Office of the Commissioner of
Town and Country Planning,
807, Anna Salai, Chennai – 600 002.

Roc. No.19992/2011(1)-Special Cell

Dated: 31.5.2018.

**CIRCULAR**

Sub: Introduction of provision for issue of Construction Continuance Certificate (CCC) and Completion Certificate (CC) to all category of buildings except industrial buildings and residential buildings upto 3(three) dwelling units – Government orders issued – Operational guidelines issued - Regarding.

Ref: 1) G.O.Ms.No.53, Housing and Urban Development [UD4(3)] Department, dated: 16.4.2018.
2) This office letter of even No., dated: 27.4.2018.
3) G.O.Ms.No.130, Housing and Urban Development [UD4(1)] department, dated: 14.6.2010.

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A copy of the Government order (G.O.) first cited in the reference above has already been communicated vide this office letter second cited for taking necessary follow-up action as per the instructions contained in the Government order.

(a) Operational guidelines for issuing Construction Continuance Certificate (CCC) and the Completion Certificate (CC) have been prepared and attached herewith as **Annexure-I** for adherence.

(b) Power to issue CCC and CC is delegated to the competent authority as given in the table below:

| S. No. | Category of buildings | Competent authority to issue CCC and CC |
|---|---|---|
| 1. | The following category of buildings except industrial buildings and residential buildings upto 3 (three) dwelling units:<br>(a) all commercial buildings above 200sq.m.<br>(b) all commercial buildings exceeding Ground + First floor<br>(b) all kinds of institutional, public buildings like educational, health care institutions etc.<br>(c) all kinds of special buildings, group developments, multi-storeyed buildings. | The respective Member Secretary of the Composite Local Planning Authority (CLPA), New Town Development Authority (NTDA), Regional Deputy Director (RDD), Regional Assistant Director (RAD). |
| 2. | (a) Commercial buildings upto 200 sq.m having not exceeding Ground + First floor<br>(b) Residential buildings with 4 dwelling units not exceeding ground + First floor | Executive Authority of the respective constituent local bodies. |

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(b) For 13 CLPAs viz., (i) Erode, (ii) Vellore, (iii) Tiruvallur, (iv) Coimbatore, (v) Madurai, (vi) Gummidipoondi, (vii) Kancheepuram, (viii) Salem, (ix) Chengalpattu, (x) Tiruppur, (xi) Tiruchirappalli, (xii) Mamallapuram and (xiii) Tirunelveli, Development Control Regulations (DCR) have been notified vide the G.O. 3rd cited. Therefore, the Member Secretary of the said 13 Composite Local Planning Authorities (CLPAs) are requested to publish the **Notification—I**, as an amendment to the Development Control Regulations (DCR) for making provision for issuing CCC and CC, attached herewith in district gazette and in local areas as per sub-section (2) of section 34 of the Tamil Nadu Town and Country Planning Act, 1971. All other Member Secretaries of CLPAs/NTDAs, RDDs and RADs are requested to adhere to the instructions contained in the G.O. as an amendment to the prevailing DCR and the operational guidelines issued herewith.

The above instructions should be adhered to scrupulously. Receipt of this letter should be acknowledged by return of post.

(sd/-).....
Commissioner of Town and Country Planning

Encl.: 1) A copy of the G.O. first cited above.
2) Notification-I
3) Annexure-I - Operational guidelines with attachments.

**To**

| | |
|---|---|
| Member Secretary of all the Composite Local Planning Authorities, New Town Development Authorities, all the Regional Deputy Directors and all the Regional Assistant Directors. | with a further request to communicate the copy of this circular with its enclosure to all the constituent local bodies, officials of the Tamil Nadu Electricity Board, TWAD Board within the respective jurisdiction and to ensure that they pursue action as per this circular. |

**Copy to:**

| | |
|---|---|
| 1) Commissioner of Municipal Administration, Chepauk, Chennai-5 | with a request to direct the respective local bodies to pursue action as per this letter. |
| 2 ) Director of Town Panchayats, Kuralagam, Chennai-108 | |
| 3) Director of Rural Development department, Saidapet, Chennai-15 | |
| 4) Managing Director, Tamil Nadu Housing Board, Chennai-38 | with a request to direct the respective field officers to pursue action as per this letter. |
| 5) Managing Director, Tamil Nadu Slum Clearance Board, Chennai-5 | |
| 6) Managing Director, TWAD Board, Chennai-5 | |
| 7) Chairman and Managing Director, TNEB, Chennai-2 | |

8) All the Deputy Directors, Assistant Directors, Architectural Assistant/ Planning Assistant, Supervisors, Research Officer, Research Assistant, Accounts Officer, Assistant Accounts Officer, Superintendents of head office, Chennai-2.
9) Spare -5.

/forwarded/by order/

31/5/18
Deputy Director

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**Notification-I**

In pursuance of the orders vide para 3 of the G.O.(Ms)No.53, Hg&UD [UD4(3)] department, dated: 16.4.2018 and in accordance with the authorization given to the planning authorities vide G.O.Ms.No.94, Housing & Urban Development [UD4(1)] Department, dated: 12.4.2009 and published with the Housing & Urban Development department in notification Part IV, Section 2, page 228 of the Tamil Nadu Government Gazette, dated: 15th July 2009 to exercise the powers vested in the Government by sub-section (4) of section 32 of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972), the Member Secretary of the …… Local Planning Authority hereby makes the following variation to the Development Control Regulations. The said Development Control Regulations form addendum vide G.O.Ms.No.130, Housing and Urban Development [UD4-1) Department, dated: 14.6.2010 to the Master Plan/ New Town Development Plan for the ……. Local Planning Area/ ----------New Town area. The said Master Plan/ New Town Development Plan has been approved under the said Act and published with the Housing and Urban Development Department notification No…… at Page … of Part II section ….. of TNGG, dated: …….

**Variation**

In the said Development Control Regulations, the following provisions shall be inserted as regulation No.12, namely:-

(1) It has been decided to introduce the provision for issue of completion certificate to all categories of buildings except industrial buildings and residential buildings upto 3 (three) dwelling units in the areas covered under the jurisdiction of Directorate of Town and Country Planning as follows:

(a) Construction Continuance Certificate (CCC): The person, who obtained Planning Permission or the current owner of the property must apply to the Member-Secretary, Local Planning Authority or Regional Deputy Director as the case may be, or any other person to whom the powers to issue Construction Continuance Certificate (CCC) is delegated by Director of Town and Country Planning from time to time, when the construction reached at plinth level requesting for permission to continue the construction. The application must be accompanied by a plan showing the site boundary, the dimension of the building and setback on all around and the plan must be authenticated by the applicant and Architect/Structural Engineer/ Licensed Surveyor. The Competent Authority on his own or through the empanelled professionals will cause the site inspection to verify the correctness of the building size and setback and to confirm that plan furnished by the applicant conforms to the construction made upto plinth level and is in accordance with the approved plan. A photograph of the building taken during the inspection with date stamp must be furnished. On receipt of the confirmation from the empanelled professionals, the competent authority will issue the Construction Continuance Certificate to continue the construction further. The application for Construction Continuance Certificate shall be disposed off within 15 days from the date of receipt of application.

(b) Completion Certificate (CC): The person, who obtained Planning Permission or the current owner / builder / developer shall make an application to the Competent Authority for issue of Completion Certificate, when the construction is completed without any requirement of further civil works. The application should be accompanied by a drawing / plan showing the actual construction made at site. The Competent Authority on his own or through the empanelled professionals will cause

the site inspection to check whether the construction is made in accordance with the approved plan. On confirmation that the drawing truthfully reflects the actual construction site, which in turn conforms to the norms of Completion Certificate, the drawing should be stamped as ***"plan of the building as constructed"*** and the Completion Certificate issued. The Director of Town and Country Planning, Member-Secretary, Local Planning Authority or Regional Deputy Director, as the case may be, shall also verify and confirm whether compliance certificates are received from the various authorities, who have issued NOC earlier at the time of obtaining planning permission. The applicant or a buyer, or a worker or any other person shall not occupy the building without a valid Completion Certificate having been obtained from the concerned authority. The utility agencies shall disconnect the temporary connection after the construction work is over and thereafter a regular utility connection will be given only on receipt of valid Completion Certificate issued by the competent authority.

(c) A separate scrutiny fee for Completion Certificate of Rs.3/-per sq.ft. of built-up area shall be collected from the applicant at the time of issue of planning permission towards the cost of issue of completion certificate.

(d) In cases, where an empanelled professional is engaged for inspection, a sum of Rs.1/-per sq.ft of plinth area shall be paid to an empanelled Licensed Surveyor/ Structural Engineer/ Architect on submission of inspection report at plinth level stage and a sum of Rs.1.50 per sq.ft. of built-up area shall be paid to the empanelled Licensed Surveyor/ Structural Engineer/ Architect on submission of inspection report for completion of structural work and the balance amount will be retained by the competent authority.

(e) The tolerance limit/ guidelines for issue of Completion Certificate will be in line with the norms/ guidelines followed in Chennai Metropolitan Development Authority and format for obtaining certificate will be on the basis of National Building Code, 2016.

(f) The Completion Certificate norms will be made applicable prospectively from date of issue of this order and will be applicable for a planning permission issued from the date of issue of this order.

(2) The Director of Town and Country Planning shall empanel the professionals like Registered Architects / Structural Engineers and Licensed Surveyors at district level for outsourcing the inspection and scrutiny. If adequate number of professionals are not available in any particular district, professionals from an adjoining district may be assigned the task of inspection and certification.

(3) The Director of Town and Country Planning shall issue operational guidelines for processing and issuing the Construction Continuance Certificate and Completion Certificate, covering application format on the basis of National Building Code, 2016, certification format, inspection method including outsourcing. The Director shall also issue norms detailing the tolerance / variations allowable with reference to approved plan in line with those as prescribed by Chennai Metropolitan Development Authority.

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# Annexure - I
# Operational guidelines

Necessary follow-up action as per the instructions contained in the G.O.Ms.No.53, Housing and Urban Development [UD4(3)] Department, dated: 16.4.2018 to be pursued. Further, as required in the said G.O., following operational guidelines and instructions for issuing Construction Completion Certificate (CCC) and Completion Certificate (CC) are given for adherence:

**1) Construction Continuance Certificate (CCC):**

**a) Application for CCC:** The person, who obtained the planning permission / concurrence/ technical sanction or the current owner / builder / developer, shall apply to the competent authority for CCC when the building is constructed upto plinth level. Plinth means the portion of a structure between the surface of the surrounding ground and surface of the floor, immediately above the ground. Plinth area means the built-up covered area measured at the floor level of the basement or of any storey. Format for the application to be submitted by the owner/ developer and the professionals engaged by the owner/developer for the construction project viz., architect / structural engineer / licensed surveyor (who has registered with the concerned local body) is given as **Form-I.** The undertakings to be given by the owner/developer and the professionals engaged by the owner/developer for the construction project viz., architect / structural engineer / licensed surveyor (who has registered with the concerned local body) is given as **Form –II.** Checklist for filing application for CCC is attached as **Appendix-A**.

**b) Employing services of empanelled professionals:** In case, the empanelled professionals to be engaged for inspection of the site, the guidelines in respect of employment of professionals as given in **Appendix-B** shall be followed.

**c) Issuing CCC:** Based on the site inspection report and scrutiny, the competent authority is to issue CCC when the construction conforms to the approved plan and the norms of tolerance limits. Norms of tolerance limits are attached as **Appendix-C**. Format of the CCC is attached as **Form-III**. If the construction is not in conformity with the approved plan and exceeds the tolerance limits, then the competent authority should take appropriate enforcement action against the owner as per the provisions of the Tamil Nadu Town and Country Planning Act, 1971.

**2) Completion Certificate (CC):**

**a) Application for CC:** The person, who obtained the planning permission / concurrence/ technical sanction of the current owner / builder / developer, shall apply for CC when the construction is completed without any requirement of further civil works. Format for the application to be submitted by the owner/ developer and the professionals engaged by the owner/developer for the construction project viz., architect / structural engineer / licensed surveyor (who has registered with the concerned local body) is given as **Form-IV**. The undertakings to be given by the owner/developer and the professionals engaged by the owner/developer for the construction project viz., architect / structural engineer / licensed surveyor (who has registered with the concerned local body) is given as **Form –V.** Checklist for filing application for CC is attached as **Appendix-D**.

**b) Employing services of empanelled professionals:** In case, the empanelled professionals to be engaged for inspection of the site, the guidelines in respect of employment of professionals as given in **Appendix-B** shall be followed.

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**c) Issuing CC:** Based on the site inspection report, the competent authority has to ascertain whether the construction conforms to the approved plan, the tolerance limits and then to take action and collect applicable charges viz., development charges, infrastructure & amenities charges, premium FSI charges and other applicable charges from the applicant for the excess floor area of construction made than the floor area of the approved plan but within the tolerance limits, if any. Format for demand notice is attached as **Form-VI**. The competent authority shall issue CC, if the construction conforms to the approved plan and the norms of tolerance limits which are attached as **Appendix-C**. Format of the CC is attached as **Form-VII**. If the construction is not in conformity with the approved plan and exceeds the tolerance limits, then the competent authority should take appropriate enforcement action against the owner as per the provisions of the Tamil Nadu Town and Country Planning Act, 1971.

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**Form - I**

**Application for Construction Continuance Certificate (CCC)**

| | | | |
|---|---|---|---|
| 1. | Name of the owner/ general power of attorney (GPA), the communication address and contact mobile number. | : | |
| 2. | Planning Permission number / Concurrence number / Technical Clearance/building permit issued No. for the project | : | |
| 3. | Site address (Door No., Survey No. village/ Block and District | : | |
| 4. | Proposed nature of construction | : | Special building/ Group development/ MSB/ ordinary building |
| 5. | Proposed use of construction | : | |
| 6. | Date of completion of construction upto plinth level | : | |
| 7. | Any other information if the Architect/ Licensed Surveyor/ Structural Engineer wants to give, may be given in additional sheet. | : | |

| **Parameter** | **As per the approved plan** | **As on site** | **Remarks (any further detail in respect of the parameter may be given** |
|---|---|---|---|
| **Setback details along with structures, if any.** | | | |
| Front setback | | | |
| Rear setback | | | |
| Side setback (1) | | | |
| Side setback (2) | | | |
| Dimension of the building | | | |
| Length | | | |
| Breadth | | | |
| Other details | | | |

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| | | | |
|---|---|---|---|
| Open to sky (O.T.S.) size of the area | | | |
| OSR space | | | |
| If it is group development, then indicate distance between the blocks and also setback details block-wise. | | | |
| | | | |

Signature of the owner/ developer; ----------

Date:----------

**Minimum of any one of the following professional, engaged in the construction, may sign:**

Signature of licensed surveyor ----------

Date: ----------

Signature of architect ----------

Date: ----------

Signature of structural engineer ----------

Date: ----------

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**Form - II**
**Affidavit of undertaking**
**(To be submitted along with CCC application in Rs.20/- stamp paper)**

(i) It is hereby certified that the building at S.No……../ T.S.No…….. Block No……. village …….. Taluk, on/in Plot No. _____in Colony/Street _____Road_____ City _____has been designed by the Architect – Thiru/Tmt/Miss …… and the Structural Design has been made by Thiru/Tmt/Miss. …….. to the approved plans sanctioned in the Planning Permission No…… dated…… The building has been constructed upto plinth level under my (Architect/Structural Engineer/Licensed surveyor) guidance and supervision / and as per the structural design furnished by the Structural Engineer engaged for the construction.

(ii) I (Architect/Structural Engineer/Licensed surveyor) also assure and undertake that, I have signed in the plan and the construction made upto plinth level is structurally safe and fit for continuing construction based on my personal assessment / and certification of the Structural Engineer for the construction.

(iii) We declare that the work of execution of the building as per approved plan, working drawing, detailed structural drawings and structural specifications prepared by the Structural Engineer, the detailed Architectural drawings and Architectural specifications prepared by the Architect has reached the plinth level. 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 compliance with provisions of NBC. All the materials (type and grade) and the workmanship of the work has been generally in accordance with the general and detailed specifications submitted along with, and that the work has been carried out according to the sanctioned plans.

(iv) We hereby enclose the plans, drawings, details and reports of the building authenticated by the owner/developer and Architect / Structural Engineer / Licensed Surveyor.

(v) We declare that revised /amended plan is not necessary at this stage.

(vi) Construction Continuance Certificate may be granted.

1. Signature of owner/ developer with date ……
   Name: ……
   Address: ……
   ……
   Mobile No……
   e-mail ID ……

**All professionals who have signed in the plan or the respective successors need to sign below:**

2. Signature of Structural Engineer ……..
   Name of the Structural Engineer with regn. No…….
   Address of the structural engineer ……..
   ……..
   Mobile No……..

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e-mail ID …….

3. Signature of Architect ……
   Name of the Architect with regn. No……
   Address of the Architect ……..
   ……
   Mobile No……..
   e-mail ID ……

4. Signature of Licensed Surveyor ……
   Name of the Licensed Surveyor with regn. No……
   Address of the Licensed Surveyor ……..
   ……
   Mobile No……..
   e-mail ID ……

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**Form – III**

**CONSTRUCTION CONTINUANCE CERTIFICATE**

| From<br>LPA/NTDA/RO/Local body | To<br>The applicant |
|---|---|

Roc.No……..., dated:……

Sir,

Sub: DTCP – Completed construction of building upto plinth level …….
……
……. – Construction Continuance Certificate (CCC) – Issued – Regarding.

Ref: 1) Planning Permission order in Roc.No…… dated:……
2) Planning Permission No……., dated: ……..
3) Construction Continuance Certificate application received …….
……. dated: ……..

---

This is to certify that …….. have constructed ……
……. sanctioned vide order in Roc.No. …….. dated: ……, Planning permission No…… It was inspected and observed that the building has been completed upto plinth level as per approved plan and satisfies the norms for issue of CCC.

2) Accordingly, CCCis issued for the above construction in CCC No……., dated: …….

3) The CCC is issued in accordance with the provision of the Town & Country Planning Act, 1971 and the rules made thereunder. This provision does not cover the Structural Stability aspect of the building. As far as the Structural Stability aspect of the building is concerned, it falls within the jurisdiction of the local body concerned as stated in the connected building rules

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under the respective Local Body Acts. The CCC issued under Development Control Regulation No.12 does not cover the Structural Stability aspect. It is the sole responsibility of the applicant/ developer/ power agent and the Structural Engineer/ Licensed Surveyor/ Architects who has signed in the plan to ensure the safety after construction and also for its continued Structural Stability of the buildings.

Yours faithfully,

Member Secretary/RDD/RAD/ Local body.

Copy to:

The applicant.

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**Form - IV**
**Application for Completion Certificate (CC)**

| | | | |
|---|---|---|---|
| 1. | Name of the owner/ general power of attorney (GPA), the communication address and contact mobile number. | : | |
| 2. | Planning Permission number / Concurrence number / Technical Clearance/building permit issued No. for the project | : | |
| 3. | Site address (Door No., Survey No. village/ Block and District | : | |
| 4. | Nature of construction | : | Special building/ Group development/ MSB/ ordinary building |
| 5. | Use of construction | : | |
| 6. | Date of completion of construction | : | |
| 7. | (i) If the dwelling units are more/ less than the approval, specify the reason) | ; | |
| 8. | (i) No. of floors constructed | : | |
| 9. | (ii) If no. of floors is not as per the approval, number of floors added/ reduced | : | |
| 10. | (i) No. of blocks constructed | : | |
| 11. | (ii) If no. of blocks is either more or less than the approval, specify the no. of blocks | : | |
| 12. | No. of parking stalls provided | : | |
| 13. | Shortage of car parking if any how many? | : | |
| 14. | Is there any change in parking arrangement against the approved one? | : | |
| 15. | If yes, why? | : | |
| 16. | Is there any change of use, against the approved use? | : | |
| 17. | If yes, the details of change of use | : | |
| 18. | Are the gates provided as per approval? | : | |
| 19. | If no, specify the reason | : | |
| 20. | If the underground drainage facility is not available in the area whether septic tank with upflow filter is provided or not. | : | |
| 21. | If no, please give the reason | : | |
| 22. | Are the balconies completed as per the approval? | : | |
| 23. | If no, how many additional balconies, please give the dimensions. | : | |
| 24. | Is there solar panels provided? | | |

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| | | | |
|---|---|---|---|
| 25. | If yes, details of installation as per the plan to be given. | | |
| 26. | Any other information if the Architect/ Licensed Surveyor/ Structural Engineer wants to give, may be given in additional sheet (should include information of Structural Design change from approved plan). | : | |

| **Parameter** | **As per the approved plan** | **As on site** | **Remarks (any further detail in respect of the parameter may be given** |
|---|---|---|---|
| **Setback details** | | | |
| Front setback | | | |
| Rear setback | | | |
| Side setback (1) | | | |
| Side setback (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% OSR area | | | |
| Rain water harvesting | | | |
| Structures on setback spaces | | | |
| a) Motor room/ pump room | | | |
| b) Servant toilet | | | |
| c) Security room | | | |

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| | | | |
|---|---|---|---|
| d) Open transformer | | | |
| Any other Non-FSI area structures/ additional construction | | | |
| Any other (specify) | | | |
| OSR space | | | |
| If it is group development, then indicate distance between the blocks and also setback details block-wise. | | | |
| | | | |

Signature of the owner/ developer; ----------

Date:----------

**Minimum of any one of the following professional, engaged in the construction, may sign:**

Signature of licensed surveyor ----------

Date: ----------

Signature of architect ----------

Date: ----------

Signature of structural engineer ----------

Date: ----------

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**Form - V**

**Affidavit of undertaking**
**(To be submitted along with CC application in Rs.20/- stamp paper)**

(i) It is hereby certified that the building at S.No……../ T.S.No…….. Block No……. village …….. Taluk, on/in Plot No. _____in Colony/Street _____Road_____ City _____has been designed by the Architect – Thiru/Tmt/Miss …… and the Structural Design has been made by Thiru/Tmt/Miss. …….. to the approved plans sanctioned in the Planning Permission No…… dated…… The building has been constructed under my (Architect/Structural Engineer/Licensed surveyor) guidance and supervision / and as per the structural design furnished by the Structural Engineer engaged for the construction.

(ii) I (Architect/Structural Engineer/Licensed surveyor) also assure and undertake that, I have signed in the plan and the construction made is structurally safe and also assure and undertake that, I have signed in the plan and in ***"plan of the building as constructed"*** and the construction is structurally safe and fit for occupancy based on my personal assessment and certification of the Structural Engineer for the construction.

(iii) We declare that the work of execution of the building as per approved plan, working drawing, detailed structural drawings and structural specifications prepared by the Structural Engineer, the detailed Architectural drawings and Architectural specifications prepared by the Architect has been constructed completely. The construction has been executed as per the structural drawing without any deviation with respect to structural component and reinforcement details in compliance with provisions of NBC. All the materials (type and grade) and the workmanship of the work has been generally in accordance with the general and detailed specifications submitted along with, and that the work has been carried out according to the sanctioned plans.

(v) We hereby enclose the plans, drawings, details and reports of the building authenticated by the owner/developer and Architect / Structural Engineer / Licensed Surveyor.

(vi) We declare that revised /amended plan is not necessary at this stage.

(vii) Completion Certificate may be granted.

1. Signature of owner/ developer with date ……
   Name: ……
   Address: ……
   ……
   Mobile No…….
   e-mail ID ……

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**All professionals who have signed in the plan or the respective successors need to sign below:**

2. Signature of Structural Engineer ……..
   Name of the Structural Engineer with regn. No…….
   Address of the structural engineer ……..
   ……..
   Mobile No……..
   e-mail ID …….

3. Signature of Architect ……
   Name of the Architect with regn. No……
   Address of the Architect ……..
   ……
   Mobile No……..
   e-mail ID ……

4. Signature of Licensed Surveyor ……
   Name of the Licensed Surveyor with regn. No……
   Address of the Licensed Surveyor ……..
   ……
   Mobile No……..
   e-mail ID ……

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**Form – VI**
**Demand letter**

| From | To |
|---|---|
| | |

Roc. No……, dated:……

Sir,

Sub: Issue of Completion Certificate for the construction of
……..
……
Development charges and Infrastructure & Amenities Charges – Requested – Reg.

Ref: 1) Planning Permission No…… in letter Roc. No……..
Planning Permit No.
2) Your Completion Certificate request in letter dated: …… received on ……

---

The Completion Certificate application received for the construction of
……
……
……
…….. was examined and you are requested to remit Rs……/- (Rupees …… only) towards Development charges and Rs……../- (Rupees …….. only ) towards Infrastructure and Amenities charges for the additional area constructed by way of two separate Development Drafts in favour of the Member Secretary/ Regional Deputy Director ……. And produce copy of remittance receipt. Also you are requested to pay Rs……/-. (Rupees…… only) and Rs……/- Rupees …… only) and Rs……../- (Rupees …….. only) towards contribution for Flag Day fees paid separately.

2) Further, you are also requested to furnish the following particulars:-

a) As on site drawing showing the correct building measurements and actual position of column with size and spacing between the columns duly signed by Architect, Structural Engineer, Licensed surveyor and owner

b) Copy of renewal of Licensed Surveyor obtained from …… (local body) who has signed in the CC application.

3) Further, it is also informed that payment in respect of Development charges received after 30 days from the date of issue of this letter attracts penal interest at the rate of 12% per annum (i.e.,) 1% per month for every completed month and in respect of I&A charges, attracts penal interest at the rate of 18% per annum on the amount outstanding from the date of issue of this letter.

Yours faithfully,

for Member Secretary/Regional Deputy Director/ Executive authority of the local body

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**Form – VII**

**COMPLETION CERTIFICATE**

| From<br>LPA/NTDA/RO/Local body | To<br>1) The Executive Engineer,<br>TNEB.<br>2) The Executive Engineer,<br>TWAD Board. |
|---|---|

Roc.No……..., dated:……

Sir,

Sub: DTCP – Completed construction of ……
……. – Completion Certificate –
Issued – Regarding.

Ref: 1) Planning Permission No…… dated:……
2) Completion Certificate application received from ……. of dated: ……..
3) Additional charges remitted ……., dated: ……..

---

This is to certify that …….. have constructed …… ……. sanctioned vide order in Roc.No. …….. dated: ……, Planning permission No…… It was inspected and observed that the building has been completed as per approved plan and satisfies the norms for issue of Completion Certificate.

2) Accordingly, Completion Certificate is issued for the above construction in C.C.No……., dated: …….

3) The Completion Certificate is issued in accordance with the provision of the Town & Country Planning Act, 1971 and the rules made thereunder. This provision does not cover the Structural Stability aspect of the building. As far as the Structural Stability aspect of the building is concerned, it falls within the jurisdiction of the local body concerned as stated in the connected building rules under the respective Local Body Acts. The Completion Certificate issued under

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Development Control Regulation No.12 does not cover the Structural Stability aspect. It is the sole responsibility of the applicant/ developer/ power agent and the Structural Engineer/ Licensed Surveyor/ Architects who has signed in the plan to ensure the safety after construction and also for its continued Structural Stability of the buildings.

Yours faithfully,

Member Secretary/ RDD/ RAD/ Executive authority of the Local body.

Copy to:

The applicant.

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**Appendix-A**

O/o Member Secretary,
Local Planning Authority/
New Town Development Authority,
Deputy Director/Assistant Director,
…… Region

**Checklist for filing Construction Continuance Certificate applications (CCCA) for Special Buildings, Group Development, Multi-Storeyed Buildings and Ordinary buildings.**

From 16.4.2018 onwards i.e., the date of coming into force of the G.O.(Ms.) No.53, Housing and Urban [UD4(3)] Department, the Construction Continuance Certificate applications will be admitted only within the valid Planning Permission period (with a grace time of one month).

(1) Application for Construction Continuance Certificate (CCC) in Form-I
(2) Undertakings to be submitted by the owner/developer, architect/ structural engineer/ licensed surveyor engaged by the owner for the construction project – Form-II
(3) Self attested copy of LPA/NTDA/Regional office approved plan and order.
(4) Self attested copy of building permit issued by the concerned local body.
(5) Self attested copy of receipt of remittance towards Infrastructure and Amenities charges.
(6) "Plan of the building as constructed" giving all the details of dimensions and the setback spaces available in the building constructed upto plinth level.
(7) Structural Stability certificate for the building under reference issued by the certified structural engineer along with details of design calculations and drawings.
(8) Certificate from the Civil Engineer who has been associated with the construction to the effect that he was associated with the entire construction. The certificate shall also state that all the building materials including reinforcement, cement aggregate, mix ratio, the size of all structural members, foundations have been used/ made in accordance with the design specifications furnished by the authorized Structural Engineer.
(9) Undertaking to provide solar water heating system in the building to be furnished.
(10) Undertaking should be given to the effect that road widening portion has already been handed over to the local body or the land left for road widening portions would be handed over by the flat owners, residents association, shop owners etc., on whom this undertaking would devolve.
(11) Building drawing signed by the owner/developer, architect/ structural engineer/ Licensed Surveyor who have already signed the Planning Permission Applications/plans at the time of planning permission.
(16) Photos of the building showing the plinth level construction made, setback space on four sides.
(17) License validity of Architect, Structural Engineer/ Licensed Surveyor obtained from the Council of Architecture/Local Body which issued the license with self attestation.
(18) All the signatures must have date of signature with mail IDs and mobile number.

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## APPENDIX-B

### Employing the services of empanelled professionals

The Commissioner of Town and Country Planning is to empanel the professionals viz., Architects and Structural Engineers and maintain register of district-wise empanelled professionals. In this regard, the officials mentioned against each of the districts in the **Table-I** below shall take action for registration of professionals and the expenses towards this should be met from the funds of the respective Composite Local Planning Authorities / New Town Development Authorities as indicated against each of the district in the **Table-I** below:

**Table-I**

| Sl. No. | Name of the district | Name of the field office to carryout registration of professionals | Name of the CLPA/NTDA to contribute funds towards expenses for professionals' registration process |
|---|---|---|---|
| 1. | Kanchipuram | Kanchipuram LPA | Kanchipuram LPA |
| 2. | Tiruvallur | Tiruvallur Region | Kanchipuram LPA |
| 3. | Villupuram | Villupuram Region | Cuddalore LPA |
| 4. | Tiruchirappalli | Tiruchirappalli LPA | Tiruchirappalli LPA |
| 5. | Thanjavur | Thanjavur LPA | Thanjavur LPA |
| 6. | Tiruvarur | Thanjavur Region | Thanjavur LPA |
| 7. | Nagapattinam | Thanjavur Region | Thanjavur LPA |
| 8. | Cuddalore | Cuddalore LPA | Cuddalore LPA |
| 9. | Pudukottai | Sivaganga Region | Madurai LPA |
| 10. | Sivaganga | Sivaganga Region | Madurai LPA |
| 11. | Ramanathapuram | Sivaganga region | Madurai LPA |
| 12. | Madurai | Madurai LPA | Madurai LPA |
| 13. | Virudhunagar | Madurai Region | Madurai LPA |
| 14. | Tirunelveli | Tirunelveli LPA | Tirunelveli LPA |
| 15. | Thoothukudi | Thoothukudi LPA | Thoothukudi LPA |
| 16. | Kanniyakumari | Nagercoil LPA | Nagercoil LPA |
| 17. | Coimbatore | Coimbatore LPA | Coimbatore LPA |
| 18. | Tiruppur | Tiruppur LPA | Tiruppur LPA |
| 19. | Erode | Erode LPA | Erode LPA |
| 20. | Salem | Salem LPA | Salem LPA |
| 21. | Dharmapuri | Dharmapuri Region | Hosur NTDA |
| 22. | Krishnagiri | Hosur NTDA | Hosur NTDA |

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|---|---|---|---|
| 23. | Vellore | Vellore LPA | Vellore LPA |
| 24. | Dindigul | Dindigul LPA | Dindigul LPA |
| 25. | Ariyalur | Perambalur Region | Tiruchirappalli LPA |
| 26. | Perambalur | Perambalur Region | Tiruchirappalli LPA |
| 27. | Karur | Tiruchirappalli Region | Tiruchirappalli LPA |
| 28. | Theni | Madurai Region | Madurai LPA |
| 29. | Tiruvannamalai | Vellore Region | Vellore LPA |
| 30. | Namakkal | Salem Region | Salem LPA |
| 31. | The Nilgiris | Coimbatore Region | Coimbatore LPA |

The concerned official indicated in the **Table-I** above is to advertise in local Tamil and English newspapers inviting expression of interest from professionals living in the respective districts for registration / empanelment. Format of advertisement is given below as **Form-VIII**. Requirements for registration for empanelment of professionals are given in **Appendix-E** which should be made available in the website. The URL of the website should be clearly indicated in the said advertisement enabling interested persons to view and download the same.

Verification of certificates of the professionals for the educational qualifications, address etc., for district wise empanelment should be made by the officer concerned as indicated in the **Table-I** above and the list of professionals, details of the registrations so carried out by all the field officers in the prescribed format (**Form IX**) should be sent to the Commissioner of Town and Country Planning for publication and maintenance of a centralised district-wise empanelled list. The competent authority may utilise the services of the empanelled professionals within their district and in case of non-availability of empanelled professional in a particular district at a point of time, the competent authority may utilise the services of the professional from the nearby district with the permission of the Commissioner of Town and Country Planning. As per the G.O.(Ms.)No.53, Housing and Urban Development [UD4(3)] Department, dated:16.4.2018, a separate scrutiny fee for Completion Certificate of Rs.3/-per sq.ft. of built-up area shall be collected from the applicant at the time of issue of planning permission towards the cost of issue of completion certificate. The fee shall be deposited in the Fund Account-I of the respective Composite Local Planning Authority / New Town Development Authority and in the bank account of the Regional Deputy Director or the Regional Assistant Director, as the case may be. In cases, where an empanelled professional is engaged for inspection, a sum of Rs.1.00 per sq.ft of plinth area shall be paid to an empanelled Licensed Surveyor/ Structural Engineer/ Architect on submission of inspection report at plinth level stage and a sum of Rs.1.50 per sq.ft. of built-up area shall be paid to the empanelled Licensed Surveyor/ Structural Engineer/ Architect on submission of inspection report for completion of structural work and the balance amount will be retained by the competent authority.

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**Form-VIII**

**Draft advertisement**

**Name of the CLPA/NTDA/Regional office,**
Town and Country Planning Department,
Government of Tamil Nadu

(Address of the field office).

Persons who are interested, have the required qualifications and live in the places within the ---------- district can apply for empanelment as architect, structural engineer (District-wise) in the Town and Country Planning Department, Government of Tamil Nadu. Further details of for empanelment see: URL: www.tn.gov.in/tcp

Last date for sending application: ----

Member Secretary/
Regional Deputy Director/
Regional Assistant Director.

**Form-IX**

**Format for maintaining register of empanelled professionals**

| Sl. No. | Name of the District | Name & communi-cation address, mobile number and e-mail id. | Perma-nent address | Qualifi-cation | Name and address of the institution, university awarded the degree | Date of birth | Architect/ Structural Engineer | Regis tration No. given for empanel-ment | Date of registra-tion for empanel ment | Date of renewal of registra-tion |
|---|---|---|---|---|---|---|---|---|---|---|
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## Appendix-C
## Tolerance limits

The compliance report from other agencies, viz., concerned local body, Tamil Nadu Pollution Control Board shall not be insisted. However, compliance report from the Directorate of Fire Safety and Rescue Services Department, in case of Multi-storeyed building, for issuing completion certificate (CC) shall be insisted upon before issuing CC by the competent authority. The applicant shall submit the original copy of such compliance report, along with the application for CC for Multi-storeyed building. When the height of the completed building / structure is in variance with the approved plan and exceeding the height for which NOC was submitted at the time of issue of Planning Permission, then NOC of the Airport Authority of India / Indian Air Force shall be insisted, wherever required. Tolerance limits for the ordinary buildings shall be adopted as the same as that prescribed for the special buildings.

The tolerance limits as specified in Table – II (tolerance limits) shall be followed for the purpose of issuing Construction Continuance Certificate (CCC) and Completion Certificate (CC). The following guidelines are issued for the purpose of treating the building as completed for issue of CC:

In respect of commercial buildings, the following items should have been completed in all respects. However, interior completion works, fixtures, flooring and partition need not be insisted.

1. Terrace floor with weathering course including parapet wall
2. Lift machine room, OHT and stair-case head room
3. Electrical installations (switch box and fixtures not to be insisted)
4. Sanitary and water supply installations (fixtures not to be insisted)
5. Sump for water storage
6. Outer plastering of the building
7. Frames for joinery
8. No dowel rods left out in the building for vertical or horizontal expansion
9. Completion of internal plastering and flooring need not be insisted.

In case of residential buildings, the following items shall have been completed in the said project to consider it for issue of Completion Certificate.

1. Terrace floor with weathering course including parapet wall
2. Lift machine room, OHT and stair-case head room
3. Electrical installations (switch boxes and fixture not to be insisted)
4. Sanitary and water supply installations (fixtures not to be insisted)
5. Sump for water storage
6. Outer plastering of the building
7. Frames for joinery
8. Kitchen (Provision on modular kitchen is permitted provided provision for water supply/ drainage is made)
9. Internal partition walls
10. No dowel rods left out in the building for vertical or horizontal expansion
11. Completion of internal plastering and flooring need not be insisted.

If the building is not completed, the applicant will be advised to comply with the above items and to inform the LPA/NTDA/RDD/RAD/Local body.

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**Table –II**
**(Tolerance limits)**

| Sl. No. | Parameters | Special buildings and ordinary buildings | Multi-storeyed buildings |
|---|---|---|---|
| 1. | Dimension of the building | The increase in the dimension of the building shall not exceed 0.30 m in length and 0.30m in width | The increase in the dimension of the building shall not exceed 0.30m in length and 0.30m in width |
| 2. | Setbacks/ distance between blocks | **Special buildings:** 0.30m reduction in setbacks is allowed on all sides.<br>**Ordinary buildings:** 0.15m reduction in setback is allowed on all sides. | The reduction of 0.30m in the setback space permissible on all sides subject to the availability of minimum 6.70m for the buildings of within 30m height. Increase in height above 30 m, corresponding increase in setback to be insisted. |
| 3. | Height of the building | Increase in height of the building is permitted not exceeding 3% of the building height approved as long as such increase does not exceed 17.25m and does not constitute an additional floor. In such cases, additional setback for the additional height increase shall not be insisted. | Increase in height of the building is permitted not exceeding 5% of the building height approved as long as such increase does not constitute an additional floor. In such cases, additional setback for the additional height increase shall be insisted on pro-rata basis. (For instance, for a 30m height building with 5% increase in height, the additional setback insisted will be 0.25m)<br>Provided that the height should be within the height permitted by Airport Authority of India / Indian Air Force. |
| 4. | FSI tolerance limit | FSI tolerance limit will be 0.03 of FSI or 50 sq.m floor area whichever is higher over and above the permissible FSI. | FSI tolerance limit will be 0.03 of FSI or 50 sq.m. floor area whichever is higher over and above the permissible FSI. |
| 5. | Architectural projection & service ducts | **a)** Upto 1.0m, service ducts are permissible here and there and not to the entire width and length of the building.<br>**b) (i) Special buildings:** Architectural projection at terrace floor can be permitted continuously upto 1.2m in width subject to availability of minimum clear setback space | Service ducts upto 1.0m here and there and not to the entire width and length of the building and Architectural projection upto 0.60m in width where it is continuous and upto 1.0m where it is discontinuous are permissible, subject to availability of minimum clear setback of 6.70m where |

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| | | of 2.0m from the property boundary. Architectural projection at other floors can be permitted only upto 0.60m in width where it is a continuous projection and upto 1.0m in width where it is discontinuous.<br>**b) (ii) Ordinary buildings:**<br>Architectural projection at terrace floor can be permitted continuously upto a width subject to availability of minimum clear setback space which can be 0.15m less than the setback space prescribed in the approved plan. | required setback is 7.0m and minimum clear setback of 7.70m where required setback is 8.0m and minimum setback of 8.70m where required setback is 9.0m and so on. |
| 6. | OHT | Change in the location/ orientation is permissible. In case of increase in the size of the OHT, development charges to be collected. | Change in the location/ orientation is permissible. In case of increase in the size of the OHT, development charges to be collected. |
| 7. | Inter connection between two flats | Permissible as long as it satisfies parking requirement. | Permissible as long as it satisfies parking requirement. |
| 8. | Change in the position of the columns and introduction of new columns in the stilt floor | Permissible as long as it does not affect minimum 3.50 m driveway for vehicular movement and the number of minimum parking lots required as per approved plan is left as car parking space. Movement and parking of required number of cars on ground can be taken irrespective of certain deviations from the approved plan, subject to conformity to the DCR provision relating to parking and driveway. | Permissible as long as it does not affect minimum 3.50 m driveway for vehicular movement and the number of minimum parking lots required as per approved plan is left as car parking space. Movement and parking of required number of cars on ground can be taken irrespective of certain deviations from the approved plan, subject to conformity to the DCR provision relating to parking and driveway. |
| 9. | Non FSI area | Change in location of incidental use within non-FSI area permissible limit | Change in location of incidental use within non-FSI area permissible limit. |
| 10. | Variation between document dimension and site dimension | If on site measurements are less than originally approved plan from Permanent Land Register (PLR) line, but even this lesser setbacks on the site conform to DCR – permissible. | If on site measurements are less than originally approved plan from Permanent Land Register (PLR) line, but even this lesser setbacks on the site conform to DCR – permissible. |
| 11. | Entrance arch/Pillar | As per the provision of the Development Control Regulation (DCR) in force. | As per the provision of the Development Control Regulation (DCR) in force. |

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|---|---|---|---|
| 12. | Unsupported entrance portico/ canopy | As per the provision of the Development Control Regulation (DCR) in force. | As per the provision of the Development Control Regulation (DCR) in force. |
| 13. | Pergola | Permissible for elevation purpose in the terrace not exceeding 10% area of the respective floor. Pergola projections in other places will be treated as architectural features, as per the provisions of the DCR in force. | Permissible for elevation purpose in the terrace not exceeding 10% area of the respective floor. Pergola projections in other places will be treated as architectural features, as per the provisions of the DCR in force. |
| 14. | Landscaping | Permissible in the setback space without affecting parking and driveway and not exceeding 1.5m above the ground level | Permissible after leaving 6.70m setback and without affecting parking and driveway and not exceeding 1.5m above the ground level |
| 15. | Rain water harvesting | Should be provided. | Should be provided. |
| 16. | Compound wall constructed including the land left for road widening | Not permissible. Permanent compound wall to be constructed as per the approved plan after leaving the road widening portion.<br>However, the land left for road widening may be utilized for landscaping with temporary grill/barbed wire fencing, with or without Dwarf wall not exceeding 0.60 m height. | Not permissible. Permanent compound wall to be constructed as per the approved plan after leaving the road widening portion.<br>However, the land left for road widening may be utilized for landscaping with temporary grill/barbed wire fencing, with or without Dwarf wall not exceeding 0.60 m height. |
| 17. | Fire license | Compliance Certificate from DF&RS department not required, provided the building height does not exceed 17.25 m. | Compliance Certificate from DF&RS department is required. |
| 18. | OSR land | As the OSR space is vested with local body no structure shall be constructed/ erected on OSR land. | As the OSR space is vested with local body no structure shall be constructed/ erected on OSR land. |
| 19. | Structures permitted in the setback area | Access steps to Ground floor and ramps, (without affecting ventilation of Basement floor) closed well, Water and Sewage Treatment Plant, Generator Box type transformers are permitted in the setback area subject to availability of minimum driveway of 3.5m. and parking requirements as per the approved plan. | Access steps to Ground floor and ramps, (without affecting ventilation of Basement floor) closed well, Water and Sewage Treatment Plant, Generator Box type transformers are permitted in the setback area subject to availability of minimum driveway of 6.7m. and parking requirements as per the approved plan. |

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| 20. | Structures permitted in the Terrace Floor | AC Plant and two toilets in every block are permitted in the Terrace floor. Architectural feature in the periphery on the top most floor (Terrace floor) upto 3.00 m height is permissible subject to the condition that the portion constructed over allowable 1.5m height parapet wall shall be non-continuous with solid portion not exceeding 50% of the surface area. | AC Plant and two toilets in every block are permitted in the Terrace floor. Architectural feature in the periphery on the top most floor (Terrace floor) upto 3.00m height is permissible subject to the condition that the portion constructed over allowable 1.5m height parapet wall shall be non- continuous with solid portion not exceeding 50% of the surface area. |
| 21. | Association room | 20 sq.m area of Association room is permitted for each Block in Stilt Floor without affecting parking requirement. | 20 sq.m area of Association room is permitted for each Block in Stilt floor without affecting parking requirement. |
| 22. | Installation of Solar energy system | 1/3$^{rd}$ area of the total terrace area to be reserved for erecting Solar Photo Voltaic panels. The approximate space required for erecting Solar Voltaic Panel is 10 sq.m for generating 1KW of electricity. | 1/3$^{rd}$ area of the total terrace area to be reserved for erecting Solar Photo Voltaic panels. The approximate space required for erecting Solar Voltaic Panel is 10 sq.m for generating 1KW of electricity. |

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**Appendix-D**

O/o Member Secretary,
Local Planning Authority/
New Town Development Authority,
Deputy Director/Assistant Director,
…… Region

**Checklist for filing Completion Certificate applications (CCA) for Special Buildings, Group Development, Multi-Storeyed Buildings and Ordinary buildings.**

From 16.4.2018 onwards i.e., the date of coming into force of the G.O.(Ms.) No.53, Housing and Urban [UD4(3)] Department, the Construction Continuance Certificate applications will be admitted only within the valid Planning Permission period (with a grace time of one month).

(1) Application for Completion Certificate (CC) in **Form-IV**
(2) Undertakings to be submitted by the owner/developer, architect/ structural engineer/ licensed surveyor engaged by the owner for the construction project – **Form-V**
(3) Self attested copy of LPA/NTDA/Regional office approved plan and order.
(4) Self attested copy of building permit issued by the concerned local body.
(5) Self attested copy of receipt of remittance towards Infrastructure and Amenities charges.
(6) "Plan of the building as constructed" giving all the details of dimensions and the setback spaces available in the building and other service utilities attested by the owner/ developer, and the professionals engaged by him for the construction project viz., architect/ structural engineer/ licensed surveyor.
(7) Structural Stability certificate for the building under reference issued by the certified structural engineer along with details of design calculations and drawings for all the structural members.
(8) Certificate from the Civil Engineer who has been associated with the construction to the effect that he was associated with the entire construction. The certificate shall also state that all the building materials including reinforcement, cement aggregate, mix ratio, the size of all structural members, foundations have been used/ made in accordance with the design specifications furnished by the authorized Structural Engineer.
(9) Undertaking to provide solar water heating system in the building to be furnished.
(10) Undertaking should be given to the effect that road widening portion has already been handed over to the local body or the land left for road widening portions would be handed over by the flat owners, residents association, shop owners etc., on whom this undertaking would devolve.
(11) Building drawing signed by the owner/developer and the professionals engaged by him viz., Architect/ Structural Engineer/ Licensed Surveyor who have already signed the Planning Permission Applications/plans at the time of planning permission.
(12) Photos of the completed building showing the terrace floor, weathering course completion, lift machine room, overhead tank, joineries, rain water harvesting, setback space on four sides with full elevation and front side compound wall with gate.
(13) Authenticated copy of NOC from Airport Authority of India, IAF, TWAD Board, 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

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time. (It may be noted that only after submission of the NOC/clearance from respective departments, the CC applications will be considered for approval).

(14) 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 CC applications will be considered for final approval).

(15) License validity of Architect, Structural Engineer/ Licensed Surveyor obtained from the Council of Architecture/Local Body which issued the license with self attestation.

(16) All the signatures must have date of signature with mail IDs and mobile number.

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## Appendix-E

### Requirements for registration for empanelment of professionals

**1) Architect**

Qualification: The minimum qualification for registering as an architect is Bachelor of Architecture (B.Arch.) degree of a recognized Indian university and registered with the Council of Architects under Architects Act, 1972.

**2) Structural Engineer**

Qualification: The minimum qualification for registering as a structural engineer:

a) Master of Engineering (M.E.) (civil-Structural Engineering) degree of a recognized Indian university.
b) Master of Technology (M.Tech.) (civil-Structures) degree of a recognized Indian university.

**3) Licensed Surveyor**

Qualification: Licensed surveyor who has registered with any of the local body of Tamil Nadu having the qualifications and experience as given below:

a) Bachelor of Engineering (B.E.) (Civil) degree of a recognized Indian university with 5 years of experience
b) Bachelor of Technology (B.Tech.) (Civil) degree of a recognized Indian university with 5 years of experience
c) A.M.I.E. (Civil) awarded by the Institution of Engineers with 5 years of experience.

**4) Maximum age limit on the date of registration**: 60 years.

**5) Competence:** The empanelled Architect, Structural Engineer and Licensed Surveyor as stated above shall be competent to carry-out the inspection of site for all category of buildings, prepare and submit report for issuing CCC and CC. If the details of qualifications etc., furnished by the professional for empanelment and for inspection report are later found to be factually incorrect, the professional will be liable for cancellation of enrolment and black-listing.

**6) Fee for registration:** Rs.5000/- non-refundable amount is payable by each of the professional towards registration for empanelment. Registration can be made at any point of time in the financial year starting from 1st April and upto 31st March which shall be valid for the financial year only. Yearly renewal fee is Rs.1000/-. Discontinuity in renewal will require fresh registration. The amount paid in this regard shall be deposited in the Fund Account-I of the respective Composite Local Planning Authority / New Town Development Authority and in the bank account of the Regional Deputy Director or the Regional Assistant Director, as the case may be.

(sd/-)....
Commissioner of Town and Country Planning

/forwarded/by order/

31/5/18
Deputy Director

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