

Check List for Site Inspection by Municipal Engineer for Construction License

1	What is the width of Road at the site?	
2	Whether there are any trees on the site?	
3	Whether any Low Tension / High Tension Line is going above the proposed site?	
4	If any canal is passing through/near the site	
5	Whether proposed site falls in Conservation Zone?	
6	Whether proposed construction is coming under CRZ?	
7	Whether proposed site is located on sloppy terrain?	
8	Whether major cutting or filling is involved?	
9	If the site is near any River/Lake then what is the distance?	
10	Is there any existing old construction?	
11	Is the construction already started by applicant?	
12	What is the status of constructed house within the diameter of 100 meters from the proposed site	
13	Whether the proposed site is adjacent to any Government land/Building?	
14	Whether the proposed building is near any national monument? If yes then the distance?	
15	Whether the proposed building is near any defence establishment? If yes then the distance?	
16	Whether the proposed building is near any national Highway/P.W.D road / Master Plan Road? If yes then the distance?	
17	Whether the key plan submitted by applicant is as the site?	

Check List of Documents and List of Prior Approvals

Item	YES	NO	NOT APPLICABLE	Remarks by Authorized Representative
1. Is the Site Plan/Location Plan showing approach road/important land marks submitted ?				
2. Are Detailed Plans, Elevations and Sections Submitted ?				
3. Is the Parking Layout Plan Submitted				
4. Is Contour Plan incase plot is having slope more than 25% submitted?				
5. Is Original Copy of PDA/TCPD Order and PDA/TCPD approved plans (3 sets duly stamped by PWD, Health, Electricity and fire and Emergency services incase of High rise building) submitted?				
6. Is the Questionnaire duly authenticated by PDA/TCPD (Appendix B1) submitted				
7. Is the latest copy of Survey plan (Original copy) submitted?				

8. Is the latest copy of Form 'D' /Form I & XIV (Original Copy / Attested Copy) submitted?				
9. Is the Ownership Document of land like Sale Deed / Gift Deed / Succession Deed / Will etc (Attested Copy) submitted?				
10. Is the Certificate of Architect / Engineer – conformity with Regulation as per (Appendix B2) submitted?				
11. Is the Structural Liability Certificate (Appendix B3) submitted				
12. Submission of Affidavit of Rs. 50/- stamp paper from owner as per proforma (Appendix B4)				
13. Is Power of Attorney (if applicable) submitted?				
14. Is Valid conversion Sanad / Application for recommendation for conversion Sanad submitted?				
15. Submission of NOC from other agencies/documents if applicable				
16. Is Plot demarcation report from Architect/Demarcated by Land Survey Department submitted?				
17. Is NOC from Health Department submitted?				
18. Is NOC from Electricity Department submitted?				
19. Is NOC from PWD – Water Supply Department submitted?				
20. Is Original NOC from Sewerage Section PWD submitted?				
21. Is Original NOC from Town & Country Planning Dept. for cutting & filling submitted?				
22. Is NOC from Fire Department incase of High Rise Building submitted?				
23. Is NOC from Water Resource Department submitted?				
24. Is Schedule II (as per proforma) submitted?				
25. Is Septic Tank and soak pit drawings (3 copies) submitted?				
26. Is Government Approval issued by Revenue Department if land belongs to the Comunidade submitted?				
27. Is Sub-Division plan if subdivided plot				

submitted?				
28. Is Attested / Notarized copy of Power of Attorney submitted?				
29. Is Plan and location plan of proposed construction of wet waste composting station and dry waste recycling station (4 bin system) submitted?				
30. Is Original NOC from Forest Department submitted?				
31. Is Original NOC from Coastal Regulations Zone Authority submitted?				
32. Is Original NOC from conservation Committee of Town & Country Planning Department submitted?				
33. Is Original NOC from Environmental Clearance from Ministry & Environment submitted?				
34. Is Gift Deed of Road widening area duly notarised, submitted?				
35. Is Upto date paid House Tax/Trade/Signage receipt of existing structure/apply for cancellation of house tax/house number submitted ?				
36. Is Drainage network plan (applicable for building having 25 units and above) submitted?				
37. Is Amalgamation Plan submitted?				
38. Is NOC / Authorization from GSPCB, Panjim for STP submitted				