Jammu Municipal Corporation

Town Hall, Jammu.

Building Plan Approval & Inspection Procedure

Step1. Citizens can fill online form at URL http://www.jmcjammu.org/PermissionForm.aspx and attach their photograph, land documents etc in a PDF format. A confirmation SMS & e-mail will be send to the applicant on the spot. Application Form A for building permission will be automatically generated and send to the concerned Officer/Officials online.

The checklist of documents required for building permission case were published online at our website. The following are the documents required for building plan approval :-

      i.   Site plan
     ii.   Building plan
    iii.   Service Plan
    iv.   Parking & Circulation plan
     v.   Landscape plan
    vi.   General Specifications Plan
   vii.   Ownership Title plan
  viii.   Other documents if any.

Step 2. The Form A then scrutinized by JMC officials and if accepted then the case file will be send online for NOC to the concerned departments. If Form A is having any deficiencies then the applicant will be informed via e-mail to provide the requisite documents. The following line departments are empanelled in the online building permission for granting NOC's online :-

      i.   Jammu Development Authority
     ii.   Town Planning Organization
    iii.   Revenue Department
    iv.   Nazool Department
     v.   Public Health & Engineering

vi. Power Development Department

vii. Sewerage & Drainage

viii. Fire & Emergency Services

Step 3. Inspection of Site by the Concerned Field Staff.

Step 4. Submission of Inspection Report by Concerned Field Staff.

Step 5. Once the NOCs are received online from the line departments the case is placed before Building permission authority for final approval and ink signed authorization. There after the applicants were informed via registered e-mail regarding acceptance & rejection of their cases.

Step 6. The cases which are approved by the Building permission authority, online generated building permission fee details were sent to the applicant via registered e-mail for depositing the fee either through online mode (RTGS,NEFT,Online Banking) or through offline mode at single window of JMC.

Step 7. Once the requisite fee was received then building plan approval was communicated via e-mail and also handed over in hard copy to the applicant.