

STANDARD OPERATING PROCEDURE -INSPECTION

Flow Chart: Inspection as part of Obtaining Occupancy/ Completion Certificate

Inspection by Building Proposal Office/ relevant agency as part of obtaining occupancy/completion certificate

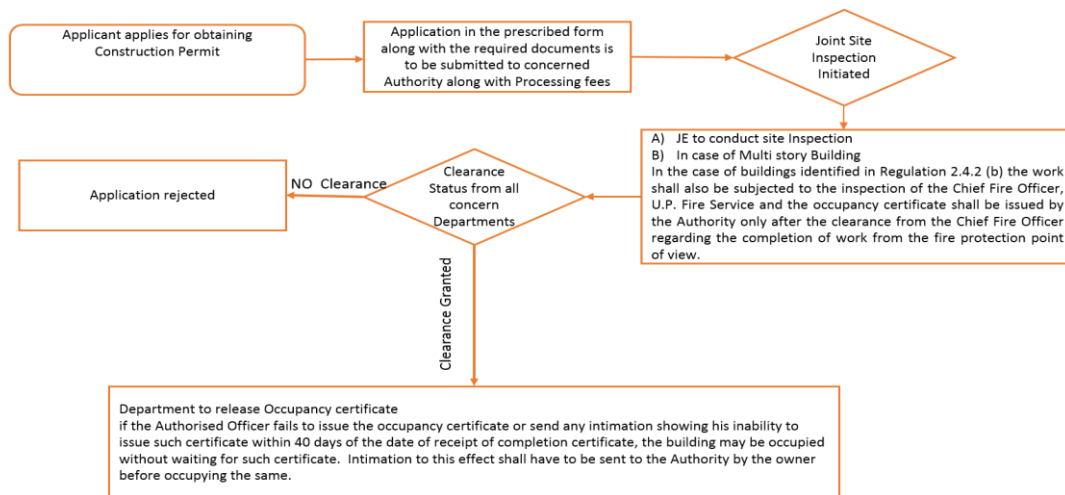


Fig 1: Work flow Inspection by Building Proposal Office/ relevant agency as part of obtaining occupancy/completion certificate

Timeliness

1. Ideal time for Inspection by the Building Proposal Office/ relevant agency as part of obtaining occupancy/completion permit is 48 hours. The concern Inspector will upload the Inspection report on the official website of UPSIDC

APPENDIX-9

Form for Completion Certificate for Building Work

The Authorised Officer,

U.P. State Industrial Development Authority,

..... Development Area Office.

.....District

Uttar Pradesh.

Sir,

I hereby certify that the erection/re-erection/material alteration of building on Plot No in Sector of Development Area has been supervised by me and the completion plan along with the required documents are attached herewith. The plans were sanctioned vide letter no..... dated..... and the work has been completed to my best

Satisfaction. The workmanship and all the materials, which have been used, are strictly in accordance with the general, detailed specifications. No provision of the regulations, directions, no requisition made, conditions, prescribed or order issued there under have been transferred in the course of work.

Name of the Licensed Technical Person_____

Address of Licensed Technical Person._____

Dated:

NOTE—Strike out the words which are not applicable,

CHECKLIST -9A (For buildings on individual residential plots)

- I. 3 copies of drawings (one set [cloth mounted) duly signed by Licensed Technical Person, and owner.
- II. Completion Fees
- III. Valid time extension certificate, if applicable.
- IV. Photographs of the building from front and side setbacks.
- V. Photocopy of registration of licensed technical person signing the plan and Appendixes-
- VI. Copy of receipt of payment of Water/Sewer connection charges and any other charges as may be required by the Authority.
- VII. Floppies /CD's of the building plan submitted.

CHECKLIST -9B (For buildings on Plots other than individual residential plots)

- a. 3 copies of drawings (one set cloth mounted) duly signed by Licensed Technical Person and owner.
- b. Completion fees
- c. Valid time extension certificate, if applicable,
- d. Photographs of the building from front and side setbacks,
- e. Photocopy of registration of licensed technical person signing the plan and Appendixes.
- f. NOC from Chief Fire Officer, wherever applicable-
- g. NOC from Explosive Department, wherever applicable.
- h. Certificate from owner and Structural Engineer regarding earthquake resistance of building as per Appendix 8/A/B//D. if applicable.
- i. Copy of receipt of payment of water/sewer connection charges or any other charges if not submitted at the time of plan approval, and any other charges as may be required by the Authority.
- j. Floppies /CD's of the building plan submitted.

INSPECTION PERFORMA- B CHECKLIST

SITE INSPECTION FOR OBTAINING COMPLETION CERTIFICATE

1	Name of the Industrial Area			
2	Reference No. and Date of requisition of Inspection			
3	Name of the Inspecting Officer			
4	Designation			
5	Date of Inspection			
6	Name of the Applicant			
7	Allotment Letter No.			
8	Location of the Site and Surrounding Features			
	North			
	South			
	East			
	West			
9	Building Plan Sanction Letter No			
10	Building Plan Sanction Date			
11	Ref. No. and date of Building Completion Notice			
12	Due date for Completion of Building			
13	Whether building completed within stipulated completion time	Yes/No		
14	If No, fine collected in rupees			
Site Details				
15	Extent of the site	As per sanctioned Plan	As on the Ground	Remarks
16	No of the floors			
17	External Setback	Front Rear Side1 Side2		
18	Usage of Building			

19	Parking Space provision			
20	Abutting Road Width	North South East West		
22	Any other aspects			
23	Remarks /Recommendations of the Inspecting Officer			