

**U.T. Administration of Dadra and Nagar Haveli and Daman and Diu
Planning & Development Authority,
Fort Area, Moti Daman.**

No.UD/DMN/EASY-BUSI/75/2016/ 1492

6/01/21
Dated: -11/2/2020.

PROCEDURE AND CHECKLIST FOR OBTAINING OCCUPANCY CERTIFICATE

The applicant applies to the Planning & Development Authority (PDA) for obtaining Occupancy Certificate in the prescribed Performa given in the DCR-2005 (Annexure -13). After receiving the application the Department carry out the site inspection to ensure that the building has been constructed as per the approved plan.

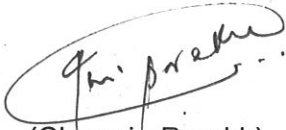
Check List of Documents to be submitted while making application for Occupancy Certificate/Part Occupancy Certificate:

1. Application form of Completion Certificate for Issue of Occupancy/Part Occupancy Certificate as per Annexure-13.
2. True copy of Construction permission order. (Mandatory)
3. True copy of approved building plan.(Mandatory)
4. Structural stability certificate from licensed Architect or Structural Engineer as per the format in Annexure -14. (Mandatory for High Rise Building only).
5. Final NOC from Coast Guard Authority for building height.(Mandatory)
6. Final NOC from Department of Fire & Emergency Services. (Applicable to all building except residential building with height less than 15.0 mts.) (Mandatory)
7. Photo copy of installed Rain water harvesting system. (Mandatory)
8. Existing building plan as per the actual construction carried out, if there is minor deviation from the approval plan.(If applicable)
9. Form of Indemnity on Stamp paper of Rs. 20/- (If application is for Part Occupancy).

Check List for Site Inspection for Occupancy/Part Occupancy Certificate:-

The applicant applies to the PDA for obtaining Occupancy Certificate in the prescribed Performa given in the DCR. The following thing are observed during the site inspection

1. Water Harvesting system is provided or not ?
2. Building constructed are as per the approved plan or not.
3. All side Set back are as per the approved plan or not ?
4. Surrounding area of building are developed or not ?.


(Charmie Parekh)
Chief Town Planner/
Member Secretary, PDA,
Daman