

**KINGDOM OF CAMBODIA**  
**NATION RELIGION KING**

**MINISTRY OF LAND MANAGEMENT, URBAN  
PLANNING, AND CONSTRUCTION**

No: 177 DNS/Prk.

**PRAKAS**  
**ON**

**FORMALITY AND PROCEDURE FOR GRANTING CERTIFICATE OF OCCUPANCY  
FOR BULDINGS COMPLETED BEFORE LAW ON CONSTRUCTION CAME INTO EFFECT**

- Having seen the Constitution of Kingdom of Cambodia;
- Having seen the Royal Decree No NS/RKT/0918/925 dated 6 September 2018 on the appointment of the Royal Government of the Kingdom of Cambodia;
- Having seen the Royal Kram No NS/RKM/0618/12 dated 28 June 2018 promulgating the Law on the Organization and Functioning of the Council of Ministers;
- Having seen the Royal Kram No NS/RKM/0699/09 dated 23 June 1999 promulgating the Law on the Establishment of the Ministry of Land Management, Urban Planning, and Construction;
- Having seen the Royal Kram No NS/RKM/1119/019 dated 2 November 2019 promulgating the Law on Construction;
- Having seen Royal Kram No 04/NS/94 dated 10 August 1994 promulgating law on Land Management, Urban Planning, and Construction;
- Having seen Royal Kram No RS/RKM/0801/14 dated 30 August 2001 promulgating law on cadastre;
- Having seen Royal Kram No NS/RKM/0514/008 dated 4 May 2014 promulgating law on Road;
- Having seen Royal Kram No NS/RKM/0208/007 dated 15 February 2008 promulgating law on Natural Conservation Zone;
- Having seen Sub-decree No 62 ANKr.BK dated 20 July 1999 on Organization and Functioning of the Ministry of Land Management, Urban Planning, and Construction;
- Having seen Sub-decree No 86 ANKr.BK dated 19 December 1997 on Building Permits;
- Having seen Sub-decree No 42 ANKr.BK dated 03 April 2015 on the Urbanization of the Capital, Municipalities and Urban Areas;
- Having seen Sub-decree No 76 ANKr.BK dated 09 June 2015 on the modification of article 30, article 34, article 38, article 50, article 66, article 77 and article 82 of sub-decree No 42 ANKr.BK dated 03 April 2015 on the Urbanization of the Capital, Municipalities and Urban Areas;
- Having seen Sub-decree No 197 ANKr.BK dated 21 November 2009 on management of land parts along national roads and rail roads of the kingdom of Cambodia;
- Having seen Sub-decree No 39 ANKr.BK dated 10 Match 2011 on the Management of Borei;
- Having seen Sub-decree No 98 ANKr.BK dated 24 July 2015 on the Management of river basin;
- Having seen circular No 01 SRNN dated 03 February 2012 on the Development of costal zones of the kingdom of Cambodia; and
- Referring to the needs of the Ministry of Land Management, Urban Planning, and Construction,

**HEREBY DECIDES**

**Chapter 1**  
**General Provisions**

**Article 1**

The intentions of this Prakas are as follows:

- To ensure quality, safety, security, public orders, construction aesthetics, good environment, the well-being of construction owners, building users, and the public;
- To prevent risks caused by the use of buildings lacking the quality and safety for users;

- To protect state public property and other public legal entities;
- To improve the economic value of construction; and
- To control construction data effectively.

## **Article 2**

This Prakas is to:

- Determine the competency of granting, suspending, and revoking the certificate of occupancy;
- Determine formality and procedure of granting, suspending, and revoking the certificate of occupancy for the building which had been completed before the Law on Construction came into force; and
- Determine technical regulations of granting, suspending, and revoking the certificate of occupancy.

## **Article 3**

This Prakas applies to all types of construction which requires a building permit and was built before the Law on Construction came into force, including:

- Construction without a building permit;
- Construction built without a compliance with a building permit; and
- Construction with a building permit but without a certificate of correctness or construction site closing letter.

## **Article 4**

Within a period of 2 years after the law on construction comes into force, the construction owner shall apply for a certificate of his/her own construction occupancy from the competent authority in the case where the construction requires a building permit.

The owner of the construction built before 20 December 1997 may apply for a certificate of occupancy from the competent authority.

## **Article 5**

The competent authority may grant a certificate of occupancy for any construction which was built without a permit or built without compliance to building permit before the law on construction came into force, in the case where the construction doesn't cause any harm to its users and the public and doesn't affect public orders.

For any construction built after 03 April 2015, a certificate of occupancy may be granted unless the owner paid its transitional fine according to the principles determined by Sub-decree No 42 ANKr.BK dated 03 April 2015 on the Urbanization of the Capital, Municipalities and Urban Areas; Sub-decree No 76 ANKr.BK dated 09 June 2015 on the Modification; and article 30, article 34, article 38, article 50, article 66, article 77, and article 82 of Sub-decree No 42 ANKr.BK dated 03 April 2015 on the Urbanization of the Capital, Municipalities and Urban Areas.

## **Article 6**

The certificate of occupancy remains valid even if the owner of the construction is changed.

In the case where the certificate of occupancy is suspended or revoked by the competent authority, that construction shall not be allowed to be put in use any longer.

For every change of construction to alter the function of and/or modify construction structures with a certificate of occupancy, the construction owner shall apply for prior authorization of construction function changing from the competent authority.

Any person who uses or puts to use the construction for business purposes without a certificate of occupancy and causes harm to or damage other people's health shall be punished according to provisions of the law on construction.

## **Article 7**

Application for a certificate of occupancy shall pay a public service fee to the state.

The service fee for the certificate of occupancy shall determine by an inter-ministerial Prakas of the Minister of Land Management, Urban Planning, and Construction, and the Minister of Interior.

## **Article 8**

Key terms used in this Prakas are defined as follows:

- **Certificate of occupancy** refers to a certificate granted by the competent authority to a construction owner to use or lease the construction, or conduct business with the construction.
- **Construction owner** refers to the owner of a construction built without permits or built without a compliance to building permit before the law on construction comes into effect.

- **Construction certifier** refers to a specialized official receiving authorization or a company holding a license granted by the Minister of Land Management, Urban Planning, and Construction to implement construction certification.
- **Documents for legitimate land tenure** refer to a certificate of the property ownership, a certificate of possessory rights on the property, a certificate of land tenure, a certificate of permanent leasing rights, a certificate of benefiting rights, or an authorization credential granted by the royal government. In the case where the requester is not a proprietor, issuance of such documents shall be agreed by the landowner.

## Chapter 2 Competency

### Article 9

The authorities which have competency in granting, suspending, and revoking a certificate of occupancy include:

- Minister of Land Management, Urban Planning, and Construction for construction under the authority of the Ministry of Land Management, Urban Planning, and Construction;
- The governor of the/a Capital/provincial administration for construction under the authority of the governor of the Capital/provincial administration
- The governor of a municipal/district/Khan administration for construction under the authority of the governor of municipal/district/Khan administration.

## Chapter 3 Formality and Procedure of Application for Certificate of Occupancy

### Part 1

#### Application Document for Certificate of Occupancy

### Article 10

Application documents for a certificate of occupancy are as follows:

- |   |          |
|---|----------|
| - Application form for a certificate of occupancy   | 3 copies |
| - Copies of identification documents of the construction owner (Shall be legalized at a competent authority or notary)            | 3 copies |
| - Copies of a certificate of legitimate land ownership  | 3 copies |
| - Land certificate granted by the capital or provincial department of Urban Planning, Land Management, Construction, and Cadaster | 3 copies |
| - As-built drawings (architectural design document, structure design document, fire-extinguishing design document)                | 3 copies |
| - Construction quality and safety inspection report (if available)  | 3 copies |
| - Copies of building contract agreement (if available)  | 3 copies |
| - Copies of documents relevant to the building contract   | 3 copies |
| - Copies of the experiment reports on soil and construction materials (if available)  | 3 copies |
| - Copies of building permit (if available)  | 3 copies |
| - Copies of construction site opening permit (if available)   | 3 copies |

Template for the application for a certificate of occupancy is in Annex 1 of this Prakas.

### Article 11

Any person who may responsibly sign an as-built drawing are as follow:

- 1- A company's technical director holding a certificate for business practice in designing and building a construction.
- 2- A company's technical director holding a design license or a construction license.
- 3- A company's technical director holding a license of construction certification.

As-built drawings shall be stamped and have the certificate number or the license number of the company carrying out that construction design written on them.

For a construction under the authority of the governor of a municipal/district/Khan administration, a person who may also responsibly sign an as-built drawing is:

- 1- A professional holding a certificate for business practice in designing and building a construction;

or

2- A professional holding a designing certificate or a building license.

In such a case, that professional shall stamp and write down his/her certificate number and license number on that design.

#### **Article 12**

For a construction under the authority of the Minister of Land Management, Urban Planning, and Construction, the construction owner shall apply for a certificate of occupancy at one window service of the Ministry of Land Management, Urban Planning, and Construction.

For a construction under the authority of the Capital/provincial governor, the construction owner shall apply for a certificate of occupancy at one window service unit of the Capital/provincial administration.

For a construction under the authority of the municipal/district/Khan governor, the construction owner shall apply for a certificate of occupancy at one window service office of the municipal/district/Khan administration.

### **PART 2**

#### **Procedure for the Approval on Application Documents for a Certificate of Occupancy Under the Authority of the Minister of Land Management, Urban Planning, and Construction**

##### **Article 13**

The approval on the application document for a certificate of occupancy under the authority of the Minister of Land Management, Urban Planning, and Construction will take 30 working days, at the latest, from the day of issuance of the application accepting receipt.

One window service of the Ministry of Land Management, Urban Planning, and Construction issues the application accepting receipt in the case where the application is sufficient and correct.

##### **Article 14**

After accepting an application document for an occupancy certificate, the one window service of the Ministry of Land Management, Urban Planning, and Construction shall send the application document to the General Department of Construction within a period of 2 working days, at the latest, after issuing the application accepting receipt.

##### **Article 15**

The General Department of Construction with the Department of Construction Technical Investigation as an operating body shall review the application document and provide recommendation for a certificate of occupancy. The General Department of Construction shall produce a summary note of the review and recommendations and send it to the Minister of Land Management, Urban Planning, and Construction for a final decision.

##### **Article 16**

In the case where the application document for a certificate of occupancy lacks a report on construction quality and safety inspection granted by a construction certifier, the Ministry of Land Management, Urban Planning, and Construction shall appoint a construction inspection official to inspect the construction quality and safety and produce a report. The period for the inspection and producing the report is not included in the time frame of reviewing and deciding on the issuance of the certificate of occupancy.

##### **Article 17**

The General Department of Construction shall send a certificate of occupancy or a letter of modification and demolition request and other relevant documents to one window service of the Ministry of Land Management, Urban Planning, and Construction to return them to the application owner.

A sample of a certificate of occupancy under the authority of the Minister of Land Management, Urban Planning, and Construction is in Annex 2 of this Prakas.

### **PART 3**

#### **Procedure for the Approval on the Application Documents for a Certificate of Occupancy Under the Authority of a Governor of the Capital/Provincial Administration**

##### **Article 18**

The approval on the application documents for a certificate of occupancy under the authority of the governor of the/a Capital/provincial administration takes 15 working days, at the latest, from the day of issuance of the application accepting receipt.

The one window service unit of the Capital/provincial administration may issue the application accepting receipt in the case where the application document is sufficient and correct.

**Article 19**

After accepting the application document for a certificate of occupancy, the one window service unit of the Capital/provincial administration shall send the application document to the Capital/provincial department of land management, urban planning, construction, and cadaster within a period of 2 working days, at the latest, from the day of issuing the application accepting receipt.

**Article 20**

The Capital/provincial department of land management, urban planning, construction, and cadaster having a construction office as an operating body shall review the application document and give advice before sending it for a certificate of occupancy to the governor of the/a Capital/provincial administration within a period of 7 working days, at the latest, to have his/her decision to be made. In the case where the application document for a certificate of occupancy does not have a report on construction quality and safety inspection, the governor of the/a Capital/provincial administration shall appoint a construction inspection official to conduct the inspection and produce a report on construction quality and safety. The period for the inspection and producing the report is not included in the time frame of deciding on the issuance of a certificate of occupancy.

**Article 21**

After reviewing the application document for a certificate of occupancy, the governor of the/a Capital/provincial administration shall decide to:

- 1- Grant a certificate of occupancy as requested in the case where he/she affirms that the construction adheres to construction technical provisions and existing legal instruments; or
- 2- Issue a letter of construction modification and demolition order in the case where he/she affirms that the construction does not adhere to construction technical provisions and existing legal instruments.

The governor of the Capital/provincial administration shall send the application document, on which his/her decision has already been made, to the Capital/provincial department of land management, urban planning, construction, and cadaster within a period of 3 working days, at the latest, from the day of receiving the application document.

**Article 22**

The Capital/provincial department of land management, urban planning, construction, and cadaster shall send a certificate of occupancy or a letter of modification and demolition order and other relevant documents to one window service unit of the Capital/provincial administration within a period of 3 working days, at the latest, to return to the applicant.

A sample of a certificate of occupancy under the authority of the governor of the/a Capital/ provincial administration is in Annex 3 of this Prakas.

**Article 23**

In the case where the construction does not comply with the technical provisions as stated in the Prakas, the governor of the/a Capital/provincial administration shall order the construction owner to modify the construction and/or make it appropriate according to technical provisions before issuing a certificate of occupancy.

In the case where the certificate of occupancy may not be granted, the governor of the Capital/provincial administration shall send the document to the Minister of Land Management, Urban Planning, and Construction for recommendations.

The period for modifying the construction and/or making it appropriate, and receiving recommendations from the Minister of Land Management, Urban Planning, and Construction is not included in the time frame for the decision on the granting of a certificate of occupancy.

**PART 4**

**Procedure for Reviewing and Approving on Application Document for a Certificate of Occupancy Under the Authority of the Governor of the Municipal/District/Khan Administration**

**Article 24**

The approval on the application document for a certificate of occupancy under the authority of the governor of a municipal/district/Khan administration will take 15 working days, at the latest, from the day of issuance of the receipt of application document.

The one window service office of the municipal/district/khan may issue a receipt of the application document in the case where the document is sufficient and correct.

#### **Article 25**

The one window service office of the municipality/district/khan shall send the application document to the municipality/district/Khan's office of land management, urban planning, construction, and cadaster within a period of 2 working days, at the latest, starting from the day of issuing the receipt of the application document.

#### **Article 26**

The municipality/district/Khan's office of land management, urban planning, construction, and cadaster shall review the application document for a certificate of occupancy and give advice, and send it to the governor of a municipal/district/Khan administration within a period of 7 working days, at the latest.

In the case where the application document for a certificate of occupancy does not have a report on construction quality and safety inspection, the governor of the municipal/district/Khan administration shall appoint a construction inspection official to conduct the inspection and produce a report. The period for the inspection and producing the report is not included in the time frame for the decision on the issuance of a certificate of occupancy.

#### **Article 27**

After reviewing the application document for a certificate of occupancy, the governor of a municipal/district/Khan administration shall decide to:

- 1- Grant a certificate of occupancy as requested in the case where he/she affirms that the construction adheres to construction technical provisions and existing legal instruments; or
- 2- Issue a letter of construction modification and demolition order in the case where he/she affirms that the construction does not adhere to construction technical provisions and existing legal instruments.

The governor of the municipal/district/Khan administration shall send the already approved application document to the capital/provincial department of land management, urban planning, construction, and cadaster within a period of 3 working days, at the latest, from the day of receiving the application document.

#### **Article 28**

The municipal/district/Khan's office of land management, urban planning, construction, and cadaster shall send a certificate of occupancy or a letter of modification and demolition order and other relevant documents to one window service office of the municipal/district/Khan administration within a period of 3 working days, at the latest, to return it to the applicant.

A sample of a certificate of occupancy under the authority of the governor of the municipal/district/Khan administration is in Annex 4 of this Prakas.

#### **Article 29**

In the case where the construction does not comply with the technical provisions as stated in the Prakas, the governor of a municipal/district/Khan administration shall order the construction owner to modify the construction and/or to make it appropriate according to the technical provisions before issuing a certificate of occupancy.

In the case where the certificate of occupancy may not be granted, the governor of the municipal/district/Khan administration shall send the application document to the governor of the/a Capital/provincial administration for suggestion.

If it is impossible to make suggestions, the governor of the/a Capital/provincial administration shall send the document to the Minister of Land Management, Urban Planning, and Construction for recommendations.

The period for modifying the construction and/or making it appropriate and receiving recommendations from the Minister of Land Management, Urban Planning, and Construction is not included in the time frame of the decision on the granting of a certificate of occupancy.

## **Formality and Procedure for Suspending and Revoking a Certificate of Occupancy**

### **Article 30**

The competent authority granting a certificate of occupancy may decide on suspending or revoking the certificate of occupancy in the case where the construction no longer has quality and safety for use.

### **Article 31**

The certificate of occupancy may be suspended by the competent authority in the case where a report on construction quality and safety inspection indicates that the construction does not have quality and safety for use.

In such a case, the competent authority shall order in writing the construction owner to modify the construction according to the existing technical provisions.

The competent authority shall remove the suspension of a certificate of occupancy in the case where the construction owner follows the order of the competent authority.

### **Article 32**

The certificate of occupancy may be revoked by the competent authority in one of the following cases:

- 1- The construction occupancy function has changed;
- 2- The construction structure has been modified without permission; or
- 3- The construction has been deemed dangerous by a decision of the competent authority.

## **Chapter 5**

### **Report on Construction Quality and Safety Inspection**

### **Article 33**

The competent authority shall decide on granting, suspending, or revoking a certificate of occupancy based on the report of construction quality and safety inspection.

The report on construction quality and safety inspection shall be produced by a construction inspection official or a company holding a designing business certificate or a construction certification license.

The report on construction quality and safety inspection shall have a signature of one of the following persons:

- 1- Construction inspection official;
- 2- Technical director of a company holding a certificate for designing business; or
- 3- Technical director of a company holding a construction certification license.

The report on construction quality and safety inspection shall be stamped and have the certificate number or the company license number written on it.

A sample of a report on construction quality and safety inspection is in Annex 5 of this Prakas.

### **Article 34**

Construction inspection officials who have the authority to conduct construction quality and safety inspection work which is an objective of the application for a certificate of occupancy include:

- Specialized official of the General Department of Construction for any construction which is under the authority of the Ministry of Land Management, Urban Planning, and Construction;
- Specialized official of the Capital/provincial department of land management, urban planning, construction, and cadaster for any construction which is under the authority of the governor of the Capital/provincial administration; and
- Specialized official of the municipal/district/Khan's office of land management, urban planning, construction, and cadaster for any construction which is under the authority of the governor of the municipal/district/Khan administration.

## **Chapter 6**

### **Technical Provisions**

### **Article 35**

A certificate of occupancy may be granted for any construction built on land registered by the cadastral administration according to cadastral index map and infrastructural map.

### **Article 36**

A certificate of occupancy may be granted for any construction that complies with the provisions of land management, urban planning, and construction as stated in the following legal instruments:

- A- Law on Land Management, Urban Planning, and Construction and Sub-decree No 86 ANKr.BK dated 19 December 1997 on Building Permits for any construction that had its building work commenced during the period from 20 December 1997 to 30 April 2015.
- B- Law on Land Management, Urban Planning, and Construction and Sub-decree No 86 ANKr.BK dated 19 December 1997 on Building Permits; Sub-decree No 42 ANKr.BK dated 03 April 2015 on the Urbanization of the Capital, Municipalities and Urban Areas; regulations, principles and existing instructions for any construction that had its building work commenced after 03 April 2015 and ended before the law on construction came into force on 03 November 2019.

#### **Article 37**

A certificate of occupancy may be granted for any construction that complies with the following construction technical provisions:

- Structures can carry all loads safely according to the construction's functions for use;
- Construction materials, construction equipment, and construction products ensure the construction quality and safety to users according to the construction technical provisions or Cambodian standards approved by the national standard board; and
- Fire safety is ensured as stated in the construction technical provisions and relevant regulations on fire prevention and extinguishing.

### **Chapter 7 Complains**

#### **Article 38**

A person with a vested interest in a decision of the competent authority on granting, suspending, or revoking a certificate of occupancy has the right to complain to the competent authority or to the court according to the existing procedures.

### **Chapter 8 Final Provisions**

#### **Article 39**

Any provision that contradict this Prakas shall be abrogated.

#### **Article 40**

The Minister in charge of the Council of Ministers; Minister of Economy and Finance; Minister of Land Management, Urban Planning, and Construction; and the ministers of all relevant ministries and the heads of all relevant institutions shall take charge of implementing this sub-decree, according to their respective duties, from the day of signature.

Phnom Penh, 06 December 2019  
**Deputy Prime Minister**

**Minister of Land Management, Urban Planning, and Construction  
Chea Sophara**

To be distributed to:

- Office of council ministers
- All ministries and institutions
- Cabinet of **Samdech Techo Prime Minister**
- Cabinets of Samdech, Excellencies, Lok Chum Teav, Deputy Prime Ministers
- **"For information"**
- As in Article 40 **"For implementation"**
- Royal Gazette
- Archive



**ANNEX 1 OF**

**PRAKAS NO. 177 D.N.S./BR.K DATED 06 December 2019**

**ON THE FORMALITIES AND TIMEFRAMES FOR GRANTING A CERTIFICATE OF OCCUPANCY FOR A CONSTRUCTION THAT WAS BUILT BEFORE THE LAW ON CONSTRUCTION CAME INTO FORCE**

**The template for the ministry competency**

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**Kingdom of Cambodia Nation Religion King**

**Application for Construction Occupancy**

I, the undersigned....., Sex:....., Nationality:....., Date of Birth: ....., holding Khmer Identity Card/Passport No....., Spouse's name:....., Nationality....., Date of Birth:....., holding Khmer Identity Card/Passport No....., Current address: house#....., St....., Village ....., Commune/Sangkat:....., Municipality/District/Khan:....., Capital/Province:....., Representative of company:....., Registry No:.....; Dated....., with a head office at building No....., Village:....., Commune/Sangkat: ....., Municipality/District/Khan:....., Capital/Province:.....

**To**

**Deputy Prime Minister, Minister of Land Management, Urban Planning, and Construction**

**Through:** - head of one window service of the Ministry of Land Management, Urban Planning, and Construction -The General Department of Construction

**Subject:** Application for a Certificate of Occupancy

With regard to the abovementioned subject, please **Your Excellency Deputy Prime Minister** kindly grant me a certificate of occupancy for a construction which was built on the Day of....., Month....., Year....., Construction Type:....., Construction built of:....., Height:.....meters,.....story(s), Total Area:.....m<sup>2</sup>, location: Land Tile No:....., St....., Village:....., Commune/Sangkat:....., Municipality/District/Khan:....., Capital/Province:.....,

With regard to the abovementioned, please, **Your Excellency Deputy Prime Minister**, kindly review my application and approve on granting me a certificate of occupancy.

Please accept, **Your Excellency Deputy Prime Minister**, the assurances of my highest consideration.

**Please kindly find the relevant documents attached below:**

- 1- Copies of Khmer identity card or passport of the owner or representative 03 copies
- 2- Copies of certificate of commercial registration and company's statutes (if a company) 03 copies
- 3- Letter of authorization (if a company) 03 copies
- 4- Copies of documents certifying legal land tenure 03 copies
- 5- Land certificate granted by the Capital/provincial department of land management, urban planning, and construction 03 copies
- 6- Set of as-built drawings 03 copies
- 7- Report on construction quality and safety inspection (if available) 03 copies
- 8- Copies of building contract (if available) 03 copies
- 9- Copies of the building contract's relevant documents (if available) 03 copies
- 10- Copies of report on geological survey and construction materials 03 copies
- 11- Copies of a certificate of building permit (if available) 03 copies
- 12- Copies of construction site opening permit (if available) 03 copies

Done in ....., on the Day of ....Month.....Year....

**Signature or right thumbprint of the applicant**

**Notes:** Every photocopied document shall be legalized by a competent authority or notary.

**ANNEX 1 OF**

**PRAKAS NO. 177 D.N.S./BR.K DATED 06 December 2019**

**ON THE FORMALITIES AND TIME FRAMES FOR GRANTING A CERTIFICATE OF  
OCCUPANCY FOR A CONSTRUCTION THAT WAS BUILT BEFORE THE LAW ON  
CONSTRUCTION CAME INTO FORCE**

**The template for the ministry competency**

\*\*\*\*\*

**Kingdom of Cambodia Nation Religion King**

**Application for Construction Occupancy**

I, the undersigned....., Sex:....., Nationality:....., Date of Birth:  
....., holding Khmer Identity Card/Passport No....., Spouse's name:..... ,  
Nationality....., Date of Birth:....., holding Khmer Identity Card/Passport No....., Current address:  
house#....., St. ...., Village ..... , Commune/Sangkat:....., Municipality/District/Khan:.....,  
Capital/Province:....., Representative of company:....., Registry No:.....;  
Dated....., with a head office at building No....., Village:..... , Commune/Sangkat:  
....., Municipality/District/Khan:....., Capital/Province:.....

**To**

**Excellency/Lok ChumTeav of the Capital/Provincial Administration of.....**

**Through:** - Head of one window service unit of the capital/provincial administration of .....

- The capital/provincial department director of land management, urban planning,  
construction, and cadaster of.....

**Subject:** Application for a Certificate of Occupancy

With regard to the abovementioned subject, please **Your Excellency/Lok Chumteav Governor** kindly grant me a certificate of occupancy for a construction which was built on the Day of....., Month....., Year....., Construction Type:....., Construction built of:....., Height:.....meters,.....story(s), Total Area:.....m<sup>2</sup>, location: Land Tile No:....., St....., Village:....., Commune/Sangkat:....., Municipality/District/Khan:....., Capital/Province:.....,

With regard to the abovementioned, please, **Your Excellency/Lok Chumteav Governor**, kindly review my application and approve on granting me a certificate of occupancy.

Please accept, **Your Excellency/Lok Chumteav Governor**, the assurances of my highest consideration.

**Please kindly find the relevant documents attached below:**

- 1- Copies of Khmer identity card or passport of the owner or representative 03 copies
- 2- Copies of certificate of commercial registration and company's statutes (if a company) 03 copies
- 3- Letter of authorization (if a company) 03 copies
- 4- Copies of documents certifying legal land tenure 03 copies
- 5- Land certificate granted by the capital/provincial department of land management, urban planning, and construction 03 copies
- 6- Set of as-built drawings 03 copies
- 7- Report on construction quality and safety inspection (if available) 03 copies
- 8- Copies of building contract (if available) 03 copies
- 9- Copies of the building contract's relevant documents (if available) 03 copies
- 10- Copies of report on geological survey and construction materials 03 copies
- 11- Copies of a certificate of building permit (if available) 03 copies
- 12- Copies of construction site opening permit (if available) 03 copies

Done in ....., on the Day of: .....Month.....Year:....

**Signature or right thumbprint of the applicant**

**Notes:** Every photocopied document shall be legalized by a competent authority or notary.

**ANNEX 1 OF**

**PRAKAS NO. 177 D.N.S./BR.K DATED 06 December 2019**

**ON THE FORMALITIES AND TIME FRAME FOR GRANTING A CERTIFICATE OF OCCUPANCY FOR A CONSTRUCTION THAT WAS BUILT BEFORE THE LAW ON CONSTRUCTION CAME INTO FORCE**

**The template for the ministry competency  
\*\*\*\*\* Kingdom  
of Cambodia Nation Religion King**

**Application for Construction Occupancy**

I, the Undersigned....., Sex:....., Nationality:....., Date of Birth: ....., Khmer Identity Card/Passport No:....., Spouse's Name:....., Nationality:....., Date of Birth:....., Khmer Identity Card/Passport No:....., Current Address: House No....., St....., Village....., Commune/Sangkat:....., Municipality/District/Khan:....., Capital/Province:....., Representative of Company:....., Registration No:.....; Dated....., with the Head Office at Building No....., Village:....., Commune/Sangkat: ....., Municipality/District/Khan:....., Capital/Province:.....

**To**

**The governor of the Capital/provincial administration of.....**

**Through:** - Head of one window service office of the municipal/district/Khan administration of .....

- The municipal/district/Khan office head of land management, urban planning, construction, and cadaster of.....

**Subject:** Application for a Certificate of Occupancy

With regard to the abovementioned subject, please **Mr./Madam the Governor** kindly grant me a certificate of occupancy for a construction which was built on the Day of....., Month....., Year....., Construction Type:....., Construction built of:....., Height:.....M,.....Story(ies), Total Area:.....M<sup>2</sup>, Location: Land Tile No:....., St....., Village:....., Commune/Sangkat:....., Municipality/District/Khan:....., Capital/Province:.....

With regard to the abovementioned, please, **Mr./Madam the Governor**, kindly review my application and approve on granting me a certificate of occupancy.

Please accept, **Mr./Madam the Governor**, the assurances of my highest consideration.

**Please kindly find the relevant documents attached below:**

- |   |           |
|---|-----------|
| 1- Copies of Khmer identity card or passport of the owner or representative                                       | 03 copies |
| 2- Copies of certificate of commercial registration and company's statutes (if a company)                         | 03 copies |
| 3- Letter of authorization (if a company)   | 03 copies |
| 4- Copies of documents certifying legal land tenure   | 03 copies |
| 5- Land certificate granted by capital/provincial department of land management, urban Planning, and Construction | 03 copies |
| 6- Set of as-built drawings   | 03 copies |
| 7- Report on construction quality and safety inspection (if available)  | 03 copies |
| 8- Copies of building contract (if available)   | 03 copies |
| 9- Copies of the building contract's relevant documents (if available)  | 03 copies |
| 10- Copies of report on geological survey document and construction materials                                     | 03 copies |
| 11- Copies of a certificate of building permit (if available)   | 03 copies |
| 12- Copies of construction site opening permit (if available)   | 03 copies |

Done in ....., on the Day of: .....Month.....Year:....

**Signature or right thumbprint of the applicant**

**Notes:** Every photocopied document

Shall be legalized by a competent authority or notary.

**ANNEX 2 OF**

**PRAKAS NO. 177 D.N.S./BR.K DATED 06 December 2019**

**ON THE FORMALITIES AND TIMEFRAMES FOR GRANTING A CERTIFICATE OF OCCUPANCY FOR A CONSTRUCTION THAT WAS BUILT BEFORE THE LAW ON CONSTRUCTION CAME INTO FORCE**

**Ministry of Land Management, Urban  
Planning, and Construction**

**Kingdom of Cambodia  
Nation Religion King**

**No:.....**

**Certificate of Occupancy**

Construction built of:.....Height:.....M,.....Story(ies), Total Area:.....M<sup>2</sup>

Location: Land Title No:....., St....., Village:....., Commune/Sangkat:.....

Owner:....., Use of the Construction:.....,

Date of Construction Started:....., Completed:....., As built Drawing No:....., Dated.....

Construction Quality and Safety Inspection Report Dated....., Done by.....,

Remark: When there is a change in the use of the construction and/or in the construction structure,  
the owner shall submit a request for a new certificate of occupancy.

Phnom Penh, Date.....

**For the Minister**

**ANNEX 3 OF**

**PRAKAS NO. 177 D.N.S./BR.K DATED 06 December 2019**

**ON THE FORMALITIES AND TIMEFRAMES FOR GRANTING A CERTIFICATE OF  
OCCUPANCY FOR A CONSTRUCTION THAT WAS BUILT BEFORE THE LAW ON  
CONSTRUCTION CAME INTO FORCE**

.....Capital/Provincial Administration  
No.....

**Kingdom of Cambodia  
Nation Religion King**

**Certificate of Occupancy**

Construction built of:.....Height:.....M,.....Stories, Total Area:.....M<sup>2</sup>  
Location: Land Title No:....., St....., Village:....., Commune/Sangkat:.....  
Owner:....., Use of the Construction:.....,  
Date of Construction Started:....., Completed:....., As built Drawing No:....., Dated.....  
Construction Quality and Safety Inspection Report Dated....., Done by.....,

Remarks: When there is a change in the use of the construction and/or in the construction structure,  
the owner shall submit a request for a new certificate of occupancy.

Phnom Penh, Date.....  
**For the Governor**

**ANNEX 4 OF**

**PRAKAS NO. 177 D.N.S./BR.K DATED 06 December 2019**

**ON THE FORMALITIES AND TIMEFRAMES FOR GRANTING A CERTIFICATE OF OCCUPANCY FOR A CONSTRUCTION THAT WAS BUILT BEFORE THE LAW ON CONSTRUCTION CAME INTO FORCE**

.....Krong/Srok/Khan Administration  
No.....

**Kingdom of Cambodia  
Nation Religion King**

**Certificate of Occupancy**

Construction Built of:.....Height:.....M,.....Stories, Total Area:.....M<sup>2</sup>  
Location: Land Title No:....., St....., Village:....., Commune/Sangkat:.....  
Owner:....., Use of the Construction:.....,  
Date of Construction Started:..... , Completed:....., As built Drawing No:....., Dated.....  
Construction Quality and Safety Inspection Report Dated....., Done by.....,

Remarks: When there is a change in the use of the construction and/or in the construction structure, the owner shall submit a request for a new certificate of occupancy.

Phnom Penh, Date.....  
**For the Governor**

**ANNEX 5 OF**  
**PRAKAS NO. 177 D.N.S./BR.K DATED 06 December 2019**

**ON THE FORMALITIES AND TIMEFRAMES FOR GRANTING A CERTIFICATE OF OCCUPANCY FOR A CONSTRUCTION THAT WAS BUILT BEFORE THE LAW ON CONSTRUCTION CAME INTO FORCE**

**Kingdom of Cambodia**  
**Nation Religion King**

**Logo of an Institution or a Company**  
**Construction Certifier**

**Construction Quality and Safety Inspection Report**

**1- General Information**

Owner's Name:....., Sex....., Nationality:....., Date of Birth:.....,  
Khmer Identity Card/Passport No:....., Spouse's Name:.....  
Nationality:....., Date of Birth:....., Khmer Identity Card/Passport No:.....  
Current Address: House No:....., St....., Village....., Commune/Sangkat.....  
Municipality/District/Khan:....., Capital/Province:....., Representative of  
Company:....., Registration No:....., Dated....., Head Office: Building  
No:....., Village....., Commune/Sangkat....., Municipality/District/Khan:.....,  
Capital/Province:....., Phone No:.....

A- Location of Occupancy No:....., St....., Village....., Commune/Sangkat.....  
Municipality/District/Khan:....., Capital/Province:..... (if different from the  
owner's address)

B-Construction Type:  Villa  Flat  Hotel or Guest House  Apartment  Public Institution  Factory  
 Others.....

C- Current Use of the Building.....

D-Structure Type:  Reinforced Concrete  Steel Mixed Concrete  Steel  Wood  
 Others.....

E- Legal Documents:

-Building Permit No:....., Dated.....  
-Construction Site Opening Permit No:....., Dated.....  
-Other Permits:.....

**2- Construction Inspection Results**

**A-Land Title Information**

- Certificate:.....No:....., Dated.....
- Land Certificate No:.....Dated.....
- Land Size:..... M<sup>2</sup>
- Land Leasing Contract, Dated.....

**B-Land Management and Cadaster Section**

**B.1- Spaces**

Space	Space in the Permit
Front space: left:.....m, right:.....m	Front space: left:.....m, right:.....m
Back space: left:.....m, right:.....m	Back space: left:.....m, right:.....m

Left side space: front.....m, back.....	Left side space: front.....m, back.....
Right side space: front.....m, back.....	Right side space: front.....m, back.....

**B.2- Construction Floor Area**

Actual Construction Floor Area	Construction Floor Area in the Permit
Basement floor:.....story(s)	Basement floor:.....story(s)
Construction area:.....m <sup>2</sup> /story	Construction area:.....m <sup>2</sup> /story
Ground floor area:.....m <sup>2</sup>	Ground floor area:.....m <sup>2</sup>
Mezzanine floor area.....m <sup>2</sup>	Mezzanine floor area.....m <sup>2</sup>
From.....to.....(st/nd/rd/th) story	From.....to.....(st/nd/rd/th) story
Area:.....m <sup>2</sup> /story	Area:.....m <sup>2</sup> /story
From.....to.....(st/nd/rd/th) story	From.....to.....(st/nd/rd/th) story
Area:.....m <sup>2</sup> /story	Area:.....m <sup>2</sup> /story
From.....to.....(st/nd/rd/th) story	From.....to.....(st/nd/rd/th) story
Area:.....m <sup>2</sup> /story	Area:.....m <sup>2</sup> /story
From.....to.....(st/nd/rd/th) story	From.....to.....(st/nd/rd/th) story
Area:.....m <sup>2</sup> /story	Area:.....m <sup>2</sup> /story
Total floor area:.....m <sup>2</sup>	Total floor area:.....m <sup>2</sup>
Index exclusion floor area.....m <sup>2</sup>	Index exclusion floor area .....m <sup>2</sup>
Official total floor area:.....m <sup>2</sup>	Official total floor area:.....m <sup>2</sup>

**B.3- Height**

Actual Height	Height in the Permit
Basement floor No:.....story(s), Height:.....m/story	Basement floor No:.....story(s), Height:.....m/story
Ground floor height:.....m	Ground floor height:.....m
From.....to.....(st/nd/rd/th) story, Height.....m/story	From.....to.....(st/nd/rd/th) story, Height.....m/story
From.....to.....(st/nd/rd/th) story, Height.....m/story	From.....to.....(st/nd/rd/th) story, Height.....m/story
From.....to.....(st/nd/rd/th) story, Height.....m/story	From.....to.....(st/nd/rd/th) story, Height.....m/story
From.....to.....(st/nd/rd/th) story, Height.....m/story	From.....to.....(st/nd/rd/th) story, Height.....m/story
Total height:.....m	Total height:.....m

**B.4- Others**

Actual	In the Permit
Building coverage ratio (BCR):.....%	Building coverage ratio (BCR):.....%
Floor area ratio (FAR):.....%	Floor area ratio (FAR):.....%
Floor area ratio (FAR):.....%	Floor area ratio (FAR):.....%
Public space use	Public space use
Road(s): <input type="checkbox"/> Yes <input type="checkbox"/> No, Width:.....m, Length:.....m	Road(s): <input type="checkbox"/> Yes <input type="checkbox"/> No, Width:.....m, Length:.....m
Park(s): <input type="checkbox"/> Yes <input type="checkbox"/> No, Total area:.....m <sup>2</sup> ,	Park(s): <input type="checkbox"/> Yes <input type="checkbox"/> No, Total area:.....m <sup>2</sup> ,
Other spaces:.....	Other spaces:.....

**D. Architecture and Construction**

- D.1- Architectural Design**  Yes  No, Designer.....  
 No License  License, Number:....., Dated.....  
**D.2- Geological Survey Date:**.....  
 Surveyed by....., Laboratory:.....  
**D.3- Structural Design Documents**  
**D.3-1- Structural Design:**  No  Yes, Designer:.....



No license  License, Number:....., Dated.....

D.3-2- Basic Construction Technical Standard:.....

D.3-3- Column Piles:

▪ Actual Column Piles

Type	Concrete Strength (MPA)	Length	Diameter		Bar (cm)
			Length	Width	
					-Main bar: diameter....., Strength..... -Stirrup: diameter....., Strength..... -Stirrup space:.....
					-Main bar: diameter....., Strength..... -Stirrup: diameter....., Strength..... -Stirrup space:.....

▪ Column Piles in the Permit

Type	Concrete Strength (MPA)	Length	Diameter		Bar
			Length	Width	
					-Main bar: diameter....., Strength..... -Stirrup: diameter....., Strength..... -Stirrup space:.....
					-Main bar: diameter....., Strength..... -Stirrup: diameter....., Strength..... -Stirrup space:.....

D.3-4- Foundation:

▪ Actual Foundation

Type	Concrete Strength (MPA)	Length	Diameter		Bar
			Length	Width	
					-Main bar: diameter....., Strength..... -Stirrup: diameter....., Strength..... -Stirrup space:.....
					-Main bar: diameter....., Strength..... -Stirrup: diameter....., Strength..... -Stirrup space:.....

▪ Foundation in the Permit

Type	Concrete Strength (MPA)	Length	Diameter		Bar
			Length	Width	
					-Main bar: diameter....., Strength..... -Stirrup: diameter....., Strength..... -Stirrup space:.....
					-Main bar: diameter....., Strength..... -Stirrup: diameter....., Strength..... -Stirrup space:.....

D.3-5- Foundation Beams

▪ Actual Foundation Beams

Type	Concrete Strength (MPA)	Length	Diameter		Bar and Reinforced Concrete Thickness
			Length	Width	
					-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
					-Main bar diameter.....

					-Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
					-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....

▪ Foundation Beams in the Permit

Type	Concrete Strength (MPA)	Length	Diameter		Bar and Reinforced Concrete Thickness
			Length	Width	
					-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
					-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
					-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....

D.3-6- Columns

▪ Actual Columns

Type	Concrete Strength (MPA)	Length	Diameter		Bar and Reinforced Concrete Thickness
			Length	Width	
					-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
					-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
					-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....

▪ Columns in the Permit

Type	Concrete Strength (MPA)	Length	Diameter		Bar and Reinforced Concrete Thickness
			Length	Width	
					-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
					-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
					-Main bar diameter.....

						-Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
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D.3-7- Slab:

▪ Actual Slab

Floor(s)	Type	Concrete Strength (MPA)	Thickness (m)	Length (m)	Width (m)	Bar and Reinforced Concrete Thickness
						-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
						-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
						-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....

▪ Slab in the Permit

Floor(s)	Type	Concrete Strength (MPA)	Thickness (m)	Length (m)	Width (m)	Bar and Reinforced Concrete Thickness
						-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
						-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....
						-Main bar diameter..... -Stirrup diameter..... -Stirrup space:..... -Reinforced concrete thickness.....

D.3-8- Roof Type:  Slab  Tile  Fibro Sheets  Zinc Roof

▪ Roof Structure Types:  Concrete  Steel  Wood

**2-Constructin Materials, Construction Equipment, and Construction Products**

- Iron/Steel (Brand....., Standard.....)
- Concrete .....
- Cements (Production Year....., Brand.....)
- Stone.....
- Sand (type).....
- Glass.....
- Others.....

**3-Fire Safety**

- Fire Safety Systems  With plan  Without plan
- Fire-fighting hose  Yes  No  Proper  Improper
- Water sprinkler  Yes  No  Proper  Improper

- Fire doors  Yes  No  Proper  Improper
- Fire extinguisher  Yes  No  Proper  Improper
- Smoke sensor  Yes  No  Proper  Improper
- Alarm bell  Yes  No  Proper  Improper
- Underground tank  Yes  No  Proper  Improper
- Water hydrant  Yes  No  Proper  Improper
- Emergency stairs  Yes  No  Proper  Improper
- Safety exit  Yes  No  Proper  Improper
- Safety exit signs  Yes  No  Proper  Improper

**4-Technical Systems**

- Bright and air flow
- Mechanical and electrical system  With plan  Without plan Studied by.....  
 License number:....., dated.....  
 No license
- Clean water system  With plan  Without plan Studied by.....  
 License number:....., dated.....  
 No license
- Sewerage system  With plan  Without plan Studied by.....  
 License number:....., dated.....  
 No license
- Lightening arresting system  Yes  No  Proper  Improper

....., date.....

Construction owner or representative's right thumbprint      Inspectors' name and signature  
 Name.....      Director.....  
    Member.....  
    Member.....  
    Member.....  
    Member.....

**Assessment**

**Cadaster View**

.....  
 .....  
 .....  
 .....

**Land Management and Urban Planning View**

.....  
 .....  
 .....

**Architecture and Construction Structure View**

.....  
 .....  
 .....

**Conclusion**

.....  
 .....  
 .....

....., dated.....

Remarks:

- The construction owner or representative shall leave a right thumbprint on every page of the report.
- The reporter has the rights to add more information if necessary.
- In the case where the report is handed in by a company practicing designing business or construction certification, the company's technical director shall directly sign with the company's stamp.