

**FORM G**

[See rules 33, 151(3)]

**FORM OF NOTICE OF COMPLETION**

From: .....

Dated.....

(Name and address of the applicant)

Office Ref. No. and date, if any .....

To  
The Chairman,

..... Municipality/Notified Area Authority/Industrial Township Authority

*Subject:* Notice of completion under rule 33/151 (3).

Building Particulars:

Premises No. and Street .....

Ward No .....

Sir,

I/We hereby give notice that the erection/re-erection/addition to/alteration of, the building on plot....., Street ....., Ward No .....has been completed according to the plans sanctioned vide Building Permit No ..... dated .....

I/We have to request you to arrange for the inspection and for the issue of an occupancy certificate.

Yours faithfully

Countersigned

.....  
Signature of the applicant(s).....  
(Signature of the Architect/Licensed Building Surveyor).....  
(Name, address and Licence No. of the Architect/Licensed Building Surveyor)

Enclosure:

- (1.) Three sets of the building plans marked as 'Completion Plans' signed by the applicant and the Architect/Licensed Building Surveyor, one set of which is cloth bound laminated (clearly stating the occupancy and use-group for which the building or the work has been sanctioned).
- (2.) Structural stability certificate signed by Empanelled Structural Engineer and countersigned by the Architect/ Licensed Building Surveyor.
- (3.) Fire Safety Certificate issued under the West Bengal Fire Services Act, 1950 or the rules made thereunder.
- (4.) Certificate from electric supply undertaking.
- (5.) A certificate pertaining to lift installation, if any.
- (6.) Other certificates (mention the nature of other certificates).

\*Strike out which are not applicable.