

**INSPECTION PROCEDURE AND CHECKLIST FOR OBTAINING
COMPLETION/OCCUPANCY CERTIFICATE OF THE DEPARTMENT OF TOWN AND
COUNTRY PLANNING, PUNJAB.**

Service Name- Issuance of Completion/Occupancy Certificate (upto 500 sq. mtrs.)

Time Limit to provide Service under RTS- 15 Working Days after the submission of complete documents.

Level- District Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days
District Town Planner	1. Planning Officer	<ul style="list-style-type: none">• Site visit to verify construction on site with respect to approved building plans.• Preparation and submission of technical and field report to A.T.P..	3 7
	2. Assistant Town Planner	<ul style="list-style-type: none">• Scrutiny of report submitted by Planning Officer and submission of report to D.T.P..	3
	3. District Town Planner	<ul style="list-style-type: none">• Issuance of Completion/ Partial Completion Certificate	2
Total No. of Days			15 working days

CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/OCCUPANCY CERTIFICATE

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013..
2. Completion certificate by Architect.
3. Completion certificate by Plumber.
4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

Service Name- Issuance of Completion/Occupancy Certificate (500 to 5000 sq. mtrs)

Time Limit to provide Service under RTS- 15 Working Days after the submission of complete documents.

Level- Senior Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days
Senior Town Planner	1. o/o Senior Town Planner	<ul style="list-style-type: none"> Forwarding the case to concerned D.T.P. for verification of constructed building on site with respect to approved building plans. 	1	1
District Town Planner	2. Planning Officer	<ul style="list-style-type: none"> Site visit to verify construction on site with respect to approved building plans. Preparation and submission of office report to A.T.P.. 	3 3	9
	3. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by Planning Officer and submission of report to D.T.P. 	2	
	4. District Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by A.T.P. and forwarding the report to S.T.P. office. 	1	
Senior Town Planner	5. Planning Officer	<ul style="list-style-type: none"> Scrutiny of report received from D.T.P. office and submission of report to A.T.P. 	3	5
	6. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report received from Planning Officer and submission of report to S.T.P.. 	1	
	7. Senior Town Planner	<ul style="list-style-type: none"> Issuance of Completion/ Partial Completion Certificate 	1	
Total No. of Days			15 working days	

CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/ OCCUPANCY CERTIFICATE

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013..
2. Completion certificate by Architect.
3. Completion certificate by Plumber.
4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

Service Name- Issuance of Completion/Occupancy Certificate (above 5000-10,000 sq. mtrs.)

Time Limit to provide Service under RTS- 23 Working Days after the submission of complete documents.

Level- Chief Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days	Total no. of Days
Chief Town Planner	1. Chief Town Planner	<ul style="list-style-type: none"> Forwarding the case to concerned D.T.P. for verification of constructed building on site with respect to approved building plans. 	1	1
District Town Planner	2. Planning Officer	<ul style="list-style-type: none"> Site visit to verify construction on site with respect to approved building plans. Preparation and submission of office report to A.T.P. 	3 1	6
	3. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by Planning Officer and submission of report to D.T.P.. 	1	
	4. District Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by A.T.P. and forwarding the report to S.T.P. office. 	1	
Senior Town Planner	5. Planning Officer	<ul style="list-style-type: none"> Scrutiny of report received from D.T.P. office and forwarding the comments/report to A.T.P. 	2	4
	6. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by Planning Officer and submission of report to S.T.P.. 	1	
	7. Senior Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by A.T.P. and forwarding the report to C.T.P. office. 	1	
Chief Town Planner	8. Planning Officer	<ul style="list-style-type: none"> Analysis of report received from D.T.P. and forwarding the comments to A.T.P. 	5	12
	9. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by Planning Officer and 	3	

		submission of report to D.T.P..		
	10. District Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by A.T.P. and submission of report to S.T.P. 	2	
	11. Senior Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by D.T.P. and submission of report to C.T.P. 	1	
	12. Chief Town Planner	<ul style="list-style-type: none"> Issuance of Completion/ Partial Completion Certificate 	1	
Total No. of Days			23 working days	

CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/ OCCUPANCY CERTIFICATE

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013..
2. Completion certificate by Architect.
3. Completion certificate by Plumber.
4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

Service Name- Issuance of Completion/Occupancy Certificate (more than 10,000 sq. mtrs.)

Time Limit to provide Service under RTS- 30 Working Days after the submission of complete documents.

Level- Chief Town Planner

Name of office	Name of Officer	Nature of Work	No. of Days	Total No. of Days
Chief Town Planner	1. o/oChief Town Planner	<ul style="list-style-type: none"> Forwarding the case to concerned D.T.P. for verification of constructed building on site with respect to approved building plans. 	1	1
District Town Planner	2. Planning Officer	<ul style="list-style-type: none"> Site visit to verify construction on site with respect to approved building plans. Preparation and submission of report to A.T.P.. 	3 5	11
	3. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by Planning Officer and submission of report to D.T.P.. 	2	
	4. District Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by A.T.P. and forwarding the report to S.T.P. office. 	1	
Senior Town Planner	5. Planning Officer	<ul style="list-style-type: none"> Scrutiny of report received from D.T.P. office and forwarding the comments/report to A.T.P. 	2	4
	6. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by Planning Officer and submission of report to S.T.P.. 	1	
	7. Senior Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by A.T.P. and forwarding the report to C.T.P. office. 	1	
Chief Town Planner	8. Planning Officer o/o	<ul style="list-style-type: none"> Analysis of report received from D.T.P. and submission 	8	14

	Chief Town Planner	of report to A.T.P.		
	9. Assistant Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by Planning Officer and submission of report to D.T.P.. 	2	
	10. District Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by A.T.P. and submission of report to S.T.P. 	2	
	11. Senior Town Planner	<ul style="list-style-type: none"> Scrutiny of report submitted by D.T.P. and submission of report to C.T.P. 	1	
	12. Chief Town Planner	<ul style="list-style-type: none"> Issuance of Completion/ Partial Completion Certificate 	1	
Total No. of Days			30 working days	

CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/OCCUPANCY CERTIFICATE

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013..
2. Completion certificate by Architect.
3. Completion certificate by Plumber.
4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

PART-A

Check list for Scrutiny for Completion cases (office use)

Name of the project

Type of Project

Area of project

C.L.U permitted/Purpose

Sr. No.	ITEM	REMARKS
1	Site Area as per approved CLU/Building Plan?	
2	Whether site according to CLU/Zoning Plan/Layout Plan/Building Plan?	
3	Whether layout/Building Plan approved by competent authority or not?	
4	Zoning Plan approved or not?	
5	Existing approach road i.e. NH/SH and widening and no construction zone (if required)	
6	Status of Building plan as per Approved Building plans	
	Ground Coverage	
	F.A.R	
	Height	
	Set backs	
	Distance between building blocks	
	Parking	
	Play Ground / Green / Parks	
	Basement	
	Travelling distance	
	Stair/ramps/lift	
	Public utilities i.e. Toilet for Male/Female /Handicapped	
Provision of facilities for handicapped		

Sr. No.	ITEM	REMARKS		
7	Whether location of gates & No. as per zoning or not?			
8	Whether Rain Water Harvesting provided or not?			
9	Whether disposal of sewage and solid waste provided or not?			
10	Source of Water Supply?			
11	NOCs/ Clearances/ Charges required			
	ITEM	REQUIRED (YES/NO)	PROVIDED (YES/NO)	REMARKS
	Structural Safety Certificate			
	Fire safety provision/noc from Fire department(final in case of Completion Plans)			
	NOC from A.A.I for height(if required)			
	Permission for access from Schedule road/State Highway(final in case of Completion Plans)			
	Permission for access from National Highway(final in case of Completion Plans)			
	Completion Certificate from an architect			
	E.D.C			
	SIF			
	License fee			
	Scrutiny Fee			
	Labour Cess			
	Any other Requirement from Case To case			

PART-B

Check list for Scrutiny of Completion Cases (for field visit)

Name of the project

Type of Project

Area of project

C.L.U/Building Plan permitted/Purpose

Sr. No.	ITEM	REMARKS
1	Site Area with dimensions /as per approved building plans or not	
2	Width of approach road	
3	Whether the site is located on scheduled road/ National Highway or not?	
4	Whether approach is drawn through forest area and any forest area is located within the site.	
5	Status of Site (Vacant/Constructed/Partially Constructed)	
6	Existing Facilities(Provision of Water Supply/Sewerage system/electricity/street light/storm water)	
7	Report regarding revenue rastas whether terminating within the site or connects the area/building outside the site boundary.	
8	Location of red category industry within 500mts. Radius of site.	
9	Location & alignment of HT line if passing through the site etc	
10	Location of Heritage Building or Protected monument within 100 meter radius of site.	