

Annexure 7

Check list of Documents to be submitted while making application for grant of Construction permission and Occupancy Certificate

Check List for New Construction Permission

- 1) Application in the form Annexure -2 along with the form of Annexure 3 to 6
- 2) Copy of N.A. Order
- 3) 7/12 extract (Original plus one copy) along with Sales /Lease deed.
- 4) If land is part of a Private Industrial Estate, true copy of approved lay out Plan or a signed statement on company's letterhead that it is not applicable.
- 5) If part of a Private Industrial Estate, a certificate of completion of Development work as per approved layout plan or signed statement on company's letter head that it is not applicable.
- 6) Copy of the Amalgamation Order in original, if relevant or signed statement on company's letter heads that it is not applicable and that NA is for the entire survey no.
- 7) Original Certified Map of Survey /Plot No. issued by Survey and Settlement Officer, Silvassa.
- 8) Key Plan (Location Plan) as required under Clause 6.8 (Three copies).
- 9) Site Plan with details as per Rule 6.9. (Three copies).
- 10) Building Plan giving details as per Rule 6.10 and 6.11 of D.C. Rules (Three copies)
- 11) Service Plan giving details as per Rule 6.12 of D.C.Rules. (Three copies)
- 12) Copy of challan of payment for scrutiny charges as per Rule 7.1a and b of D.C.Rules.
- 13) If revised Plan, Copy of the original Construction Permission and Completion Certificate.
- 14) Certificate or Order of the Land Acquisition Officer if claiming benefit of additional FSI in lieu of compensation.

Check List for Occupancy /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.
- 3) True copy of Approved building plan (Two copies)
- 4) Existing Building Plan (three copies) as per the actual construction carried out if there is minor deviation from the Approved Plan.
- 5) Structural Stability Certificate from Licensed Architect and/or Structural Engineer as per the format in Annexure 14.