



DEPARTMENT OF URBAN DEVELOPMENT

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No. DMA/ENGG/Repair-Permission/2025-26/F-34/1670 Dated 23/07/2025

CIRCULAR

Subject: Permission to the repairs of existing single dwelling unit/structure

In order to avoid any undue procedural delay in undertaking repairs work of single dwelling unit/structure for the purpose of ensuring safety of owner/ co-owner/occupants and to prevent any further damage to such structure, whenever any application is received from the applicant for carrying out repairs of such structure, the Commissioner of the Corporation of the City of Panaji and Chief Officer of Municipal Councils are hereby directed to issue permission for repairs of single dwelling unit/structure, provided that the structure for which repairs is sought is legal structure or is existing and registered for the purpose of house tax for last five years prior to the date of receipt of application for repairs. The applicant shall produce a sketch/plan of the existing structure along with its photographs, certificate from registered architect/structural engineer giving details of type of repair including estimated cost of repair.

Upon receipt of application for repairs of such single dwelling unit/structure, the Commissioner/ Chief Officer shall forthwith dispose of the application within a period of 3 (three) working days and in case the decision is taken to issue repair permission, the same shall be issued upon collecting necessary fees towards house repair permission fees. The copy of application format and repairs permission is enclosed herewith.

In the event, Commissioner/ Chief Officer fails to determine whether such permission should be given or not and communicate its decision to the applicant immediately after receipt of application or in any case within period of 3 (Three)

working days from the date of receipt of application, then such permission shall be deemed to have been granted and applicant may commence the repair work within scope of repairs, but not in contravention with any law in force.

This repairs permission shall not in any way construed to be a document confirming title to the property, towards the relevant existing structure/property.

This Circular is applicable only for repairs of single dwelling units/structures .

This Circular is issued with the approval of the Government.

By Order and in the name of
the Governor of Goa.



(Brijesh Manerkar)
Director and Ex- officio
Additional Secretary (Urban Development)

Place: - Panaji-Goa.

Dated: / /2025

To,

1. The Commissioner, Corporation of the City of Panaji.
2. The Chief Officer, _____ Municipal Council.

Copy to:

1. The OSD to the Hon'ble Chief Minister, Secretariat, Porvorim-Goa.
2. The OSD to the Hon'ble Minister (UD), Secretariat- Porvorim- Goa.
3. The PA to Secretary (UD), Urban Development, Porvorim-Goa.
4. The Chief Officer....., Municipal Council.

Declaration/ Undertaking

I Mr/Mrs. _____ Son/Daughter/Wife of _____, _____ years, resident of _____ House bearing No. _____, hereby states and submit as under.

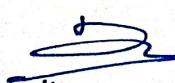
1. I say that, my House bearing No. _____ for which repair permission is sought is situated in property bearing Survey No. _____, Sub-Division No. _____ / Chalta No. _____ of PT.Sheet No. _____, located at _____ in Ward No. _____.
2. I say that, the repair permission sought is for the legal structure or is existing and registered for the purpose of house tax for last five years prior to the date of application for repair permission.
3. I say that, I have appointed Engineer Mr./Mrs. _____ as a Structural Engineer for supervision of the proposed repair work.
4. I say that, I shall carry out the repair work without changing the existing plinth and without changing the existing structural specifications.
5. I say that, the Corporation/Municipal Council shall be free to revoke the repair permission if any information, sketch, documents and any other accompaniments of the application are found incorrect or wrong at any stage after the grant of repair permission.
6. I hereby indemnify Corporation/Municipal Council in case repair permission is revoked due to receipt of any valid complaint or violation of any conditions laid in repair permission, I shall not claim any compensation or refund in case of such eventualities.
7. I say that this declaration/undertaking is sworn in order to submit before the Corporation/Municipal council to obtain repair permission for the existing premises bearing House No. _____.

Place:

Name of the Applicant:

Date:

Signature of the Applicant



APPLICATION FOR PERMISSION FOR REPAIRS OF SINGLE DWELLING UNIT/STRUCTURE

1.	Name of the applicant :
2.	Name of the owner/Co-owner :
3.	Applicant's contact Number:
4.	Name of the Ward/Locality :
5.	House No.:
6.	House Tax paid for last five years:
7.	Description of existing house : (Type of structure such as load bearing/RCC/Single Dwelling)
8.	Whether there is Electricity and Water Connection , if so since when.
9.	Specification of the existing house (Whether it is of mud, laterite, stones, plaster/ Load Bearing/ RCC/Type of roof).
10.	Area of the existing House (enclose sketch/plan)
11.	Since when structure is existing:
12.	Survey Number/ Sub-Division No/ Pt. Sheet No./ Chalta No:
13.	Title documents : (Form I & XIV/Form D/Sale Deed/Gift Deed/Succession Deed/Will)
14.	Coloured Photographs of existing house/structure : (Showing all sides/front view/rear view)
15.	Full particulars with dimensions of repairs to be undertaken : (Whether for part of the structure or Entire structure).
16.	Particulars of repairs proposed:
17.	Necessity to undertake such repairs :
18.	Estimated cost of repairs :
19.	Duly Notarized Deceleration/Undertaking on Rs 100/- Stamp Paper

Place :-

Name:

Dated :-

Signature of the applicant

