

**PROCEDURE OF OBTAINING THE DEVELOPMENT PERMIT & CERTIFICATE OF  
CONFORMITY FROM THE CITY PLANNING DIVISION  
COLOMBO MUNICIPAL COUNCIL.**

No.	Procedure	Time to Complete (Calendar days)	Remarks
01.	<p><b><u>Fire Clearance</u></b></p> <p>The owner/developer has to submit the application along with 02 copies of building plans to the Fire Department, CMC and Fire Department carry out the site inspection and issue the fire clearance. Fire clearance is essential for all commercial buildings, and for residential buildings exceeding 3000 sq. ft of floor area or 4 (G+3) and above.</p>	05 days (03 working days)	No application Fee
02.	<p><b><u>Drainage Clearance</u></b></p> <p>The owner/developer has to submit the application along with the following documents to the Drainage &amp; Water Supply Division, CMC. Drainage Division officials carry out the site inspection. Then issue the drainage and storm water clearance marking the sewerage &amp; storm water lines which are lying under the site on the site plan.</p> <ol style="list-style-type: none"> <li>1. Receipt of the payment</li> <li>2. Survey plan 1: 1000 or building plan in which the site plan is drawn at a scale of 1 : 1000</li> </ol>	07 days (05 working days)	Rs. 115/=
03.	<p><b><u>Water Clearance</u></b></p> <p>The owner/developer has to submit building plans (No. of copies are not known since it is not under CMC) to the National Water Supply &amp; Drainage Board and the National Water Supply &amp; Drainage Board issue the water clearance stating regarding the water lines under the proposed site.</p>	Not known	Not known
04	<p><b><u>Ownership Certificate</u></b></p> <p>The owner/developer has to submit the application along with the relevant documents to the Assessor's Department and the Assessor's Department issue the ownership certificate.</p>	05 days (03 working days)	Rs.598.50

05.	<p><b><u>Street Line &amp; Building Line Certificate</u></b></p> <p>The owner/developer has to submit the application along with the following documents to the City Planning Division and the City Planning Division issue the Street Line certificate.</p> <ol style="list-style-type: none"> <li>1. Photocopy of applicant's/owner's National Identity Card.</li> <li>2. Two Nos. of same size photocopies of the original Survey Plan drawn in 1 : 1000 metric scale or one chain to an inch imperial scale.</li> </ol>	04 days (02 working days)	<p>Application fee Rs.115/=</p> <p>+ Rs. 115/= per one lot or No. of assessment whichever the maximum.</p>
06.	<p><b><u>Development Permit</u></b></p> <p>The owner/developer has to submit Development Permit application (Building Application) to the City Planning Division, CMC along with the following documents;</p> <ol style="list-style-type: none"> <li>1. 06 copies of building plans.</li> <li>2. Ownership certificate or a letter. (validity period within 06 months)</li> <li>3. Street Line Certificate obtained after the year 2009.</li> <li>4. Drainage and Storm Water Clearance.</li> <li>5. Water clearance.</li> <li>6. Fire Clearance.</li> <li>7. If obtaining of Solid Waste Management clearance is necessary, building application is admitted without the Solid Waste Management Clearance and owner can submit it at the processing of building application.</li> </ol> <p>Checking of tax arrears is done at the counter of the City Planning Division and a letter is obtained by the owner stating that tax arrears (whatever the amount) he/she has to pay to the Council is paid before issuance of Certificate of Conformity.</p>	<b>60 days</b> <b>(44 working days)</b>	<p>Application fee Rs. 150</p> <p>+ Processing fee ( According to the Floor Area; 1-1000 ft<sup>2</sup> –Rs 1.00 per ft<sup>2</sup> 1001-3000 ft<sup>2</sup> Rs 2.00 per ft<sup>2</sup> Over 3000 ft<sup>2</sup> Rs 3.00 per ft<sup>2</sup></p>

	<p><b><u>Procedure for Building Application</u></b></p> <ul style="list-style-type: none"> <li>• The site inspection is done by Area Inspector of the City Planning Division on the same day of Submission and a report is prepared based on the investigations.</li> <li>• The inspector's report is assessed by an Engineer / Planning Officer /Architect or by a Technical Staff Assistant and recommendations present to the Planning Committee with his comments and recommendations.</li> <li>• The Planning Committee may approve the building plan and grant the development permit with or without conditions.</li> <li>• The Street/Building lines must be demarcated on the ground, before the commencement of construction.</li> </ul>		
07.	<p><b><u>Sewerage &amp; Storm Water connection</u></b></p> <p>The owner/developer has to submit application along with the following documents for obtaining sewerage and storm water connection to Drainage &amp; Water Supply Division, CMC.</p> <ol style="list-style-type: none"> <li>1. Four copies of the approved building plan.</li> <li>2. The plans of proposed drainage &amp; storm water Systems.</li> <li>3. Two copies of the development permit.</li> <li>4. A copy of the water sanction.</li> <li>5. The receipt of the Processing Fee.</li> </ol> <p>Application for drainage certificate must be submitted by a contractor registered with the CMC, and the drainage connection should be carried out by such contractor.</p>	-	<p>Storm Water processing Fee Rs. 14.25</p> <p style="text-align: center;">+</p> <p>Sewer Connection Fee Rs. 14.25</p> <p style="text-align: center;">+</p> <p>Rs.3 x No of toilets +Vat + NBT</p>
08.	<p><b><u>Drainage Certificate</u></b></p> <p>The owner / developer has to obtain drainage certificate from Drainage &amp;Water Supply Division, CMC.</p>	<p>07 days (05workingdays) After obtaining the Drainage &amp; Storm Water connection.</p>	<p>The amount depends according to the length and the depth of the lines from the main line and Capital Recovery charges to be paid for the entire floor area at the rate of Rs. 1.50 per sq. ft. + NBT+ VAT</p>

09.	<p><b><u>Fire Confirmation</u></b></p> <p>The owner/developer has to request from the Fire Department and receive on-site inspection by Fire Inspector and receive the fire confirmation.</p>	05 days	No charge
10.	<p><b><u>Submission of COC application</u></b></p> <p>The owner/developer has to submit the application along with</p> <ol style="list-style-type: none"> <li>1. Certificate of House Drainage.</li> <li>2. Fire confirmation.</li> <li>3. Ownership Certificate within 06 six months</li> <li>4. Solid Waste Management confirmation.(If applicable)</li> <li>5. Any other certificates mentioned in the development permit.</li> </ol> <p><b><u>Procedure for COC</u></b></p> <ul style="list-style-type: none"> <li>• The site inspection is done by Area Inspector of the CMC and a report is prepared based on the Investigations.</li> <li>• The inspector's report is assessed by An Engineer, or by a Planning Officer or by a Technical Staff Assistant and present to the Planning Committee with his comments and recommendations.</li> <li>• The Planning Committee may approve the COC application and grant the Certificate of Conformity.</li> </ul>	<p>33 days( 25 working days) subject to no deviations with the approved Building Plan or 40 days ( 30 working days) subject to deviations with the approved Building Plan</p> <p><b>40 days (30 working days)</b></p>	<p>Application fee Rs. 115/=</p> <p>&amp;</p> <p>Rs.500.00+ VAT +NBT for 01 assessment Number.</p>

**01 to 05 can be attended paralely.**

**07 & 09 can be attended paralely.**

**Actg. Director (City Planning)**

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13/03/2013