

Procedure for conducting Site Inspection for Occupation Certificate

1. After receiving the request of Grant of Occupation Certificate, the Officer/official of the concerned Field Office of the Corporation shall inspect the subject building viz-a-viz the approved Building Plan and Zoning Plan.
2. The photographs of the site are to be captured.
3. Based on the current status, the Officer/official has to prepare the inspection report containing site details.
4. Inspection report shall be uploaded on the web portal within 24 hours after conducting the site inspection.

Site Inspection Format

Date of Inspection:

Plot No: -

Name of the Industrial Estate /IMT :

Area of the plot: -

Site Inspection Details :

- 1) Floor Area Ratio Achieved: -
- 2) Detail Non Compoundable Violation at site:-
- 3) **Detail of compoundable violation at site (if any):**
 - i. Construction without getting approval of Building Plans –
 - ii. Internal change in the building-
 - iii. Door, window size changed / Omitted-
 - iv. Building occupied-
 - v. Other minor violations-
- 4) **Status of Public Health Services :-**