

## **V. ALL LICENCES INCLUDING TRADE, BUILDING LICENCES**

### **OTHER TRADES LICENSING**

The Traders should get the Trade License from the Municipality for running the Trades. The Sanitary Inspector, Sanitary Officer and Commissioner of Municipality are responsible for issue the license.

#### **Function**

- ⚡ To inspect each and every trade to fix license fee and also issue the license.
- ⚡ Every trade verified thoroughly and then issue the license (or) renewed the license
- ⚡ Strictly instructed the Traders to avoid inconvenient to the public when running the trades
- ⚡ To collect the belated **Fee** from the Trades which are not remitted the Fixed rate of license fee in the fixed period.

### **TOWN PLANNING – BUILDING LICENCE**

All the Town Planning Building Plan managements requests to be applied through Online via the Site <https://tnurbanepay.tn.gov.in/>

Functions / Services

1. The permission is given by the Local Planning Authority for the new building construction, alterations, Roof conversion, and additional constructions.
2. After obtaining the prior approval of Deputy Director of Town and Country Planning Thiruchirappali / Director of Town and Country Planning Chennai. The permission is given by the Local Planning Authority for this item of layouts and sites.
3. Actions are taken, against the unauthorized constructions, violation and deviations of building and encroachments and unauthorized installations.

4. Master plan and detailed development plans are prepared and sanctioned by the Director of Town & Country Planning and also than plans are implemented and executed by the Local Planning Authority of this town.

The Town Planning Inspector is entrusted with the responsibility of Town Planning activities. The branch looks after regulation of building activities / lay out and other planning permissions. The planning permission is granted by Manapparai single Local Planning Authority headed and the Building permission is granted by the Commissioner.

**Approval of Building Plan and issue of Building Licence**

Sl. No.	Details	Time Schedule
1	Intimation to the applicant on rectification of defects noticed in the application	30 days
2	Suggestions to the applicant for rectification of defects	30 days
3	After rectification of defects, issue of notice / challan for remittance of fees for building license	30 days
4	License to Licensed surveyors	30 days
5	Demolition of unauthorized construction on public property	
6	Demolition of dangerous structures	30 days
7	Removal of encroachment in Roads and Municipal properties	30 days
8	Issue of survey extracts	7 days