

## **CHECK LIST FOR SITE INSPECTION**

(1)		Whether Key Plan is as per requirement and matches site profile	Yes / No
(2)		Width of Road Abutting Plot	.....M
(3)		Status of Road	[Public / Private]
(4)	(a)	Whether access to public road through private passage	Yes / No
	(b)	If yes, width of private passage	..... M
(5)		Whether plot boundary tallies with the plan submitted	Yes / No
(6)	(a)	Whether any existing building at site which is to be demolished	Yes / No
	(b)	If yes, whether demolition of existing building is shown in plan	Yes / No
	(c)	Whether the existing building, for demolition shown in plan tallies with site condition	Yes / No
(7)	(a)	Whether any existing building at site has to be retained [For additional construction]	Yes / No
	(b)	If yes, whether the existing building shown in plan tallies with the site condition	Yes / No
(8)	(a)	Whether construction commenced	Yes / No
	(b)	If yes, stage of construction and violation noticed	

## **CHECK LIST FOR PLINTH LEVEL INSPECTION**

(1)		Whether the construction completed up to Plinth Level	Yes / No
(2)		If yes, whether construction at plinth is as per the set back requirements in the approved plan	
	(I)	FSB	Yes / No
	(II)	SSB 1	Yes / No
5	(III)	SSB 2	Yes / No
	(iv)	RSB	Yes / No
(3)		Whether size of building at plinth stage is as per the approved plan	Yes / No

GREATER CHENNAI CORPORATION  
Zonal Office ( )

**Progress Certificate**

From  The Executive Engineer,	To  [Name & Address of Applicant]
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W.D.C.No.

/2019

Dated:

Sir / Madam,

Sub: Greater Chennai Corporation - Zonal Office –  
Plinth Level Stage of Work - Further Continuation  
of Work - Intimation - Regarding.

Ref: 1. PPA  
2. BA

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With reference to the planning permission / building permission issued and your request for progress certificate, the site was inspected on [Date] and found that you construction is as per the approved plan (a) / Not as per the approved plan (b).

- (a) Hence, you are hereby informed to proceed further construction as per the approved plan.
- (b) Hence, you are hereby instructed to rectify the deviation from approved plan at plinth level and stop further construction activity.

Executive Engineer (Zonal Office)

Note: If Yes: (a)  
If No : (b)

**Notice for Commencement of work**

PPA Number.  
BA Number.  
Applicant's Name:  
Site Location:

To

The Executive Engineer, Zone ( )  
Greater Chennai Corporation

Ref: Proposed work of at ..... (Site  
address) ..... for  
..... (Name of Owner) /  
Developer / Builder) ..... (his address  
and Tel.No.) .....

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I hereby inform that the construction of the building in (site  
address) will commence on ..... as per  
the permission obtained vide [PPA /BA No] and in accordance with the  
plans sanctioned.

Signature of Registered Architect/Engineer

Applicants Signature

**Form 2**  
[See rule 9 (2)(b)]  
**Progress Certificate**

**Reference No.**  
**Owner's Name:**  
**Developer's Name with**

**Location:**

**Submitted on**

**Received on:**

**To**

.....  
.....