

Please follow below steps to apply for Building Permission and other services:

1. For Building Permission citizen needs to hire an Architect/Engineer (Professional) who is registered with NRANVP.
2. Professional should register themselves in NRANVP by visiting <https://navaraipuratalnagar.com/> go to Login and then **Click on New Registration**.
3. After applying applicant (Professional) should undergo an approval process and payment of requisite amount through online mode.
4. After approval, applicant will be registered in the portal and he/she should be eligible for application of any of the allied services for the citizen.
5. General guidelines for Drawings and Sample Drawing is also provided in Website <https://navaraipuratalnagar.com/>. Go to Menu> Citizen Services> Building Permission Related Services.

Documents required before filing the Building Permission, Addition-Alteration & Occupancy Services. It is requested to kindly keep the below documents ready before applying the services in NRANVP through www.navaraipuratalnagar.com. Also, find other related documents for applicant reference.

BUILDING PERMISSION

Documents Required for Building Permission – Plotted residential			
1	Building Permission Application -		Please click on below link for sample documents of Appendix- A,B, R, etc.: https://navaraipuratalnagar.com/wps/portal/nrda/citizen-services/building-permission/
	a	Form 16 &17 (1) - Appendix A	
	b	Form 17 (9) - Appendix B	
	c	Indemnity-cum-Affidavit bond - Appendix R (duly notarised)	
	d	Affidavit from Owner	
	e	Affidavit from Registered Professional	
f	Site inspection report		
2	Owner Ship Documents		To be uploaded in a single pdf at Lease Deed/Registry Documents
	a	Lease Deed & Latest payment of LEASE RENT	
	b	Registry Document, B-1, P-II, Khasra -Naksha	
3	Copy of Layout permission letter & drawing		
4	On Site Photographs		Please upload on site photographs of that particular date of same site
5	Building cost estimate		
6	Signed copy of Submission drawing (1 set) along with online generated scrutiny sheet		
7	FDR for Security Deposit against Rain Water Harvesting (ORIGINAL) along with form – for plots with plot area 150.0 sqm or more		RWH Fee Detail Instructions : https://navaraipuratalnagar.com/NRDARevampTheme/circular/rainwater.pdf RWH Fee Details: https://navaraipuratalnagar.com/NRDARevampTheme/circular/NRANVPLetter.pdf FDR (Security money for Rain water harvesting) to be paid in favour of CEO, NRANVP (For 3 years/Auto Renewal)
8	Copy of payment receipts of		
	a	Building Permission Fees	
	b	Labour cess Payment	

Documents Required for Building Permission – other than Plotted residential	
1	All documents as mentioned above for plotted residential category.
2	Khasra super-imposed satellite image (applicable if land is located in Layer-2 & 3).
3	Structural Design Basis Report :- a. Preliminary design for building above 3 stories. b. Detailed structure design & structural drawings for buildings above 7 stories along with review report.
4	Pre-Fire NOC
5	Environmental NOC (applicable if b-up area is between 20,000 sqm – 150,000 sqm)
6	NOC from NHAI (applicable if plot is connected with National Highway)
7	High rise committee NOC (applicable if building height is more than 36.0 m)
8	NOC from AAI (applicable as per CCZM)

ADDITION/ALTERATION

Documents Required for Addition/ Alteration – Plotted residential		
1	Building Permission Application - a Form 16 &17 (1) - Appendix A b Form 17 (9) - Appendix B c Indemnity-cum-Affidavit bond - Appendix R (duly notarised) d Affidavit from Owner e Affidavit from Registered Professional f Site inspection report	Please click on below link for sample documents: https://navaraipuratalnagar.com/wps/portal/nrda/citizen-services/building-permission/
2	Owner Ship Documents a Lease Deed + Latest payment of LEASE RENT OR b Registry Document +B-1 + P-II + Khasra -Naksha	To be uploaded in a single pdf at Lease Deed/Registry Documents
3	Copy of Layout permission letter & drawing	
4	On Site Photographs	Please upload on site photographs of that particular date of same site
5	Building cost estimate	
6	Submission drawing (1 set) along with copy of scrutiny sheet of drawing	
7	FDR for Security Deposit against Rain Water Harvesting (ORIGINAL) along with form – for plots with plot area 150.0 sqm or more OR Rain Water Harvesting Certificate from Hydrologist along with proof (photo of recharge pit and drawing)	RWH Fee Detail Instructions : https://navaraipuratalnagar.com/NRDAREvampTheme/circular/rainwater.pdf RWH Fee Details: https://navaraipuratalnagar.com/NRDAREvampTheme/circular/NRANVPLetter.pdf FDR (Security money for Rain water harvesting) to be paid in favour of CEO,NRANVP (Auto Renewal Mode)
8	Copy of payment receipts of a Building Permission Fees b Labour cess Payment	

9	NOC from CGHB (applicable if plot/land purchased from CGHB)	NA
10	Copy of Approved Drawing and Building Permission Letter	NA

Documents Required for Addition/ Alteration – other than Plotted residential	
1	All documents mentioned for plotted residential.
2	Khasra super-imposed satellite image (applicable if land is located in Layer-2 & 3.
3	Structural Design Basis Report :- a. Preliminary design for building above 3 stories. b. Detailed structure design & structural drawings for buildings above 7 stories along with review report.
4	Pre-Fire NOC
5	Environmental NOC (applicable if b-up area is between 20,000 sqm – 150,000 sqm)
6	NOC from NHAI (applicable if plot is connected with National Highway)
7	High rise committee NOC (applicable if building height is more than 36.0 m)
8	NOC from AAI (applicable as per CCZM)

OCCUPANCY PERMISSION

Documents Required for Occupancy Certificate – Plotted residential	
1	Occupancy Application – Form 31(2-F) & 98 - Appendix G (filled separately by Architect/Engineer, Structure Engineer, supervisor)
2	Copy of Approved Drawing and Building Permission Letter
3	Comparative drawing of approved & existing plan (1 set) along with copy of scrutiny sheet of drawing
4	Rain Water Harvesting Certificate from Hydrologist along with proof (photo of recharge pit and drawing)
5	Solar assisted water heating system along with proof (declaration and supporting documents)
6	Waste segregation along with proof (declaration and supporting documents)
7	Plantation along with proof (declaration and supporting documents)

Documents Required for Occupancy Certificate – other than Plotted residential	
1	All documents mentioned for plotted residential.
2	Structure Design Basis Report a. Preliminary design for building above 3 stories. b. Detailed structure design & structural drawings for buildings above 7 stories along with review report.
3	Fire NOC
4	Electrical NOC
5	Lift NOC
6	Environmental NOC (applicable if b-up area is between 20,000 sqm – 150,000 sqm)
7	NOC from NHAI (applicable if plot is connected with National Highway)
8	High rise committee NOC (applicable if building height is more than 36.0 m)
9	NOC from AAI (applicable as per CCZM)
10	Waste water recycle and re-use along with proof (declaration and supporting documents)
11	Solar lighting/LED use in common area along with proof (declaration and supporting documents)
12	Reduction in Hardscape along with proof (declaration and supporting documents)
13	Energy Efficient HVAC system along with proof (declaration and supporting documents)
14	Organic Waste Management along with proof (declaration and supporting documents)
15	Use of Low water consumption plumbing fixtures along with proof (declaration and supporting documents)
16	Use of Low energy consumption lighting fixtures along with proof (declaration and supporting documents)
17	Provision of facilities for Physically challenged along with proof (declaration and supporting documents)
18	Establishment of Solar power plant along with proof (declaration and supporting documents)

NOTE:- List of applicability of green building norms are as per following table

GREEN BUILDING RULES APPLICABILITY PLOT SIZE WISE AT THE TIME OF OCCUPANCY

PLOT CATEGORY	APPLICABLE PLOT AREA (sq.m.)	PROVISION FOR RESIDENTIAL	PROVISION FOR NON-RESIDENTIAL	
I	UPTO 100	NIL	NIL	
	100-200	rain water harvesting	rain water harvesting	
		solar assisted water heating system	solar assisted water heating system	
		waste segregation	waste segregation	
II	200-500	rain water harvesting	rain water harvesting	
		solar assisted water heating system	solar assisted water heating system	
		waste segregation	waste segregation	
		solar photovoltaic panels		
	500-1000	rain water harvesting	rain water harvesting	
		solar assisted water heating system	solar assisted water heating system	
		waste segregation	waste segregation	
		waste water recycle & reuse	waste water recycle & reuse	
		solar lighting/LED device for common area	solar lighting/LED device for common area	
			solar photovoltaic panels	
	1000-3000	rain water harvesting	rain water harvesting	
		solar assisted water heating system	solar assisted water heating system	
		waste segregation	waste segregation	
		waste water recycle & reuse	waste water recycle & reuse	
		solar lighting/LED device for common area	solar lighting/LED device for common area	
		solar photovoltaic panels	solar photovoltaic panels	
		reduction of hardscape	reduction of hardscape	
		HVAC system ENERGY EFFICIENCY	HVAC system ENERGY EFFICIENCY	
	III	ABOVE 3000	rain water harvesting	rain water harvesting
			solar assisted water heating system	solar assisted water heating system
waste segregation			waste segregation	
waste water recycle & reuse			waste water recycle & reuse	
solar lighting/LED device for common area			solar lighting/LED device for common area	
solar photovoltaic panels			solar photovoltaic panels	
reduction of hardscape			reduction of hardscape	
HVAC system ENERGY EFFICIENCY			HVAC system ENERGY EFFICIENCY	
organic waste management			organic waste management	
low water consumption plumbing fixtures			low water consumption plumbing fixtures	
low energy consumption lighting fixtures			low energy consumption lighting fixtures	