

## Issue of Commencement Certificate

1	Name of the Department	Town Planning Section, Head Office, BBMP.
2	Name of the Service	Issue of Commencement Certificate for residential Dwelling houses / Apartments / Non-Residential Buildings  <ul style="list-style-type: none"> <li>a) Consisting of More than Single Basement Floor irrespective of Number of Floors</li> <li>b) Consisting of BF+GF+4 and above Upper Floors.</li> <li>c) For all the cases where Development Plan is approved by Bangalore Development Authority. <b>(Computerized)</b></li> </ul>
3	Whom to approach for this service (Designated Officer)?	Additional Director of Town Planning headed by the Commissioner, BBMP
4	Procedure involved to get this service	<ol style="list-style-type: none"> <li>1. Filing application through online and submitting hard copy consisting of Schedule – VI and Photographs</li> <li>2. Inspection of the Site by Engineer</li> <li>3. Verification of Casting of Columns w.r.t. Sanctioned Plan</li> <li>4. Approval / Rejection by the competent authority</li> <li>5. Issue of Demand Note to the party for payment of Requisite Fee and Fine if any</li> <li>6. Receipt of Requisite Fee and Fine</li> <li>7. Issue of Commencement Certificate</li> </ol>
5	Form to be submitted to get this service	Schedule – VI, Download form <b>here</b>
6	Who are eligible to get this service?	Any owner of the property in the jurisdiction of BBMP area who has obtained Plan Sanction
7	Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. Latest B B M P Khata certificate</li> <li>2. Latest Tax paid receipt</li> <li>3. Photographs</li> <li>4. NOC from SEIAA (Wherever applicable)</li> </ol>
8	Fee/Charges to be paid to get this service	Commencement Certificate charges and Fine if any
9	Maximum number days to get this service delivered	15 working days