

CITIZEN CHARTER

Corporation Of The City Of Panaji

I Administration Section

Birth/Death Certificate
Non Availability Certificate
Registration of births occurring to Indian citizens outside
Correction of names
Burial and Cremation
Hearse Van Services
Income Certificate
Residential Certificate
Permission for public meetings
Night Soil Tankers

II Taxation Section

House Tax Assessment
Payments Of House Tax (Yearly)
Trade And Occupation Licence
Renewal for Trade And Occupation Licence

III Technical Section

Construction License
Occupancy Certificate
Renewal Of Construction Licence
Repair License
NOC for water, sewage, electricity and road cutting
Registration of Structural Designer/Architect
Form

I Administration Section

Birth/Death Certificate

1. **How to Apply?**

Registrations are done in the Registration of **Births** and **Deaths** Section (RBD). Ask for standard application form to be filled from concerned person in RBD section.

2. **Documents required**

No Documents only the form to be filled.

3. **Process**

Case I : Where the Births/Death takes place in Hospital.

1. The legal information and statical information of form1 and form2 for births and deaths respectively is filled by the parents (the required form is issued by the Institution).
2. The duly filled form is submitted in RBD section of Corporation of City of Panjim (CCP).
3. Registration is done within 30 days.
4. Birth Certificate is issued after payment of fees Rs. 15 /- per copy.

Case II : Where the Birth/Death take place at Residence.

1. The form is to be collected from RBD of CCP.
2. The duly filled form is submitted in RBD section of CCP.
3. Birth Certificate is issued after payment of fees Rs. 15 /-only per copy.

4. **Fees structure**

Rs. 15 /-only per copy

Non Availability Certificate

Non Availability Certificate is issued when the registration of Births / Deaths is not done.

1. **How to Apply?**

Ask for a standard **Application form** along with the required documents in **RBD** (Registration of Births Deaths).

2. **Documents required**

1. Doctor's Certificate(original). **OR**
2. School Leaving Certificate (attested copies). **OR**
3. Baptism Certificate **AND**
4. An Affidavit

3. **Process**

1. The duly filled application form and the documents are to be submitted at the RBD Section.

2. If the registration is not done previously the Certificate is issued after payment of fees.

4. Fees structure

Rs.20 /-only per copy.

Note :

1. If the registration is not done within one year the **NAC** is passed to **BDO**(Block Development Officer) for obtaining order for registration.
2. If the registration is done after one year and above the **NAC** is passed to the Judicial Magistrate for issuing orders for registration.

Registration of births occurring to Indian citizens outside

1. How to Apply?

Ask for standard [Application form](#) in RBD Section of CCP or the forms can be collected from the Chief Registrar's Office.

2. Documents required

Attested copies of :

1. Certificate of Birth / Baptism Certificate of son / daughter
2. Passport of son / daughter
3. Father's Passport
4. Mother's Passport
5. Residence Certificate in original
6. Joint Affidavit in original (to the effect that parent's have returned to Goa / India to settle down)

3. Process

1. The application and the documents are submitted at the Chief Registrar Office
2. Chief Registrar issues order to the CCP for the purpose of Registration
3. Registrations are done following the same steps as Birth Registration(give link to Birth Registration)

4. Fees structure

Rs. 100 /-only

Correction of names

I. In case of either mother or father or both

1. How to Apply?

The application form can be collected from RBD Section of CCP or the applicant can produce their own written application

2. Documents required

1. Civil Marriage Certificate of the parent's
2. An Affidavit

3. Process

1. Application and required documents are submitted in RBD Section
2. Processing is done within 7 days
3. On verifying the documents, corrections are done accordingly
4. One Birth Certificate is issued on payments of fees

4. Fees structure

1. Rs. 100 /- only for spelling error
2. Rs. 1000 /- only for correction

Note :

* Fees are subjected to change

Burial and Cremation

1. How to Apply?

You will have to produce written application along with required documents if any.

2. Documents required

Death report from Doctor / Institution / Police Station.

3. Process

1. The written application / request along with the Death report are to be submitted to the Administration Section directly.
2. On payment of fees the N.O.C is issued to the applicant on the spot.

4. Fees Structure

1. Rs.200 /-only for Burial
2. Rs. 100 /-only for Cremation
3. Rs. 50 /-only for Child

Hearse Van Services

1. How to Apply?

Ask for standard [Application form](#) in Administrative Section.

2. Documents required

No documents.

3. Process

1. The duly filled application form is submitted in Administrative Section.
2. Fees are calculated.
3. Payment is done and the service is granted on the spot.

4. Fees Structure

Minimum Charges Rs.400/-only.

Note :

* Fees subjected to change.

Income Certificate

1. How to Apply?

Ask for the Standard [Application Form](#) in the Administrative Section along with required documents if any.

2. Documents required

1. Salary Certificate

Note :

* For Government Employees only, besides an self declaration furnishing details of income of other members of the family figuring in the Ration Card.

2. Ration Card (optional)
3. In absence of Salary Certificate an self declaration declaring the yearly income of the applicant/ other members
4. Latest House Tax receipt for the given financial year.
5. Copy of Aadhaar card

3. Process

1. The duly filled application form and the documents are to be submitted in Administrative Section.
2. Concerned Municipal inspector carry out inspection and reports accordingly confirming the income.
3. Based on inspectors report if the income confirms that of the report on payment of required fees the Income Certificate is issued.

4. Fees Structure

1. Rs. 50/-only for general purpose and mediclaim.
2. Rs. 150/-only for the purpose of acquiring a plot of land in Govt.or comunidade.

Residential Certificate

1. How to Apply?

Ask for a standard application format in Administrative Section along with required documents if any.

2. Documents required

Attested Xerox copies of documentary evidence:

1. Birth Certificate
2. Educational Certificate such as Leaving Certificate, Bonafied Certificate
3. Ration Card / Adhar Card
4. Voter Card
5. Latest House Tax receipt / House tax receipt of the year 1976-77 is required for portuguese consulate
6. Passport copy
7. Self declaration/Affidavit

3. Process

1. The duly filled application form and the required documents are to be submitted at the Administrative Section.
2. Municipal Inspector does the inspection along with the applicant and prepares the report.
3. Based on the Inspectors report the Certificate can be issued or refused accordingly.
4. Certificate is issued to the applicant on payment of fees.

4. Fees Structure

1. Rs. 50 /-only per copy.
2. Rs. 1500/- for Portuguese Consulate.

Note :

* Apply in fresh for each time, one certificate cannot be issued for different purposes.

Permission for public meetings

N.O.C FOR FILM SHOOTING

1. How to Apply?

You have to produce written application in the administrative section along with required documents if any.

2. Documents required

1. Application from the applicant.
2. N.O.C from the District Magistrate.
3. N.O.C from Panjim Police Traffic cell.
4. N.O.C from IFFI- Office.

3. Process

1. Application and the required documents are submitted in administrative section.
2. Processing is done by the Administrative section.

3. After processing it goes to the cash section.
4. Payment is done and the Certificate is issued.

4. Fees Structure

1. Rs.1,00,000/- (Commercial Films)
2. Per day Rs.50,000/- (Documentary films)

Note :

* Fees are subjected to change as per the councils decision.

Night Soil Tankers

1. How to Apply?

for standard [Application form](#) in Administrative Section along with required documents if any.

2. Documents required

1. N.O.C from Sewage Department.
2. Receipt of payment.

3. Process

1. The duly filled application form and the required documents are to be submitted in Administrative Section.
2. Confirmation is done only after getting the N.O.C from Sewage Department.
3. On payment of fees the service is granted on the spot to the applicant.

4. Fees Structure

1. Rs. 1200/-only per trip.
2. Rs. 10/-only per Kms to and fro.

Note :

1. Fees to be charged depending on the no. of trips made rather than the quantity.
2. Sewage Dept. charges to be paid by the applicant.

II Taxation Section

HOUSE TAX ASSESSMENT FOR NEW PREMISES / BUILDING

1. Documents required

1. Occupancy Certificate.
2. Duly filled assessment form.

2. Process

1. After issuing Occupancy certificate assessment of Tax is done by the Taxation Section.
2. Assessment is done where in all the details are furnished by the owner / Builder in the assessment form.
3. Tax calculation is done by the Tax Section.
4. Notice Inviting Objection (NIO) for the valuation is send to the applicant with a time limit of 30 days.
5. Bill of Tax is issued to the applicant / Owner of the respective premises after 30 days time for the payment within 15 days.

3. System followed By CCP

The Corporation of City of Panaji is assessing house tax based on unit area i.e. cost of construction per sq.mt is adopted for arriving the total cost of structure. The cost per sq.mt is worked out by Public Works Department and approved by Government of Goa and Circulated to local bodies. At present the following basic rates are adopted for calculation of tax as per office Memorandum of P.W.D., Govt of Goa dt 5/5/2009. The rates as per O.M are as under:

1. Multi- storied R.C.C. residential building
up to 6 stories _____ Rs.9000/-p.m²
2. Bungalows with architectural
features superior specification _____ Rs.9500/-p.m²
3. Load bearing structures, ground
+1 with R.C.C. slab or a tiled roof _____ Rs.7000/-p.m²

Note :

1. Fees subjected to change

4. Residential Unit in Building upto 6 storied.

Area	=	100m ²
Rate approved by PWD	=	9000/-
Cost of Construction	=	900000
Rateable value at 12 %	=	108000
Less maintenance charges 10%	=	10800
Rateable value fixed after deduction	=	97200
Rate of tax @10%	=	9720 per annum.

5. **Bungalow:**

Area	=	100m ²
Rate approved by PWD	=	9500/-
Cost	=	950000
Rateable value at 12 %	=	114000
Less 10%	=	11400
Rateable value Fixed after deduction	=	102600
10% tax	=	10260/- tax per annum.

6. **Commercial Building:**

Tax for commercial building is assessed based on the zones in which the building is constructed. For this purpose the Corporation area is divided by Panjim Planning & Development Authority into various zones such as C1, C2 C3 and settlement zones S1, S2, etc., depending upon the intensity of commercial activity permitted and is decided by Regional Plan under land use criteria. Co-efficient for commercial building as per zone. Zone Coefficients

C -1- A - 6

C - 1 - 5

C - 2 - 3

S - 1 - 2

S - 2 - 2 Typical Calculation Commercial building in C - 1 Zone

Area = 100.00

Plinth area rate = 11000 /-

Cost of Building = 1100000

Rateable value @ 12% = 132000

comm. c1 X 5

Rateable value= 660000

Less 10% = 66000 /-

Rateable value fixed after deduction = 594000 /-

Annual Tax @ 10% = 59400 /- tax per annum.

Contact Person :

Mr. Ramdas Palkar (Recovery Officer)

Rufina Gomes(UDC)

ADDITIONAL INFORMATION

1. **Change in Ownership.**

1. Application in writing.
2. Attested copy of 'Deed Of Sale' / Deed of Gift / Will / Inventory.
3. Latest paid House Tax Receipt.
4. Transfer fees for residential premises Rs.5000/- within family and Rs.8000/- outside family, for commercial Rs.15000/-

1. **Change in ownership in case of Co-op Society.**

1. Application in writing.
2. Attested copy of Agreement/Transfer form.
3. Share Certificate duly transferred.
4. Resolution from Society. / NOC from the society
5. Latest House Tax Receipt.

1. **Change in ownership where no Sale Deed is executed.**

1. Application in writing.
2. Attested copy of Agreement duly registered before subregister.
3. NOC in the form of Affidavit from previous owner.
4. Latest House Tax Receipt.

TAX COLLECTION

1. Process.

1. Bills are issued.
2. Applicant has to pay within specified period that is 2 months.
3. If not paid within specified time late fees are charged.
4. The applicant has to bring the Bill of Tax and produce at the Taxation counter.
5. After payment Receipt of Payment of Tax is issued.

Note :

1. If the Tax is not paid for long time and if amount exceeds some thousands Demand Notice is issued to the applicant.
2. If not paid even after Demand Notice, Warrant is issued.

1. Fees Structure

1. Multi-storied R.C.C Building Rs.9000/m² Upto 6 stories.
2. Bungalows with architectural Rs.9500/m² Features/superior specifications.
3. Load bearing structures ,ground Rs.7000/m² +1 with R.C.C slab or a tiled roof.

Note :

1. Fees subjected to change

Payments Of House Tax (Yearly)

1. Process

1. Bills are issued.
2. Applicant has to pay within specified period that is 2 months (April- May) every financial year.
3. If not paid within specified time late fees are charged.
4. The applicant has to bring either the Bill of Tax / previous tax receipt and produce at the Taxation counter.
5. Tax can be paid either by Cash or Local Cheque / Demand Draft / Pay Order drawn in favour of Corporation of the City of Panaji between 10.00a.m to 1.00p.m and 2.15p.m to 4.00p.m.
6. After payment, Receipt of Payment of Tax is issued.

Note :

1. If the Tax is not paid for long time and if amount exceeds some thousands Demand Notice is issued to the Defaulter.(owner / occupiers)
2. If not paid even after Demand Notice, warrant is issued.

Trade And Occupation Licence

1. How to Ask

Ask for a Standard Application Form (FORM B) in the Taxation Section along with required Documents if any along with their Contact Nos.

2. Documents Required.

1. Occupancy Certificate of the premises.
2. Sale Deed / Lease Deed of the premises (Attested).
3. House tax receipt of the premises (latest).
4. No Objection Certificate from the owner of the premises(in the form of Affidavit).
5. Plan of the premises (duly approved by Panjim Municipal council / ccp).
6. NOC for Directorate of fire services
7. NOC for Health services
8. NOC for PWD (Sewage)
9. NOC for Pollution Control Board

3. Procedure

1. The duly filled application form and the documents are to be submitted at the Entry section.
2. Municipal Inspector along with the party carry out site inspection.
3. Inspector sends the report for approval.
4. After approval it goes to the Trade and Occupation counter.
5. If necessary after approval file is moved for revision of house tax.
6. License is issued after payment of fees.
7. If the applicant intends to apply for T/O License and if the premises is found issued the Trade and Occupation License earlier, the party has to cancel the License at first instant on providing the original Trade and Occupation License and has to settle the dues if any and then can apply for the fresh T/O License.

Note :

1. License issued is conditional and is decided by Commissioner, Corporation of the City Panjim.
2. License is Valid for the period of one year.
3. Then the License is to be renewed yearly from 1st April to 31st May and then fine will be imposed @ 25% for six months and then 50% for the remaining months.

4. Fees Structure

For Signboards

Revised Rates charged for Signboard from Financial Year 2019-20 onwards		
Sr. no	Type of Activity	Proposed Rates
1	Metallic Zinc Board/ Flex/ Wooden/ Acrylic Board	
	1. Size 1x 1=1m ² (Rs. 220/- per addition sq mt)	220.00
	2. Signboard (2nd additional) (Rs. 240/- per addition sq mt)	600.00

	3. Signboard (3rd additional) (Rs. 240/- per addition sq mt)	900.00
	4. Signboard (4 additional) (Rs. 240/- per addition sq mt)	1800.00
	5. Signboard (5 additional) (Rs. 240/- per addition sq mt)	2400.00
2	Wall painting & Glass painting	
	1. 2x1= 2m2 (Rs. 550/- per addition sq mt)	990.00
	2. Wall painting & Glass painting (2nd additional) (Rs. 600/- per addition sq mt)	2400.00
	3. Wall painting & Glass painting (3rd additional) (Rs. 600/- per addition sq mt)	3360.00
	4. Wall painting & Glass painting (4th additional) (Rs. 600/- per addition sq mt)	4200.00
3	Glow signboard	
	1. 5x1 =5m2 (Rs. 550/- per addition sq mt)	2090.00
	2. Glow Signboard (2nd additional) (Rs.600/- per addition sq mt)	4560.00
	3. Glow Signboard (3rd additional) (Rs.600/- per addition sq mt)	6840.00
	4. Glow Signboard (4th additional) (Rs. 600/- per addition sq mt)	11280.00
4	Signboard (inner & outer glow additional charges)	16500.00
5	High Rise Signboard additional charges	11000.00
6	Live Display signboard / Live LED message	
	5x1 =5m2 (Rs. 1000/- per addition sq mt)	15000.00
7	Casino Electronic rolling Signboard	
	5x1 =5m2 (Rs. 5000/- per addition sq mt per annum)	50000.00
8	Display of own signboard normal charges. other boards 5 times in addition to the normal rates	
9	Exhibition fees	60.00 per sq mtr
	1) Branded Banner	500.00 per day
	2) Non branded Banner	100.00 per day
	3) Standees/ Arches	500.00 per day
	4) Cutouts/ Murrals	500.00 per day
10	Highrise signboard	13310.00
11	Fine for Signboard without Licence or as per higher authorities decision	5000.00
* Rates are subject to change based on Corporation approval.		

RENEWAL FOR TRADE AND OCCUPATION LICENSE (RENEWAL FOR BAR / RESTAURANT / HOTEL / LODGING)

1. How to Apply?

The Applicant has to apply in written application letter along with required documents if any.

2. Documents Required.

1. Copy of Food and Drugs License (renewed)
2. Copy of N.O.C from Fire Department.
3. Copy of Water Sample Report from Health Department.
4. Copy of sanitary card of the staff renewed upto date.
5. Copy of Trade and Occupation last payment receipts.
6. Copy of T/O License granted for business activity as shown above.

3. Procedure

1. The duly filled application form and the documents are to be submitted at the Entry section.
2. Municipal Inspector / Sanitary Inspector along with the party carry out site inspection.
3. Inspector sends the report for approval.
4. After approval it goes to the Trade and Occupation counter.
5. License is issued after payment of fees.

Note :

1. License issued is conditional and is decided by Commissioner, Corporation of the City Panjim.
2. License is Valid for the period of one year.
3. Then the License is to be renewed.

4. Fees Structure

For Signboards

Revised Rates charged for Signboard from Financial Year 2019-20 onwards		
Sr. no	Type of Activity	Proposed Rates
1	Metallic Zinc Board/ Flex/ Wooden/ Acrylic Board	
	1. Size 1x 1=1m ² (Rs. 220/- per addition sq mt)	220.00
	2. Signboard (2nd additional) (Rs. 240/- per addition sq mt)	600.00
	3. Signboard (3rd additional) (Rs. 240/- per addition sq mt)	900.00

	4. Signboard (4 additional) (Rs. 240/- per addition sq mt)	1800.00
	5. Signboard (5 additional) (Rs. 240/- per addition sq mt)	2400.00
2	Wall painting & Glass painting	
	1. 2x1= 2m2 (Rs. 550/- per addition sq mt)	990.00
	2. Wall painting & Glass painting (2nd additional) (Rs. 600/- per addition sq mt)	2400.00
	3. Wall painting & Glass painting (3rd additional) (Rs. 600/- per addition sq mt)	3360.00
	4. Wall painting & Glass painting (4th additional) (Rs. 600/- per addition sq mt)	4200.00
3	Glow signboard	
	1. 5x1 =5m2 (Rs. 550/- per addition sq mt)	2090.00
	2. Glow Signboard (2nd additional) (Rs.600/- per addition sq mt)	4560.00
	3. Glow Signboard (3rd additional) (Rs.600/- per addition sq mt)	6840.00
	4. Glow Signboard (4th additional) (Rs. 600/- per addition sq mt)	11280.00
4	Signboard (inner & outer glow additional charges)	16500.00
5	High Rise Signboard additional charges	11000.00
6	Live Display signboard / Live LED message	
	5x1 =5m2 (Rs. 1000/- per addition sq mt)	15000.00
7	Casino Electronic rolling Signboard	
	5x1 =5m2 (Rs. 5000/- per addition sq mt per annum)	50000.00
8	Display of own signboard normal charges. other boards 5 times in addition to the normal rates	
9	Exhibition fees	60.00 per sq mtr
	1) Branded Banner	500.00 per day
	2) Non branded Banner	100.00 per day
	3) Standees/ Arches	500.00 per day
	4) Cutouts/ Murrals	500.00 per day
10	Highrise signboard	13310.00
11	Fine for Signboard without Licence or as per higher authorities decision	5000.00
* Rates are subject to change based on Corporation approval.		

III Technical Section

I. Construction License

1. **How to Apply?**

Make the application in the prescribed format. (Appendix-A2) (Annexure-'E')

2. **Documents required**

1. Detailed Plans, Elevations and sections, Site Plan, Location plan, Parking layout plan drawings duly approved/technically cleared by NGPDA -----5 copies
2. Contour plan in case of sloping sites (if applicable)-----2 copies
3. Amalgamation plan duly approved by NGPDA (if applicable)-----2 copies
4. Development Order from NGPDA-----2 copies
5. Schedule II (Ministry of Urban Development)-----2 copies
6. Questionnaire duly authenticated by NGPDA.
7. Latest original copy of Survey plan.
8. Latest original copy of index of Land. (Form D/B)
9. Documents showing ownership of land i.e. sale deed/Gift deed / allotment deed / succession deed / will. (Notarised)
10. Certificate of Architect / Engineer who has planned the Project and signed the drawings. (Appendix B-2)
11. Structural liability certificate from the Engineer responsible for structural design of the Project. (Appendix B-3)
12. Affidavit from the owner regarding appointment of Architect/ Engineer. (Appendix B-4)
13. Notarized Power of Attorney. (if applicable)
14. True copy of Conversion Sanad/Application for Recommendation for conversion.
15. Plot demarcation report from Engineer/demarcated by Land survey Department.
16. Plan showing Septic tank and soak pit detail. (if applicable)
17. Plan and location plan of proposed construction of wet waste composting station and dry waste re-cycling station (4 bin system) and undertaking for constructing the same.
18. Original NOC from Town & Country Planning Dept. for cutting and filling. (If applicable)
19. Original NOC from Forest Department. (if applicable)
20. Original NOC from Coastal Regulations Zone Authority. (if applicable)
21. Original NOC from Department of fire & Emergency service. (if applicable)
22. Original NOC from Conservation Committee of Town & Country Planning Department. (if applicable)
23. Original NOC from Environmental Clearance from Ministry and Environment Govt. of India. (if built up area is 20,000 m² and above)
24. Gift deed of road widening area duly notarized. (if applicable)

25. Up to date paid House tax/Trade/Signage receipt of existing structure. (if applicable)
26. Drainage network plan. Signed by Architect and owner.
27. Original NOC from Urban Health Centre.
28. Original NOC from Water supply Dept. PWD
29. Original NOC from sewerage Section PWD
30. Original NOC from Electricity Dept.

3. **Process**

1. Application and required documents should be submitted in the Inward Section.
2. Scrutiny of the file is done in the Engineering Section/technical section.
3. Letter is sent to the party calling for site Inspection along with documents if any.
4. After receiving all the documents, site inspection is carried out along with applicant /Architect / Engineer.
5. The detailed report of the site inspection along with details of proposed construction as regard to coverage, FAR, height in comparison with NGPDA approved plan, etc is prepared and if everything is in order, the fees are calculated and forwarded for approval.
6. If the file is approved by Commissioner the file is forwarded to accounts section to verify the calculated fees.
7. Demand notice is sent to the applicant for payment.
8. After payment, licence is typed and placed for Commissioner's signature.
9. Licence is issued along with the approved plan for a period of one year.

4. **Fees Structure**

As per Annexure -----A

Contact Person:

Technical Section
Contact No: 2223339

Occupancy Certificate

1. **How to Apply?**

Party has to make application along with required documents on prescribed format.

2. **Documents required**

1. Completion Certificate from the Architect / Engineer in the prescribed format. (Appendix B6)
2. Completion Certificate from the NGPDA.
3. Final NOC from Fire and Emergency Services in Case of High Rise Bldg.
4. Completion Certificate from the conservation committee in case approval accorder by the conservation committee.
5. Gift deed executed in favor of the Corporation of the City of Panaji for handing over the road widening area, if not submitted at the time of issue of construction licence.
6. Final N.O.C from Health Service.
7. Structural Stability certificate from structural engineer along with RCC calculation and drawing. (Appendix B5)
8. Final NOC from Health Department.
9. Affidavit cum Undertaking regarding the solid waste management composting unit.

10. True copy of conversion if not submitted at the time of issuing construction licence.

3. **Process**

1. Application and required documents shall be submitted in the inward section.
2. The scrutiny of the file is done in the technical section / engineering section.
3. Letter is sent to the licensee calling for the site inspection along with the documents if any.
4. Site inspection is carried out along with applicant/Architect/ Engineer and Municipal Engineer and Commissioner.
5. Site inspection report is prepared by the technical section.
6. If submission is found to be satisfactory, and the work is completed as per approved plan. The fees are calculated and recommended for approval.
7. Payment of fees by the applicant.
8. File is forwarded for assessment of house tax to the taxation section. Necessary details are to be submitted in the prescribed form.
9. On registration of house no., occupancy certificate is issued.

Renewal Of Construction Licence

1. **How to Apply?**

Party / licensee has to submit application requesting for renewal of construction licence along with xerox copy of the licence issued.

2. **Documents required**

No Documents.

3. **Process**

1. Application has to be submitted in Inward section.
2. Site Inspection along with the applicant is carried out by the Engineering Section.
3. Site Inspection report on the existing site conditions and on the on going work is prepared by the Engineering Section.
4. If the work is found as per approved plans, fees are calculated and recommended for approval, if not the licensee is to submit revised plan approved by NGPDA.
5. After the payment of fees, the party is issued the renewal of license for the further period of one year.

4. **Fees Structure**

As per Annexure -----B

Contact Person:

Technical Section
Contact No: 2223339

Repair License

1. **How to Apply?**

Make the Application in the prescribed format. (Annexure 'F')

2. Documents required

1. Up to date house tax receipt.
2. Colour photograph of the existing building showing all the four directions.
3. Latest original copy of Survey Plan.
4. NOC from the owner in case the premises is being occupied by any other occupants other than the owner.
5. Latest original copy of index of land. (Form 'D' / 'B')
6. Documents showing ownership of land i.e. sale deed/Gift deed/ allotment deed/ succession deed/ lease deed and will (Notarised)
7. Latest paid trade tax/signboard tax receipt for commercial establishment.

3. Process

1. Application and required documents should be submitted in the inward section.
2. Scrutiny of the file is done by Engineering Section/technical section.
3. Letter is sent to the applicant calling for the site inspection along with additional documents if any to be submitted that are required on the basis of scrutiny of file.
4. If the submission is in order and proposed repairs are within the frame work of building bye laws, the proposed repair is recommended for approval. If other wise the applicant has to comply with the shortcomings.
5. After the payment of fees, the applicant is issued the License for repair. The repair licence is valid for three months.

4. Fees Structure

As per Annexure ----- C

Contact Person:

Technical Section
Contact No: 2223339

NOC for water, sewage, electricity and road cutting

1. How to Apply?

Application shall be made in the prescribed format. (Annexure 'G')

2. Documents required

1. Occupancy Certificate in case of new building requiring water / sewage and electric connection.
2. Up to date house tax receipt in case of existing house.
3. Undertaking in the prescribed format in case buildings requiring the NOC on health grounds.
4. NOC from the owner in case the occupant/ applicant is other than the owner.
5. Details regarding the residential proof in case of NOC to be issued on health grounds. (ration card, election card, aadhar card, Driving licence)
6. Road cutting plan (if applicable)
7. In case of health grounds colour photographs of existing structure, form 'D' and survey plan.
8. Up to date paid Trade tax receipt/ signboard tax receipt (for commercial establishment)

3. **Process**

1. The duly filled application and the required documents are to be submitted at the inward Section.
2. Site inspection is done along with the applicant.
3. Site inspection report is prepared, if submission found to be in order recommended for approval.
4. After Payment of Fees, Certificate is issued.

4. **Fees Structure**

As per Annexure ----- D

Contact Person:

Technical Section
Contact No: 2223339

Registration of Structural Designer/Architect

1. **How to Apply?**

Application shall be made in prescribed format.

2. **Documents required**

1. Attested true copy certificate in support of qualification.
2. Registration certificate from Town and Country Planning Department.

3. **Process**

1. The duly filled application and the required documents are to be submitted at the Technical Section.
2. Scrutiny of the file is done by the engineering section.
3. If found to be in order then recommended for Registration of fees.
4. Certificate is issued on Payment of Fees.

4. **Fees Structure**

Rs. 1000/- per year.

Contact Person:

Technical Section
Contact No: 2223339

Form

1. **Application to Municipal Council for Building Licence to download form please [click here](#)**
2. **Form of grant of licence for repair under rule 2(75) building bye-laws and regulations of panjim municipal council [click here](#)**
3. **Application for obtaining no objection certificate for getting water/power /sewage connection and road cutting [click here](#)**

