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. <u>Building materials, etc.-</u>

(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:

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