## GADAG District Urban Local Bodies Citizen Charter

<table>
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<tr>
<th>Sl No</th>
<th>Services Provided at ULBs</th>
<th>Procedure &amp; Required Documents</th>
<th>Concerned Section</th>
<th>Time Limit</th>
<th>Downloadable Forms</th>
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| 01    | Khata Transfer                  | 1. Application  
2. SAS paid receipt and Form-2                                                              | Revenue Section   | 45 Days    | Application Form  |
| 02    | Birth & Death                   | 1. Application  
2. NOC from neighbour property owners  
3. NOC from Police/Fire station/pollution control board for new trade license for bombs and any other dangerous materials | Health Section    | 03 Days    | Birth certificate Application Form  
Death certificate Application Form |
| 03    | New Trade License               | 1. Application  
2. Ownership certificate  
3. Blueprints 06 copies  
4. Detailed estimate copy  
5. SAS paid receipt  
6. Form 3  
3. NOC from Police/Fire station/pollution control board for new trade license for bombs and any other dangerous materials | Health Section    | 15 Days    | Trade Licence Form |
| 04    | Building License                | 1. Application  
2. Ownership certificate  
3. Blueprints 06 copies  
4. Detailed estimate copy  
5. SAS paid receipt  
6. Form 3  
5. Sketch copy | Engineering & Revenue Section | 30 Days    | Building Licence Form |
| 05    | Water connection                 | 1. Application  
2. License copy of plumber  
3. SAS paid receipt  
4. Form-3  
5. Sketch copy | Engineering Section | 15 Days    | Tap Connection Form |