



དཔལ་ལྷན་འབྲུག་གཞུང་། ཕུན་ཚོགས་གླིང་ཁྲོམ་རྒྱུ།  
ROYAL GOVERNMENT OF BHUTAN  
PHUENTSHOLING THROMDE  
POST CODE 21101, POST BOX NO. 02, PELKHIL LAM



BA form (01)

APPLICATION FOR BUILDING PERMIT (New construction ☐ Addition ☐ Alteration ☐ )

Applicant's name.....E-mail address.....

CID No.....Contact No.....

Application Registration No.....(to be filled by CSD,PT)

**Please submit the following documents:**

1. Two sets (A3/A4) of architectural, structural, electrical, water supply and sanitation drawings duly signed by the designer.
2. Copy of Latest official Site Plan issued by PT (not older than 2 years from the date of issue).
3. Analysis report (in soft copy) to be submitted by a structural engineer.
4. Certificate of designers
5. Power Clearance from Bhutan Power Corporation Limited
6. Soft copy (pdf) of all the drawings.
7. Authorization letter if the applicant is not the owner.

**Declaration to be signed by the applicant:**

The information supplied in this application form is correct to the best of my knowledge, I shall be held personally responsible for any discrepancies for which I am prepared to face any disciplinary or legal consequences.

Date.....Signature.....

**Notes:**

Every application must be accompanied by this complete form. Signing on behalf of the applicant is permitted. The responsibility of relocating any municipal services rests with the applicant in consultation with Thromde and relevant agencies.

For any cases involving additions, extensions or alterations the following will apply:

- A letter from a structural engineer is to be submitted certifying that the existing structural members (i.e.foundation, column, beams & slab) are capable of taking the additional loads.
- The existing building fabric is to be clearly identified on the drawings, and the existing setbacks and structure are to be verified as accurate by the applicant and the designer.
- All applications should be accompanied by the appropriate documentation as required by the current Buildings Rules & Regulations.

**For official use only:**

Noting of the dealing officer with regard to land holdings, building construction, etc.

Recommended ( ) Not recommended ( )

**Name & Signature of the Dealing Officer:**

.....

**Name & Signature of approving authority:**

.....

Please use additional sheet to give further information if necessary.



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BA Form (02)

**SCHEDULE**

This Agreement is made by the Owner and the Designer on the date described for the design and consultancy service of the building on the following plot:

**Date:**.....

**Thram No:**.....**Plot No**.....

**No. of Floors Proposed:**.....

**Location:**.....

The Designers hereby agree to take full responsibility of the design to follow the Development Control Regulations, Bhutan Building Regulation-2018, Bhutan Building Code-2018, Bhutan Green Building Design Guidelines, Bhutanese Architectural Guidelines-2014, and relevant codes of practice for Structural, Electrical, Plumbing and Sanitation design.

The Designers also take full responsibility to implement the construction as per the approved drawings and if any changes need to be made during the implementation, the designers shall inform and resubmit the revised drawings to the Thromde for approval.

The Owner shall also follow the guidance of the Designers during the implementation of the drawings and shall not deviate from the approved drawings without prior written approval from Phuentsholing Thromde.

(Signature of the Owner)

**Name:**

CID & Contact Number:

(Signature of the Designers)

**Name (Architect):**

CID & Contact No.:

**Name (Structure):**

CID & Contact No.:

(Signature of the Witness)

**Name:**

CID & Contact No.:

**Name (Electrical):**

CID & Contact No.: