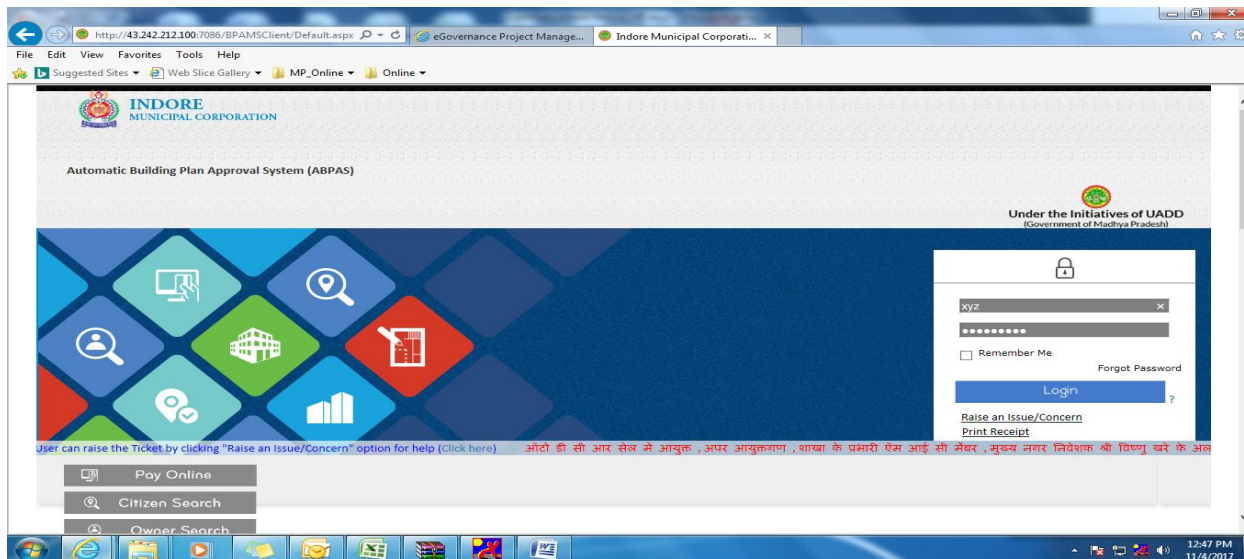


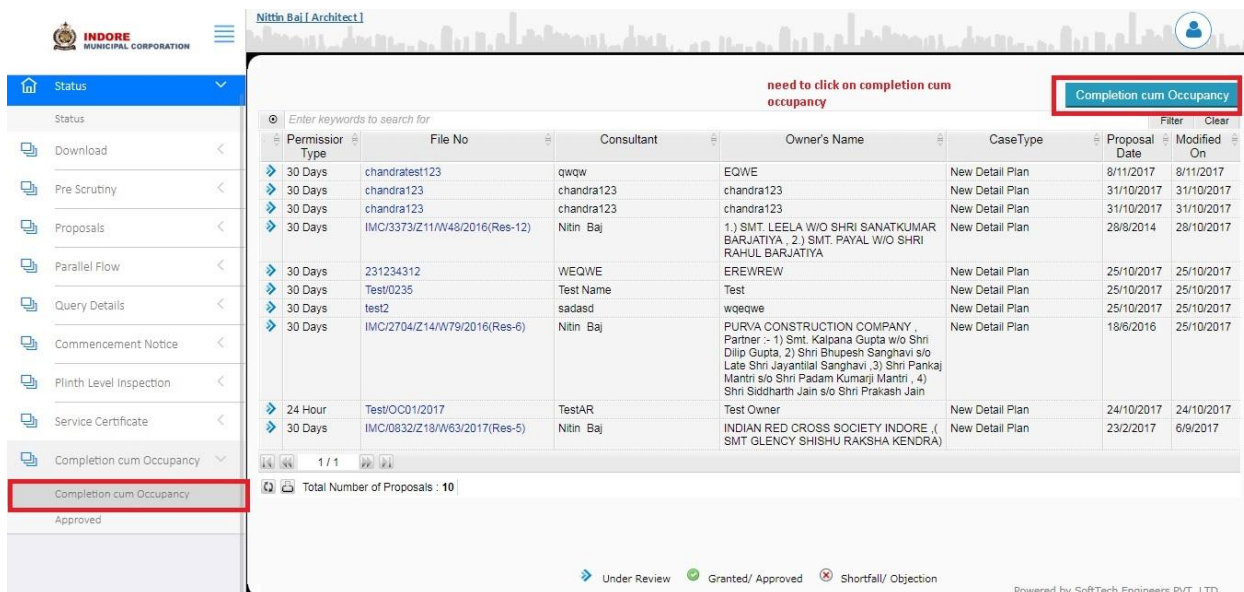
User Manual Completion cum Occupancy

Consultant Login



Step-1

1. Go to the tab of Completion cum Occupancy in Left Menu
2. Click on the Completion cum Occupancy

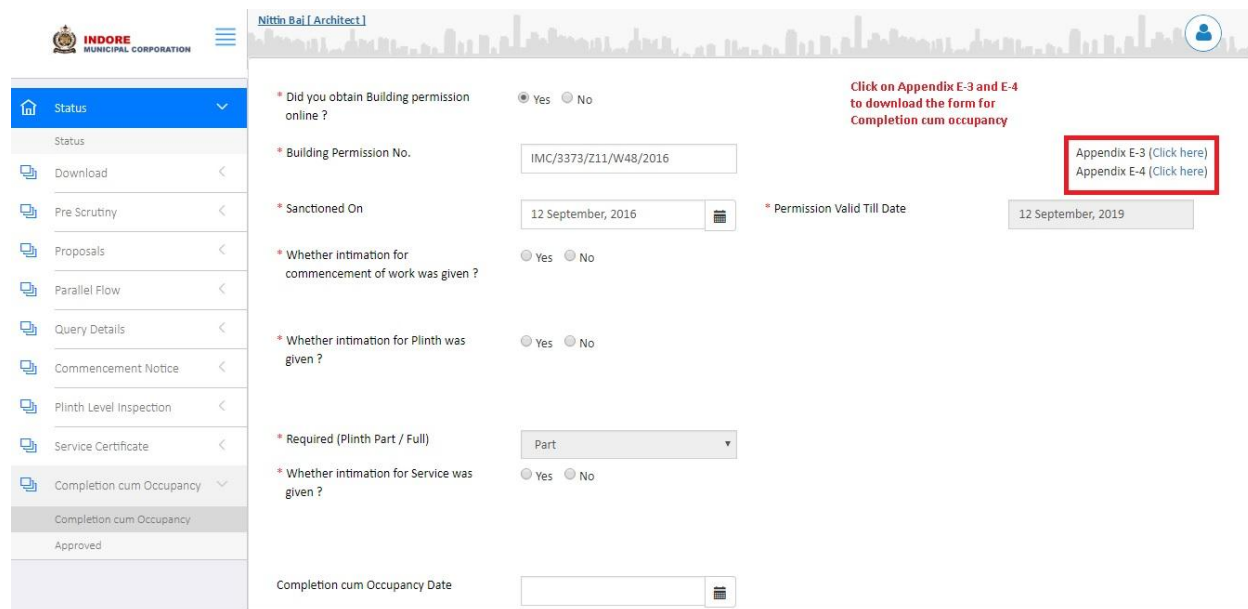


Step-2

Case: - Yes Condition

1. If you have Online Building Permission then select 'yes'

2. If you select yes option then enter the Online Building Permission number
3. All the details should come automatically
4. Click on Appendix E-3 and E-4. Download both forms and fill them
5. Attach the forms in Document tab
6. Click on 'Intimate Now and the file will be sent to ZBC.



INDORE MUNICIPAL CORPORATION

Nittin Baj | Architect

Status

Did you obtain Building permission online? Yes No

Building Permission No.

Sanctioned On

Permission Valid Till Date

Whether intimation for commencement of work was given? Yes No

Whether intimation for Plinth was given? Yes No

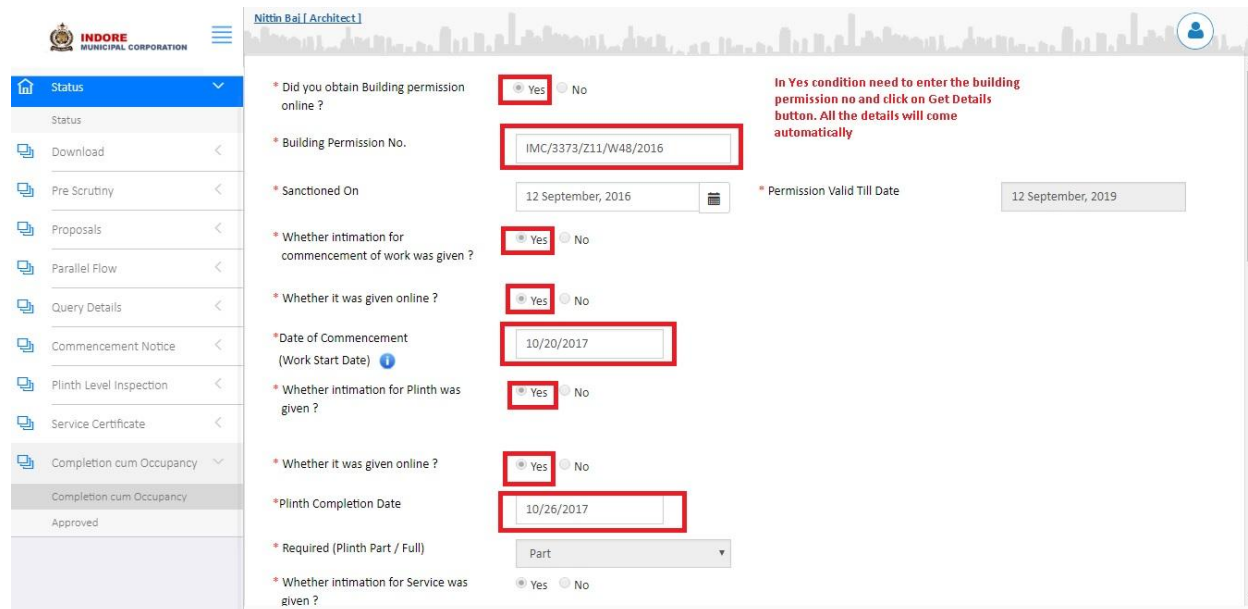
Required (Plinth Part / Full)

Whether intimation for Service was given? Yes No

Completion cum Occupancy Date

Click on Appendix E-3 and E-4 to download the form for Completion cum occupancy

Appendix E-3 (Click here)
Appendix E-4 (Click here)



INDORE MUNICIPAL CORPORATION

Nittin Baj | Architect

Status

Did you obtain Building permission online? Yes No

Building Permission No.

Sanctioned On

Permission Valid Till Date

Whether intimation for commencement of work was given? Yes No

Whether it was given online? Yes No

Date of Commencement (Work Start Date)

Whether intimation for Plinth was given? Yes No

Whether it was given online? Yes No

Plinth Completion Date

Required (Plinth Part / Full)

Whether intimation for Service was given? Yes No

In Yes condition need to enter the building permission no and click on Get Details button. All the details will come automatically

Step-3

1. Enter the Remarks
2. View documents and click on Document Received and the file will be sent to BI

Step-4

1. Enter site visit done date manually and fill the remaining details accordingly
2. Save and Publish the inspection checklist

Step-5

1. Click on Document verification and file will be sent to BO

Suresh Chouhan [Building Inspector (HO), Zone-07]

Service Date: 11/09/2017

Completion cum Occupancy Date: 09/11/2017

* Is this highrise case? Yes No

* Remarks:

Enter Remarks

Fill inspection checklist and click on Document verification. File will be sent to BO.

Inspection Checklist
Document Verification

Application Details Documents Remarks

Consultant (Architect/ Structural Engineer/ Supervisor)
Details of Building Permission

Architect: Architect
Name: qwqw
Reg No.: 21341243
Mobile No.: 1241241241

Building Details

Building Name: werewr
Building Use: Residential
Building Sub Use: Residential (dwelling)
No. of floors: 2

Owner Details

Step-6

1. BO is approving authority
2. Click on Approve button and the file will be approved.
3. If the case is high rise then certificate will be received by the applicant otherwise not needed.

INDORE MUNICIPAL CORPORATION

Building Officer Console

Welcome Mr padvendra singh kushwah (Building Officer (HO))

Completion cum Occupancy Date: 09/11/2017

* Is this highrise case? Yes No

* Remarks:

Approve

Application Details Documents Remarks

Consultant (Architect/ Structural Engineer/ Supervisor)
Details of Building Permission

Architect: Architect
Name: qwqw
Reg No.: 21341243
Mobile No.: 1241241241

Building Details

Building Name: werewr
Building Use: Residential
Building Sub Use: Residential (dwelling)
No. of floors: 2

Owner Details

Name: EQWE
Email Id: C
Mobile No.: 232'3'213
Aadhar No.: 414234324324

Site Address

Zone: Zone-07
Ward: Ward-31
Colony: Kannu Patel ki Chawl