

Procedure and list of documents for Online Application of Occupancy Certificate:

Visit website (<http://www.cdma.telangana.gov.in/dpms>)

- Registered user can login with credentials.

Submission - Details:

- Select the draft application tab and then select apply for occupancy tab on right side top of the screen.
- Go to option "Do you have a DPMS online building permit number? [Yes/No]"
- If you Select „Yes“, enter the DPMS (Online approval) File Number and click on proceed button. The details of the sanctioned file will be captured from the database and displayed in application form. Check the details displayed and Click on Save & continue button.
- If the Building Permission is not issued under Online procedure, fill in the application form with all details. After entering the details, check all the filled data and save the page.
- A New File Number will be created.
- Open the New proposal and select document tab and attach the required documents/Plans.
- Ensure that all the information is filled properly before final submission. Since after submission to respective Urban Local Body (ULB), there will be no provision to edit the details entered.
- A File number will be generated and SMS will be sent to registered mobile number (entered in application form)
- The Applicant can check the application in the Submitted Applications folder.
- Status of the file is automatically updated on the website and SMS message will be sent on periodical process of file i.e., inspection, shortfall letter/rejection letter, payment of compounding fees intimation letter & Occupancy Certificate.
- If payment of compounding fees is involved, then go to the payment page and pay the compounding fees through available online integrated payment gateways.
- After final approval, the Occupancy Certificate will be generated and will be available in the respective login for view and download purpose.

Documents to be uploaded along with the Occupancy Certificate Application as under:

1. Building completion certificate issued by LTP.
2. Copy of sanctioned plan (If not issued through DPMS).
3. Land value certificate issued by the Revenue Department (if deviations are made to Sanctioned plan).
4. Photographs of the constructed building.