

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

Date : \_\_\_\_\_

From

To

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.

(strike out the portion not applicable)

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

Land

1. Location -  
Survey Number  
Village  
District  
State

2. Area

3. Cost

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

2. Total cost of Land and Building :

\*. The construction will be supervised by myself. / The construction will be done by \_\_\_\_\_ . (Enter the name and place of business of the contractor).

\*. 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 :

(Strike out the portions not applicable)

3. The cost of the proposed construction will be as under :

Amount (Rs.)

- (i) Own savings
- (ii) Loans/advances with full details
- (iii) Other savings with details

Yours faithfully,

\_\_\_\_\_

**Form of report to the prescribed authority after completion of the building/extension of a house.**

Date

From

To

Sir,

In my letter No. \_\_\_\_\_, dated \_\_\_\_\_, I had reported that I proposed to build a house.

Permission was granted to me in Order No. \_\_\_\_\_, dated for the building of a house.

(Strike out the portions not applicable)

The house has since been completed and I enclose a Valuation Report, duly certified by \_\_\_\_\_.  
( A firm of Civil Engineers or Civil Engineer of repute.)

2. The cost of construction indicated in the enclosed Valuation Report was finance as under :-

Amount (In Rs.)

- (i) Own Savings
- (ii) Loans/Advances with full details

Yours faithfully,

Note:- Variations, if any, between the figures given above and figures in Form 2 may be explained suitably.

## VALUATION REPORT

I/We hereby certify that I/we have valued House \_\_\_\_\_

Constructed by Shri/Smt. \_\_\_\_\_ and I/we give below the value at which I/we give below the value as which I/we estimate the cost of the house under the following headings :-

Heading	Cost (In Rs.)
1. Bricks	
2. Cement	
3. Iron and Steel	
4. Timber	
5. Sanitary fittings	
6. Electrical fittings	
7. All other special fittings	
8. Labour charges	
9. All other charges	

Total cost of the building \_\_\_\_\_

(Signature and Designation of  
the Valuation Authority)

Date : \_\_\_\_\_