

### Checklist For Occupation Certificate

1. Name and Designation of Inspector \_\_\_\_\_
2. Date of Inspection : \_\_\_\_\_
3. Date of submission of application for \_\_\_\_\_  
approval Of occupation certificate on BR-V.

Sr. No.		
1.	Date of intimation to start the construction work by the applicant	
2.	Date of sanction of the Building plans	
3.	Date of issuance of DPC Certificate	
4.	Whether DPC certificate applied or not by the applicant?	
5.	Constructed area at the site as per the built up drawing	
6.	Variation in approved building plan and as build drawing	
7.	Compoundable and non-compoundable construction (on composition form)	
8.	NOC from other concerned Departments	
9.	Completion certificate from the Architect/Engineer	

**Date:**

**Signature of Inspecting Officer**

## Inspection procedure for Occupation of Building.

Receipt of application in the office of Commissioner, Municipal Corporation, Executive Officer, Municipal Council and Secretary, Municipal Committee on BR -V alongwith BR - VII

That before the Inspection of the building the concerned municipality will intimate to the applicant in advance about the site inspection date and time.

After intimation to the application about the time and date of inspection the building will be inspected by the concerned officers/officials as authorized by the Commissioner, Municipal Corporation, E.O., Municipal Council, Secretary, Municipal Committee and fill the report on the prescribed performa. The officer/officials will inspect the site in term of;

- Construction at site as per the built up drawing.
- Construction at site as per the built up drawing.
- Compoundable and non compoundable construction.
- Total Constructed area at site.
- Provision related to public health services, electricity, fire provision etc. made in the building or not.
- Whether the applicant intimate the municipality before start of construction.
- Provision of light and ventilation in the building in the building.
- Internal and external finishing in the building.
- Whether debries and rubbish has been cleared from the area of site/building and its surrounding.
- Structure stability certificate from the structure engineer.
- Completion certificate from the engineer/architects.
- Enquiry if any, required approvals like MORF, PWD etc.
- Any other details which is necessary for grant of Occupation certificate.

The concerned officer/official will submit the Inspection report to the Commissioner, Municipal Corporation, E.O. Municipal Council and Secretary, Municipal Committee alongwith the report on document submitted by the applicant.

The Commissioner, Municipal Corporation , E.O. Municipal Council and Secretary, Municipal Committee on the basis of site inspection report and office report grant or reject the occupation certificate within 60days from the date of receipt of the application.