

Checklist before submitting building plans - FORM C

For the owner of the plot only.		TICK
1	Application for Building Plan Process - FORM-D .	<input type="checkbox"/>
2	Ownership Certificate/Lag Tharm	<input type="checkbox"/>
3	Latest Official Survey site plan issued by PCC	<input type="checkbox"/>
4	Registration/Certificate of the Designer	<input type="checkbox"/>
5	Two sets of drawings each: two sets of architectural drawings, two sets of structural drawings along with soft copy for calculation and worksheets, two sets of plumbing drawings, two sets of electrical drawings.	<input type="checkbox"/>

*Only **two sets of drawings** will be accepted and if the proposals are found to be in line with the existing rules and regulations, then the proponent will be issued with approved set of drawing and another would be retained here with our building section. If the proposals are process by person other than the legal owner, **Authorisation Letter is a must**. For any clarification on the matter, it is requested to contact either **Head, DCD or Architect/Structural Engineer, PCC**, during working hours only. Please find out from the Sewerage Section of PCC about the **availability of sewer lines** in your proposed site and accordingly carry out necessary measurements at design stage itself. In case of more than one building (either existing or proposed) in a same plot, **the overall layout plan is a must and mandatory**. In case of building **more than 4 storey**, seperate rules are applicable and the same can be availed from the Planning Division of PCC. Further, submission of proposal drawings alone does not guarantee the **APPROVAL**. For Traditional Architecture Guidelines & Bhutan Building Rules-2002, please log on to: www.dudh.gov.bt*

Further, designers' certificates needs to be attached as a proof of Qualification.