

CITY PLANNING DIVISION – CMC
INSTRUCTIONS TO APPLICANT
(For approval of Certificate of Conformity-COC)

Please read carefully the Planning and Building Regulations of the City of Colombo Development Plan – 1999 and 2008. If all the requirements fulfilled according to the regulations and the following instructions, the decision will be conveyed within 22 working days.

If the original approved Building plan and the Development Permit are produced to the receiving counter at the submission of the application for Certificate of Conformity, the on site inspection will be done within an hour. However the inspection will be carried out on the same day after submission.

- (1) The application should be **signed by the owner/s of the premises and Qualified person**. COC will be issued only under the name/s of the owner/s.
- (2) If the total floor area of the building exceeds 280 m² (3000 ft²) or walls/columns are situated on the boundary of the property or the construction involved pile or raft foundation, application to be certified by **a Qualified Person (a Qualified Structural Engineer** who is a member of the Institute of Engineers Sri Lanka (IESL) and a member of the Society of Structural Engineers (SSE)). Directory contained the list of Qualified Structural Engineers can be obtained from the IESL.
- (3) A copy of the **Development Permit** should be submitted along with the Application.
- (4) All the **deviations from** the approved building plans should be clearly described in the application (item 10)
 - (a) Minor deviations may be permitted to amend in the same approved building plan.
 - (b) An amended plan should be submitted if the deviations cannot be accommodated neatly and accurately in the approved building plan.
- (5) The necessary certificates should be submitted along with the COC application (If applicable).
 - (a) **Certificate of house Drainage**
 - (b) **Fire Confirmation –**
 - (c) **Solid Waste Management Confirmation**
 - (d) **Ministry of Defense Confirmation**
 - (e) **Any other Certificates** mentioned in the Development Permit.

For (e) above, the relevant certificate should be given in a letter-head giving his/her academic and professional qualifications etc.

- (6) If the certificate to be delivered by hand, a letter of authorization with the name, NIC Number and specimen signature of the nominee should be forwarded to the City Planning Division.**
- (7) After the payment of Processing Fees, the receipt should be shown to the receiving counter. Until then, the processing of the application will not be started.**
- (8) If any of the information provided by the owner is found to be false by the Colombo Municipal Council, the application will be ejected or the COC issued with regard to the development will be cancelled.**
- (9) Colombo Municipal Council is not responsible for any payment made by the applicant / owner other than the official payment made to the Council for which a receipt is issued.**