

EASE OF DOING BUSINESS – CONSTRUCTION PERMITS

CHECK-LIST FOR COMPLETION-cum-OCCUPANCY CERTIFICATE DOCUMENTS, CHARGES AND INSPECTION CHECK LIST REQUIRED TO BE FOLLOWED COMMON OCCUPANCY-CUM-COMPLETION REQUEST FORM (COCCRF)

COCCRF to be filled up online

The following **documents** shall be submitted online along with the COCCRF:

- a. Completion plans indicating all the floors constructed at site with plot dimensions, area and setbacks, duly signed. (.DWG Format)
- b. Minimum three photographs of the building taken from different angles so as to show the overall view of the building. (Minimum 3 & Maximum ten photographs)
- c. Lift Manufacture's certificate shall be submitted to ensure compliance with prescribed standards.
- d. Structural Safety Certificate as given in the Declaration Proforma.
- e. E-Undertaking in the given format of COCCRF

PROCEDURE & COMPETENCE MATRIX for Completion-cum-Occupancy Certificate

The competence matrix is given in clause 2.6, 2.7 and Table 2.4 of UBBL-2016

2.6 Notice for obtaining OCC:

The owner/ applicant shall submit the notice for obtaining OCC or part OCC in COCCRF along with the following documents and plans:

2.6.1 Plans and Drawings

- (a) **Site Plan, Building Plan etc as given in clause 2.6.1 of UBBL 2016 are to be uploaded online**
- (b) **Ownership Documents**

Ownership documents have to be submitted only in case of change of ownership

since the sanction of building plan, as follows:

- (a) Document(s) to establish the ownership of property such as Sale deed/ Lease deed/ Perpetual lease deed/ Conveyance deed/ Relinquishment deed/ Gift deed or any other legal documents.
- (b) In case of leasehold property, lease deed along with extension of time for construction up to the date of application has to be submitted. In case lease deed has not been executed, NOC from the lessor has to be submitted.
- (c) In case of Government Buildings, an undertaking from the Competent Authority of the concerned Government Department shall be sufficient.

2.6.2 Lift Manufacturer's Certificate

Lift Manufacture's certificate shall be submitted to ensure compliance with prescribed standards.

2.6.3 Photographs of the building

Minimum three photographs of the building taken from different angles so as to show the overall view of the building.

2.6.4 Signing of COCCRF and Declarations:

COCCRF shall be signed by the owner, architect and other professionals, as applicable. COCCRF shall include Structural Safety Certificate as given in the Declaration Proforma.

2.0 Grant or Refusal of OCC:

- 2.7.1 Application for issue of OCC shall be submitted to the sanctioning authority. The sanctioning authority may either grant or refuse the OCC and thereupon shall communicate its decision to the person giving the notice within the time limit stipulated in Chapter 3 for various categories of buildings specified therein or within 30 days of receipt of application, whichever is less, digitally signed as per proforma given in Form D-1.
- 2.7.2 No person shall occupy or allow any other person to occupy any building or part thereof for any purpose until such building or part of a building has been granted the **OCC**. The following items need to be mandatory for issuance of **OCC**.
 - (i) Flooring of any type.
 - (ii) Electrical wiring. However, electrical fitting shall not be mandatory
 - (iii) Plumbing and fitting in at least one toilet and kitchen.
 - (iv) Name and number plate.
 - (v) For internal and external finishing of walls or plastering shall not be mandatory.
 - (vi) Building shall be lockable, i.e. all external door and windows have to be provided. In case grill is provided in the windows then fixing of glass in the window panes shall not be mandatory.

- 2.7.3 **Part OCC:** Part OCC can be issued for at least one block complete in all respects (refer

2.7.2) from Ground to Terrace floor (including stilt & basement, if constructed) with all the due approvals from the external agencies, as and when applicable. However, issue of part OCC will not affect the validity of the building permit. After expiry of validity period, the building permit will have to be revalidated irrespective of whether part OCC has been issued or not.

2.7.4 Approval/ NOC from external agencies

(a) In cases, where the issue of OCC requires approval/ NOC from agencies outside the sanctioning authority such as Delhi Fire Services, Delhi Urban Art Commission, Delhi Jal Board, Heritage Conservation Committee, etc., the sanctioning authority shall issue the OCC only after getting such approval/ NOC from the concerned agency.

(b) The approval/ NOC/ refusal shall be issued by the outside agency within 15 days of receipt of the application or within the time stipulated in Chapter 3, whichever is less; failing which the approval/ NOC of the outside agency on the building plan shall be deemed to be issued. The sanctioning authority shall process the application for OCC accordingly.

2.7.5 Inspection for OCC:

The sanctioning authority, on receipt of the notice in COCCRF along with mandatory documents, shall conduct inspection of the building/ work after communicating the schedule of inspection to the owner. The inspection for OCC shall be carried out by qualified professionals/ statutory bodies as per the competence matrix given in Table 2.4 based on for the risk category of buildings.

Table 2.4: Competence Matrix for Inspection for Occupancy-cum-Completion Certificate:

	Risk Category			
	Very low	Low	Moderate	High
Competence	Architect/ Supervisor	Engineer/	Sanctioning authority/ Bodies.	Statutory

Refer Chapter 3 for Risk Category

2.7.6 Procedure for inspection for OCC for very low and low risk buildings: In case of very low and low risk buildings, the architect/ engineer/ supervisor shall conduct inspection for OCC and shall submit the inspection report to the sanctioning authority.

2.7.7 Procedure for inspection for OCC for moderate and high risk buildings:

(a) All the external agencies shall inspect the site/ buildings and communicate to the sanctioning authority and the owner/ applicant, their NOC/refusal/objection within a period of 15 days from the date of the receipt of the COCCRF.

(b) The sanctioning authority shall conduct inspection of the site, and intimate the objection, if any, to the owner/ applicant within 7 days of receipt of NOC from external agencies. In case there are no objections, compounding fee, to be calculated for compoundable items given in **Annexure IV**, shall be intimated to the owner/ applicant within 7 days of receipt of NOC from external agencies.

- 2.7.8 On compliance of all requirements and submission of all fees and charges, OCC shall be issued as per proforma given in Form D-1, within the period stipulated in bye-law 2.7.1.
- 2.7.9 In case of refusal of OCC, communication, giving full reasons, shall be conveyed as per the proforma given in Form D-2, within the period stipulated in bye-law 2.7.1.
- 2.7.10 **Deemed OCC:**
- (a) If the sanctioning authority fails to intimate the owner/ applicant, of its refusal or approval or any intimation, within the time limit stipulated in bye-law 2.7.1, OCC shall be deemed to have been issued. However, the deemed OCC shall be released only after the owner/ applicant informs the sanctioning authority about the deposit of requisite fees and charges, as applicable.
 - (b) Deemed OCC shall not be construed to authorize any person to do anything in contravention or against the terms of lease or titles of the land or against MPD, any regulations, bye-laws, ordinance, etc.
- 2.7.11 In case the owner/ applicant fails to remove all the shortcomings communicated by the sanctioning Authority, within 15 days from the date of receipt of such communication, the application shall be rejected and the building permit fees shall be forfeited. The same shall be conveyed to the owner/ applicant accordingly in Form D-2.
- 2.7.12 In case of any intimation of shortcomings made by the sanctioning authority/statutory body to the owner for compliance; the time period for issue of OCC for various categories of buildings, as specified in bye-law 2.7.1, shall be counted from the date of the receipt of the last communication/ submission made by the owner/ applicant.
- 2.7.13 In case the sanctioning authority rejects the application, the applicant can resubmit the application for issue of OCC along with the building permit fees.

Note: As per Table 2.4 of UBBL-2016:

- i. in case of the Very Low/ Low Risk Buildings the inspection for the Completion-cum-Occupancy Certificate is done by the Professional (Architect/ Engineer / Supervisor)
- ii. in case of the Moderate / High Risk Buildings the **Single Joint Site inspection** for the Completion-cum-Occupancy Certificate is done by the MCD as well as all the related NOC agencies within 5 days on the date and time generated by the online system and in case no response the deemed inspection is granted by the system

COMPLETION PROCESSING FEE TO BE DEPOSITED THROUGH ONLINE MODE

The plinth Inspection fee is mentioned in ANNEXURE –III of UBBL-2016

2.1.1 Fees for Inspection and completion

- b. Application for completion certificate shall be accompanied with fee of Rs. 10/- per sq.m of covered area.

POINTS TO BE CHECKED AT THE TIME OF INSPECTION/ JOINT SITE INSPECTION

Check List for Inspection / Joint Site Inspection at the time of Occupancy-cum- Completion Certificate

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|--|--------------------------|
| 1. Setbacks are as per sanctioned plan are in order | Yes / No |
| 2. Open Spaces - are in order | Yes / No |
| 3. Height is as per Plan / UBBL | Yes / No |
| 4. Parking Requirement as per Sanction / MPD | Yes / No |
| 5. Ground Coverage & Covered area is as per the Plan /MPD provisions | Yes / No |
| 6. Provision of Rainwater Harvesting | Yes / No/ Not applicable |
| 7. Green Building Provisions as per UBBL | |
| 8. Details of the Compoundable deviations, (Please Specify, If any): | |
| 9. Details of Non-Compoundable Deviations, (Please Specify, If any): | |