

## BDB FIT OUT APPLICATION FORM

### Standard Requirement of Fit-out 4 sets for NOC (For < 600 Sq Ft area offices)

S.No.	Check List	✓ OR ✗	REMARK
1	Client :		
2	Premises No :		
3	Architect :		
4	Interior Designer :		
5	Builtup AREA :                      Carpet AREA :		
6	File No :		
a	All drawings to be in mm		
b	Minimum size of Drg A3		
c	All text, dimension, Symbols must be Bold, Clear, Readable		
d	Architect's appointment Letter		
e	Cheque of Security Deposit @ Rs 100/- Per Sq Ft on Built-up Area		
f	Undertaking on Rs 200 / - Stamp Paper / Franking from Bank - Notary signed		
g	(4 sets of drawings - signed by member, appointed architect) & Services Layout sign by Services consultancy. 1 CD of all drawings in CAD Format - at least in version 2006		
h	Acceptance Letter by the Architect		
i	Copy of Architect's COA Registration copy		
I	Furniture Layout with Position of Safe : Size, Height, Location and Weight; with Full Height Section; Table of Legend & Notes showing Full Height Partition shown as ____ (description of material) & Half Height Partition Shown as ____ (description of material) .		
II	Main Door Elevation Layout (wall paneling not more than [21" x 2"] 534mm x 50mm)		
III	Partition Layout (cabin sizes in mm & area in Sq Mt)		
IV	Sectional Elevation (showing full Height above false ceiling upto True ceiling)		
V	Fire Fighting Layout		
	a) Water Sprinkler (dia of pipe)		
	b) Smoke Detector, Heat Detector & Alarm Layout		
VI	AC Ducting Layout		
	a) Layout of FCU with Ducting (No of FCU x Capacity of each FCU), b) Chilled Water Line (supply & return with accessories) & Drain Out Line, c) Table of comparison - allotted FCU & proposed FCU, d) Location of Trap Door with sizes, e) Location of each Thermostat, (No of FCU allotted by BDB = No of Thermostat allotted by BDB)		
VII	Electrical Layout		
	a) Single Line Diagram		
	b) Total Power Load Calculation		
	c) Lighting & Equipment Layout		
	d) Trunking / Conduit layout if wiring in floor		
VIII	Plumbing Layout with following details :		
	a) water supply layout with separate Domestic Water Supply & Flushing Water Supply, dia of pipes		
	b) drainage layout with separate Soiled Lines & Waste Lines, dia of pipes with mention floor height & level		
IX	Strong Room / Walk-in-Vault with Approval from BDB Structural Consultant		
	<b>RECIVER SIGN :</b>	<b>APPLICANT SIGN:</b>	
<b>INWARD STAMP:</b>		<b>OUTWARD STAMP:</b>	