

Schedule XII
[Rule 26]
Notice of Completion

From:

Dated: _____

Office Ref No & Date.....

(Name & Address of the Applicant)

To:
The Executive Engineer / Dy. Chief Engineer (if Building Height ≤ 14.5 then Ex. Engg., else Dy. Ch Engg.)

Building Department
The Kolkata Municipal Corporation

Sub: Notice of Completion u/r 26

Building Particulars: Premises No _____
Ward No _____ Borough No _____

Sir,

I / We hereby give notice that the erection / re-erection / addition to / alteration of the building on plot street Ward no Borough no has been completed according to the plans sanctioned vide Building Permit No dated

I / We have to request you to arrange for the inspection and for the issue of an Occupancy / Completion Certificate.

Yours faithfully

(Signature of the applicant)

Countersigned

(Signature of the Architect /
Licensed Building Surveyor)

(Name, Address, License No of
Architect / Licensed Building
Surveyor)

Documents to be submitted with notice of completion:

1. Structural Stability certificate duly certified by an Empanelled Structural Engineer or an Architect or a Licensed Building Surveyor as applicable, who has supervised the construction since commencement as required under rule 26(3).
2. Structural Stability certificate for underground reservoir duly authenticated by persons as in para a) above in case of buildings having more than three separate and independent residential units and for all buildings other than residential buildings as required under rule 26 (3)(a).
3. Photo copy of a set of valid B.S. Plan along with all plans regularised U/S 400, 416 of CMC Act,1980 and U/Rule 25 of CMC Building Rules 90 with revalidation Plan U/S 399 of CMC Act, if any.
4. NOC from WB Fire service where height of building exceeds 14.5m or primary use group of the building is non-residential.
5. Lift license from Ch. Electrical Inspector, Govt. of WB.
6. Internal sewerage sanction plan (sanctioned by Drainage Deptt.)
7. Such other certificates/documents/declarations as are necessary under any law for the time being in force or as the Mayor-in-Council may from time to time specify in this behalf.