

MINISTRY OF WORKS AND HUMAN SETTLEMENT
DEPARTMENT OF ENGINEERING SERVICES

SERVICE:
BUILDING DRAWINGS APPROVAL

SERVICE ACCESS POINTS (with online web address):

Department of Engineering Services
MoWHS, Thimphu.

PROCEDURES TO AVAIL THE SERVICES

Step 0:	<i>The owner submits the documents listed below to either dzongkhag municipal office or the gewog. If the dzongkhag is unable to verify the drawings and designs will it be forwarded to the Ministry of Works and Human Settlement.</i>	<i>They will take 14 days if they can review the drawings and designs.</i>
Step 1:	The dzongkhag forwards drawings to Department of Engineering Services, Architectural Section. (The owner could personally submit the drawings to the Department of Engineering Services which is usually faster)	
Step 2:	The Architectural Section reviews the drawings and if approved, passes the drawings to the Structural and Electrical Section.	7 days
Step 3:	The Structural and Electrical Section reviews document.	7 days

Documents to be submitted:

- Duly filled application form (BBR-2018)
- Official site plan
- Land ownership certificate/Lag thram
- Environmental impact report if applicable
- CID copy of owner
- Sets of technical drawing
 - 1) Architectural drawing (2 sets)
 - 2) Structural drawing (1 set)
 - 3) Electrical drawing with TV & Telephone (1 set)
 - 4) Plumbing/sewerage (1 set)
 - 5) Water supply (1 set)

TURN AROUND TIME:14 days

FEES & PAYMENT PROCEDURE:

No Fees charged as of now.

CONTACT/Focal PERSON:

Dechen Norbu	Engineering Services Division	Chief Engineer	dnorbu@mowhs.gov.bt	324358
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LOCATION/ADDRESS OF THE OFFICE:

Engineering Services Division
Department of Engineering Services
Ministry of Works and Human Settlement