

# Inspection Procedure for obtaining Occupancy Certificate

## General Instructions

### For Building Other than Low Risk Buildings

**Step 1:** On receipt of application for Occupancy certificate for building operations, the concerned Verifying Officer will do scrutiny of uploaded documents for its correctness and completeness. After Scrutiny of the documents, the Verifying Officer will refer the same to the concerned public agencies for obtaining No-objection certificate before granting or refusing permission to the applicant.

**Step 2:** The concerned Verifying Officer of the Authority will generate a site inspection notice specifying a date and time to the public agencies for conducting common Inspection Programme. Every Public Agency, which needs to conduct field visit and inspection for giving their no-objection certificate, shall conduct the same as part of the notified common inspection programme, the date of which shall be a date, which is three days after but not later than seven days, of receipt of the application.

**Step 3:** The concerned nodal officer of public agency will be intimated with SMS and email for common Inspection programme. The common inspection programme shall be conducted on said date and time mentioned in the site inspection notice.

**Step 4:** Inspection reports are to be uploaded by assigned nodal officers of public agencies within 48 hours of conduct of site inspection. In case, if any objection arises or further clarifications are required, the same shall be mentioned in the report.

**Step 5:** After receipt of Inspection report, if the information and document provided by the applicant has been complied and is to the satisfaction of the nodal officer of the public agency, No objection certificate shall be issued within three working days of conduct of common inspection programme. For objections raised, No-Objection Certificate shall be issued within three working days from the date when compliance to the objection has been made or additional information as required has been submitted by the applicant through the Authority.

**Step 6:** If NOC from any public agency is not received within the time limits mentioned above in step 5, then it shall be deemed that NOC has been issued by Concerned Public Agency.

### For Low Risk Buildings

After receipt of the application for occupancy certificate, Authority shall consider the same as per planning and building standard regulations without referring to any public agency. It shall then issue the NOC/recommendation for occupancy certificate.

## **Checklist of Documents**

- i) Approved Building Permit
- ii) Revised Building Plan (if any deviations)
- iii) Building Completion certificate from Technical Person/Architect in case of low risk building and from Project Management Organization in case of other than low risk buildings
- iv) Structural stability certificate signed by Technical Person/Project Management Organization/vetting by notified agencies as applicable
- v) Supporting documents in respect of compliances to the recommendations/NOC given by the public agencies at the time of construction permit

## **Inspection Procedure for obtaining Construction Permit**

### General Instructions

#### **For Building Other than Low Risk Buildings**

**Step 1:** On receipt of Common Application Form for building operations, the concerned Verifying Officer will do the scrutiny of uploaded documents for its correctness and completeness. After Scrutiny of the documents, the Verifying Officer will refer the same to the concerned public agencies for obtaining No-objection certificate before granting or refusing permission to the applicant.

**Step 2:** The concerned Verifying Officer of the Authority will generate a site inspection notice specifying a date and time to the public agencies for conducting a common Inspection Programme. Any Public Agency which needs to conduct field visit and inspection for giving No-Objection Certificate, shall conduct the same as part of such notified common inspection programme. The date provided by concerned Verifying Officer of the Authority shall be ten days after the receipt of Common Application Form by public agencies but it shall not exceed twenty days of receipt.

**Step 3:** The concerned nodal officer of public agency will be intimated with SMS and email for common Inspection programme. The common inspection programme shall be conducted on the said date and time mentioned in the site inspection notice.

**Step 4:** Inspection reports are to be uploaded by assigned nodal officers of public agencies within 48 hours of conduct of site inspection. In case, if any objection arises or further clarifications are required, the same shall be mentioned in the report.

**Step 5:** After receipt of Inspection report, if the information and document provided by the applicant has been complied and is to the satisfaction of the nodal officer of the public agency, No objection certificate shall be issued.

**Step 6:** The nodal officers of public agencies shall upload the NOC/Recommendation within 24 hours of uploading the inspection report. If the NOC/Recommendation is not provided within 3 days of site inspection, it shall be deemed that NOC has been issued by Concerned Public Agency.

#### **For Low Risk Buildings**

After receipt of the common Application Form, Authority shall consider the planning and building standard regulations without referring to the public agency. It shall then issue the NOC/recommendation for construction permit.

#### **Checklist of Documents**

- i) Building Plan Approval
- ii) Filled up online Common Application Form
- iii) Self-Signed Xerox copies of ownership Documents
- iv) Copy of certificate of registration of Architect/Engineers/Builder-Developer
- v) Affidavit in original
- vi) Scrutiny fee copy
- vii) Two Photographs of site.