



**Policy & Procedure**  
**For**  
**Permission and Regularization**  
**of**  
**Additions / Alterations**  
**in DDA flats**

**DELHI DEVELOPMENT AUTHORITY**

### ADDITION(S)/ ALTERATION(S) ALLOWED IN DDA FLATS

The Ministry of Urban Development and Poverty Alleviation, Government of India has allowed certain addition(s)/alteration(s) in DDA flats. These are applicable to all flats built and allotted by DDA irrespective of whether these are located in notified and denotified areas. The addition/alteration(s) allowed are categorized in three categories :

**I) Condonable:** These are minor addition/alteration(s) which do not require structural changes and can be carried out by the owner(s) without any prior intimation/permission of DDA/MCD.

**II) Permitted with Intimation/permission:** These addition/ alteration(s) are of major nature which may require structural changes, changes in the service lines and additional coverage.

**III) Additional coverage permitted with prior permission.**

The details of all the categories of addition/alteration(s) which have been approved by Ministry of Urban Development & Poverty Alleviation by various orders are given below:

#### **I. CONDONABLE ITEMS:**

1. To convert existing barsati into room provided the wall is made of only 115mm thick.
2. Grills and glazing in verandah with proper fixing arrangement.
3. Raising height of front and rear courtyard wall upto 7' height by putting up jali/fencing.
4. Providing door in courtyard wherever not provided.
5. Providing sunshades on doors and windows wherever not provided with proper fixing arrangements.
6. Closing the door.
7. If the bathroom or WC are not having roof, these may be treated as open urinals and allowed.
8. Raising the wall of balcony/terrace parapet with grill or glazing upto 5' height.
9. Construction of open staircase (cat ladder) where no staircase has been provided for approach to the terrace.
10. To put provide additional PVC water tank at ground floor area without disturbing the common passage.
11. To provide an additional PVC water tank in the scooter/car garage at the surface level

12. To provide loft/shelf in the rooms without chase in the walls.
13. To change the flooring with water proofing treatment.
14. To remove half (4 ½") brick wall.
15. To make a ramp at front gate without disturbing the common passage/storm water drain.
16. To provide sunshades on the outer windows upto 2' wide projection.
17. To provide false ceiling in rooms.
18. To make an opening of maximum size of 2'6" x 1'9" for exhaust fan or air-conditioner in existing walls.
19. Fixing of door in back and front court yard.
20. Converting of window into Almirah subject to availability of light and ventilation as per building byelaws provided that no structural elements are disturbed and there is no projection extending beyond the external wall.
21. Shifting of water storage tank/raising of parapet wall upto 5' height and putting additional water storage tank. Wherever the existing water storage tank capacity is less than 500 ltrs in a flat, the existing water storage tank can either be replaced by a 500 ltrs tank or if possible the additional tank can be added so as to make the total storage capacity upto 550 ltrs. However, such replacement/provision of additional tank will be done only on the locations specified for such tanks and the supporting beams will be required to be strengthened suitably. Parapet wall around terrace can be increase to a height of 5'.
22. To shift the front glazing, rooms/windows upto existing chajja.

## **II. ADDITION/ALTERATION(S) PERMITTED WITH PRIOR INTIMATION/ PERMISSION:**

Following addition(s)/alteration(s) can be carried out with prior intimation/ permission of the concerned agency i.e. DDA/MCD as per the prescribed procedure :

1. Interchange the position of kitchen, bath room & WC with proper connections subject to structure safety. To carryout this interchange, all the allottees of one vertical stack will have to apply jointly to the concerned agency.
2. Construction of bath room and WC in the rear courtyard.
3. Covering of open terrace with sloping roofs upto 9' height with light weight material e.g. fibre glass/AC sheets/GI sheets with pipes and standard angle iron section etc. and enclosing with glazing .

4. Removal of original structure and reconstruction with due permission in the case of single storeyed built up flats only subject to the satisfaction of building bye-laws and prior approval of the local authority.

**III) ADDITIONAL COVERAGE PERMITTED WITH PRIOR PERMISSION:**

1. Covering of courtyard and floor level terraces is allowed subject to fulfillment of building byelaws and structural safety.
2. In three or four storeyed flats the owners at upper floor shall have the right to cover the area available as a result of coverage of courtyard/terrace of floor below. In such cases the residents of DDA flats in a vertical stack served by the same staircase should give their consent and jointly apply for permission.
3. In two storeyed flats the allottee at first floor will have no right of construction above the courtyard built by ground floor allottee. The upper floor allottee of two storeyed flat can use the roof terrace for extra coverage as permissible.
4. A barsati on the roof terrace of the top floor in addition to mumty is allowed. This barsati should preferably be adjoining to the mumty and equivalent to the size of the room below so that construction of wall over wall is ensured at terrace level. This will be subject to the provision of access to the residents of the block for maintenance of water tank, plumbing system, fixing of TV/Cable antennas etc.

All the addition/alteration(s) and additional coverage will be governed by 5 basic principles:

1. There is no encroachment on the public land.
2. Structural stability of the building is ensured.
3. Light and ventilation of the habitable rooms is ensured as per the building byelaws.
4. There is no infringement of other's rights.
5. The service elements such as manhole, rainwater fittings, sanitary fittings etc. are not disturbed and remain exposed for periodical inspection and maintenance.

The owner(s) will be allowed to cover additional space with prior permission of the concerned agency i.e. DDA/MCD as per the prescribed procedure.

The existing additional covered area and addition(s)/alteration(s) can also be get regularized by the owner(s) of DDA flats if the same are within the prescribed norms following the same procedure.

#### **1. PROCEDURE FOR PERMISSION:**

- 1.1. Additions/alterations in DDA flats in the Development Areas of the DDA shall be permitted by DDA and in other areas by MCD.
- 1.2. An Architect registered with Council of Architecture under Architects Act 1972 shall have the authority to certify plans for their correctness regarding original construction as well as proposals being in conformity with building byelaws and to the guidelines of addition(s)/alteration(s). Once the plans with all the documents certified by the Architect, structural Engineer and fee are submitted to DDA/MCD, these will be taken on record and treated as permitted.
- 1.3. The person(s) who has/have already carried out or intend to make addition(s)/alteration(s) in the flat(s), shall intimate in writing in the prescribed form and such intimation shall be accompanied along with the documents as given in Para 3. The form is to be filled up and jointly certified by the owner(s) and Registered Architect which contains the statement of the proposal and amount deposited. The proposal with all requisite information/documents and certification shall be accepted by DDA/MCD and one copy of the proposal will be certified/ stamped and returned to the applicant.  
Incomplete proposals shall not be accepted.
- 1.4. In cases where permission is required for interchanging the position of kitchen, bathroom & WC or for additional coverage in courtyard and terraces, all the owner(s) of one vertical block will jointly submit the proposal to DDA/MCD. In case, where all the owner (s) of one vertical block are not interested to carry out the addition/alteration but one or two of them are interested, they will have to obtain no Objection Certificate from the remaining owner(s).
- 1.5. The Architect(s) may draw the original plan of the flat(s) by measurements and satisfy themselves about their correctness. If need be, they can obtain a certified copy of original plan of the flat from Housing and Urban Projects Wing, DDA on prescribed payment.

## **BUILDING PLAN FEE AND ADDITIONAL FLOOR AREA CHARGES**

- 2.1. A Building plan fee of Rs. 200/- will be charged for processing the plans irrespective of covered area involved. In addition to this, a charge of Rs. 450/- per sqm will be levied for additional covered area proposed to be constructed. The rate of Rs. 450 per sqm is in accordance with the rate given by the Ministry vide order dated 25.09.1998 (Annexure-E) for additional FAR in group housing pockets.

### **3. DOCUMENTS TO BE SUBMITTED**

- i) Application Form in prescribed proforma .
- ii) 4 (four) sets of plans (1 cloth mounted), duly signed by the owners and the Architect Registered with Council of Architecture under the Architects Act 1972 indicating his/ her name, address, telephone number, clearly showing original construction in blue colour and proposed construction/ construction to be regularized in red colour at a scale not less than 1:100.
- iii) Certificate of supervision by Architect and structural Engineer along with a copy of their valid registration and qualification certificate.
- iv) Certificate of supervision by Plumber if changes in wet areas i.e. kitchen, bath, WC/Toilet are proposed or the services are being affected in any way along with copy of valid registration certificate of Plumber.
- v) Proof of ownership documents: Lease deed /conveyance deed shall be taken as documents for the proof of ownership. Registered sale deed or General power of attorney/Agreement to sale shall be accepted as the proof of ownership only after the property has been converted into freehold by DDA. This will also be required from the owner(s) who have given NOC only.
- vi) Certificate by owner(s) and structural Engineer for safety from natural hazard as per the proforma prescribed by Ministry.
- vii) Indemnity Bond for structural stability on a non-judicial stamp paper of Rs. 100/- duly attested by 1<sup>st</sup> Class Magistrate/Notary Public. This Indemnity Bond will have to be given individually by all the owners of the vertical stack of flats. This will not be required from those owner(s) who have given NOC only.

#### 4. COMPLETION CERTIFICATE

- 4.1. After completing the construction, the owner(s) through Architect shall intimate DDA/MCD. The Architect shall certify that the construction has been carried out as per the proposal submitted earlier and is in conformity with building bye-laws and guidelines for addition(s)/alteration(s) in DDA flats.
- 4.2. The intimation of completion shall have to be given within 3 years of submission of plans for addition(s)/alteration(s) to DDA/MCD. If no intimation regarding completion of construction is received within 3 years, the permission granted will automatically get revoked and withdrawn.
- 4.3. In cases where construction has already been carried out and only regularization is required, there will be no need of completion certificate.

#### 5. PROVISION OF TEST CHECK

DDA/MCD reserves the right to test check the proposal/completion submitted to it and in case it is found that the proposal/completion is not in conformity with building bye-laws/given guidelines for addition(s)/alteration(s) in DDA flats, the permission will be revoked and action will be taken against the Architect as per Rules and Regulations, and the construction which is not in conformity with building bye-laws and guidelines will be removed as per provisions of Delhi Development Act /DMC Act.

**FORM FOR APPLICATION FOR REGULARISATION OF EXISTING  
ADDITION/ALTERATIONS IN THE FLAT  
(TO BE FILLED IN DUPLICATE)**

To

The Vice Chairman  
Delhi Development Authority  
New Delhi

Sir,

I/we hereby inform that I/we have made addition/alterations in the flat No./  
Nos \_\_\_\_\_ Block No. \_\_\_\_\_ situated at \_\_\_\_\_  
Scheme \_\_\_\_\_ in accordance with the guidelines issued by the Ministry of Urban  
Development & Poverty Alleviation in this regard.

I/we forward herewith the following plans and specifications duly signed by me/us (name  
in block letters) the Licenced Architect/Engineer/Plumber who have prepared the plans,  
designs etc., and who have supervised its erection and a copy of other statement/  
documents (as applicable).

The additional covered area on all the floors is \_\_\_\_\_ sq. mts. accordingly a fee of  
Rs \_\_\_\_\_ @ 450 per sq. mt of area part thereof of coverage has been deposited.

1. Building Plans (four sets showing the original construction in blue colours and proposed construction in red colour).
2. Service plan (only in case of additional toilet or shifting of its location).
3. Ownership documents of flat No. (i) (ii) (iii) (iv)
4. Indemnity Bond
5. Structure stability Certificate.
6. Copy of valid registration certificate of Architect.
7. Copy of qualification certificate of structural engineer.
8. Supervision Certificate of Architect.
9. Supervision Certificate of structural engineer.
10. Supervision Certificate of plumber, if required.
11. Copy of valid registrations Certificate of plumber.

I/we request that the construction may be regularized and completion recorded.

- |    |                          |    |    |
|----|--------------------------|----|----|
| 1. | 2.                       | 3. | 4. |
|    | Signature of Owner/(s)   |    |    |
|    | Name in block letters    |    |    |
|    | Address of the owner/(s) |    |    |
|    | Dated                    |    |    |

Delhi Development Authority  
Housing Enforcement Wing

File No \_\_\_\_\_

Above proposal accepted vide diary No. \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation (with seal) \_\_\_\_\_  
Dated \_\_\_\_\_

**FORM FOR APPLICATION FOR PROPOSED ADDITION/ALTERATIONS IN THE FLAT  
(TO BE FILLED IN DUPLICATE)**

To

The Vice Chairman  
Delhi Development Authority  
New Delhi

Sir,

I/we hereby inform that I/we intend to make addition/alterations in the flat No./Nos \_\_\_\_\_  
Block No. \_\_\_\_\_ situated at \_\_\_\_\_ Scheme \_\_\_\_\_  
\_\_\_\_\_ in accordance with the guide-  
lines issued by the Ministry of Urban Development & Poverty Alleviation in this regard.

I/we forward herewith the following plans and specifications duly signed by me/us (name in block letters) the Licenced Architect/Engineer/Plumber who have prepared the plans, designs etc., and who will supervise its erection and a copy of other statement/documents (as applicable).

The additional covered area on all the floors is \_\_\_\_\_ sq. mts. accordingly a fee of Rs \_\_\_\_\_ @ 450 per sq. mt of area part thereof of coverage has been deposited.

1. Building Plans (four sets showing the original construction in blue colours and proposed construction in red colour).
2. Service plan (only in case of additional toilet or shifting of its location).
3. Ownership documents of flat No. (i) (ii) (iii) (iv)
4. Indemnity Bond.
5. Structure stability Certificate.
6. Copy of valid registration certificate of Architect.
7. Copy of qualification certificate of structural engineer.
8. Supervision Certificate of Architect.
9. Supervision Certificate of structural engineer.
10. Supervision Certificate of plumber, if required.
11. Copy of valid registration Certificate of plumber.

I/we request that the construction may be approved and permission accorded to me/us to execute the same in my flat.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
Signature of Owner/(s)

Name in block letters  
Address of the owner/(s)  
Dated

.....  
**Delhi Development Authority  
Housing Enforcement Wing**

File No \_\_\_\_\_

Above proposal accepted vide diary No. \_\_\_\_\_

Signature

Name  
Designation (with seal)  
Dated

**FOR SUPERVISION**

To

The Vice Chairman  
Delhi Development Authority  
New Delhi

Sir,

I hereby **certify** that the additions/alterations in flat no/nos \_\_\_\_\_ in block no \_\_\_\_\_ situated at \_\_\_\_\_ scheme \_\_\_\_\_ shall be carried out under my supervision and I certify that all the **materials** (*type and grade*) and the workmanship of the work shall be generally in accordance with the general specifications submitted alongwith and that the work shall be carried out according to the sanctioned plans.

Signature of Licenced Architect

Name of Licence Architect

Regsitration No.

Address

### INDEMNITY BOND

(to be submitted by each allottee on non-judicial stamp papers of Rs. 100 duly attested by the Oath Commissioner)

This Indemnity Bond is executed by Shri/Smt. \_\_\_\_\_ resident (s) \_\_\_\_\_ of hereinafter called the Owner of flat No. \_\_\_\_\_ in \_\_\_\_\_ New Delhi in favour of DDA its successors or entitled.

WHEREAS the owners have submitted the plan of addition/alterations in flat whereas the owners have represented to the DDA that if sanction is granted for carrying out of the said addition/alterations the owners shall indemnify the DDA if any loss at the time of carrying out of the said addition/alterations thereafter.

AND WHEREAS the said owners have further agreed to indemnify the DDA of any claims put up against the DDA either by way of compensation or in any other way in case the DDA is required to pay any such amount to any person or the owner or owners of the adjoining properties. The owners hereby agree and undertake to indemnify the DDA to pay the full extent of the amount the DDA may require to pay in the extent hereinabove mentioned.

The owners further undertake and agree to indemnify the DDA for any such amount the DDA may require to pay either by way of compensation of damage or any other amount and further undertake to indemnify the DDA of all cost and expenses that the DDA may require to defend any such action in any court of law. The owners undertake that no addition/alterations shall be carried out beyond the boundaries of the flat. Any damage occurring during or due to the addition/alterations made at site to public sewers, water drains, roads/foot paths shall have to be made good by the owners.

In consideration of the above matter undertaking and indemnity given by the said owners the DDA hereunder in this behalf grant the sanction in the said flat to the said owners.

IN WITNESS HEREOF the owners above mentioned put their hands and seal of the said Indemnity Bond on this \_\_\_\_\_ day of \_\_\_\_\_.

Witnesses : 1.

2.

EXECUTANTS

## CERTIFICATE FOR SAFETY FROM NATURAL HAZARDS

Certified that the buildings plans submitted for approval satisfy the safety requirements as stipulated in Clause 18 of Building Bye Law, 1983 and the information given therein is factually correct to the best knowledge and understanding.

It is also certified that the structural design safety from natural hazards based on soil condition duly incorporated in the design of the building and these provisions shall be adhered to during construction.

Signature of the owner

With date

Name in Block letters

Address

Signature of the Architect

With date

Name in Block letters

Address

Signature of the Structural Engineer

With date

Name in Block letters

Address

**SCRUTINY PERFORMA**

Name of owner(s) \_\_\_\_\_

Flat No(s) \_\_\_\_\_

Scheme/Locality \_\_\_\_\_

(for official use)

	Yes	No	N/A
1. Bulding Plans (four sets showing the original construction in blue colours and proposed construction in red colour)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Service plan (only in case of additional toilet or shifting of its location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ownership documents of flat No. (i) (ii) (iii) (iv)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Indemnity Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Structure stability Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of valid registration certificate of Architect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Copy of qualification certificate of structural engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Supervision Certificate of Architect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Supervision Certificate of structural engineer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Supervision Certificate of plumber, if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Copy of valid registration certificate of plumber.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Delhi Development Authority  
Housing Enforcement Wing**

A. Above proposal is in order with respect to the required documents (No. )  
Please accept Rs. \_\_\_\_\_

Signature  
Name & Designation

Received Rs. \_\_\_\_\_

Signature  
With Seal

B. Above proposal is not acceptable due to following grounds :

- |       |      |
|-------|------|
| (i)   | (iv) |
| (ii)  | (v)  |
| (iii) | (vi) |

Signature  
Name & Designation

Signature of allottee/representative

**FORM FOR APPLICATION FOR COMPLETION ADDITION/ALTERATIONS IN THE  
FLAT  
(TO BE FILLED IN DUPLICATE)**

To

The Vice Chairman  
Delhi Development Authority  
New Delhi

Sir,

I/we hereby inform that I/we have made addition/alterations in the flat No./Nos. \_\_\_\_\_  
Block No \_\_\_\_\_ situated at \_\_\_\_\_  
Scheme \_\_\_\_\_ in accordance with the guidelines issued by the  
Ministry of Urban Development & Poverty Alleviation in this regard.

The proposal was accepted by DDA vide Diary No \_\_\_\_\_

I/we are enclosing herewith the following :

1. Completion plan Two sets
2. Supervision Certificate of Architect.
3. Supervision Certificate of Engineer.
4. Supervision Certificate of Plumber, (if required.)

I/we request that the completion be recorded.

1.                      2.                      3.                      4.

Signature of Owner(s)  
Name in block letters  
Address of the owner(s)  
Dated

.....  
**Delhi Development Authority  
Enforcement Wing**

The above completion is in order with respect to the required documents.

Signature  
Name & Designation with seal