

## Check List for Various Noc's

Department	Pre Establishment	Pre Operation
FIRE	<ol style="list-style-type: none"> <li>1. site plan</li> <li>2. key plan</li> <li>3. typical floor plan</li> <li>4. section plan</li> <li>5. elevation plan</li> <li>6. complete propose fire plan of the Industry According to National Building Code of India &amp; Indian Standard.</li> <li>7. Project Report.</li> <li>8. Affidavi in prescribed Format.</li> </ol> <p>Scan copy of filled Questionary</p>	<ol style="list-style-type: none"> <li>1. Approved Map.</li> <li>2. Details of the fire safety Arrangement in the Building.</li> <li>3. Application to chief Fire Officer for granting of NOC to operate the Industry on the letter Head of the Industry.</li> </ol>
Pollution Control Board	<ol style="list-style-type: none"> <li>1. Affidavit for consent to establish <a href="#">..\affidavit for consent to establish</a></li> <li>2. Application form for consent to establish(water &amp; Air Act) <a href="#">..\consent to establish_Application form.pdf</a></li> <li>3. Scan copy of Draft / challan for Initial fee in favour of member secretary,</li> </ol>	<ol style="list-style-type: none"> <li>1. Affidavit for consent to operate..<a href="#">\Affidavit for consent to operate.pdf</a></li> <li>2. Scan copy of Draft / challan for Renewal fee in favour of member secretary, uttarakhand Pollution control Board.</li> </ol>

	uttarakhand Pollution control Board.	
Revenue Dept.	<p>Permission for land purchase</p> <ol style="list-style-type: none"> <li>1. Attested Copy of Domicile From Seller of Uttarakhand State</li> <li>2. Affidavit about Present Residence &amp; Occupation with Notary</li> <li>3. Attested Copy of Khatauni</li> <li>4. Consent from Seller attested by R.I or by Notary</li> <li>5. Are You Applying For the first time . If No Please attach a copy of Non acceptance letter.</li> </ol>	<p>Land use change</p> <ol style="list-style-type: none"> <li>1. Attested Copy of Domicile issued by S.D.M</li> <li>2. Affidavit about Present Residence &amp; Occupation with Notary</li> <li>3. Attested Copy of Khatauni</li> <li>4. Are You Applying For the first time . If No Please attach a copy of Non acceptance letter.</li> </ol>
Siidcul	<p>Plot Allotment</p> <ol style="list-style-type: none"> <li>1. Application Form for Allotment of Plots in Industrial Area / Estate of SIIDCUL...<a href="#">\application</a></li> <li>2. Bank Draft towards Application Fees.</li> <li>3. Bank Draft towards Earnest Money Deposit Fees.</li> </ol>	

	<ol style="list-style-type: none"> <li>4. Scan copy of Detailed Project Report.</li> <li>5. Scan copy of proposed Land Utilization Plan.</li> <li>6. Scan copy of Partnership Deed / Memorandum &amp; Articles of Association</li> <li>7. Certificate of Incorporation</li> <li>8. Any other Relevant documents</li> </ol>	
Sida	<p><b>CHECKLIST 1B Temporary Structures</b></p> <ol style="list-style-type: none"> <li>i) Ownership documents, copies of allotment letter (transfer letter in case of transfer) possession certificate, lease deed (transfer deed in case of transfer), and dimension plan issued by the Authority.</li> <li>ii) Form for first application to erect, re-erect, demolish or to make material alteration in a building <a href="#">Appendix 1..\appendix 1.docx</a></li> <li>iii) Certificate prescribed in Appendix 2 <a href="#">..\appendix 2A.docx</a> <a href="#">..\appendix 2B.docx</a></li> <li>iv) Certificate for sanction of Building Plan/Layout Plan as per Appendix</li> <li>v) Photocopy of the registration of the licensed technical person as per Appendix 12 duly authenticated with Plot No. for</li> </ol>	<p><b>CHECKLIST- Completion Certificate for Building Work</b></p> <ol style="list-style-type: none"> <li>1. Three copies of drawings (one set cloth mounted) duly signed by Technical Person, and owner.</li> <li>2. Completion fees</li> <li>3. Valid time extension certificate, if applicable.</li> <li>4. Photographs of the building from front and side setbacks.</li> <li>5. Photocopy of registration Membership certificate of technical person signing the plan and appendices.</li> <li>6. NOC from Chief Fire Officer, wherever applicable.</li> <li>7. NOC from Explosive Department, wherever applicable.</li> <li>8. Certificate from owner, Engineer/Architect as per Appendix 7/8/10.</li> <li>9. Copy of receipt of fees deposited for Power Connection</li> <li>10. Copy of receipt of payment of water/sewer connection charges, Meter charges if not submitted at the time of plan approval, and any other charges as may be required by the SIDA.</li> <li>11. CD's of the building plan &amp; documents submitted.</li> </ol>

- vi) which it is submitted.
- vi) Photocopy of receipt of fees deposited
- vii) Three copies of drawings (one cloth mounted) signed by the Licensed Technical person and Owner.

**CHECKLIST 1A Permanent Buildings**

- i) Ownership documents/ copies of allotment letter/ possession certificate/ the lease deed (transfer deed in case of transfer), and dimension plan (key plan) issued by the SIDA.
- ii) Application to erect, re-erect, demolish or to make material alteration in a building Appendix 1. [..\appendix 1.docx](#)
- iii) (a) Certificate of Undertaking by person holding Project Management Responsibility Appendix 2A [..\appendix 2A.docx](#)  
(b) Certificate prescribed in Appendix 2B by the Technical person. [..\appendix 2B.docx](#)
- iv) Structural design certificate from the Structural Engineers as per Appendix 3 [..\appendix 3.docx](#)
- v) Certificate for Hazard safety as per Appendix 4 [..\appendix 4.docx](#)
- vi) Indemnity bond as per Appendix 5 on Rs. 100/-stamp paper duly attested by a Notary. [..\appendix](#)

	<p><a href="#">5.docx</a></p> <ul style="list-style-type: none"> <li>vii) Photocopy of the registration of the licensed technical person as per Appendix 11 duly authenticated with plot No. for which it is submitted.</li> <li>viii) Photocopy of receipt of development fees deposited</li> <li>ix) Three copies of drawings (one cloth mounted) duly signed by the Licensed Technical Person and Owner, Site Plan and Building Plan.</li> <li>x) Two copies of the drawings giving details of provisions for fire safety, security as per National building Code.</li> <li>xi) Approval from the competent authority in case of Hazardous buildings.</li> <li>xii) Soft copies of the drawings with documents.</li> </ul>	
SADA	<ul style="list-style-type: none"> <li>1. Application Form (Rs. 10.00)</li> <li>2. Affidavit (On Rs. 10.00 Stamp Paper)</li> <li>3. Indemnity Bonds (On Rs. 65.00 Stamp Paper)</li> <li>4. NOC from Uttarakhand Environment Protection &amp; Pollution Control Board</li> <li>5. According to Govt. order Building up to 9 mtr height, Structural Design, statistics &amp; structural engineer certificate.</li> </ul>	

	<p>For Building Above 9 mtr height Govt. Registered Structural Design, statistics &amp; structural engineer certificate prepared by structural Engineer.</p> <p>6. NOC from Fire Control.</p> <p>7. NOC from Uttarakhand Zal Sansthan or Affidavit according to Govt.order.</p> <p>8.</p> <p>9. Proposed Map of Industrial Unit</p> <p>10. Land Ownership Deed (Attested Scan copy of Sale deed &amp; khatuni)</p> <p>11.</p> <p>12. Filled Scan Copy of consent.</p> <p>13. Scan copy of draft of Amount Rs. 3000 for Map Application fees for industrial use.</p> <p>14. Enclose Scan copy of filled Schedule-II Return for the year ending.</p>	
<p><b>Jal sansthan</b></p>	<ol style="list-style-type: none"> <li>1. Scan copy of Filled Application Form.</li> <li>2. Scan copy of Passport size photograph.</li>   <li>3. Photo Identity card any one from the following <ol style="list-style-type: none"> <li>a. Voter Id Card</li> <li>b. Pan card</li> <li>c. Aadhar Card</li> <li>d. Ration card along with photo</li> <li>e. Driving licence</li> <li>f. Bank passbook along with photo</li> <li>g. passport</li> </ol> </li> </ol>	

	<ul style="list-style-type: none"> <li>h. ID card issued by Govt./semi Govt. office</li> <li>4. Attached Approved Map Copy from Related Development Authority / Local Body / Gram Sabha.</li> <li>5. Rs. 100 Non judicial Stamp Paper.</li> <li>6. Tenancy / Ownership Certificate any one From the following <ul style="list-style-type: none"> <li>a. Sale Deed</li> <li>b. Lease Deed</li> <li>c. Mutation Certificate(Fard)</li> <li>d. Ration card along with photo</li> <li>e. Voter ID</li> <li>f. Annual Assessment Certificate from municipal Board</li> <li>g. Tenancy Agreement</li> <li>h. Ration Card</li> <li>i. Electricity Bill</li> <li>j. Nationalized Bank Passbook</li> <li>k. Ownership / Tenancy certificate issued by Gram Pradhan</li> </ul> </li> <li>7. DD of Rs. 25/- towards Application Fees.</li> </ul>	
<p><b>Health Dept.</b></p>		<p><b>Checklists For Manufacturing Drug licence:-</b></p> <ul style="list-style-type: none"> <li>1 Application Form 24,27 &amp; 31 etc.</li> <li>2 List of Items to be Manufactured(in triplicate)</li> </ul>

		<ol style="list-style-type: none"> <li>3 Form XXF. Affidavit to the effect that so &amp; so will be responsible for day to day co</li> <li>4 business of the firm or company etc. &amp; the brand names of Products does not infringe the tr any way.</li> <li>5 Treasury Challan</li> <li>6 Map of the Premises (Blue Print)</li> <li>7 Ownership documents of the premises Partnership deed or Article &amp; Memo of Association along with certific</li> <li>8 incorporation and list of present Directors,Resolution of Board of Directors.</li> <li>9 Power of Attorney &amp; authorization letter to Authorized signatory</li> <li>10 List of manufacturing Equipments</li> <li>11 List of Lab. Equipments Appointment Letters,Joining letters,Approval Certificates &amp; affidavit o</li> <li>12 &amp; Analytical Chemists(3 Photographs per forms.)</li> <li>13 NOC from Uttarakhand Pollution Control Board.</li> <li>14 Medical Examination Report (Freedom from Contagious diseases) from Qualified Doctor along with his consent for regular periodical health ch</li> <li>15 potability test report of drinking water</li> <li>16 Consent letter from approved lab. For sophisticated instumental analysi</li> <li>17 List of fire fighting equipments</li> <li>18 S.S.I Registration</li> </ol>	
		<p><b>Checklists for Wholesale / Retail Licence :-</b></p> <ol style="list-style-type: none"> <li>1 Form 19</li> <li>2 Affidavit of Proprietor,affidavit of Pharmacist(in case of Retail)</li> <li>3 Challan Educational Certificates of proprietor,experience certificate of proprie</li> <li>4 wholesale)</li> <li>5 Educational &amp; Registration Certificates of Pharmacist(in case of retail</li> </ol>	



		<ul style="list-style-type: none"> <li>6 Map of premise in blue print In case of C &amp; F agent company's letter, memorandum of article of ass</li> <li>7 company and power of attorney.</li> <li>8 In case of Partnership, Partnership deed is required</li> <li>9 Rent Agreement or ownership proof.</li> <li>10 Offer letter from Manufacturing company for Stockiestship / C&amp;F / D Character Certificate of prop./comp. Person/Qualified Person issued b</li> <li>11 Magistrate Office.</li> <li>12 Five Photo of com. Person / Pharmacist.</li> </ul>
		<p><b>Check lists for Registration Under Food Safety &amp; Standard Act 2016:-</b></p> <ul style="list-style-type: none"> <li>1 Download Form (A) Proof of Identity such as Driving license,Passport,voter</li> <li>2 Card,Ration Card,</li> <li>3 Propf of fees deposited</li> </ul>
UPCL	<p><b>Check lists For LT connection :-</b></p> <p>1. Proof of Identity:-</p> <p>If the Applicant is an individual,copy of any one of the following documents shall be furnished as identity proof.</p> <ul style="list-style-type: none"> <li>a) Electoral Identity Card</li> <li>b) Passport</li> <li>c) Driving Licence</li> <li>d) photo ration Card</li> </ul>	

- e) Photo Identity card issued by Government Agency
- f) Certificate from village Pradhan or any village level Govt. functionary like Patwari/Lekhpal/Primary school teacher/in-charge of Primary health centre etc.

If the Applicant is a company,trust,school /college,government department etc,Application shall be signed by competent authority,like Branch Manager,Principal,Executive Engineer along with relevant resolution /authority letter of the institution concerned etc.

2. Proof of Ownership or Occupancy:-

The Applicant shall submit any one of the following documents as proof of ownership or occupancy over Premises for which the connection is required-

- a) Copy of sale deed or lease deed or copy of the khasra or

khatauni(inclusion of Applicant's name in the khasra or khatauni shall be sufficient for this purpose.

- b) Registered General Power of attorney
- c) Municipal Tax Receipt or Demand notice or any other related document
- d) Letter of Allotment
- e) An Applicant who is not an owner but an occupier of the premises shall along with any one of the documents listed at (1) to (4) above also furnish a no objection certificate from owner of the premises.

Provided that in case the Applicant is unable to submit any of the document listed at (a) to (e) above, then the Applicant shall be charged thrice(Except for BPL consumers). The Amount of security as per Tables 1 to 4 given in Regulation 5(10).The owner of the premises, if different from the Applicant,shall not be liable for payment of dues against such connection.

	<p>3. Scan copy of Filled Application for New connection.(see Annexure I)..<a href="#">\Application Form for new Connection.pdf</a></p> <p>4. Attach Declaration/ Undertaking.(see Annexure 1.1) <a href="#">..\Annexure 1.1.pdf</a></p>	
	<p><b><u>Checklists for HT/ EHT connection:-</u></b></p> <p>1. Proof of Identity:-</p> <p>If the Applicant is an individual,copy of any one of the following documents shall be furnished as identity proof.</p> <p>g) Electoral Identity Card</p> <p>h) Passport</p> <p>i) Driving Licence</p> <p>j) photo ration Card</p> <p>k) Photo Identity card issued by Government Agency</p> <p>l) Certificate from village Pradhan or</p>	

any village level Govt. functionary like Patwari/Lekhpal/Primary school teacher/in-charge of Primary health centre etc.

If the Applicant is a company,trust,school /college,government department etc,Application shall be signed by competent authority,like Branch Manager,Principal,Executive Engineer along with relevant resolution /authority letter of the institution concerned etc.

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Provided that in case the Applicant is unable to submit any of the document listed at (a) to (e) above, then the Applicant shall be charged thrice(Except for BPL consumers). The Amount of security as per Tables 1 to 4 given in Regulation 5(10).The owner of the premises, if different from the Applicant,shall not be liable for payment of dues against such connection.

2. Application Form for New HT/EHT connection.(see Annexure 1 of HT regulation).[New HT Regulations.pdf](#)
3. Undertaking for tentative date on which

	<p>applicant's works would be completed and ready for energisation</p>	
<p>Commercial Tax</p>	<p><b>Checklists &amp; Requirements of Commercial Tax Department</b></p> <ol style="list-style-type: none"> <li>I. Form (I) with Annexure (I) &amp; (II) see sub rule (1) of Rule 7 for VAT Registration.</li> <li>II. Form A for CST Registration.</li> <li>III. Form B for CST Registration.</li> <li>IV. Scan Copy of Pan card.</li> <li>V. Passport Size Scan copy of Photograph.</li> <li>VI. Scan Copy of Attested Copy of Domicile.</li> </ol> <p><b>(a) For Proof of deposit of Registration Fee</b>  (i) Scan Copy of Treasury Challan of Rs. 1000 as Registration Fees.</p> <p><b>(b) For proof of identity of the individuals- any one of the following</b>  (i) Passport of the individual  (ii) Voter ID Card of the individual  (iii) PAN card of the individual  (iv) Driving License of the individual; and  (v) Passport size photograph of the individual attested by an Advocate or a Gazetted officer</p> <p><b>(c) For proof of residential address of the individuals- any one of the</b></p>	

**following containing the name and residential address of the individual –**

- (i) Passport of the individual
- (ii) Voter ID Card of the individual
- (iii) Driving License of the individual
- (iv) Bank account statement/Pass Book of the individual along with a leaf of cancelled cheque of such account
- (v) Registered sale deed or lease deed of the house, as the case may be.
- (vi) Latest receipt of property tax of municipal corporation, council/Gram Panchayat, as the case may be, or property tax assessment order
- (vii) Latest paid telephone bill.
- (viii) Latest paid electricity bill of UPCL.
- (ix) Certificate issued by an officer of revenue department, not below the rank of Tehsildar.

**(d) For proof of the address of all the business premises of the dealer (other than Department/ Corporation/ Company/ Institution of Central /State Govt. or Local Bodies) –any one of the following containing name of the business and the address of the premises-**

- (i) Registered sale deed or ownership deed of the business premises or



agreement with the builder in the case of owner.  
(ii) Property Tax assessment order  
(iii) Proof of tenancy/ sub tenancy like tenancy agreement or rent receipt or lease or license or consent letter etc. supported by documents showing ownership of license holder or person giving consent, in case of tenant/sub tenant.  
(iv) Meter sealing certificate issued by UPCL of the premises.  
(v) Certificate issued by an officer of revenue department, not below the rank of Tehsildar  
(vi) Certificate issued by SIDCUL or DIC or (vii) Development authority.  
(vii) Bank account statement/Pass Book of the business along with a leaf of cancelled cheque of such account.

**(e) For proof of, constitution of the dealer (other than proprietor)-**

(i) Registered partnership deed in case of the partnership firm.  
(ii) Document by which HUF was created in case of a HUF.  
(iii) Memorandum of association and article of association and Bank a/c statement of the business in case of a company.

(iv) By-laws of Society, Club or Association in case of society, club or association.

(v) Certificate issued by the Head of the department or office in case of Govt. Department or corporation.

(vi) Trust deed in case of a trust.

**(f) For proof of authority in the name of the applicant (other than proprietor)**

(i) Authority letter given by all other partners of a partnership firm to such partner who is signing the registration application.

(ii) Document (containing the name of karta) by which HUF was created in case of a HUF.

(iii) Authority letter given by the board of directors to such director or manager/employee of a company who is signing the registration application.

(iv) Resolution of appointment of the person as President or Secretary in case of a society, club or association.

(v) Authority letter given by the Head of office of a department of state Govt. or Central Govt. or Corporation or Local Body to such officer or employee who is signing the registration application.

(vi) Resolution passed by all the trustees in the name of a trustee to authorise

him to sign the registration application.  
(vii) Authority letter given by the incapacitated proprietor of the business to the person who is authorized to sign the registration application.  
(viii) Copy of deed or relevant document in case of receiver or guardian of a minor or an incapacitated person.

**(g) For proof of registration under other Acts (if such registration is applicable)**

- (i) Registration Certificate Under The Shop or Commercial Establishment Act
- (ii) Registration Certificate Under the Mandi Act
- (iii) Registration Certificate issued by the Registrar under the Firms and Society Act
- (iv) Registration Certificate Under the Service Tax Act
- (v) Registration Certificate Under the Industries Act
- (vi) Registration Certificate Under the Central Excise Act
- (vii) Registration Certificate Under the Drugs and Cosmetics Act
- (viii) Registration Certificate issued by Registrar under the Companies Act
- (ix) Registration Certificate issued by KVIC or KVIB
- (x) Registration Certificate Under the Trade Marks Act, 1999

	(xi) Registration Certificate Under Any other Act of a State or The Central Govt.	
	<p><b>Registration Under Luxury Tax Rules :- checklists:-</b></p> <ul style="list-style-type: none"> <li>▪ L.T Form X (see sub-rule (1) of Rule 3)</li> <li>▪ Annexure-I (L.T Form 10) (Annexure-to Application for Registration)</li> <li>▪ Enclose Declaration Form</li> <li>▪ Annexure-II (L.T Form 10) (Annexure-to Application for Registration)</li> <li>▪ Enclose Amount Deposit Challan Form.</li> </ul>	
Agricultur e dept.		<p><b>Checklists &amp; Requirements of Agriculture Department</b></p> <ol style="list-style-type: none"> <li>1. Application Form D.</li> <li>2. Documents Required for Fertilizer Mixture Manufacturing License.</li> <li>3. Blue print map of factory</li> <li>4. Lists of Plant machinaries and lab equipments.</li> <li>5. Registration in Department of Industries.</li> <li>6. NOC from Department of Environment &amp; Fire Control.</li> <li>7. Treasury Challan of License fee of Rs 1500.</li> <li>8. Affidavit of Proprietor.</li> <li>9. process flow diagram of chemical.</li> <li>10. Lists of Chemical and safety equipments.</li> <li>11. Name of Chemist,address,educational qualification,i.d and</li> </ol>

		affidavit of quality.
Labour & Factories		<p><b>Checklists &amp; Requirements of Labour,Factory &amp; Boiler Department</b></p> <p><b><u>karkhana bhawan ke rekhankan ke anumodan hetu nirdharit prapatron ka bibran:-</u></b></p> <ol style="list-style-type: none"> <li>1 Copy of site plan made on scheduled scale of Factory Building</li> <li>2 Copy of detailed plan made on scheduled scale of Factory Building.</li> <li>3 Copy of Form no 1 According to rule 3(1)</li> <li>4 Copy of Questionary &amp; Answer according to Rule 3(1)</li> <li>5 Copy of Brief Description of Manufacturing or Production Process Flow chart.</li> <li>6 Domicile Certificate</li> <li>7 Bhoomi Adhigrahan sambandhi prapatra.</li> <li>8 NOC from Pollution Control Board.</li> <li>9 NOC from Fire Dept.</li> <li>10 License / Noc Certificate issued according to Petroleum Rules-1976</li> <li>11 Download Form No 1 see Rule 3(1)</li> </ol> <p><b><u>Check lists for the factory of MAH Category</u></b></p> <ul style="list-style-type: none"> <li>Copy of on site emergency plan of Factory</li> <li>Safety audit report of Factory</li> <li>Safety Report plan of Factory</li> <li>Hazap Stand by study Report</li> </ul>

		<p><b><u>Check lists For Registration of Factory</u></b></p> <p>Main Challan Form of Scheduled Fees which is deposited at Treasury.  Copy of Form-4 with signature of Dakhalkar / Prabandhak.  Copy of list of Directors for Pvt. Ltd and Ltd. Company.  copy of Board of Director Meeting Regulation for naming of Dakhalkar.  Copy of Memorandum of Article  NOC from Pollution Control Board.</p> <p><b><u>Check lists for factory of most dangerous class</u></b></p> <p>Safety report of factory  hazap study report  safety audit report  On site emergency plan of factory</p>
<p>District Administration</p>	<p><b>Checklists of permission for use of Explosive &amp; inflammable goods(District Administration):-</b></p> <ol style="list-style-type: none"> <li>1. Download Application Form Schedule-III for grant of license as a retail Dealer in Kerosene or for renewal of such license &amp; H.S.D. License.</li> <li>2. Site plan of the proposed Premises.The Plan should be drawn to scale and show full approach road network to the premises,near by land marks and safety distances from nearest protected works.</li> <li>3. Plan showing construction details of the building mounts, lightning conductors etc.</li> </ol>	<p><b>Checklists of SARAI Act(District Administration) :-</b></p> <ol style="list-style-type: none"> <li>1. Scan copy of Certified copy of purchased deed.</li> <li>2. Scan copy of partnership deed.</li> <li>3. Scan copy of Trust Related Deed.</li> <li>4. Scan copy of Lease Deed.</li> <li>5. Scan copy of Rent Agreement.</li> <li>6. To be translated.</li> <li>7. Scan copy of Land / Building ownership certificate.</li> <li>8. To be translated.</li> <li>9. Scan copy of Character Certificate.</li> <li>10. Scan copy of passport size photograph.</li> <li>11. To be translated.</li> <li>12. To be translated.</li> <li>13. Kitchen menu card.</li> <li>14. Proposed Rate list of hotel.</li> <li>15. Scan copy of Bar licence.</li> </ol>

		<ol style="list-style-type: none"><li>16. Scan copy of location plan.</li><li>17. Scan copy of Building plan.</li><li>18. Scan copy of Old SARAI act Registration For renewal.</li><li>19. Other Documents which is required.</li><li>20. NOC from MDDA.</li><li>21. NOC from SSP office.</li><li>22. NOC from CMO office.</li><li>23. NOC from Fire Control service.</li><li>24. NOC from Tourism Department.</li><li>25. NOC from SDM.</li><li>26. Scan copy of Filled Application Form.</li></ol>
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