

CHAPTER - XVIII
OTHER USEFUL INFORMATION
[SECTION 4 (1) (B) (XVII)]

1. Issue of Birth Certificate
 - a. Documents required :
Prescribed application along with Birth Report form.
 - b. Charges :
 1. Registration Fee Rs.5/-
 2. for each certificates Rs.25/-

2. Issue of Death Certificate
 - a. Documents required :
 1. Prescribed application along with Death report form.
 - b. Charges
 1. Registration Fee Rs.5/-
 2. for each death certificate Rs.25/-
 3. for Issue of Birth/Death Certificate as per R.D.O. Proceedings Rs.60/-

3. Sanction of Tap Connections.

Documents required

1. Prescribed Application form
2. Plans drawn on tracing cloth with in triplicate
3. Agreement band on Rs.100/- Non-Judicial Stamp paper
4. Road cutting and other charges.
5. Spl. Adhesive Stamp of Rs. 10/-
6. Xerox copy of upto date paid House Tax Receipt
7. Estimation prepared by licenced plumber

8 Challans:-

Charges : Rs.7000/- Donation for General Tap
Rs.200/- for B.P.L. Tap Connection.

4. For grant of Building Permissions

1. Prescribed application form affixing adhesive Court Fee Stamp Rs.10/-
2. Building plan drawn by Tracing cloth in quadruplicate duly drawn and signed by Licenced Surveyor.
3. Under taking on Rs.100/- Non-judicial Stamp Paper.
4. Registered documentary evidence regarding ownership of the property.
5. Plots regularization
 - a. Cost of Building application Rs.20/-
 - b. Building license fee as per notification Gazettee as levied by the Warangal Municipal Corporation.

5. **Documents required :-**

- a. Upto G+2 floors – prescribed application, two copies of attested registered documents, 8 numbers of detailed plans, Lay out plan, ULC clearance Certificate, up to date Property tax / VLT paid receipts, Building Licence Fee and other paid receipts.
- b. for above G+2 floors – In addition to above soil testing certificate, Structural design and plan with C.D.
- c. The plan shall be compulsory signed by the Licenced Architect and Engineer.

Note:- All the Applications shall be in accordance with the building by Laws and time to time and ended Law.

7. Extract of Resolution Copy :

- i. An application with details along with requisite fees of Rs.100/-

8. Transfer of Property:

i. Fees to be paid :

1. Property below Rs.1.00 Lakh – Rs. 200/-
2. Above one (1) Lakhs @ Rs.0.20% on Registration Value.

ii. Document required :

Prescribed application form along with

- a. Attested copy of Reg. Sale Deed / Document with Building Plan approved copy, House Tax / VLT Latest Paid Receipt, Declaration by the applicant that the facts mentioned in the application are true.

b. For change of name in case of death of owner :

Prescribed application form with registered partition deed/will deed/succession certificate/ Legal-heir certificate/notary affidavit/death certificate etc., and No objection certificate from the remaining members.

iii. Revision Petition on Assessment of House Tax :

- a. R.P. shall be filed to the competent authority within 15 Days from the date of issue of special notice in respect of Residential Builders and 30 days in respect of Commercial, Railways and other non-residential properties.

iv. a. For Issue of Assessment Extract :

Charges Rs.100/-

- b. For Issue of Assessment of property and No Dues Certificate

1. Application and payment of Rs.100/- at e-Seva / Main Office paid challan Rs.100/-.

9. Levy of Property Tax :

The City has been divided into 10 zones and fixed the monthly rental values as per classifications mentioned therein.

Based on the Plinth Area of the Buildings, according to its usage duly adopting the above monthly values, the assessment of property Tax will be made and Special Notice thereof levying property tax will be issued, giving effect either from 1st April or 1st October in a year as the case may be.

Commissioner
Waragal Municipal Corporation