

Common Application for Partial / Final Occupancy Certificate of Construction / Reconstruction / Addition to / Alteration of Building(s) with inspection for permanent Water Connection and Drain/Sewer Connection.**
{See rules 33, 151(3), 38(1)}

Reference No. (system generated) Date

From
..... (Name in full in block letters)
..... (Designation. If any)
..... (Address)
..... (Phone No.) (Mobile No.)
..... (email ID)

To
The Commissioner/ Chairman/ Chairperson of Board of Administrators,**
..... Municipal Corporation/ Municipality/ Notified Area Authority/ Industrial Township Authority.**

Sub: Application for Partial / Final** Occupancy Certificate of Construction/ Reconstruction/ Addition to/ Alteration of (Category/occupancy of building) Building(s) with inspection for permanent water connection and drain/sewer connection.

Madam/ Sir,

I hereby give notice that the erection/ re-erection/ addition to/ alteration of the building at Premises No./ Holding No Street/ Lane..... Borough** Ward Plot No. (LR/RS)** Mouza J.L. No. P.S. Kahtian No. (LR/RS) Block No.** has been partly/ fully completed and the sanitary arrangements along with laying of water line and sewer line / drain of the said plot have been done as per sanctioned plan vide Building Permit No. dated.....

I/We have to request you to arrange for the inspection and for the issue of an Occupancy Certificate with Clearance Certificate in respect of permanent Water connection and Drain /Sewerage connection.

Yours faithfully,

Signature of the Applicant

Confirmed

.....
(Signature of the Architect/Licensed Building Surveyor-I/II)

.....
(Name, address and License No. of the Architect/
Licensed Building Surveyor-I/II)

Certificates

1. I do hereby certify that the partially / fully completed building at Premises No./ Holding No Street/ Lane..... Borough** Ward Plot No. (LR/RS)** Mouza J.L. No. P.S. Kahtian No. (LR/RS) Block No.** under the jurisdiction of Municipal Corporation/ Municipality/ Notified Area Authority/ Industrial Township Authority have been constructed in conformity with sanctioned plan vide Building Permit No. dated.....

.....
(Signature of the Architect/Licensed Building Surveyor-I/II)

.....
(Name, address and License No. of the Architect/
Licensed Building Surveyor-I/II)

2. I/We do hereby certify that the foundation and superstructure of the partially / fully completed building at Premises No./ Holding No Street/ Lane..... Borough** Ward Plot No. (LR/RS)** Mouza J.L. No. P.S. Kahtian No. (LR/RS) Block No.** under the jurisdiction of Municipal Corporation/ Municipality/ Notified Area Authority/ Industrial Township Authority have been personally inspected during construction. The foundation and super structure constructed as per design specifications and sanctioned drawings are safe in all respect.

.....
Signature of the Structural Engineer-I/II

.....
Geo technical Engineer-I/II

.....
(Name, address and License/empanelment No.
of the Structural Engineer-I/II).

.....
(Name, address and License/empanelment No.
of the Geo technical Engineer-I/II).

3. I do hereby certify that the foundation and superstructure of the partially / fully completed building at Premises No./ Holding No Street/ Lane..... Borough** Ward Plot No. (LR/RS)** Mouza J.L. No. P.S. Kahtian No. (LR/RS) Block No.** under the jurisdiction of Municipal Corporation/ Municipality/ Notified Area Authority/ Industrial Township Authority have been verified by me in all respect as per Sanctioned Plan vide Building Permit No. dated..... and found satisfactory.

.....
Signature of the Structural Reviewer

.....
(Name, address and License/empanelment No.
of the Structural Reviewer)

N.B. – Empanelled technical personnel will be engaged as per prevailing rule.
**Strike out if not applicable.