

INSTRUCTION UNDER KAKCHING MUNICIPALITY BUILDING BYELAWS.

1. Every person who intends to erect or re-erect a building shall give notice in the prescribed form to the office. Such application shall be accompanied by **plans and statement** in triplicate (3 **copies**). One set of such plans be retained in the office for record.
2. All the plans & specifications in respect of the building costing Rs.50,000/-or more shall be clearly signed by the **applicant**, and by the qualified **architect and engineer** who should indicate their names , address and license nos. with the following certificates(**Certificates A&B**).
3. Plans for buildings costing less than Rs.50, 000/- may be signed by the Engineer who certified that structural parts of the building. But plans and certificates for the building without brick masonry and R.C.C. work may be signed by any qualified overseer/draughtsman.
4. No notice /application shall be deemed valid unless the applicant has paid the fees **to** fixed by authority for R.C.C. masonry and brick or for building other than R.C.C. and brick work.
5. In the event of not issued building permit, the fees so paid shall not be returned but shall be allowed to re-submit it without any fees within a period of one year from the date of rejection

Certificate: A (for Architect)

I, do hereby certify that I am a qualified Architect .I have prepared these plans for construction/reconstruction of on plot No.(patta No)... .. belonging to Shri/Smt.... .. have personally satisfied my self that it conforms to the bye-laws laid down by Kakching Municipality and I hold myself personally responsible for my default.

It is also certified to the best of my knowledge that all public sewage/ drains passing under the building under reference have been shown in distinct colour in the plans.

Architect's Signature:

Name and Address :

[Qualification for Architect: Registered to C.A.(India) as an architect with five years experience or minimum qualification for Govt, Gazetted Service(architect)].

Certificate: B (for Engineer)

Certified that the structural parts of the entire building on plot No.(patta No.) belonging to Shri/Smt has been designed by me on the basis of calculation and as considered safe in accordance with the permissible trusses and slenderness ratio as laid down in accepted and up-to-date manuals and regulations.

Engineer's Signature

Name & Address

[Qualification for Engineer: Registered to AMIE (India) as an Engineer (Civil) with five years experience or minimum qualification for Govt, Gazetted Service [Engineer (Civil)].

DECLARATION OF LAND OWNERSHIP

I hereby declare that the land under village No.....(Kakching)
Plot / C.S.Dag No Patta No (old)/ (new),
measuring an area of..... Acres/.....Hectars(1/2.471) belongs to me and there is no
land dispute regarding the aforesaid land.

Signature of Witness:

1.

2.

3.

Owner's Signature:

Full Name (Block Letter) :

Father/Husband :

Full Address :

OCCUPANCY CERTIFICATE
(Under bye-law No.9)

It is hereby certify that the erection (construction)/re-erection of materials/ alteration of building on plot No..... belonging to Shri/Smt..... in colony/bazaar/ward No..... in road/leirak/leikai..... completed under the supervision of a qualified Architect/Engineer has been inspected by me and I declare that the building conforms to the requirements of Kakching Minicipality Building Bye-laws 2001 in all respect and is fit for occupation.

No.15-6(A)/KCH/MUC/95

Dated,
(Office Seal):

Assistant Engineer (civil)
Kakching Municipal Council
Manipur.