

## Occupancy Process

**Applicability for Building Permissions:** Applicant applies for Occupancy upon completion of building in all aspects and paying the requisite processing charges. Mortgage for Building permissions 10% of built up area mortgaged to TSIC-IALA, will be released after due course of procedure.

### Occupancy process:

- 1) Architect / Applicant have to apply online for Occupancy Certificate by uploading the drawing as per the construction, and have to submit the Undertaking forms of the Structural Engineer, Architect and Owner (**Ref: Applicant Undertaking.docx**). Photographs of the building are to be given/uploaded along with Building completion notice application form. (**Ref : BUILDING COMPLETION NOTICE-Application form for Occupancy.docx**)
- 2) Architect/Applicant submits Pre DCR drawing and system will scrutinize automatically, and identifies the deviations if any. If the deviation is up to 10%, charges/penalty will be applicable and if > than 10% of deviation, application should be rejected and proceeds orders for demolition.
- 3) The allocated site inspection officer will carryout site inspection (**Ref : Site Inspection Checklist.docx**) with reference to drawings & site plan and submit the report along with check list.
- 3a) DPMS system will provide the values of parameters considered to check for issuing occupancy in a tabular format as given below

Parameters	As per permission/Approval	As per site condition
1.Approach Road width		
2.Details of Set backs Front Rear Side-1 Side-2		
3.Details of No. of Floors permitted		
4. Details of Land use		
5.Details of Parking area		
6.Total plinth area permitted		

- 3b) whether the road widening as per the approval plan surrendered? Y/N

If yes

Extent of the area surrendered

Registered Gift deed number

- 4) He will also verify, whether the Mortgage Deed is registered or not , also verifies if the plot number, survey number, extent, village and schedule of boundaries are as per the drawings submitted and in compliance with the rule and the same are forwarded to Commissioner / EO for confirmation & approval.

**Mortgage Verification:**

- a. Plot Number
  - b. Survey Number
  - c. Extent
  - d. Village
  - e. Mandal
  - f. Schedule of Boundaries
  - g. Mortgage Deed Number
  - h. Date
  - i. SRO Details
- 5) Based on the observation of Inspection officer, Commissioner / EO will review and take the action accordingly
- a. If No Deviation found: - communication of demand notice for fees payment will be sent to the applicant
  - b. If any deviation found: - communication of demand notice for fees payment along with penalty.
  - c. If Deviation more than 10%:- If there is more than 10% deviation then suggest for Demolition of the area which is deviated, to communicate to the applicant & copy marked to concerned Zonal Manager and seek for approval for taking necessary action.
  - d. Wrong Documentation:- If applicant has submitted wrong or inadequate documentation communicate the Shortfall to applicant.
- 6) In case of 5c above, on approval of Zonal Manager Commissioner / EO will serve the demolition notice to applicant.
- 7) Based on the deviations if any & site inspection, system will calculate the charges automatically and file moves to Commissioner / EO for review.
- 8) After the recommendations by the Inspection officer, Commissioner / EO will recommend the Mortgage relinquishment.
- 9) After relinquishment of Mortgage, Commissioner / EO will issue the Occupancy certificate (**Ref : Occupancy Certificate.docx**).