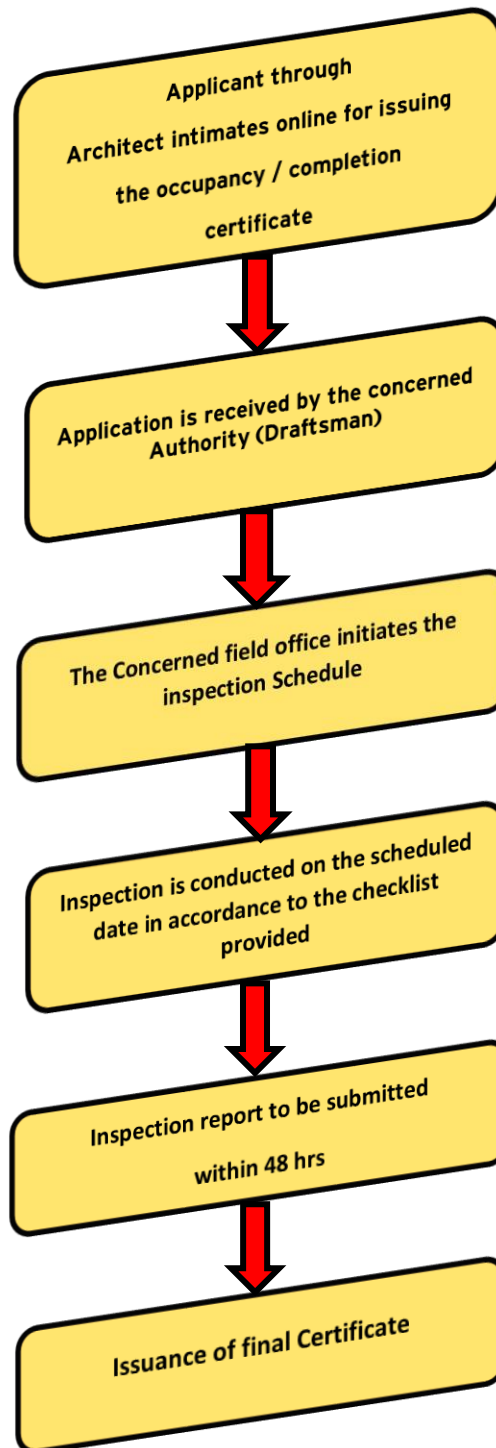


**INSPECTION PROCEDURE AND CHECKLIST FOR OBTAINING OCCUPANCY /
COMPLETION CERTIFICATE**

INSPECTION PROCEDURE FOR ISSUING OCCUPANCY / COMPLETION CERTIFICATE



INTERNAL PROCEDURE FOLLOWED BY THE DEPARTMENT DURING INSPECTION

- Applicant may select the appropriate architect from list of empanelled Architect/ Civil Engineer/ Registered Technical Personnel available from the online portal where both can apply (applicant or professional) after completion of the building for obtaining Permanent NoC.
- The Draughtsman/Junior Engineer and other concerned field office receives the online intimation and forwards the application further to next level Authority
- The Concerned officer may provide comments/ observations and directs the concerned Authority (Draftsman/Junior Engineer) to conducts the inspection on particular date.
- Concerned Authority at Field Office conducts the inspection on the scheduled date as per checklist and submits the inspection report within 48 hours through the online portal.
- The inspection report along with comments of the concerned officials is visible to the applicant and the final approval is also conveyed through SMS/ E-mail
- The certificate of occupancy / completion certificate (Permanent NoC) will be available and the applicant can download it from the web portal.

INSPECTION CHECKLIST FOR OBTAINING OCCUPANCY / COMPLETION CERTIFICATE

- Sanctioned Plan.
- Plinth inspection Certificate.
- Type of Area
- Ownership and Revenue documents
- Land use.
- Built up Area.
- No of Story's
- Parking Provision.
- Whether any Pipeline/Sewerage line crossing or passing through the plot
- Provision of barrier free access for persons with disability
- Structural Stability Certificate
- Photograph's of site.
- Distance between two Blocks
- Plinth height.
- Height of Service floor.
- Buildable width.
- Number of Dwelling Units.
- Whether building with communication tower
- Rain water harvesting tank provision.
- Whether trees are standing on plot.
- Whether plot is Abutting to Forest Boundary.
- Whether any HT/LT Line, crossing over the proposed land.
- Road / path existing at site.
- General requirements.