

## **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.**

<b>Sr. No.</b>	<b>Documents Required</b>
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 Slip 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	<b>NOCs For Industrial/Commercial/High Rise Buildings, Petrol Pump, Service Station, Resort, and Hotel Buildings etc.:-      NOC from Fire Dept., DNH, Silvassa is required.</b>