

Form of report/application for permission to the prescribed authority for the building of or addition to a house

From,

Date:

To,

The Director
NIV, Pune

Sir,

This is to report to you that I propose to build a house / to make an addition to my house.

This is to request that permission may be granted to me for the building of a house / the addition to the house.

The estimated cost of the land and materials for the construction extension is given below-

1. Land

(1) Location

Survey number

Village

District

State

(2) Area

(3) Cost

Contd. 2

2. Building materials, etc.-

- (1) Bricks _____
- (2) Cement _____
- (3) Iron and steel _____
- (4) Timber _____
- (5) Sanitary Fittings _____
- (6) Electrical fittings _____
- (7) Any other Special Fittings _____
- (8) Labour Charges _____
- (9) Other Charges, if any _____

Total Cost of land and Building _____

3. * The construction will be supervised by myself. /The construction will be done by** M/s.

* I do not have any official dealings with the contractor nor did I have any official dealings with him in the past.

* I have/had official dealings with the contractor and the nature of my dealing with him is/was as under:

4. The cost of the proposed construction will be as under-

Amount Rs.

- (i) Own savings
- (ii) Loan/Advances with full details
- (iii) Other sources with details

Yours faithfully,

Date:

Place:

* Strike out the portions not applicable.

**Enter the name and place of business of the contractor.