

APPENDIX-A5
Application for Completion Order

Date: _____

From:- _____
(Name and address of Owner)

To,
Member Secretary,
_____ Planning and Development Authority,
_____, Goa.

OR

To,
_____ Town Planner,
_____ Taluka Office, Town & Country Planning Dept.,
_____, Goa.

Sir,

I/We hereby give notice that I/We have completed the development work situated at _____ in Ward No. _____ in pursuance of the Development Permission/Technical Clearance granted vide letter No. _____ dated _____.

I/We am/are enclosing the following:-

- (a) Completion Certificate issued by Architect/Engineer.
- (b) Revised plans incorporating deviations made during the execution (if applicable).
- (c) Structural Stability Certificate along with a full set of “as built” structural drawings for records.

Kindly issue the Completion Order to enable me/us to obtain Occupancy Certificate.

Yours faithfully,

Signature, name and address of Owner or his authorized agent.
