

List of required documents for OC/POC

a) Occupancy Certificate for Bulk Projects

1. Schedule VII (Form of Notice of Completion).
2. One Set of hard copy and soft copy of buildings drawings marked as completion plan with all revisions and modifications signed by the applicant and the technical persons as required;
3. Structural Stability Certificate signed by Structural Engineer or Civil Engineer;
4. Structural Stability Certificate for underground reservoir from Structural Engineer or Civil Engineer.
5. Fire Safety Certificate towards occupancy of building issued under the West Bengal Fire Services Act, 1950; **(as the case may be)**
6. Completion Certificate for internal drainage, water supply, sewerage and plumbing works from Public Health Engineer.
7. Completion Certificate from Electrical Engineer for house wiring and all electrical installations;
8. Certificate from Directorate of Electricity of NTESCL Undertaking regarding provision to is satisfaction, of transformer, sub-station and ancillary power supply; **(as the case may be)**
9. A Certificate pertaining to lift installation and operation **(as the case may be)**.
10. Copy of approved Service drawings (regarding water supply and sewerage/drainage connection).
11. FAR calculation sheet and car parking statement.
12. Copy of Sanctioned letter and sanctioned (stamped) drawings.

b) Partial Occupancy Certificate for Bulk Projects

1. Schedule IX (Form of Notice of Partial Completion).
2. One Set of buildings drawings(with proper coloured) showing the portion of the building which is proposed to be occupied marked as "Completion Plan" with all revisions and modifications signed by the applicant, Architect and the Structural Engineer or Civil Engineer.

3. Structural Stability Certificate signed by Structural Engineer or Civil Engineer; as per the prescribed in the Rule
4. Structural Stability Certificate for underground reservoir from Structural Engineer or Civil Engineer.
5. An Indemnity Bond undertaking to indemnify the Sanctioning Authority against any risk, danger or damage to any persons, whether an occupier or not, and an undertaking to ensure, in such manner as the Sanctioning Authority may specify, Public safety;
6. An under taking the no person shall occupy or shall be allowed to occupy any other portion of the building for which Occupancy Certificate has not been issued.
7. Fire Safety Certificate towards occupancy/partial occupancy of building issued under the West Bengal Fire Services Act, 1950; (as the case may be)
8. Completion Certificate for internal drainage, water supply, sewerage and plumbing works from Public Health Engineer/plumber (as the case may be)
9. Completion Certificate from Electrical Engineer or Licensed Electrical Supervisor for house wiring and all electrical installations;
10. Certificate from Directorate of Electricity Undertaking regarding provision to is satisfaction, of transformer, sub-station and ancillary power supply; (as the case may be)
11. Form-C, a certificate pertaining to lift installation and operation. (as the case may be)
12. Copy of approved Service drawings (regarding water supply and sewerage/drainage connection).
13. Area Statement and parking statement for the portion which is proposed to be occupied

c) Occupancy Certificate small projects (G+IV)

1. Schedule VII (Form of Notice of Completion)
2. One Set of hard copy and soft copy of buildings drawings marked as "Completion Plan" with all revisions and modifications signed by the applicant and the technical persons as required; One Set of Structural Drawing.
3. Structural Stability Certificate signed by Structural Engineer or Civil Engineer on own letter head;

4. Structural Stability Certificate for underground reservoir from Structural Engineer or Civil Engineer on own letter head with copy of enrolment certificate.
5. Completion Certificate for internal drainage, water supply, sewerage and plumbing works from Public Health Engineer / Licensed Plumber with copy of enrolment certificate.
6. Completion Certificate from Electrical Engineer or Licensed Electrical Supervisor for house wiring and all electrical installations with copy of enrolment certificate. ;
7. A Certificate pertaining to lift installation and operation. [From-C] (as the case may be)
8. Copy of approved Service drawings (regarding water Supply and sewerage/drainage connection).
9. Copy of Mutation Certificate.
10. Far calculation sheet and car parking statement
11. Copy of Sanction Letter.
12. Documents regarding changed of membership of Co-Operative.

d) Partial Occupancy Certificate small projects (G+IV)

1. Schedule IX (Form of Notice of Partial Completion)
2. One Set of buildings drawings showing the portion of the building which is proposed to be occupied marked as "Completion Plan" with all revisions and modifications duly signed by the applicant, Architect and the Structural Engineer or Civil Engineer and One Set of Structural Drawing.
3. Structural Stability Certificate signed by Structural Engineer or Civil Engineer; as per the prescribed in the Rule on own letter head;
4. Structural Stability Certificate for underground reservoir from Structural Engineer or Civil Engineer on own letter head;
5. An Indemnity Bond undertaking to indemnify the Sanctioning Authority against any risk, danger or damage to any person, whether an occupier or not, and an undertaking to ensure, in such manner as the Sanctioning Authority may specify, Public safety;
6. An under taking the no person shall occupy or shall be allowed to occupy any other portion of the building for which Occupancy Certificate has not been issued.

7. Completion Certificate for internal drainage, water supply, sewerage and plumbing works from Public Health Engineer/plumber with copy of enrolment certificate
8. Completion Certificate from Electrical Engineer or Licensed Electrical Supervisor for house wiring and all electrical installations with copy of enrolment certificate;
9. Form-C, a certificate pertaining to lift installation and operation. (as the case may be)
10. Copy of approved Service drawings (regarding water supply and sewerage/drainage connection).
11. Copy of Mutation Certificate.
12. Area Statement and parking statement for the portion which is proposed to be occupied.
13. Copy of Sanction Letter.

Note. All enclosure shall be authenticated by the applicant.