

FORM FOR NOTICE FOR COMMENCEMENT OF BUILDING WORK

To,

Member Secretary,
Khasi Hills Building And Structure Regulatory Authority (KHBSRA)
Khasi Hills Autonomous District Council,
Shillong.

Sir,

I/We hereby certify that the erection, re-erection or material alteration in/of building belonging to
Shri/Smti situatedat will be
commenced on at AM / PM as per your Building Permission
Sanction No.....dated

- (a) The construction shall be carried out in accordance with the approved building plans and I shall be
completely accountable for any lapse on my part after obtaining Occupancy Certificate of the
building.
(b) I am aware that in the event of building being constructed in violation of the approved building plan,
the Authority shall have the right to take action against me as it may deem fit.

Signature of Owner (s)_____

Name (s) of the Owners (in block letters)_____

Address _____

CERTIFICATE OF UNDERTAKING OF ARCHITECT / CONSTRUCTION ENGINEER ON
RECORD / CMAR

- 1. Certified that I am appointed as Registered Technical Personnel / AR / CER / CMAR for the above
mentioned work and that all the works under my charge shall be executed in accordance with the
sanctioned building plans and specifications prepared for the work.
2. I am fully conversant with the provisions of the Building Bye-Laws which are in force and about the
duties and responsibilities under the same and I undertake to fulfil them in all respect, and in case of
any deviation in the sanctioned building plans or the owner dispenses with my services at any stage
whatsoever, I shall inform the authority within 48 hours.
3. I shall be present at site on the above date and time and alignment will be given as per the approved
building setbacks.
4. That I have personally inspected the site. The plot has been demarcated at site and the size, shape and
area of plot available at site tallies with the land document.
5. That no construction shall be started without submission of this Form to the Authority.
6. That there is no encroachment on the Public property / road / other property.
7. That in case anything contrary to the above is found or established at any stage of construction, the
Authority shall be at liberty to take any action as it may deem fit including revocation of sanction of
building plans and debarring me from supervising the construction work.

Signature of AR / CER / CMAR _____

Name and Registration No. _____

FORM OF NOTICE OF COMPLETION

To
Member Secretary,
Khasi Hills Building And Structure Regulatory Authority (KHBSRA)
O/O Khasi Hills Autonomous District Council,
Shillong.

Sir,
I/We hereby give notice that I / We have completed the erection of building/execution of my building situated at in pursuance of the sanction granted by the Authority vide BPS No. dated I/We are attaching the Certificate of the Architect / Registered Technical Personnel.

Permission to occupy or use the building may be granted.

Yours faithfully,

Signature of owner(s) with date

Name of owner

Address of the owner

Form For Certificate of AR / RTP/CMAR/
(To be submitted along with notice of completion above)

To
Member Secretary,
Khasi Hills Building And Structure Regulatory Authority (KHBSRA)
O/O Khasi Hills Autonomous District Council,
Shillong.

Sir,
We hereby certify that the erection, re-erection or material alteration in/at building of Shri/Smti.....situated at has been supervised by me and has been completed on according to the plans sanctioned, vide BPS Nodated The work has been completed to our best satisfaction, the workmanship and all the materials (type & grade) have been used strictly in accordance with general and detailed specifications. No provisions of the Building Bye-Laws and condition prescribed or order issued thereunder have been transgressed in the course of the work. The building is fit for use for which it has been erected/re-erected or altered/constructed and enlarged.

1. Certificate:

- (i) Certified that the building(s) has been constructed according to the sanctioned plan and structural design which incorporate the provisions of structural safety as specified in relevant prevailing IS codes standards/Guidelines.
(ii) Further certified that green buildings & sustainability/energy conservation provisions have been provided as per the sanctioned building plan.

2. Permission to occupy the building may be granted.

3. Any subsequent change from the completed building & use will be the responsibility of the owner(s)

Signature of the RTP/AR/CMAR with date
Seal and Address.