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DZONGKHAG ADMINISTRATION, SAMTSE

"A prosperous community living in harmony with diverse culture and safe environment"



ANNEX

APPLICATION FOR BUILDING PERMIT

(Please type or write in clear block letters, use additional sheet if necessary)

1. Name of applicant:

2. Date of Birth:/...../..... Passport Size Photo

3. Sex: Male () Female: ()

4. Citizenship Identity Card No.:

.....

5. Address:

.....

.....

6. Contact details:

Phone No.:

E-mail address:

7. Construction Type/Building use:

.....

8. No. of Floor/floors:

.....

9. Following documents shall be submitted:

- One sets (A3/A4) of architectural, structural, electrical, water supply and sanitation drawings duly signed by the designers.
- Copy of the latest Lag Thram/ Land Ownership Certificate
- Copy of latest Site Plan and Site Plan money Receipt
- Copy of planning permit
- Copy of Annual Land Tax Receipt.
- Power Clearance
- Telecom Clearance (If required)
- Certificate of the designers

10. Declaration to be signed by the applicant:

The information supplied in this application form is correct to the best of my knowledge and if there are any discrepancies, I shall be personally responsible for the same and I am prepared to face any disciplinary or legal action against me.

Date:..... Signature:

.....



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For official use only

Noting of the dealing officer with regard to land holdings, building construction, etc.

Recommended () Not recommended ()

Permit No.:

Date Issued.....

(Note: Permit expires if the work is not started within two years after the issuance of the permit or two years from last inspection)

Name & Signature of the Dealing Officer:

.....



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SAMTSE MUNICIPAL
“Towards Quality Infrastructure”



Office Use Only

Application No:

Date: / /

Application for **Planning Permit**

Owner Details: Provide details of the land owner.

Passport Size Photo

Title:	First Name:
Middle Name:	Last Name:
Sex: Male () Female ()	CID No:

Organization (if applicable):

Present Address:

Dzongkhag:	Gewog/Dungkhag:
Contact No:	Email ID:

The Land: Address of the Land.

Thram No:	Plot No:	Area:
Precinct::	Location:	Throm:

The Proposal: You must give full details of your proposal and attach the information required to assess the application.

For what use, development or other matter do you require a permit?

Existing Conditions:

Describe how the land is used and developed now:



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བསམ་ཆེ་རྫོང་ཁག།
SAMTSE MUNICIPAL
“Towards Quality Infrastructure”



Declaration:

I declare that the information provided in this form is correct to the best of my knowledge and if there are any discrepancies, I shall be personally responsible for the same and I am prepared to face any disciplinary or legal action against me.

Signature:

Date: / /

Documents to be submitted:

The following documents must be submitted along with the submission of this form;

1. Copy of Latest Lag Tharm/Land Ownership Certificate
2. Copy of Site Plan provided by the Municipal Office
3. No objection certificate from Department of Culture, MoHCA (if the plot falls in Dzong precinct or Heritage precinct)
4. No objection Certificate from Department of Forest and Park Services (if the plot is in Environmental Precinct or Buffer Zone)
5. One set of (A3/A4) site plan of the proposed development showing:
 - i. The boundaries and dimensions of the plot, set back lines and access road/footpaths
 - ii. Location of septic tanks, soak pits and drains
 - iii. Location and dimensions of parking spaces, existing buildings and trees.
 - iv. Certificate of the designer

For Official Use Only:

Noting of the dealing officer with the regard to fulfilling the above required documents

Permitted () Not Permitted ()

Permit No : Date Issued :

(Note: Permit expires if the work is not started within two years after the issuance of the permit or two years from last inspection)

Name & Signature of Dealing Officer :(Date: / /)



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SDA Reg. No:

FORM – 3a

CONSTRUCTION AGREEMENT

This agreement made on month day year is executed between Samtse Dzongkhag Administration (SDA) of the one part and the Owner of the Plot/ Official representative of (hereinafter called as owner) of the other part.

The following terms and conditions shall apply for proposed **new construction / Vertical**

Extension / Horizontal Extension / or any alteration of

storeyed **Commercial/Residential/Institutional/Industrial** building on plot no.

....., at Samtse LAP

1. It is mandatory for the owner of the building to keep the original approved drawing at the site at all times. This will help the Building Inspector to check deviations.
2. The building owner shall ensure that before commencing any work (levelling/clearing the site) on the proposed site, he/she shall obtain a work clearance from the Authorities concerned. In the event services such as Water supply line, Sewer line, TV cable lines, Telephone lines, Electricity lines and roads are damaged, the actions will be taken as per the Water & Sanitation Rules, Bhutan Building Rules, and Code of Practice for Plumbing and other relevant Rules.
3. The owner shall ensure that a Civil Engineer/Architect is deployed for supervision of the construction work to avoid any sort of deviation from the approved plan.
4. SDA shall not be held responsible for any failure of the structure.
5. The building owner shall take necessary precautions against accidents, damages or inconvenience to the public and workers or adjacent property either directly or indirectly during the execution of the work. Further, the owner shall ensure that the construction materials are properly stacked and covered within the plot.
6. The building owner shall ensure that the building under construction has proper scaffolding, platforms, net and signboards cautioning the pedestrian and vehicular traffic.

All constructions, including roof projections and gutters, shall be within the registered area. The setback to be maintained as per approved building plan.

8. The Approved drawings shall be strictly followed at the time of execution.
9. During finalization of building layout, the owner shall obtain a Building Inspection report Form from SDA before commencing any construction. Once it is checked and approved by SDA, if found deviated later, then owner shall be held responsible.



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10. The owner shall inform SDA, Samtse before every concrete pour so that a building Inspection report can be issued.
11. Should the owner wish to make any alteration to the approved drawings, they must seek prior approval from SDA.
12. If the owner of the building continues construction despite written notice from SDA for rectification of deviations from the approved plan, services like water supply and electricity shall be disconnected. Such services shall be restored only after rectification of the deviation. As a last resort, SDA shall serve notice for demolition BBR-2018.
13. The owner shall inform Dz. Engineering and Human Settlement Sector as and when building construction work is fully completed so that the temporary services can be withdrawn.
14. The building owner shall be responsible for disposal of construction materials including debris to a dumping site as advised by SDA. The owner shall also be responsible for safeguarding the surrounding environment (noise and air pollution), damages caused to the public properties including roads, trees, drainage system, sewers etc. However, if SDA notices any of such things, the SDA has every right to stop the construction and take necessary actions.
15. The building owner shall restore/reinstate the public or private properties interfered/damaged during the construction to the satisfaction of the Implementing Authority/affected property owner. In the event, the interference is affecting both the parties the restoration shall be carried out jointly as determined by the SDA.
16. When the construction work is completed, the owner has to submit the supervising Engineer's/thikadar's and Electricians Completion Certificate to SDA. **(Form 5b & 5c)**
17. Based on the supervising engineer's Completion Certificate and application submitted by the owner for Occupancy Certificate, technical team will jointly inspect the building.
18. Occupation of any building without obtaining occupation certificate shall result into disconnection of services. Services shall be restored only after Occupancy Certificate has been obtained and reconnection charges and any fines have been paid to the SDA.
19. Any construction of a building or structure without written permission from the SDA shall be demolished at the risk and cost of the defaulter.
20. Any construction of additional floor/s (horizontal or vertical extension) without the written permission of the SDA shall be demolished at owners cost.
21. The building owner shall ensure that the building under construction is completed within five years from the date of commencement. In the event that the construction is stopped (for



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whatsoever the reason) for a period exceeding one year the owner shall erect a pitch roof over the finished floor.

22. The approved **Building Drawings** shall be valid for two years (2 years) from the date of approval. (i.e.to.....)

.....

Chief Dz. Engineer, DE&HSS,SDA

.....

Owner/Authorized Proponent

Witness (Sign&Address)

Dev. Regulatory Officer, DE&HSS,SDA

.....

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ENDORSED BY

DZONGDAG



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SDA Reg. No:

FORM – 4

FINAL BUILDING LAYOUT CHECKING

The final layout checking was done on dated: as per the construction approval No.:
Dated..... located at..... Owned by Mr. /Mrs..... and found the alignment/orientation and four side setback of the building are maintained as per the approved layout plan/drawing.

Part I

Building Inspector: (Signature & date)

.....Date

Part-II

Signature of Surveyor: (Signature & Date)

.....Date

I hereby agree to construct my building as per the approval accorded by the Dzongkhag Administration and I will not deviate out of the final layout checked by the Dz.EHSS. If I deviate from the approved plan, I shall be liable for the penalties as per the any relevant regulations.

Owner's name:Signature:

Contact No.....

Owners Site supervisor /Engineers name:

Sign:Contact No.....

For office use.

Any comment:

Signature:



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SDA Reg. No:

FORM – 5b

UNDERTAKING LETTER - From Head mason/thikadar.

I hereby undertake and assure that the building construction /development/ erection/ re-erection or material alteration in/of building on plot No....., registered under thram no.:....., belonging to Mr /Mrs /Ms.....

in shall be supervised by me. It shall be carried out as per the approved set of drawings vide No....., dated.....

The work shall be done to my best satisfaction, the workmanship and all the materials (type & grade) be used strictly in accordance with approved drawings and in line with national standards. All conditions stipulated in the construction agreement dated shall be fulfilled.

.....

Name & Signature of Contractor/Site supervisor

Address of the Contractor/Site supervisor

.....

.....

.....

Signature & Name of the Owner

Date:



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SDA Reg. No:

FORM – 5c

UNDERTAKING LETTER - From Electrician.

I hereby undertake and assure that the electrical works in building construction /development/ erection/ re-erection or material alteration in/of building on plot No....., registered under thram no.:....., belonging to Mr /Mrs /Ms.....

in shall be supervised by me. It shall be carried out as per the approved set of drawings vide No....., dated.....

The work shall be done to my best satisfaction, the workmanship and all the materials (type & grade) be used strictly in accordance with approved drawings and in line with national standards. All conditions stipulated in the construction agreement dated shall be fulfilled. All conditions stipulated in the construction agreement dated shall be fulfilled.

.....

Name & Signature of Electrician

Address of Electrician

.....

.....

.....

Signature & Name of the Owner

Date:



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SDA Reg. No:

Date:

LETTER OF UNDERTAKING FOR BASEMENT APPROVAL

I, undersigned undertake that my building basement is required for the following:

- ☐ To meet storage requirements for the building and shops.
- ☐ To meet the parking requirement in the building.

Upon approval of the basement, I agree to the following terms and condition laid down by Samtse Dzongkhag.

1. I will use the basement as storage only as reflected/rectified in the approved drawings.
2. The basement shall be constructed totally under the ground level and plinth level shall be maintained as per the approved drawings with the comments incorporated.
3. Once the basement has been approved and constructed, I will not propose or convert the basement into habitable/ commercial space.
4. I pledge to resolve all issues related to drainage and sewage with my own personal expense.
5. I undertake to repair, reconstruct and compensate for any damages inflicted upon the adjoining properties and take full responsibility for any other issues related due to the excavation of the building basement.
6. I agree to remove/demolish any construction in the basement and bear the penalties as per Dzongkhag notification if any of the above clauses are violated.
7. I accept the aforementioned terms and agree to all conditions laid down by Dzongkhag with regards to the construction of the basement.

*Not adhering to the aforementioned terms and conditions and the DCR (and the circulars for basement from the Ministry of works and human settlement) shall be liable for fines/penalties and cancellation of the approval.

Name:

CID No.:

Plot No.:

Thram No:

Mobile No.:

Witness

Name & CID No.:

Mobile No.:

Affix Legal
stamp here
(Sign)

Affix Legal
stamp here
(Sign)