



PORT OF SPAIN CORPORATION

REG. NO: _____

NOTICE BY OWNER OR BUILDER OF EXECUTION OF WORK
REQUIRED TO BE EXECUTED IN COMPLIANCE WITH
BUILDING REGULATIONS AND
THE MUNICIPAL CORPORATIONS ACT 1990 SECTION 161

The City Engineer:

I hereby give notice that I have executed the whole of the
works required to be executed with reference to building at
premises No. _____

approved on _____

and that same can be inspected within seven days of the
service of this notice on you.

Dated23....

.....
Name of Owner/Builder
(block letters)

.....
Signature of Owner or Builder

.....
Address

Building Inspector I (.....)
Referred for your report please.

Dated23....

.....
Building Inspector II.

City Engineer:

I have to report that _____

.....23....
Dated

.....
Building Inspector



Public Health Report.

Ref. No: _____

Dated: _____

RECOMMENDED ☐

NOT RECOMMENDED ☐

COMPLETION CERTIFICATES:

Water and Sewerage Authority

Ref. No: _____

Dated: _____

RECOMMENDED ☐

NOT RECOMMENDED ☐

Trinidad & Tobago Fire Prevention Department.

Ref. No: _____

Dated: _____

RECOMMENDED ☐

NOT RECOMMENDED ☐

City Engineer:

A Completion Certificate may be issued.

Dated:23....

.....
Building Inspector II.

Building Inspector II:

Completion Certificate No:
Has been issued, please file.

Dated:23....

.....
Building Inspector II.



PORT OF SPAIN CORPORATION
City Engineer's Department
Buildings Section

The following are main requirements for the granting of a Completion Certificate for Buildings in the City of Port-of-Spain.

ALL BUILDINGS

- (1) Doors and windows must be installed and functional.
- (2) All stairs and handrails must be constructed.
- (3) Ceilings must be constructed.
- (4) Storm water drains must be constructed in accordance with approved plans.
- (5) When changes are made to Original approved plans, an amended plan (in duplicate) must be submitted and approved prior to the application for a Completion Certificate.
- (6) A Completion Certificate from the Water And Sewerage Authority must be submitted for buildings connected to the public sewer system.
- (7) Premises must be cleared of all disused materials.
- (8) All buildings indicated on approved plans to be demolished, must be demolished.

COMMERCIAL AND MULTI-FAMILY
RESIDENTIAL BUILDINGS

- (1) In addition to the above a Completion Certificate From the Fire Authority must be submitted.

N.B. The Municipal Corporations Act, 1990 Section 161 states:

- (1) No person shall occupy or suffer to be occupied except by Caretakers not exceeding two in number any new building within a Municipality unless the Engineer certifies in writing that the building complies in every respect with the provisions of this part.
- (2) A person who contravenes the provisions of this Section Is guilty of an offence and liable to a fine of one thousand dollars and a further fine of one hundred dollars for each day during which such offence continues after due notice thereof from the Engineer.