

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

The application (Form-A/Form-B) alongwith requisite enclosures (Form D, E, A1 etc.) 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 the Architect, CHB.

The Architect CHB, will get the application alongwith enclosures, fee examined from his concerned official. However, the drawing of the empanelled Architect, structural stability certificate of the empanelled Structural engineer on standard proforma of CHB (Annexure-A1) 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 Architect, CHB. In case of fresh additional construction/changes, the applicant will commence the construction as per the plans only after 30 days from the date of submission of complete application, if no reply/objection is received from CHB.

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. 02 dated 03.01.2023, 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 structural engineer on standard proforma of CHB (Annexure-A1). 2. Payment of Rs 10,000/- + GST. 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/- + GST 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 structural engineer on standard proforma of CHB (Annexure-A1). 2. Mutual consent of allottees of adjoining floor abutting the additional construction. 3. Deposit of fee @Rs. 200/- per Sq. ft. + GST prior to construction.
6.	Removal of 9' thick wall (Independent Houses)	1. Certificate of structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1).
7.	Grill/glazing in the verandah/balcony	1. Deposit of fee of Rs. 10,000/- + GST per balcony for grill. 2. Deposit of fee of Rs. 25,000/- + GST per balcony for glazing. 3. Clearance from Chief Fire Officer, UT, Chandigarh.
13.	Internal changes	1. Plan certified by the empanelled private architect alongwith Form 'D' on standard proforma of CHB. 2. Certificate of structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1).
14.	Additional door	1. Certificate of structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1).
15.	Additional construction in rear courtyard/terraces	1. Plan certified by the empanelled private architect alongwith Form 'D' on standard proforma of CHB. 2. Certificate of Structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1). 3. Deposit of fee @Rs. 200/- per Sq. ft. + GST subject to minimum of Rs. 20,000/- + GST.
17.	Coverage of corridor adjoining the DUs of HIG(Upper) category in Sector 45-A	1. Certificate of structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1). 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/- + GST.
18.	Shifting the gate from side boundary to front boundary wall of the courtyard	1. Deposit of a fee of Rs. 5,000/- + GST per D.U.
19.	Use of roof of the parking space at first floor level as terrace	1. Mutual consent of allottees of upper floors having their porch/garage below. 2. Deposit of a fee of Rs. 5,000/- + GST.
21 (b)	Coverage of void at first floor level for HIG(Lower)/ Cat-II DUs	1. Payment of a fee of Rs. 15,000/- + GST.
27	Increase capacity of water tank maximum upto 1000 ltrs	1. Certificate of structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1).
28	For LIG (Upper) duplex DU's Sector 41 A, Chandigarh. (a) Extending the width of room by about 2'-0" in rear courtyard.	1. Plan certified by the empanelled private architect alongwith Form 'D' on standard proforma of CHB. 2. Certificate of Structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1). 3. Deposit of fee @Rs. 200/- per Sq. ft. subject to minimum of Rs. 20,000/- + GST.

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 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. 02 dated 03.01.2023, 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 structural engineer on standard proforma of CHB (Annexure-A1). 2. Payment of Rs 10,000/- + GST. 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/- + GST 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 structural engineer on standard proforma of CHB (Annexure-A1). 2. Mutual consent of allottees of adjoining floor abutting the additional construction. 3. Deposit of fee @Rs. 200/- per Sq. ft. + GST prior to construction.
6.	Removal of 9' thick wall (Independent Houses)	1. Certificate of structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1).
7.	Grill/glazing in the verandah/balcony	1. Deposit of fee of Rs. 10,000/- + GST per balcony for grill. 2. Deposit of fee of Rs. 25,000/- + GST per balcony for glazing. 3. Clearance from Chief Fire Officer, UT, Chandigarh.
13.	Internal changes	1. Plan certified by the empanelled private architect alongwith Form 'D' on standard proforma of CHB. 2. Certificate of structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1).
14.	Additional door	1. Certificate of structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1).
15.	Additional construction in rear courtyard/terraces	1. Plan certified by the empanelled private architect alongwith Form 'D' on standard proforma of CHB. 2. Certificate of Structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1). 3. Deposit of fee @Rs. 200/- per Sq. ft. + GST subject to minimum of Rs. 20,000/- + GST.
17.	Coverage of corridor adjoining the DUs of HIG(Upper) category in Sector 45-A	1. Certificate of structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1). 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/- + GST.
18.	Shifting the gate from side boundary to front boundary wall of the courtyard	1. Deposit of a fee of Rs. 5,000/- + GST per D.U.
19.	Use of roof of the parking space at first floor level as terrace	1. Mutual consent of allottees of upper floors having their porch/garage below. 2. Deposit of a fee of Rs. 5,000/- + GST.
21 (b)	Coverage of void at first floor level for HIG(Lower)/ Cat-II DUs	1. Payment of a fee of Rs. 15,000/- + GST.
27	Increase capacity of water tank maximum upto 1000 ltrs	1. Certificate of structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1).
28	For LIG (Upper) duplex DU's Sector 41 A, Chandigarh. (a) Extending the width of room by about 2'-0" in rear courtyard.	1. Plan certified by the empanelled private architect alongwith Form 'D' on standard proforma of CHB. 2. Certificate of Structural stability from the registered structural engineer on standard proforma of CHB (Annexure-A1). 3. Deposit of fee @Rs. 200/- per Sq. ft. subject to minimum of Rs. 20,000/- + GST.

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'D'

To

The Architect,
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.02, dated 03.01.2023 under Self Certification Scheme.

Accordingly, I am submitting 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 30 days from the date of submission of complete application, 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' (MUTUAL CONSENT)

To
The Architect,
Chandigarh Housing Board,
Chandigarh.

Subject: Consent letter of in favour of Mr./Mrs. _____ 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