

Standard Operating Procedure to be followed for approval/regularization of additional construction.

The application (Form-A/Form-B) alongwith requisite enclosures will be submitted by the applicant at the Reception Counter of CHB. The receptionist would accept the application if all the enclosures are complete as per Form-A/ Form-B. The same will be forwarded to Architect, CHB.

The Architect, CHB, will get the application alongwith enclosures, fee examined from his concerned official. However, the drawing from the empanelled Architect, structural stability certificate of the empanelled Structural Engineer and other documents submitted by the applicant will be relied upon on the face of it as the responsibility for the correctness of the same lies with the empanelled architect, empanelled structural engineer and the applicant respectively.

In case, there is/are some deficiency/deficiencies in the submitted documents, then the applicant will be informed for supplying the required documents/fee by the Architect, CHB. In case the application alongwith enclosures and fee are found in order or in cases where the deficiencies are fulfilled by the applicant, then the approval will be granted at the level of the Architect, CHB. In case of fresh additional construction/changes, the applicant will commence the construction only after approval is conveyed by CHB.

84
14.8.19

FORM -A
(where additional construction/changes are existing)

To

The Architect,
Chandigarh Housing Board,
Chandigarh

Subject: Regularization of additional construction under Need Based Changes.

Sir/Madam,

I am allottee of DU No..... at In pursuance of the need based changes allowed by Chandigarh Housing Board vide order no. 59 dated 15.02.2019, I apply for regularization of following additional construction in the dwelling unit mentioned above and the requisite documents as per the CHB's checklist are also enclosed as per detail given below (please tick mark whichever are applicable):-

Clause no.	Description of additional construction	Requisite documents as per the CHB's checklist
1.	Balcony	1. Certificate of structural stability from the registered Structure engineer. 2. Payment of charges. 3. Submission of drawing to CHB showing additional provision.
2.	Chajja	1. Payment receipt for issuance of standard design of Chajja from CHB in case the Chajja is of the standard design. 2. Payment receipt of Rs.5000/- in case the chajja provided is not as per standard design and material.
5.	Additional construction in rear courtyard/ terraces as per standard drawings	1. Certificate of structural stability from the registered structure engineer. 2. Payment receipt for issuance of standard design. 3. Mutual consent of all the allottees i.e. allottees of ground floor, first floor, second floor, third floor etc. of the block and also allottee of the adjoining floor having a common wall. 4. Deposit of fee @Rs.200/- per Sq.ft. prior to construction.
6.	Removal of 115mm (4½" thick walls)	1. Certificate of structural stability from the registered structure engineer
7.	Grill/glazing in the verandah/ balcony	1. Deposit of fee of Rs.10,000/- per balcony for grill. 2. Deposit of fee of Rs.25,000/- per balcony for glazing. 3. Clearance from Chief Fire Officer, UT, Chandigarh,
10.	Pointing and cement paint	1. Mutual consent of all allottees i.e. allottees of ground floor, first floor, second floor, third floor etc. of the block.
13.	Internal changes	1. Plan certified by the empanelled private architect alongwith letter of approval of plan on standard proforma of CHB. 2. Certificate of structural stability from the registered structure engineer. 3. Written mutual consent of all the allottees i.e. allottees of ground floor, first floor, second floor, third floor etc. of the block and also allottee of the adjoining floor having a common wall.
14.	Additional door	1. Certificate of structural stability from the registered structure engineer. 2. Mutual consent of all allottees i.e. allottees of ground floor, first floor, second floor, third floor etc. of the block
15.	Additional construction in rear courtyard/terraces	1. Plan certified by the empanelled private architect alongwith letter of approval of plan on standard proforma of CHB. 2. Certificate of Structural stability from the registered structure engineer. 3. Deposit of fee @Rs.200/- per Sq.ft. subject to minimum of Rs.20,000/-
17.	Coverage of corridor adjoining the DUs of HIG(Upper) category in Sector 45-A	1. Certificate of structural stability from the registered structure engineer. 2. Mutual consent of all allottees i.e. allottees of ground floor, first floor, second floor, third floor etc. of the block. 3. Deposit of a fee of Rs.10,000/-
18.	Shifting the gate from side boundary to front boundary wall of the courtyard	1. Deposit of a fee of Rs.5,000/- per D.U.
19.	Use of roof of the parking space at first floor level as terrace.	1. Mutual consent all allottees i.e. allottees of, first floor, second floor of the block 2. Deposit of a fee of Rs.5,000/-
21(b)	Coverage of void at first floor level for HIG(Lower)/ Cat-II DUs	1. Payment of a fee of Rs.15,000/-

I hereby certify that the given information and the documents are correct. I also understand that if the above information/documents are found incorrect/false, the Chandigarh Housing Board may withdraw the permission and take further action as violation of terms and conditions of allotment. It is requested that the additional construction as per the proposal may be regularized.

(Signature of applicant)
Name:.....
Phone No.

FORM -B
(where fresh additional construction/changes are proposed)

To

The Architect,
Chandigarh Housing Board,
Chandigarh

Subject: Permission for additional construction under Need Based Changes

Sir/Madam,

I am allottee of DU No..... at In pursuance of the need based changes allowed by Chandigarh Housing Board vide order no. 59 dated 15.02.2019, I wish to raise following additional construction in the dwelling unit mentioned above and the requisite documents as per the CHB's checklist are also enclosed as per detail given below (please tick mark whichever are applicable):-

Clause no.	Description of additional construction	Requisite documents as per the CHB's checklist
1.	Balcony	1. Certificate of structural stability from the registered Structure engineer. 2. Payment of charges. 3. Submission of drawing to CHB showing additional provision.
2.	Chajja	1. Payment receipt for issuance of standard design of Chajja from CHB in case the Chajja is of the standard design. 2. Payment receipt of Rs.5000/- in case the chajja provided is not as per standard design and material.
5.	Additional construction in rear courtyard/ terraces as per standard drawings	1. Certificate of structural stability from the registered structure engineer. 2. Payment receipt for issuance of standard design. 3. Mutual consent of all the allottees i.e. allottees of ground floor, first floor, second floor, third floor etc. of the block and also allottee of the adjoining floor having a common wall. 4. Deposit of fee @Rs.200/- per Sq.ft. prior to construction.
6.	Removal of 115mm (4½" thick walls)	1. Certificate of structural stability from the registered structure engineer
7.	Grill/glazing in the verandah/ balcony	1. Deposit of fee of Rs.10,000/- per balcony for grill. 2. Deposit of fee of Rs.25,000/- per balcony for glazing. 3. Clearance from Chief Fire Officer, UT, Chandigarh,
10.	Pointing and cement paint	1. Mutual consent of all allottees i.e. allottees of ground floor, first floor, second floor, third floor etc. of the block.
13.	Internal changes	1. Plan certified by the empanelled private architect alongwith letter of approval of plan on standard proforma of CHB. 2. Certificate of structural stability from the registered structure engineer. 3. Written mutual consent of all the allottees i.e. allottees of ground floor, first floor, second floor, third floor etc. of the block and also allottee of the adjoining floor having a common wall.
14.	Additional door	1. Certificate of structural stability from the registered structure engineer. 2. Mutual consent of all allottees i.e. allottees of ground floor, first floor, second floor, third floor etc. of the block
15.	Additional construction in rear courtyard/terraces	1. Plan certified by the empanelled private architect alongwith letter of approval of plan on standard proforma of CHB. 2. Certificate of Structural stability from the registered structure engineer. 3. Deposit of fee @Rs.200/- per Sq.ft. subject to minimum of Rs.20,000/-
17.	Coverage of corridor adjoining the DUs of HIG(Upper) category in Sector 45-A	1. Certificate of structural stability from the registered structure engineer. 2. Mutual consent of all allottees i.e. allottees of ground floor, first floor, second floor, third floor etc. of the block. 3. Deposit of a fee of Rs.10,000/-
18.	Shifting the gate from side boundary to front boundary wall of the courtyard	1. Deposit of a fee of Rs.5,000/-per D.U.
19.	Use of roof of the parking space at first floor level as terrace.	1. Mutual consent all allottees i.e. allottees of, first floor, second floor of the block 2. Deposit of a fee of Rs.5,000/-
21(b)	Coverage of void at first floor level for HIG(Lower)/ Cat-II DUs	1. Payment of a fee of Rs.15,000/-

I hereby certify that the given information and the documents are correct. I also understand that if the above information/documents are found incorrect/false, the Chandigarh Housing Board may withdraw the permission and take further action as violation of terms and conditions of allotment. It is requested that the additional construction as per the proposal may be permitted.

(Signature of applicant)
Name:.....



CHANDIGARH HOUSING BOARD

(A CHANDIGARH ADMINISTRATION UNDERTAKING)

8, JAN MARG, SECTOR 9-D, CHANDIGARH - 160009
Phone: 0172-4601615.

No.CHB/2019/

Dated:

To

Mr./Ms.....
House No....., Sector.....
Chandigarh.

Subject: Permission for additional construction under Need Based Changes

Ref: Your letter dated

With reference to above, it is informed that the following proposal, submitted by you vide your letter referred above, is approved:-

S.No.	Clause of Order No. 59 dated 15.02.2019	Description of additional construction allowed
1.		
2.		
3.		
4.		
5.		

The approval is subject to the following conditions:-

1. The proposal is strictly in accordance to the terms & conditions as mentioned in the Need Based Changes order No.59 dated 15.02.2019.
2. The construction shall be strictly in accordance to the submitted plan(s).
3. The allottee shall ensure that no damage is caused to the adjoining D.U.s. as well as the D.U.s. above or below the dwelling unit allotted to him/her while taking all precautionary measures for the structural stability of the building during construction as well as after completion.

Architect,
Chandigarh Housing Board,
Chandigarh.

Endst.No.CHB/2019/

Dated, the

A copy is forwarded to the following for information and necessary action:-

- (i) The Executive Engineer-Enf., CHB.
- (ii) Chief Accounts Officer, CHB.
- (iii) PA to Chief Executive Officer, CHB,
- (iv) PA to Secretary, CHB

Architect,
Chandigarh Housing Board,
Chandigarh