

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

The application (Form-A to Form-E) along with 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 to Form-E. The same will be forwarded to Executive Engineer-Enf., CHB.

The Executive Engineer-Enf., CHB, will get the application along with enclosures, fee examined from his concerned official. However, the drawing of 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.

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 concerned SDO.

In case the application along with enclosures and fee are found in order or in cases where the deficiencies are fulfilled by the applicant, then the cases will be forwarded to the Chief Executive Officer, CHB, through Secretary, CHB, for approval. The file after approval of the Chief Executive Officer, CHB, will be forwarded to Executive Engineer-Enf., CHB, through Secretary, CHB, who will convey the approval to the applicant.

**FORM –A**  
**(where additional construction/changes are existing)**

To

The Secretary,  
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. 3 sets of plans duly signed by the owner, depicting the dwelling unit no. and sector and also signed by structure engineer. 2. Certificate of structural stability from the registered structure engineer. 3. Payment receipt for issuance of standard design. 4. 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. 5. 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. 3 sets of plans duly signed by the owner, depicting the dwelling unit no. and sector and also signed by Architect and structure engineer. 2. Plan certified by the empanelled private architect along with letter of approval of plan on standard performa of CHB. 3. Certificate of structural stability from the registered structure engineer. 4. Written mutual consent of all the allottees i.e. allottees of ground floor, first floor, second floor, and 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. 3 sets of plans duly signed by the owner, depicting the dwelling unit no. and sector and also signed by Architect and structure engineer. 2. Plan certified by the empanelled private architect along with letter of approval of plan on standard performa of CHB. 3. Certificate of Structural stability from the registered structure engineer. 4. 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 Secretary,  
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. 3 sets of plans duly signed by the owner, depicting the dwelling unit no. and sector and also signed by structure engineer. 2. Certificate of structural stability from the registered structure engineer. 3. Payment receipt for issuance of standard design. 4. 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. 5. 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. 3 sets of plans duly signed by the owner, depicting the dwelling unit no. and sector and also signed by Architect and structure engineer. 2. Plan certified by the empanelled private architect along with letter of approval of plan on standard performa of CHB. 3. Certificate of structural stability from the registered structure engineer. 4. Written mutual consent of all the allottees i.e. allottees of ground floor, first floor, second floor, and 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. 3 sets of plans duly signed by the owner, depicting the dwelling unit no. and sector and also signed by Architect and structure engineer. 2. Plan certified by the empanelled private architect along with letter of approval of plan on standard performa of CHB. 3. Certificate of Structural stability from the registered structure engineer. 4. 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:.....  
Phone No.

FORM 'C'

	<b>CHANDIGARH HOUSING BOARD</b> (A CHANDIGARH ADMINISTRATION UNDERTAKING) 8, JAN MARG, SECTOR 9-D, CHANDIGARH – 160009 Phone: 0172-4601615.
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**No.CHB/Architect/**

**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.

Chief Executive Officer,  
Chandigarh Housing Board,  
Chandigarh.

**Endst.No.CHB/Architect/**

**Dated, the**

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

- (i) Superintending Engineer (B&R)/Superintending Engineer (PH), Municipal Corporation, Chandigarh, w.r.t Chief Engineer, MCC's endst. No. 4651 dated 26.06.2019.
- (ii) Superintending Engineer, CHB.
- (iii) Chief Accounts Officer, CHB.

Chief Executive Officer,  
Chandigarh Housing Board,  
Chandigarh

**FORM 'D'**

To

The Secretary,  
Chandigarh Housing Board,  
Chandigarh.

**Subject: Sanction letter of building plan of dwelling unit  
No. \_\_\_\_\_ Sector/Colony \_\_\_\_\_ under Self Certification.**

Sir/Madam,

With reference to the above cited subject, it is informed that I am an Architect registered with the Council of Architecture, New Delhi, having valid Registration No. \_\_\_\_\_. As on date I am empanelled with Chandigarh Administration for self certification. I hereby accord approval of building plans in respect of additions and alteration already made/proposed to be made for House No. \_\_\_\_\_, Sector/Colony \_\_\_\_\_, Chandigarh.

It is certified that the above building plans are as per the Drawing No. \_\_\_\_\_ of job No. \_\_\_\_\_ issued by the Chandigarh Housing Board/obtained online from the official website of the Chandigarh Housing Board and as per the provisions of Chandigarh Building Rules (Urban)2017 and also in accordance to the CHB's order of need based changes bearing No.59, dated 15.02.2019 under Self Certification Scheme.

Accordingly, I am submitted the building plans showing additions/alterations in the above dwelling unit. It is certified that:

The construction as per the plans shall be carried out only after 30days from today, if no reply/objection is received from your office.

OR

The plan is as per the construction already done by the owner, which is in accordance with the need based changes allowed by CHB.

(Strike out whichever is not applicable)

Further, I shall abide by all the terms and conditions applicable under the notified Self Certification Scheme. The additional constructed/proposed area is \_\_\_\_\_ Sq.ft. i.e. \_\_\_\_\_% of the area of rear courtyard/terrace as shown in the area detail diagram.

Date \_\_\_\_\_

Signature \_\_\_\_\_

(Name & Address of Owner(s))

Phone No.

Signature \_\_\_\_\_

(Name & Address of Architect)

Phone No. with stamps & Council  
Registration No.

**FORM 'E'**

Dated:

To

The Secretary,  
Chandigarh Housing Board,  
Chandigarh.

Subject:- Consent letter in favour of Mr./Mrs. \_\_\_\_\_ resident of House  
No. \_\_\_\_\_, Sector \_\_\_\_\_, Chandigarh.

Respected Sir/Madam,

We are the owners of House No. \_\_\_\_\_ Sector \_\_\_\_\_  
Chandigarh. We hereby give our consent in favour of  
Mr./Mrs. \_\_\_\_\_, resident of House  
No. \_\_\_\_\_ Sector \_\_\_\_\_ Chandigarh for the construction work of his  
house as allowed by CHB under need based changes policy and we have no  
objection in this regard.

Thanking you,

Yours sincerely,

Mutual consent of all allottees i.e. allottees of ground floor, first floor, second floor,  
third floor etc. of the block.

Sr.No.	Name & Address of the occupant	Name & Address of the occupant