

FREQUENTLY ASKED QUESTIONS

1) How can I get the Birth & Death Certificate?

Birth & Death Certificate Application Form can be obtained on free of cost. After registration (or) submission of application with required fee Certificate will be issued immediately. The Application will be downloaded from www.tn.gov.in/dtp/birthdeath.htm. The Executive Officer of the Town Panchayat is the contact person.

2) What can I do to obtain the House Service connection?

- i) One has to apply the Town Panchayat in the form prescribed which is to be obtained from the Town Panchayat concerned or download the application form from the website <http://www.tn.gov.in/dtp>.
- ii) Filled in forms should be submitted at the Town Panchayat Office on all working days.
- iii) Submission of application along with a copy of the property tax receipt paid up to date.
- iv) You have to wait for your turn i.e. seniority.
- v) Payment of centage charges for Water Supply Connection, on intimation from the local body in writing.

3) Who is the contact person for the complaint regarding non-supply of water?

The Executive Officer / Fitter of the Town Panchayat is the contact person for the complaint regarding non-supply of water.

4) What is the procedure to get the Building approval?

To get the Building Plan approval you have to submit the following:

- i) Duly filled in application in the prescribed format.
- ii) 3(or)5 copies of Building Plan showing the proposed construction subject to conformity of Building Rules / Development Control Rules.
- iii) Copy of duly Attested / Notarised document of the land.
- iv) Payment of RC/DC/OSR in respect of C.M.D.A.
- v) Payment of Building Licence fees prescribed by the Council of concern Town Panchayat.

5) How can I get approval for my Layout?

You have to submit the following:

- i) Submit written application
- ii) 3 copies of blue print plan showing the proposed layout
- iii) Copies of document in which the layout is proposed duly Notarised

- iv) Handing over of public places earmarked duly cleared by the Director of Town and Country Planning / Chennai Metropolitan Development Authority.
- v) Provision of road/drain/water supply/street light etc., on the layout promoters cost as per approved norms.
- vi) Payment of approval fees after the Council's approval.

6 What can I do for the Name Transfer of Property?

- i) On application along with the copy of Registered document of the property
- ii) Copy of receipt of the property tax paid up to the previous half year.
- iii) Payment of fees prescribed by the local body.

7) How can I get the No Objection Certificate?

- i) On application to the Executive officer of the Town Panchayat.
- ii) Payment of fees prescribed by the Council of concern Town Panchayat.

8) How to check whether the assessment of Property Tax of my house is correct or not?

You can cross check the assessment of property tax through the working sheet supplied along with the special notices served. For more details please visit <http://www.tn.gov.in/dtp> (or) <http://townpanchayats.tn.nic.in>

9) How can I get the Valuation Certificate?

On application to the Executive Officer of the local body concerned and payment of tax of the building upto the current half year and fee prescribed.

10) Where can I go to get D&O Trade Licence?

- i) On application in the format prescribed by the local body duly affixed court fee stamp
- ii) Payment of entire arrears of property tax and profession tax as on date of application and
- iii) Payment of licence fee prescribed.