

## Regulation DD-4.0: Drawing Submission Requirements

### 4.1 Procedure

- 4.1.1 Consultant Submission: The consultant appointed by the client shall submit their drawings in soft copies as per EHS-NOC Procedure (2 set of CDs in PDF format only) to EHS Building Reception near PCFC Main Gate No.03 by hand delivery, included with the covering letter & submission checklist duly filled in (Separately for EHS and Fire Depts). The consultant shall ensure that EIA/RA reports (where applicable) are submitted/approved prior to obtaining the Building Permit. The Consultant, client & Developer/Business Unit, Plot No./location, Subject, date of submission, and signature of authorized person should be written on the CDs.
- 4.1.2 Payment of appraisal fee by Consultant/Contractor shall be done prior to submission of drawings (Clarifications on Payment may be done only with EHS Sr. Officers & document controller) and Copies of Appraisal form & Payment Receipt shall be submitted along with the Drawings Submittal. (Refer Appraisal Form). Incomplete submissions shall be rejected.
- 4.1.3 Combined EHS-NOC (Approved by EHS & Fire Department) for Building Permit shall be issued and forwarded to respective Consultant or Client.