

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