

Annexure – I

BUILDING COMPLETION NOTICE (TO BE SUBMITTED BY THE APPLICANT / BUILDING OWNER):

| (ULB) BUILDING COMPLETION NOTICE (To be submitted along with other relevant documents) | | | | | | | |
|--|--|--------------------------------|------------------------|--------------------|--------------------------------|--------------|-------|
| To The Commissioner,(ULB) | | | | Date | dd | m m | yyyy |
| Ref: | Building Permit / Proceedings No | | | Date | dd | m m | yyyy |
| | Building Commencement Notice submitted by the Applicant | | | Date | dd | m m | yyyy |
| | FILE No. | | | | | | |
| I/ We hereby give notice that the erection of the building / erection of works have been completed as per Sanctioned Building Plan. The work has been completed to my/our best satisfaction. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specifications. No provisions of the Building Bye-Laws/Rules, conditions prescribed or orders issued thereunder have been transgressed in the course of the work. I/We hereby enclose the plan of the building completed in all aspects. The land is fit for which it has been developed or redeveloped and the building is fit for use for which it has been erected, re-erected or altered, constructed and enlarged. The necessary occupancy certificate may be issued. Any subsequent changes from Completion Drawings will be the responsibility of the owner(s). (Use CAPITAL LETTERS only) | | | | | | | |
| A | NAME OF THE OWNER / DEVELOPER | | | | | | |
| B | LOCATION OF THE PROPOSED SITE | | | | | | |
| 1 | Plot No. | | | | | | |
| 2 | Sanctioned Layout No. / LRS No. | | | | | | |
| 3 | Survey No. | Village | | | | | |
| 4 | Premises / Door No. | | | | | | |
| 5 | Road/ Street | | | | | | |
| 6 | Ward No. | Block No. | | | | | |
| 7 | Locality | | | | | | |
| 8 | Circle | Division | | | | | |
| 9 | City/ Town | District | | | | | |
| C | DETAILS OF THE COMPLETED BUILDING | | | | | | |
| 1 | Building Permit / Proceedings No. | | | Date | d d | m m | y yyy |
| 2 | a) Due date for completion of the building | | | Date | d d | m m | y yyy |
| | b) Date on which completion notice submitted | | | Date | d d | m m | y yyy |
| | c) Whether it is completed within the stipulated time | | | Yes | | No | |
| | d) If No, the Fine to be paid | | | | | | |
| 3 | Site Area (m²) | As per Documents | As per submitted Plan | Road Widening Area | Net Area | | |
| 4 | No. of Floors | | Cellar | Stilt | Ground | Upper floors | |
| | a | As per Sanctioned Plan | | | | | |
| b | As per Completed Building Plan | | | | | | |
| 5 | Use of the Building | | | | | | |
| | a | As per Sanctioned Plan | | | | | |
| b | As per Completed Building Plan | | | | | | |
| 6 | Floor Area (m²) | | | | | | |
| | a | As per Sanctioned Plan | | | | | |
| b | As per Completed Building Plan | | | | | | |
| 7 | Parking Area (m²) | | | | | | |
| | a | As per Sanctioned Plan | | | | | |
| b | As per Completed Building Plan | | | | | | |
| 8 | Setbacks(m) | | Front | Rear | Side I | Side II | |
| | a | As per Sanctioned Plan | | | | | |
| | b | As per Completed Building Plan | | | | | |
| | c | Extent of deviation in % | | | | | |
| | d | Fine to be Paid (Rs) | | | | | |
| 9 | Height (m) | | As per Sanctioned Plan | | As per Completed Building Plan | | |

| D DETAILS OF OWNER / DEVELOPER / LICENCED TECHNICAL PERSONNEL | | | |
|---|--|-------------|-----------|
| Sl. No. | Name | Licence No. | Signature |
| 1 | Owner / Owners / Lessee / Authorised Agent | | |
| 2 | Builder / Developer | | |
| 3 | Architect/ Engineer/ Surveyor | | |
| 4 | Structural Engineer | | |

Enclosures:

1. Copy of the Sanctioned Plan
2. Copy of the Building Permit Order
3. Copy of the Completed Building Plan showing the changes if any to Approved Building Plan along with a statement of deviations.
4. Photographs of constructed building showing setbacks on four sides, elevation and roof level
5. Land value certificate issued by the Revenue Department (If deviations are made to Sanctioned Plan)