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| **北京城市建设档案馆** | | | | | | | | | | | | | |
| **城市建设工程办理竣工档案登记表** | | | | | | | | | | | | | |
| （TYPE） | | | | | | | | | | | | | |
|  | |  | |  | |  | |  | | ARCHIVEWORD | | | |
|  | |  | |  | |  | |  | | BUILDWORD | | | |
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| 建设单位： | | BUILDUNIT | | | | 邮政编码： | | ZIPCODE | | 经办人： | | | REGISTERPERSON |
| 通信地址： | | MAILINGADDRESS | | | | 登记日期： | | REGISTERDATE | | 电话： | | | PHONE |
|  | |  | |  | |  | |  | |  |  | | |
| 工程名称 | | PROJECTNAME | | | | 地点 | | PROJECTLOCATION | | | | | |
| 设计单位 | | DESIGNUNIT | | | | 施工单位 | | CONSTRUCTIONUNIT | | | | | |
| 计划工期 | | 开工 | | STARTDATE | | | | 竣工 | | COMPLETIONDATE | | | |
| 工程项目  (用途) | | 结构种类 | | 层数  地上/地下 | | 占地面积  (平方米) | | 建筑面积  (平方米) | | 栋楼 | 总投资(元) | | |
| PROJECTPURPOSE | | CATEGORYSTRUCTURE | | FLOORS | | COVERSAREA | | CONSTRUCTIONAREA | | BUILDINGS | TOTALINVESTMENT | | |
| 备注 | | REMARK | | | | | | | | | | | |
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| 市城建档案馆经办人： | | | | ARCHIVESMANAGERS | | | | 盖章： | |  |  | | |
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| 注意事项： | | | |  | |  | |  | |  |  | | |
| （1）建设项目取得《建设工程规划许可证》后，按照《北京市城市建设档案管理办法》的 | | | | | | | | | | | | | |
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| （2）建设单位与施工单位签订的承包合同中，必须包括编制及移交工程档案的有关内容。 | | | | | | | | | | | | | |
| （3）建设单位必须配备专门人员负责检查，监督工程档案的形成、收集、整理情况，并负 | | | | | | | | | | | | | |
| 责与市城建档案馆联系和配合工程档案的验收移交事宜。 | | | | | | | | | | | | | |
| （4）此工程必须按北京市《建筑工程资料管理规程》和北京市《市政基础设施施工资料管 | | | | | | | | | | | | | |
| 理规程》编制竣工档案，并在竣工验收后六个月内报送市城建档案馆。 | | | | | | | | | | | | | |
| （5）凡竣工档案不按规定要求进行编制和移交的，将根据《中华人民共和国城乡规划法》 | | | | | | | | | | | | | |
| 第六十七条规定，进行处罚。 | | | | | | | | | | | | | |
| （第一联 市规划委存查） | | | | | | | | | | | | | |

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| 设计单位 | | DESIGNUNIT | | | | | | 施工单位 | | | | CONSTRUCTIONUNIT | | | | | |
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| 工程项目  (用途) | | | 结构种类 | | | 层数  地上/地下 | | | 占地面积  (平方米) | | | 建筑面积  (平方米) | | 栋楼 | | 总投资(元) | | |
| PROJECTPURPOSE | | | CATEGORYSTRUCTURE | | | FLOORS | | | COVERSAREA | | | CONSTRUCTIONAREA | | BUILDINGS | | TOTALINVESTMENT | | |
| 备注 | | | REMARK | | | | | | | | | | | | | | | |
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