

Form of Application to Village Panchayat for Construction Licence

Date: _____

From:- _____
(Name and address of Owner)

To,
The Sarpanch,
Village Panchayat of _____
_____, Goa.

Sir/Madam,

I / We hereby give notice that I / We intend to erect / re-erect / add to / alter / execute the following works in the site or plot of land bearing Survey No. _____ / Sub-divided Plot No. _____ of _____ Village _____ on _____ road, in _____ ward.

Description of construction:- _____

I/We forward herewith the following: - *strike out which is not applicable.

1. Drawings duly approved/technically cleared by PDA/TCPD :

- | | | |
|--|----------|-----|
| (a) Site Plan | 3 copies | () |
| (b) Detailed plans, Elevations & Sections | 3 Sets | () |
| (c) Location Plan | 3 copies | () |
| (d) *Parking Layout Plan | 3 copies | () |
| (e) *Contour Plans in case of sloping sites. | 1 copies | () |

2. Documents duly authenticated/signed as prescribed:

- | | | |
|---|----------|-----|
| a) Questionnaires duly authenticated by PDA/TCPD | 2 copies | () |
| b) *Survey Plan | 1 copy | () |
| c) Copy of Index of Land (Form-III/I & XIV/Form-B/D | 1 copy | () |
| d) Document showing ownership of land | 1 copy | () |
| e) Certificate from the Architect/Engineer/ who has planned the project & has signed the drawings | 1 copy | () |
| f) Structural Liability Certificate from the Engineer Responsible for the Structural Design of the Project | 1 copy | () |
| g) Affidavit from the owner in prescribed format | 1 copy | () |
| h) *Power of Attorney (if applicable) | 1 copy | () |
| i) Conversion Sanad | 1 copy | () |
| j) Valuation certificate from Concerned Architect/ Engineer (Govt. Approved) | 1 copy | () |
| k) Plan showing typical designed of Septic tank with soak pit duly approved by concerned Health Officer | 3 copies | () |
| l) *NOC from other agencies,(I.e. Electricity dept./ P.W.D/CRZ/Goa State Pollution Control Board/ Chief Fire Officer/Chief controller of explosives/ Chief Inspector of Factories) if applicable: - | 1 copy | () |

I/We hereby declare that I/We am/are the owner/owners/authorized agent of the property to be built upon.

Yours faithfully,

Name & Signature of owner

Signature of the Architecture/Engineer/Town
Planner/Landscape Architecture/Urban Design
(Seal with Name, Address, Reg. No.)

**CHECK LIST
FOR CONSTRUCTION LICENCE**

Sr.No	Requirements	Check Box
1	Application in a prescribed format.	
2	QUESTIONNAIRE Duly Authenticated by PDA/TCPD	
3	TECHNICAL CLERANCE ORDER from town planner, Town and Country Planning Department Along with approved plan (Site Plan, Structural Design)	
4	VALUATION CERTIFICATE from concern Architect/Engineer (Govt. Approved)	
5	STRUCTURAL LIABILITY CERTIFICATE from Concerned Engineer	
6	CERTIFICATE OF CONFIRMITY OF REGULATION from concerned Architect	
7	STRUCTURAL LIABILITY CERTIFICATE from Concerned Engineer	
8	CONVERSION SANAD from competent authority	
9	APPROVAL/NOC from Concerned Health officer from Sanitation point of View along with Approval of Septic tank drawing	
10	TITLE DOCUMENTS/SALE DEED. 1. Survey Plan 2. Copy of index of land (Form I & XIV) 3. Document of ownership of land	
11	Approval from CRZ if Required	
12	NOC from other agencies if applicable 1. Chief Inspectors of factories and Goa State Pollution Control Board: in case of industrial building 2. Chief Fire Officer: In case of high-rise building; 3. Electricity Department: in case the electric line is passing through the property; 4. Health Officer: from sanction point of view 5. Chief controller of explosives and chief fire officer: in case of hazardous building 6. Goa Coastal Zone Management Authority: In case the construction/development 100 mtrs. Of river Edge.	
13	AFFIDAVIT in a prescribed format	