

**INSPECTION PROCEDURE AND CHECKLIST FOR OBTAINING  
COMPLETION/OCCUPANCY CERTIFICATE OF THE DEPARTMENT OF TOWN AND  
COUNTRY PLANNING, PUNJAB.**

**Service Name-** Issuance of Completion/Occupancy Certificate (upto 500 sq. mtrs.)

**Time Limit to provide Service under RTS-** 15 Working Days after the submission of complete documents.

**Level-** District Town Planner

<b>Name of office</b>	<b>Name of Officer</b>	<b>Nature of Work</b>	<b>No. of Days</b>
<b>District Town Planner</b>	<b>1. Planning Officer</b>	<ul style="list-style-type: none"><li>• Site visit to verify construction on site with respect to approved building plans.</li><li>• Preparation and submission of technical and field report to A.T.P..</li></ul>	3  7
	<b>2. Assistant Town Planner</b>	<ul style="list-style-type: none"><li>• Scrutiny of report submitted by Planning Officer and submission of report to D.T.P..</li></ul>	3
	<b>3. District Town Planner</b>	<ul style="list-style-type: none"><li>• Issuance of Completion/ Partial Completion Certificate</li></ul>	2
<b>Total No. of Days</b>			<b>15 working days</b>

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/OCCUPANCY CERTIFICATE**

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013..
2. Completion certificate by Architect.
3. Completion certificate by Plumber.
4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

**Service Name**- Issuance of Completion/Occupancy Certificate (500 to 5000 sq. mtrs)

**Time Limit to provide Service under RTS**- 15 Working Days after the submission of complete documents.

**Level**- Senior Town Planner

<b>Name of office</b>	<b>Name of Officer</b>	<b>Nature of Work</b>	<b>No. of Days</b>	<b>Total No. of Days</b>
<b>Senior Town Planner</b>	<b>1. o/o Senior Town Planner</b>	<ul style="list-style-type: none"> <li>Forwarding the case to concerned D.T.P. for verification of constructed building on site with respect to approved building plans.</li> </ul>	1	1
<b>District Town Planner</b>	<b>2. Planning Officer</b>	<ul style="list-style-type: none"> <li>Site visit to verify construction on site with respect to approved building plans.</li> <li>Preparation and submission of office report to A.T.P..</li> </ul>	3 3	9
	<b>3. Assistant Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to D.T.P.</li> </ul>	2	
	<b>4. District Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and forwarding the report to S.T.P. office.</li> </ul>	1	
<b>Senior Town Planner</b>	<b>5. Planning Officer</b>	<ul style="list-style-type: none"> <li>Scrutiny of report received from D.T.P. office and submission of report to A.T.P.</li> </ul>	3	5
	<b>6. Assistant Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report received from Planning Officer and submission of report to S.T.P..</li> </ul>	1	
	<b>7. Senior Town Planner</b>	<ul style="list-style-type: none"> <li>Issuance of Completion/ Partial Completion Certificate</li> </ul>	1	
<b>Total No. of Days</b>			<b>15 working days</b>	

## **CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/ OCCUPANCY CERTIFICATE**

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013..
2. Completion certificate by Architect.
3. Completion certificate by Plumber.
4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

**Service Name**- Issuance of Completion/Occupancy Certificate (above 5000-10,000 sq. mtrs.)

**Time Limit to provide Service under RTS**- 23 Working Days after the submission of complete documents.

**Level**- Chief Town Planner

<b>Name of office</b>	<b>Name of Officer</b>	<b>Nature of Work</b>	<b>No. of Days</b>	<b>Total no. of Days</b>
<b>Chief Town Planner</b>	<b>1. Chief Town Planner</b>	<ul style="list-style-type: none"> <li>Forwarding the case to concerned D.T.P. for verification of constructed building on site with respect to approved building plans.</li> </ul>	1	1
<b>District Town Planner</b>	<b>2. Planning Officer</b>	<ul style="list-style-type: none"> <li>Site visit to verify construction on site with respect to approved building plans.</li> <li>Preparation and submission of office report to A.T.P.</li> </ul>	3 1	6
	<b>3. Assistant Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to D.T.P..</li> </ul>	1	
	<b>4. District Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and forwarding the report to S.T.P. office.</li> </ul>	1	
<b>Senior Town Planner</b>	<b>5. Planning Officer</b>	<ul style="list-style-type: none"> <li>Scrutiny of report received from D.T.P. office and forwarding the comments/report to A.T.P.</li> </ul>	2	4
	<b>6. Assistant Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to S.T.P..</li> </ul>	1	
	<b>7. Senior Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and forwarding the report to C.T.P. office.</li> </ul>	1	
<b>Chief Town Planner</b>	<b>8. Planning Officer</b>	<ul style="list-style-type: none"> <li>Analysis of report received from D.T.P. and forwarding the comments to A.T.P.</li> </ul>	5	12
	<b>9. Assistant Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and</li> </ul>	3	

		submission of report to D.T.P..		
	<b>10. District Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and submission of report to S.T.P.</li> </ul>	2	
	<b>11. Senior Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by D.T.P. and submission of report to C.T.P.</li> </ul>	1	
	<b>12. Chief Town Planner</b>	<ul style="list-style-type: none"> <li>Issuance of Completion/ Partial Completion Certificate</li> </ul>	1	
<b>Total No. of Days</b>			<b>23 working days</b>	

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/ OCCUPANCY CERTIFICATE**

1. Request for issuance of Completion certificate in Form 'C' of PUDA Building Rules 2013..
2. Completion certificate by Architect.
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4. Final structure safety certificate issued by a structural engineer.
5. Final Fire N.O.C. issued by Competent Authority.
6. Any other document if required.

**Service Name**- Issuance of Completion/Occupancy Certificate (more than 10,000 sq. mtrs.)

**Time Limit to provide Service under RTS**- 30 Working Days after the submission of complete documents.

**Level**- Chief Town Planner

<b>Name of office</b>	<b>Name of Officer</b>	<b>Nature of Work</b>	<b>No. of Days</b>	<b>Total No. of Days</b>
<b>Chief Town Planner</b>	<b>1. o/oChief Town Planner</b>	<ul style="list-style-type: none"> <li>Forwarding the case to concerned D.T.P. for verification of constructed building on site with respect to approved building plans.</li> </ul>	1	1
<b>District Town Planner</b>	<b>2. Planning Officer</b>	<ul style="list-style-type: none"> <li>Site visit to verify construction on site with respect to approved building plans.</li> <li>Preparation and submission of report to A.T.P..</li> </ul>	3 5	11
	<b>3. Assistant Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to D.T.P..</li> </ul>	2	
	<b>4. District Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and forwarding the report to S.T.P. office.</li> </ul>	1	
<b>Senior Town Planner</b>	<b>5. Planning Officer</b>	<ul style="list-style-type: none"> <li>Scrutiny of report received from D.T.P. office and forwarding the comments/report to A.T.P.</li> </ul>	2	4
	<b>6. Assistant Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to S.T.P..</li> </ul>	1	
	<b>7. Senior Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and forwarding the report to C.T.P. office.</li> </ul>	1	
<b>Chief Town Planner</b>	<b>8. Planning Officer o/o</b>	<ul style="list-style-type: none"> <li>Analysis of report received from D.T.P. and submission</li> </ul>	8	14

	<b>Chief Town Planner</b>	of report to A.T.P.		
	<b>9. Assistant Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by Planning Officer and submission of report to D.T.P..</li> </ul>	2	
	<b>10. District Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by A.T.P. and submission of report to S.T.P.</li> </ul>	2	
	<b>11. Senior Town Planner</b>	<ul style="list-style-type: none"> <li>Scrutiny of report submitted by D.T.P. and submission of report to C.T.P.</li> </ul>	1	
	<b>12. Chief Town Planner</b>	<ul style="list-style-type: none"> <li>Issuance of Completion/ Partial Completion Certificate</li> </ul>	1	
<b>Total No. of Days</b>			<b>30 working days</b>	

**CHECKLIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR ISSUANCE OF COMPLETION/OCCUPANCY CERTIFICATE**

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