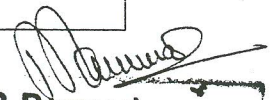


Town and Country Planning Department, Daman

Service Name	No. of Days Required to deliver the Service	Name of Designation(& Address) of the Competent Authority responsible to deliver the Services	1 st Appellate Authority for Grievance Redressal	2 ND Appellate Authority for Grievance Redressal	Name of the Document required to avail the Services
Construction Permission	30 days	Member Secretary , Planning & Development Authority (PDA), Daman Town and Country Planning Department, Daman.	Chairman, (PDA)/Collector, Daman.	-----	1. Two copies of building plan. 2. Copy of NA Order /Sanad if any. 3. Site Plan /Ownership Documents/Layout Plan if any. 4. NOC from Coast Guard Authority. 5. Provisional NOC from Fire Department if applicable. 6. NOC from concerned Village Panchayat 7. Annexures as listed in DCR 2005.
Occupancy Certificate	30 days	Member Secretary , Planning & Development Authority (PDA), Daman Town and Country Planning Department, Daman.	Chairman, (PDA)/Collector, Daman.	-----	1. One copy of approved building plan. 2.. NOC from Coast Guard Authority. 3. Final NOC from Fire Department if applicable. 4. Completion Certificate from Architect/Engineer
Non Agriculture (NA) permission proposal received from Collector's Office.	15 days	Associate Town Planner, Town and Country Planning Department, Daman.	Collector, Daman.	-----	1. Site Plan/Ownership Documents/Layout Plan showing approach road if applicable. 2. Sub division Plan if any.
Sub Division /Amalgamation /Exchange of land proposal received from Collector's Office.	15 days	Member Secretary , Planning & Development Authority (PDA), Daman Town and Country Planning Department, Daman.	Chairman, (PDA)/Collector, Daman.	-----	1. Layout Plan 2. Site Plan /Ownership Documents. 3. Copy of NA Order /Sanad if any.
Information regarding land use of the land.	7 days	Associate Town Planner, Town and Country Planning Department, Daman.	Collector, Daman.	-----	Site Plan /Ownership Documents.
Site Elevation Data for seeking NOC from Coast Guard Authority	10 days	Associate Town Planner, Town and Country Planning Department, Daman.	Collector, Daman.	-----	Site Plan /Ownership Documents


(P. P. Parmar)
Associate Town Planner,
Daman.