**Checklist for Self-Check on Technical Documentation for Construction Works**

**For works in Latvia**

Separate Checklist shall be filled-in and submitted for each object planned in the application.

This checklist shall be filled in by the respective beneficiary planning construction works, on the computer or by hand. A check-box against each position shall be ticked. The beneficiary’s employee responsible for preparation of the application shall sign and put date on the bottom. The checklist shall be submitted together with the application.

This checklist is a tool for self-check by the beneficiary in order to facilitate preparation of quality applications and submission of full package of supporting documents, as well as to speed up the process of Administrative and Eligibility Check. At the same time, non-submission of this checklist together with the application, or any information in it will not affect the results of Administrative and Eligibility Check, or Quality Assessment.

**Name of the Project**:

**Name of the Beneficiary**:

**Name of the object as in construction documentation (in the national language, as in construction documentation)**:

**Type of works (underline the right option)**: construction / reconstruction.

**Budget item, where costs for this object are budgeted**:

1. **In case of full construction project:**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **Not Applicable** |
| 1. Legally valid evidence of ownership or possessory rights to the land, building or premises, or a contract on the basis of which the user has the right to construct and which covers the planned project duration, taking into account requirements set in section 3.8 “Project Closure”, in national language;
 |[ ]   |
| 1. Technical documentation which is evidence that if the project is approved, the tender procedure for (re)construction works can be started immediately, consisting of:
 |  |
| 1. approved technical project;
 |[ ]   |
| 1. environmental impact assessment, if relevant;
 |[ ] [ ]
| 1. decision on confirmation of the application of a construction conception, depending on the group of the structure and type of construction (e.g. *construction permit, certification card or explanatory memorandum)*,
 |[ ] [ ]
| 1. technical inspection task, if relevant;
 |[ ] [ ]
| 1. approved and signed cost-estimates (local estimates and general estimates) for (re)construction works in line with national legislation and in national language;
 |[ ]   |
| 1. other relevant documents, if required by national legal acts (including permits from cultural heritage protection boards, nature protection boards and other relevant institutions).
 |[ ] [ ]

1. **In case of (re)construction works, where technical documentation is not necessary:**

|  |  |  |
| --- | --- | --- |
| **Document** | **Yes** | **Not Applicable** |
| If the project includes (re)construction works, yet according to the national legislation technical documentation is not necessary the following shall be provided:  |  |
| 1. Legally valid ownership or possessory rights to the land, building or premises, or a contract on the basis of which the user has the right to construct and which covers the planned project duration, taking into account requirements set in section 3.8. “Project Closure”.
 |[ ]   |
| 1. Defect acts, if relevant.
 |[ ] [ ]
| 1. Explanatory note.
 |[ ]   |
| 1. Approved and signed cost estimates (local estimates and general estimates) for the planned (re)construction works in line with national legislation and in national language.
 |[ ]   |
| 1. Photos of the current situation of the object.
 |[ ] [ ]
| 1. Extract from cadastral survey file of the real estate and schemes of premises where investments (works) are planned);
 |[ ]   |
| 1. Other relevant documents, if required by national legal acts (including permits from cultural heritage protection boards, nature protection boards and other relevant institutions).
 |[ ] [ ]
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| *Date* | *Signature* | *Name, Surname, Position of the beneficiary’s Employee* |