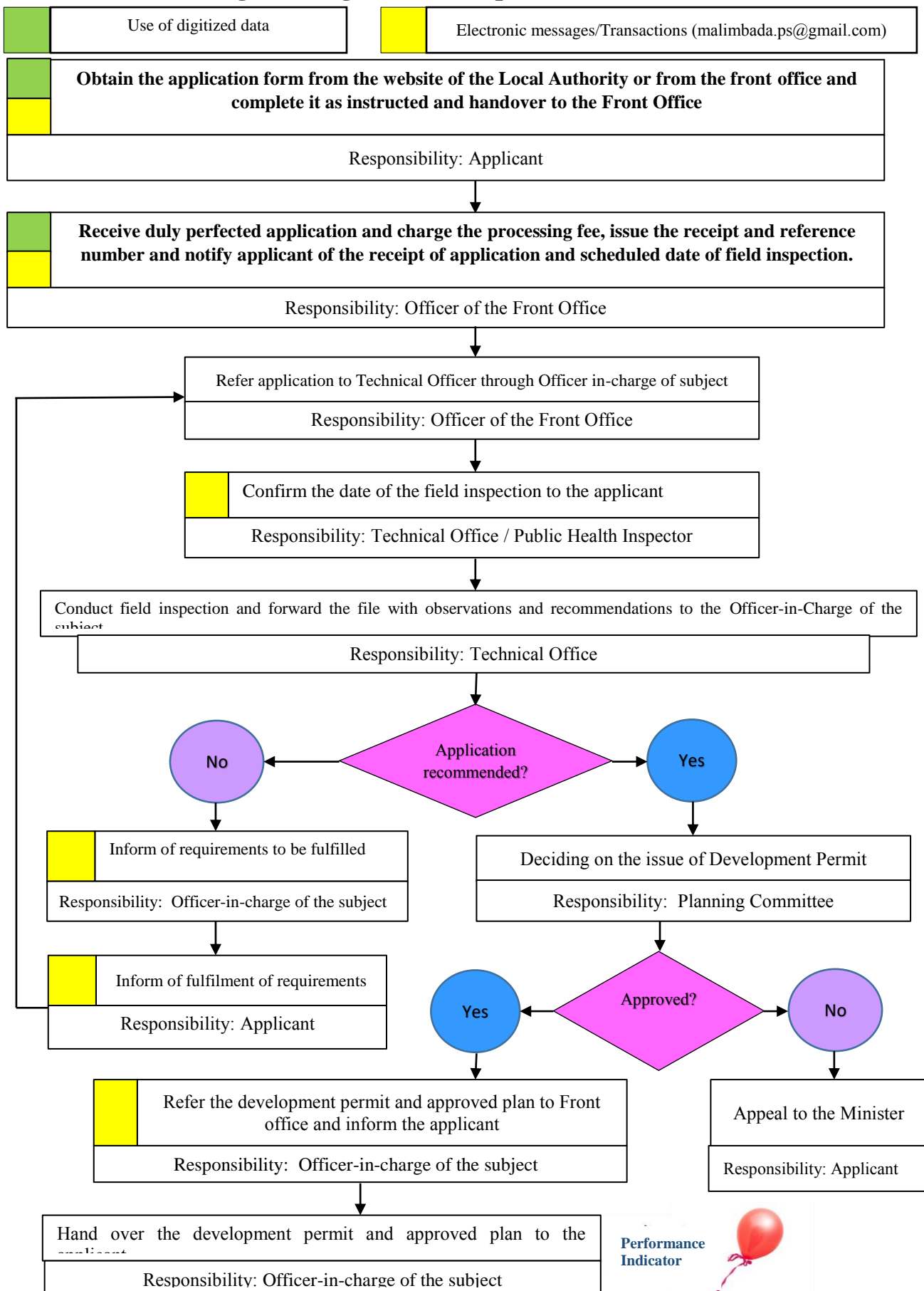


01. Issuing Building Plan Development Permits – Flow Chart



01. Issuing Building Plan Development Permits

1. Introduction

The legislations passed to provide for the regulation of the constructions carried out in an area of Local Authority have vested in the Local Authorities the authority to regulate the health, sanitation, convenience, and welfare of the people living within the area of authority. Accordingly, every construction carried out within the area of the Authority shall be under the construction permit issued by the Authority. In issuing the said permit, the regulations imposed with regard to health, sanitation, and convenience should be adhered to.

2. Applicable Legislations

- (a) Housing and Urban Development Ordinance (Chapter 268)
- (b) Regulations made under Housing and Town Improvement Ordinance
- (c) Urban Development Authority Act, No. 41 of 1978.
- (d) Urban Development Authority Planning & Development Regulations 2021, made under the Urban Development Authority Act and published in the Gazette Extraordinary No: 2235/54 on 07.08.2021.

3. Validity of the Development Permit

- (a) The building plan of any construction within the area that comes under the purview of the Housing and Urban Development Ordinance should have been approved by the Chairperson of the Local Authority concerned subject to the regulations made under the said Ordinance. These provisions of the Ordinance are applicable only to Pradeshiya Sabhas.
- (b) In the case of construction within an area declared as an “Urban Development Area” under Section 03 of the Urban Development Authority Act, No. 41 of 1978, the development permit should bear on the face of the permit the signature of the person authorized by the Urban Development Authority to the effect that he granted approval.
- (c) Any development permit is valid only for a period of one year from the date of issue. If construction cannot be completed within the period, the validity period can be extended for another period of one year each on two occasions. In the event of failure to complete the construction before the expiry of the validity period of three years, an application should be made to get a fresh development permit.
- (d) When approving any development permit, it should be subject to conditions or restrictions imposed, if any.
- (e) Any construction or alteration outside the elements approved by the development permit is not allowed in any manner whatsoever and any such construction or alteration will be treated as unauthorized construction.

Note: Certificate of Conformity (CoC) should be obtained before any building constructed under a development permit issued, is put for use. (the relevant procedure is set out separately)

4. Eligibility

- (a) The land should be within the area of the Local Authority that grants approval.
- (b) The applicant should be the legal owner of the property or an agent duly authorized by owner.
- (c) The Assessment List maintained by the Local Authority (in the case of land within an assessment zone) must contain the name of the person who claims the legal right to the property concerned. (For inclusion of name in the assessment list, refer to the procedure for registration of property ownership)
- (d)
 - (i) In case of construction within an area to which the Housing and Town Improvement Ordinance applies, the construction plan shall be drawn as per the rules specified in the Schedule of the Housing and Town Improvement Ordinance.
 - (ii) In the case of construction within an urban development area, there must be a construction plan drawn according to the terms specified in the Urban Development Authority Planning and Development Regulations 2021 made under the Urban Development Authority Act, No. 41 of 1978, and the survey plan of the land concerned must have been approved in accordance with those regulations.

5. Fees

- (a) Application fee as determined by the Local Authority from time to time.

Note: 1. The Local Authority shall decide the fee to be limited to covering printing expenses only.

2. No fee shall be charged for applications downloaded online.

- (b) Processing fees

Note: (i) The fees (processing fees) charged by the Local Authority for processing an application for a building construction permit shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations 2021. As the legal authority to revise or amend these fees rests with the Minister in charge of Urban Development, it will be important to be aware of any amendments that may be made in advance. Efforts should also be made to keep this tariff cycle accessible to the public.

(ii) In the case of construction in an area outside an urban development area, the amount of fee charged shall be as decided by the relevant Local Authority from time to time.

(iii) In determining the amount of these charges, the Local Authority should refrain from charging in excess of the charges levied in an urban development area

6. Documents to be submitted

- (a) Depending on the development intended to be carried out, the applicable application -

(duly perfected application in the Specimen Form “C” in Schedule 1 of Urban Development Authority Planning and Development Regulations - 2021, should be submitted together with

Specimen Form “C” – Annexure II, Specimen Form “C” – Annexure III, Specimen Form “C” – Annexure IV, Specimen Form “C” – Annexure V, Specimen Form “C” – Annexure VI, Specimen Form “C” – Annexure VII together with the certificate issued by the person mentioned in annexure I, and a certificate duly issued by the relevant person mentioned in Schedule 3. According to the nature of the development, the details of the documents to be attached to the application form are given in the relevant application form itself. / In the case of a development in an area to which the Housing and Town Improvement Ordinance applies, the application in the Annexure hereof should be used. The application can be downloaded from the internet or be obtained from the Front Office

- (b) A certified copy of the National Identity Card of the applicant
- (c) 05 copies of the building plan certified by a qualified person (You may know from the website of the Local Authority or from the Front Office the applicable qualified person depending on the nature of the application)
- (d) A copy of the approved survey plan of the land on which the building is to be constructed (This applies only to urban development areas declared under Urban Development Authority Act.)
- (e) Depending on the nature of the building construction, certificates issued by the institutions mentioned in the application form.
- (f) When the applicant is not the owner of the land, a consent letter from the owner of the land
- (g) A rough sketch showing other surrounding landmarks for easy access to the location of land
- (h) A copy of the deed of the land certified by a Notary Public.

The Urban Development Authority has made available facilities to obtain the applications for approval of the building plans online. It is important that the local authorities also take the necessary steps to follow suit. (i) In the case of land in an assessment area, the property should have been registered in the name of the owner.

Note: 1. If the applicant's name as the owner of the property concerned is not included in the assessment register, relevant amendments should be made to the assessment register before proceeding with the construction permit application.

- 2. In completing the application, mistakes can be minimized by contacting the architect or other professional who prepared the plans related to the construction.

7. Procedure

Procedure	Duration	Responsibility
To obtain the application (From the Front Office or the Website of the Local Authority)		Applicant
To receive the application duly perfected and certified by the qualified person, charge the processing fee, issue the receipt, and inform the applicant of the Reference No. and the	At the time of receiving the application	Officer of Front Office

date of the field inspection		
To refer the application to the Technical Officer through the Officer in charge of the subject	At the time of receiving the application	Officer of Front Office
To send the confirmation of the date of the field inspection to the applicant	At the time of receiving the application	Technical Officer
Field inspection	On the scheduled day	Technical Officer
To refer the file together with his observations and recommendations regarding the application to the Officer in charge of the subject to be referred to the Planning Committee	On the field inspection day itself	Technical Officer
To consider the application with the recommendation of the Technical Officer and granting cover approval	On the scheduled day of the Planning Committee meeting	Planning Committee
To inform the applicant to pay the late fee for cover approval	The day following the date of the Planning Committee meeting	Officer in charge of the subject
To pay the late fee		Applicant
To charge the late fee and issue a receipt and inform the officer in charge of the subject	Immediately upon the payment of the late fee	Officer of Front Office
To make entries in relevant registers confirming the cover approval and get the signature of the authorized officer	Within two days from the Planning Committee meeting	Officer in charge of the subject
To refer the signed certificate to Front Office and inform the applicant to collect documents	Within two days from the Planning Committee meeting	Officer in charge of the subject
To hand over documents to confirm the grant of cover approval to the applicant and get his signature	If the applicant is present in person at the moment itself or by post or using electronic means	Officer of Front Office

Note: Arrangements should be made to allocate dates for site inspections as per the monthly advance work plan of the Technical Officer / Public Health Inspector and to send an approved copy of their monthly advance work plans to the Front Office to facilitate the inspection. The Local Authorities should also make the necessary arrangements to obtain the monthly advance work plan of the Field Officer online for easy reference of the concerned persons.

8. Legal consequences of construction in contravention of the conditions mentioned in the permit or of unauthorized construction.

Any construction carried out without obtaining a permit or in violation of the conditions of the permit issued shall be deemed as unauthorized construction. The Chairman will issue orders to demolish all such unauthorized constructions. In all cases of non-compliance with the order, a case will be filed in the Magistrate's Court under Section 28A of the Urban Development Authority Act No. 41 of 1978. The Magistrate will order the demolition of the unauthorized construction.

Specimen Serial No. :

..... **Pradeshiya Sabha**

Obtaining a permit to construct a building under the Housing and Urban
Development Ordinance (Chapter 268)

Application

(Read and understand carefully the instructions before completing the application form)

Applicant's Name:

National Identity Card No.:

Address:

.....

Telephone No.: (Residence). (Mobile)

E-mail address:

For office use only	
Processing fee paid	Rs.
Receipt No.	
Date	20
Signature of officer of Front Office	
Building Application No.	
Technical Officer's Name	
Public Health Inspector's Name	

..... **Pradeshiya Sabha**

(Instructions to complete the application)

In terms of the Housing and Town Development Ordinance (Chapter 268), the prior approval of the Chairperson of the Pradeshiys Sabha should be obtained to construct a building on any land that is situated within the area of the Pradeshiys Sabha and has not been declared as a development area under Section 3 of the Urban Development Authority Act No. 41 of 1978. Accordingly, the instructions required to complete the following application form submitted for the construction of a building and other documents to be submitted with it are explained here below.

01. Read and understand these instructions carefully and complete the application form. If any problem arises, ask the Front Office Officer of the Pradeshiys Sabha and get the necessary further instructions. Also, bring these instructions to the notice of the person preparing the plan of the building. By doing so, you can avoid the potential delay of having to change the plan from time to time.
02. The following attachments should be submitted along with the application form. (If photocopies are submitted, original copy should also be submitted for verification)
 - (a) A photocopy of the deed of the land.
 - (b) A copy of the survey plan of the land.
 - (c) In the event that the original copy of the deed and the plan of the property has been retained by a bank on granting a loan, copies of the deed and plan certified by the manager of the bank concerned should be submitted.
 - (d) Photocopy of National Identity Card of the applicant.
03. At the time of submission of the application, the following fees (a) to (e) must have been paid. You may inquire with the Officer of the Front Office/Officer in charge of the subject and ascertain the amount of arrears from (b) to (e).
 - (a) Processing Fee + Tax imposed by Government = Rs.
 - (b) Arrears of Assessment / Acreage (with Warrant Charges)
 - (c) Arrears water supply charges (with late charges, if any)
 - (d) Arrears of Waste Disposal Charges (Arrears)
 - (e) Arrears of Industry Tax / Business Tax
04. The application duly perfected as per the above instructions should be handed over to the officer of the front office / officer in charge of the subject and a receipt obtained.
05. The construction of any new building or the complete demolition of the existing building and the construction of a new building in its place is deemed as a construction for the purpose of this application, and any activity falling within the meaning of the term “alteration” in Sub-

section (2) of Section 6 of the Housing and Urban Development Ordinance, is deemed as a modification for the purpose of this application. The interpretation of the term “alteration” in Sub-section (2) of Section 6 of the Housing and Urban Development Ordinance is set out in paragraph 06 of these instructions.

06. As per Sub-paragraph (2) of Section 6 of the Housing and Town Improvement Ordinance an “alteration” means any of the following works –
- (a) the construction of a roof or any part thereof, or an external or party wall;
 - (b) the closing or construction of any door or window in an external wall;
 - (c) the construction of an internal wall or partition;
 - (d) any other alteration of the internal arrangements of a building which effect any change in the open space attached to such building, or its drainage, ventilation, or sanitary arrangements;
 - (e) the addition of any building, room, outhouse, or other structure;
 - (f) the roofing of any space between one or more walls and buildings;
 - (g) the conversion into a dwelling house of any building not originally constructed for human habitation;
 - (h) the conversion into more than one place for human habitation of a building originally constructed as one such place;
 - (i) the conversion of two or more places of human habitation into a greater number of such places;
 - (j) the alteration of a building for the purpose of effecting a partition among joint owners; and
 - (k) the re-erection of any part of the building demolished for the purpose of such re-erection or otherwise destroyed.
07. The proposed building plan shall be prepared to indicate the details stipulated hereunder:
- (i) The distance from the building proposed to be constructed or altered to the boundaries of the land belonging to the applicant, the distance from the proposed building to buildings on each side, rivers, canals, streams, main access road, other roads adjacent to the land, if any. A rough sketch showing the distance from the center of each road to the closest point of the building and the arrow pointing north.
 - (ii) Distances from the building proposed to be constructed or altered to kitchens, wells, latrines and sheds on adjoining land, and rough sketches showing the place or places where septic tanks will be constructed for latrines to be constructed inside and outside the building.

- (iii) If a well is proposed to be constructed on the land, a rough sketch showing the distance from the site to the proposed building, to existing latrines on adjacent land and also indicate the purpose for which the proposed well is intended to be used.
- (iv) Internal length and width of each room, verandah and other parts of the proposed building.
- (v) The location and internal height and width dimensions of each door and window in the proposed building.
- (vi) Show the existing parts of the building to be modified in black and the parts proposed to be modified in red.
- (vii) The position and internal height and width dimensions of each existing and proposed door and each window in the building proposed to be constructed.
- (viii) Indicate the edge of eaves and the height of the top of the ceiling of the building proposed to be constructed or altered.
- (ix) Where the building or buildings to be constructed are used for human habitation or for any commercial or industrial purpose, there shall be adequate number of toilets.
- (x) Correct information about the followings should be mentioned in the application form.
 - * If the area is prone to flooding, where the land is located below the highest flood level, the arrangements to raise the building above the highest flood level.
 - * The purpose for which the building is to be used.
 - * Rainwater and wastewater drainage system.
 - * Construction materials used for construction or alteration

Chairperson,

..... Pradeshiya Sabha

.....

**Approval for construction of a Building under the
Housing and Urban Development Ordinance (Chapter 268)**

Dear Sir,

I, (name in full)
expect to carry out a construction as specified below on the land belonging to me.

* To construct a new building separate from the existing building/buildings.

* Construction of a new building / buildings on the land where no building has been constructed.

* Adding a new part to the existing building.

* To demolish a part of the existing building and add a new part.

* To modify the interior walls of the existing building.

* Reconstruction of part/parts of building/buildings destroyed due to natural causes

02. I kindly request approval for the purpose. I submit attached hereto the application appearing below, duly perfected together with other required documents.

Date 20... ..

Applicant's Signature

Part I – Basic Information

01. Particulars of the owner of the property:

i. Name:
..

ii. National Identity Card No.:

iii. Address:
.....

iv. Telephone No.: Residence: Mobile:
..

v. E-mail address:

02. Particulars of the land where the building constructed :

i. Road facing the land (access road to the land) :

ii. Width of the access road: Feet: Meters:

- iii. Assessment No. (if issued):
- iv. Particulars of the Plan of the land:
 - (i) Name of the Surveyor:
 - (ii) Plan No.: Date:
- v. Extent of the land: Acres: Roods: Perches: (Hectare:
.)
- vi. Boundaries of the land:
 - To the North:
.
 - To the East:
 - To the South:
.
 - To the West:
- vii. Name of land :
- viii. Has any building been constructed already on the land? Yes/No
- ix. If yes, please provide the following details
 - (a) No. of floors : (b) Height of building; feet: meter:
.
 - (c) Squire area of Basement floor: Sq. feet: Sq. meter:

03. Is the land in joint ownership? Yes/No

04. If yes, names of joint owners:

- 1.
- 2.
- 3.
- 4.

05. In the event the applicant is not the owner of the land, the applicant's -

- i. Name:
..
- ii. National Identity Card No.:
- iii. Address:
.....

- iv. Telephone No.: Residence: Mobile:
 ..
 v. E-mail address:

06. Following documents are attached to the application.

<u>Document</u>	Whether attached/or not
i. Photostat copy of the deed of land	: yes/no
ii. Photostat copy of the Plan of land (in the real size of the original)	: yes/no
iii. Building plan of proposed construction (3 copies of the original)	: yes/no
iv. Clearance certificate of National Building Research Organization	: yes/no/not applicable
v. Clearance certificate of Railway Department	: yes/no/not applicable
vi. Building line certificate issued by Road Development Authority	: yes/no/not applicable
vii. Building line certificate issued by Provincial Road Development Authority	: yes/no/not applicable
viii. Clearance certificate issued by Agrarian Services Department	: yes/no/not applicable
ix. Clearance certificate issued by Ceylon Electricity Board	: yes/no/not applicable
x. Clearance certificate issued by National Water Supply and Drainage Board	: yes/no/not applicable
xi. Certificate of Fire Protection Specialist	: yes/no/not applicable
xii. Clearance certificate issued by Central Environment Authority	: yes/no/not applicable
xiii. Letter of a Chartered Design Engineer to the effect that the construction will be done under his supervision	: yes/no/not applicable
xiv. Clearance certificate of National Physical Planning Department (Applicable only to Pooja Bhoomi areas)	: yes/no/not applicable
xv. Clearance certificate of Department of Archeology (Applicable only to Pooja Bhoomi areas)	: yes/no/not applicable

07. When the application is relevant to Part II (a), details of rooms in the proposed building / when the application is relevant to Part II (b), details of rooms in existing and proposed parts of the building taken together:

Length in meters, Square area in square meters

Room	Internal measures		Square area	Total square area of doors	Total square area of windows	Minimum height	Maximum height
	Length	Width					
1							
2							

Room	Internal measures		Square area	Total square area of doors	Total square area of windows	Minimum height	Maximum height
	Length	Width					
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

I certify that the above measurements will not be altered without the prior written approval of the Chairman of the Pradeshiya Sabha.

08. Actions taken to prevent flood disasters:

i. Whether the location of the land is higher or lower than the current flood level: Lower* / Higher*

ii. If the answer to the above is “less”, the arrangements proposed to protect against flooding

* By filling the land to increase the height of the land.

* Construction of pillars so that the usable parts of the building are higher than the flood level..

* Other (Describe)

.....
.....
.....
.....

Date: 20...

.....

Applicant's Signature

Part II (a) – Construction of New Buildings

(Fill this Part when constructing a building separate from the existing buildings or when erecting a new building on land where there are no other buildings erected)

01. Details of the proposed building:

- (a) No. of floors : (b) Height of building; feet: meter:
.
- (c) Squire area of Basement floor: Sq. feet: Sq. meter:

02. Purpose for which the proposed building is used and Square area (in square meters):

<u>Purpose used</u>	<u>square meters</u>
* Residential purposes
* Commercial purposes
* Office purposes
* Canteen/Hotel
* Stay Home
* Factory / mechanical workshop
* other [. (Specify)]
Total

03. The distance from the center line of the access road of the land on which the building is proposed to the nearest point to that road of the proposed building Meter:

04. The distance from the other points of the building to the boundaries of the land:

- i. The distance from the left to the boundary of land on that side: Meter
- ii. The distance from the right to the boundary of land on that side: Meter
- iii. The distance from the back to the boundary of land on that side: Meter

05. Particulars of common areas bordering the land where the building is constructed:

Common areas / Property type	<u>exists = √, No = ×</u>	Distance from the boundary meters
* river /canal /stream /tank
* sea

- * railway line
- * High voltage power lines (Volts)

06. Is any road or land bordering the land on which the building is constructed lower or higher than the elevation of the land? : Yes / No

07. If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	Has retaining <u>wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. . . .	meter	Yes / No
* Land on the right side of the land	meter. . . .	meter	Yes / No
* Land on the back of land	meter. . . .	meter	Yes / No

08. Building materials for the building :

- | | | | | | |
|---------------|-----|-----|-----|-----|-------|
| i. Foundation | ... | ... | ... | ... | |
| ii. walls | ... | ... | ... | ... | |
| iii. roof | ... | ... | ... | ... | |
| iv. floor | ... | ... | ... | ... | |

09. Arrangements made for the following purposes:

- | | |
|-------------------------------|-------|
| i. Drainage of surface drains | |
| ii. Sewerage | |
| iii. wastewater | |

10. I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20. .

.....

Applicant's Signature

Part II (b) – Addition of a new Section to an Existing Building

(Complete this Part in case of addition of a new section to an existing building/several buildings on the land)

01. Particulars of the existing building:

(a) Number of floors: (b) height of building feet: meter:
 . . .

(c) Square area of the Basement floor: Sq. feet: Sq. meter:

02. Purpose for which the existing building is used and square area (in sq. meters):

<u>Purpose used</u>	<u>square meters</u>
* Residential purposes
* Commercial purposes
* Office purposes
* Canteen/Hotel
* Stay Home
* Factory / mechanical workshop
* other [. (Specify)]
Total

03. The distance from the center line of the access road to the land where the building is to the nearest point to that road of the proposed building Meter:

04. The distance from the new section to be constructed to the boundaries of the land:

- The distance from the left to the boundary of land on that side: Meter
- The distance from the right to the boundary of land on that side: Meter
- The distance from the back to the boundary of land on that side: Meter

05. Particulars of common areas bordering the new section to be constructed:

Common areas / Property type	<u>exists = √, No = ×</u>	Distance from the boundary meters
* river /canal /stream /tank
* sea
* railway line
* High voltage power lines (Volts)

06. Is any road or land bordering the land on which the building is constructed lower or higher than the elevation of the land? : Yes / No

07. If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	<u>Has retaining wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. . . .	meter	Yes / No
* Land on the right side of the land	meter. . . .	meter	Yes / No
* Land on the back of land	meter. . . .	meter	Yes / No

08. Building materials for the building :

i. Foundation
ii. walls
iii. roof
iv. floor

09. Arrangements made for the following purposes:

i. Drainage of surface drains
ii. Sewerage
iii. wastewater

10. I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20. .

.....

Applicant's Signature

Part II (c) – Demolition of a section of existing building and addition of a new section

(Complete this Part in case of demolishing part/parts of an existing building/several buildings and adding a new part or rebuilding part/parts of a building/buildings destroyed due to natural causes)

01. Particulars of the existing building:

01. Particulars of the existing building:

(a) Number of floors: (b) height of building feet: meter:
...

(c) Square area of the Basement floor: Sq. feet: Sq. meter:

02. Purpose for which the existing building is used and square area (in sq. meters):

<u>Purpose used</u>	<u>square meters</u>
* Residential purposes
* Commercial purposes
* Office purposes
* Canteen/Hotel
* Stay Home
* Factory / mechanical workshop
* other [. (Specify)]
Total	=====

03. Whether the addition to the building/buildings is because of destructions caused by a natural cause: Yes*/No*

04. If the answer is Yes to the above, describe the natural cause that occurred. : (Mention here the cause such as floods/fires/landslides or otherwise)

.....
.....
.....

05. The distance from the center line of the access road to the land where the building is to the nearest point to that road of the building to be constructed: Meter:

06. The distance from the new section to be constructed to the boundaries of the land:

- i. The distance from the left to the boundary of land on that side: Meter
- ii. The distance from the right to the boundary of land on that side: Meter
- iii. The distance from the back to the boundary of land on that side: Meter

07. Particulars of common areas bordering the new section to be constructed:

Common areas / Property type	<u>exists = √, No = ×</u>	Distance from the boundary meters
* river /cannel /stream /tank
* sea
* railway line
* High voltage power lines (Volts)

08. Is any road or land bordering the land lower or higher than the elevation of the land? : Yes / No

09. If yes, the amount less or more than the elevation of the land:

Adjacent land/ road	Amount <u>less</u>	Amount <u>more</u>	<u>Has retaining wall constructed?</u>
* Access road to Land	meter	meter	Yes / No
* road on the left side of land	meter. . . .	meter	Yes / No
* Land on the right side of the land	meter. . . .	meter	Yes / No
* Land on the rear of land	meter. . . .	meter	Yes / No

10. Building materials used:

i. Foundation
ii. Walls
iii. Roof
iv. Floor

11. Arrangements made for the following purposes:

- i. Drainage of surface drains

- ii. Sewerage
- iii. wastewater

12. I certify and declare that the building will be constructed in accordance with the permit issued by the chairman of the Pradeshiya Sabha in pursuance of the above request, that the building will be occupied or used only after completion of the construction and after obtaining the compliance certificate to the effect that all the constructions have been done according to the approved plan and are fit for occupancy.

Date: 20.

Applicant's Signature

----- (Applicant please do not write anything below -----

For Office Use Only

Report of the Officer of Front Office/in charge of the Subject

Technical Officer through Secretary

01. Whether the land is or is not in the assessment zone? Yes* / No*
02. If Yes, is rates in arrears? Yes* / No*
03. If Yes, the total amount due Rs.
04. Arrears recovered Rs.
05. Receipt No.: Date: 20. . .

Forward the application for necessary action.

Date: 20.

Officer of Front Office/in charge of the Subject

Report of the Technical Officer

01. Was the accuracy of the particulars furnished in the application checked? Yes* / No*
02. Are those particulars correct? Yes* / No*
03. If "No", have the relevant places been rectified in red? Yes* / No*
04. Has the applicant commenced construction? Yes* / No*
05. If "Yes", the manner in which the provisions of the Ordinance violated:

.....

-
-
06. Was it advised to rectify the breach of provisions? Yes* / No*
07. Does the proposed construction surpass the building line? Yes* / No*
08. If surpasses, can the construction be allowed
under a non-compensation agreement? Yes* / No*
09. If “yes”, How far back should the proposed construction be pushed? Meter.
10. Are the dimensions shown in the building plan regarding placing ventilation
windows to suit the area of the rooms inside the building, correct Yes* / No*
11. Is the standard distance between buildings, toilets, and wells, correct? Yes* / No*
12. Is the proposed distance between the boundaries of land and proposed building? Yes* / No*

I certify that the above information is correct as scrutinized by me and as per the corrections indicated in red in the application and plan. Subject to the corrections made in red in the application and plan, the proposed construction is in agreement with the specifications mentioned in the Annexure to the Housing and Urban Development Ordinance. I recommend issuing a permit for the construction of buildings.

Date: 20. .

.....

Technical Officer

Report of the Public health Inspector

01. Was the accuracy of the particulars furnished in the application checked? Yes* / No*
02. Are those particulars correct? Yes* / No*
03. If “No”, have the relevant places been rectified in red? Yes* / No*
04. Are the dimensions shown in the building plan regarding placing ventilation
windows to suit the area of the rooms inside the building, correct Yes* / No*
05. What is the purpose of the building? Residential/Commercial/Industrial/Other
06. Are there any other buildings in the land concerned Yes* / No*
07. If “Yes”, are those buildings marked in the plan? Yes* / No*
08. Are the toilets facilities adequate for the number of persons using the building? Yes* / No*
09. Is the standard distance between buildings, toilets, and wells, correct? Yes* / No*

I certify that the above information is correct as scrutinized by me and as per the corrections indicated in red in the application and plan. Subject to the corrections made in red in the application and plan, the proposed construction is in agreement with the specifications mentioned in the Annexure to the Housing and Urban Development Ordinance. I recommend issuing a permit for the construction of buildings.

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Recommendation of Medical Officer

..... Pradeshiya Sabha.

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

Date: 20. .

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Medical Officer

Chairperson's Order

Technical Officer,

As per the above recommendations, I approve the issuance of the permit for the construction of the proposed buildings. Prepare the permit and submit it for my signature* / Inform the applicant to fulfill the following conditions*.

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Date: 20. .

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Chairperson

