

**Government of Rajasthan**  
**Urban Development and Housing Department**

No:F.10(7)UDH/3/2009Part-III

Jaipur Dated : **21 MAY 2017**

All Empaneled Architects.


**Sub :- Empanelment of Architects for Completion and Occupancy Certificate as per provisions of Building Byelaws.**

Sir,

With reference to your interest expressed in response to Invitation of EoI by State Government vide order no. F.10(7)UDH/3/2009Part-III dated 28.02.2017, it is to inform that you are empaneled as architect for issuance of Completion and Occupancy Certificate as per the provisions of Building Byelaws and orders issued in this respect vide order no. F. 10(7)UDH/3/2009Part-III dated 22.02.2017.

For your convenience a copy of order dated 22.02.2017, a checklist/format for Completion Certificate and format for Occupancy Certificate is being enclosed. The process for Completion/Occupancy Certificate shall be as below :-

1. Empaneled Architects shall obtain as Built Plan and a copy of approved building plan from the developer who assigns the work of Completion Certificate.
2. Copy of the receipt of dues and fees for Completion Certificate to be deposited in the concerned Urban Local Authority by the developer.
3. In case the building construction is as per the approved plan Completion Certificate may be issued in the prescribed format with checklist, however, in case of any deviation from approved plans, report may be sent to the concerned Urban Local Authority with signature and stamp thereon.
4. For Occupancy Certificate architect shall obtain Completion Certificate issued by Empaneled Architect to developer/owner and shall verify that authorized connections for Electricity, Water and Sewerage Disposal has been obtained and are functional. In case there is no unauthorized construction done after obtaining the Completion Certificate and ensuring the desired services and building is found fit for occupancy, the certificate for occupancy may be issued in the prescribed format.
5. Both Completion Certificate and Occupancy Certificate shall be issued on the letterhead of Empaneled Architect with his signature and seal and copies of the same shall also be sent to concerned Local Authority.

  
(Rajendra Singh Shekhawat)  
Joint Secretary-I



**Copy to :-**

1. Chief Town Planner, Rajasthan, Jaipur.
2. Director, Local Bodies, Jaipur.
3. Secretary, Jaipur/Jodhpur/Ajmer Development Authority, Jaipur/Jodhpur/Ajmer.
4. Secretary, Urban Improvement Trust, All.

  
Joint Secretary-I



## Check List for Completion Certificate of Multistoried Bulidings.

Applicant Name: \_\_\_\_\_

Architect Name&Registration no.: \_\_\_\_\_

Address (Proposed Building): \_\_\_\_\_

Khasra no. / Plot no. - \_\_\_\_\_

Village - \_\_\_\_\_

Area(Sq.mt): \_\_\_\_\_

Details of Building Plan Approval:

(Building Plan Approval Committee meeting)

S.No.	Details	Comments	
1	Size of the Plot	As per approval	Available on Site
2	Setbacks		
		As per approval	Available on Site
	Front		
	Side I		
	Side II		
	Rear		
3	Ground Coverage	As per approval	Available on Site
4	Basement (If approved)		
	(i)	Ramp (Slope/Width)	
	(ii)	Staircase	
	(iii)	Setbacks	As per approval
		Front	
		Side I	
		Side II	
		Rear	
	(vi)	Any other observation	
5	Height & Number of Floors	As per approval	Available on Site
6	F.A.R.	As per approval	Achieved F.A.R.
7	Parking	As per approval	Available on Site
8	Cut outs/Open to Sky/ Ducts	As per approval	Available on Site
9	Projections/Balconies etc (Covered/extanded)	As per approval	Available on Site



10	Certification for Fire Safety (Final)		
11	Airport NOC (if required)		
12	Envirment Clearanse (if required)		
13	Certification from structural Engineer (Earthquake Resistant)		
14	Plantation on Site		
15	Rain Water Harvesting		
16	Waste water recycling		
17	Sewerage Treatment Plant		
18	Provision of Solid Waste Diposals		
19	Provision of Solar Panels/ Solar Water Heaters		
20	Provisions for Physically Challenged Persons		
21	Internal Changes/ Deviation if any		
22	Any other observation		

### Completion Certificate

I hereby certify that the building constructed on ..... (land details as per approved plan) owned/developed by ..... was personally inspected by me and based on above facts, construction on site is complete in accordance with the approved building plans. Type of the building (Residential/Commercial/ Institutional etc.) is also in accordance with the approved plan. Hence the Completion Certificate is issued under my signature on (date) .....

Architect :-

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Registration No. :- CA/.....



## Occupancy Certificate

I do hereby certify that the building ..... (name of building/owner/developer as per approved plans) situated at ..... (details of the land) for which completion certificate was issued by ..... (name and registration no. of Empaneled Architect) has been inspected by me. It is certified that authorized connections for Water Supply, Electricity and Sewerage Disposal (in case there is no sewer line then septic tank or STP has been constructed) has been obtained and found functional on site. It is certified that the building is complete for Occupancy. Hence the Occupancy Certificate is issued under my signature on (date) .....

Architect :-

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Registration No. :-

CA/.....