

राजस्थान सरकार
नगरीय विकास विभाग

क्रमांक: प.11(9) नविवि/2020 पार्ट-III

जयपुर दिनांक:- 10 AUG 2023

आदेश

मॉडल राजस्थान नगरीय क्षेत्र शहर का नाम.....(भवन विनियम) 2020 के प्रावधानों में निम्नानुसार विनियम प्रतिस्थापित/विलोपन एवं नवीन विनियम जोड़े जाते हैं:-

(I) विनियम संख्या 5.4(4)(ii)(ख), 10.2.2.(ज)(i), 10.3.1(v)(ब), तालिका-4.2, 10.7(iv), 10.7(v), 10.8(ख)(xi), 16.1, अनुसूची-2 की क्रम संख्या 9, 13 व विशिष्ट नोट के बिन्दु संख्या 1 एवं अनुसूची-5 को निम्न प्रकार प्रतिस्थापित किया जाता है।

1 विनियम 5.4(4)(ii)(ख):- "न्यूनतम अग्र सैटबेक मूल भूखण्ड/परियोजना स्वीकृति के अनुसार निर्धारित अथवा वर्तमान भवन विनियमों के अनुसार जो भी अधिक हो रखने होंगे। पुनर्गठित भूखण्डों/उपविभाजित भूखण्डों/ एकल भूखण्डों के अनुमोदित अग्र सैटबेक को मूल भूखण्ड/परियोजना स्वीकृति के अनुसार अनुमोदित भवन रेखा का आधार नहीं माना जावेगा। वर्तमान में लागू भवन विनियम-2020 से पूर्व पुनर्गठित भूखण्डों/उपविभाजितभूखण्डों/एकल भूखण्डों के पूर्व में निर्धारित अग्र सैटबेक का पुननिर्धारण वर्तमानमें लागू भवनविनियमों के अनुरूप किया जा सकेगा। जो कि मूल योजना में उस भूखण्ड की लाइन में निर्धारित सैटबेक अथवा भवन विनियम-2020 की बिन्दु संख्या 10.7 की तालिका 4.1 में सड़क की चौड़ाई के आधार पर निर्धारित सैटबेक से कम नहीं होंगा। ऐसे प्रकरण जिनमें भवन विनियम-2020 लागू होने के उपरान्त सैटबेक का निर्धारण किया गया है, उक्त प्रावधान के अनुरूप अग्र सैटबेक का पुननिर्धारण किया जाकर संशोधित साइट प्लान जारी किया जा सकेगा। अन्य सैटबेक वर्तमान प्रचलित भवन विनियमों के अनुसार देय होंगे।"

2 विनियम 10.2.2.(ज)(i):- रूफ टॉप रेस्टोरेन्ट व्यावसायिक भवनो/ होटल भवनों में ही अनुज्ञेय होंगे।

3 विनियम 10.3.1(v)(ब):- पार्श्व एवं पृष्ठ सैटबैक - न्यूनतम 12 मीटर तथापि कॉर्नर भूखण्ड होने पर सड़कों की ओर या इन विनियमों के पूर्व पुनर्गठित भूखण्डों पर न्यूनतम 9 मीटर अथवा तालिका 4.2 अनुसार (जो भी अधिक हो)।

तालिका-4.2

(भवनों की ऊँचाई के अनुरूप सैटबैक का निर्धारण)

4	भवन की ऊँचाई	न्यूनतम अग्र सैटबेक	न्यूनतम पार्श्व/पृष्ठ सैटबेक
---	--------------	---------------------	------------------------------

18 मीटर से अधिक	तालिका 4.1 अथवा भवन की ऊँचाई का 1/4 जो भी अधिक हो।	06 मीटर अथवा भवन की ऊँचाई का (1/4) जो भी अधिक हो।
-----------------	--	---

नोट:—किसी योजना में भिन्न-भिन्न ऊँचाई के बिल्डिंग ब्लॉक प्रस्तावित होने की स्थिति में अग्र, पार्श्व एवं पृष्ठ सैटबेक निकटतम बिल्डिंग ब्लॉक की भूखण्ड की चारदीवारी से न्यूनतम दूरी उस बिल्डिंग ब्लॉक की ऊँचाई का 1/4 रखा जाना होगा जो कि भूखण्ड के निर्धारित न्यूनतम सैटबेक से कम नहीं होंगे।

5. विनियम 10.7(iv):— "जिन भूखण्डों में एक से अधिक सड़क लगती हो, ऐसे भूखण्डों पर सैटबेक सभी उपयोग के भवन हेतु मुख्य सड़क अर्थात् चौड़ी सड़क की ओर का सैटबेक अग्र सैटबेक माना जाकर सम्बन्धित तालिका अथवा योजनानुसार जो भी अधिक हो देय होगा। अन्य सड़क की ओर के सैटबेक का निर्धारण पार्श्व सैटबेक मानते हुए किया जा सकेगा, जो कि पूर्व में अनुमोदित मूल योजना में उस भूखण्ड की लाइन में निर्धारित सैटबेकसे कम नहीं होगा। यदि तालिका-1 के अनुसार निर्धारित पार्श्व सैटबेक तालिका- 4.1 में सड़क की चौड़ाई अनुसार निर्धारित सैटबेक से अधिक होता है तो तालिका- 4.1 के सैटबेक मान्य होंगे।"

6 विनियम 10.7(v):— "यदि तालिका-1 के बिन्दु संख्या 1 (i) से (ix) में शामिल आवासीय/व्यावसायिक/ संस्थागत उपयोग के भूखण्डों पर देय सैटबेक्स के कारण न्यूनतम 40 प्रतिशत आच्छादित क्षेत्रफल प्राप्त नहीं होता है तो 40 प्रतिशत आच्छादित क्षेत्र प्राप्त करने के लिए अग्र सैटबैक को छोड़कर अन्य सैटबैक्स में शिथिलता दी जा सकेगी। यदि भूखण्ड एक से अधिक सड़क पर स्थित हो तो अग्र सैटबैक मुख्य सड़क की तरफ ही माना जायेगा एवं अन्य सड़क की ओर के सैटबैक में भूखण्ड की कतार में स्थित अन्य भूखण्डों के सैटबेक को ध्यान में रखते हुए शिथिलता प्रदान की जा सकेगी। लेकिन बहु मंजिला भवनों हेतु 30 मीटर ऊँचाई तक के भवनों में न्यूनतम 6 मीटर तथा 30 मीटर से अधिक उचाई के भवनों में तालिका 4.2 के अनुसार न्यूनतम पार्श्व व पृष्ठ सैटबैक रखा जाना अनिवार्य होगा।"

7 विनियम 10.8(ख)(xi):— फायरस्केप स्टेयर केस/लिफ्ट वेल/कार लिफ्ट।

8 विनियम 12.1(5):— 90 वर्गमीटर तक के स्वतंत्र आवासीय भूखण्डों में स्कूटर पार्किंग देना अनिवार्य होगा। 90 वर्गमीटर से अधिक 225 वर्गमीटर तक के स्वतंत्र आवासीय भूखण्डों में न्यूनतम एक कार पार्किंग देना अनिवार्य होगा लेकिन 225 वर्गमीटर तक के भूखण्डों में भूतल+दो मंजिल से अधिक निर्माण प्रस्तावित होने पर एवं 225 वर्गमीटर से बड़े भूखण्डों में तालिका 08 अनुसार पार्किंग का प्रावधान किया जाना आवश्यक होगा। स्वतंत्र आवासीय भूखण्डों में आगन्तुक पार्किंग का प्रावधान किया जाना आवश्यक नहीं होगा।

9 विनियम 16.1:- "स्वतंत्र आवास/फार्म हाउस/पर्यावरण मैत्री आवास के भूखण्डों को छोड़कर बहु निवास इकाई/फ्लेट्स/ग्रुप हाउसिंग एवं 500 वर्गमीटर व उससे अधिक क्षेत्रफल के समस्त उपयोग के भूखण्डों पर भवन का निर्माण पूरा होने पर भवन निर्माणकर्ता को पूर्णता प्रमाण-पत्र एवं अधिवास प्रमाण पत्र प्राप्त करना आवश्यक होगा। भवन का निर्माण स्वीकृत भवन मानचित्रों अनुसार पूर्ण हो जाने पर पूर्णता प्रमाण-पत्र जारी किया जा सकेगा। भवन में सिविल वर्क (मेशनरी व आरसीसी वर्क), प्लास्टर, खिडकी व दरवाजे/स्ट्रक्चरल ग्लेजिंग वर्क, सेनटरी व बिजली पानी फिटिंग, रेलिंग, लिफ्ट, फ्लोरिंग, व सामुदायिक सुविधाओं का निर्माण आदि अनुमोदित मानचित्र अनुसार पूर्ण होने की सुनिश्चितता पश्चात ही पूर्णता प्रमाण पत्र

जारी किया जावें। रियल एस्टेट (रेगुलेशन एण्ड डवलपमेंट) अधिनियम, 2016 एवं इसके तहत बनाये गये राजस्थान रियल एस्टेट (रेगुलेशन एण्ड डवलपमेंट) नियम, 2017 के प्रावधानों में उल्लेखित भवनों हेतु पूर्णता प्रमाण-पत्र एवं अधिवास प्रमाण पत्र प्राप्त करना आवश्यक होगा।

अनुसूची-2

10 अनुसूची-2 की क्रम संख्या 9 व 13

क्र.सं.	तालिका की क्र.सं.	शुल्क का प्रकार	उपयोग	दर प्रति व.मी. (सकल निर्मित क्षेत्र पर)
1	9(i)	भवन पूर्णता प्रमाण पत्र	गैर व्यवसायिक	10/- अधिकतम 2.0 लाख
			मिश्रित/ व्यवसायिक	20/- अधिकतम 4.0 लाख
	9(ii)	भवन अधिवास प्रमाण पत्र	गैर व्यवसायिक	5रू/- अधिकतम 1.0 लाख
			मिश्रित/ व्यवसायिक	10रू/- अधिकतम 2.0 लाख
2	13	राजकीय एवं अर्द्ध-राजकीय उपयोग के भवनों की निर्माण स्वीकृति हेतु शुल्क देय नहीं होगा। सामाजिक एवं धार्मिक कार्यों में अग्रणि अलाभकारी पंजीकृत चैरिटेबल संस्थाएँ को लोक उपयोगी सुविधाएँ यथा चिकित्सा सुविधाएँ, शैक्षणिक सुविधाएँ, वृद्धाश्रम, अनाथालय, नारी निकेतन, कुष्ठाश्रम, धर्मशाला, निशक्तजन केन्द्र, नशामुक्ति केन्द्र, कन्याश्रम, बालगृह आदि भवनों तथा कृषि प्रसंकरण/व्यवसाय/निर्यात उद्योग, कृषि जिन्सों हेतु वेयर हाउस एवं कोल्ड स्टोरेज पर निर्माण शुल्क में शत-प्रतिशत छूट देय होगी। राज्य सरकार द्वारा		

12 विशिष्ट नोट-

- राज्य सरकार के आदेश दिनांक 21.01.2020 के अनुसार अग्निशमन राशि एक्सिस बैंक के केन्द्रीकृत खाता संख्या 919010091350994 ब्रांच सी-स्कीम जयपुर आई.एफ.एस.

कोड UTIBOCCH274 में जमा करानी होगी। इस संबंध में राज्य सरकार द्वारा समय-समय पर जारी आदेशों के अनुसार अग्निशमन अनापत्ति प्रमाण-पत्र लेना एवं उसे पुनर्वैध करवाना अनिवार्य होगा।

श्रम उपकर हेतु भवन निर्माण लागत की 1 प्रतिशत राशि नियमानुसार निर्माण अवधि के मध्यनजर श्रम विभाग में जमा कराकर रसीद/चालान संबंधित नगरीय निकाय में प्रस्तुत करनी होगी।

13:- अनुसूची-5:- निर्मित भवनों के पूर्णता प्रमाण हेतु अनुसूची

(II) भवन विनियम के विनियम 22(vi) को विलोपित किया जाता है।

(III) भवन विनियम में नवीन विनियम निम्न प्रकार जोड़े जाते हैं।

1 विनियम 10.2.1(य)(xiii) :- गुप हाउसिंग के सम्पूर्ण भूखण्ड पर फ्लैट्स/विला अधिकतम भूतल+2 मंजिला (अधिकतम ऊंचाई 12 मीटर) के प्रस्तावित होने पर पार्श्व एवं पृष्ठ सैटबैक 4.5 मीटर अनुज्ञेय किया जा सकेगा।

2 विनियम 10.3.2(xiii) :- बहुमंजिलो भवनों के अनुज्ञाधारी/विकासकर्ता द्वारा भूखण्ड से लगती हुई सभी सम्पूर्ण सड़कों का विकास, फुटपाथ एवं वृक्षारोपण का प्रावधान स्वयं के व्यय पर सुनिश्चित किया जावेगा।

3 विनियम 10.8(ख)(xii) :- फार्म हाउस, पर्यावरण मैत्री आवास उपयोग के भूखण्डों में अधिकतम 30.0 वर्गमीटर तक क्षेत्रफल चौकीदार/बागवान/स्टोर आदि हेतु भूखण्ड के किसी भी भाग में अनुज्ञेय होगा।

4 विनियम 14.3.(4)(ख) :- भवनों में प्रत्येक लिफ्ट में एआरडी (Automatic Rescue Device) सिस्टम का प्रावधान रखा जाना अनिवार्य होगा।

5 अनुसूची 6:- निर्मित भवनों के अधिवास प्रमाण-पत्र हेतु अनुसूची-6 को जोड़ा जाता है।

राज्यपाल की आज्ञा से,

(संचिता बिश्नोई)

संयुक्त शासन सचिव-प्रथम

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. विशिष्ट सहायक, माननीय मंत्री महोदय, नगरीय विकास एवं स्वायत्त शासन विभाग, राज. जयपुर।

2. विशिष्ट सहायक, सलाहकार, नगरीय विकास, आवासन एवं स्वायत्त शासन विभाग।
3. निजी सचिव, प्रमुख शासन सचिव, नगरीय विकास विभाग, जयपुर।
4. निजी सचिव, शासन सचिव, स्वायत्त शासन विभाग, जयपुर।
5. आयुक्त, राजस्थान आवासन मण्डल, जयपुर।
6. निदेशक, स्थानीय निकाय विभाग, जयपुर।
7. आयुक्त, जयपुर/जोधपुर/अजमेर विकास प्राधिकरण, जयपुर/जोधपुर/अजमेर।
8. समस्त जिला कलक्टर, राजस्थान।
9. समस्त उपनिदेशक (क्षेत्रीय), स्थानीय निकाय विभाग, राजस्थान।
10. आयुक्त/अधिशिषी अधिकारी, नगर निगम/परिषद/पालिका समस्त, राजस्थान।
11. सचिव, नगर विकास न्यास, समस्त।
12. वरिष्ठ संयुक्त विधि परामर्शी, नगरीय विकास विभाग, जयपुर।
13. वरिष्ठ उप शासन सचिव, नगरीय विकास एवं आवासन विभाग को विभागीय वेबसाईट पर अपलोड किये जाने हेतु।
14. रक्षित पत्रावली।

संयुक्त शासन सचिव-प्रथम

List of Documents to be submitted with Occupancy Certificate

S.No	Documents	Annexure's	Page Nos.
1	Occupancy Certificate	Annexure 1	
2	Checklist of Occupancy Certificate	Annexure 2	
3	OC Fee deposition Receipt	Annexure 3	
4	Copy of Lease deed and Site Plan <i>(issued by the Local Authority)</i>	Annexure 4	
5	As-Built Drawings <i>(Attested by Empaneled Architect)</i>	Annexure 5	
6	Copy of Latest Approved Building Plans <i>(On the basis of which CC is issued)</i>	Annexure 6	
7	Certified Copy of Google Map <i>(with Latitude & Longitude)</i>	Annexure 7	
8	Site Photographs (from all the sides) <i>(Building Blocks/Internal/Outer Development Works)</i>	Annexure 8	
9	Certificate of Structural Engineer	Annexure 9	
10	Affidavit for Compliances of Part-VI of NBC and Earthquake resistance provisions <i>(Attested by the Architect, Structural Engineer and Developer of the Project)</i>	Annexure 10	
11	NOC from Fire Department <i>(if applicable)</i>	Annexure 11	
12	NOC from Environment Dept. <i>(if applicable)</i> <ul style="list-style-type: none"> • Environmental Clearance • Consent to Establish • Consent to Operate 	Annexure 12	
13	NOC from Labour Department	Annexure 13	
14	List of EWS/LIG units and Status of Completion & Allotment <i>(if applicable)</i>	Annexure 14	
15	Working/Services Drawings of the Project <i>The scanned copy of all the drawings can be submitted in Pen-drive having Seal and sign of Concerned Consultant, Project Architect and Developer in separate folders as mentioned below.</i>	Annexure 15/ Scanned Copies in Pendrive	
i)	All Working Drawings	Sub-Annexure 15.1	
ii)	All Structural Drawings	Sub-Annexure 15.2	
iii)	All Electrical Drawings	Sub-Annexure 15.3	
iv)	Plumbing & Water Supply Drawings	Sub-Annexure 15.4	
v)	Storm Water and Sewerage Drawings	Sub-Annexure 15.5	
vi)	Fire Fighting Drawings	Sub-Annexure 15.6	
vii)	HVAC Drawings	Sub-Annexure 15.7	
viii)	Rain Water Harvesting Structure Drawings	Sub-Annexure 16.8	
ix)	Any Other Drawings	Sub-Annexure 16.9	

Seal and Sign

(Name of the Developer/Promoter)

अनुसूची-6

Check List for Occupancy Certificate

Basic Details of the Project	
Name of Developer/Promoter	
Address of Developer/Promoter	
Name of the Project	
RERA Registration No.	
Address of the Project (Plot no./Khasra no.	
Plot Area (Sq.mts.) (As per Approved Building Plan)	
Width of Front Road	
Landuse of Plot as per Lease deed	Date of issue of Lease Deed:
Use of Approved Building Plans (Multi-dwelling Unit/Resi. Flats/Group Housing/ Studio/Row Houses/CMJAY- 1A/3A/3B/3C/Hotel/Resort/Mall/Commercial Complex/Offices/School/College/Hospital/etc.)	
Building Plans approving Authority	
Latest Building Plans Release date	
Building Plans Validity Date	
Building Plan Approval as per Building Byelaws(2000/2010/2017/2020/any other)	
Architect of the Project & COA no.	
Structural Engineer of the Project	

Completion Certificate issued by	
Completion Certificate issued on	
Completion Certificate deposited in Local Authority on	

Site Inspection Report

A-Technical Parameters of Building Blocks:

S.No	Details	As per Latest Approved Building Plans	As per Site	Comments <i>(if any)</i>
1	Setbacks			
	Direction			
	Front			
	Side I			
	Side II			
Rear				
2	Ground Coverage			
3	Gross Built-up Area <i>(Sq.mts)</i>			
4	F.A.R/B.A.R <i>(Sq.mts& Ratio)</i>			
5	Total No. of Floors <i>(Basement, Stilt, above floors, service floor, etc.)</i>			
6	Total Height of Building			
i)	Plinth			
ii)	Stilt/Podium			
iii)	Ground/First to Terrace			
iv)	Parapet/Mumty/Lift Machine Room/any other architectural element			
7	No. of Blocks/Towers			
8	Total No. of Units <i>(Flats/Shops/Showrooms etc.)</i>			
9	Commercial Area <i>(in case of Group housing/ Flatted Development project)</i>			
10	Community Facilities area <i>(Club, community hall, Society office, Swimming pool etc.)</i>			
11	Refuge area <i>(if any)</i>			
12	Total No. of Staircases			
i)	No. of Open Fire stair case			
ii)	No. of Pressurized Fire Stair case			
13	No. of Lifts Size of Lift			
14	No. of Escalators			
15	Provision for Physically Challenged Persons <ul style="list-style-type: none"> • Ramp • Toilet • Car Parking • Lifts 			
16	Cut-Out/Open to Sky/Shafts			

17	Projections/Balconies etc. (Covered/extended)			
18	Porch (if any)			
B- Parking Parameters:				
S.No	Details	As per Latest Approved Building Plans	As per Site	Comments (if any)
1	Total E.C.U Required			
2	Total No. of Car parking			
i)	Surface Parking			
ii)	Mechanical Car Parking			
iii)	• Basement (I,II,III,....)			
	• Stilt			
	• Open Area			
3	Two-Wheeler Parking			
4	Bus Parking			
5	Visitors Parking			
6	EV Charging Facility Car parks			
7	Ramp (for parking floors) <ul style="list-style-type: none"> • Width • Slope 			
8	Provision of Car Lift			

C- Outer Development Parameters:				
S.No	Details	As per Latest Approved Building Plans	As per Site	Comments (if any)
1	Green & Plantation			
i)	Total Green Area (Sq.mts)			
ii)	Surface Green Area (Sq.mts)			
iii)	Podium Green Area (Sq.mts)			
iv)	Plantation Corridor(If any)			
v)	Tree Plantation(As per Norms)			
2	Approved Services in the Project (STP, WTP, Under Ground Water Tank, Pump room, Panel Room, etc.)			
3	Driveways for Fire tender Movement/Parking, etc.			
4	No. of Entry/Exit & Width			
5	No. of Security Rooms & Size			
6	Height of Compound wall (As per Norms)			

D- Provisions of Affordable Housing Policy/CMJAY Policy:

<i>Applicable only in case of Group Housing Projects having area more than 5000 Sq.mts.</i>				
EWS/LIG units provided on Main plot/Split Location			<i>On main plot/ Split Location</i>	
<i>In case, EWS/LIG unit provided on Split Location</i>				
Address of Split Location				
S.No	Details	As per Latest Approval	As per Site	Comments (if any)
1	No. of EWS units			
2	No. of LIG units			
3	Total Carpet Area Provided(Sq.mts)			
4	Total SBUA Area Provided(Sq.mts)			
5	Parking of EWS/LIG Units			
6	Completion time of EWS/LIG units			

E- Development Work of Building Blocks (for Occupancy Certificate)				
S.No	Development Works	Work to be Completed at the time of CC (in percentage)	Work done on in Project (Mark "YES")	Comments (if any)
1	Civil construction work of Super structure	100%		
2	Internal & External Plaster and Paint work	100%		
3	Door and window/ Structural Glazing work	100%		
4	Flooring Work	100%		
5	Balconies and railing work	100%		
6	Installation of Sanitary and Plumbing Fittings	100%		
7	Installation of Electrical Fittings	100%		
8	Community Facilities <i>(Club, community hall, Society office, Swimming pool, shops etc.)</i>	100%		
9	Development works of Common areas <i>(Lobbies/Corridors/Staircase/Lift well/Terraces/Ramp/etc.)</i>	100%		
10	Installation of Lifts/Escalators	100%		
11	Covered Parking Areas & Mech. Parking(Basement/Stilt/etc.)	100%		
12	Elevational Work	100%		
13	Overhead and Underground Water Tanks	100%		
14	HVAC works	100%		
15	Provision for Physically Challenged Persons	100%		
16	Installation of Fire Safety Equipment's	100%		
17	Status of EWS/LIG units	100%		

F- Outer Development Works and Services of the Project (for Occupancy Certificate)				
S.No	Development Works	Work to be Completed at the time of CC (in percentage)	Work done on in Project (Mark "YES")	Comments (if any)
1	Compound wall	100%		
2	Entry&Exit Gates/Guard Rooms	100%		
3	Driveways & Pathways	100%		
4	Open Parking Areas	100%		
5	Meter Room/Pump Room etc.	100%		
6	Electrical Work/Light poles etc.	100%		
7	Water Supply lines/UG Tank	100%		
8	Storm Water Drains	100%		
9	Construction of Rain Water Harvesting Structure	100%		
10	Structure of Waste water Treatment/Recycling Plant	100%		
11	Laying of Sewerage line and Construction of Sewerage Treatment Plant (STP)	100%		
12	<i>Any other work</i>	100%		

G- Installation Works (for Occupancy Certificate)				
S.No	Development Works	Work to be Completed at the time of OC (in percentage)	Work done on in Project (Mark "YES")	Comments (if any)
1	Development of Green and Landscape areas	100%		
2	Tree Plantation (<i>As per Norms</i>)	100%		
3	Installation of Transformer/ DG set/ Meters/ Electrical Connection	100%		
4	Water Supply Connection/Boring	100%		
5	Installation of Machinery of WTP	100%		
6	Installation of Machinery of STP	100%		
7	Installation of equipment's for Solid Waste Management	100%		
8	Installation of Solar Panels/Solar Water Heater	100%		
9	Installation of Gas Bank & Pipe lines(<i>If applicable</i>)	100%		

H- NOC's/Certifications Required			
S.No	Type of NOC/Certification	Applicable/ NotApplicable	Obtained
1	Structural Certificate		
2	Fire NOC		
3	Environmental NOC (as applicable)		
	• Environmental Clearance		
	• Consent to Establish		
	• Consent to Operate		
4	Green Building Certification (LEED/IGBC/GRIHA/ASSOCHAM GEM)		
5	Any other(as applicable)		

Occupancy Fee (To be deposited in Local Authority)

Gross-Built up area of the completed Part _____ Sq.mts X Rs _____ /- =

Total Amount Rs _____ /- (In words _____)

.....
(Seal & Signature of Architect with date)

.....
(Seal & Signature of Developer with date)

Name of Architect:.....

Name of Developer:.....

Reg. No (Issued by COA):-.....

Reg. No (Issued by CTP RAJ):-.....

Renewal date of Reg. No. CTP RAJ:-.....

Note-

1. Occupancy Certificate must be issued after confirmation of Construction of Building as per Latest approved Building Plans of the Project. Parameters approved in Building plans and available on site must be filled in the concerning columns.
2. Empaneled Architect must ensure all applicable provisions as per building byelaws and other related Norms complied in the Project.
3. Empaneled Architect must ensure that all the Development works of the Building blocks as mentioned in Table "E" and Outer Development Works as mentioned in Table "F" must be completed 100% and accordingly Status of development work shall be filled as "YES" in the concerning columns before issuing Occupancy Certificate.
4. Empaneled Architect must ensure that all the NOC's and Certification (as applicable) must be obtained before issuing of Occupancy Certificate.
5. If any provision is not required as per Latest approved Building Plan and Norms then write 'NA' for Not applicable in the concerning columns.
6. If there are deviations on site from latest approved Building Plans, then Revised maps needs to be approved from the Competent Authority before issuing of Occupancy Certificate. Building plans need not to be revised if there are Deviations like Elevational treatment, Minor changes in structural elements which do not disturb the parking placements, Common areas, allotted units and by such internal changes and GBUA and FAR/BAR of the project are not changed.
7. Cross-signatures/Self-attestation are required to be done on every page of the Checklist.
8. If the Technical parameters of the project (as per Table A, B, C & D) are not as per Latest approved Building Plans, any of the Development works (as per Table E, F & G) are not completed in all respect i.e. 100% and all the NOC's and Certification (as applicable) are not obtained, then, Occupancy Certificate shall not be issued, otherwise such Occupancy Certificate will be treated as Invalid.
9. If Occupancy Certificate is issued on the basis of wrong facts, then, Govt. may cancel the registration/ empanelment and take necessary action against the Architect and Occupancy Certificate will be considered as invalid.
10. If for any reasons, Occupancy Certificate becomes Invalid, then, fee deposited for CC shall be forfeited and will not be adjusted/refunded in future.

**List of Documents to be submitted with Completion
Certificate/Partial Completion Certificate**

S.No	Documents	Annexure's	Page Nos.
1	Completion Certificate	Annexure 1	
2	Checklist of Completion Certificate	Annexure 2	
3	CC Fee deposition Receipt	Annexure 3	
4	Copy of Lease deed and Site Plan <i>(issued by the Local Authority)</i>	Annexure 4	
5	As-Built Drawings <i>(Attested by Empaneled Architect)</i>	Annexure 5	
6	Copy of Latest Approved Building Plans with Approval Letter <i>(On the basis of which CC is issued)</i>	Annexure 6	
7	Certified Copy of Google Map <i>(with Latitude & Longitude)</i>	Annexure 7	
8	Site Photographs (from all the sides) <i>(Building Blocks/Internal/Outer Development Works)</i>	Annexure 8	
9	Certificate of Structural Engineer	Annexure 9	
10	Affidavit for Compliances of Part-VI of NBC and Earthquake resistance provisions <i>(Attested by the Architect, Structural Engineer and Developer of the Project)</i>	Annexure 10	
11	Certificate from Labour Department for deposition of complete Labour Cess	Annexure 11	
12	List of EWS/LIG units and Status of Completion & Allotment <i>(if applicable)</i>	Annexure 12	
13	Working/Services Drawings of the Project <i>The scanned copy of all the drawings can be submitted in Pen-drive having Seal and sign of Concerned Consultant, Project Architect and Developer in separate folders as mentioned below.</i>	Annexure 13/ Scanned Copies in Pendrive	
i)	All Working Drawings	Sub-Annexure 13.1	
ii)	All Structural Drawings	Sub-Annexure 13.2	
iii)	All Electrical Drawings	Sub-Annexure 13.3	
iv)	Plumbing & Water Supply Drawings	Sub-Annexure 13.4	
v)	Storm Water and Sewerage Drawings	Sub-Annexure 13.5	
vi)	Fire Fighting Drawings	Sub-Annexure 13.6	
vii)	HVAC Drawings	Sub-Annexure 13.7	
viii)	Rain Water Harvesting Structure Drawings	Sub-Annexure 13.8	
ix)	Any Other Drawings	Sub-Annexure 13.9	

Seal and Sign
(Name of the Developer/Promoter)

अनुसूची-5

Check List for Completion Certificate

Basic Details of the Project	
Name of Developer/Promoter	
Address of Developer/Promoter	
Name of the Project	
RERA Registration No.	
Address of the Project (Plot no./Khasra no.)	
Plot Area (Sq.mts.) (As per Approved Building Plan)	
Width of Front Road	
Landuse of Plot as per Lease deed	Date of issue of Lease Deed:
Use of Approved Building Plans (Multi-dwelling Unit/Resi. Flats/Group Housing/ Studio/Row Houses/CMJAY- 1A/3A/3B/3C/Hotel/Resort/Mall/Commercial Complex/Offices/School/College/Hospital/etc.)	
Building Plans approving Authority	
Latest Building Plans Release date	
Building Plans Validity Date	
Building Plan Approval as per Building Byelaws(2000/2010/2017/2020/any other)	
Architect of the Project & COA no.	
Structural Engineer of the Project	

Completion Certificate issued for Complete approved project or Partial area of the Project	Complete Project/ Partial area of the Project
<i>In case of Partial Completion Certificate,</i>	
Partially completed Plot area	
Detail of Completed Block/Tower	

Site Inspection Report

A-Technical Parameters of Building Blocks:

S.No	Details	As per Latest Approved Building Plans	As per Site	Comments <i>(if any)</i>
1	Setbacks			
	Direction			
	Front			
	Side I			
	Side II			
	Rear			
2	Ground Coverage			
3	Gross Built-up Area <i>(Sq.mts)</i>			
4	F.A.R/B.A.R <i>(Sq.mts & Ratio)</i>			
5	Total No. of Floors <i>(Basement, Stilt, above floors, service floor, etc.)</i>			
6	Total Height of Building <i>(In mts.)</i>			
i)	Plinth			
ii)	Stilt/Podium			
iii)	Ground/First to Terrace			
iv)	Parapet/Mumty/Lift Machine Room/any other architectural element			
7	No. of Blocks/Towers			
8	Total No. of Units <i>(Flats/Shops/Showrooms etc.)</i>			
9	Commercial Area <i>(in case of Group housing/ Flatted Development project)</i>			
10	Community Facilities area <i>(Club, community hall, Society office, Swimming pool etc.)</i>			
11	Refuge area <i>(if any)</i>			
12	Total No. of Staircases			
i)	No. of Open Fire stair case			
ii)	No. of Pressurized Fire Stair case			
13	No. of Lifts Size of Lift			
14	No. of Escalators			
15	Provision for Physically Challenged Persons <ul style="list-style-type: none"> • Ramp • Toilet • Car Parking • Lifts 			

16	Cut-Out/Open to Sky/Shafts			
17	Projections/Balconies etc. (Covered/extended)			
18	Porch (if any)			

B- Parking Parameters:

S.No	Details	As per Latest Approved Building Plans	As per Site	Comments (if any)
1	Total E.C.U Required			
2	Total No. of Car parking			
i)	Surface Parking			
ii)	Mechanical Car Parking			
iii)	• Basement (I,II,III,...)			
	• Stilt			
	• Open Area			
3	Two-Wheeler Parking			
4	Bus Parking			
5	Visitors Parking			
6	EV Charging Facility Car parks			
7	Ramp (for parking floors) <ul style="list-style-type: none"> • Width • Slope 			
8	Provision of Car Lift			

C- Outer Development Parameters:

S.No	Details	As per Latest Approved Building Plans	As per Site	Comments (if any)
1	Green & Plantation			
i)	Total Green Area (Sq.mts)			
ii)	Surface Green Area (Sq.mts)			
iii)	Podium Green Area (Sq.mts)			
iv)	Plantation Corridor(If any)			
v)	Tree Plantation(As per Norms)			
2	Approved Services in the Project (STP, WTP, Under Ground Water Tank, Pump room, Panel Room, etc.)			
3	Driveways for Fire tender Movement/Parking, etc.			
4	No. of Entry/Exit & Width			
5	No. of Security Rooms & Size			
6	Height of Compound wall (As per Norms)			

D- Provisions of Affordable Housing Policy/CMJAY Policy:				
<i>Applicable only in case of Group Housing Projects having area more than 5000 Sq.mts.</i>				
EWS/LIG units provided on Main plot/Split Location			<i>On main plot/ Split Location</i>	
<i>In case, EWS/LIG unit provided on Split Location</i>				
Address of Split Location				
S.No	Details	As per Latest Approval	As per Site	Comments (if any)
1	No. of EWS units			
2	No. of LIG units			
3	Total Carpet Area Provided(Sq.mts)			
4	Total SBUA Area Provided(Sq.mts)			
5	Parking of EWS/LIG Units			
6	Completion time of EWS/LIG units			
E- Development Work of Building Blocks(for Completion Certificate)				
S.No	Development Works	Work to be Completed at the time of CC (in percentage)	Work done on in Project (Mark "YES")	Comments (if any)
1	Civil construction work of Super structure	100%		
2	Internal & External Plaster and Paint work	100%		
3	Door and window/ Structural Glazing work	100%		
4	Flooring Work	100%		
5	Balconies and railing work	100%		
6	Installation of Sanitary and Plumbing Fittings	100%		
7	Installation of Electrical Fittings	100%		
8	Community Facilities (Club, community hall, Society office, Swimming pool, shops etc.)	100%		
9	Development works of Common areas (Lobbies/Corridors/Staircase/Lift well/Terraces/Ramp/etc.)	100%		
10	Installation of Lifts/Escalators	100%		
11	Covered Parking Areas & Mech. Parking(Basement/Stilt/etc.)	100%		
12	Elevational Work	100%		
13	Overhead and Underground Water Tanks	100%		
14	HVAC works	100%		
15	Provision for Physically Challenged Persons	100%		
16	Installation of Fire Safety	100%		

	Equipment's			
17	Status of EWS/LIG units	100%		

F- Outer Development Works and Services of the Project (for Completion Certificate)

S.No	Development Works	Work to be Completed at the time of CC (in percentage)	Work done on in Project (Mark "YES")	Comments (if any)
1	Compound wall	100%		
2	Entry&Exit Gates/Guard Rooms	100%		
3	Driveways & Pathways	100%		
4	Open Parking Areas	100%		
5	Meter Room/Pump Room etc.	100%		
6	Electrical Work/Light poles etc.	100%		
7	Water Supply lines/UG Tank	100%		
8	Storm Water Drains	100%		
9	Construction of Rain Water Harvesting Structure	100%		
10	Structure of Waste water Treatment/Recycling Plant	100%		
11	Laying of Sewerage line and Construction of Sewerage Treatment Plant (STP)	100%		
12	Any other work	100%		

G- NOC's/Certifications Required (for Completion Certificate)

S.No	Type of NOC/Certification	Applicable/ Not Applicable	Obtained
1	Structural Certificate		
2	Green Building Certification (LEED/IGBC/GRIHA/ASSOCHAM GEM)		
3	Any other (as applicable)		

Completion Fee (To be deposited in Local Authority)

Gross-Built up area of the completed Part _____ Sq.mtsXRs _____/- =

Total Amount Rs _____/- (In words _____)

.....
(Seal&Signature of Architect with date)

.....
(Seal&Signature of Developer with date)

Name of Architect:.....

Name of Developer:.....

Reg. No (Issued by COA):-.....

Reg. No (Issued by CTP RAJ.):-.....

Renewal date of Reg. No. CTP RAJ.:.....

Note-

1. *Completion certificate must be issued after confirmation of Construction of Building as per Latest approved Building Plans of the Project. Parameters approved in Building plans and available on site must be filled in the concerning columns.*
2. *Empaneled Architect must ensure all applicable provisions as per building byelaws and other related Norms complied in the Project.*
3. *Empaneled Architect must ensure that all the Development works of the Building blocks as mentioned in Table "E" and Outer Development Works as mentioned in Table "F" must be completed 100% and accordingly Status of development work shall be filled as "YES" in the concerning columns before issuing Completion Certificate.*
4. *Empaneled Architect must ensure that all the NOC's and Certification (as applicable) must be obtained before issuing of Completion Certificate.*
5. *If any provision is not required as per Latest approved Building Plan and Norms then write 'NA' for Not applicable in the concerning columns.*
6. *If there are deviations on site from latest approved Building Plans, then Revised maps needs to be approved from the Competent Authority before issuing of Completion Certificate. Building plans need not to be revised if there are Deviations like Elevational treatment, Minor changes in structural elements which do not disturb the parking placements, Common areas, allotted units and by such internal changes and GBUA and FAR/BAR of the project are not changed.*
7. *Cross-signatures/Self-attestation are required to be done on every page of the Checklist.*
8. *If the Technical parameters of the project (as per Table A, B, C & D) are not as per Latest approved Building Plans, any of the Development works (as per Table E & F) are not completed in all respect i.e. 100% and all the NOC's and Certification (as applicable) are not obtained, then, Completion Certificate shall not be issued, otherwise such Completion Certificate will be treated as Invalid.*
9. *If Completion/Partial Completion Certificate is issued on the basis of wrong facts, then, Govt. may cancel the registration/empanelment and take necessary action against the Architect and Completion Certificate will be considered as invalid.*
10. *If for any reasons, Completion certificate becomes Invalid, then, fee deposited for CC shall be forfeited and will not be adjusted*