DIRECTORATE OF TOWN AND COUNTRY PLANNING

807 Anna salai, Chennai - 600 002.

Progress Certificate / Completion Certificate - Inspection Procedure

The Appropriate Level of Officer as provided in the G.O.(Ms).No.86, Housing and Urban Development Department dt: 14.06.2019 for risk based building inspection procedure will inspect the site and shall note following details during inspection.

Inspection: (1) General requirements.
(2) During progress of construction

(1) General Requirements :

(a) Generally all development works for which permission is required shall be subject to inspection by the competent authority or an official nominated by the competent authority, as deemed fit, before issue of permission and also during construction.

(b) The competent authority may cause inspection for such developments where its risk assessment deems it fit for inspection. In all cases inspection shall be carried out by professionals to be empanelled by the competent authorities. The qualifications and other conditions for empanelment of professionals for carrying out inspection shall be prescribed by the Government from time to time.

(c) A single joint site inspection shall be carried out by all the concerned authorities for issue of planning permit or building permit or completion certificate)

(d) The applicant shall permit authorized officers of the competent authority to enter the site at any reasonable time for inspection for the purpose of enforcing these rules.

(e) The applicant shall keep a copy of the approved plan at the premises where the development is permitted to be carried out.

(f) Before commencement of the building work at site for which building permission has been granted, the owner shall within the validity period of Building Permission give notice to the Authority, of his intention to start the work at the building site in Form 2 in Annexure - XIV.

(2) During Progress of Construction.—Minimum Stages for recording progress, checking and issuing continuance certificate (For non High Rise Buildings above 12.0 m in height)
(i) Plinth,
(ii) Last storey.

(b) At each of the above stages, the owner or developer through the Registered Architect or Registered Engineer shall submit to the designated officer of the competent authority a progress certificate inform 3 and 4 in Annexure - XIV and the structural Inspection Report inform 9 in Annexure - XIV. This progress certificate shall be signed also by the Registered Architect or Registered Engineer on record, Construction Engineer on record and structural engineer on record. The Structural Inspection Report shall be signed by the Registered Structural Engineer on record.

(c) On receipt of the progress certificate from the owner or registered developer, through the Registered Architect or Registered Engineer it shall be the duty of the competent authority, to check any deviation from the approved plan and convey decision within 15 working days to the owner or developer for compliance.

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Completion certificate:

For all buildings **except residential building upto 12m in height not exceeding 3 dwelling units or 750 sq.m and all type of Industrial buildings,** the Applicant or Owner or Power of Attorney Holder or Registered Developer and any other Person who is acquiring interest shall submit a completion report in Form 5 along with Form 6, 7 and 8 in Annexure – XIVof the TNCDBR, 2019 enclosed to obtain Completion Certificate, certifying that the building has been completed as per the approved plan, from the competent authority that has issued Planning Permit before getting service connections such as electric power connection, water supply sewerage connection. These service connections shall be given by the service provider to these buildings only after the production of the Completion Certificate.

Plinth Level Inspection:

- The owner or developer shall submit an application to the competent authority in the first stage after completion of work upto plinth level requesting for issue of order for continuance of work.
- The owner or developer through the registered professional shall submit to the designated officer of the competent authority a progress certificate in the given format at the stage of Plinth along with structural inspection report as provided for under sub-rule (2) of rule 9 of TNCDBR, 2019.
- On receipt of the progress certificate from the owner or registered developer through the registered professional, the competent authority shall check for any deviation from the approved plan and convey decision within 7 working days to the owner or developer for compliance.
- If the order of continuance is not issued within 15 days of receipt of the respective application, it will be taken as deemed to be issued and the owner or developer may proceed with the construction without any deviation to the approved plan.
- The owner or Power of Attorney holder or registered developer or any other person who has acquired interest shall submit application in complete shape for issue of completion certificate according to the norms prescribed in Annexure - XXIII given the TNCDBR, 2019.
- The competent authority may on its own or through a subordinate official or a qualified professional inspect or cause to be inspected the work of construction upto plinth level and construction and such inspection shall include confirmation that,—
    - The work was executed and the building was constructed as per the approved plan as stated in these rules along with the norms prescribed for issuing plinth level progress certificate.
    - If any project consists of more than one detached or semi detached building or buildings in a building unit and any building or buildings thereof is completed as per approved plan (such as parking, internal roads, height of the building, infrastructure facilities, lift and fire safety measures), the competent authority may issue completion certificate for such detached or semidetached building or buildings in a building unit.

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- The competent authority may on its own or through a subordinate official or a qualified professional inspect or cause to be inspected the work the two stages of construction up to completion and such inspection shall include confirmation that,—

- The work was executed and the building was completed as per the approved plan as stated in these rules along with the norms prescribed for issuing the completion certificate;

- It shall be obligatory on the part of the applicant to confirm that certificate of Lift Inspector has been obtained regarding satisfactory erection of lift; and

- It shall also be obligatory on the part of the applicant to confirm the certificate to the Directorate of Fire & Rescue Services for completion of fire safety requirements as applicable for the type of building has also been obtained.

- The completion certificate shall not be issued unless the information is supplied by the owner, developer, the registered professionals concerned in the schedule as prescribed by the competent authority from time to time.

- The competent authority shall within 30 days from the date of receipt of application for completion report inform, communicate its decision after necessary inspection about grant of completion certificate.

Director of Town and country planning

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Form 5

[See rule 21 (1)]

Completion Report

Reference No.

Owner's Name: Location:

Submitted on: Received on:

To

Sir,

1. The work of erection/re-erection of building as per approved plan is completed under the Supervision of Registered Construction Engineer on record who has given the completion Certificate which is enclosed herewith.

2. We declare that the work is executed as per the approved plan/permission granted and to our satisfaction. We declare that the construction is to be used for _____ the purpose as per approved plan and it shall not be changed without obtaining written permission.

3. We hereby declare that the plan as per the building erected has been submitted and approved.

4. We will transfer the area of parking space provided as per approved plan to the occupants /association before for occupancy certificate.

5. Any subsequent change from the completion drawings will be our responsibility.

6. One complete set of structural drawings showing the reinforcement details/structural details/foundation details including reinforcement drawings certified by structural engineer as executed have been submitted to the competent authority. The submitted drawing shall show all features that affect the structural stability including non structural items.

Yours faithfully,

(Developer's Signature)

(Owner's Signature)

Name of Registered Developer (with Registration No.) /Name of Owner

Date:

Address:

Encl: Completion Report

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Form 6

[See rule 20 (1)]

Building Completion Report by Registered Architect or Engineer

Reference No.

Owner's Name: Location:

Registered Developers Name:

Submitted on: Received on:

To

Sir,

1. The building/s has/have been constructed according to the sanctioned plan.

2. The building/s has /have been constructed as per approved plan.

3. Construction has been done under our supervision / guidance and adheres to the drawings submitted.

Signature of the Owner / Registered Developer Registered Engineer (with Registration No.)	Signature of Registered Architect on / on Record
Date	Date
Name in block letter:	Name in block letters: (with Registration No.)
Address: _____	**Address: _____**

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Form 7

[See rule 20 (1)]

Building Completion Report by Registered Construction Engineer

Reference No.

Owner's Name: Location:

Registered Developers Name:

Submitted on : Received on :

To

Sir,

1. The building/s has/have been constructed according to the sanctioned plan.

2. The building/s has / have been constructed as per

- The detailed structural drawings and structural specifications prepared by the Registered Structural Engineer on Record
- The detailed Architectural drawings and Architectural specifications prepared by The Registered Architect on Record.
- Detailed drawings and specifications of all services

3. All materials used in the construction have been tested as provided in specifications and a record of test reports has been kept.

4. The building was inspected and cleared by the structural engineer with respect to stability features of structure and foundation.

Signature of the Owner / Registered Developer (with Registration No.)

Date

Name in block letter:

Address: _____

Signature of Registered Construction Engineer on Record

Date

Name in block letters: (with Registration No.)

Address: _____

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Form 8 [See rule 20 (1)]

Building Completion Report of Registered Structural Engineer

Reference No.

Owner's Name : Location :

Developers Name:

Submitted on : Received on :

To

Sir,

This is to certify that detailed structural drawings of the buildings/s has / have been prepared on the basis of a detailed analysis and a detailed design carried out according to relevant provisions of the latest Indian Standard Codes, National Building Code and as indicated in the structural design basis report.

The construction up to this stage has been executed as per the structural drawing without any deviation with respect to structural component and reinforcement details in complying with provisions of NBC The recommendations made by me to ensure adequate safety of the structure are complied with by the owner to my entire satisfaction.

Signature of the Owner

Date

Name in block letters:

Address: _____

Signature of Registered Structural Engineer

on Record

Date

Name in block letters:
(with Registration No.)

Address: _____

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Form 9

[See rules 9 (2) (b) and 51 (5)]

Structural Inspection Report (to be submitted at plinth level and last storey)

(This form has to be completed by Registered Structural Engineer after his site inspection and verification regarding compliance of all his recommendations by the owner, which in the opinion of the registered structural engineer are necessary for safety of the structure)

I. Work of …….. (Title of the project)…….. at ……..... [Site address]……

II. Name of the present owner:

III. Description of the structure:

Class I or Class II (Briefly describe the property in general and the structure in particular) Indicate whether the structure is regular/irregular as per IS1893 of the structure is in Zone-III.

(a) Function		(b) Framed construction							
		Residence (with or without shops	Apart-ments (with or without shops	Office Bldg.	Shopping Centre	School, College	Hostel	Auditoria	Factory or any other building (pl. state)
		1	2	3	4	5	6	7	8
A. Load bearing masonry wall construction									
B. Framed structure									
Construction and structural materials		Critical load bearing element	Brick	RCC	Stone	Timber	Steel		
		Roof Floor	RCC	Timber	RBC	Steel	Jack-arch		

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IV. Year of construction

Year of subsequent additions or rectifications (Please describe briefly the nature of additions or rectifications).

V. Date of last inspection report filed: Last filed by whom (This does not apply to the first report).

VI. Soil on which building is founded

i) Any change subsequent to construction

ii) Nearby open excavation

iii) Nearby collection of water

iv) Proximity of drain

v) Underground water-tank

vi) RW. Pipes out-lets

vii) Settlements

VII. The Super-structure (R.C.C. Frame structure)

i) Crack in beam or column nature and extent of crack probable causes.

ii) Cover spell

iii) Exposure of reinforcement

iv) subsequent damage by user for taking pipes, : conduits, hanging, fans or any other fixtures, etc.

v) Crack in slab

vi) Spalling of concrete or plaster of slab

vii) Corrosion of reinforcement

viii) Loads in excess of design loads

VIII The Super-Structure (Steel Structure)

i) Paintings

ii) Corrosion

iii) Joint, nuts, bolts, rivets, welds, gusset plates

iv) Bending or buckling of members

v) Base plate connections with columns or pedestals

vi) Loading

IX. The Super-Structure (Load bearing masonry structure) Cracks in masonry walls) (Please describe some of the major cracks, their nature, extent and location, with a sketch, if necessary.

X. Recommendations if any

This is to certify that the above is a correct representation of facts as given to me by the owner and as determined by me after Site Inspection to the best of my ability and judgment.

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XI. Indicate any hazard the structure faces such as cyclone/land slide/Tsunami/weak soil/flooding

The construction up to this stage has been executed as per the structural drawing without any deviation with respect to structural component and reinforcement details in complying with provisions of NBC The recommendations made by me to ensure adequate safety of the structure are complied with by the owner to my entire satisfaction.

Signature of the Registered Structural Engineer

on Record

Date:

Name of the registered structural Engineer:

Registration No.

Address:

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