

Municipal Services					
S.No.	Service	Documents Required (Copies)	Time Frame	Officer Responsible to render services	Officer to whom a grievance/complaint be made in case of
<b>I. Revenue Section</b>					
1	Assessment of property tax and allocation of Door Number	Registered sale deed- Building permission	15 days	Revenue Officer / Valuation Officer	Commissioner /Deputy Commissioner
2	Transfer of ownership of property in assessment register) Where both the parties – seller and buyer make an application) Where either seller or buyer makes an application	Registered sale deed/Gift deed/ Partitiondeed/Court Decree /Succession certificate- Property tax receipts showing upto date payment	a)15 days b)45 days	Revenue Officer / Valuation Officer	Commissioner /Deputy Commissioner
3	Certified copy of assessment register	Property tax receipt duly showing upto datepayment	7 days	Revenue Officer / Valuation Officer	Commissioner /Deputy Commissioner
4	Disposal of revision petition on property tax	Submission of Petition within 30 days from the service of Special Notice.	30 days	Commissioner/ Deputy Commissioner	Regional Director cum Appellate Commissioner of Municipal
5	Disposal of appeal petition on property tax (Municipalities)	Submission of Appeal within 15 days from the date of receipt of orders on revision petition- Payment of existing tax	30 days	Regional Director-cum-Appellate Commissioner of Municipal	CDMA
<b>II. Engineering Section</b>					
6	Sanction/Disposal of Water Supply Connection (where distribution lines are	Property tax receipt showing upto datepayment	15 days	Assistant Engineer	Municipal Engineer /Executive
7	Water supply pipe lines leakages	Application is sufficient	1 day	Asst. Engineer	Municipal Engineer / Executive Engineer
<b>III. Health Section</b>					
8	Issuance of Birth Certificate (a) in case of digitization of records) in case of other than (a)	Application is sufficient	a) across the counter) 5 days	a) Meeseva) Sanitary Inspector/Sanitary Supervisor	Municipal Health Officer/ Asst. Medical Officer of Health
9	Child name inclusion in Birth Certificate	Application is sufficient	7 days	Sanitary Inspector/Sanitary Supervisor	Municipal Health Officer/ Asst. Medical Officer of Health
10	Name correction in Birth Certificate	Application is sufficient	7 days	Sanitary Inspector/ Sanitary Supervisor	Municipal Health Officer/ Asst. Medical & Health Officer
11	Non-availability certificate for Birth Entry	Application is sufficient	7 days	Sanitary Inspector/ Sanitary Supervisor	Municipal Health Officer/ Asst. Medical Officer of Health
12	Issuance of death Certificate (a) in case of digitization of records) in case of other than (a)	Application is sufficient	a) across the counter) 5 days	a) Meeseva) Sanitary Inspector/ Sanitary Supervisor	Municipal Health Officer/ Asst. Medical Officer of Health
13	Name correction in Death Certificate	Application is sufficient	7 days	Sanitary Inspector/ Sanitary Supervisor/	Municipal Health Officer/ Asst. Medical Officer of Health
14	Non-availability certificate for death entry	Application is sufficient	7 days	Sanitary Inspector/ Sanitary Supervisor/	Municipal Health Officer/ Asst. Medical Officer of Health
15	Sanction/Disposal of application for Trade License	- Rental agreement( if applicable)- Property tax receipt showing upto datepayment	15 days	Sanitary Inspector/ Sanitary Supervisor /	Municipal Health Officer / Licensing Officer/ Asst. Medical & Health Officer
16	Renewal of Trade License	- Existing Trade License- Rental agreement( if applicable)- Property tax receipt showing upto datepayment	7 days	Sanitary Inspector/ Sanitary Supervisor	Municipal Health Officer / Licensing Officer/ Asst. Medical & Health Officer
17	Sanitary Certificate for Educational Institutions	- Registration / Recognition certificate from School Education Department - Property tax receipt showing upto datepayment	15 days	Sanitary Inspector/ Sanitary Supervisor	Municipal Health Officer / Licensing Officer/ Asst. Medical & Health Officer
18	Garbage clearance		2 days	Public Health Maistry	Sanitary Inspector / Sanitary
19	Drain cleaning		3 days	Public Health Maistry	Sanitary Inspector / Sanitary
<b>III. TOWN PLANNING SECTION</b>					
20	Sanction/Disposal of application for Building Permission	1. Govt. Orders, if any 2. NOC from Collector / J.C / Tahsiladar / Revenue Dept. (Wherever required) 3. Previous sanction Plan, if approved previously 4. NOC from AAL, (wherever required)	30 days	Town Planning and Building Overseer /Town Planning Supervisor	Town Planning Officer / Asst. City Planner
		5. NOC from Andhra Pradesh State Disasters Response & Fire Services Department, (wherever required) 6. Structural stability certificate issued by the Competent Authority 7. NOC from Police Department (Traffic) (wherever required) 8. Traffic Impact Study by Qualified Consultant (wherever required) 9. NOC from Heritage Conservation Committee (wherever required) 10. NOC from Irrigation Department in case of lands about water bodies, Water courses & nalas (wherever required)			
		11. NOC from Revenue Department in case of lands about water bodies, Water courses & nalas (wherever required) 12. NOC from Railways (wherever required) 13. NOC from State Environmental impact Assessment Authority (wherever required) 14. NOC from Defense Authority (wherever required) 15. NOC from State Naval Science and Technology Laboratory, Visakhapatnam (NSTL) (wherever required) 16. NOC from Oil / Gas Authority (wherever required)			
		17. TDR Certificate (wherever required)			
21	Building Occupancy Certificate	Sanctioned copy of Building Plan	15 days	Town Planning and Building Overseer /Town Planning Supervisor	Town Planning Officer / Asst. City Planner
22	Certified copy of building permission	Application is sufficient	15 days	Town Planning and Building Overseer /Town Planning Supervisor	Town Planning Officer / Asst. City Planner
23	Land use certificate as per master plan	Application is sufficient	15 days	Town Planning and Building Overseer /Town Planning Supervisor	Town Planning Officer / Asst. City Planner

Note:  
1. These services are available in the Meeseva and Municipal Service Centers in ULB.

2. Application Forms and leaflets showing the procedure to be followed to obtain these services are available at Meeseva and Municipal Service Center and also in the website of CDMA (cdma.gov.in)

3. Cost of Application form and Fees/User Charges for obtaining the above services would be fixed by the ULB concerned.

4. The 'days' in timeframe referred above mean 'working days'

5. If the above timeframe is not adhered to, compensation would be paid to the applicant at Rs.50/- per day in case of services of revenue, engineering and health sections; and Rs.100/- per day in case of services of town planning section by the ULB towards loss of valuable time of the applicant. This compensation will be recovered from the person who delayed the service delivery.

6. To Know more about Officers Sanctioning Click Here & Officers Service Delivery Click Here