

INSPECTION PROCEDURE (While issuing Occupancy Certificate (OC)):

- After receipt of the application for Occupancy Certificate to the respective Urban Local Body, the concerned “Inspecting Officer” will inspect the site, for OC proposals.
- The selected “Inspecting Officer” will plan for a site visit and schedule a site inspection for OC proposal.
 - The date and time is intimated to the applicant through SMS. The same message will also be sent to the Inspecting Officer’s mobile. A site inspection intimation letter will also be available in the applicant’s login.
 - On the scheduled date and time, the applicant will be present at the site.
 - The Inspecting Officer will check the physical ground position of the construction whether there is any deviation compared to technically approved plans. (Detailed checklist of site inspection is available on website).
- The “Inspecting Officer” will also take photographs of the site and uploads them in his/her inspection report. This report is uploaded into DPMS within 48 hours of the completion of the inspection.

INSPECTION CHECKLIST (While issuing Occupancy Certificate (OC)):

Date of Site Inspection :

Name of the Inspecting Officer :

S. No	Description	As per Sanction on	As on Ground	Deviation	Deviation %	Observations	Remarks
1	No. of Floors						
2	Cellar						
3	Stilt						
4	Ground						
5	Upper Floors						
6	Height of the Building						
7	Building Setbacks						
8	Front						
9	Rear						
10	Side (1)						
11	Side (2)						
12	Usage of Building						
13	Side Length						
14	Rear						
15	Side 1						
16	Side 2						
17	Parking Space provision						
18	Road widening						
19	RWHS Pits Nos.						