

APPLICATION FOR OBTAINING A PERMIT FOR CHANGE OF USE

<i>For Office Use Only</i>
No.
Processing Fees Paid :
Receipt No.
Date :

Chairman,
Urban Development Authority,
7th Floor, Sethsiripaya,
Battaramulla.

Sir / Madam,

I /We hereby apply for a permit for Change of Use of the Building bearing Assessment No.StreetWard.....
TownWe expect to convert the above Building intouse. I / We kindly request you to issue a permit to carry out the development activities at the above premises. I / We forward herewith following particulars for your consideration.

- i. A Sketch Plan of the proposed location indicating the surrounding area in order to identify the premises properly.
- ii. Copy of the Survey Plan.
- iii. A clear copy of the Approved Building Plan/ As built Plan.
- iv. Permit issued by the Local Authority.
- v. Copy of the Certificate of Conformity (C of C)
- vi. The area to be converted should be indicated by Red colour on the Plans.
- vii. A Sketch Plan of parking provided within the premises . (Parking Diagram).
- viii. The copy of the National Identity Card of the Land Owner / Occupant.

2. Following details of the building to be converted is also indicated in the Building Plan.
 - a. All dimension of the room and different path of the building and the proposed use for which every room and part of the building is intended to be changed is indicated.
 - b. The particulars given in annexure.

I / We certify that the information given above are true and accurate. I / we hereby agree to commence the development activity only after obtaining the permit.

Signature of Owner / Occupant -

Name of the Owner / Occupant -

National I. D. No. -

Date -

ANNEXURE

1. Particular of land owner :

Name :

Address :

Telephone No. :

2. Particulars of Applicant /Occupant :

Name :

Address :

Telephone No. :

3. Particulars of the existing Development :

Local Authority :

Ward :

Street :

Assessment No. :

a. Particular of Land

Date and No. of Survey Plan :

Lot No. :

Extent of Land :

(Please attached a copy of Survey Plan)

b. Present Use of the Building

Give the details of every building on the site from Layout Plan or existing use of every floors shown by the relevant plan.

4. Number of the Approved Building Plan.

(Please attached a copy of Building Plan)

5. The particulars of Change of Use Building

Floor	Symbol/ Room No.	Existing Use	Proposed Use	Floor Area (Sq.m.)	Other Details
Basement					
Ground Floor					
1 st Floor					
2 nd Floor					

6. No. of parking Space provided within the site

- i. Motor Vehicles
- ii. Other Vehicles (Specify)

I / We hereby certify that the above particulars are true and correct.

.....
Date

.....
Signature of the Owner / Occupant

Scale of Processing Fees Change of Use Application

Floor Area (Sq.m.)	Fees (Rs.)
Below 45	500/-
45-90	1000/-
91-180	1250/-
181-270	1500/-
271-450	1750/-
451-675	2000/-
676-900	2250/-
	Rs. 500/- for every additional 90 Sq.m. in excess of 901 Sq.m.

Application for obtaining a Permit for Change of Use

In the event of obtaining Change of Use Permit for buildings direct from UDA the attached form has to be properly filled and forwarded with the following documents.

1. A Sketch Plan of the proposed location indicating the surrounding areas in order to identify the premises properly.
2. Copy of the Survey Plan.
3. A clear copy of the Approved Building Plan.
4. Permit issued by the Local Authority.
5. Copy of the Certificate of Conformity (C of C)
6. The areas to be converted should be indicated by Red Colour.
7. Parking Diagram.
8. The copy of the National Identity Card of the Land Owner / Occupant.