

Building Approval Process in Corporation of Chennai

- Corporation of Chennai is issuing planning permits under the delegation of powers issued by the Member-Secretary, Chennai Metropolitan Development Authority to the Regional Joint/Deputy Commissioner for all the ordinary residential buildings / commercial buildings up to 9.0 m in height [Ground floor + First floor (or) Stilt + 2 floors – dwelling unit not exceeding 6 kitchen units and commercial area not exceeding 300 sq.m floor area], Industrial building & Institutional building up to a height of 15.25 meters.
- Corporation of Chennai is issuing building permit to all type of buildings including the Special Buildings, Multi-Storied Buildings and group development for which the planning permissions are issued by C.M.D.A.
- The application in this regard are to be submitted in the respective Regional Offices in Corporation of Chennai along with self attested documents. Submission of Notarized documents is not essential
- The applicant shall not enclose any certificate with regard to tax due along with their application. The details of the tax due are verified in the online provision.
- The structural design details to be enclosed are to be certified by the structural engineer. Based on the design furnished by the structural engineer the approval is issued. If it is found that the design details and execution of work is not as per the standards during construction or after construction the structural engineer and the applicant shall be held responsible and the registration of the structural engineer shall be summarily rejected.
- To make the processing of the planning permission applications easier the whole system of processing are computerized. Each and every stage of the processing of the applications are being entered in computer. The applicants / land owners can view the various stages of their application in the website of Corporation of Chennai by referring the application number allotted to them while submission.
- Moreover SMS alerts / e-mails are sent to the applicants / land owner at each stages. The applicant can act immediately if a letter is sent requesting to furnish additional documents / particulars by seeing the SMS alerts / e-mails. Further if it is sanctioned, the necessary fees to be paid are made known, so that the applicant can make the payment immediately and obtain the permits.
- The plans are submitted online for checking for Development Regulations and Building Rules and any correction required are informed through online. The applicants shall make the necessary corrections and submit the plan for scrutiny. The Auto-DCR software is used for scrutiny of the plan submitted online.
- A Checklist is used for verification of the documents while submission of the planning permission application.

- The site for which the planning permission applications / building applications are submitted by the applicant will be inspected by officials of Corporation of Chennai within 3 days from the date of submission of the planning permission application / building application.
- The officials for the inspection of the building is randomly assigned by the system and the date of inspection will be intimated to the building owner / applicant immediately on allocation of inspecting officials through SMS alerts / E-mail.
- The application are scrutinized and demand advice are issued within 30 days from the date of submission of the planning permission application building application.
- If any documents / clarification are further required, it is intimated once and applicant is requested to furnish the same. On receipt of the requested documents / clarifications the application is further processed and approval issued.
- If the requested documents / clarification are not furnished by the applicant, the application is returned unapproved, stating the reason for the same.
- On receipt of the payment for the demand advice the planning permit / building permit are issued within 7 days from the date of receipt of the payment. The SMS alerts/ email are sent to the applicant once the permit are ready.
- The online submission of the applications are also available in which the applicant shall login and submit the planning permission application.
- Provision has also been made for online payment for the fees required to issue the permits.

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