

CHENNAI METROPOLITAN DEVELOPMENT  
AUTHORITY, CHENNAI-600 008  
(ADMINISTRATION DIVISION)

Office Order No.01/2010

Dated:21.01.2010

Sub: CMDA – Enforcement Cell – Issue of Completion Certificate for obtaining service connections and in compliance with Development Regulations - Revised Completion Certificate norms and procedure – Orders – Issued

Read: 1. Minutes of the Monitoring Committee held on 30.12.2009.  
2. Office order No.15/2007 dated 20.4.07.  
3. Office order No. 19/2008 dated 03.12.08.

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Based on the Completion Certificate norms and procedure evolved as per the guidance of the Monitoring Committee as stipulated in the office order 2<sup>nd</sup> cited, CMDA issues Completion Certificate to the buildings for Special and Multi Storied Buildings. Considering the fact that many CC norms having been incorporated in the Development Regulations of the Second Master Plan and obtaining Completion Certificate for Special and Multi Storeyed Building having been made mandatory as stipulated in the Second Master Plan, a comprehensive review of the existing CC norms and procedure was taken up. The revised norms and procedure, after detailed discussion in the Sub-Committee of the Monitoring Committee and its recommendations thereon, were placed before the Monitoring Committee in its meeting held on 30.12.2009. After considering the recommendations of the Sub Committee, the Monitoring Committee approved the revised CC norms and procedures.

2. Based on the minutes of the Monitoring Committee 1<sup>st</sup> cited, which were placed before the Authority on 19.01.2010 and recorded, it is hereby ordered that

- i) The revised CC norms for adoption by CMDA enclosed as Annexure-I to this order, along with guidelines, with reference to treating the building as completed, shall replace the existing CC norms in force till now.
- ii) The procedure of insistence on Compliance Report from other agencies, viz concerned Local Body, Construction Wing (CMDA), TNPCB, Revenue Department, ELCOT and Police (Traffic) is dispensed with henceforth.
- iii) However, Compliance Report from DF&RS, in the case of MSB, for issuing Completion Certificate shall be insisted upon before issuing Completion Certificate by CMDA. The applicant shall submit the original copy of such Compliance Report, along with the application for Completion Certificate for Multi Storeyed Building.
- iv ) The NOC with reference to the height of the completed building shall be insisted upon from AAI/IAF wherever required, when the height of the completed building/structure is in variance with the approved plan and exceeding the height for which NOC was submitted at the time of issue of Planning Permission.

The above order takes immediate effect. The above mentioned revised CC norms and procedure shall be applicable to all the cases of CC applications pending in CMDA irrespective of the status of such applications with other agencies.

This Order supersedes all the orders relating to CC norms and procedure, issued earlier.

Sd/-xxxx  
MEMBER-SECRETARY.

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To

All Deputy Planners, E.C  
The Grievance Officer  
All Assistant Planners, EC  
All Planning Assistants, E.C.

Copy to:

P.S. to Vice-Chairman  
P.S. to Member-Secretary  
P.C. to Chief Executive Officer  
All Chief Planner/Senior Planners  
The Chartered Accountant  
The Senior Law Officer  
The Law Officers I & II  
The Senior Accounts Officer (Main)  
The Deputy Planner (A&CCC)  
The Assistant Planner, Area Plans Unit (CCC)  
The Public Relations Officer.

The following guidelines are issued for the purpose of treating the building as completed for issue of completion certificate

In respect of commercial buildings, the following items should have been completed in all respects. However, interior completion works, fixtures, flooring and partition need not be insisted.

1. Terrace Floor with weathering course including parapet wall
2. Lift Machine Room, OHT and Stair-case Head room
3. Electrical installations (switch boxes and fixtures not to be insisted)
4. Sanitary and water supply installations (fixtures not to be insisted)
5. Sump for water storage
6. Outer plastering of the building
7. Frames for joinery
8. No dowel rods left out in the building for vertical or horizontal expansion
9. Completion of Internal Plastering and Flooring need not be insisted

In case of residential buildings, the following items shall have been completed in the said project to consider it for issue of Completion Certificate

1. Terrace Floor with weathering course including parapet wall
2. Lift Machine Room, OHT and Stair-case Head room
3. Electrical installations (switch boxes and fixture not to be insisted)
4. Sanitary and Water Supply installations (fixtures not to be insisted)
5. Sump for Water storage
6. Outer plastering of the building
7. Frames for Joinery
8. Kitchen (Provision on Modular Kitchen is permitted provided provision for water supply / drainage is made)
9. Internal partition walls
10. No dowel rods left out in the building for vertical or horizontal expansion
11. Completion of Internal Plastering and Flooring need not be insisted.

If the building is not completed, the applicant will be advised to comply with the above items and to inform CMDA.

The applicant shall furnish the following along with the Completion Certificate Application:-

- 1) Completion Certificate Application in the prescribed format
- 2) Declaration by the applicant and Licensed Surveyor / Architect in the prescribed format. If the construction is Multi Storeyed Building, declaration has to be obtained from Class-I Licensed Surveyor/Architect.
- 3) Copy of CMDA approved plan and letter attested by Notary Public
- 4) Copy of Planning Permit issued by CMDA attested by Notary Public
- 5) Copy of Building Permit issued by the Corporation of Chennai / Local Body attested by Notary Public
- 6) Copy of receipt of remittance towards Infrastructure and Amenities Charge and security deposit remittance receipt attested by Notary Public. In case of Bank Guarantee, the copy of Bank Guarantee and the High Court order copy duly attested by Notary Public to be furnished.
- 7) As on site plan giving all the details of the dimensions and the set back spaces available in the building and other service utilities attested by Licensed Surveyor / Architect and the applicant
- 8) In case of Town Panchayat areas and Panchayat Union areas, the following additional particulars to be provided
  - i) Copy of the Building permit Plan approved by the Local Body.
  - ii) Structural Stability certificate for the building under reference issued by the Certified Structural Engineer along with details of Design Calculations and drawings for all the structural members
  - iii) Certificate from the Civil Engineer who has been associated with the construction to the effect that he was associated with the entire construction. The certificate shall also state that all the building materials including reinforcement, cement aggregate, mix ratio, the size of all structural members, foundations have been used / made in accordance with the design specifications furnished by the Authorised Structural Engineer.
  - iv) Undertaking to provide solar water heating system in the building to be furnished
  - v) Undertaking should be given to the effect that road widening portion has already been handed over to the Local Body or the land left for road widening portions would be handed over by the flat owners, Residents Association, Shop Owners etc., on whom this undertaking would devolve.

**REVISED NORMS PROPOSED FOR ISSUE OF COMPLETION CERTIFICATE FOR OBTAINING POWER SUPPLY, WATER & SEWER CONNECTIONS FOR THE BUILDINGS APPROVED AS PER DEVELOPMENT CONTROL RULE / DEVELOPMENT REGULATION**

SI.No.	Parameters	Spl.Buildings & Public Buildings	Multi Storeyed Buildings.
1	Dimension of the building	The increase in the dimension of the building shall not exceed <b>0.30 mts.</b> in length and <b>0.30 mts.</b> in width.	The increase in the dimension of the building shall not exceed <b>0.30 mts.</b> in length and <b>0.30 mts.</b> in width.
2	Set Backs / Distance Between Blocks.	<b>0.30 mts.</b> reduction in set backs is allowed on all sides, subject to availability of minimum set back of <b>1.35 mts.</b>	The reduction of <b>0.30 mts.</b> in the set back space is permissible on all sides, subject to availability of minimum <b>6.70 mts.</b> , for the buildings of within <b>30 mts.</b> height. With increase in height above <b>30 mts.</b> corresponding increase in set back to be insisted.
3	Height of the Building	Increase in height of the building is permitted not exceeding <b>3%</b> of the building height approved as long as such increase does not exceed <b>15.25 mts.</b> and does not constitute an additional floor. In such cases, additional set back for the additional height increase shall not be insisted.	Increase in height of the building is permitted not exceeding <b>5%</b> of the building height approved as long as such increase does not constitute an additional floor. In such cases, additional set back for the additional height increase shall be insisted on pro-rata basis. (For instance, for a <b>30 mts.</b> height building with <b>5%</b> increase in height the additional set back insisted will be <b>0.25 mts.</b> )  However, the height should be within the height permitted by AAI / IAF.
4	FSI Tolerance Limit	FSI Tolerance limit will be <b>0.03</b> of FSI or <b>50 Sq.mt.</b> floor area whichever is higher over and above the permissible FSI..	FSI Tolerance limit will be <b>0.03</b> of FSI or <b>50 Sq.mt.</b> , floor area whichever is higher over and above the permissible FSI.

5	Architectural projection & service ducts	<p>a) Upto <b>1.0 mt.</b> service ducts are permissible here and there and not to the entire width and length of the building.</p> <p>b) Architectural projection at terrace floor can be permitted continuously upto <b>1.2 mts.</b> in width subject to availability of minimum clear set back space of <b>2.0 mts.</b> from the property boundary / street alignment.</p> <p>c) In case of buildings wherein approval has been given with <b>1.50 mts.</b> RSB, only upto <b>0.60 mts.</b> architectural projection can be permitted subject to availability of clear <b>0.90mts.</b> RSB as presently allowed.</p> <p>d) Architectural projection at other floors can be permitted only upto <b>0.60mts.</b> in width where it is a continuous projection and upto <b>1.0 mt.</b> in width where it is discontinuous.</p>	<p>Service ducts upto <b>1.0 mt.</b> here and there and not to the entire width and length of the building and Architectural projection upto 0.60m. in width where it is continuous and upto <b>1.0 mt.</b> where it is discontinuous are permissible, subject to availability of minimum clear set back of <b>6.70 mts.</b> where required set back is <b>7.0 mts.</b> and minimum clear set back of <b>7.70 mts.</b> where required set back is <b>8.0 mts.</b> and minimum set back of 8.70m. where required set back is <b>9.0 mts.</b> and so on</p>
6	OHT	Change in the location/orientation permissible. In case of increase in the size of the OHT, development charges to be collected.	Change in the location/orientation permissible. In case of increase in the size of the OHT, development charges to be collected.
7	Inter connection between two flats	Permissible as long as it satisfies parking requirement.	Permissible as long as it satisfies parking requirement.

8	Change in the position of the columns and introduction of new columns in the stilt floor.	Permissible as long as it does not affect minimum <b>3.00 mts.</b> driveway for vehicular movement and the no. of minimum parking lots required as per approved plan is left as car parking space. Movement and parking of required number of cars on ground can be taken irrespective of certain deviations from the approved plan, subject to conformity to DR provision relating to Parking and Driveway.	Permissible as long as it does not affect driveway of minimum <b>3.00 mts.</b> for vehicular movement and the no. of minimum parking lots required as per approved plan and left as car parking space . Movement and parking of required number of cars on ground can be taken irrespective of certain deviations from the approved plan, subject to conformity to DR provision relating to Parking and Driveway.
9	Non FSI area	Change in location of incidental use within non-FSI area permissible limit.	Change in location of incidental use within non-FSI area permissible limit.
10	Variation between document dimension and site dimension	If on site measurements are less than originally approved from PLR line, but even this lesser set backs on the site conform to DCR - Permissible.	If on site measurements are less than originally approved from PLR line, but even this lesser set backs on the site conform to DCR - Permissible.
11	Entrance Arch / Pillar	As per the provision of the Development Regulation in force.	As per the provision of the Development Regulation in force.
12	Unsupported Entrance Portico / Canopy	As per the provision of the Development Regulation in force.	As per the provision of the Development Regulation in force.
13	Pergola	Permissible for elevation purpose in the terrace not exceeding <b>10%</b> area of the respective floor. Pergola projections in other places will be treated as architectural features, as per the provisions of the DR in force.	Permissible for elevation purpose in the terrace not exceeding <b>10%</b> area of the respective floor. Pergola projections in other places will be treated as architectural features, as per the provisions of the DR in force.

14	Landscaping	Permissible in the set back space without affecting parking and driveway and not exceeding <b>1.5 mts.</b> above the ground level.	Permissible after leaving <b>6.70 mts.</b> , set back and without affecting parking and driveway and not exceeding <b>1.5 mts.</b> above the ground level.
15	Rain water harvesting	Should be provided.	Should be provided.
16	Compound Wall constructed including the land left for road widening.	Not permissible. Permanent compound wall to be constructed as per the approved plan after leaving the Street Alignment / Road widening portion.  However, the land left for road widening may be utilized for landscaping with temporary grill / barbed wire fencing, with or without Dwarf wall not exceeding <b>0.60 mts.</b> height.	Not permissible.  Permanent compound wall to be constructed as per the approved plan after leaving the Street Alignment / Road widening portion.  However, the land left for road widening may be utilized for landscaping with temporary grill / barbed wire fencing, with or without Dwarf wall not exceeding <b>0.60 mts.</b> height.
17	Fire license	Compliance Certificate from DF&RS not required, provided the building height does not exceed <b>15.25 mts.</b>	Compliance Certificate from DF&RS is required.
18	OSR land	As the OSR space is vested with CMDA / Local Body, no structure shall be constructed / erected on OSR land.	As the OSR space is vested with CMDA / Local Body, no structure shall be constructed / erected on OSR land.

19	Structures permitted in the set back area	Access steps to Ground floor and ramps, (without affecting ventilation of Basement Floor) closed Well, Water and Sewage Treatment Plant, Generator, Box type transformers are permitted in the set back area subject to availability of minimum driveway of <b>3.00 mts.</b> and parking requirements as per the approved plan.	Access steps to Ground floor and ramps, (without affecting ventilation of Basement Floor) closed Well, Water and Sewage Treatment Plant, Generator, Box type transformers are permitted in the set back area subject to availability of minimum set back of <b>6.7 mts.</b> and satisfying the parking requirements.
20	Structures permitted in the Terrace Floor	AC Plant and Two toilets in every block are permitted in the Terrace Floor. Architectural feature in the periphery on the top most floor (Terrace Floor) up to <b>3.00 mts.</b> height is permissible subject to the condition that the portion constructed over allowable <b>1.5 mts.</b> height parapet wall shall be non continuous with solid portion not exceeding <b>50%</b> of the surface area.	AC Plant and Two toilets in every block are permitted in the Terrace Floor. Architectural feature in the periphery on the top most floor (Terrace Floor) up to <b>3.00 mts.</b> height is permissible subject to the condition that the portion constructed over allowable <b>1.5 mts.</b> height parapet wall shall be non continuous with solid portion not exceeding <b>50%</b> of the surface area.
21	Association Room	<b>20 sq.mt.</b> area of Association room is permitted for each Block in Stilt Floor without affecting Parking requirement.	<b>20 sq.mt.</b> area of Association room is permitted for each Block in Stilt Floor without affecting Parking requirement.

- [\*Revised Norms For Issue Of Completion Certificate By CMDA For Obtaining Power Supply, Water & Sewer Connections\*](#)
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- [\*Click Here to see the Compliance Certificate Norms of Tamilnadu Fire and Rescue Services Department for obtaining Power Supply, Water & Sewer Connections.\*](#)
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