



APPLICATION FOR COMPLETION CERTIFICATE (Part-I)

1. CC application filed by :
Owner /GPA
2. CC Application is for part/ :
whole building.
3. Planning Permit No. for the :
Project
4. CMDA Channel File No. :
5. Site address (survey No, village / :
Block and Door No. road name)
6. Nature of construction :Special Building/ Group Development/ MSB /
Institutional Building
7. Use of construction :
8. Additions made, if any :
9. Security Deposit amount :
10. Security Deposit payment details :
(Cash / Bank Guarantee)

SIGNATURE OF OWNER

Place :

Date:

NAME:



DECLARATION FORM FOR ISSUING COMPLETION CERTIFICATE (Part-II)

1. Date of approval and Ref. No. :
2. Date of Completion :
3. i) No. of dwelling units constructed. :
- ii) If the dwelling units are more / less than the approval, specify the reason) :
4. i) No. of Floors constructed
- ii) If No. of Floors is not as per the approval, Number of Floors added/reduced. :
5. i) No. of Blocks constructed. :
- ii) If No. of Blocks is either more or less than the approval, specify the No. of Blocks :
6. No. of Parking stalls provided :
7. Shortage of Car Parking if any. How many? :
8. Is there any change in Parking arrangement against the approved one? :
9. If yes, why? :
10. Is there any change of use, against the approved use? :
11. If yes, the details of change of use :
12. Whether FSB is free from any structure? :
13. If No, what is provided? Please give the use and dimension of the structure. :
14. Are SSB's free from any Structure such as Pump Room, Motor Room. :
15. If No, please specify the structure and use with dimension. :

16. Whether RSB is from any structure? :
17. If No. please specify the :
structure and use with
dimension.
18. Are the gates provided as per :
approval?
19. If No, specify the reason. :
20. Is the Terrace free from :
Column projections?
21. If No, please specify the reason. :
22. If the construction is outside the
City, Upflow filter is provided.
23. If No, please give the reason. :
24. Are the Balconies completed as
per the approval?
25. If No, how many additional :
Balconies. Please give the
dimensions.
26. i) How many Wardrobes are :
provided?
ii) How many as per the :
approval?
iii) How many additional made
exceeding the approval? :
27. Is there any Well in the site? :
28. If so, closed with mesh or :
open?
29. Solar Photo Voltaic Panel :
30. Any other information if the :
Architect / Licensed Surveyor
/Structural Engineer wants to give,
may be given in additional sheet.
(should including information of
Structural Design Change from approved
plan).

I am furnishing the information after my personal verification of the construction at the site.
The information furnished here are correct and recommended for issuance of Completion
Certificate.

Date:

SIGNATURE OF THE LICENSED SURVEYOR/
ARCHITECT/ STRUCTURAL ENGINEER.



CHENNAI METROPOLITAN DEVELOPMENT AUTHORITY
Thalamuthu Natarajan Building, No.1, Gandhi Irwin Road, Egmore,
Chennai - 600 008
Phone : 28414855 Fax: 91-044-28548416

**THE FORMAT FOR DECLARATION BY ARCHITECT AND LICENSED SURVEYOR FOR
ISSUING COMPLETION CERTIFICATE (Part-III)**

Parameter	As per the Approved Plan	As on Site	Remarks
Setback Details			
F.S.B.			
R.S.B.			
S.S.B. (1)			
S.S.B. (2)			
Dimension of the Building			
Length			
Breadth			
Other Details			
F.S.I.			
Coverage (MSB)			
Height of the building			
Height of the Parapet wall			
No. of Dwelling Units			
Usage			
Stilt Floor Height			
Turning Radius			
Landscaping details, if any in set-back space			
No. of Car Parking			
No. of Two-wheeler Parking			
Open to sky (O.T.S) size of the area			

Architectural Projection			
10% O.S.R.Area			
Road Width in case of Green Channel approval.			
Splay			
Rainwater Harvesting			
Display Board			
LIG units (No. and arrangement)			
Solar Photo Voltaic Panel			
Structures on Setback Spaces			
a) Motor Room/ Pump Room			
b) Servant Toilet			
c) Security Room			
d) Open Transformer			
e) Septic Tank with Upflow Filter			
f) Sewerage Treatment Plant			
Any other Non-FSI area structures/ additional construction.			
Any other (specify).			
OSR space			

Note:

If it is Group Development then indicate distance between the Blocks and also Setback details Block wise.

For Multi-storeyed Buildings, Structural Stability Certificate and Fire Compliance Certificate/Fire License to be furnished.

SIGNATURE OF THE LICENSED SURVEYOR / ARCHITECT/ STRUCTURAL ENGINEER.



**CHECKLIST FOR FILING COMPLETION CERTIFICATE APPLICATIONS (CCA)
FOR SPECIAL BUILDINGS, GROUP DEVELOPMENT, MULTI STOREYED
BUILDINGS AND INSTITUTIONAL BUILDINGS.**

From 1.8.2015 onwards, the Completion Certificate Applications will be admitted only within the valid Planning Permission period (with a grace time of one month).

1. Completion Certificate Application in the prescribed formats (Part-I, Part-II and Part-III) duly signed by the Owner/GPA and Registered Architect/Licensed Surveyor (Copy of format is kept below).
2. Building Permit issued by the concerned Local body duly attested by Notary Public.
3. As built drawing signed by the Owner and Registered Architect/Licensed Surveyor who have signed the PPA/plans at the time of planning permission.
4. Photos of the completed building showing the Terrace floor, weathering course completion, Lift Machine Room, Overhead Tank, Erection of Solar Photo Voltaic Panel, Joineries, Display Board format, Rainwater Harvesting, Setback space on four sides with full elevation and front side compound wall with gate.
5. Authenticated copy of NOC from Airport Authority of India, IAF, CMWSSB, EIA clearance, etc. if it is a condition laid while issuing planning permission. If these NOCs are not available at the time of filing CCA, an undertaking in Rs.20/- worth stamp paper should be furnished stating that the above NOCs will be furnished within two weeks time. (It may be noted that only after submission of the NOC/clearance from respective Departments, the Completion Certificate Applications will be considered for final approval).
6. Copy of NOC from Directorate of Fire and Rescue Service with Compliance Certificate (Mandatory for MSB and for Special building if it is a condition while issuing planning permission should be furnished). Otherwise, an undertaking in Rs.20/-worth stamp paper should be furnished stating that the Compliance Certificate obtained from DF&RS will be furnished within two weeks time. (Only after submission of the same, the Completion Certificate Applications will be considered for final approval).
7. CC-1, CC-2 & CC-3 forms duly signed by the applicant and all the concerned professionals and notarized in Rs.20/-worth stamp paper.
8. License validity of Architect, Structural Engineer /Licensed Surveyor obtained from the Council of Architecture/Corporation of Chennai with self attestation.
9. All the signatures must have date of signature with mail Ids and mobile number