

CHECKLIST FOR GRANT OF PART OCCUPANCY CERTIFICATE AND FULL OCCUPANCY CERTIFICATE.

- Applicant submits the application to CAMS (COLLECTORATE SILVASSA & MAMLATDAR (KHANVEL) FOR RESIDENTIAL BUILDING, RESIDENTIAL CUM COMMERCIAL BUILDING, HIGH RISE BUILDING, COMMERCIAL HIGH-RISE BUILDINGS, SCHOOL BUILDING, PETROL PUMP, SERVICE STATION, RESORT BUILDING ETC.
- Applicant submits the applications in SWIFT system, DISTRICT INDUSTRY CENTRE (DIC) FOR any types of INDUSTRIAL BUILDINGS.

Documents required as per Development Control Rules-2014.

Sr. No.	Documents Required
1	Application to the Authority for obtaining full OC/Part OC
2	Architect's Completion Certificate. Annexure-14.
3	Structural Stability Certificate issued by Engineer (Annexure-15)
4	Annexure-17(Indemnity Bond) for Part Occupancy Certificate on Rs. 20/- Stamp Paper with Notary.
5	Approved Construction Permission Order(Xerox copy)
6	Approved Drawing (zerox copy).
7	Occupancy Certificate if any granted earlier (zerox copy).
8	Existing CP orders granted earlier (zerox copy)
9	Copy of Labour Cess Certificate.
10	Copy of Valuation Certificate from Govt. Approved Valuer.
11	Bank Deposit receipt indicates deposit of Labour Cess amount in Govt. Account, Dena Bank, Silvassa Branch with signature and stamp of approval of Assistant Engineer, PWD/Building Inspector, DNH.
12	Submit existing building Plans copy with any type of deviation with Photographs.
13	Rain Water Harvesting System (with Architect's Certificate) and with Photographs.
14	7 x 12 Abstract (Original)
15	Certified Map (ORIGINAL)
16	Fire NOCs For Industrial/Commercial/Residential – Commercial Buildings/High Rise Buildings/ Institutional Buildings etc. is required.

DADRA AND NAGAR HAVELI PLANNING AND DEVELOPMENT AUTHORITY,
SILVASSA.

SCRUTINISED BY :

Date : / /2020.

SITE VISIT REPORT FOR GRANT OF FULL/PART OCCUPANCY CERTIFICATE.

1.	Name & Address:				
2.	Survey No./Plot No.				
3.	Construction Permission Order No.				
4.	Layout Order (if any)				
5.	Layout Completion order (if any)				
6.	S.F.O. Report				
7.	Total Plot area/Survey No. area (in Sq. mtr.)				
8.	Set Back (in Mtr.)		As per approved plan	Min. required as per DCR - 2014 and RDR-2019	Existing
		Front			
		Sides			
		Rear			
		Any Other			
9.	Ground Coverage (in sq. mtrs.)	Permissible :			
		Existing :			
10.	Drainage facility provided or not				
11.	Sewerage septic tank and soak pit provided or not				
12.	Size of Rooms/Gala				
13.	Any other special requirements as per N.A., Construction Permission Layout conditions, etc.				
14.	Rain Water Harvesting Facilities Provided or not				
15.	Whether barrier free environment has been provided (Except Domestic Residence)				
16.	Whether Security Features as Mentioned under Rule 40.9 & 40.10 of DC Rule -2014 is provided or not.				
17.	Registration Number of Building and other Construction Workers Act, 1996.				

18. AREA STATEMENT (in Sq.mtr.)

Sr. No	Floor Construction	Approved area as per C.P. order	Actual constructed area (Existing)	Deviation in area	Height of Bldg.	F.S.I. consumed (Permissible FSI:)
1	2	3	4	5	6	7
A	Basement/Stilt					
B	Ground Floor					
C	Mezzanine Floor					
D	First Floor					
E	Second Floor					
F	Third Floor					
G	Fourth Floor					
H	Fifth Floor					
I	Sixth Floor					
J	Seventh Floor					
K	Eight Floor					
L	Ninth Floor					
	Total Built Up Area					

19. Site Visit Photographs.

SIGNATURE