

**BARANAGAR MUNICIPALITY**  
87, Deshbandhu Road (East), Kolkata - 700 035

**FORM G**

[See rules 33, 151 (3)]

**Form of Notice of Completion**

From : .....

.....

.....

(Name and address of the applicant)

**DOWNLOADED FROM WEBSITE**

Dated .....

Office Ref. No. and date, if any .....

To  
The Chairman,  
Baranagar Municipality

**Subject** : Notice of completion under rule 33/151 (3).

**Building Particulars** : Premises No. and Street .....

Holding No. .... Ward No. ....

Sir,

I / We hereby give notice that the erection / re-erection / addition to / alteration of, the building on plot..... Street .....

Ward No.....has been completed according to the plans sanctioned vide Building Permit No..... dated .....

I / We have to request you to arrange for the inspection and for the issue of an occupancy certificate.

Yours faithfully,

Countersigned

.....  
.....  
.....  
(Signature of the Architect / Licensed Building Surveyor)

.....  
.....  
.....  
(Signature of the applicant(s))

.....  
(Name address and License No. of the Architect / Licensed Building Surveyor)

**Enclosure :**

- (1) Three sets of the building plans marked as 'Completion Plans' signed by the applicant and the Architect / Licensed Building Surveyor, one set of which is cloth bound laminated (clearly stating the occupancy and use-group for which the building or the work has been sanctioned).
- (2) Structural stability certificate signed by Empanelled Structural Engineer and countersigned by the Architect / Licensed Building Surveyor.
- (3) Fire Safety Certificate issued under the West Bengal Fire Services Act, 1950 of the rules made thereunder.
- (4) Certificate from electric supply undertaking.
- (5) A certificate pertaining to lift installation, if any.
- (6) Other certificates (mention the nature of other certificates)

\* Strike out which are not applicable.

**ANY ONE DOWNLOADED AND USED ALONE OR ANY TWO/ALL DOWNLOADED AND USED TOGETHER  
AMONG FORM 'A', 'B' AND 'G' WOULD COST Rs 200/- (RUPEES TWO HUNDRED) ONLY**

**Form of Structural Stability Certificate**

We hereby certify that the erection/re-erection/addition to/alternation of building on plot.....  
..... Street .....  
Ward No..... has been supervised by us and has been completed wholly/in part  
on ..... (date), according to the plans sanctioned vide Building Permit  
No..... dated .....

The work has been completed in accordance with the sanctioned plan and to our best satisfaction.  
The workmanship and all the materials (type and grade) have been used strictly in accordance with  
general and detailed specification. No. provisions of the West Bengal Municipal Act, 1993 and the  
West Bengal Municipal (Building) Rules, 2007 have been violated in course of the work. The building  
is structurally safe and fit for use for which it has been erected/re-erected/altered/added to.

.....  
Signature of the Structural Engineer

.....  
.....  
.....  
(Name, address and empanelment No. of  
the Structural Engineer)

.....  
Signature of the Architect/  
Licensed Building Surveyor

.....  
(Name, address and License No.  
of the Architect/Licensed  
Building Surveyor).