applicable) 10. NOC from BWSSB (Wherever applicable) 11. NOC from KSPCB (Wherever applicable) 12. NOC from Airport Authority of India (Wherever applicable) 13. NOC from SEIAA (Wherever applicable) 14. NOC from BESCO (Wherever applicable) 15. NOC from BSNL (Wherever applicable) 16. NOC from BMRCL (Wherever applicable) 17. Detail building plans to required scale 18. Architect license copy
8	Fee/Charges to be paid to get this service	License fee, Scrutiny Fee, Ground rent, Security Deposit, Compound Wall fee, Plan copy fees, Fine ,if any, and Labour Cess.
9	Maximum number of days for service delivery.	Thirty working days from date of receipt of all relevant documents.

1.2 Process for Issue of Building Occupancy Certificate

1	Name of the Department	Town Planning Section, ELCITA.
2	Name of the Service	<p>Issue of Occupancy Certificate for Residential Dwelling houses / Apartments / Non-Residential Buildings</p> <ol style="list-style-type: none"> a) Consisting of more than Single Basement Floor irrespective of Number of Floors b) Consisting of BF+GF+4 and above Upper Floors. c) For all the cases where Development Plan is approved by Bangalore Development Authority. (Computerized)
3	Whom to approach for this service	CEO , ELCITA

4	Procedure involved to obtain this service	<ol style="list-style-type: none"> 1. Filing application through online and submitting hard copy consisting of Appendix A -XIII, Approved Plan, "As built" drawings showing deviations, if any, Area Calculation sheet for each Floor, Photographs, CFO from KSPCB & clearance from Fire Dept. (Wherever applicable) 2. Inspection of the Site by Engineer 3. Verification of "As built " with Sanctioned Drawing 4. Approval / Rejection by the competent authority 5. Issue of Demand Note to the party for Payment of Compounding Fee 6. Receipt of Compounding Fee 7. Issue of Occupancy Certificate
5	Form to be submitted to get this service	Appendix A –XIII.
6	Who are eligible to get this service?	Any owner of the property in the jurisdiction of Electronics City Industrial Township Area who has obtained Plan sanction
7	Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. Latest Valid Khata certificate 2. Latest Khata extract 3. Latest Tax paid receipts 4. CFO from KSPCB and Fire Dept. Clearance (Wherever applicable) 5. Sanctioned Plans & "As Built " Drawings 6. Photographs
8	Fee / Challan to be paid to get this service	Compounding Fee
9	Maximum number days to get this service delivered	Thirty (30) working days

1.3 Process for Issue of Building Commencement Certificate.

1	Name of the Department	Town Planning Section, ELCITA
2	Name of the Service	<p>Issue of Commencement Certificate for Residential Dwelling houses / Apartments / Non-Residential Buildings</p> <ol style="list-style-type: none"> a) Consisting of more than Single Basement Floor irrespective of Number of Floors b) Consisting of BF+GF+4 and above Upper Floors. c) For all the cases where Development Plan

		is approved by BDA (Computerized)
3	Whom to approach for this service (Designated Officer)?	CEO, ELCITA
4	Procedure involved to get this service	<ol style="list-style-type: none"> 1. Filing application through online and submitting hard copy consisting of Appendix –A -XI with photos of peripheral columns 2. Inspection of the Site by Engineer 3. Verification of Casting of Columns w.r.t. Sanctioned Plan 4. Approval/Rejection by the competent authority 5. Issue of Demand Note to the party for payment of Requisite Fee and Fine if any 6. Receipt of Requisite Fee and Fine, if any. 7. Issue of Commencement Certificate
5	Form to be submitted to get this Service	Appendix –A -XI.
6	Who are eligible to get this service?	Any owner of the property in the jurisdiction of Electronic City area
7	Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. Latest valid Khata certificate 2. Latest Tax paid receipts 3. Photographs 4. NOC from SEIAA (Wherever applicable)
8	Fee/Charges to be paid to get this service	Commencement Certificate charges and Fine if any
9	Maximum number days for delivery of service.	Fifteen (15) working days