

### Procedure for Obtaining Occupation Certificate

Designated Officer	Senior Town Planner
Check List for Occupancy Certificate	<p>Relevant prescribed Drawings and Documents:</p> <ol style="list-style-type: none"> <li>1. Sanctioned Building Permission</li> <li>2. Plinth Inspection Certificate</li> <li>3. Application form for Occupancy Certificate (Annexure IV)</li> <li>4. Inspection Report for Occupancy             <ol style="list-style-type: none"> <li>a. Form of Approval (Annexure V)</li> <li>b. Form of Rejection of Compliance in Respect of Occupancy Certificate. (Annexure VI)</li> </ol> </li> </ol>
Fee/charges to be paid for the service	Nil
Time Line	7 days
Procedure	<ul style="list-style-type: none"> <li>➤ After submitting application on prescribed form along with all relevant documents the application shall be forwarded to Senior Town Planner for further n/a.             <ul style="list-style-type: none"> <li>• <b>Timeline: one (1) day</b></li> </ul> </li> <li>➤ Senior Town Planner, SDA forwards the application to Dy. Director, Enforcement.</li> <li>➤ Dy. Director, Enforcement forwards the application to concerned Inspection Officials for Inspection and Report.             <ul style="list-style-type: none"> <li>• <b>Timeline: one (1) day</b></li> </ul> </li> <li>➤ After Final Inspection, the application shall be forwarded to Dy. Director, Enforcement for recommendation.             <ul style="list-style-type: none"> <li>• <b>Timeline: two (2) days</b></li> </ul> </li> <li>➤ The application is being forwarded to the Senior Town Planner for recommendation/rejection and for final accord of approval from Vice Chairman, SDA.             <ul style="list-style-type: none"> <li>• <b>Timeline: three</b></li> <li>• <b>(3) days</b></li> </ul> </li> <li>➤ After approval the applicant shall download the Occupancy Certificate</li> </ul>