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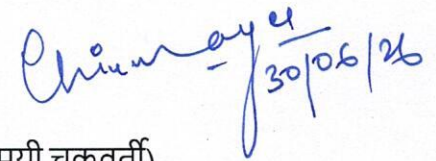
Sub: **Revised Policy & Procedure for Permission and Regularisation of Additions/Alterations in DDA Flats.**

This has a reference to the policy governing procedure of additions and alterations in DDA flats. The said policy has been rationalised in consultation with the Ministry of Housing & Urban Affairs, and necessary changes have been made. The **revised policy for permission and regularisation of additions/alterations in DDA flats**, as approved by the Ministry, is hereby enclosed.

2. This issues in supersession/partial modification of earlier circulars issued on the subject, to the extent they are inconsistent with the revised policy.
3. All concerned Wings/Departments of DDA, including Housing, and Engineering, shall ensure **strict compliance and implementation** of the revised provisions.
4. All cases shall be processed in accordance with the revised policy, subject to fulfilment of prescribed conditions.

This issues with the approval of the Vice Chairman, DDA.

Encl: As above



(चिन्मयी चक्रवर्ती)
उप निदेशक, आवास (समन्वय)

Copy to:

1. Spl. Secy. to Lt. Governor, Delhi
2. Commissioner, MCD
3. Pr. Commissioner (Housing)
4. Chief Architect, DDA
5. OSD to VC/Commissioner (Housing), DDA
6. All the Chief Engineers, DDA
7. Financial Advisor (Housing)
8. Directors (Housing) - I, II & III
9. Director (Building)
10. SLO (Housing)
11. All Deputy Directors (Housing)
12. Deputy Director (Systems) with the request to kindly upload on the DDA website.

Revised Policy &
Procedure for
Permission and
Regularization of
Additions /
Alterations in DDA
flats.

Delhi Development Authority

REVISED POLICY & PROCEDURE FOR PERMISSION AND REGULARISATION OF ADDITION/(S)/ ALTERATION/(S) IN DDA FLATS.

Part A: BACKGROUND

The Ministry of Urban Development and Poverty Alleviation now renamed/known as Ministry of Housing and Urban Affairs (MoHUA), Government of India has allowed certain addition(s)/alteration(s) in DDA flats. These are applicable to all flats built and allotted by DDA irrespective of whether these are located in notified and de-notified areas. The addition/alteration(s) allowed are categorized in three categories:

1. **Category – I: Permitted without Intimation/Permission:** These are **minor** addition/alteration(s) which do not require structural changes and can be carried out by the owner(s) without any intimation/permission of DDA/MCD.
2. **Category – II: Permitted with Intimation/Permission:** These addition/alteration(s) are of **major** nature which may require structural modification, changes in the service lines and additional coverage.
3. **Category – III: Additional Coverage Permitted with Prior Permission only**

The details of all the categories of addition/alteration(s) which have been approved by MoHUA are given below:

Part B: PROVISIONS IN THE POLICY

CATEGORY – I PERMITTED WITHOUT INTIMATION / PERMISSION: The following additions/alteration(s) are **permitted without intimation/permission**:

1. Grills and glazing in verandah with proper fixing arrangement.
2. Raising height of front and rear courtyard wall upto 7' height by putting up jali/fencing.
3. Providing door in front and rear courtyard, wherever not provided / change in location of door is allowed without hampering the common circulation.
4. Sunshade projection (max 2'6" wide) wherever not provided, is allowed on the walls facing courtyard of the concerned block, over existing doors and windows with standard construction and structural details.
5. Closing the door without hampering the common circulation.
6. Raising the wall of balcony/terrace parapet with grill or glazing upto 5' height.
7. To put additional PVC water tank at ground floor area without hampering the common circulation.
8. To provide an additional PVC water tank on the slab of scooter/car garage (as per ownership) ensuring structural stability/feasibility w.r.t. existing structure.
9. To provide Loft ensuring structural safety w.r.t. existing structure.

10. To change the flooring with the provision of water proofing treatment in wet areas.
11. To remove half (4½) brick wall.
12. To make a ramp for accessibility, at front gate without disturbing the common circulation/ passage / storm water drain.
13. To make an opening for exhaust fan or window AC as per standard size of window AC unit or fresh air exhaust without hindering the common circulation and fire tender movement.
14. Converting of window into a cupboard subject to availability of light and ventilation as per UBBL-2016 provided that no structural elements are disturbed and there is no projection extending beyond the external wall.
15. Shifting of water storage tank/raising of parapet wall upto 5' height and putting additional water storage tank. Wherever the existing water storage tank capacity is less than 500 ltrs in a flat, the existing water storage tank can either be replaced by a 500 ltrs tank or if possible, the additional tank can be added so as to make the total storage capacity upto 550 ltrs. However, such replacement/provision of additional tank will be done only on the locations specified for such tanks and the supporting beams to act as frame work and transfer load on columns or load bearing walls with no direct load to be put on slab. Parapet wall around terrace can be increased to a height of 5'.
16. The provision of EV charging, shall be availed as per the guidelines and standards vide EV policy (notified by Ministry of Power/GOI, notification no.12/02/2018-EV), in the designated parking as per approved layout plan.

CATEGORY- II: ADDITION(S)/ALTERATION(S) PERMITTED WITH INTIMATION/ PERMISSION: The following additions/alteration(s) may be carried out with intimation/permission of the concerned agency i.e. DDA/MCD, as per the prescribed procedure:

1. Open terrace available as per approved architectural drawing by DDA, can be covered with sloping roofs upto floor level of upper floor as temporary structure with light weight roofing material ensuring structural safety and the same can be enclosed with glazing.

(Only Intimation is sufficient)

2. Sunshade projection (max 2' wide) wherever not provided, is allowed on the external walls of the concerned block abutting internal streets/lanes of the housing LOP over existing doors and windows with standard construction and structural details without hindering the common circulation & fire tender movement.

(Permission needed)

3. Interchange the position of kitchen, bathroom & WC/toilet subject to:
 - o Proper provision of plumbing system, with direct connection to existing plumbing vertical stack and internal and external drainage, sewage & water supply system without hindering the existing services.
 - o permission from IGL in case of already existing PNG line.
 - o Mandatory compliance of Part-C and Part-D of Policy.

In such cases, the owner/owners of the concerned unit/units shall have to apply individually/jointly to the concerned sanctioning authority along with the NOC from all the owners of the concerned vertical block.

(Permission needed)

4. Wherever the existing common staircase is not directly reaching terrace level (roof of top floor), extension of the existing common staircase to the terrace level (roof of top floor) is allowed along with provision of mumty, subject to:
 - ensuring structural safety and feasibility w.r.t. existing structure. Fire safety measures also need to be ensured.
 - no hindrance in common circulation.
 - ensuring safety measures to all (100%) residents during course of construction.
 - right to access of the extended staircase to all the residents/owners of the concerned block.
 - Clearance from AAI is required for areas falling in the air funnel and its vicinity, as per AAI norms, as there may be change in the building height due to the construction of mumty.
 - Mandatory compliance of Part-C and Part-D of Policy.

To avail this provision:

- Either the RWA of the concerned housing schemes can apply directly to the sanctioning authority, OR
- Minimum 75% of the owners/residents of the concerned block shall apply jointly to the concerned sanctioning authority.

(Permission needed)

5. Removal of original structure and reconstruction with approval and sanctioning from concerned sanctioning authority. This is applicable in case of single storied and duplex built up flats having single tenement use subject to:
 - No change in development control norms (ground coverage, FAR, height, basement),
 - Elevational controls in conjunction and harmony with surrounding structure,
 - Number of floors and dwelling units, type (single storied or duplex flat) and building line to be as per earlier approved and allotted by DDA along with adhering to LOP of Pocket.
 - Structural safety and feasibility w.r.t. existing adjoining structure/building to be ensured.
 - Mandatory compliance of Part-C and Part-D of Policy.

(Permission needed)

6. Installation of Solar Panel for domestic use is allowed, subject to:
 - Provisions in UBBL-2016 and guidelines vide GOI/MNRE office order no. 318/331/2017.

To avail this provision:

- Either the RWA of the concerned housing schemes can apply directly to the sanctioning authority, OR
- Minimum 75% of the owners/residents of the concerned block/blocks shall apply jointly to the concerned sanctioning authority.

In above cases, the above provision is allowed subject to:

- Ensuring structural stability and feasibility with no hindrance in common circulation and existing services.
- Mandatory compliance of Part-C of Policy.

(Permission needed)

CATEGORY-III: ADDITIONAL COVERAGE PERMITTED WITH PRIOR PERMISSION ONLY

1. Covering of courtyard (upto floor level of first floor as permanent structure) is allowed subject to:
 - No hindrance in common circulation and existing services.
 - Adhering to the approved Layout Plan of Pocket by DDA.
 - Mandatory compliance of Part-C and Part-D of Policy.
2. In two, three or four storied flats the owners at upper floors shall have the right to construct the area available as a result of coverage of courtyard/resultant terrace of floor below as permanent structure subject to:
 - No hindrance in common circulation and existing services.
 - Adhering to the approved Layout Plan of Pocket by DDA.
 - Mandatory compliance of Part-C and Part-D of Policy.
3. Construction of bath room and WC in the rear courtyard subject to:
 - Proper provision of plumbing system, with direct connection to existing internal and external drainage, sewage & water supply system without disturbing the existing services.
 - Mandatory compliance of Part-C & Part-D (excluding 1.4 from Para-1 and 3.3, 3.4, 3.5 & 3.6 from Para-3) of Policy

NOTE: All the provisions made in the policy are applicable for upto G+4 storeyed structures. In case of DDA multi storey housing, the addition & alteration shall be allowed only in respect of Para-6, 9, 10, 11, 16 of Category-I & Para-6 of Category-II.

Part C: GOVERNING REGULATIONS

All the provisions under the policy shall be governed by the following regulations:

1. There should be no encroachment on the public land and approved Layout plan of the approved pocket/scheme to be adhered.

2. Structural stability and safety of the building is ensured.
3. Light and ventilation of the habitable space to be ensured as per provisions of UBBL-2016.
4. There is no infringement of other's rights.
5. The existing external building services should not get disturbed and should be accessible for periodical inspection and maintenance without any hindrance.
6. Common areas including roof terrace & common staircase (extended to roof terrace) of the block shall remain common to all the residents/owners of the block and cannot be used by any particular resident/owner or group of residents/owners for their exclusive use. However, the courtyard/open spaces at LOP level to remain common for the residents of concerned group housing scheme.
7. Structural Audit: Govt. of NCT of Delhi Notification No. F.7(87)/AD/LB/2026/CD.000389764/3355-64 dt 24.04.2019. Action Plan for making buildings seismically compliant in Delhi

For availing provisions under Category-II/Para-3, 4 & 5 and Category-III of Policy, Buildings constructed before 21.03.2001, Structural Audit to be got done by the allottee/allottees/owners of the concerned block with procedure as per notification.

Part D. PRESCRIBED PROCEDURE:

The owner(s) shall take permission from the concerned agency i.e DDA / MCD as per the prescribed procedure vide provisions made in policy. The existing additional covered area and addition(s)/alteration(s) can also be get regularized by the owner(s) of DDA flats if the same are within the prescribed norms following the same procedure.

1. PROCEDURE FOR PERMISSION:

1.1 Additions/alterations in DDA flats in the Development Areas of the DDA shall be permitted by DDA and in other areas by *concerned* MCD.

1.2 An Architect (appointed by applicant/owner) *registered with Council of Architecture* under Architects Act 1972 shall certify *the correctness of proposals w.r.t. original construction (approved architectural plans by DDA)* in conformity with building byelaws and the guidelines of addition(s)/alteration(s) *policy and structural engineer shall certify the structural safety and stability of the existing structure w.r.t. proposal.* Once the plans with all the documents certified by *both* the Registered Architect and the structural Engineer and fee are submitted to *concerned sanctioning authority*, these will be taken on record *for further necessary action w.r.t. permission.*

1.3 The person(s) who has/have already carried out or intend to make additions(s)/alterations(s) in the flat(s), shall make online submissions in the Prescribed form and such intimation shall be accompanied along with the documents as given in Para 3. The form which contains the statement of the proposal and fees deposited is to be filled up and jointly certified by

the owner and Architect registered with Council of Architecture under Architects Act 1972 and *Structural Engineer*. The proposal with all requisite information/documents and certification shall be accepted by *concerned sanctioning authority* and one copy of the proposal will be certified/stamped and returned to the applicant. Incomplete proposals shall not be accepted.

1.4 In cases where permission is required jointly from concerned vertical block for i) interchanging the position of kitchen, bathroom & WC/toilet (jointly by concerned block), ii) extension of existing common staircase, iii) additional coverage of courtyard (*partly or fully*) iv) resultant *floor level* terraces, all the owner(s) of one vertical block will jointly submit the proposal to concerned *sanctioning authority*. *In case, some of the owner(s) of concerned vertical block are not interested to carry out the addition(s)/alteration(s), No Objection Certificate needs to be obtained from them.*

1.5 The Architect(s) shall obtain a copy of *approved architectural plan of the flat from, DDA (HUPW) as per prescribed procedure/ payment norms. In case the original plan is not available, the Architect shall have to prepare the measured drawing of the original structure (the entire vertical block served by the staircase) and the same has to be got certified to the satisfaction of the concerned sanctioning authority vide which a prescribed application form has to be submitted to the concerned sanctioning authority, following which the concerned sanctioning authority shall conduct an inspection and certify the drawing. This procedure to be followed to applying for the addition/alteration in the concerned flat(s).*

2. BUILDING PLAN FEE AND ADDITIONAL FLOOR AREA CHARGES

As notified from time to time.

3. DOCUMENTS TO BE SUBMITTED BY OWNERS:

3.1 Application form in prescribed proforma: *The submission to be made online duly signed by the owners and the Architect Registered with Council of Architecture under the Architects Act 1972 indicating his/her name, address, telephone number, clearly showing original construction in blue colour and proposed construction/construction to be regularized in red colour at a scale not less than 1:100.*

3.2 Certificate of supervision by Architect or structural Engineer or both, as applicable w.r.t policy provision, along with copy of their valid registration and qualification certificate.

3.3 Proof of ownership documents: Lease deed/conveyance deed shall be taken as documents for the proof of ownership. Registered sale deed or General power of attorney/Agreement to sale shall be accepted as the proof of ownership only after the property has been converted into freehold by DDA. The owners who have given their NOC (as/the NOC Form) only will have the option of either providing these documents or self-attested copy of their electricity bill in original bearing their Name & address.

3.4 Certificate of Engineer for safety from natural hazard as per the Proforma.

3.5 Indemnity for structural stability *to indemnify DDA in case of structural failure in the application form*. This indemnity will have to be given individually by all the owners of the vertical *block* of flats. This will not be required from those owner(s) of the concerned block who have given NOC only.

3.6 The applicant/applicants will have to make declaration that the NOC required as per policy, has been given by the owner/owners of the concerned block.

4. TIME FOR GRANT OF PERMISSION

4.1 The owner shall submit the application alongwith the proposal in confirmation with the Prescribed Procedure - Part D of Policy including depositing of fees. The sanctioning authority may either grant or refuse the sanction or may sanction them with modification(s) or directions as it may deem necessary and thereupon shall communicate its decision to the owner/applicant within 30 days of receipt of application. In case of shortcoming made by the sanctioning authority to the owner/applicant for compliance, the time period for sanction of building plan shall be counted from the date of receipt of the last communication/ submission made by the owner/ applicant.

5. COMPLETION CERTIFICATE

5.1 After completing the construction, the owner(s) through Architect shall intimate *concerned sanctioning authority*. The Architect shall certify that the construction has been carried out as per the proposal submitted earlier and is in conformity with building bye-laws and governing principles.

5.2 The intimation of completion shall have to be given within 3 years of submission of plans for addition(s)/alteration(s) to *concerned sanctioning authority*. If no intimation regarding completion of construction is received within 3 years, the permission granted will automatically get revoked and withdrawn.

5.3 In cases where construction has already been carried out and only regularization is required, *concerned sanctioning authority* shall issue regularization certificate.

6. PROVISION OF TEST CHECK

The concerned sanctioning authority reserves the right to test check the proposal/completion submitted and in case it is found that the proposal/completion is not in conformity with building bye-laws given governing principles for addition(s)/alteration(s) in DDA flats, the permission will be revoked and action will be taken against the owner/architect/structural engineer as per Rules and Regulations vide provisions of Delhi Development Act/DMC Act.

7. FORMS/APPLICATIONS

**FORM FOR APPLICATION FOR REGULARIZATION OF EXISTING ADDITION /
ALTERATION IN THE FLAT
(TO BE FILLED IN DUPLICATE)**

To,

The Executive Engineer/Concerned
Division Concerned Sanctioning Authority
New Delhi

Sir,

I/we hereby inform that I/we have made addition/ alterations in the flat
no./nos.....block no.....situated at.....

Scheme.....in accordance with the guidelines issued by the Ministry
of Housing and Urban Affairs in this regard.

I/we forward herewith the following plans and specifications duly signed by me/us (name in
block letters) the Licensed Architect who have prepared the plans designs etc. and who will
have supervised its erection and a copy of other statement /documents (as applicable).

The additional covered area on all the floors is Sqm Accordingly a fee of Rs @
..... per sqm of area part thereof of coverage has been deposited.

1. Building plans (four sets showing the original construction in blue colors and
proposed construction in red colors.
2. Service plan (only in case of additional toilet or shifting of its location).
3. Ownership
documents(i) (ii) (iii) (iv)
4. Indemnity bond
5. Structure stability certificate
6. Copy of valid registration certificate of Architect
7. Copy of qualification certificate of structural Engineer
8. Supervision certificate of Architect
9. Supervision certificate of structural Engineer

I/we request that the construction may be regularized and completion recorded. 1.

2. 3. 4.

Signature of Owner/(s) Name in block letters Address of the owners Dated

.....

DDA / MCD

File no.....

Above proposal accepted vide diary no.

Signature

Name

Designation (with seal)

Date

FOR SUPERVISION

To,
The Exe. Engg./Concerned Division
Concerned Sanctioning Authority New Delhi

Sir,

I hereby certify that the additions / alterations in flat no./nos..... in block no..... situated at scheme..... shall be carried out under my supervision and I certify that all the materials (type and grade) and the workmanship of the work shall be generally in accordance with the general specification submitted along with and that the work shall be carried out according to the sanctioned plans.

Signature of Licensed Architect
Name of Licensed Architect
Registration no.
Address

INDEMNITY BOND

(To be submitted by each allottee on non-judicial stamp papers of Rs.100 duly attested by the Oath Commissioner)

This Indemnity Bond is executed by Shri/Smt..... Resident(s) of..... hereinafter called the Owner of flat No..... in New Delhi in favour of DDA its successors or entitled.

WHEREAS the owners have submitted the plan of addition/alterations in flat whereas the owners have represented to the DDA that if sanction is granted for carrying out of the said addition/alterations the owners shall Indemnify the DDA if any loss at the time of carrying out of the said addition/alterations thereafter.

AND WHEREAS the said owners have further agreed to indemnify the DDA of any claims put up against the DDA either by way of compensation or in any other way in case the DDA is required to pay any such amount to any person or the owner or owners of the adjoining properties. The owners hereby agree and undertake to indemnify the DDA to pay the full extent of the amount the DDA may require to pay in the extent hereinabove mentioned.

The owners further undertake and agree to indemnify the DDA for any such amount the DDA may require to pay either by way of compensation of damage or any other amount and further undertake to indemnify the DDA of all cost and expenses that he DDA may require to defend any such action in any court of law. The owners undertake that no addition/alterations shall be carried out by beyond the boundaries of the flat. Any damage occurring during or due to the addition/alterations made at site to public sewers, water drains, roads/foot paths shall have to be made good by the owners.

In consideration of the above matter undertaking and indemnity given by the said owners the DDA hereinafter in this behalf grant the sanction in the said flat to the said owners.

IN WHEREAS HEREOF the owners above mentioned put their hands and seal of the said indemnity Bond on thisday of

Witness:

1.

2.

EXECUTANTS

CERTIFICATE FOR SAFETY FROM NATURAL HAZARDS

Certified that the buildings plans submitted for approval satisfy the safety requirements as stipulated in UBBL-2016 and the information given therein is factually correct to the best knowledge and understanding.

It is also certified that the structural design safety from natural hazards based on soil condition duly incorporated in the design of the building and these provisions shall be adhered to during construction.

Signature of the owner with date

Name in Block Letters Address

Signature of the Architect with date

Name in Block Letters Address

Signature of the Structural Engineers with date

Name in Block Letters Address

SCRUTINY PROFORMA

Name of owner(s) _____
File No(s) _____
Scheme/Locality _____

(For official use)

YES NO N/A

- | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|
| 1 | Building Plans (four sets showing the original construction in blue colours and proposed construction in red colour). | ☐ | ☐ | ☐ |
| 2 | Service plan (only in case of additional toilet or shifting of its location). | ☐ | ☐ | ☐ |
| 3 | Ownership documents of flat No. | ☐ | ☐ | ☐ |

(i) (ii) (iii) (iv)

- | | | | | |
|---|---|--------------------------|--------------------------|--------------------------|
| 4 | Indemnity Bond | ☐ | ☐ | ☐ |
| 5 | Structure stability Certificate. | ☐ | ☐ | ☐ |
| 6 | Copy of valid registration certificate of Architect. | ☐ | ☐ | ☐ |
| 7 | Copy of qualification certificate of structural engineer. | ☐ | ☐ | ☐ |
| 8 | Supervision Certificate of Architect. | ☐ | ☐ | ☐ |
| 9 | Supervision Certificate of structural engineer. | ☐ | ☐ | ☐ |

DDA/MCD

A. Above proposal is in order with respect of the required documents (No. _____)

Please accept Rs. _____

Signature

Name & Designation

Received Rs. _____

Signature with seal

B. Above proposal is not acceptable due to following grounds.

(I) (II)

Signature

Name & Designation

Signature of allottee / representative

**FORM FOR APPLICATION FOR COMPLETION OF ADDITIONAL ALTERATIONS IN THE
FLAT
(TO BE FILLED IN DUPLICATE)**

To

The Exe. Engg./Concerned Division
Concerned Sanctioning Authority New
Delhi

Sir,

I/We hereby inform that I/we have made addition /alternations in the flat No./No

_____ Block No _____ situated
At _____ Scheme _____ in accordance
with the guidelines issued by the MoHUA in this regard. The proposal was accepted by
DDA/MCD vide Diary No.

I/we are enclosing herewith the following.

- I. Completion plan - Two sets
- II. Supervision Certificate of Architect
- III. Supervision Certificate of Engineer

I/we request that the completion be recorded

1.

2.

3.

4.

Signature of Owner(s) Name in block letters Address of the owner(s) Dated

DDA/MCD

The above completion is in order with respect of the required documents

Signature

Name & Designation with seal

NOC FORM FROM THE OWNER/OWNERS

To
The Exe. Eng./Concerned Division
Concerned Sanctioning Authority
New Delhi.

Sir,

I/We hereby declare myself /ourselves as the owner/owners of Flat No.

_____ Block no _____ situated
at _____ Scheme _____ have no
objection with respect to the alteration/addition under
Category _____ Provision _____

- 1.
- 2.

Proof of Ownership required:

Electricity Bill (In original)

Signature of Owner/Owner(s)

Name in block letters

Dated