

**U.T. Administration of Dadra and Nagar Haveli and Daman and Diu  
Planning & Development Authority,  
Fort Area, Moti Daman.**

No.UD/DMN/EASY-BUSI/75/2016/ 1490

6/01/21  
Dated: ~~11/2/2020~~

**PROCEDURE AND CHECKLIST FOR OBTAINING CONSTRUCTION PERMISSION**

The applicant submits the file for obtaining Construction permission in Planning & Development Authority, Daman (PDA) in the prescribed Performa. After receiving the proposal, the inspection of the site is carried out within a week by the concerned dealing hand and submits the same to member Secretary (PDA).

• **Check List of Documents to be submitted while making application for grant of new construction permission:-**

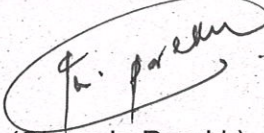
1. Form of Application: - Annexure – II
2. Annexure III & IV (Mandatory)
3. Annexure - V (required if the building is High Rise Building)
4. Copy of N.A. Sanad /Order/ Property card for existing Gaothan area. (Mandatory)
5. Original certified Map of Survey/Plot no. issued by City Survey office, Daman (latest original) (Mandatory)
6. I and XIV nakal (Latest original) (Mandatory)
7. Building Plan with complete details as per Rule 6.7 to 6.12 of DCR 2005 (Building plan shall also include Key Plan/Location plan, site plan and service plan.) (Mandatory) (Two copies)
8. Cost Estimate for the proposed building from the Registered Architect/engineer. (Mandatory)
9. Scrutiny fees (By ATM card or by cheque) (mandatory – to be submitted at the time of application)  
Amount of scrutiny fees for plot area  
upto 1000 sqmt –Rs. 500/-  
1001 sqm to 2000sqm Rs.1000/-  
More than 2000sqm Rs. 1 per sqm.
10. NOC of the coast Guard Authority for Height Restriction/ Receive copy of application made for issuance of NOC to Coast Guard Authority (Mandatory).
11. Provisional NOC from Fire Department (Applicable to all building except Residential building having height less than 15m)
12. CRZ clearance certificate of the concerned authority (This is required in case of land falling under CRZ).
13. True copy of approved layout plan and Sub division order (This is applicable if land is part of private Industrial Estate/ Private sub division.)
14. Copy of the amalgamation order, if relevant.

15. If application is for revised plan/additional and alteration to the existing building, then true copy of the construction permission along with approved plan and Occupancy Certificate is required.
16. Certificate or order of the Land Acquisition Officer if claiming benefit of additional FSI in lieu of compensation (If applicable)
17. Labour cess @1% of Cost estimate through DD in the name of Daman & Diu Building & Construction Worker Welfare Fund payable at Daman. (DD to be submitted after approval of draft licence)

• **Check List for Site Inspection for Construction Permission:-**

The applicant submits the file for obtaining Construction permission in Planning & Development Authority (PDA) in the prescribed Performa. After receiving the proposal, the inspection of the site is carried out by the concerned dealing hand. The following things are observed during the site inspection:

1. Whether the land/ Survey number is open or not ?.
2. Is there access/approach available ?.
3. If construction already started then is it as per the plan submitted or not ?.
4. Is there any High Tension line or Low tension line is passing through or near the plot?
5. Is there any Nala or Canal passing through or near the plot?



(Charmie Parekh)  
Chief Town Planner/  
Member Secretary, PDA,  
Daman