One Stop Unit
Urban Development Authority

CL-03

Ground Floor, Sethsiripaya Stage 01, Battaramulla
Telephone - +94 112874585 / +94 113 883 251
Whatsapp : +94 71 2076177
Email: onestopunit@uda.gov.lk

CHECK LIST FOR A BUILDING APPLICATION

#	Description			Check
1	Dully filled Application			
2	Signed Declaration forms of (a) Applicant/s			
	(b) Owner/s (If the Applicant isn't the owner of the land)			
	(c) Qualified Persons	Charted Engineer		
		Charted Architect		
		Installation of Lift/ AC/Generator and Swimming Pool (If Applicable)		
3	If the Applicant is not the owner of the land ,consent letter from owner of the land & power of attorney			
4	Copy of National Identity Card(Applicant & Owner) / Business Registration Certificate (If the Applicant is a company or any other organization)			
5	04 Copies of Drawings with Signatures (if CMC 06 copies) (if Parliament Area 05 Copies)	Applicant/s		
		Charted Engineer		
		Charted Architect		
6	Documents for ownership	Copy of Deed / Court Decision		
		Title Certificate (If available)		
		Non-vesting Certificate (If available)		
		Ownership Certificate (If available)		
7	Road Sketch to the site (Drawing or Google Map) Including access from the main road			
8	If Amendment or Extension to an Existing Building	- Approved Building Plans		
		- Certificate of Conformity		
9	A copy of approved survey plan			
10	Letter issued by CMC for Existing Lot (If applicable) – CMC only			
11	Payment Slip (Building Application Processing Fee) Bank Deposit Slip / Counter Payment Slip (PIV) / Online card Payment	**Paid Amount** **Rs.**		
12	Payment Receipt of Assessment Rates (Relevant Year)			
13	Street Line (if CMC & DMMC area)			
14	Building Line Certificate			
15	Drainage Clearance from CMC			
16	Indemnity Form			
17	Insurance Policy	(Buildings Under Construction or Soon to be started)		
		Undertaking Letter for Insurance Policy (For new erection)		
18	Undertaking Letters	Undertaking Letter for Building services	Structural stability	
			AC/ mechanical Ventilation	
			Elevator	
			Generator	
			Swimming pool	
			MEP Services	
		Undertaking Letter for Disable Facilities (From Developer/ Owner)		
19	Clearances if available			
20	Other	Deed of Gift for Street Line (CMC/ DMMC)		

Items to be submitted by the applicant

.....

.....

Special Notes

.....

.....

Applicants can submit the documents via, Online application portal https://osu.uda.lk or email to onestopunit@uda.gov.lk or send to WhatsApp number 071 - 2076177

....

Applicant Signature Officer Signature