One Stop Unit
Urban Development Authority
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Instruction Sheet - Development Permit

General Conditions

- As stated in section 28 PART I & PART III of Planning & Development Regulations 2021**(Gazette Notification No. 2235/54 dated 08.07.2021)** No person shall carry out any construction, alteration, or renovation of a building respect to any Development Activity without a Development Permit from the Relevant Authority.
- Development permit for any development activity, specified under Section 29 of the Urban Development Authority Law, No. 41 of 1978 and its amendments, shall be issued by the Urban Development Authority upon the request of the Developer or his Agent.
- Owner of the property or any other person authorized by the property owner can apply as an applicant.
- Final approval will be issued for the name of the applicant
- If any information provided by the owner /applicant/ qualified person is found to be false or incorrect by the authority, the application will be rejected.

Awareness of the Application Process

- Visit www.osu.uda.lk
- Download/ refer the instructions/ checklists & specimen application
- If there is any difficulty in online process, applicant able to visit the authority (One Stop Unit) & collect the relevant documents

How to Apply for Applications

i. Apply via Online

a. Visit www.osu.uda.lk
b. Refer User Manual and Common Guidelines
c. Download Specimen Applications (for Manual use)
d. Applicant should create a user account by themselves (If need, relevant assistance will be provided by front desk officers at One Stop Unit).
e. Select application type as "**Development Permit**".
f. Select application processing type as "**One Stop Unit**"
g. Fill the applicant's section in the application and upload with required documents.
h. Make the payment (Rs 20,000/=) via a Bank Deposit/ Online Money Transfer to UDA.
i. Complete the e-application and submit.
j. Applicant will be received an online application number once application is submitted to the online system.

ii. Apply Manually

a. Initial discussion with UDA officer (Preliminary regulation requirements, documentation requirements, preliminary advice & processing fee details and all necessary advice).

b. Collect the manual application (**AP-3)** along with relevant check lists respectively (**CL-3**) declaration forms (**DF-3 APPLICANT**), (**DF-3 OWNER**), (**DF-3 QULIFIED PERSON**) ,(**DF-3 ARCHITECT**), (**DF-3 ENGINEER**) once fulfilled the payment proceedings. (Application fee Rs 2,000/=`)

c. Fill the applicant's section of the manual application.
   - The book is consisting with two separate parts (Section I & Section II).
   - Section I should be dully completed by the applicant
   - Application should be signed by the owner/owners of the premises or the applicant who is authorized to sign on behalf of the owner.
   - Furnished the documents listed in checklist and declaration forms with the signatures of relevant parties.

d. Make the Initial payment (Rs 20,000/=) via a Bank Deposit/ Online Money Transfer to UDA

e. Handover the application to the one stop unit & upload into the system through creating user account by front desk officers

f. Applicant will be received an online application number once application is submitted to the online system.

Apply for clearances from other Institutions

- Applicant should provide relevant details & required document through the system
- Based on the requirement, that all relevant information which provided by applicant will be forwarded to all necessary institutions via online to obtain clearances.
- Clearances from other relevant institutions will apply via online by UDA on behalf of the applicant.
- Applicant will be received a separate reference number from relevant institutions after request clearances.
- It is applicant's responsibility to produce and submit any additional documents or information requested by UDA for other institutions.
- Applicant can continuously check the progress of application process of each institute via online system.

Processing fee & Payment Method

- 3.5 times of processing fee which paying for UDA approvals will be charged as total processing fee.
- Initial fee of Rs 20,000.00 should be paid at the time of Submitting set of application.
- Balance processing fee and processing fee for other institutions will be charged after obtaining Scope committee approvals.
- The payment via a Bank Deposit/ Online Money Transfer to UDA
  - Account No 1534
  - Account Name Urban Development Authority
  - Bank Bank of Ceylon (BOC)
- Applicant will be received a receipt from authority for any official payments and UDA is not responsible for any unofficial payments made by owner/ applicant in any circumstances.