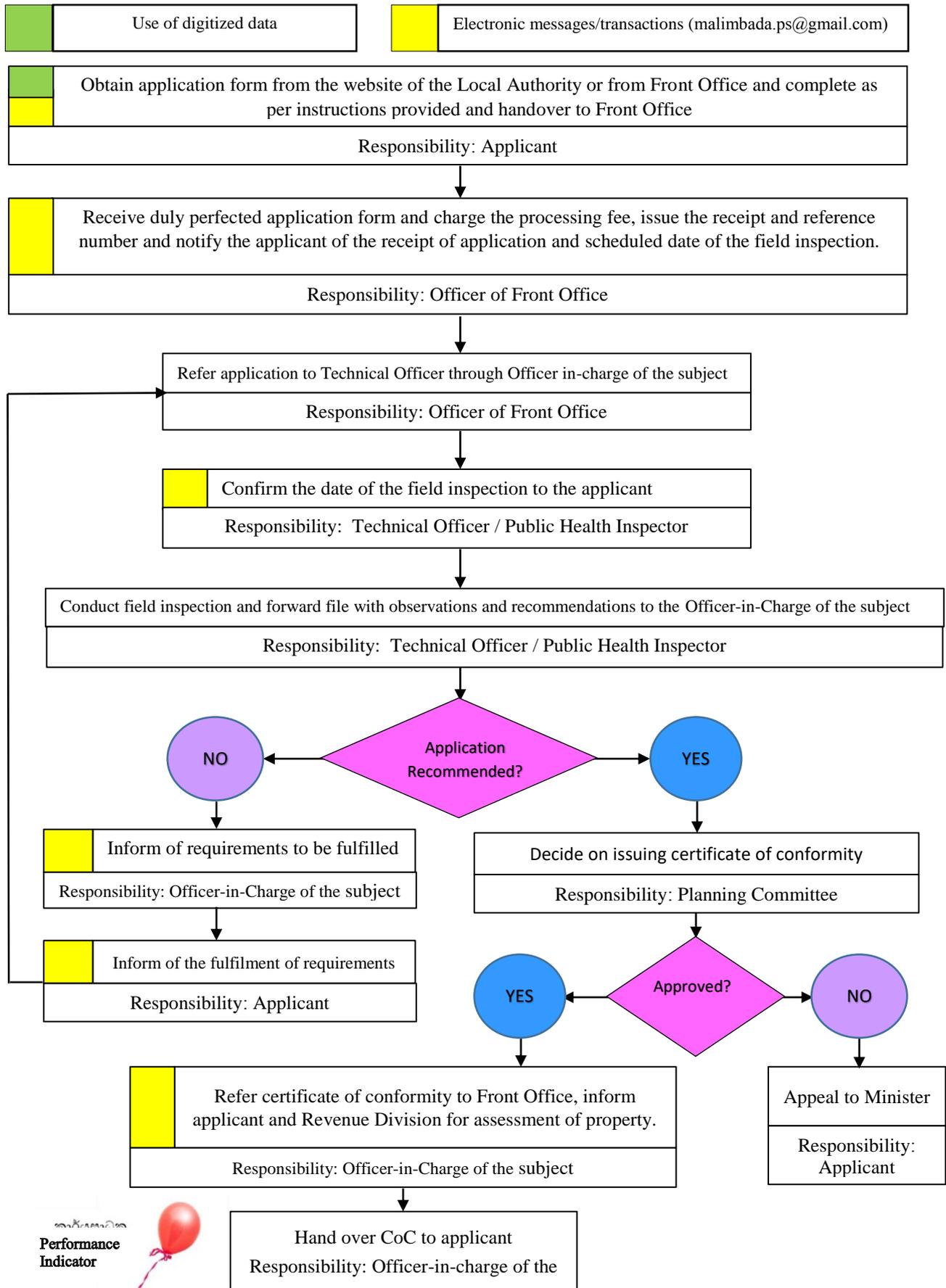


05. Certificate of Conformity (Land Development, Subdivision, or Building Construction) – Flow Chart



05. Certificate of Conformity (Land Development, Subdivision, or Building Construction)

1. Introduction

It is mandatory to obtain a development permit for any type of construction or land subdivision or amalgamation within a Local Authority limits. A Certificate of Conformity (CoC) shall be obtained from the relevant Local Authority before the construction or development work carried out with such development permit is put into use.

"Certificate of Conformity" means, a certificate is issued, in the case of a construction, that the construction is in compliance with the conditions stipulated in the Development Permit and approved building plan, in the case of land subdivision or amalgamation, that the subdivision or amalgamation has been carried out in compliance with the approval given for the subdivision or amalgamation of land. No Developer or his Agent shall be permitted in the case of a building, to occupy or permit or acquiesce the occupation of any third party after completion of the development and in the case of land, to carry out any development until the issuance of a Certificate of Conformity.

In relation to any construction, this Certificate of Conformity applies to construction permits issued under the Housing and Town Improvement Ordinance and the Urban Development Authority Act, No. 41 of 1978.

Note: There is no requirement to obtain approval for sub-division or amalgamation of land in any area to which the Housing and Town Improvement Ordinance applies. Due to that, it is not necessary to obtain a Certificate of Conformity in relation to land subdivision work in such an area.

2. Applicable Legislation

(අ) Section 15 of the Housing and Town Improvement Ordinance (Chapter 268).

(ආ) Part VI of Urban Development Authority Planning and Development Regulations -2021 to be read with Section 8A of Urban Development Authority Act, No. 41 of 1978.

3. Eligibility

In the case of building construction, the construction has been completed in compliance with the conditions stipulated in the approved construction permit and building plan and in the case of subdivision or amalgamation of land, the relevant work has been completed in compliance with the approval given.

4. Fees

(a) The fee shall be as determined by the Local Authority.

Note: 1. The Local Authority shall determine that this fee is limited to meeting printing expenses only.

2. No fee will be charged for application forms downloaded through the website.

(b) The processing fee

Note: (1) The processing fee charged for the issue of Certificate of Conformity in respect of a construction done in an urban development area or of a land sub-division or amalgamation shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations - 2021.

(2) As the Minister in charge of Urban Development holds the legal authority to change or revise the fees applicable to urban development area, it will be important to be vigilant about any revisions that may be made from time to time. Efforts should also be made to keep this tariff cycle accessible to the public for easy reference.

(3) The fee (processing fee) charged by the Local Authority for processing an application for subdivision or amalgamation of land shall be as shown in Schedule 2 of the Urban Development Authority Planning and Development Regulations - 2021.

5. Documents to be submitted

- (a) In the case of a Certificate of Conformity relating to an urban development area, the application in Specimen Form “F” in Schedule 1 of the Urban Development Authority Planning and Development Regulations - 2021, or in the case of any other area, the application prepared as per the specimen application in the Annexure hereof (this application can be obtained from the website or from the Front Office)
- (b) Copy each of development plan issued and approved plan
- (c) When the applicant is not the owner of the land, a consent letter from the owner of the land

6. Procedure for Application and Issue of Certificate of Conformity

Procedure	Duration	Responsibility
Obtain the application (from website of Local Authority or Front Office)		Applicant
Receive application duly perfected and certified by the qualified person, collect processing fee, issue receipt, and inform applicant of the receipt of application and scheduled day of field inspection	At the time of receiving application	Officer of Front Office
Refer application to Technical Officer through Officer in charge of the subject	At the time of receiving application	Officer of Front Office
Send notification to applicant confirming the scheduled day of field inspection	Immediately upon the receipt of application	Technical Officer Public Health Inspector
Field inspection	On the scheduled day	Technical Officer Public Health Inspector

Procedure	Duration	Responsibility
Refer file with his observations and recommendations on application to Officer in charge of subject to be referred to Planning Committee.	On the scheduled day of field inspection	Technical Officer
Consider and approve application with recommendation of Technical Officer	On the scheduled day of Planning Committee meeting	Planning Committee
Prepare CoC and obtain signature of authorized officer	Within two days from Planning Committee meeting	Officer in charge of subject
Refer signed CoC to Front Office, report to Revenue Division for assessment of annual value of property, and inform applicant	Within two days from Planning Committee meeting	Officer in charge of subject
Refer CoC to applicant	If the applicant is present in person at the moment itself or by post or using electronic means	Officer of Front Office

7. Procedure When Conditions of Construction Permit and Building Plan Are Not Fulfilled

Procedure	Duration	Responsibility
Report that conditions are not fulfilled		Technical Officer
Inform applicant to fulfill conditions	Immediately upon receipt of Technical Officer's report	Officer in charge of subject
Report the failure to act as informed	Immediately upon the expiry of the scheduled date	Technical Officer
In the case of failure to act as informed, to issue notice informing thereof	Immediately upon receipt of report	Officer in charge of subject
In the case of non-compliance with notice, to take court action	Immediately upon lapse of appointed date in the notice	Municipal Commission / Chairman

Note: In the event that the construction is done outside of the conditions of the construction permit or the approved plan, a new building plan should be drawn incorporating the changes and approval and a construction permit should be obtained again for the same. Unless, it will be considered as an unauthorized construction and legal action taken.

8. Consequences of not obtaining a certificate of conformity

No building constructed under a development permit should be permitted to be used after completion of the development until the issuance of a Certificate of Conformity certifying the fact that the development is in compliance with the Development Permit issued. The use without the CoC will be treated as unauthorized use which will be liable for legal action.

**Application for Certificate of Conformity
Housing and Town Improvement Ordinance**

.....
.....
.....

Date: 20..

Chairperson,

..... Pradeshiya Sabha,

Dear Sir,

I/We do hereby request you to kindly issue a Certificate of Conformity for a construction
..... (mention the location) carried out as per the Construction Permit
No.: dated: Issued to me/us by you.

02. Construction has been completed in total compliance with the Construction Permit/completed with the following amendments. (Strike off unnecessary phrase)

Details of Amendments:

.....
.....
.....

Date: 20..

.....
Signature of Owner/Owners

(For office use only)

File No.:

Processing fee paid: Rs.

Receipt No.: Date:

Signature of Officer of Front Office: Date: 20. .