

Inspection Checklist

A. 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.

B. Inspection Report –**(i) During processing of Building Permit**

Sl.no	Question Description	Action
1	Are there any water body near the site?	YES/NO/Not Applicable
2	Is the nature (sloping profile) of the plot as per drawings plan?	YES/NO/Not Applicable
3	Are there any existing retaining wall?	YES/NO/Not Applicable
	If yes, height of Retaining wall	
4	Is there any existing structure at the site?	YES/NO/Not Applicable
5	Is the plot motorable?	YES/NO/Not Applicable
6	Is the road width as per the Drawings? (NMP/2L/4L/6L)	YES/NO/Not Applicable
7	Is there any existing structure to be demolished or retained?	YES/NO/Not Applicable
8	Is the site as per layout plan or site plan submitted?	YES/NO/Not Applicable
9	Is there any high-tension line near the site or across the site boundary?	YES/NO/Not Applicable
10	Is the site located near any premises owned or operated by the Army/Navy/Air Force or other defence organizations?	YES/NO/Not Applicable
11	Is the site located near the National Highway?	YES/NO/Not Applicable
12	Is the building near any National Monument(s)/Heritage buildings?	YES/NO/Not Applicable
13	Is the plot size and shape submitted as per land document / submitted site plan/ layout plan?	YES/NO/Not Applicable
14	Is there any public drain nearby?	YES/NO/Not Applicable
15	Is there any existing water supply connection?	YES/NO/Not Applicable
16	Is there any existing Septic Tank?	YES/NO/Not Applicable

Sl.no	Enclosure Name	Enclosure Description	Mandatory
1	Photograph of site - Front View	Photograph of Site - Front View	YES
2	Photograph of Site - Left View	Photograph of Site - Left View	YES
3	Photograph of Site - Rear View	Photograph of Site - Rear View	
4	Photograph of Site - Right View	Photograph of Site - Right View	

(ii) Post Issuance of Building Permit

Sl.no	Question Description	Action	Remarks
1	Is the alignment given as per the Approved Drawings?	YES/NO/Not Applicable	
2	Is the construction completed as per the Approved Drawings?	YES/NO/Not Applicable	

Sl.no	Enclosure Name	Enclosure Description	Mandatory
1	Photograph of site - Front View	Photograph of Site - Front View	YES
2	Photograph of Site - Left View	Photograph of Site - Left View	YES
3	Photograph of Site - Rear View	Photograph of Site - Rear View	
4	Photograph of Site - Right View	Photograph of Site - Right View	