OCCUPANCY CERTIFICATE CHECKLIST DURING SITE VISIT

1. Is Construction done as per approved drawing?  
   - Yes  No

2. If yes, construction done as per approved drawing –
   a. Is Drinking water line available?  
      - Yes  No
   b. Is electricity connection available?  
      - Yes  No
   c. Is sewage and drainage proper?  
      - Yes  No
   d. Is building material removed from site?  
      - Yes  No
   e. Is site clean, neatly maintained and no seepage or leakage in walls?  
      - Yes  No

3. If No, construction done as per approved drawing –
   a. Is there any corporation tax pending on building till date?  
      - Yes  No
   b. If there is any violation done at constructed building, can it be rectified? If it can’t be rectified then municipal engineer shall issue certificate after demolition of violated area, or reconstruction.  
      - Yes  No
   c. Is MOS violated at constructed site?  
      - Yes  No
   d. If MOS violated is compoundable? If it is not compoundable then only after demolition municipal engineer shall issue certificate.  
      - Yes  No
   e. If done Construction is for such a purpose which may affect health and convenience of nearby residents according to authority opinion.  
      - Yes  No
   f. Is constructed site is in unhealthy condition?  
      - Yes  No
   g. If constructed building in any such area, where animal’s dead bodies are dumped, dirty and abominable things are dumped. This area cannot be approved for occupancy until health officials and municipal engineer issues certificates, which states that building on the site is suitable with the vision of health and hygiene.  
      - Yes  No
   h. If the building constructed above the municipal sewers, sewage drain or mains or under transmission line.  
      - Yes  No
   i. Is construction done at isolated place?  
      - Yes  No
   j. If the owner has explained all necessary measures to the authority for securing the construction work from unsocial elements.  
      - Yes  No
   k. Distance of nearby police station from constructed building.  
      
   l. If building use has not been clarified by the authority that it would be used for people gathering like cinema, theater, general worship.  
      - Yes  No
   m. Are there trees on the site?  
      - Yes  No
   n. Is there any corporation tax pending on the constructed building till date?  
      - Yes  No