

Issue of Occupancy Certificate – Site Inspection

On receipt of application for occupancy certificate along with completion notice as stipulated in the procedure and completion of preliminary scrutiny followed by submission of shortfall particulars/details/documents if any, the sanctioning authority will issue schedule for field inspection to the designated inspecting officer. In case the application is not accompanied by the NOC from Fire services department, the Commissioner/EO shall then issue a schedule for Joint Inspection.

The inspecting officer on receipt of such notice of completion shall undertake inspection with regard to the following aspects.

- i. No of floors
- ii. External setbacks
- iii. Usage of the building
- iv. Parking space provision
- v. Abutting Road width
- vi. Total height of the building
- vii. Tot lot & 2.00 mt green strip
- viii. Availability of Rain water harvesting pits
- ix. Whether the Building constructed is disabled friendly
- x. Whether all the Building permit order conditions are fulfilled

The inspector shall take photographs, prepare and submit the inspection report in the specified format within 48 hours from the date of receipt of schedule for inspection from the Commissioner/Executive Officer.