

DIRECTORATE OF TOWN AND COUNTRY PLANNING, HARYANA

SCO 71-75, Sector 17-C Chandigarh.

Phone: 0172-2549349, E-mail:tcpharyana3@gmail.com

http://tcpharyana.gov.in

OFFICE ORDER

Subject: Procedure & Checklist for grant of Occupation Certificate.

In order to enable a transparent mechanism for submission and examination of cases pertaining to grant of Occupation Certificate, the following check list be followed. The proforma be reviewed and revised every six months to ensure that no important parameters get missed out.

Sr No	Description
	General
1.	Application on prescribed Form BR-IV
2.	Name of the Applicant / Company
3.	Date of CLU
4.	Area in Sqm./ Acres
5.	Validity of CLU
6.	Structural Certificate on prescribed BR-V(1) for a height upto 14.50 metres and Form-BR-V(2) for height above 14.50 metres alongwith copy of qualification / degree of the certifying Engineer
7.	Scrutiny fees @ Rs. 10/- Sqm. of the total built-up area
8.	Labour cess @ Rs. 600/- Sqft. for RCC and Rs. 450/- Sqft. for shed on total built-up area
9.	No dues certificate regarding Labour Cess
10.	Approval of Building plans and verification of services laid down at site
11.	Compliance of the CLU Conditions
12.	Status of payment of EDC
13.	Status of development works carried out at site alongwith photograph and video CD/DVD
14.	Public Health Services Plans
15.	Approval from any other authorities, as required
16.	NOC from MOEF, if built-up area is more than 20,000 Sqm.
17.	NOC regarding Fire safety, if applicable
18.	NOC from HAREDA regarding installation of Solar Water Heating System, if applicable
19.	Access permission taken from XEN or NHAI, if the site abuts on Schedule road or NH.
20.	As-built drawing duly signed by Owner and Architect

Chandigarh

(Arun Kumar Gupta)
Director General, Town and Country Planning
Haryana, Chandigarh.

Endst. No. BPAC-Vol-IV/SD(BS)/2016/ 2584-2592

Dated:-05.02.2016

A copy is forwarded to the following for information and necessary action:-

1. Chief Town Planner, Haryana.
2. Chief Town Planner-cum-Administrator (IT & Monitoring).
3. All Senior Town Planners in the State.
4. Senior Town Planner (M), Chandigarh.
5. Senior Town Planner (E&V), Chandigarh.
6. All the Superintendent Engineers, HUDA.
7. All District Town Planners (HQ).
8. All District Town Planners in the State.
9. All XENs, HUDA.

Sd/-
(Ravi Sihag)
District Town Planner (HQ)
Director General, Town & Country Planning,
Haryana, Chandigarh.