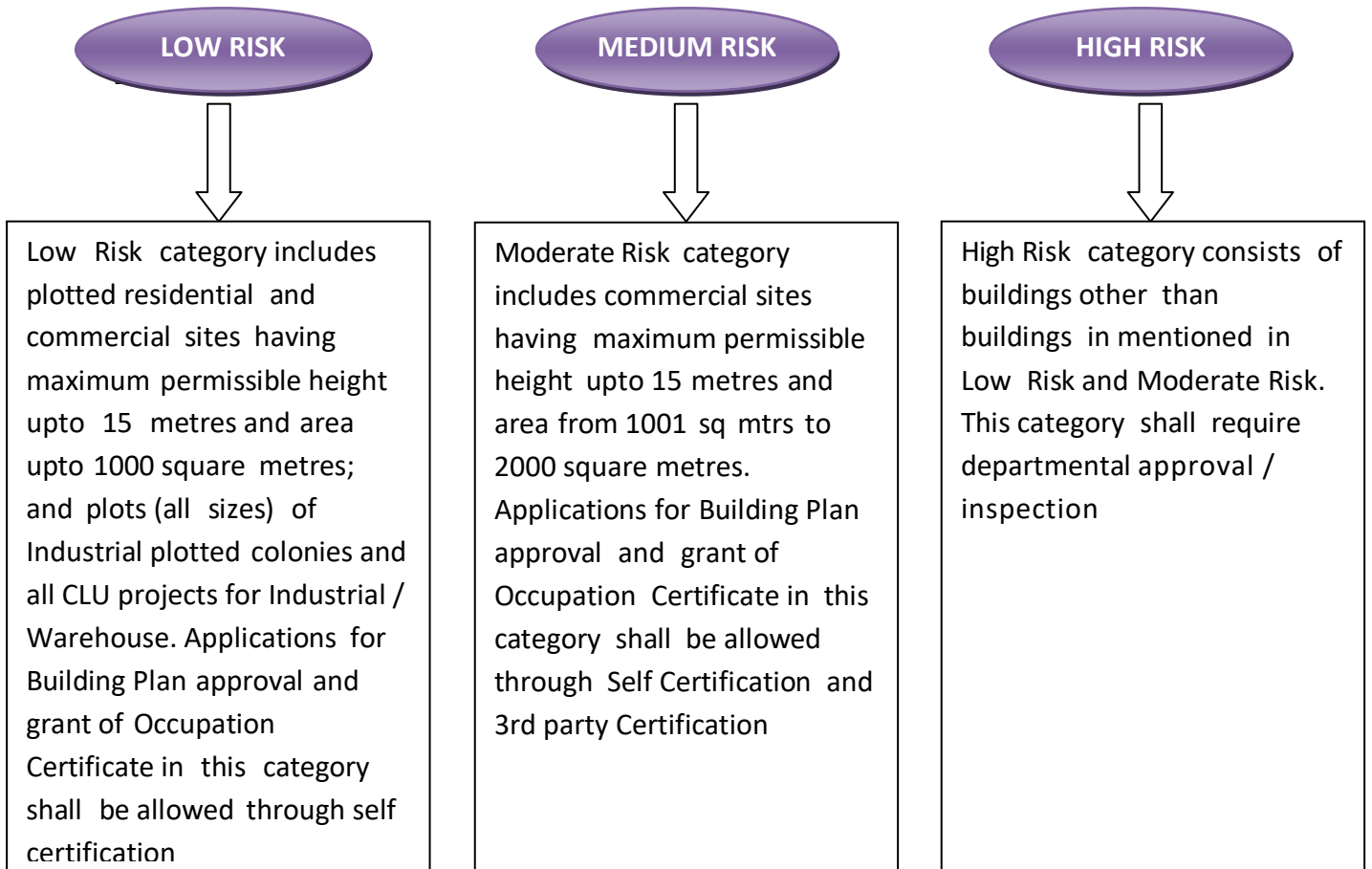


**DEPARTMENT OF TOWN AND COUNTRY PLANNING,
GOVT. OF HARYANA**

APPLYING FOR OCCUPATION CERTIFICATE

On the basis of height and plot size, buildings are categorized into Low, Moderate and High risk categories. Occupation Certificate approval/site inspection process for these categories is given below:-



INSPECTION PROCEDURE: OCCUPATION CERTIFICATE

SR. NO.	ACTIVITY	TIMELINE
1	<p>Drawing Branch of Directorate/Circle Office/Field Office shall examine the plan to ascertain that:</p> <p>(i) variations vis-à-vis approved building plans</p> <p>(ii) it is as per approved layout/site/zoning plan of the site.</p> <p>(iii) it is in accordance with the HBC 2017</p>	3 DAYS
2	<p>The Junior Engineer (JE) going for site inspection shall ascertain:</p> <p>(i) the site dimensions as well as verification of built up area dimensions</p> <p>(ii) any construction undertaken without approval of plan and at variance with approved building plan</p> <p>(iii) orientation of gate position as per zoning plan.</p> <p>(iv) identification of physical/natural features; if any, viz., HT lines, revenue rastas etc.</p> <p>(v) calculation of composition fees, if any.</p> <p>FOR DETAILS CHECK THE PROFORMAS GIVEN IN APPNEDIX - I</p>	3 DAYS
3	<p>Engineering Wing HUDA (XEN/SE concerned) shall ascertain that:</p> <p>(i) the public health services at site are in accordance with prescribed norms and specifications and in accordance with approved plan</p> <p>(ii) the alignment and levels are appropriate for its integration with the proposed/existing internal/external services.</p>	3 DAYS; CONCURRENT WITH SR. NO. 1& 2
4	<p>The Accounts Section shall ensure that the EDC dues against the site (wherever applicable) are not overdue. In cases where the applicant have opted for "EDC Relief Policy", it needs to be ensured that the installments already due under such relief policy stand deposited.</p>	2 DAYS; CONCURRENT WITH SR. NO. 1& 2
5	<p>The competent authority shall take a decision regarding grant of OC based on the reports as indicated above</p>	3 DAYS

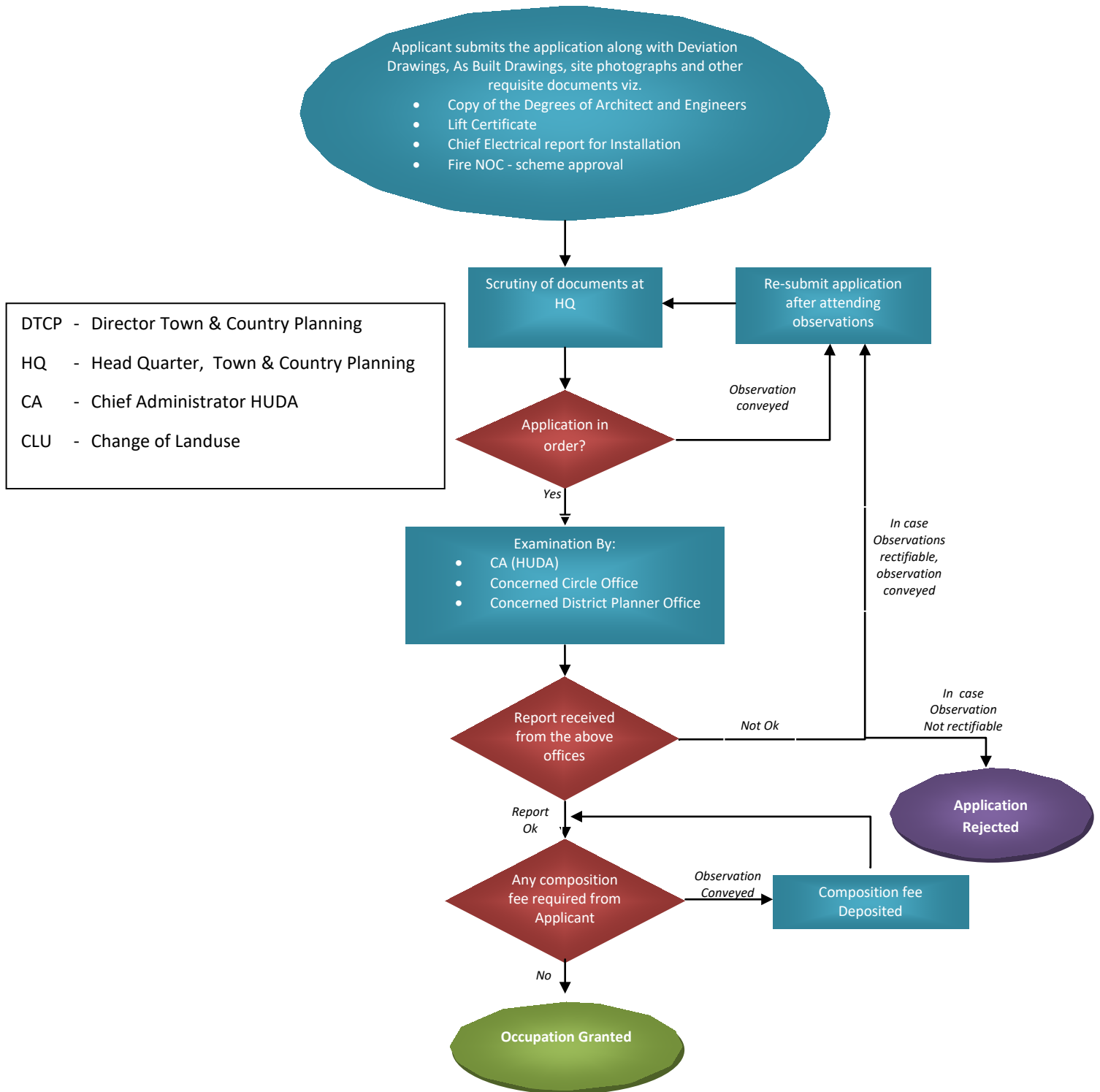
Procedure

1. Applicant submits the application along with Deviation Drawings, As Built Drawings, site photographs and other requisite documents viz.
 - Copy of the Degrees of Architect and Engineers
 - Lift Certificate
 - Chief Electrical report for Installation
 - Fire NOC - scheme approval
2. Scrutiny of documents at Office (concerned)
3. If any discrepancy found, application is put on hold and observation is conveyed to the applicant.
4. Applicant will remove the discrepancy and submit the details
5. Examination by:
 - CA (HUDA)
 - Concerned Circle / District Town Planner Office
 - SE (HUDA)
6. Report received from the above offices.
7. If any observation is to be conveyed based upon the reports received from above offices, same is conveyed to the applicant.
8. Applicant will remove the discrepancy and submit the details
9. Occupation is granted

Detailed Work flow is given below:

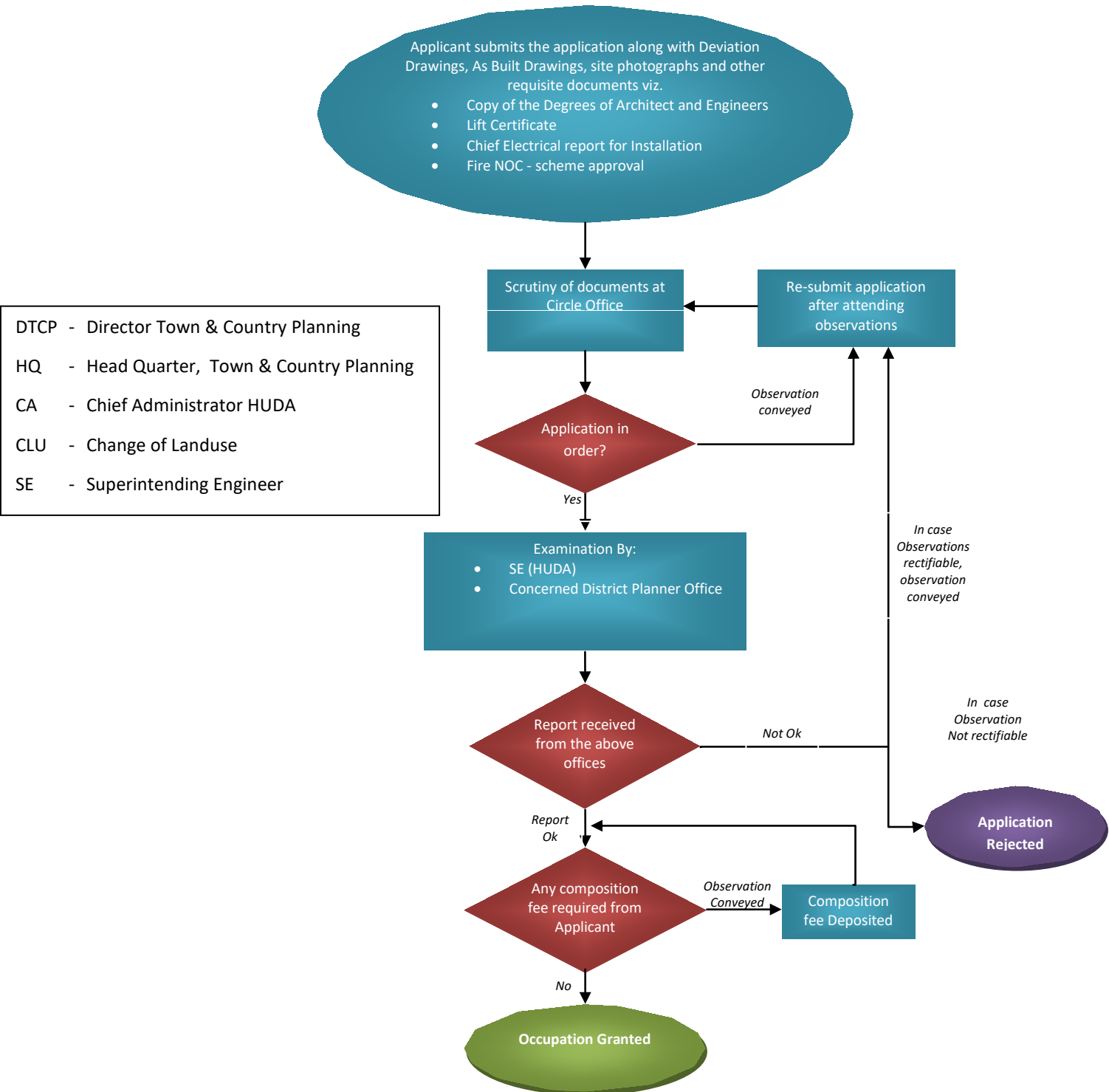
APPLICATION FOR FOLLOWING CASES ARE APPROVED AT HEADQUARTER:

- MORE THAN 2 ACRES COMMERCIAL IN PLOTTED COLONIES,
- INDEPENDENT COMMERCIAL LICENCE,
- GROUP HOUSING COLONIES AND
- SITE HAVING AREA MORE THAN 5 ACRES



APPLICATION FOR FOLLOWING CASES ARE APPROVED AT CIRCLE OFFICE:

- ALL COMMUNITY SITES IN LICENCED COLONIES HAVING AREA UPTO 5 ACRES,
- COMMERCIAL SITES GREATER THAN 1000 SQ. MTRS AND UPTO 2 ACRES IN RESIDENTIAL PLOTTED COLONIES
- CLU GRANTED SITES HAVING AREA ABOVE 2 ACRES AND UPTO 5 ACRES (EXCLUDING CLUs OF INDUSTRIAL & WAREHOUSE PROJECTS)



**CHECKLIST AND DOCUMENTS TO BE ATTACHED ALONG WITH THE
APPLICATION FOR GRANT OF OCCUPATION CERTIFICATE**

Sr. No.	Description	Applicant Remarks Document Attached (Yes / No)	
1.	Application on Form BR-IV(B), Form BR-V(2) & Form BR-VI as per Code 4.10(1) of Haryana Building Code, 2017.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Three sets of the approved building plans duly showing the deviation made in the buildings from the approved building plans.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Three sets of As-Built drawings signed by Owner & Architect.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Actual Photographs signed by owner / architect supervising the construction along with affidavit that photographs are of Occupation certificate applied for building.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Photographs regarding Civil Aviation lights have been provided.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	CD containing Videography of the site for which OC applied.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	Valid NOC from fire safety point of view from the Competent Authority.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8.	Certificate regarding registration of lift.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9.	Copy of Environment Clearance	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10.	Certificate of Chartered Accountant as per order dated 09.03.2016 that no stamp duty charges has been collected.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11.	Affidavit regarding 100% stand by generators alongwith automatic switchover are provided for running of lifts.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12.	Approval of Chief Electrical Inspector, Haryana showing the electric installation.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13.	Report regarding electric installation as per	<input type="checkbox"/> YES	<input type="checkbox"/> NO

	approval of Chief Electrical Inspector, Haryana.	
14.	Proof of drinking water.	<input type="checkbox"/> YES <input type="checkbox"/> NO
15.	Whether licence is valid or not	<input type="checkbox"/> YES <input type="checkbox"/> NO
16.	Date of validity of licence	<input type="checkbox"/> YES <input type="checkbox"/> NO
17.	Whether IDC/EDC dues are cleared	<input type="checkbox"/> YES <input type="checkbox"/> NO
18.	Whether labour cess deposited	<input type="checkbox"/> YES <input type="checkbox"/> NO
19.	Compliance of Rule-24, 26(2), 27 & 28 has been made or not	<input type="checkbox"/> YES <input type="checkbox"/> NO
20.	Whether service plans/estimates have been approved or not.	<input type="checkbox"/> YES <input type="checkbox"/> NO

APPENDIX – I

Site Inspection

Post- Construction Stage

1. Date of grant of CLU permission:
2. Purpose of CLU permission : Industrial/commercial
3. Name of Owner/ Applicant:
4. Name of Architect
5. Correspondence address of Owner/ Applicant:

Village/ Sector No.....
 City /Town
 District.....
 PIN.....
 Ph..... Mobile No. , Email

6. Address of site(if it is other than correspondence address)

Village/ Sector No.....,
 City /Town,
 District.....,
 PIN.....

7. The dimensions of site as per demarcation/zoning plan: Yes/No
 If no, sketch showing variations in dimensions enclosed.

8. Existing infrastructure.....

- a. Road
- b. Sewerage
- c. Water facility
- d. Drainage

9. Detail of construction for which occupation applied:

Category	Requirement as per Norm (in sq mtr)	Area as per Approved Building plan (in sq mtr)	Constructed Area as per site (in sq mtr)	Variation in area. (in sq mtr)
1	2	3	4	5
Ground Coverage				
Basement I				
Basement II				
Basement III				
Stilt				
1st floor				
2nd floor				
3rd Floor				
4th Floor				
..... Floor				
Mumty				
FAR				

Category	Requirement as per Norm (in sq mtr)	Area as per Approved Building plan (in sq mtr)	Constructed Area as per site (in sq mtr)	Variation in area. (in sq mtr)
OTHER PARAMETERES				
A.				
Description	Requirement as per Norm	As per Approved Building plan	As per site	Variation
Front Set Back (in mtr)				
Rear Set Back (in mtr)				
Left side set back (in mtr)				
Right side set back (in mtr)				
Approach to the site				
Parking (in ECS)				
Height (in mtr)				
Any other item				
Violations from the approved building plan	Enclosed on the composition performa.			

B.		
Description	Yes/No	Remarks
Rain water harvesting system		
Installation of solar water heating system		
Electrification		
Public Health services		
Fire safety installations		
Day/night marking as per the guidelines of AAI, if applicable.		

Deviations on the approved plans enclosed.

Signature of Inspecting officer:

Name:

Designation:

Date: