

Annexure - III

Model Format : Occupancy Certificate

..... (ULB)

OCCUPANCY CERTIFICATE

Ref:	Building Permit / Proceedings No		Date	dd	mm	yyyy
	Building Commencement Notice submitted by the Applicant		Date	dd	mm	yyyy
	Building Completion Notice submitted by the Applicant		Date	dd	mm	yyyy
	FILE No.					
<p>The Owners/Builder/Developer /Licensed Architect/Engineer / Structural Engineer have given the Building Completion Notice that the building has been completed as per the specifications of Sanctioned Plans and it is declared that the building conforms in all respects to the requirements of the building regulations contained under the statutory provisions in the respective Municipal Act and Building Bye Laws/Rules issued by the Govt.This is to certify that the building has been inspected and is declared fit for occupation. <i>(Use CAPITAL LETTERS only)</i></p>						
A	NAME OF THE OWNER / DEVELOPER					
B	LOCATION OF THE PROPOSED SITE					
1	Plot No.					
2	Sanctioned Layout No. / LRS No.					
3	Survey No.	Village				
4	Premises / Door No.					
5	Road/ Street					
6	Ward No.	Block No.				
7	Locality					
8	Circle	Division				
9	City/ Town	District				
C	DETAILS OF THE COMPLETED BUILDING					
1	Building Permit / Proceedings No.		Date	dd	mm	yyy
2	a	Due date for completion of the building		Date	dd	mm y yyy
	b	Date on which completion notice submitted		Date	dd	mm y yyy
	c	Whether it is completed within the stipulated time		Yes	No	
	d	If No, the Fine collected (Rs)				
3	Site Area (m²)	As per Documents	As per submitted Plan	Road Widening Area		Net Area
4	No. of Floors		Cellar	Stilt	Ground	Upper floors
	a	As per Sanctioned Plan				
	b	As per Completed Building Plan				
5	Use of the Building					
	a	As per Sanctioned Plan				
	b	As per Completed Building Plan				
6	Floor Area (m²)					
	a	As per Sanctioned Plan				
	b	As per Completed Building Plan				
7	Parking Area (m²)					
	a	As per Sanctioned Plan				
	b	As per Completed Building Plan				
8	Setbacks(m)		Front	Rear	Side I	Side II
	a	As per Sanctioned Plan				
	b	As per Completed Building Plan				
	c	Extent of deviation in %				
	d	Fine Paid (Rs)				
9	Height (m)		As per Sanctioned Plan	As per Completed Building Plan		

To
Sri / Smt.....

Commissioner