

## Annexure 'E'

### Appendix - A2

#### Application to Municipal Council for Building Licence

From: \_\_\_\_\_

Date: \_\_\_\_\_

(Name and address of the owner)

To,  
The Commissioner,  
Corporation of the City of Panaji  
Panaji - Goa.

Sir,

I/we hereby give notice that I /we intend to erect/re-erect/add to/alter/execute the following works in the site or plot of land bearing Chalta No. \_\_\_\_\_ of P.T. Sheet No. \_\_\_\_\_/Survey No. \_\_\_\_\_/Sub-divided Plot No. \_\_\_\_\_ of \_\_\_\_\_ city/village on \_\_\_\_\_ road, in \_\_\_\_\_ ward.

Description of construction: \_\_\_\_\_

I/we forward herewith the following: - \*strike out which is not applicable.

**1. Drawings duly approved/technically cleared by PDA/TCPD:**

- |  |          |
|--|----------|
| a. Site plan                               | 5 copies |
| b. Detailed Plans, Elevations and sections | 5 sets   |
| c. Location plan                           | 5 copies |
| d. Parking layout plan                     | 5 copies |
| e. Contour plan in case of sloping sites.  | 1 copy   |

**2. Documents duly authenticated/signed as prescribed:**

- |   |          |
|---|----------|
| a. Questionnaire duly authenticated by NGPDA  | 2 copies |
| b. Survey plan  | 1 copy   |
| c. copy of index of Land (Form III/I & XIV/Form D/B)  | 1 copy   |
| d. Documents showing ownership of land  | 1 copy   |
| e. Certificate of Architect/Engineer who has planned the Project and signed the drawings.               | 1 copy   |
| f. Structural liability certificate from the Engineer responsible for structural design of the Project. | 1 copy   |
| g. Affidavit from the owner   | 1 copy   |
| h. Power of Attorney (if applicable)  | 1 copy   |
| i. Conversion Sanad/application for recommendation for conversion                                       | 1 copy   |
| j. NOC from other agencies, if applicable:-   |          |
| (i) _____   |          |
| (ii) _____  |          |
| (iii) _____   | 1 copy   |

I/we hereby declare that I/we am/are the owner/owners/authorized agent of the property to be built upon.

Yours faithfully,

\_\_\_\_\_  
Signature of the Architect/Engineer/  
Town Planner  
(Seal with Name, address, reg. No.)

\_\_\_\_\_  
Name & Signature of Owner