

A. List of Enclosures required and Fees for Stakeholder Registration

SI No.	Licensee		List of Enclosures	Registration Fees + Processing Fees (INR)	Renewal Fees (INR)
1	Architect		<ul style="list-style-type: none"> • COA Registration Certificate/ Card • B.Arch Degree Certificate • Firm Registration Certificate (Optional) • Photograph • Signature 	100	100
2	Engineer	Grade-I	<ul style="list-style-type: none"> • PhD/ME/M.Tech Degree Certificate (if any) • Firm Registration Certificate (Optional) • Photograph • Signature 	2500	1000
		Grade-II	<ul style="list-style-type: none"> • BE/ B.Tech Degree Certificate • PhD/ME/M.Tech Degree Certificate (if any) • Firm Registration Certificate (Optional) • Photograph • Signature 	2500	1000
		Grade-III	<ul style="list-style-type: none"> • PhD/ME/M.Tech Degree Certificate (if any) • Firm Registration Certificate (Optional) • Photograph • Signature 	2500	1000
		Grade-IV	<ul style="list-style-type: none"> • PhD/ME/M.Tech Degree Certificate (if any) OR • BE/ B.Tech Degree Certificate • Firm Registration Certificate (Optional) • Photograph • Signature 	2500	1000

		Grade-V	<ul style="list-style-type: none"> • PhD/ME/M.Tech Degree Certificate (if any) OR • BE/ B.Tech Degree Certificate OR • Diploma in Civil engineering Certificate • AMIE OR • Diploma in Civil engineering • Firm Registration Certificate (Optional) <ul style="list-style-type: none"> • Photograph • Signature 	2500	1000
		Grade-VI	<ul style="list-style-type: none"> • BE/ B.Tech Degree Certificate OR • Diploma in Civil engineering Certificate AMIE OR • Diploma in Civil engineering Certificate Firm Registration Certificate (Optional) <ul style="list-style-type: none"> • Photograph • Signature 	2500	1000
3	Arch. Draftsman		<ul style="list-style-type: none"> • Diploma in Architecture Certificate <ul style="list-style-type: none"> • Photograph • Signature 	2500	1000
4	Construction Management Agency (RCMA)		<ol style="list-style-type: none"> 1. Registration of the Firm 2. Registration of The Lead Architect/ Engineer (if two or more Principal Leads are there, provide all) 	10,000	2500
5	Structural Design Agency on Record (SDAR)		<ol style="list-style-type: none"> 1. Registration of the Firm 2. Registration of The Lead Architect/ Engineer (if two or more Principal Leads are there, provide all) 	10,000	2500
6	Quality Audit Agency on		<ol style="list-style-type: none"> 1. Registration of the Firm 2. Registration of The Lead Architect/ Engineer (if two or 	10,000	2500

	Record (QAAR)		more Principal Leads are there, provide all)		
7	Geo - Technical Agency on Record (GTAR)		<ol style="list-style-type: none"> 1. Registration of the Firm 2. Registration of The Lead Architect/ Engineer (if two or more Principal Leads are there, provide all) 	10,000	2500

B. List of Enclosures required for applying for Building Permit

Sl No.	Enclosures accompanying application for building permission
	MANDATORY
1	Documentary evidence of plot ownership such as Title Right Certificate/ Land Holding Certificate/ Patta/ Sale Deed/ Lease Deed, etc.
2	Site Plan with detailed Area statements
3	All Building Plans including Terrace/ Roof Plan
4	Sections
5	Elevations
6	General Specification
7.a	Structural drawings
7.b	Structural Design Basis Report wherever required
7.c	Seismic Certificate
7.d	Structural Sufficiency Certificate in case of existing building wherever applicable
	OPTIONAL
8	NOC from Revenue Department in case of revenue plot
9	NOC from Director Urban Affairs & Member Secretary, New Shillong Township Development Agency (NSTDA) in case of plot leased by Government in New Shillong Township.
10	NOC from neighbours in case of proposal for reduced setback as per Byelaws
11	NOC or Clearance from MSPCB, F&ES dept., Forest dept., etc. wherever applicable
12	Service plan (in case of high rise, special building/ special project)
13	F&ES plan (in case of high rise, special building/ special project)
	Any other information/ documents which may be sought by the Authority, etc.