

5.3 Process for Regular Building Commencement Certificate Issuing

1	Name of the Department	Town Planning Section, ELCITA
2	Name of the Service	Issue of Commencement Certificate for residential Dwelling houses / Apartments / Non-Residential Buildings <ul style="list-style-type: none"> a) Consisting of More than Single Basement Floor irrespective of Number of Floors b) Consisting of BF+GF+4 and above Upper Floors. c) For all the cases where Development Plan is approved by Govt. Bodies. (Computerized)
3	Whom to approach for this service (Designated Officer)?	CEO, ELCITA
4	Procedure involved to get this service	<ol style="list-style-type: none"> 1. Filing application through online and submitting hard copy consisting of Schedule - VI and Photographs 2. Inspection of the Site by Engineer 3. Verification of Casting of Columns w.r.t. Sanctioned Plan 4. Approval/Rejection by the competent authority 5. Issue of Demand Note to the party for payment of Requisite Fee and Fine if any 6. Receipt of Requisite Fee and Fine 7. Issue of Commencement Certificate
5	Form to be submitted to get this Service	Schedule - VI.
6	Who are eligible to get this service?	Any owner of the property in the jurisdiction of Electronic City area
7	Documents to be enclosed with the request	<ol style="list-style-type: none"> 2. Latest valid Khata certificate <ol style="list-style-type: none"> 1. Latest Tax paid receipt 2. Photographs 3. NOC from SEIAA (Wherever applicable)
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