

# Application Form for Issuance of Occupancy Certificate in Municipal Areas

## Applicant Details

1. Salutation \* : \_\_\_\_\_
2. First Name \* : \_\_\_\_\_
3. Middle Name : \_\_\_\_\_
4. Last Name \* : \_\_\_\_\_
5. Mobile No. : \_\_\_\_\_
6. Email : \_\_\_\_\_
7. Date of Birth \* : \_\_\_\_\_
8. Age : \_\_\_\_\_
9. Gender \* : \_\_\_\_\_
10. Aadhaar No. \* : \_\_\_\_\_
11. Date of Application \* : \_\_\_\_\_
12. Nationality \* : \_\_\_\_\_

## Address of the Building

13. Country \* : \_\_\_\_\_
14. State \* : \_\_\_\_\_
15. District \* : \_\_\_\_\_
16. Sub-division \* : \_\_\_\_\_
17. Rural or Urban \* : \_\_\_\_\_
18. Block/Municipality/Corporation \* : \_\_\_\_\_
19. Block/Municipality/Corporation Name \* : \_\_\_\_\_
20. Village or Ward : \_\_\_\_\_
21. Police Station : \_\_\_\_\_
22. Post Office : \_\_\_\_\_
23. Address Line 1 \* : \_\_\_\_\_
24. Address Line 2 \* : \_\_\_\_\_
25. Pin Code \* : \_\_\_\_\_
26. Holding No. : \_\_\_\_\_
27. Premises No. \* : \_\_\_\_\_
28. Mouza Name \* : \_\_\_\_\_
29. J.L. No. \* : \_\_\_\_\_

## Permanent Address of Applicant

30. Country \* : \_\_\_\_\_
31. State \* : \_\_\_\_\_
32. District \* : \_\_\_\_\_
33. Sub-division \* : \_\_\_\_\_
34. Rural or Urban \* : \_\_\_\_\_
35. Block/Municipality/Corporation \* : \_\_\_\_\_
36. Block/Municipality/Corporation Name \* : \_\_\_\_\_
37. Village or Ward : \_\_\_\_\_
38. Police Station : \_\_\_\_\_

39. Post Office : \_\_\_\_\_

40. Address Line 1 \* : \_\_\_\_\_

41. Address Line 2 \* : \_\_\_\_\_

42. Pin Code \* : \_\_\_\_\_

**Other Details**

43. Date of Completion \* : \_\_\_\_\_

44. Actual Height of the Building (Metres) \* : \_\_\_\_\_

45. Nearby road width (Metres) \* : \_\_\_\_\_

46. Buildings falling in the vicinity areas such as Water bodies or Railways or Electrical lines or Airport \* : \_\_\_\_\_

47. Risk \* : \_\_\_\_\_

48. List of Documents : \_\_\_\_\_

A. Approved Building Permit : \_\_\_\_\_

B. Revised Building Plan, if any deviation : \_\_\_\_\_

C. Structural Stability Certificate signed by Structural Engineer or Architect or LBS or Geo Technical Engineer or Structural Reviewer as applicable : \_\_\_\_\_

D. Completion certificate for inside house drainage & Water supply network : \_\_\_\_\_

E. Certificate pertaining to the Lift Installation : \_\_\_\_\_

F. Any Other Document as necessary : \_\_\_\_\_

**I hereby declare that the above information is true to the best of my knowledge and belief.**

Signature : \_\_\_\_\_

Date of Application : \_\_\_\_\_